

# Autosoft DMS

# **Dealership Accounting**

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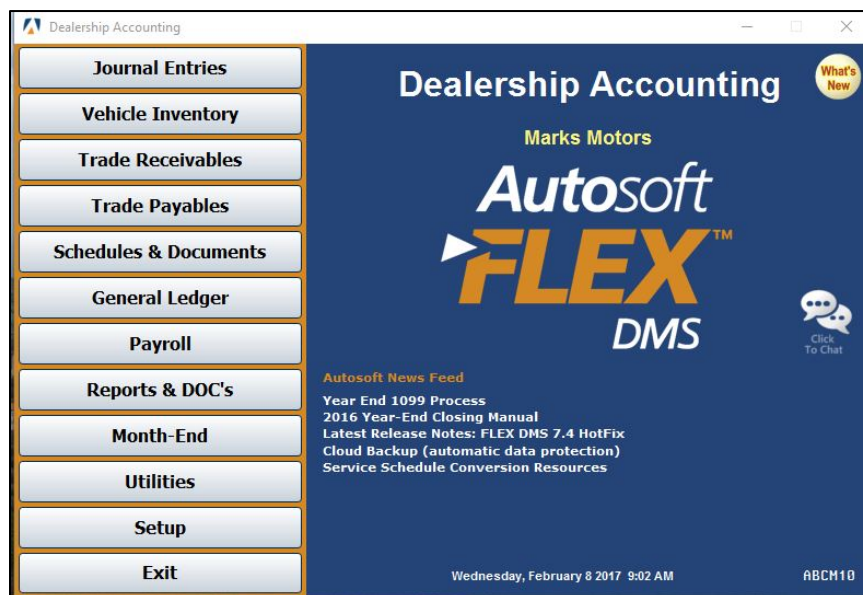
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## Introduction to Autosoft DMS Dealership Accounting

Welcome to the Autosoft DMS Dealership Accounting module. The Autosoft DMS Accounting module provides everything your Accounting Department needs. It comes with a set of pre-defined journals and a pre-installed chart of accounts specific to your dealership's franchise. When transactions are posted, the journal, general ledger, and schedule are updated. Extensive audit trails make it easy to track information and locate incorrect entries. You have instant access to numerous reports and analyses designed the way you want them, so you know the exact status of your business at any given time. In addition, the financial statement is available every day.



The system uses preset parameters to alleviate redundant data entry. In addition to saving you time when you are working, these parameters help reduce operator entry errors. The parameters serve as default entries that are automatically pulled when opening a variety of entry screens throughout the system. In most cases, the default entries can be edited as needed.

The system accepts any transaction you need to post. If you are not sure how the system will handle an entry, do not be afraid to try it. You can correct any wrong entry by reversing it. Practicing gives you the confidence you need to master the system.

At the same time, it is important for you to remember that the system does not generate any data on its own. If there is data in the system, someone entered it into the system.

Just as you can enter incorrect data into a hand ledger, you can enter incorrect data into the system. The result is the same. The advantage of the DMS Accounting system is its ability to check for common operator errors and warn you when an entry does not meet the specifications entered in the setup. For example, the system will never accept a general ledger account number that is not in the setup. However, the system cannot catch every error an operator might make, so it is the operator's responsibility to verify any information entered into the system.

## Understanding Menus

The system is made up of menus and input screens. Menus are screens that display all of the options for a particular area. With the mouse, click the button that corresponds to the option you want to select. When you select an option from a menu, you will open the corresponding submenu, input screen, or prompt. The following is an example of a menu.

The screenshot shows a menu titled 'Vehicle Purchase Parameters (Marks Motors)'. On the left, there is a vertical list of five buttons: 'Enter Purchase Journal Accounts', 'Enter Model Code Data', 'Print Parameters', 'Factory Communications Setup', and 'Exit'. On the right, the main area is titled 'Vehicle Purchase Setup' and contains a 'Click To Chat' button with a speech bubble icon.

## Understanding Entry Screens

Input screens consist of data fields that accept input or display previously entered data. Each field is labeled to indicate the data required for that field. The following is an example of an input screen.

The screenshot shows a complex input screen titled 'Vehicle Information (ABC Motors)' with a timestamp of 12/18/2015 13:52:12. The screen is divided into several sections for data entry:

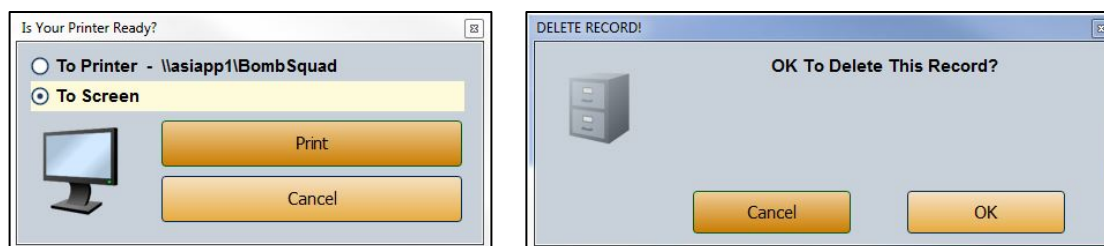
- Top Section:** Fields for Stock Number (1432), VIN (16CGTCE32G1105959), Model Code (12N43), Line (2), Year (2016), Suffix (T), New/Used (N), Certified (Y/N) (N), Body, Miles (3), and Make (CHEV TRUCK).
- Left Section:** Date In (08/04/2015), In Service, Color (BROWN), Color Codes (HOU, GWX), Key Codes (Z2972, Z2972), Truck Capacity, Cylinders, and Weight.
- Center Section:** Incentives (Customer, Dealer), Minimum Selling Price, and a list of options (AH6, AHJ, AM7, AR7, ATG, AXG, AXK, AVB, A28, BAE).
- Bottom Left Section:** Memo, Source Code, From, Title (Number), State, Title Rec'd, and Tax Code.
- Bottom Right Section:** Financial data including M.S.R.P. (36705.00), ACV (35570.66), Internet Price (36705.00), Dealer Prep (.00), Dealer Pack (250), Invoice (35320.66), Holdback (1074.30), Original (33709.21), Advertising (537.15), Internals (.00), Pending Repairs (.01), and Total Book (33709.21).

At the bottom, there are navigation buttons: 'Exit', '< Inventory List >', 'Inventory Sync', 'Detail', 'Clear Screen', and 'Save'.

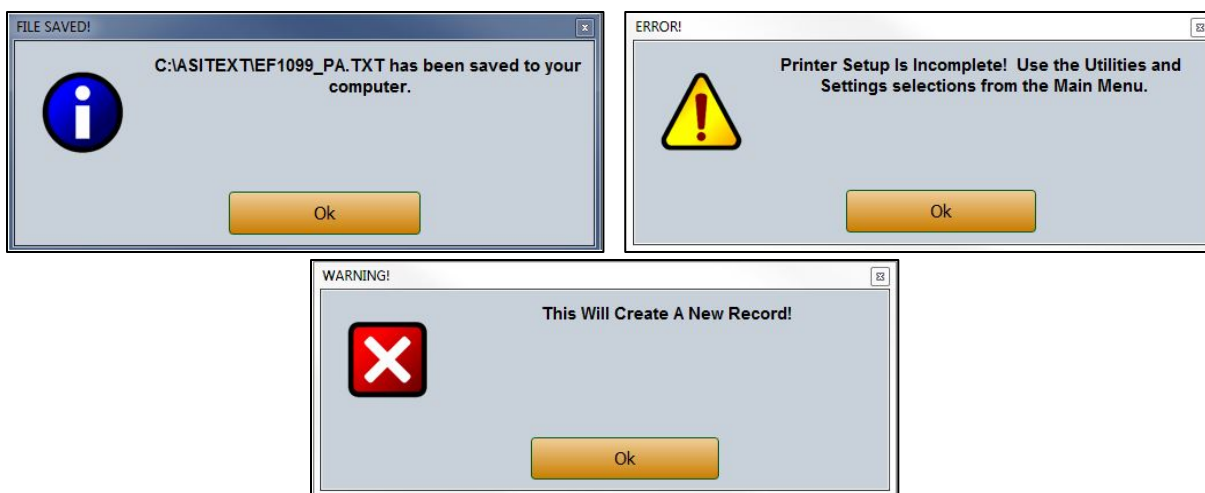
It is important to note that some fields only accept specific information. For example, you cannot enter alpha characters in a strictly numeric field, such as a date field or dollar amount field. It is a common error when entering dollar values to forget to include the decimal point. Unless you specify in the Accounting parameters for the system to automatically add decimal points, the system will treat entries as whole dollar amounts. For example, if you type 5, the system makes the entry 5.00. If you type 500, the system makes the entry 500.00. If you type 5.00, the system leaves the value as it was entered. Always double-check the dollar values entered to ensure the amount will be posted the way it needs to be posted.

## Understanding Prompts

The system also contains prompts to assist you as you work. Prompts appear when you select to generate reports or update information to master files. The prompts indicate the information you need to specify or the action you must take. For example, when you generate a report, you may be prompted to enter criteria you want to use for the report, and you are prompted to indicate if you want to view the report on your screen or if you want to print the report to paper. Similarly, when you select to update information, you are prompted to verify that you wish to complete the task. This ensures you have the opportunity to cancel an action if necessary.



Prompts also serve as a way for the system to communicate with you. In certain areas, the system will prompt you when it completes a task. This is the system's way of informing you that an action was successfully carried out. For these prompts, click **OK** to acknowledge the message and to continue working. The system also prompts you to indicate errors in entries or selections you are trying to make. The important thing to remember about prompts is that you should *always* read the prompts that appear on the screen to ensure you understand exactly what will happen before you continue. Once you are sure you understand, click **OK** to continue working.



## Using the Keyboard and Mouse

You can use the mouse or keyboard throughout the system to maneuver through the input screens and to carry out common functions on entry screens. The ability to use the keyboard to maneuver through the screens as you enter information allows you to work quickly, as you do not have to take your hands off the keyboard to use the mouse while you are working. The following chart identifies the keystrokes you can use to maneuver through the entry screens.

Key	Use it to
<b>ENTER</b>	Move to the next field
<b>UP ARROW</b>	Move to the previous field
<b>DOWN ARROW</b>	Move to the next field
<b>SHIFT + TAB</b>	Move to the previous field

Similarly, each button in the system has been assigned a corresponding function key. You can click on the button or press the corresponding function key. (When using the keyboard to select an option, it is not necessary to press ENTER.) The following chart lists common buttons and function keys you should learn. These are the most frequently available commands in the system.

Button	Function Key	Use it to
<b>Back</b>	<b>ESC</b>	Close a list or close the current screen
<b>Exit</b>	<b>ESC</b>	Close the current screen
<b>Help</b>	<b>F1</b>	Display the Help page
<b>&lt;&lt;</b>	<b>F2</b>	Display the previous record
<b>List</b>	<b>F3</b>	Display a search list to select an existing entry
<b>&gt;&gt;</b>	<b>F4</b>	Display the next record
<b>Print</b>	<b>F6</b>	Print a copy of the information
<b>Delete</b>	<b>F8</b>	Delete a record
<b>Clear</b>	<b>F9</b>	Clear a record from the screen

If you want to use keystrokes more than the mouse, you can set the system to display reminder tags on each menu button to indicate the key you can use to select each menu option. To set this parameter, see “Operating Parameters” on page 1:9.



## Using What's New, the Autosoft's News Feed, F1 Help, and Click to Chat

Because the Autosoft DMS is continuously changing to meet our customers' needs, new features are added to the software. These changes will include the addition of fields, buttons, or screens. This manual represents the system as it is now.

Click the **What's New** icon in the upper right corner of the Dealership Accounting main menu to access release notes containing information about enhancements that have been added to the DMS. The link will take you to the latest release notes in our Help Center, where you can also access resources specific to the release and archived release notes. This helps you quickly identify the enhancements that have been made to the system since your last Web update and learn how to take full advantage of those enhancements.

Also available on the Dealership Accounting main menu (as well as on the DMS startup menu and the main menu of every other DMS module) is the **Autosoft News Feed**. The News Feed will deliver up-to-date information on Autosoft's latest updates, products, and services. The feed contains dated news items. For example, when a software update is released, the release notes will be available here from a dated link. Depending on the time of year, you can also find important news and resources here, including year-end closing instructions and tax table and franchise financial statement updates.

To assist you in using Autosoft DMS to its fullest, an individual help page exists for each screen in the system. Press F1 to display the help page for the current screen or menu in which you are working. Each page provides the following pieces of information:

- A description of the screen,
- Basic instructions for using the screen,
- A list of the fields on the screen and an explanation of the information required in each field,
- A list of the buttons on the screen and instructions for using each button, and
- A list of the function keys you can use to carry out commands on the screen.

When applicable, instructional videos and user manuals for specific functions may also be accessible from help screens. At the bottom of every help screen, you'll also find links to the Autosoft Website, Remote Support resources, the Autosoft support email address, and the Autosoft DMS User Manual Website.

As changes are made to DMS, these Help pages are updated and added to your system when you run a Web software update; thus, the help pages are always current. You should become familiar with the help page feature and use it to learn about the new information added to the system and as a way to quickly access information while you are on a screen.

If you've turned to each of these resources and still have questions, you can reach out to the Autosoft Customer Success Center. If your question is a quick one, such as how to access a screen, we recommend using the **Click to Chat** feature on every menu of the DMS except for Setup menus within individual modules. This feature allows you to chat with an Autosoft Customer Success team member about an issue without having to pick up the phone or to submit a message after business hours and have a team member reach out with an answer when they return to the office.

If you're looking for specific directions, you can find what you need by searching our Help Center, accessible from the Autosoft DMS Startup Menu and the footer of any F1 screen. In the Help Center, you'll find Knowledge Base articles broken down by module, as well as video tutorials, user manuals, and role-specific information. Just type a search term into the Search bar and find all the Help Center resources pertaining to the subject.

## Assigning Control Numbers

Before you begin, you must understand controls. The system relies on controls for proper posting. It is important that you use a standard system for assigning control numbers throughout the schedules. The following are suggestions for assigning controls in various schedules.

### **Vehicle Inventory:** Stock Number

Use a good stock numbering system. The number should be short. Do not use dashes, slashes, or spaces. Stock numbers should not repeat for ten years. You should be able to identify a new vehicle from the stock number.

The most common scheme (and the one Autosoft recommends) uses five characters for a new vehicle. The first character is the year. The second character indicates the make or model, and the last three characters will be the sequence the vehicle arrived on your lot.

For example, if you are a dual dealership with Chevrolet and Toyota and sell fewer than 999 of either line in a year, your second character may be C for Chevrolet and T for Toyota. The stock number for the first 2017 Chevrolet you receive will be 7C001. If you sell more than 999 vehicles in a car line in a year, you will need to assign alpha characters (A-Z) to each model. In this case, the stock number for the first 2017 Malibu would be 7M001.

For trade vehicles, add an alpha character to the end of the stock number of the new car that was sold. The trade for the Malibu in the previous paragraph would be 7M001A. The system automatically adds the "A" to the used car's stock number. When the used car 7M001A is sold, the trade on that car automatically becomes 7M001B.

All program or remarketed cars can start with a P followed by the year purchased and the sequence acquired. This would give the 55<sup>th</sup> car bought at an auction in 2016 the stock number P1655.

### **Balance Forward:** Document Number (check number, deposit ticket number, etc.)

### **Balance Retained:** Stock, VIN, or Customer Names

Warranty claims and pre-delivery will use the warranty repair order or repair order number.

Factory Receivables will use the last six digits of the VIN.

Vehicle Notes Payable may use the VIN or stock number.

Floorplan verification will work with any of the controls.

### **Account Receivable/Payable:** Customer or Vendor Number (also referred to as controls)

You assign each customer and vendor a number using a standard system. Autosoft recommends a system of using the first four (4) letters of the last name or prominent business name and the first two (2) numbers of the address. If there are no numbers in the address, assign a number from 01 to 99. The numbers on the end are not significant and serve only to create unique controls in the system.

This method makes it easier to sort the controls. Using the first four letters of the customer's last name or prominent business ensures the controls will be in alphabetical order. If you are looking for a customer, you will not have to go through all of the controls. Instead, you will be able to search just the controls that begin with the first letter of the control in question. Using the first two numbers from the customer's address helps to keep all of the controls that start with the same letters separated. For example, if you have 250 controls that begin with SMIT for Smith, you can then just look at the address part of the control number to narrow the search further.

Below are examples of a customer control and vendor control. Entering both the accounts receivables and accounts payable control numbers as indicated below ensures they correspond with the software's search system.

Customer	Control
Steve Smith	SMIT55
555 Main Street	
Any Town, ST 10001	
Vendor	Control
The Glass Repair Gallery	GLAS22
22 North Avenue	
Any Town, ST 10001	

## Responding to the Date and Time Prompt

When you enter Dealership Accounting for the first time each day, you are prompted to verify that the date, time, and **User ID** on your computer are correct. The system displays the following prompt. The date on this prompt must match the current calendar date.

