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

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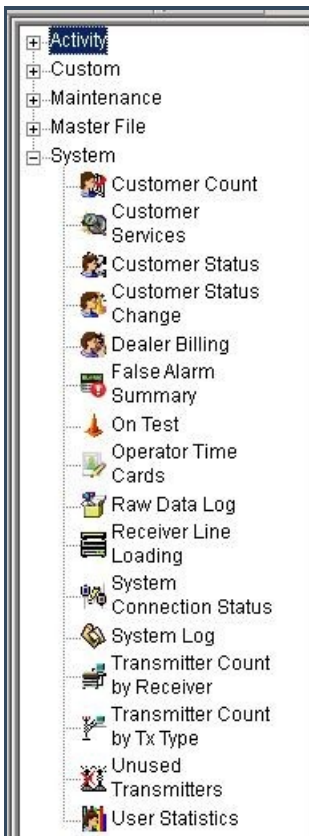
1. Navigate to the Reports menu, and select "System Reports".

   Result: The "System Reports" Navigation Tree displays as shown in the following screenshot:
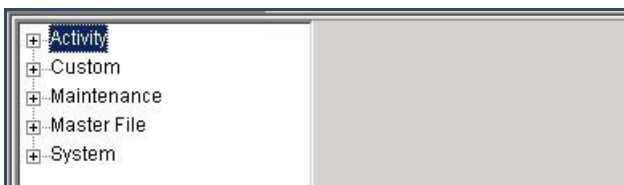
2. Click the "System File" Navigation Tree Node.

   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:

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:

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