

SWS - Forms in the Report Menu - System Reports - Custom Reports - Dealer Billing Preview

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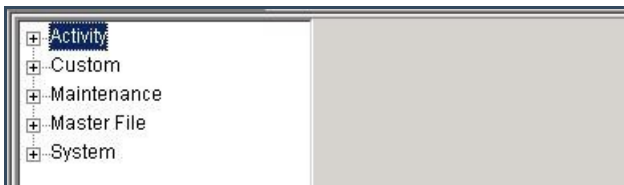
The Dealer Billing Preview Report lists all transactions that are ready to be posted to the accounting system for Dealer billing. The Dealer Billing Preview Report can be run as many times as needed. It should be the last report run before running the Dealer Billing Post Report.

Generating a Dealer Billing Preview Report

Perform the following steps to generate a Dealer Billing Preview Report:

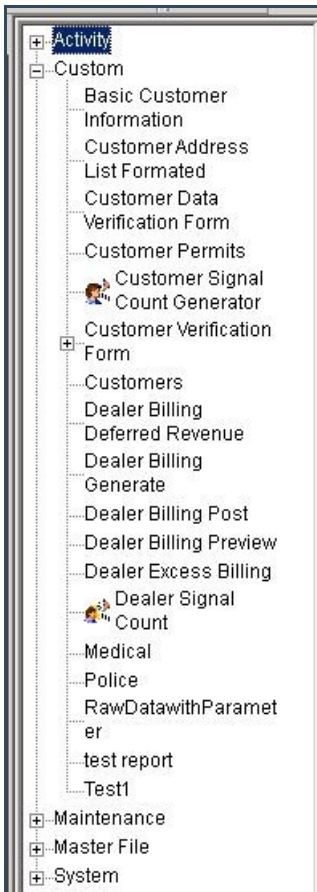
1. Navigate to the Reports menu, and select "System Reports".

Result: The "System Reports" Navigation Tree displays as shown in the following screenshot:



2. Click the "Custom" Navigation Tree Node.

Result: The Custom section of the Navigation Tree expands as displayed in the following screenshot:



3. Double-click the "Dealer Billing Preview" Navigation Tree Node.

Result: The Dealer Billing Preview Report form displays as shown in the following screenshot:

The screenshot shows a software interface for configuring a report. On the left is a tree view with categories like Activity, Custom, Maintenance, Master File, and System. Under 'Custom', 'Dealer Billing Preview' is selected. The main window is titled 'Dealer Billing Preview' and contains the following fields and options:

- Report Description: Dealer Billing Preview
- Priority: 6
- From: [] To: []
- Dealer ID: [] []
- Customer ID: [] []
- Customer name: [] []
- Order by:
 - Customer
 - Charge Type
 - Billing Code
- Mailable Report
 Page Break After Each Dealer
 Compact Format
- Dealer:
 - Details
 - Charge Type Summary
 - Billing Code Summary
- Grand Totals:
 - Total Amount
 - Charge Type Summary
 - Billing Code Summary

4. If you want, apply any of the following parameters to your Dealer Billing Preview Report:
 - Dealer ID
 - Customer ID
 - Customer Name
5. To run a Dealer Billing Preview Report, enter a beginning value in the "From:" field and an ending value in the "To:" field. The system will report on all items in the selected category that fit between the beginning and ending values.
6. If you want to order your Report by Customer, Charge Type, or Billing Code, select that option from the "Order by" area of the form.
7. If you want to designate that your Report be generated in a compact or mailable format, or that there be a page break inserted between Dealers, select that option from the "Order by" area of the form.
8. The "Details" checkbox in the "Dealer" area of the form displays as preselected. If you want, select the "Charge Type Summary" and "Billing Code Summary" checkboxes.
9. The "Total Amount" checkbox in the "Grand Totals" area of the form displays as preselected. If you want, select the "Charge Type Summary" and "Billing Code Summary" checkboxes.
10. Once you have entered all the parameters for your Report, click "Next".

Result: The Distribution Tab displays as shown in the following screenshot:

Override or unlisted destination:

Override recipient's name:

Override destination type:

Override destination address (Fax/Email):

Contact list destination:

Default printer:

Contact list type:

Customer:

Show suppressed contacts Hold for preview

- [-] Contacts
 - [+] Anytime Bill
 - [+] Mary Beth
 - [+] Pete - Non Opening user
 - [+] Same Spade
 - [+] John Doe
 - [+] Jg
 - [+] Jeff Herd
 - [+] Non Rotating user 1
 - [+] Non Rotating user #2
 - [+] Jane Doe
 - [+] 11
 - [+] 12
 - [+] 13
 - [+] 14
 - [+] 15
 - [+] 16
 - [+] 17
 - [+] 18
 - [+] 19
 - [+] 20
 - [+] 21
- [-] Dealer
 - [+] Dealer GH 202 for testing
- [-] Branch
- [-] Agency
- [-] Authority
- [-] Customer
 - [+] George's testing account
 - [+] Company (printer only)

Reports Distribution

11. For instructions on distributing your Report, refer to the "System Reports" document.