If the date and time are not correct, click the arrow buttons to increase or decrease the values as needed. You can also click **Get Internet Time Standard** to connect to the Internet and retrieve the exact time. It is important that the system date and time are correct.

If the **User ID** is not correct, enter the correct ID number. (The user ID, also referred to as the operator ID, is a number between 1 and 9. If you are using the Accounting expanded password function, you will be able to use additional alphabetical user IDs from A through Z. It's important to note that when using this password functionality, you will not be able to change the ID number or letter because it is directly tied to the user's password.) The system uses the user ID to track postings for the audit trail. Always verify the date, time, and ID before clicking **OK** to accept the information.

**Tip:** You can set passwords to control which parts of the Accounting system each user can access. For information on setting passwords, see Chapter 10, "Utilities."

## Getting Ready

You are now ready to learn how to use DMS Dealership Accounting. Each chapter in the manual covers a specific area of the Accounting system. Review each chapter before attempting to use each feature.

## Chapter 1 System Setup

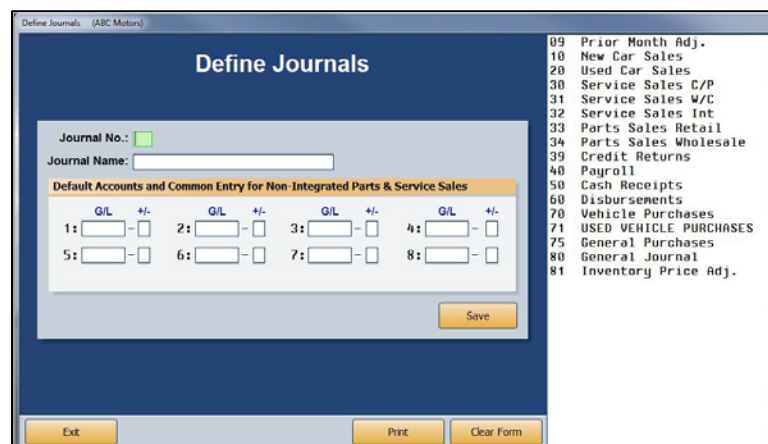
The **Setup** button on the Dealership Accounting main menu opens the System Setup menu. You use this menu to enter accounting parameters that will be used in the system. These parameters help speed up the input process and allow the system to error-check entries for accuracy. Some of the parameters were defined while the Inception Entries were being set up. This menu allows you to enter additional parameters as needed. You must set the parameters before you can post entries to the system.



System Setup (ABC Motors)	
Define Journals	<b>System Setup</b>
General Ledger	Integrated Parts Sales
Operating Parameters	Integrated Service Sales
Vehicle Purchases	Document Numbers
Vehicle Sales	Daily Rentals
Exit	Cashier

## Define Journals

You use the **Define Journals** option to assign the general ledger accounts that will be used for each journal to post non-integrated parts and service sales. A list of recommended journals is preloaded in the system. You can add to these entries as needed. Entering the journal information here saves you time when you are posting parts slips and repair orders.



### Define Journals

Journal No.:

Journal Name:

Default Accounts and Common Entry for Non-Integrated Parts & Service Sales

G/L	+	-	G/L	+	-	G/L	+	-	G/L	+	-
1:	<input type="text"/>	<input type="text"/>	2:	<input type="text"/>	<input type="text"/>	3:	<input type="text"/>	<input type="text"/>	4:	<input type="text"/>	<input type="text"/>
5:	<input type="text"/>	<input type="text"/>	6:	<input type="text"/>	<input type="text"/>	7:	<input type="text"/>	<input type="text"/>	8:	<input type="text"/>	<input type="text"/>

Save

09 Prior Month Adj.  
10 New Car Sales  
20 Used Car Sales  
30 Service Sales C/P  
31 Service Sales W/C  
32 Service Sales Int  
33 Parts Sales Retail  
34 Parts Sales Wholesale  
39 Credit Returns  
40 Payroll  
50 Cash Receipts  
60 Disbursements  
70 Vehicle Purchases  
71 USED VEHICLE PURCHASES  
75 General Purchases  
80 General Journal  
81 Inventory Price Adj.

Exit Print Clear Form

## Adding Journals

1. Click **Define Journals**.
2. The right side of the screen displays a list of journals in the system. These are the suggested journals that are pre-entered in the system and any journals entered during the Accounting Inception.
3. Click the journal you want to select, or type the journal number and name for the journal you wish to create.
4. In fields **1** through **8**, type the default accounts for non-integrated parts and service sales. As you enter each account, a **+** or **-** appears to indicate if the common entry for the account is a debit or credit. This information pulls from the general ledger setup. Edit the field if a different entry is required for the journal posting.
5. Click **Save** to save the information. If you entered a new journal, the journal is added to the list on the right side of the screen.

**Important:** Journal 81 is reserved for inventory write down. This journal will automatically adjust the pack in an equal and opposite amount to keep the inventory showing as the same value to Desk Manager.

**Important:** Journal 39 is reserved for credit returns. If you use journal 39, it automatically posts the opposite of the default entry for the account.

## Deleting Journals

1. Select the journal.
2. Press F8.
3. Click **OK** when prompted to verify you want to delete the record.

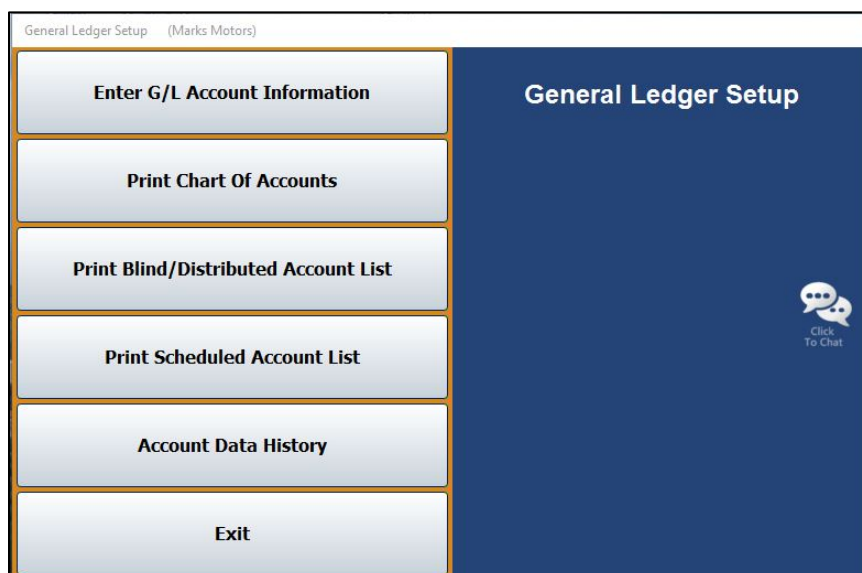
## Printing the Journal List

You should keep a copy of the journals for reference as you post. Whenever you add journals to the list, you should print a new list. You may need to reference the list when you post, at least until you are familiar with the journal numbers.

1. Click **Print**.
2. Select **To Printer** to send the list to your printer.
3. Click **Print**.

## General Ledger

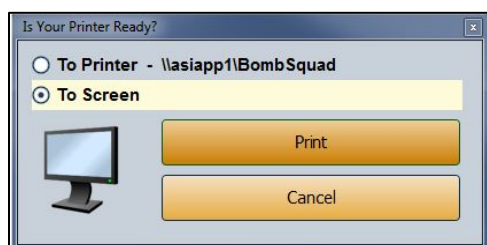
The **General Ledger** button opens the General Ledger Setup menu. Use this menu to add general ledger accounts to the system. The system has a standard chart of accounts, but you can add accounts to the general ledger if necessary. Most of the general ledger accounts should have been added through the Accounting Inception Entries. Print the chart of accounts to view the accounts that are in the system so you know what accounts, if any, you need to add.



### Print Chart of Accounts

Use this button to print the standard chart of accounts that is in the system. Use the printout to determine what accounts you must add to the system. The printout lists the account number, description, normal balance, account type, profit center, and the schedule index description for scheduled accounts.

1. Click **Print Chart of Accounts**.
2. When prompted to verify your printer is ready, select **To Printer** to print the information or **To Screen** to view the information on your screen.
3. Once you select your print type, click **Print**.



## Enter G/L Account Information

Use the **Enter G/L Account Information** option to add accounts to the general ledger or edit account information. If you add new accounts to the general ledger, you should reprint a revised chart of accounts to check that you have added all of your accounts accurately.

General Ledger Accounts (ABC Motors)

Account: 467  
Name: Sales, P&A-Cust. Mech Car & Tr

Type Of Account (See Right): S Sales  
Normal Balance (D/C): C  
Schedule Index (See Right): 0 NO Schedule  
Schedule Controlled With:   
Distribute Entry (Y/N): N  
Profit Center (N/U/S/P/B): F  
Wholesale/Retail (W/R):   
Account Group Totals (\$/T):   
Common Journal Entry (Debit +/-Credit -):   
Payroll Password Restricted (Y/N/L): N  
Restrict Use Of This Account (Y/N): N  
Allow Bank Reconciliation (Y/N):

**Blind Entries**

Debit To Cost: 667 Cost, P&A Cust. Mech  
Scheduled (Y/N):   
Credit To Inventory: 242 Inventory, Parts & A  
Scheduled (Y/N):   
If 'Cost' is a percent of the 'Sale', enter here: .00 %

**Account Types**

A = Asset Account  
L = Liability Account  
M = Contra Asset Account  
N = Net Worth Account  
C = Cost Account  
S = Revenue & Income Account  
I = Additions To Revenue & Income  
D = Deductions From Revenue & Income  
E = Expense Account

**Schedule Index**

1 = Vehicle Inventory  
2 = Accounts Receivable  
3 = Accounts Payable  
4 = Misc. Balance Forward  
5 = Misc. Detail Forward  
6 = Combination Retained/Forward

**Account Distribution**

1: <input type="text"/> %	6: <input type="text"/> %
2: <input type="text"/> %	7: <input type="text"/> %
3: <input type="text"/> %	8: <input type="text"/> %
4: <input type="text"/> %	9: <input type="text"/> %
5: <input type="text"/> %	10: <input type="text"/> %
Total: <input type="text"/>	

Exit < List > Delete Clear Form Save

## Adding Accounts

- From the General Ledger Setup menu, click **Enter G/L Account Information**.
- In the **Account** field, type the account number for the account you are adding.
- In **Name**, type a name for the account.
- In **Type of Account**, type the letter that corresponds with the type of account. The accounts are also listed in the upper right corner of the screen.
  - A:** Asset Account
  - C:** Cost Account
  - D:** Deductions From Revenue & Income
  - E:** Expense Account
  - I:** Additions To Revenue & Income
  - L:** Liability Account
  - M:** Contra Asset Account
  - N:** Net Worth Account
  - S:** Revenue & Income Account
- In **Normal Balance (D/C)**, indicate if the account's normal balance type is a debit or credit. Type **D** for debit or **C** for credit.



6. For scheduled accounts, use the **Schedule Index** field to indicate the type of account. These schedule options are also listed on the right side of the General Ledger Accounts screen.
  - **0:** No Schedule
  - **1:** Vehicle Inventory
  - **2:** Accounts Receivable (There can only be one trade receivable account.)
  - **3:** Accounts Payable (There can only be one trade payable account.)
  - **4:** Miscellaneous Balance Forward
  - **5:** Miscellaneous Detail Forward
  - **6:** Combination Retained/Forward
7. In **Schedule Controlled With**, type a description for the control number the schedule uses (document number, stock number, VIN, customer number, etc.). The description you type here appears as a memo field during posting as a reminder to the operator.
8. In **Distribute Entry (Y/N)**, determine if this account should be distributed. Type **Y** for yes or **N** for no. If you type **Y**, you must also complete the **Account Distribution** section in the bottom right corner of the screen.
9. In **Profit Center (N/U/S/P/B)**, type the letter that corresponds to the profit center for this account (according to your manufacturer). Type **N** for New, **U** for Used, **S** for Service, **P** for Parts, or **B** for Body Shop. This information will be used for reporting and documenting purposes throughout the system.  
  
Other letters may be defined for departments, but it is important that you are consistent. For example, General Motors dealerships will use **A** for New, **B** for Used, **C** for Rental, **D** for Service, **E** for Body Shop, **F** for Parts, and **Z** for Administration.
10. In **Wholesale/Retail (W/R)**, identify if this is a wholesale or retail account. Type **W** for wholesale or **R** for retail. Leave the field blank if the account is neither a wholesale nor a retail account.
11. Use the **Account Group Totals (S/T)** field to subtotal a group of accounts. The grouped accounts must be in numeric/alphabetical order to work properly. Type **S** for the account to start with and **T** for the account to end with. The system totals these accounts and all of the accounts in between them on the trial balance.
12. In the **Common Journal Entry (Debit +/-Credit -)** field, indicate if the account's *normal* balance is a debit (+) or a credit (-) balance.

13. Use the **Payroll Password Restricted (Y/N/L)** field to indicate if this account should be included in the restricted accounts that are password protected. This field works in conjunction with the **Password Payroll G/L Accounts** utility in the Payroll Setup. If you type **Y** (for yes to restrict), the Payroll password is required for the account. Any user who enters the password can view all information for the account. If you enter **Y** here, when you run the utility in Payroll Setup, it automatically flags all accounts that contain information or detail from journal 40 to **Y**. These accounts will be blocked unless the user knows the Payroll password. You can also select to unblock or allow limited access to accounts by editing the entry in this field.

If you type **N** for no, the Payroll password is not required for this account, and the user can view all information. This allows you to provide access to accounts that may contain payroll information, such as accounts receivables or new car maintenance, but that do not contain sensitive information that needs to be blocked.

If you type **L** for limited, the Payroll password is not required for this account. The user can view all information for the account except journal 40 entries.

14. The **Restrict Use Of This Account (Y/N)** field allows you to restrict operators from using an account. If you type **Y**, no one can post to this account. This is useful if you are trying to phase out an account so you can remove it from your general ledger. If you enter **N**, anyone can post to the account.
15. The **Allow Bank Reconciliation (Y/N)** field allows you to identify the accounts you wish to appear in the General Ledger Reconciliation feature in the Schedules & Documents. The accounts you flag **Y** for yes will appear in a list on the GL reconciliation screen. You can reconcile all the credits and debits posted to the account in the reconciliation.
16. In **Debit To Cost**, type the cost of sale account used to post parts and service sales. This field applies to Parts and Service Sales accounts *only*. Type a **Y** for yes or **N** for no in the **Scheduled** field to indicate if this is a scheduled account.
17. In **Credit To Inventory**, type the inventory account used to post parts and service sales. This field applies to Parts and Service Sales accounts *only*. Type a **Y** for yes or **N** for no in the **Scheduled** field to indicate if this is a scheduled account.
18. The **If 'Cost' is a percentage of the 'Sale,' enter here** field is used if the cost must be a percentage of the sale. Type the percentage you want to use in this field. This method is usually used for labor.
19. The **Account Distribution** fields are used in conjunction with the **Distribute Entry (Y/N)** field. If you type **Y** in the **Distribute Entry** field, you must enter the accounts that the amount must be distributed to and the percentage distributed to each account. The total must equal 100%.
20. Click **Save** to save the account.

## Editing Accounts

1. Type the account number in the **Account** field, and press ENTER.

You can also search for an existing account by clicking **List**. A list of the previously entered accounts is displayed. Click the account you want to select.

2. The account information populates the screen.
3. Click in a field and edit the information as needed.
4. Click **Save** to save the changes.

## Deleting Accounts

You should not delete an account from your general ledger if the account has had a balance within the last 12 months. Deleting the account will cause your reports and financial statements to be incorrect. Instead, restrict the use of the account, and wait until next year to delete the account. If the account has had no balance for the past 12 months:

1. Enter the account number in the **Account** field or select the account using the **List** button.
2. Click **Delete**.
3. Click **OK** when prompted to verify you want to delete the record.

## Print Blind/Distributed Account List

Use this button to print a list of the “Blind Entry” accounts. When prompted, select your print criteria. The printout lists the account number, description, Debit to Cost account, Credit to Inventory account, and cost percentage. The printout also identifies the Sales accounts by printing an **[S]** next to the Credit to Inventory account.

## Print Scheduled Account List

Use this button to print a list of the scheduled accounts. When prompted, select your print criteria. The printout lists the account number, description, index number, index description, and control for the account.

## Account Data History

New customers use the **Account Data History** button to transfer history from a previous system to DMS. This allows you to continue to run trend analysis reports from your previous system's history as well as history recorded using DMS. The system automatically begins maintaining the history from this point on, so you will not use this screen after being on DMS Accounting for more than a year unless you follow a fiscal year. The system pulls the information to the financial statement when counts are required.

