

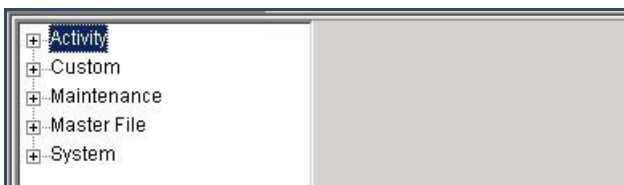
SWS - Forms in the Report Menu - System Reports - Custom Reports - Dealer Excess Billing

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

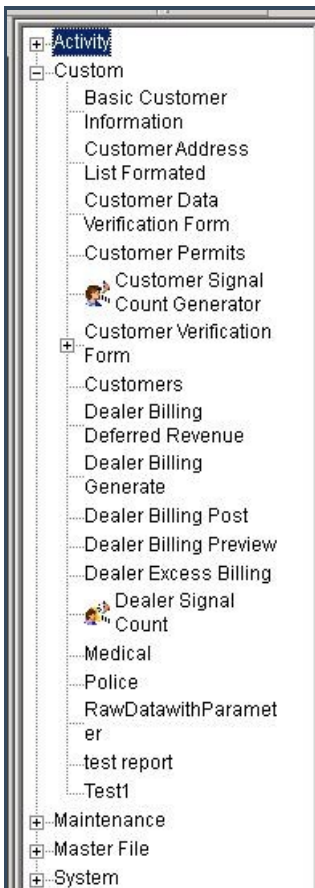
1. Navigate to the Reports menu, and select "System Reports".

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 Excess Billing" Navigation Tree Node.

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

The screenshot displays a software interface for configuring a report. On the left is a navigation tree with the following structure:

- Activity
 - Custom
 - Basic Customer Information
 - Customer Address List Formated
 - Customer Data Verification Form
 - Customer Permits
 - Customer Signal Count Generator
 - Customer Verification Form
 - Customers
 - Dealer Billing
 - Deferred Revenue
 - Dealer Billing Generate
 - Dealer Billing Post
 - Dealer Billing Preview
 - Dealer Excess Billing
 - Dealer Signal Count
 - Medical
 - Police
 - RawDatawithParameter
 - test report
 - Test1
 - Maintenance
 - Master File
 - System

The main window, titled "Dealer Excess Billing", contains the following fields and controls:

- Report Description: Dealer Excess Report
- Priority: 6
- From: [] To: []
- Dealer ID: [] []
- Include Non-Overage Customers

4. To run a Dealer Excess Billing Report, enter a beginning value in the "From:" field and an ending value in the "To:" field. The system will report on all items for the Dealer ID that fit between the beginning and ending values.
5. If you want, select the "Include Non-Overage Customers" checkbox, and 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

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