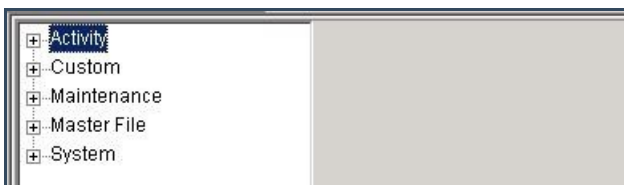# SWS - Forms in the Report Menu - System Reports - Maintenance Reports - Billing Reconciliation

Last Modified on 08/02/2024 12:43 pm EDT

Perform the following steps to generate a Billing Reconciliation Report:
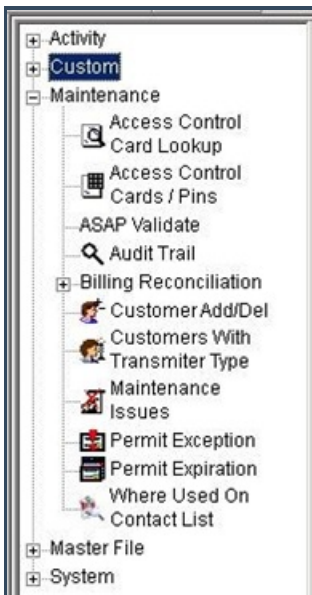
1. Navigate to the Reports menu, and select "System Reports".

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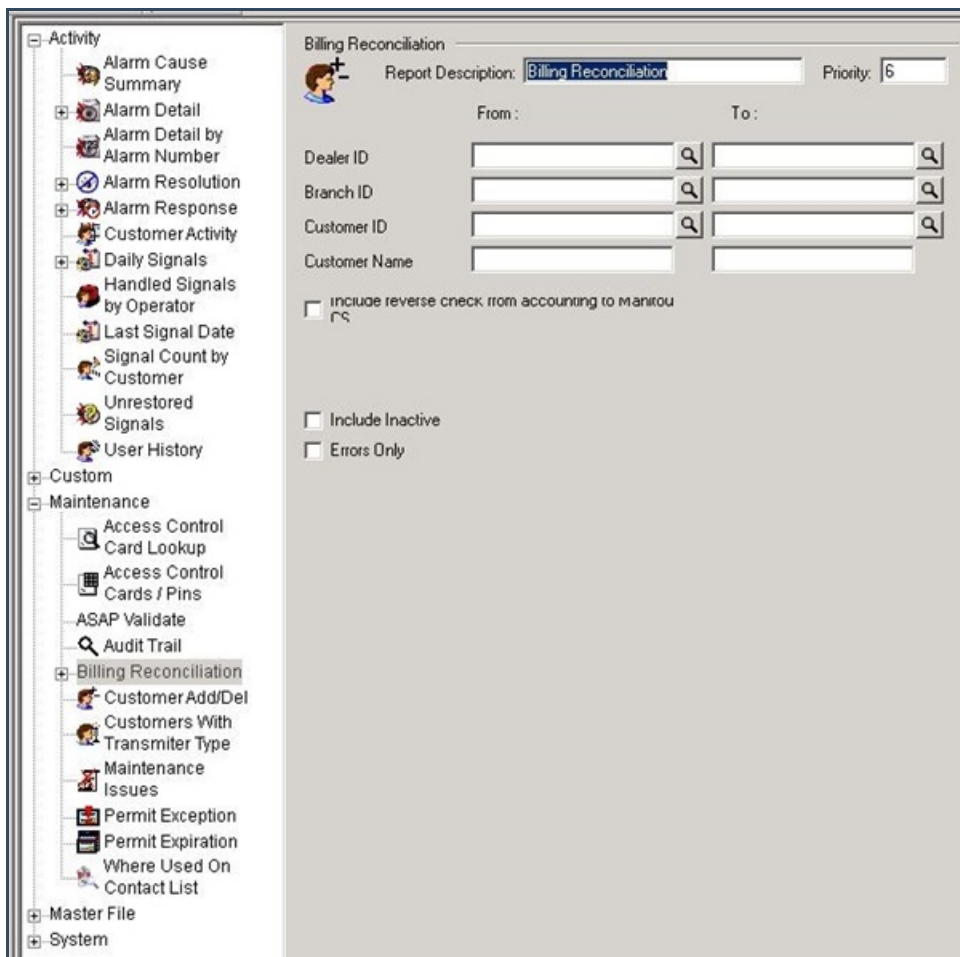

2. Click the "Maintenance" Navigation Tree Node.

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

3. Double-click "Billing Reconciliation".

    Result: The "Billing Reconciliation" form displays as shown in the following screenshot:

4. If you want, apply any of the following parameters to your Billing Reconciliation Report:

- Dealer ID
- Branch ID
- Customer ID
- Customer Name

5. To run a Billing Reconciliation 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 your Report to include a reverse check of billing discrepancies from your accounting software to Manitou, select the "Include reverse check from accounting to Manitou CS" checkbox option.
7. If you want your Report to include accounts with inactive billing, select the "Include Inactive" checkbox option.
8. If you want your Report to include errors only, select the "Errors Only" checkbox option.
9. Once you have entered all the parameters for your Report, click "Next".

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

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