Memo Sales	Previous Year Monthly Balances	Current Year Monthly Balances	Calendar Year Monthly Balances
Current Month: 27 YTD: 1395	Beginning Balance: 20325.54	01: 17127.94	01: 17127.94
Calendar Month: 27 YTD: 1353	02: 23767.86	02: 17399.96	02: 17399.96
Previous Month: 206 YTD: 1368	03: 18499.59	03: 19309.27	03: 19309.27
	04: 19673.47	04: 28629.96	04: 28629.96
	05: 21025.08	05: 25265.22	05: 25265.22
	06: 21987.07	06: 25564.96	06: 25564.96
	07: 25179.43	07: 24141.82	07: 24141.82
	08: 21955.50	08: 3372.95	08: 3372.95
	09: 16705.75	09: .00	09: .00
	10: 18601.31	10: .00	10: .00
	11: 17016.87	11: .00	11: .00
	12: 14800.37	12: .00	12: .00
	Total: 239537.84		Total: 160812.08

1. From the General Ledger Setup menu, click **Account Data History**.
2. In **Account**, type the account number, or click **List** to select the account from a list. The account name/description is displayed for your reference.
3. In the **Memo Sales** section, enter memo sales from your previous system or books. If you follow a calendar year, the calendar month sales will be the same as your current month sales. If you follow a fiscal year, the calendar month sales may be different than the current month sales.
4. In the **Previous Year Monthly Balances** section, type the previous year's beginning balance and the balance for each month of that year. The number next to each field indicates the month (01 for January, 02 for February, etc.).
5. Under **Current Year Monthly Balances**, type the balance for each month of the current year.
6. Under **Calendar Year Monthly Balances**, type the balance for each month for the calendar year. If you follow a calendar year, the calendar year balances will be the same as your current year balances. If you follow a fiscal year, the calendar year balances may be different than the current year balances.
7. Click **Save** to save the information. Continue to add information for each account.

## Printing the Trial Balance

The **Print** button allows you to print a trial balance of the figures in the **Previous Year Monthly Balances** and **Current Year Monthly Balances** fields. You must specify the period you want to print. When you are first starting on the system, the printout helps you verify you entered the monthly balances correctly. If you follow a fiscal year, you can print the trial balance each month to obtain a calendar trial balance to generate your financial statement.

## Operating Parameters

Use the **Operating Parameters** button to enter basic parameters used throughout the system. The default general ledger accounts should have been entered during the Accounting Inception, but you should verify the information. You can edit the information on this screen as needed.

Miscellaneous Operating Parameters (Marks Motors)

**G/L Accounts**

Cash Clearing: 201    General Checking 1: 202    Sales Tax: 324    Retained Earnings: 370  
 Cash Sales: 225    Payroll Checking 2: 202S    Floor Plan New: 310    Misc. Income: 905  
 Misc. Checking 3: 202A    Floor Plan Used: 311  
 Misc. Checking 4:    Trade Receivable: 220  
 Misc. Checking 5:    Trade Payables: 300

Prompt for Posting Operator ID and Date (Y/N): N  
 Acct's. Rec. Finance Charge (Annual Rate) APR: 18.00 %  
 Allow Parts Dept to Access A/R Customer Data (Y/N): Y  
 Allow Service to Authorize Customer Charges (Y/N): Y    Default Credit Limit \$: .00  
 Allow Parts & Service to Charge to Past Due Accounts (Y/N): N    Up To: 90 Days (30/60/90/120)  
 Allow Cashier to Create New Accounts Receivable Customers (Y/N): Y  
 Purchase Journal to Post to Vehicle Internals (Usually 75): 75  
 Automatically Insert Decimal for Currency Accounting Entries (Y/N): (This Station)  
 Skip "Print Daily Journal" (Always/Prompt) (A/P): P  
 Display Menu Select Prompts on Menu Buttons for This Client (Y/N): (This Station)  
 Post Entered Transactions Directly to the General Ledger/Schedules (Y/N): Y  
 Show Running Bank Balance on disbursements Screen (Y/N): Y  
 Allow Multiple Documents Within a Document (General Journal) (Y/N): Y

Accounting Year Begins With Calendar Month: 01  
 Last Accounting Period A/R Closed: 08  
 Last Accounting Period A/P Closed: 08  
 Last Accounting Period G/L Closed: 07

Setup "Dealer Principal" On This Client    Setup "Backup Util" On This Client  
 Setup "General Manager" On This Client    Setup "Time Clock" On This Client

Exit    Save    G/L List

## Entering Parameters

1. Click **Operating Parameters** from the System Setup menu.
2. In the **G/L Accounts** section, type the general ledger account numbers used to post each item listed. The checking fields allow you to specify up to five accounts. These become the accounts/check registers available when posting and reconciling checks and deposits.
3. In **Prompt for Posting Operator ID and Date (Y/N)**, indicate if you would like to be prompted for an ID number and posting date when you open the Journal Entries menu. If you type **Y** for yes, you will be prompted to enter your operator ID number and the posting date. If you type **N** for no, the default operator code and system date will be used.
4. In **Acct's Rec. Finance Charge (Annual Rate) APR**, type the annual percentage rate for accounts receivable finance charges.
5. Use the **Allow Parts Dept to Access A/R Customer Data (Y/N)** field to indicate if the Parts Department should have access to view the accounts receivable customer information Wholesale Customer Information screen. Type **Y** for yes or **N** for no.
6. Use the **Allow Service to Authorize Customer Charges (Y/N)** field to indicate if the Service Department can authorize charges. Type **Y** for yes or **N** for no.

7. In **Default Credit Limit \$**, type the credit limit you want to set for service charges. The system will use this credit limit unless a credit limit is specified in the customer's accounts receivable record. The default must be entered if you are going to use the Cashier module for Service Repair Orders. This will allow customers to charge payments to either a credit card or to their accounts receivable account.
8. Use the **Allow Parts & Service to Charge to Past Due Accounts (Y/N)** field to indicate if the Parts and Service Departments are allowed to add additional charges to accounts that are past due. Type **Y** for yes or **N** for no. If you type **N**, the system will prohibit the Parts and Service Departments from adding any additional charges to a past-due account.

If you type **Y**, the system will allow the Parts and Service Departments to add new charges to a past-due account. You can use the **Up To \_\_\_\_ Days** field to specify the cutoff for posting to past-due accounts. Charges can be added to past-due accounts until they reach the cutoff specified here. You can only set the cutoff as 30, 60, 90, or 120. The field will default to the next setting if you attempt to enter a different value.

9. Use the **Allow Cashier to Create New Accounts Receivables Customers (Y/N)** to indicate if the cashier is allowed to create new customer charge (A/R) accounts while posting cash receipts. Type **Y** for yes or **N** for no.
10. In **Purchase Journal to Post to Vehicle Internals**, type the journal number used to post the vehicle internals. This is usually journal 75, which is noted on the screen.
11. Use the **Automatically Insert Decimal for Currency Accounting Entries (Y/N)** field to indicate if you want the system to automatically insert the decimal point for currency entries. The default entry is **N** for no. If you leave this setting as **N**, you will have to enter the decimal point manually. Otherwise, the system will treat the entries as whole dollar amounts. For example, if you type 5, the system will format it as 5.00. If you select **Y**, the system automatically adds the decimal two places from the last digit in the figure. This setting only applies to your individual workstation.

Below are examples of entries and how the system will format them if you enter **Y**.

If you type	The system will format it as
5	.05
50	.50
550	5.50
5050	50.50

12. Use the **Skip "Print Daily Journal" (Always/Prompt) (A/P)** field to indicate if you want to skip printing the Daily Journal. If you type **A** for always, the system will always skip the printing. If you type **P** for prompt, the system will prompt you to select to print the journals or skip printing. This applies to users who select to batch post. (See Step 14.)
13. Use the **Display Menu Select Prompts on Menu Buttons for This Client (Y/N)** field to indicate if you want the menu select shortcut prompts to be displayed on the menu buttons. Type **Y** for yes or **N** for no. The menu select keys are the numbers or letters on your keyboard that correspond to each menu button. You can press the indicated key to select a menu option rather than clicking the menu button with the mouse. Your selection applies only to your workstation.

14. The **Post Entered Transactions Directly to the General Ledger/Schedules (Y/N)** field determines if transactions are automatically posted to the general ledger and schedules when they are entered or if they are saved in a temporary file to be posted in a batch at the end of the day. Type **Y** to automatically post the transactions or **N** to save the transactions for batch posting at the end of the day.
15. The **Show Running Bank Balance on Disbursement Screen (Y/N)** option is only available if you select to direct post. If you select **Y** to show the balances, the disbursement screen will show the running bank balance. The balance comes from the general ledger account balance. This option is only available for direct post since the general ledger balance is automatically adjusted when a transaction is posted, and therefore, the general ledger balance should always be correct. It isn't available for batch posting because the general ledger isn't updated until the transactions are posted to the journals, so if checks are still waiting to be batch posted, the general ledger balance won't be correct. Therefore, it could cause confusion when posting (someone believing there is more money in the account than there is).
16. The **Allow Multiple Documents Within a Document (General Journal) (Y/N)** field applies only to general journal transactions. If you enter **N** for no, the system will warn you when one or more lines of a transaction have different document numbers. If you enter **Y** for yes, the system will not warn you in this situation.
17. In **Accounting Year Begins With Calendar Month**, type the month that begins your accounting year. If you follow a fiscal year, this could be any month of the year. If you follow a calendar year, this is 01.
18. The **Last Accounting Period A/R Closed** field displays the month when the accounts receivable was last closed. The **Last Accounting Period A/P Closed** field displays the month when the accounts payable was last closed, and the **Last Accounting Period G/L Closed** field displays the month when the general ledger was last closed. The system automatically updates the information in these fields.
19. Click **Save** to save the information. The system returns you to the System Setup menu.

## Setting up the Dealer Principal, General Manager, Backup Utility and Time Clock

If you need to set up the Dealer Principal program, General Manager program, Backup Utility, or Time Clock feature on this workstation, click the corresponding button on the bottom of the screen. Click **OK** when prompted to verify you wish to run the setup. The setup adds a **Dealer Principal**, **General Manager**, **Backup Utility**, and/or **Time Clock** icon to the computer's desktop.

## Vehicle Purchases

The **Vehicle Purchases** button opens the Vehicle Purchase Setup menu. Use this menu to set parameters for the Vehicle Inventory accounts (excluding demos). The vehicle line numbers should have been set during the Accounting Inception Entries setup, but you can use this menu to add additional lines or edit the existing ones. You can print the parameters to review them to identify any information that must be added or edited.

Vehicle Purchase Parameters (Marks Motors)

Vehicle Purchase Setup

Enter Purchase Journal Accounts

Enter Model Code Data

Print Parameters

Factory Communications Setup

Exit

Click To Chat

### Enter Purchase Journal Accounts

Use this button to create or edit car lines and to set default information that will be used when entering vehicles into your inventory. The car line consists of a number (1 through 9) and a letter (A through Z). You can enter up to 234 car lines. Generally, you will have one car line for each general ledger Vehicle Inventory account, except Demo. It is recommended that you start with 1A for your primary franchise and that you use 8A for used cars and 9A for used trucks, if applicable.

Vehicle Purchase Parameters (ABC Motors)

Vehicle Purchase Parameters

Car Line: 1  
Suffix: A  
Make: CHEV CAR  
Current Model Year:   
New/Used (N/U): N  
Journal: 70  
Pack: \$ 200.00 Or .00 %  
Prep: \$ .00

Debits

G/L	Desc.	C/W
261A	Holdback	S
06501	Advertising	
	Finance Protection	
	Pre-Delivery	
955	HOLDBACK / DT	S
231	bank fee	S
231	Inventory	S

Credits

G/L	Desc.	C/W
310	Floorplan	S
	Cash Purchase	
	Finance Protection	
	Pre-Delivery	
905	bank fee	

Floorplan Pre-Delivery (Ford) (Y/N): ☐

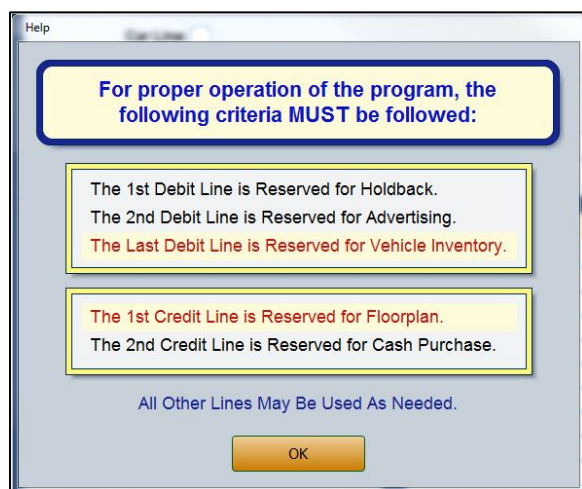
Exit Delete Clear Form Save

1A N CHEV CAR  
1B N CHEV CAR  
2T N CHEV TRUCK  
3A N BUICK CAR  
4N U OTHER  
8A U USED CAR  
9A U USED TRUCK  
9T U USED TRUCK



## Adding a New Car Line

1. From the Vehicle Purchase Setup menu, click **Enter Purchase Journal Accounts**. A warning appears to remind you that you must enter the parameters using the criteria specified. Click **OK** to acknowledge the message. The Vehicle Purchase Parameters screen opens.



2. In **Car Line**, type the number for the line and enter the letter for the line in the **Suffix** field.
3. In **Make**, type the vehicle make for the car line.
4. In **Current Model Year**, enter the current model year for the car line.
5. In **New/Used (N/U)**, type **N** for new or **U** for used to indicate the vehicle type for this car line.
6. In **Journal**, type the journal number that will be used for vehicle purchases. Use journal 70 for new vehicle purchases and journal 71 for used vehicle purchases.
7. In **Pack**, type the amount or percentage of the dealer pack for this car line. The dealer pack is also known as the lot fee. It is the amount added to the cost when calculating the salesperson's commission gross. This is not an accounting figure.
8. In **Prep**, type the dealer prep amount. This is the amount added to the sticker for items such as rust proofing, fabric protection, etc. This is not an accounting figure.
9. In **G/L**, enter the general ledger accounts used for debits and credits. Be sure to enter the parameters according to the following criteria:

### Debit Lines

- The first debit line is reserved for Holdback.
- The second debit line is reserved for Advertising.
- The last debit line is reserved for Vehicle Inventory.

### **Credit Lines**

- The first credit line is reserved for Floorplan.
- The second credit line is reserved for Cash Purchase.

### **Remaining Lines**

- All of the other lines may be defined as needed.

10. In the **Desc.** field, type a description of the general ledger account you entered. Some of the description fields have pre-entered descriptions that can be edited as needed.
11. As you enter accounts, the **C/W** field displays an **S** for stock number or **V** for the last six digits of the VIN to indicate the control for the account. This is based on the control entered for each account in the general ledger setup.
12. The **Floorplan Pre-Delivery (Ford) (Y/N)** field is for Ford dealers. Type **Y** for yes or **N** for no to indicate if the floorplan requires pre-delivery payment.
13. Click **Save** to save the information. It appears in the list on the right side of the screen with any car lines entered during the Accounting Inception.

### **Editing an Existing Line**

1. Click the car line you wish to edit from the list on the right side of the screen. The car line's information populates the left side of the screen.
2. Click in a field and edit the information as needed.
3. Click **Save** to save the changes.
4. Click **Exit** to return to the Vehicle Purchase Setup menu.

## Enter Model Code Data

Use this button to enter model codes for your franchise's vehicle lines. The Vehicle Model Codes screen allows you to enter up to 50 model codes for each car line. This information is used in the Desk Manager to track sales by model, color, etc.

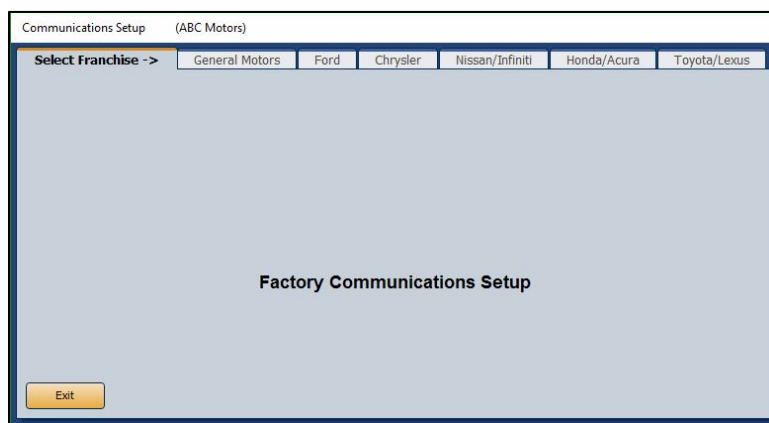
1. On the Vehicle Purchase Setup menu, click **Enter Model Code Data**.
2. In **Car Line**, type the car line for the models you are going to enter, or select the line from the drop-down list.
3. In **List Line**, enter the line number you want to use for the model, or click the line in the list on the right side of the screen.
4. Type the appropriate code in the **Model Code** field.
5. In the **Model** field, type the model name. The model name is used to sort the cars on the car sheets. You should be consistent when entering model names. Do not abbreviate, and check your spelling. The system considers "Mal." and "Malibu" as different models.
6. Use the **Body** field to type a description of the model's body style. You can abbreviate this entry.
7. In **Avg Gross**, type the average gross you want to earn on the vehicle. When you work a deal in Desk Manager on the FasDeal screen, the system indicates if the dealer gross on the deal is favorable or unfavorable based on the gross you set here.
8. In the **Dealer Incentive** and **Customer Incentive** fields, type the amount of any incentives offered on the vehicle.
9. Click **Save** to save the information. The model appears in the list on the right side of the screen.
10. Continue to enter models for the car line. When you are ready to enter models for the next car line, enter that car line in the **Car Line** field, and repeat steps 2 through 9.
11. When you are finished, click **Exit** to return to the Vehicle Purchase Setup menu.

