

SWS - Forms in the Report Menu - System Reports - Master File Reports - Group Codes

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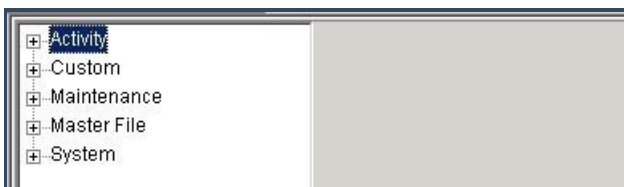
The Group Codes Report details Group Codes in Manitou. Group Codes are used to categorize Customer accounts. Group Codes are similar to Class Codes, with the exception that Dealer billing is specific to Class Codes.

Generating a Group Codes Report

Perform the following steps to generate an Group Codes Report:

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

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



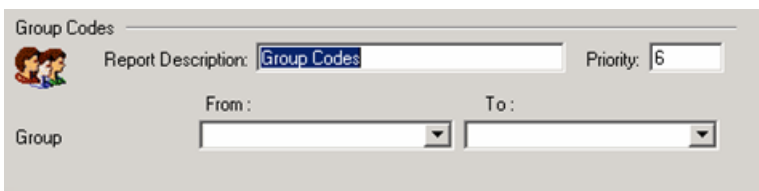
2. Click the "Master File" Navigation Tree Node.

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



3. Double-click "Group Codes".

Result: The "Group Codes" form displays as shown in the following screenshot:



4. To run a Group Codes 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. 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)

Navigation buttons: > < >> <<

Reports Distribution

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