System Config > Report

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The System Config > Report screen allows administrators to choose which reports will be available within the system for all users.

1. Select Setup from the menu, click System Config. Then select the Report option
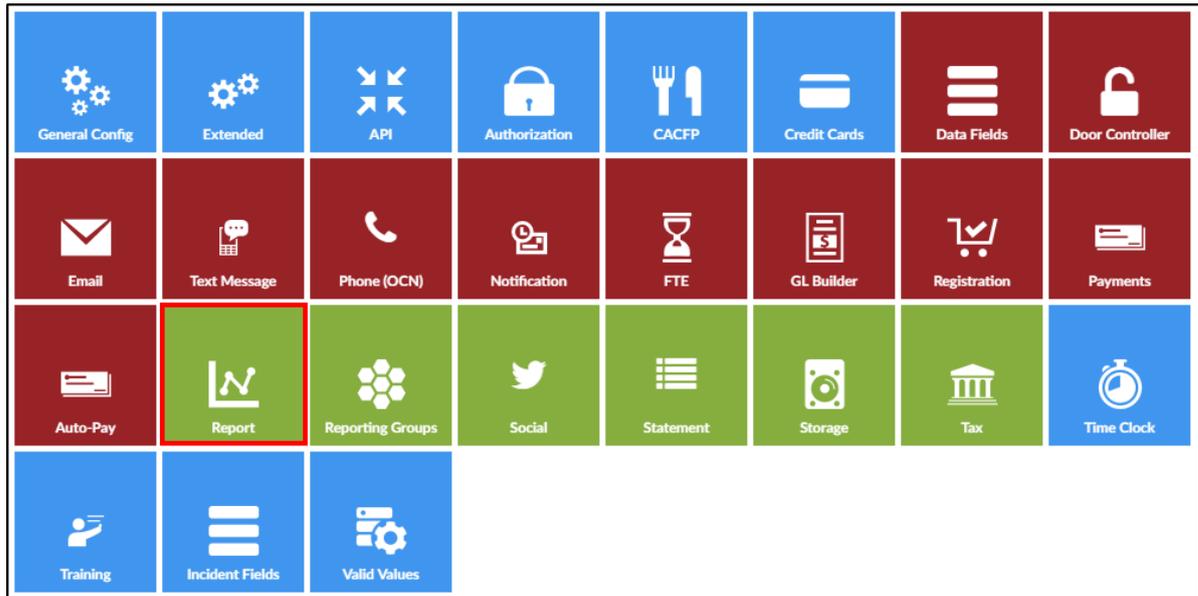
2. On the Report List, select Yes for the report to be available for all users or No to turn the report off, then click Save

Please Note: The first time you navigate to the screen all report lines will be yellow, this means that custom settings have not been set yet. Once the page is saved, lines will be white. As new reports are added, they will display

as yellow. See example below

Report List		
Report	Billing Type	Accessible
DCW Connect Vendor/Teacher Portal		
Current Roster v2 - Excel Current Roster v2 - Excel		Yes ▾
Home - End of Week		
Operations Snapshot Operations Snapshot		Yes ▾
Reports - Financial Reports		
A/R Aging Report A/R Aging - Excel		Yes ▾
Aging By Center - Excel Aging By Center- Excel		Yes ▾
Aging by Program Center - Excel Aging by Program Center - Excel		Yes ▾
Allocated Third Party Payment Flat Report - Excel Allocated Third Party Payment Flat Report - Excel		Yes ▾
Allocated Third Party Payments - Excel Allocated Third Party Payments - Excel		Yes ▾
Allocated Third Party Payments - PDF Allocated Third Party Payments - PDF		Yes ▾