## Print Parameters

Use this button to print the vehicle purchase parameters. When prompted, select your print criteria and click **Print**. The printout lists all of the information you entered using the **Enter Purchase Journal Accounts** button on the menu.

## Factory Communications Setup

This button advances you to the Factory Communications menu. This menu controls the communication parameters for your manufacturer. This determines how your vehicle invoices pull to the Vehicle Purchases screen when posting journals.



1. Click the tab that corresponds to the manufacturer you must set up.
2. On the setup screen for the manufacturer, enter the setup information required. Refer to F1 help for specific information about your manufacturer's factory setup.
3. Click **Close** on the screen to save the changes and return to the Factory Communication Setup menu.
4. Click **Exit** on the menu to return to the Vehicle Purchase Setup menu.
5. Click **Exit** to return to the System Setup menu.

## Vehicle Sales

The **Vehicle Sales** button on the System Setup menu opens the Vehicle Sales Setup menu. You use this menu to set the parameters for the Vehicle Sales accounts.

### Enter Sales Parameters

Use this button to assign a vehicle sale account to each type of vehicle. This screen also allows you to input debit and credit accounts commonly used for the vehicle sales.

## Adding a New Parameter

1. Click **Enter Sales Parameters** on the Vehicle Sales Setup menu.
2. In **Sale Account**, type the vehicle sale account, or click an account in the list on the right side of the screen to open and edit the account.
3. In **Description**, type the account name.
4. Use the **N/U/C/F/W/D** field to indicate the type of sale account. Type **N** for new, **U** for used, **C** for certified used, **F** for fleet, **W** for wholesale, or **D** for dealer trade.
5. In **Journal**, type the journal number used to post this type of sale.
6. Type the general ledger account used to post each credit and debit item. Additional blank description lines are available at the bottom of the screen. Use these fields to add items as needed. If your Dealership Accounting module is integrated with Autosoft's F&I application, lines 12 and 14 on the debit side and lines 12 through 15 on the credit side will pull the setups from F&I (Even if Accounting sets up information or accounts in those fields, F&I will overwrite the Accounting setups when deals come over.). Usually, lines 12 and 14 on the debit side will display Service Cost and Gap Cost, respectively, and 12 through 15 on the credit side will display Service Sale, Service Payable, Gap Sale, and Gap Payable, respectively.
7. Use the **C/W** field to identify the control used for the account. Type **S** for stock number, **V** for VIN, **N** for name, **T** for trade, or leave the field blank if no control is used. The top of the screen displays a list of control options for reference.
8. The **B/C** column on the debit side allows you to flag back-end profit and to determine which items are used to calculate cost. Type **B** for items that are back-end profit or **C** for items that should be used to calculate the cost. Use the **B** column on the credit side to flag if the entry is back-end profit. Type **B** for the items that are back-end profit. These items will print on the sale recap sheet.
9. Click **Next** to open the Extended Vehicle Sale Parameters screen. Use this screen to enter ancillary sales information, such as commission. These entries do not affect the sale. Fields marked with **O/E** require offsetting debit or credit entries in the opposite column.

Vehicle Sales Parameters

Extended Vehicle Sale Parameters entered here DO NOT affect the Sale. They are used for ancillary entries that often accompany a vehicle sale. Lines flagged O/E require Offsetting Entries. See the operators manual under the heading 'Vehicle Sale Parameters' for more specific details on their use.

Desc.	Db.	C/W	B	Desc.	Cr.	C/W	B
Sales Comm. ...O/E...	01101	N		Accrued Comm. ...O/E...	321	N	
Finance Reserve ...O/E...	262	N		Finance Reserve ...O/E...	806	N	
Split Comm. ...O/E...	01101	N		Accrued Comm-2 ...O/E...	321	N	

Default Control For Credit Life Payable:

Warranty Payable:

Back

10. Click **Back** to return to the Vehicle Sales Parameters screen.
11. Click **Save** to save the information when you are finished. The entry is added to the list on the right side of the screen.

### Creating Dealer Trade Sale Parameters

To create a dealer trade Sale account, you must start the **Sale Account** number with "DT." Some dealerships create several DT sale types. An example of a DT can be DTX, DTCASH, etc. You will not be able to create a DT account and sales parameters unless DT appears at the start of the account number. Create the sales parameters for a dealer trade using the steps outlined in "Adding a New Parameter."

### Using the "Default New," "Default Used," and "Default Certified" Parameters

The first new and used sales parameters you enter become the "Default New" and "Default Used" entries. You can click one of these options in the list on the right side of the screen to load the default parameters to assist you as you enter Sales accounts. Using the defaults prevents you from having to retype the same information repeatedly. If you need to edit the default entries, use the Set Global Sales Parameters menu option.

1. Click **Default New** or **Default Used** to load the default parameters.
2. Fill in the four fields at the top of the screen.
3. Enter the Sale, Cost of Sale, and Inventory accounts for the model. These accounts are not saved with the default entries, as the accounts will change for each model.
4. Click **Save**. The account is saved with the default parameters and is added to the list on the right side of the screen.

### Deleting an Entry

1. Click the account in the list on the right side of the screen.
2. Click **Delete**.
3. Click **OK** when prompted to verify you want to delete the record.

### Print Parameters

Use this button to print the vehicle sales parameters that have been set in the system. When prompted, select your print criteria and click **Print**. The printout lists all of the information you entered on the Vehicle Sales Parameters screen.

### Print Reference List

Use this button to print a list of the vehicle sales posting codes. When prompted, select your print criteria and click **Print**. The printout lists the account number, account (model) description, type of account (new or used), and sale account.

## Set Global Sales Parameters

This button allows you to set the Sales accounts used for all new and/or all used vehicle sales. This saves you from having to bring up each sale account individually to enter the account.

Ln	Desc.	Db.	C/W	B	Desc.	Cr.	C/W	B
01	Cost Of Sale	600A	S		01	Inventory	231	S
02	Reconditioning				02	Trade Payoff	300A	S
03	Amt. Financed	205	S		03	Sales Tax	324A	S
04	Cash W/Deal	220A	S		04	Other Tax		
05	Deposits	220A	S		05	State Fees	324A	S
06	Incentives	261D	N		06	Misc. Income	905A	
07	Cust. A/R	220	N		07	Life Payable	322	S
08	Trade Inven.	241	S		08	Life Comm.	807	
09	Trade (2)				09	A&H Comm.	807	
10	Over Allowance	600A	S		10	Warr. Sale		
11	Warr. Cost				11	Warr. Payable		
12	Serv. Cost			B	12	Serv. Sale		B
13					13	Serv. Payable		
14	Gap. Cost			B	14	Gap. Sale		B
15					15	Gap. Payable		
16					16			
17					17			
18					18			

Line Number:

Change Debit/Credit (D/C):

To ... Description:

G/L Account:

Control With:

F & I Back End Income (B/C):

In Parameter Sets New/Used/Both (N/U/B):

Lines 12-15 Will Use FA (F&I) Parameters ☐

Use FA Integration ☐

Exit

1. From the Vehicle Sales Setup menu, click **Set Global Sales Parameters**.
2. In the **Line Number** field, type the line number (1 through 30) for the account you want to set. The screen will only display the first 18 lines. To view lines 19 through 30, use the scrollbar.
3. In **Change Debit/Credit (D/C)**, indicate if you want to set a debit or credit account. Type **D** for debit or **C** for credit.
4. If you are setting a user-defined line (lines 12 through 30) type a description of the account in the **To ... Description** field.
5. In **G/L Account**, type the general ledger Sales account number you want to set.
6. In **Control With**, identify the control for the account. Type **S** for stock number, **V** for VIN, **N** for name, **T** for trade, or leave the field blank if no control is used.
7. If this line is back end income, type **B** in the **F&I Back End Income** field.
8. Use the **In Parameter Sets New/Used/Both (N/U/B)** field to set the parameters for new sales, used sales, or both. Type **N** for new, **U** for used, or **B** for both.
9. Click **OK** when prompted to verify you want to change the parameters.
10. The system displays a message when it is finished making the changes. Click **OK** to acknowledge the message.
11. Click **Exit** to return to the Vehicle Sales Setup menu.



## Salesman Information

Use the **Salesman Information** button to enter salespeople into the system. If you integrate with Autosoft's F&I program, you *must* use the same salesman ID numbers used in F&I. Autosoft recommends using salesman code 01 or above for House Deals. Leave 0 (zero) unassigned because the system uses 0 as the default ID number if the salesman number for a delivery has been left blank.

Salesman Information (ABC Motors)

**Salesman Information**

Salesman Code:

Name:

SSN:

Position:  NS=New Sales, US=Used Sales, NM=New Mgr, UM=Used Mgr

Phone:

e-Mail:

Showroom Traffic Password:

Exit Print Delete Save

15	CHRISTOPHER ROGERS
19	SCOTT FERGUSON
21	RONNIE COMPTON
24	BRIAN LAMB
35	GARY SANFORD
36	KEN CUSIC JR.
63	JEFFREY HARMON
65	KENNETH CUSIC
75	REBECCA RAGAN
83	CHRISTINE WRIGHT
94	JORDAN WARD
99	HOUSE

## Adding a New Salesperson

1. Click **Salesman Information** on the Vehicle Sales Setup menu.
2. In **Salesman Code**, assign the salesperson a code. If you integrate with the Autosoft F&I, you must use the same salesman ID numbers used in F&I.
3. In **Name**, type the salesperson's name.
4. In **SSN**, type the salesperson's social security number.
5. In **Position**, type the code that corresponds to the employee's position: **NS** for new sales, **US** for used sales, **NM** for new manager, or **UM** for used manager. These codes are listed next to the field. This information determines how information is pulled for reports.
6. In **Phone**, type the salesperson's phone number.
7. Use the **e-Mail** field to record an e-mail address for this salesperson.
8. The **Showroom Traffic Password** field is optional. Type the salesperson's password for the Showroom Traffic module. If a password is added for one salesperson, all users are prompted to enter their ID and password to enter Showroom traffic. If a salesperson doesn't have a password assigned on this screen, the salesperson must only enter his or her ID/salesman code to access the Showroom Traffic module.
9. Click **Save**. The salesperson appears in the list on the right side of the screen.

## Editing an Existing Salesperson's Information

1. Click the salesperson from the list on the right side of the screen.
2. Edit the information as needed.
3. Click **Save** to save the changes.

## Printing the Salesman List

The salesman list prints each salesperson's ID, name, and phone number.

1. Click **Print** to print the salesman list.
2. When prompted, select your print criteria and click **Print**.

## Integrated Parts Sales

Use this button to set the accounts used to post the parts sales for retail and wholesales customers. The parameters determine how counter sales update from the Parts module to the Accounting module.

Integrated Parts Posting Parameters (ABC Motors)

### Integrated Parts Sales Posting Parameters

Posting Classification: **R**  
 Journal: **33**  
 Cust. A/R (Db): **220**      Sales Tax (Cr): **324**  
 Cash Sale (Db): **225**      Local Tax (Cr):  
 Freight Out (Cr):      Tire Tax (Cr):

Click from List

- A FRIENDS
- B BODY
- C COST
- E EMPLOYEE
- G GOVERNMENT
- I INTERNAL
- R RETAIL**
- W WHOLESALE

Parts Inventory			Accessory Inventory			Other Inventory		
Sale (Cr)	Cost (Db)	Invt (Cr)	Sale (Cr)	Cost (Db)	Invt (Cr)	Sale (Cr)	Cost (Db)	Invt (Cr)
1: 481	681	241	1:			1:		
2: 481	681	242B	2:			2:		
3: 481	681	242	3:			3:		
4: 481	681	242	4:			4:		
5: 481	681	242	5:			5:		
6: 481	681	242	6:			6:		
7: 481	681	242	7:			7:		
8: 481	681	242	8:			8:		
9: 481	681	242	9:			9:		

Exit      SubSource Management      Print      Delete      Save

**Tip:** The values 1 through 9 next to the fields on the bottom of the screen represent the nine inventory sources the Parts Department can define in the Parts Inventory system. Each number can represent a different inventory. For example, 1 could be for Chrysler parts, 2 for After Market, 3 for Tires, etc. Verify the inventory sources with the Parts Department.

## Adding a New Parameter

1. Click **Integrated Parts Sales** from the System Setup menu.
2. In the **Posting Classification** field, type the letter for the posting classification that corresponds to the customer classification, or click a classification in the list on the right side of the screen. (The customer classifications are set in the Parts Inventory module using the **Wholesale Levels Pricing** option on the System Setup and Updates menu.)
3. In **Journal**, type the journal number for this classification. Journal 33 is typically used for retail sales, and journal 34 is typically used for wholesale sales.
4. Specify the general ledger accounts that will be used to post customer accounts receivables, cash sales, freight out, sales tax, local tax, and tire tax.
5. In the **Parts Inventory**, **Accessory Inventory**, and **Other Inventory** sections, type the general ledger Sale accounts used to post parts sales, accessory sales, and other inventory sales for each inventory source. When you enter a Sale account, the corresponding Cost and Inventory accounts automatically populate the corresponding fields.
6. Click **Save** to save the information.
7. Click **Exit** to return to the System Setup menu.

## Editing an Existing Parameter

1. Select the classification from the list on the right side of the screen. The information for that entry populates the screen.
2. Edit the information as needed.
3. Click **Save** to save the changes.

## Deleting a Parameter

1. Select the classification from the list on the right side of the screen. The information for that entry will populate the screen.
2. Click **Delete**.
3. The system warns you that you should coordinate the change with the Parts Department. Click **OK** to acknowledge the message.
4. Click **OK** when prompted to verify you want to delete the record.

## Adding SubSource Management Accounts

If your dealership uses subsources to manage the parts inventory, use the **SubSource Management** button at the bottom of the Integrated Parts Posting Parameters screen to set the Accounting information for the subsources. You will specify the general ledger accounts used to post parts sales for each subsource. The Parts Departments created the subsources. Subsource 000 is the default subsource. If a part does not have a subsource set or if a part has a subsource set that is not defined in the parameters, 000 is used as the default.

1. Click **SubSource Management**. The SubSource Management screen opens.
2. A list on the right side of the screen contains all the subsources the Parts Department created. Click a subsource to select it.

SubSource Management

Click from List

SubSource Code: 901

General Ledger Accounts For...

Inventory:

Sale:

Cost:

306 (Undefined)

307 (Undefined)

308 (Undefined)

309 SUB

324 GFSOG 324T VOIDS VOIDS

325 BATTERY FEE 325 325

333 (Undefined)

350 FORD NO RETURN PARTS

369 213213

401 (Undefined)

444 (UNDEFINED)

450 TEST

501 (Undefined)

550 TEST MATRIX

555 APDC 310 320

620 TEST

666 (Undefined)

669 DISPOSAL FEE VOIDS 669 VOIDS

777 TAX REFUND 324C 324C 324C

800 AM 244 210 240

801 (Undefined)

833 FREIGHT

890 (Undefined)

901 HYUNDAI CLASS A PARTS

902 HYUNDAI CLASS B PARTS

903 HYUNDAI CLASS C PARTS

997 (Undefined)

Exit Save

3. Enter the **Inventory**, **Sale**, and **Cost** accounts used for posting sales for parts in this subsource.
4. Click **Save**.
5. Repeat steps 2 through 4 for each subsource for which you must add accounts.
6. When you are finished entering the accounts for all the subsources, click **Exit** to close the screen.

## Integrated Service Sales

The **Integrated Service Sales** button opens the Integrated Service Sales Posting Setup menu. You use the options on this menu to set service sales information that will be used when sales are updated from the Service module to the Accounting module.

Integrated Service Posting Parameters (ABC Motors)

**Service Labor Sales**

**Ford Warranty**

**Service Technician Costs**

**Special Service Customer Setup**

**Factory Communications Setup**

**Exit**

## Service Labor Sales

Use the **Service Labor Sales** button to set parameters used to post service and body shop repair orders to the general ledger. You will set parameters for customer pay, warranty, and internal sales.

