

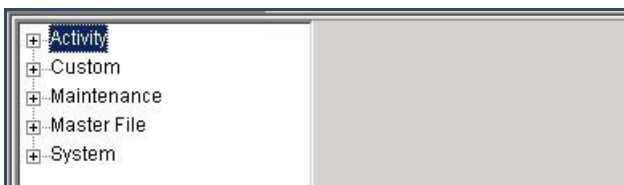
SWS - Forms in the Report Menu - System Reports - System Reports - Dealer Billing

Last Modified on 08/05/2024 3:05 pm EDT

Perform the following steps to generate a Dealer Billing Report:

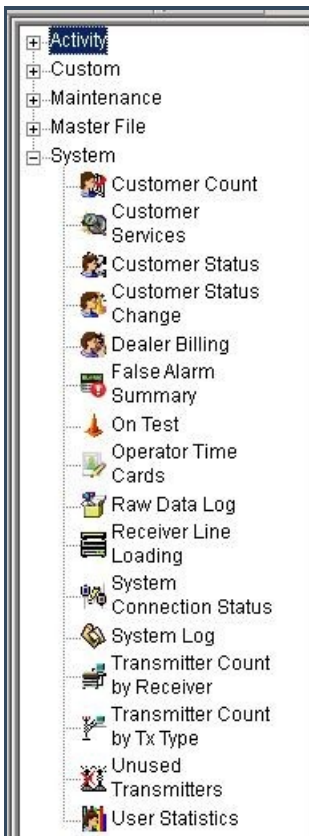
1. Navigate to the Reports menu, and select "System Reports".

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



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

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



3. Double-click "Dealer Billing".

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

The screenshot shows a software interface for generating a Dealer Billing report. On the left is a navigation tree with categories: Activity, Custom, Maintenance, Master File, and System. Under System, 'Dealer Billing' is selected. The main window title is 'Dealer Billing'. It contains a 'Report Description' field with 'Dealer Billing' entered, a 'Priority' field with '6', and two date range fields labeled 'From:' and 'To:'. Below these is a 'Dealer ID' field. At the bottom, there are two checkboxes: 'Mail format' and 'Include details', both of which are unchecked.

5. To run a Dealer 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 that fit between the beginning and ending values.
6. If you want, select the "Mail format" checkbox.
7. If you want to maximize the amount of information that displays in your Report, select the "Include details" checkbox.
8. 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

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