SWS - Forms in the Report Menu - System Reports - Master File Reports - Accounting Companies

Last Modified on 08/02/2024 4:05 pm EDT

The Accounting Companies Report lists all Accounting Companies linked to Manitou, the direction it is linked (for instance, Accounting to Manitou), as well as the DSN, username password and server associated with the particular accounting company.

Generating an Accounting Companies Report

Perform the following steps to generate an Accounting Companies 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 "Master File" Navigation Tree Node.

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

3. Double-click "Accounting Companies".

   Result: The "Accounting Companies" form displays as shown in the following screenshot:

4. Enter a Company ID in the "Company ID" field. To run an Accounting Company Report, enter a beginning value in the "From:" field and an ending value in the "To:" field. The system will report on all items that fit between the beginning and ending values.
5. Items in the "Accounting Company Type" area of the form display as preselected. If you want, deselect the items you want to exclude from your Report.

6. Items in the "Direction of Interface In List" area of the form display as preselected. If you want, deselect the items you want to exclude from your Report.
7. Click "Next".

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

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