Integrated Service Posting Parameters (ABC Motors)

Service/Body/Contract/QuickLube (S/B/C/Q): C

Line: 1

**Customer Pay**

	Sale	Cost	Inv.
Labor	460A	660A	247
Gas/Oil/Grs	491	691	242
S/S-Tires	06105	V01DS	V01DS
Sublet	466	666	246
Q/L Labor	460C	660C	247
Q/L Gas/Oil/Grs	491	691	242
Q/L Sublet	466	666	246
Q/L Parts	478	678	242

Cust. Sales Journal Cash: 30 A/R: 30

Labor Disc: 06505 Sales Tax: 324

Cust. A/R: 220 Other Tax: 324

Cash Sales: 225 Tire Tax:

**Warranty**

	Sale	Cost	Inv.
Labor	460B	660B	247
NVI			
Gas/Oil/Grs	491	691	242
S/S-Tires	06105	V01DS	V01DS
Sublet	466	666	246

Warranty Sales Journal: 31

NVI Net Debit: 261C Sales Tax: 324

NVI Control (R/V): U Other Tax: 324

Warranty Receivable: 221 Tire Tax:

**Internal**

	Sale	Cost	Inv.
Labor	463	663	247
Gas/Oil/Grs	491	691	242
S/S-Tires	06105	V01DS	V01DS
Sublet	466	666	246

Internal Sales Journal: 32

Internal Inventory: Sales Tax: 324

Customer Discounted Other Tax: 324

Dealer Paid Tax Expense: Tire Tax:

Exit Print Delete Clear Save Next

Click from List

C1 460A

S0 460A

S1 460A

S2 460A

S9 460A

## Adding a New Parameter

1. On the Integrated Service Sales Posting Setup menu, click **Service Labor Sales**.
2. Type the letter (**S** for service, **B** for body, **C** for contract, or **Q** for quick lube) and line number for the parameter set you are creating. This allows you to set different parameters for each franchise or make. You can enter up to nine lines for each repair type.

**Important:** You must enter a complete set of parameters for **S0** because this is the default parameter set if no other parameter set applies to a repair order.

When creating quick lube parameters, only create parameters for Q1. This is the only parameter the system will look for when a repair order is flagged Q. However, GM dealers must create a Q2 parameter for Commercial Fleet and Medium Duty trucks.

3. Type the appropriate general ledger account or journal number in each of the remaining fields.
4. Use the **NVI Control** field to specify if you want to control the NVI with the VIN (**V**) or repair order number (**R**). **V** is the default entry.
5. In **Customer Discounted Dealer Paid Tax Expense**, type the account number for tax the dealership will pay for "free" discounted repairs. When discounts are created in the Service Writing module, you can flag that the dealer will pay the tax. The tax for these repairs will be updated to the account specified in this field.
6. When you are finished, click **Next** to advance to the Service Parts Sales screen, which you will use to set parameters for posting service parts sales to the general ledger. You will set parameters for customer pay, warranty, and internal sales.

Integrated Service Posting Parameters (ABC Motors)

Service/Body/Contract/QuickLube (S/B/C/Q):  Line:

Parts			Accessories			Other		
	Sale	Cost		Sale	Cost		Sale	Cost
Customer	467	667	Customer	482	682	Customer	467	667
Warranty	467	667	Warranty	467	667	Warranty	467	667
Internal	481	681	Internal	481	681	Internal	481	681

Inventories									
	1	2	3	4	5	6	7	8	9
Parts	242	242	242	242	242	242	242	242	242
Accessories	242	242	242	242	242	242	242	242	242
Other	242	242	242	242	242	242	242	242	242

Special Body Shop Parts Inventory:

Parts Customer Discount: 06505

Back Save

**Tip:** The values 1 through 9 above each column at the bottom of the screen represent the nine inventory sources the Parts Department can define in the Parts Inventory module. Each number can represent a different inventory. For example, 1 could be for Chrysler parts, 2 for After Market, 3 for Tires, etc. Verify the inventory sources with the Parts Department.

7. Type the **Sale** accounts used to post customer, warranty, and internal items to **Parts**, **Accessories**, and **Other** sales. When you enter a **Sale** account, the corresponding **Cost** account automatically populates.
8. Next, enter the general ledger accounts used to post **Parts**, **Accessories**, and **Other** inventory sales (tires, etc.) for each inventory source the Parts Department defined.
9. If you have a body shop, type the account used to post body shop parts in **Special Body Shop Parts Inventory**. When body shop parts are added to a body shop repair order, the parts automatically post to this account during the repair order update at the end of the day.
10. In **Parts Customer Discount**, type the account used to post customer discounts.
11. Click **Save** to save the information. The system returns you to the Service Sales Posting Parameters screen so you can enter another parameter set.
12. Repeat steps 2 through 11 for each parameter set you must add.
13. When you have added all of the parameter sets, click **Exit** to return to the Integrated Service Sales Posting Setup menu.

### Editing an Existing Parameter

1. Click the line you wish to edit from the list on the right side of the Integrated Service Posting Parameters screen. The information for the line populates the screen.
2. Edit the information as needed.
3. Click **Next** to view the parts posting data.
4. Edit the parts posting data as needed. If you edit information on the parts posting screen, click **Save** to save the changes.

### Deleting a Parameter

1. Click the line you wish to delete from the list on the right side of the screen. The line's information populates the screen.
2. Click **Delete**.
3. Click **OK** when prompted to verify you want to delete the record.

## Printing the Parameters

You should print a copy of your service posting parameters for reference. The printout prints each parameter on a separate page.

1. On the Integrated Service Posting Parameters screen, click **Print**.
2. When prompted, select your print criteria and click **Print**.

## Ford Warranty

Ford dealers will use the **Ford Warranty** button to set parameters used to post warranty transactions. You specify the parameters for warranty and parts, extended service plans, and body shop labor.

Ford Warranty Posting Parameters (ABC Motors)

Click from List: 0 5460

Line: 0

### Ford Warranty Accounting Parameters

W & P			
Desc.	Sale	Cost	Inv.
Labor	5270	6720	1440
Parts	5460	6460	1400
Sublet	5750	6750	1441
Admin	5720		

Append Alpha (A/B/C) or Numeric (1/2/3) Suffix To WRO Number For Factory Receivable Schedule?  
Alpha/Numeric .....(A/N): N

ESP			
Desc.	Sale	Cost	Inv.
Labor	5720	6720	1440
Parts	5460	6460	1400
Sublet	5750	6750	1441
Admin	5720		

Warranty Sales Journal: 31

Body			
Desc.	Sale	Cost	Inv.
Labor			
Parts			
Shp Mat			
Sublet			
Admin			

Ford Receivable - W&P: 1140  
Ford Receivable - ESP: 1140  
Dealer Participation: 7750  
Customer Participation: 7750  
Warranty Sales Tax:  
Deductible Sales Tax:  
Tire Tax:

Exit Save

## Adding a New Parameter

1. On the Integrated Service Sales Posting Setup menu, click **Ford Warranty**.
2. If you are a dual franchise, type the line number for Ford vehicles in the **Line** field. Otherwise, type **1**.
3. Under **W&P**, type the general ledger Sale accounts used to post labor, parts, sublet, and administrative allowance for warranty and policy service claims. When you enter a **Sale** account, the corresponding **Cost** and **Inventory** accounts automatically populate.
4. In the **Alpha/Numeric** field, indicate if an alphabetical or numeric suffix must be added to the warranty repair order number for the Factory Receivable schedule. Type **A** for alphabetical or **N** for numeric.



5. In the **ESP** section, type the general ledger Sale accounts used to post labor, parts, sublet, and administrative allowance for extended service protection claims. When you enter a **Sale** account, the corresponding **Cost** and **Inventory** accounts automatically populate.
6. In the **Warranty Sales Journal** field, type the journal number used to post warranty sales.
7. Under **Body**, type the general ledger accounts used to post each item listed.
8. Click **Save** to save the information entered.
9. Click **Exit** to return to the Integrated Service Sales Posting Setup menu.

## Editing an Existing Parameter

1. Click the line in the list on the right side of the Ford Warranty Posting Parameters screen. The information for the line fills in on the screen.
2. Click in a field, and edit the information as needed.
3. Click **Save** to save the changes.

## Service Technician Costs

Use this button to assign technician codes and cost-per-hour figures for up to 10 levels of customer pay, warranty, and internal work.

Technician Information (ABC Motors)

Technician Number: 57

Short Name: MICHAEL

Full Name: MICHAEL J RING

Flat/Hourly (F/H): F

Full Social: 000005150

State ID Number: 234567

**Cost Per Hour**

C/P	\$%	W/P	\$%	Int.	\$%
(A):	15.00 \$	(A):	15.00 \$	(A):	15.00 \$
(B):	15.00 \$	(B):	15.00 \$	(B):	15.00 \$
(C):	15.00 \$	(C):	15.00 \$	(C):	15.00 \$
(D):	15.00 \$	(D):	15.00 \$	(D):	15.00 \$
(E):	15.00 \$	(E):	15.00 \$	(E):	15.00 \$
(F):	15.00 \$	(F):	15.00 \$	(F):	15.00 \$
(G):	15.00 \$	(G):	15.00 \$	(G):	15.00 \$
(H):	15.00 \$	(H):	15.00 \$	(H):	15.00 \$
(I):	15.00 \$	(I):	15.00 \$	(I):	15.00 \$
(J):	15.00 \$	(J):	15.00 \$	(J):	15.00 \$

Fill Down Save

Exit Print Delete Clear

12	SHELLEY	10.00	28.00	28.00
13	BRIAN	18.00	18.00	18.00
23	LEO	20.00	20.00	20.00
25	SETH	13.00	13.00	13.00
29	LISA	.00	.00	.00
31	COLONEL	12.00	12.00	12.00
43	AMANDA	12.00	14.00	10.00
46	ERIC	20.00	20.00	20.00
48	KEVIN HOWELL	21.00	21.00	21.00
57	MICHAEL	15.00	15.00	15.00
66	STANLEY	20.00	20.00	20.00
69	SAMUEL	17.00	17.00	17.00
75		16.00	16.00	16.00
80	TOM	20.00	20.00	20.00
83	CHRIS	37.00	37.00	37.00
99	PAUL	15.00	15.00	15.00

## Adding a New Technician

1. From the Integrated Service Sales Posting Setup menu, click **Service Technician Costs**.
2. Use the **Technician Number** field to enter the technician's ID number.
3. In the **Short Name** field, enter the technician's nickname or a preferred name the technician goes by.
4. In **Full Name**, enter the technician's full name.
5. In **Flat/Hourly (F/H)**, indicate how the technician is paid. Type **F** for flat rate or **H** for hourly rate.
6. In the **Full Social** field, type the technician's social security number.
7. Enter the technician's **State ID Number**.
8. In the **Cost Per Hour** section, type the technician's cost per hour as a percentage or a dollar amount. Use the **\$/%** field to indicate if the value is a dollar amount or percentage. Be sure to enter rates for each of the three service types: customer pay, warranty, and internal. (Click **Fill Down** to fill in the remaining rows in each column with the rate entered on the first line if the technician's rate should be the same for each line.)
9. Click **Save** to save the information. The technician is displayed in the list on the right side of the screen.

## Editing a Technician's Information

Once you enter a technician's information, you can edit it as needed.

1. Enter the technician's number in the **Technician Number** field or click on the technician in the list on the right side of the screen. The technician's information populates the screen.
2. Click in a field, and edit the information as needed.
3. Click **Save** to save the changes.

## Deleting a Technician

1. Select the technician you want to delete from the list on the right side of the screen or enter the technician's **Technician Number**.
2. Click **Delete**.
3. Click **OK** when prompted to verify you want to delete the record.

## Printing the Technician Information

The printout prints information for all of the technicians you entered on this screen. For each technician, the printout lists the technician's number, name, short name, last four digits of the technician's social security number, and whether the technician is paid a flat rate or hourly wage, as well as the technician's pay costs.

1. Click **Print**.
2. When prompted to verify your printer is ready, click to select **To Printer** to print the information or **To Screen** to view the information on your screen.
3. Once you select your print type, click **Print**.

## Special Service Customer Setup

This button allows you to set discount information that will be used for customers who receive special pricing considerations.

Special Customer Parameters (ABC Motors)

Last Eight: F2105934

Name: David Smith

Acct. A/R Control: SMIT66

Counter Parts Credit Limit: 1000

Taxable (Y/N): Y

Service Credit Limit: 1000

Taxable (Y/N): Y

Eligible For Parts WINS/Comp (Fleet-Gov-Etc) (F/G/?/N): N

WINS/Comp Code:

Price Level Matrix Code for Parts (A0 thru Z4): A1

Print Special Customer Parameters List

Special Discounts

Parts: 5.00%

Labor: 5.00%

Default Discount Code:

Exit Service Customers A/R List Delete Save

1. Click **Special Service Customer Setup** on the Integrated Service Sales Posting Setup menu.
2. In **Last Eight**, type the last eight digits of the vehicle identification number (VIN). You can search for a customer by clicking **Service Customers**. Search for a customer based on the first three letters of the customer's last name, the last four digits of the customer's phone number, or the customer's license number. A list of customers who meet the criteria you selected appears. Click the customer you want to select.
3. In **Name**, type the customer's name.
4. In **Acct. A/R Control**, type the customer's accounts receivable control number. You can search for existing controls by clicking **A/R List**. Type the letter that the customer's last name begins with, and a list of customers whose names begin with that letter appears. Click the customer you want to select.
5. In **Counter Parts Credit Limit**, specify the customer's credit limit for parts, and use the **Taxable** field to identify if the parts purchases are taxable. Type **Y** for yes or **N** for no.
6. In **Service Credit Limit**, specify the customer's credit limit for service, and use the **Taxable** field to identify if the service sales are taxable. Type **Y** for yes or **N** for no.
7. In **Eligible for Parts WINS/Comp (Fleet-Gov-Etc)**, type the code/letter that indicates why the customer is eligible for the discount. Enter **F** for fleet, **G** for government, or **?** for any other category.
8. In **WINS/Comp Code**, type the customer's WINS or compensation code.
9. In **Price Level Matrix Code for Parts**, type the code that corresponds to the pricing matrix used for this customer (A0 through Z4).
10. In the **Special Discounts** section, type the discount percentage for parts and labor and the default discount code that should be used.
11. Click **Save** to save the information.

## Factory Communications Setup

This button advances you to the Factory Communications Setup menu. Use this menu to enter the parameters that will be used to post warranty sales for your manufacturer.



1. From the Integrated Service Sales Posting Setup menu, click **Factory Communications Setup**.
2. Click the tab that corresponds to the manufacturer you must set up.
3. On the setup screen for the manufacturer, enter the set up information required. Refer to F1 help for specific information about your manufacturer's factory setup.
4. Click **Close** on the screen to save the changes and return to the Factory Communication Setup menu.
5. Click **Exit** on the menu to return to the Integrated Service Sales Posting Setup menu.
6. Click **Exit** to return to the System Setup menu.

## Document Numbers

The Document Numbers menu allows you to set the starting and ending numbers for your repair orders, counter tickets, and purchase orders. All of the options on this menu require assistance from an Autosoft Customer Support Center representative. Call 800.473.4630 for support.

Document Numbers (Marks Motors)

Repair Order Numbers


Counter Ticket Numbers

Purchase Order Numbers

Spare

Exit

Document Numbers

  
Click To Chat

## Daily Rentals

If you will be using the Daily Auto Rental module, this button allows you to set the general ledger accounts used to post daily rentals. This information is automatically pulled when posting Integrated Daily Rental Entries.

Daily Rental Posting Setup
(ABC Motors)

Rental Type:
R
Journal:
30

0 Other  
R Rental  
S Service  
W Warranty

Debits

Cash Sales:
225
Customer A/R:
220
Credit Card:
220
Discounts:
Customer Deposits:
220

Controls
VISA:
VISA
MC:
MC
AmEx:
AMEX
Discover:
DISC
Other:

Credits

Rental Income:
530
Fuel Purchase:
905
Comp/Collision:
Liability Supplement:
Personal Accident:
Personal Effects:
Sales Tax:
323
Other Tax:
324
Flat Tax:
324
Desc Line 1 .....:
905
Desc Line 2 .....:

Exit
Save

1. From the System Setup menu, click **Daily Rentals**.
2. In **Rental Type**, type the letter that corresponds to the rental type. Type **O** for other, **R** for rental, **S** for service, or **W** for warranty. You can also click the rental type in the list to the right of the field.

3. In **Journal**, type the journal number used to post the rental information.
4. In the **Debits** and **Credits** sections, type the general ledger account number used to post each item listed. The descriptions for the last two credit fields pull from the Daily Rental setup in the Daily Rental module.
5. Use the **Controls** fields to identify the control numbers for each credit card your dealership accepts.
6. Click **Save** to save the information.
7. Click **Exit** to return to the System Setup menu.
8. Click **Exit** to return to the Dealership Accounting menu.

## Cashier

The Cashier Setup screen is used to set operating parameters. This screen allows you to set the general ledger accounts that will be used to post cash receipts. When you post a customer payment, the general ledger account you specify on this screen for that payment type is automatically displayed. In addition, you enter the credit card information for the credit cards your dealership accepts. The credit cards are displayed in a list when you post payments. You should verify the settings with the Cashier Desk, as changes you make here will affect any parameters set in the Cashier module.


The Cashier Setup accessible through the Accounting System Setup menu corresponds to the Cashier Setup screen accessible through the Cashier module. However, the Cashier module's Cashier Setup screen also includes an additional feature that allows you to control the number of repair order copies that will print.

Cash Receipts Setup (ABC Motors)

### Cashier Setup

<p>G/L Account For Trade Receivables: <input type="text" value="220"/></p> <p>G/L Account For Cash Sales: <input type="text" value="225"/></p> <p>G/L Account For Vehicle Deposits: <input type="text" value="210"/></p> <p>G/L Account For Cash On Hand: <input type="text" value="201"/></p> <p>G/L Account For Late Charge Income: <input type="text" value="905"/></p> <p>Cash Receipts Journal: <input type="text" value="50"/></p> <p>Always Print A File Copy: <input type="checkbox"/></p> <p>Include R/O's And C/S's In Daily Summary: <input checked="" type="checkbox"/></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">G/L</th> <th style="text-align: left;">Control</th> </tr> </thead> <tbody> <tr> <td>VISA</td> <td>300</td> <td>VISA</td> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name	G/L	Control	VISA	300	VISA															
Name	G/L	Control																				
VISA	300	VISA																				

	<p>Printer For Cash Receipts: <input type="text" value="Autosoft PDF Printer"/></p> <p>Drawer For Cash Receipts: <input type="text" value="Default bin"/></p> <p>Printer For Copies: <input type="text" value="Autosoft PDF Printer"/></p> <p>Drawer For Copies: <input type="text" value="Default bin"/></p>
---	---

1. Click **Cashier** from the System Setup menu.
2. Type the general ledger account used to post each item listed in the box on the left side of the Cashier Setup screen. Click **G/L List** to view a list of general ledger accounts.
3. In the **Credit Cards** section, type the name, general ledger account, and control for each credit card your dealership accepts.
4. The bottom part of the screen is used to set printer information. A list of printers installed on the workstation is displayed in a drop-down list. Click the printer you wish to select as the default printer for printing receipts.
5. Use the drop-down list to select the paper tray/drawer for the printer.
6. Repeat steps 4 and 5 to select a printer and paper drawer in the **Printer For Copies** and **Drawer For Copies** fields, respectively.
7. When you are finished entering the parameters, click **Exit**. This saves the parameters and returns you to the System Setup menu. If you want to exit the screen without saving the changes, click **Abort Setup**.

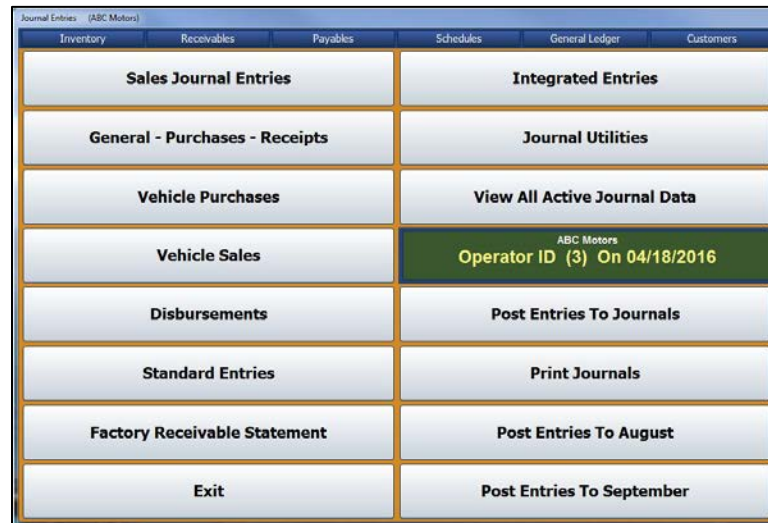
## Finishing Up

Make sure you have entered all of the necessary setup information before you attempt to post to the system. The entries will speed up the posting process. Remember, you can return to any setup screen and edit existing entries as needed. Once you are finished entering the parameters, you can begin posting to the system.



## Chapter 2 Journal Entries

The Journal Entries menu allows you to create journal entries and post the entries to the journals and general ledger. A journal entry consists of two or more transaction lines that balance with equal debits and credits. You have the option of batch posting or direct posting the entries. You specified your posting method on the Operating Parameters screen in the Accounting System Setup.



The screenshot shows the 'Journal Entries' menu for 'ABC Motors'. The menu is organized into two columns. The left column contains: 'Sales Journal Entries', 'General - Purchases - Receipts', 'Vehicle Purchases', 'Vehicle Sales', 'Disbursements', 'Standard Entries', 'Factory Receivable Statement', and 'Exit'. The right column contains: 'Integrated Entries', 'Journal Utilities', 'View All Active Journal Data', 'Post Entries To Journals', 'Print Journals', 'Post Entries To August', and 'Post Entries To September'. A status bar at the bottom of the right column indicates 'ABC Motors Operator ID (3) On 04/18/2016'.

All users begin by entering the journal entries on the journal entry screens. The left side of the menu contains seven options for posting various types of journal entries. An option on the right side of the menu also allows you to post integrated entries from Parts, Service, and Daily Rental. The steps you take after you create the journal entry, however, vary based on whether you chose to post the journals directly to the general ledger and schedules or to batch post.

## Direct Posting

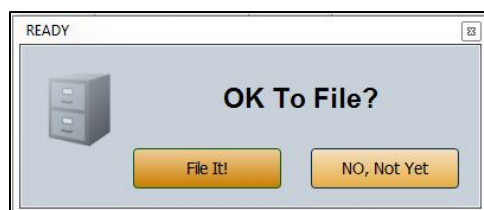
If you selected the direct post option, you post the entries to the books right from the journal entries screens. You have the option of posting to the current month or next month, or you can select to save the entry to a batch file that you will post at the end of the day. The Journal Utilities menu contains an option that allows you to print the journal data for the current operator ID. This provides a way to print the journal data for the current day so you have a copy for your records.



The screenshot shows a dialog box titled 'Post To General Ledger'. It has four buttons: 'Cancel' (orange), 'Batch' (light blue), 'August' (blue), and 'September' (green). The dialog box is set against a light gray background with a title bar that says 'READY'.

## Batch Posting

If you selected to batch post, you file the entries. This saves the entries to a batch file. Once you save the entries, you use the journal utilities to manage the entries and proof them before posting them to the books. Once you are finished with all of the entries, you post them to the journals at the end of the day. You have the option of posting selective entries or all entries for the current Operator ID. Next, you print the journals so you have a record of the information. Finally, you post the journals to the general ledger for the current month or next month.



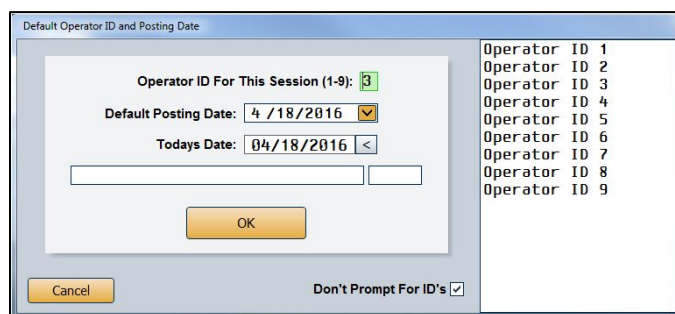
## Posting Date and System Date

The system maintains the accounting posting date separately from the system date. When you open the Accounting module for the first time each day, the “Date/Time/ID” prompt appears. You must verify that the date displayed is the current calendar date. DO NOT use this prompt to set the posting date. When you set the date here for this station, the system updates the posting date to the system date for the Operator ID indicated.

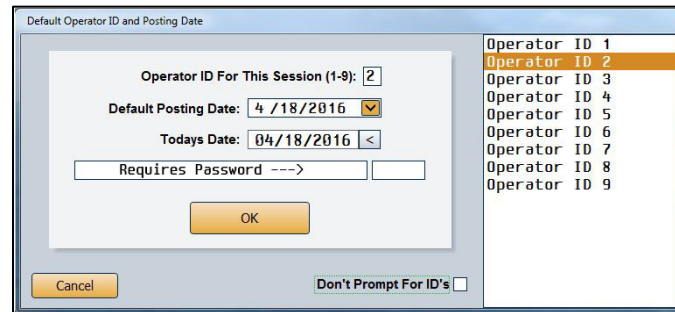
If you need to edit the posting date, you **MUST** edit it on the Journal Entries menu. You can change the posting date by clicking on the **Operator ID** button or by pressing the F5 key. This opens the Default Operator ID and Posting Date window.

## Operator ID and Posting Date Prompt

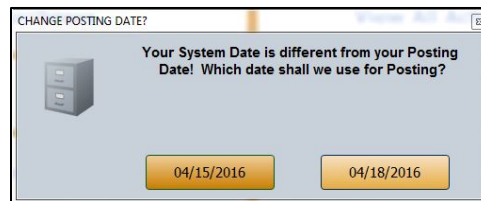
When you entered the Operating Parameters in the Accounting System Setup, you indicated if you wanted the system to prompt the operators for the Operator ID and date. If you selected “Y” for this parameter, the system prompts the operators every time they open the Journal Entries menu. Each operator must verify the ID and the posting date. The system uses the ID and date to post the journal entries.



If the operator needs to select a different ID, the operator can click the ID in the list of IDs. If you set passwords for the operator IDs, the system will prompt the operator to enter the password before it accepts the ID for this posting session. (See Chapter 11, Utilities, for instructions on setting passwords.)



If an operator changes the posting date, the system keeps the new date for all subsequent postings (at least for that day). When the operator opens the Journal Entries menu and the posting date is different from the calendar date, the system prompts the operator to select which of the two dates the operator wants to use. The operator must click the posting date the system should use for the session. This will happen every time the operator opens the Journal Entries menu.



## Transaction Line Numbers

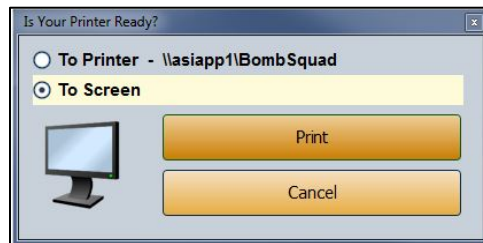
The system automatically maintains line numbers as you add transaction lines to a journal entry. Sales, General, Purchase, Receipts, Clean Schedules, and Factory Receivable Statement journal entries can have up to 199 lines (198 transaction lines plus a balancing entry). If your journal entry exceeds 199 lines, you will need to break it up into more than one entry.

Additional line restrictions are as follows:

- **Disbursements** can hold up to 57 transaction lines (56 transaction lines plus a balancing entry).
- **Integrated Entries** can have up to 21 transaction lines (20 transaction lines plus a balancing entry).
- In Cashier, **Cash Receipts** can hold up to 60 transaction lines (59 transaction lines and one balancing entry).

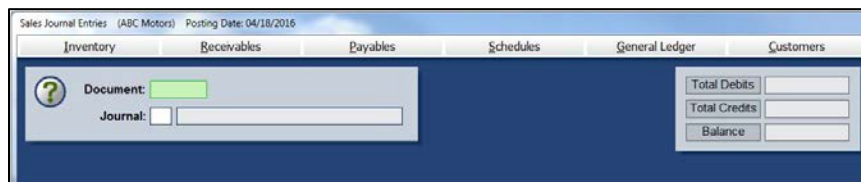
## Printing Proofs

Most of the journal entry screens have a **Print** button you can use to print proofs of the entry. This allows you to check the entry for correctness. When prompted to verify your printer is ready, click to select **To Printer** to print the proof or **To Screen** to view the proof on your screen. Once you select your print criteria, click **Print**. If you select to view the proof, you can print it from the viewing screen.



## Using Resource Buttons

The top of the Journal Entries menu and several of the journal entry screens have a Transaction Entry menu bar. This menu bar contains six buttons that allow you to research information in six different areas while you are posting journal entries. A supervisor can restrict access to this menu bar when setting up passwords for the Accounting module. (See Chapter 10 for information about setting passwords.)



- **Inventory:** Use this button to open the Vehicle Internals screen to view information for a vehicle in inventory. This is a read-only screen.
- **Receivables:** Use this button to open the Trade Customer FaStatement screen to view information posted to a customer's account. This is a read-only screen.
- **Payables:** Use this button to open the A/P FaStatement screen to view information posted to a vendor's account. This is a read-only screen.
- **Schedules:** Use this button to open the Schedules screen to view a list of transactions in the Detail Forward (Balance Retained) schedule. This is a read-only screen.
- **General Ledger:** Use this button to open the General Ledger Account Data screen to view information for any general ledger account. The screen displays both monthly and year-to-date account information. In addition, you can view and print complete transaction information for any month. This is a read-only screen.
- **Customers:** Use this button to open the Customer Information screen to enter, view, or change customer information.

## Sales Journal Entries

You will only use this screen if your Accounting module does not integrate with the Parts Inventory and Service Writing modules. In this situation, you use this screen to input parts and service sales entries because they will not automatically post to the Integrated Entries. If you integrate with the Parts Inventory and Service Writing modules, you will use the **Integrated Entries** button on the Journal Entries menu to post parts and service entries.

You can exit this screen after posting a partial entry. When you attempt to exit, the system warns you that you have not saved the entry. Choose to exit the screen or clear the entry at this time. If you exit, the partial posting will automatically display when you return to the screen. This function is client-dependent, so the system only saves the posting on the original computer and for the original Operator ID. The posting will remain until you complete and save it or until you clear it.

The screenshot displays the 'Sales Journal Entries' window for 'ABC Motors' with a posting date of 04/18/2016. The window includes tabs for Inventory, Receivables, Payables, Schedules, General Ledger, and Customers. The 'Document' field contains '784512' and the 'Journal' field contains '33 Parts Sales Retail'. A summary box on the right shows: Total Debits 29.02, Total Credits 29.02, and Balance .00. Below this is a table with columns: Line, G/L, Amount, +/-, Cost, C.O.S., Inven, Control, Description, and Taxable. The table contains three entries: Line 001 (G/L 483, Amount 27.12, +/- -, Cost 17.95, C.O.S. 683, Inven 242, Control SMIT55, Description STEVE SMITH), Line 002 (G/L 324, Amount 1.90, +/- -, Cost .00, C.O.S. , Inven , Control , Description STEVEN SMITH TAX), and Line 003 (G/L 220, Amount 29.02, +/- +, Cost .00, C.O.S. , Inven , Control , Description STEVE SMITH). At the bottom are buttons for Exit, Transaction List, Schedules, Post Transaction, Print, Delete, and Clear.

Line	G/L	Amount	+/-	Cost	C.O.S.	Inven	Control	Description	Taxable
001	483	27.12	-	17.95	683	242	SMIT55	STEVE SMITH	
002	324	1.90	-	.00				STEVEN SMITH TAX	
003	220	29.02	+	.00				STEVE SMITH	

## Making a Sales Journal Entry

1. From the Journal Entries menu, click **Sales Journal Entries**.
2. In the **Document** field, type the document number (counter slip number, repair order number, or invoice number).
3. In **Journal**, type the appropriate journal number.

4. The **Line** field will automatically populate. The **G/L** field should also automatically populate with an account number. When you defined your journals, you should have entered accounts for the default common entries for each journal. These accounts will automatically populate this field as you start each line. While the cursor is in this field, press the PAGE UP and PAGE DOWN keys to scroll through the list of accounts.

If no account fills in this field, type the appropriate general ledger account. The entry is error-checked for a valid account. Press ENTER, and the cursor will move to the **Amount** field.

5. In **Amount**, type the dollar amount for the entry.
6. The **+ / -** field automatically populates based on the common journal entry for the account entered in the General Ledger Setup in the Accounting System Setup. If the field does not populate, enter the symbol that indicates if the amount is to be treated as a debit (+) or a credit (-).
7. If this is a Sale account, you will enter information in the **Cost**, **C.O.S.**, and **Inven.** fields. In **Cost**, type the cost that will post as a debit to the Cost of Sale account you specify in **C.O.S.** and as a credit to the associated Inventory account you specify in **Inven.**

If you set up the blind entries section in the General Ledger Accounts setup for the Sale account, the **C.O.S.** and **Inven.** accounts will automatically fill when the Sale account is entered.

8. Scheduled accounts, such as inventories, receivables, and payables, will require a control number in the **Control** field. You can search for existing controls using the **Schedules** button while the cursor is in the **Control** field. In some cases, such as sublet inventory, a control will be required for the blind entry. If you leave the **Control** field blank when a control is required, the document number will fill in as the control. When you enter a new control, you must complete the Customer Information screen for the new control.
9. In **Description**, type a description of the entry line. This is helpful in identifying the purpose of an entry later. If you do not enter a description for an existing control, the customer's name fills in as the description. When you complete this field, press ENTER, and the line appears in a list under the entry fields. This is considered filing the line.
10. The **Total Debits**, **Total Credits**, and **Balance** fields reflect the amount you have posted to the entry. These values adjust as you continue to add lines to the entry.
11. The cursor rests in the **G/L** field, which automatically fills in with the account set in the Journal Setup. Scroll through the general ledger accounts for the journal, or type the appropriate account number. Add the remaining information for the line, and continue to enter lines as needed.
12. If the sale is taxable, you must add a tax memo.
  - a. Type **T** in the **G/L** field.
  - b. The cursor advances to the **Taxable** field. Type the taxable amount in this field.
  - c. The cursor goes back to the **G/L** field. Type the general ledger account for tax, and enter the tax amount in the **Amount** field.
  - d. For the description, type **TAX**.
13. The last line you enter will be for the net. In **G/L**, type the general ledger account for cash or charge, and press ENTER to advance through the **Amount** field. The net balance automatically fills in as the amount.

14. If you enter a cash account, the cursor advances to the **Description** field so you can record the customer's name.

If you enter a trade receivable account, the cursor advances to the **Control** field so you can enter the customer control number. Use the **Schedules** button to search for an existing customer in the system. If you enter a new control, you will have to fill out the Customer Information screen to create an account for the customer.

15. Once you post the net line, the entry balance should be .00. The system will not let you save an entry that does not balance or that contains invalid general ledger accounts.
16. Click **Save Transaction** or **Post Transaction**. The button description changes based on the posting method you select. (You can also press ENTER in a blank **G/L** field).

17. If you selected to post directly to the general ledger and schedules, click to select to post to the current month or next month, or select to batch the entry.

If you choose to batch post, click **OK** when prompted to verify you want to file the entry. (Click **Cancel** to continue working.)

### Editing a Saved Entry

If you use batch posting, you can edit an entry before and after you save the entry. If you want to add a line to a saved entry, recall the entry, and add the lines by entering the information for the line in each field. The line will be added to the entry.

1. Type the document number, or click **Transaction List** and select the document from a list of batched entries.
2. Click the line you wish to edit. The information populates the working line.
3. Click in a field and edit the information as needed.
4. Save the entry.

### Removing a Line

1. Select the line.
2. Delete the general ledger account number in the **G/L** field.
3. Press ENTER. The line is removed.

### Deleting a Sales Journal Entry

You can only delete an entry if you use batch posting.

1. Select the entry.
2. Click **Delete**.
3. Click **OK** when prompted to verify you want to delete the entry.

## Making Adjustments to Posted Entries

If you use direct post, you can edit a line before you post the journal entry to the books. However, once you post the entry, you cannot recall or edit it. Instead, you must post an adjusting journal entry to correct the error.

## Posting a Void

You can post a void document from the Sales Journal screen as long as there is no accounting transaction involved. For example, if the Service Department created a repair order for a customer but there was no charge to the customer or to policy work, you would post a void entry. The entry appears in the journal and document list, but it will not go to the general ledger or schedules.

1. Type the document number and journal number in the **Document** and **Journal** fields.
2. In **G/L**, type **VOIDS**.
3. "Voided Document" auto-populates the **Description** field. You can edit this entry as needed.
4. Save or post the entry.

## Posting a Credit Return

Journal 39 is reserved for credit returns. You will need to post debit and credit entries for the Sale, Cost, and Inventory accounts. When you post a credit return to journal 39, the debit for the Cost account and the credit for the Inventory account reverse.

Sales Journal Entries (ABC Motors) Posting Date: 04/18/2016

Inventory Receivables Payables Schedules General Ledger Customers

Document: 784513  
Journal: 39 Credit Returns

Total Debits: -100.00  
Total Credits: -100.00  
Balance: .00

Line	G/L	Amount	+/	Cost	C.O.S.	Inven.	Control	Description	Taxable
003									
001	483	-100.00	-	75.00	242	683		CREDIT	
002	225	-100.00	+	.00				CREDIT	

Exit Transaction List Schedules Post Transaction Print Delete Clear

1. Type the document number.
2. Type **39** as the journal number.
3. Type the general ledger Sale account.
4. Type the amount, preceded by a minus sign (-).



5. Type a minus sign (-) in the **+/-** field.
6. Type the cost. Do not add a minus sign.
7. Click **OK** when prompted that the cost exceeds the sale amount.
8. Type **CREDIT** as the description.
9. Type the Cash Receipts or Cash Sales general ledger account number.
10. Type the sales amount preceded by a minus sign.
11. Type a plus sign (+) in the **+/-** field. This will debit the sale and the inventory accounts and credit the cost and cash sale accounts.
12. Save or post the entry.

## General – Purchases – Receipts

This button opens the Journal Entries submenu. This menu contains three special purpose journal entry screens and utilities to manage the journal entries. You can post General Journal entries, Purchase Journal entries, and Cash Receipt Journal entries. In addition, the menu contains options that allow you to print the journal proofs and view the journal data for batched entries. The Clean Schedules utility allows you to clean hanging balances from schedules. You edit the journals you enter on this menu the same way you edit the Sales Journal entries. See page 51 for instructions on editing journals.

Journal Entries (Marks Motors) Posting Date: 02/08/2017

- General
- Purchases
- Cash Receipts
- Deposits / EFT's
- Clean Schedules
- Print Proof Of Batch Entries
- View Batch Entries
- Exit

Date: 02/08/2017 Operator ID: 6

## General Journal Entries

Use the General Journal Entries screen to input entries to the General Journal. These entries are frequently called “80 entries.” General Journal entries are usually adjusting or correcting entries that are not based on a specific document. However, some supporting paperwork should be prepared for a credible entry. You can print a blank “GL Entry” form from the Month-End Procedures menu under Month-End Check Off List. If necessary, you can exit this screen with a partial entry posted.

General Journal Entries (ABC Motors) Posting Date: 04/11/2016

Inventory Receivables Payables Schedules General Ledger Customers

Document: 851004  
Journal: 80 General Journal

Total Debits: 2963.28  
Total Credits: 2963.28  
Balance: .00

Line	GL List	Document	Control	Description	Debit	Credit
005						
001	323	051004		TAX ACCRUAL	.00	2575.32
002	324	051004		TAX ACCRUAL	2963.28	.00
003	325	051004		TAX ACCRUAL	.00	75.25
004	340	051004		TAX ACCRUAL	.00	312.71

Exit Transaction List Schedules Post Transaction Print Delete Clear

## Making a General Journal Entry

1. From the Journal Entries menu, click **General**.
2. Type the document number.
3. The **Journal** field automatically defaults to 80, General Journal.
4. Type the general ledger account number. When the cursor rests in this field, the field label reads, "**G/L List**." Click the label to view a list of general ledger accounts. Use the drop-down menu at the bottom of the View Ledger screen that opens to filter the account list as needed. Click the account you wish to select from the appropriate list.
5. Press ENTER to advance through the **Document** field. The document number fills in this field.
6. If this is a scheduled account, type the control number in the **Control** field. Use the **Schedules** button to search for existing controls for the account. When you enter a control, the top of the screen displays the account information for the control. Once you enter a control, you can press HOME to make the control for the subsequent lines default to the same control.
7. Use the **Description** field to type a description for the entry. Once you enter a description, you can press HOME to make the descriptions for the subsequent lines default to the same description.
8. Type the amount in the **Debit** or **Credit** field. You cannot enter values in both of these fields for the same line.
9. Continue to enter lines as needed. The **Total Debits**, **Total Credits**, and **Balance** fields automatically calculate the amounts as you enter lines.
10. When the entry balances, click **Save Transaction** or **Post Transaction**. The button description changes based on the posting method you selected. (You can also press ENTER in a blank **G/L** field).
11. If you selected to post directly to the general ledger and schedules, click to select to post to the current month or next month, or select to batch the entry.

If you selected to batch post, click **File It!** when prompted to verify you want to file the entry. (Click **No**, **Not Yet** to continue working.)

## Making Prior Month Adjustments

Journal 09 (Prior Month Adjustments) allows you to continue posting to the previous month after the books have been closed. You can only make journal 09 entries from the General Journal Entries screen. You post the entries the same way you post a General Journal entry, but you use journal 09. The system will post the entry to the previous month and adjust the beginning balance for the current month accordingly. After posting to the current month, you must recompile the previous month's financial statement.

Do not make journal 09 entries during the first month of the year to correct entries for the last month of the previous year. You must use the thirteenth-month entries to make these types of adjustments. See Chapter 9 to learn more about thirteenth-month entries. In addition, you should not post to the previous month if you have generated and submitted your financial statement for that month.

## Adding Memos to Journals

From time to time, you may have a situation where you have to create a memo and append it to a given document number. Two possible scenarios would require you to add memos: if you need to explain an adjustment to a specific document or if you have to point out certain details in the journals. Regardless of which scenario applies, it is easy to add memos to a document.

## Creating a Memo Account

Before you can post a memo, you must create a Memo account in your general ledger. The following example indicates how you should set up the memo account.

The screenshot shows the 'General Ledger Accounts (ABC Motors)' window. The 'Account' field is set to 'MEMO' and the 'Name' is 'Memo Documents'. The 'Type Of Account' is 'Expenses', 'Normal Balance' is 'D', 'Schedule Index' is 'NO', and 'Schedule' is 'Schedule'. Other fields like 'Distribute Entry', 'Profit Center', 'Wholesale/Retail', 'Account Group Totals', 'Common Journal Entry', 'Payroll Password Restricted', 'Restrict Use Of This Account', and 'Allow Bank Reconciliation' are all set to 'N'. The 'Blind Entries' section has 'Debit To Cost' and 'Credit To Inventory' set to 'S', and 'Schedul' is set to 'N'. The 'Account Types' list on the right includes Asset, Liability, Contra Asset, Net Worth, Cost, Revenue & Income, Additions To Revenue & Income, Deductions From Revenue & Income, and Expense accounts. The 'Schedule Index' list includes Vehicle Inventory, Accounts Receivable, Accounts Payable, Misc. Balance Forward, Misc. Detail Forward, and Combination Retained/Forward. The 'Account Distribution' table shows 10 accounts with percentages, totaling 100%.

Account Type	Percentage
1 = Vehicle Inventory	10%
2 = Accounts Receivable	10%
3 = Accounts Payable	10%
4 = Misc. Balance Forward	10%
5 = Misc. Detail Forward	10%
6 = Combination Retained/Forward	10%
7 =	10%
8 =	10%
9 =	10%
10 =	10%
<b>Total</b>	<b>100</b>

**Adding the Memo to a Journal**

You will enter the memo as a General Journal entry.

1. On the General Journal Entries screen, type the document number of the original document to which you are adding the memo. This will attach or insert the memo into the journal with the original document.
2. The program will prompt you that the document number already exists in the journals. Click **OK** to continue.
3. Type the journal number to which the memo must post.
4. Type **Memo** as the general ledger account.
5. The cursor automatically advances to the **Description** field. Use the field to enter the memo text. You may need to add multiple memo lines depending on the amount of text you need to enter for the memo. If desired, add description lines of asterisks (\*) as the first and last lines in the memo to make the memo stand out.
6. You will not be using any debits and credits for the memo. Simply save or post the entry when you are finished entering the memo.

This is an example of what a memo looks like.

General Journal Entries (ABC Motors) Posting Date: 04/18/2016

Inventory Receivables Payables Schedules General Ledger Customers

Document: 12345  
Journal: 33 Parts Sales Retail

Total Debits: .00  
Total Credits: .00  
Balance: .00

Line	G/L List	Document	Control	Description	Debit	Credit
006						
001	MEMO			*****	.00	.00
002	MEMO	12345		THIS IS AN EXAMPLE OF HOW	.00	.00
003	MEMO	12345		TO POST A MEMO TO A	.00	.00
004	MEMO	12345		DOCUMENT IN THE JOURNALS	.00	.00
005	MEMO	12345		*****	.00	.00

HOME Key Repeats In These Fields:

Exit Transaction List Schedules Post Transaction Print Delete Clear

When you post the journals to the books, the result is a memo inserted into the journal as a reminder or side note to a transaction that may otherwise confuse users. You view the journals using the Scheduled Accounts menu. (See Chapter 6, Schedules & Documents, for information about how to view journals.) Remember, you can add a memo to any document. This is a useful way to help keep accurate records in your journals.

View Journals (ABC Motors)

Date	Jn	G/L	Doc.	Con.	Description	Debit	Credit	ID	P/A
02/10/33	681		110792		Cash Sale	-20.00		1	P/A
02/10/33	241		110792	NOCTRL	Cash Sale		-20.00	1	P/A
04/18/33	483		12345		STEVE SMITH		27.12	3	
04/18/33	683		12345		STEVE SMITH	17.95		3	
04/18/33	242		12345		STEVE SMITH		17.95	3	
04/18/33	324		12345		STEVE SMITH		1.90	3	
04/18/33	483A		12345		STEVE SMITH	27.12		3	
04/18/33	683A		12345		STEVE SMITH	17.95		3	
04/18/33	242		12345		STEVE SMITH		17.95	3	
04/18/33	324		12345		STEVE SMITH	1.90		3	
04/18/33	VOIDS		12345		Voided Document	19.00		3	
04/18/33	VOIDS		12345		Voided Document		19.00	3	
04/18/33	MEMO		12345		*****			3	
04/18/33	MEMO		12345		THIS IS AN EXAMPLE OF HOW			3	
04/18/33	MEMO		12345		TO POST A MEMO TO A			3	
04/18/33	MEMO		12345		DOCUMENT IN THE JOURNALS			3	
04/18/33	MEMO		12345		*****			3	
Tot.	33					1,701.30	1,701.30		

Exit Journal List Print Month Current Month

## Purchases

Use the Purchase Journal Entries screen to input entries to the Purchase Journal. Generally, you will enter the Purchase Journal entries from the vendor's invoice. The system will post an automatic credit line for the Accounts Payable account you specified in the Operating Parameters in the Accounting System Setup. Generally, the debit lines you post will be to the Inventory or Expense accounts. You can post a single invoice with as many as 98 transaction lines (97 debits, plus one balancing line). If necessary, you can exit this screen with a partial entry posted.

Purchase Journal Entries (ABC Motors) Posting Date: 04/18/2016

Inventory Receivables Payables Schedules General Ledger Customers

**Purchases Journal**

Journal: 75 General Purchases

Invoice No.: 136479

PO No.:

Vendor Control: PARK10 PARKHAM INDUSTRIAL DIST

Invoice Amount: 123.17

Memo:

Invoice Date: 04/18/2016

Days Until Due: 30

Line: 02

G/L Debit Account: ( Press Enter To Finish )

Control:

Debit Amount:

Description:

Line	G/L	Control	Debit	Desc.
01	354		123.17	PAPER

Total Debits: 123.17 Total Credits: 123.17 Balance: .00

Exit Transaction List PO List Schedules Post Print Delete Clear

## Making a Purchase Journal Entry

1. From the Journal Entries menu, click **Purchases**.
2. The journal number defaults to the journal number entered as the default Purchase Journal in the Operating Parameters in the Accounting System Setup. This should be **75**.
3. Type the invoice number from the vendor's bill.
4. Type the vendor's control number. Press F3 to search for an existing vendor. If you enter a new control, you will have to enter the vendor information before you can complete the journal.
5. Type the amount of the invoice.
6. Use the **Memo** field to type any information about the entry you want to record.
7. In **Invoice Date**, type the invoice date. If you press ENTER to advance through this field, the current system date automatically populates this field.
8. The **Days Until Due** field defaults to the days entered in the vendor's master file (from the Trade Vendor Payables menu). A default entry of 30 automatically populates if there is no entry in the vendor's master file.
9. In **G/L Debit Account**, type the account to which the debit amount should post. This is usually the Inventory or Expense account.

10. If you entered a scheduled account, you will have to enter a control. Use the **Schedules** button to search for an existing control.
11. Type the debit amount.
12. In **Description**, type a description for the line. If you leave this field blank, the vendor's name defaults as the description.
13. The line is added to the right side of the screen, and the cursor returns to the **G/L Debit Account** field. Continue to add lines as needed. You can add multiple entries to multiple accounts.
14. When you are finished with the entry, click **Save** or **Post**. The button description depends on the posting method you selected. (You can also press ENTER in a blank **G/L Debit Account** field).
15. If you selected to post directly to the general ledger and schedules, click to select to post to the current month or next month, or select to batch the entry.  
  
If you selected to batch post, click **File It!** when prompted to verify you want to file the entry. (Click **No**, **Not Yet** to continue working.)

### **Pulling a Purchase Order**

You can auto-post the Purchase Journal by pulling a purchase order.

1. From the Journal Entries menu, click **Purchases**.
2. Type the invoice number from the vendor's bill in the **Invoice No.** field.
3. When the cursor rests in the **PO No.** field, click **PO List**.
4. The system displays a list of purchase orders pulled from the Purchase Orders in the Cashier module. Use the buttons on the bottom of the screen to filter the purchase order list.
5. Click a purchase order to view the detail.
6. Click **Process This PO** to pull the PO to the Purchase Journal Entries screen (or click **Back** to return Purchase Journal Entries screen).
7. If the purchase order contains multiple items, you must indicate if you want the items listed in a combined entry or separately by general ledger account. Click **Combine** or **Separate**, respectively.
8. The information for the purchase order automatically pulls to the screen.
9. You can edit lines or add additional lines as needed.
10. When you are finished, save or post the entry.



## Cash Receipts

The most common use for this screen is to enter customer payments. Generally, you will enter the payments from the Cash Receipts document. The system will post an automatic debit line for the Cash on Hand account you specified in the Operating Parameters in the Accounting System Setup. The general ledger Credit account defaults to the Trade Receivables account specified in the Operating Parameters. Each Cash Receipt document is a separate entry. A Cash Receipt can have up to 98 transaction lines (97 credit lines, plus one balancing line). If necessary, you can exit this screen with a partial receipt posted.

Receipts Journal Entries - (ABC Motors) Posting Date: 04/19/2016

Inventory Receivables Payables Schedules General Ledger Customers

☒ Auto-Calc Late Charge Entry

Journal: 50 Cash Receipts

Cash On Hand: 201

Receipt Number: 111110

Receipt Amount: 325.25

Memo: JOHN SMITH

Transaction Line: 02

G/L Credit Account: ( Press Enter To )

Customer Control:

Payment: .00

Late Charge:

Description:

Line	G/L	Control	Credit	Late Chrg	Desc.
01	220	SM1055	325.25	.00	JOHN SMITH

Exit Transaction List Schedules Post Transaction Print Delete Clear

## Making a Receipt Entry

1. From the Journal Entries menu, click **Cash Receipts**.
2. The journal number defaults to 50, Cash Receipts.
3. The **Cash On Hand** field displays the account set as the Cash on Hand account in the Operating Parameters in the Accounting System Setup.
4. In **Receipt Number**, type the number from the cash receipt book. This is where the cashier hand records the cash received. When the system is set up for batch posting or entries are batched when the system is set up for direct posting, the receipt number will increment after each entry once you enter the first receipt number. You should always verify that the receipt number in this field matches the receipt number from the receipt book.
5. Type the **Receipt Amount**.
6. Use the **Memo** field to type any information about the receipt you want to record. The customer's name defaults as the memo line if you leave this field blank.
7. The **G/L Credit Account** automatically defaults to the Trade Receivables account set as the default in the Operating Parameters in the Accounting System Setup.

8. In **Customer Control**, type the customer's control number. Use the **Receivables** button along the top of the screen to search for an existing control. If you are entering a new control, you must enter the customer's information before completing the entry.
9. The **Payment** field defaults to the amount entered in the **Receipt Amount** field. If you are dividing the receipt among multiple invoices, edit this field to reflect just the amount of the transaction line you are posting.
10. If a late fee applies, and you have the **Auto-Calc Late Charge Entry** option at the top of the Receipts Journal Entries screen selected, the late fee charge automatically populates the **Late Charge** field. (See Chapter 4, Trade Receivables, for instructions on applying late charges to customers' accounts.)
11. In **Description**, type a description for the transaction line. The customer's name defaults as the description for the line if you leave this field blank.
12. The line is added to the right side of the screen.
13. If necessary, enter additional lines as needed. The **Total Debits**, **Total Credits**, and **Balance** fields automatically calculate the amounts as you enter lines.
14. When the entry balances, click **Save Transaction** or **Post Transaction**. The button label changes based on the posting method you selected. (You can also press ENTER in a blank **G/L Credit Account** field).
15. If you selected to post directly to the general ledger and schedules, click to select to post to the current month or next month, or select to batch the entry.  
  
If you selected to batch post, click **File It!** when prompted to verify you want to file the entry. (Click **No, Not Yet** to continue working.)

## Pulling Customer Detail

You can pull detail from a customer's account and use it to automatically post payments for invoices. This allows you to post a payment to a particular transaction line in the customer's account.

1. Type the **Receipt Number** and **Receipt Amount**.
2. Enter the **Customer Control**.
3. The bottom-left corner of the screen displays the customer's account summary. Click **Detail** to view the account detail.

Transaction Line: 01  
 G/L Credit Account: 220 Accounts Receivable  
 Customer Control: BOTT10  
 Payment: 137.77  
 Late Charge: 12.23  
 Description:

---

**Customer**

BOTT10 BOTT GARAGE  
 Balance: 516.61  
 Late Charge: 12.23

[Detail](#)

4. The Account Detail screen displays a list of all of the transactions posted to the customer's account. The **To Apply** field displays the receipt amount.
5. Click transactions to select them for posting. The **Selected Total** field calculates the total of the selected lines.
6. Click **Accept List** to accept the transaction lines.

Doc	Jn	Date	Desc	Debit	Credit	Balance
.....	00	12/10/15	Bal. Frw'd.	516.61		516.61

Abort Accept List To Apply: 150.00 Selected Total: 516.61

- The system automatically posts the selected lines to the receipt. If you select transactions that exceed the receipt amount, the system warns you (Click **OK** to dismiss the warning.) and only posts the receipt amount to the customer's account. If you select transactions that are less than the receipt amount, the **Balance** field indicates the remaining amount you need to apply.

Receipts Journal Entries (ABC Motors) Posting Date: 04/19/2016

Inventory   Receivables   Payables   Schedules   General Ledger   Customers

☒ Auto-Calc Late Charge Entry

Journal: 50 Cash Receipts

Cash On Hand: 201

Receipt Number: 596563

Receipt Amount: 150.00

Memo: BOTTTS GARAGE

Transaction Line: 02

GL Credit Account: ( Press Enter To )

Customer Control:

Payment: .00

Late Charge:

Description:

Line	G/L	Control	Credit	Late Chrg	Desc.
01	220	BOTT10	150.00		Paym't Inv. ....

Total Debits: 150.00   Total Credits: 150.00   Balance: .00

Exit   Transaction List   Schedules   Post Transaction   Print   Delete   Clear

- Save or post the entry.

## Deposits/EFTs

The Deposits/EFTs screen is used to post deposits. All deposits posted here are logged in the deposits register. You can use the register to reconcile the deposits using the Schedules & Documents menu.

### Posting a Deposit from the Cash On Hand and/or Cash Clearing Account

1. The system automatically assigns a document number and populates the **Document** field. You can use the default document number or type the document number you want to use. *Each document number must be unique and start with either D or E.*
2. The **Journal** field defaults to journal 50, Cash Receipts. You can edit this field if necessary.
3. Use the **Select Register - Deposit To** drop-down menu to select the bank account for the deposit. These are the accounts entered on the Miscellaneous Operating Parameters screen in the Accounting setup. The check register associated with the account you select will appear in blue under the field.
4. Click the box next to the **Cash Clearing** and/or **Cash Sales** account. The system generates the entry for you based on your selection.

Line	GL List	Document	Control	Description	Debit	Credit
001	201	D0419A	D0419A	Deposit From 201	.00	25251.59
002	202	D0419A	D0419A	Deposit	25251.59	.00

5. When you are finished, click **Save Transaction** (or **Post Transaction** if your parameters are set to automatically post to the general ledger and schedules).
6. Click **File It!** when prompted to verify you want to file the transaction (or click on the button that corresponds to the month to which you are posting if you post directly to the general ledger and schedules).

**Tip:** Use the **Print Cash Clearing List** button to print the cash clearing list. This is the same information available on the Schedules & Documents menu. If there are post-ahead entries, you have the option to select if you want the printout to include the post aheads.

## Posting a Deposit to Another Account

1. The system automatically assigns a document number. You can use the default document number or type the document number you wish to use. *Each document number must be unique and start with either D or E.*
2. The **Journal** field defaults to journal 50, Cash Receipts. You can edit this field if necessary.
3. Use the **Select Register - Deposit To** drop-down menu to select the account for the deposit. The check register associated with that account will be listed in blue under the field.
4. Enter the general ledger account number. When the cursor rests in this field, the field description reads, "**G/L List.**" Click on the description to view a list of general ledger accounts. Use the drop-down menu at the bottom of the View Ledger screen to filter the account list as needed. Click on the account you wish to select.
5. Press ENTER to advance through the **Document** field. The document number populates this field.
6. If this is a scheduled account, enter the control number in the **Control** field. Use the **Schedules** button at the top of the screen to search for existing controls for the account. When you enter a control, the top of the screen displays the account information for the control. Once you enter a control, you can press HOME for the subsequent lines to have the control default to the same control.
7. Use the **Description** field to enter a description for the entry. Once you enter a description, you can press HOME for the subsequent lines to have the field default to the same description.
8. Enter the amount in the **Debit** or **Credit** field. You cannot enter values in both of these fields for the same line.
9. Continue to enter lines as needed. The **Total Debits**, **Total Credits**, and **Balance** fields automatically calculate the amounts as you enter lines.
10. When the entry balances, click **Save Transaction** (or **Post Transaction** if your parameters are set to automatically post to the general ledger and schedules). The system will not let you save an entry that does not balance or that contains invalid general ledger accounts.
11. Click **File It** when prompted to verify you want to file the entry (or click on the button that corresponds to the month to which you are posting if you post directly to the general ledger and schedules).

## Clean Schedules

The Clean Schedules feature allows you to post an entry that will clean hanging balances in your schedules. If necessary, you can exit this screen with a partial entry posted.

Line	G/L	Document	Control	Description	Debit	Credit
001	340	823413	823413	To Clean Schedule 210	.00	1.01
002	210	823413	BURR26	TO ADJUST BURR26	.82	.00
003	210	823413	CLAR51	TO ADJUST CLAR51	.19	.00

1. From the Journal Entries menu, click **Clean Schedules**.
2. In the **Document** field, type the document number you want to use.
3. The **Journal** field defaults to 80, General Journal. If you want to post the entry to another journal, type the journal number in this field.
4. Type the schedule you want to clean in **Schedule**.
5. In **Adjust To**, type the account number for the adjustment.
6. In **Balance Between**, type the amount you want to use as the ending point for the search range. The **and** field to the right automatically fills in with the corresponding negative value. You cannot edit this field; it is for reference only. The system will search for balances between the positive and negative values. For example, if you specify 1.00, the system will search for values between 1.00 and -1.00 to clean.
7. The bottom part of the screen will display the balances the system finds. The first line automatically adjusts to the total of the rest of the entries. The fields in the top-right corner of the screen display the total debits, total credits, and the total balance of the entries.

To edit a line from the entry, click the line to bring it to the working line. Edit any of the fields as needed. Press ENTER until the line is filled.

To remove a line, click the line to bring it to the working line. Delete the account number in the **G/L** field, and press ENTER. The line is removed from the entry, and the first line adjusts the total accordingly.

To add a line, type the information in the fields on the working line. After you enter the debit or credit amount, press ENTER. The line is added to the list, and the totals adjust as needed. If the desired amount exceeds the limit, you can add multiple lines at the limit until the desired amount is met.

8. Click **Save Transaction** or **Post Transaction**. The button description changes based on the posting method you selected. (You can also press ENTER in a blank **G/L** field).
9. If you selected to post directly to the general ledger and schedules, click to select to post to the current month or next month, or select to batch the entry.

If you selected to batch post, click **File It!** when prompted to verify you want to file the entry. (Click **No**, **Not Yet** to continue working.)

## Print Proof of Batch Entries

When you print journal proofs from the entry screens, you only get detail for the selected journal. The **Print Proof of Batch Entries** button on the Journal Entries menu allows you to view proofs for all of the batched entries created using this menu. This may make it easier to review the journals for accuracy because all of the postings are together on one proof. Like the proofs from the entry screens, you have the option of viewing the information on your screen or printing it. After selecting how you would like to view the information, click **Print** again.

## View Batch Entries

Click this button to view all the batched journal entries posted by the current operator using this menu. To review a complete journal entry, click the journal in the display list, and the screen will display the complete journal entry so you can review the journal information. Click **Back** to close the screens as needed.

View Active Journal Entries						
Tran	Jn	Doc.	Date	Desc.	Total	
564487 3	50	564487	04/11/16	JOHN DOE	21.32	
852258 5	80	852258	04/12/16	To Clean Schedule	.63	

[Back](#)Entries for Operator ID 5[Click Line to View Transaction](#)



## Vehicle Purchases

You use this entry screen to enter vehicle purchases. The vehicle purchase parameters you entered in the Accounting System Setup determine how the purchase posts to accounting. The purchases automatically post to the journal entered for the car line in the Vehicle Purchase Parameters in the Accounting System Setup. Generally, new vehicle purchases post to journal 70, and used vehicle purchases post to journal 71. Exceptions will be specialized journals you created for posting purchases. When you post the journals to the books, the system creates a vehicle inventory file for the vehicle. You can then view and edit the vehicle information using the **Vehicle Inventory** button on the Dealership Accounting menu. (See Chapter 3 for information on vehicle inventory.)

**Tip:** If you are purchasing a vehicle through Disbursements, you must enter the vehicle information using the Vehicle Information screen in the Inventory section of the Accounting module.

Vehicle Purchases (ABC Motors) Posting Date: 04/13/2016

Inventory   Receivables   Payables   Schedules   General Ledger   Customers

Stock: 7C001  
 Line: 1A  
 VIN: 1G1PH5S807151757  
 Year: 2013  
 Make: CHEV CARS  
 Model Code:  
 Model: CRUZE  
 Body:  
 New/Used: N  
 Received: 04/13/16

Original  
 Internals  
 Total

Invoice Number: 457812  
 Invoice Amount: 22665.00  
 Dealer Pack: 200.00  
 Suggested Retail: 24695.00  
 Internet Price:

Description	G/L	Debit	Description	G/L	Credit
1 Holdback	261A	213.00	1 Floorplan	310	22665.00
2 Advertising	06501		2 Cash Purchase		.00
3 Finance Protection			3 Finance Protection		
4 Pre-Delivery			4 Pre-Delivery		
5 HOLDBACK / DT	955		5		
6			6		
7 bank fee	231		7 bank fee	905	
8			8		
9 Inventory	231	22452.00	9		
<b>Total Debits</b>		<b>22665.00</b>	<b>Total Credits</b>		<b>22665.00</b>

Exit   Transaction List   Invoices   Purchase Vehicle   Print   Delete   Clear

**Tip:** The **Invoices** button allows you to pull vehicle purchase invoices from your manufacturer and automatically post them. Currently, this feature is available for Chrysler, General Motors, Honda/Acura, Nissan/Infiniti, and Toyota/Lexus dealers. Click **Invoices**, and select your manufacturer. Refer to F1 help to read instructions about how to retrieve and automatically post the statements for the selected manufacturer.

## Making a Vehicle Purchase Entry

1. From the Journal Entries menu, click **Vehicle Purchases**.
2. Type the stock number in **Stock**. Be sure to use a consistent stock numbering system. The system will display a warning if the stock number is active on another vehicle in inventory.
3. In **Line**, type the line number and suffix for the car line to which you wish to add the vehicle. This is the line and suffix from the Vehicle Purchase Parameters. A list of lines automatically displays when the cursor is in the **Line** field. You can click the line you want to select. When you select the line, **Year**, **Make**, **New/Used**, and **Dealer Pack** fields automatically fill in based on the setup information entered for the line.
4. In **VIN**, type the vehicle identification number. The system checks this entry for accuracy. The system warns you if you enter an invalid VIN. You can click the car icon next to the field to view the VIN decoding data. This provides detailed information about the vehicle based on the VIN. If information is found for the VIN, the system will automatically populate the **Year**, **Make**, **Model**, and **Body** fields.

**Tip:** Autosoft integrates with a third-party vendor to provide VIN information. New VIN information is added once a month (typically the last week of the month), so you should make it a habit to run the **VIN Decoder Update**, located in the Web Software Update, monthly.

5. Enter the **Model Code**, **Model** name, and **Body** style of the vehicle. You can abbreviate the body style entry.
6. If the vehicle is new, type **N** in the **New/Used** field. If it is used, type **U**.
7. The **Received** field automatically defaults to the posting date. You can edit this date as needed. This should be the date your dealership received the vehicle.
8. On the right side of the screen, type the **Invoice Number** for the vehicle purchase, the **Invoice Amount**, the manufacturer's **Suggested Retail** price, and the **Internet Price**.
9. The first credit field at the bottom of the screen automatically populates with the invoice amount. Use the remaining debit and credit fields to enter the amount that should post for each item listed. If the general ledger account for a line did not automatically populate, you will have to type the account number in the **G/L** field before you can post an amount. As you enter debit values, the last debit line automatically adjusts. As you enter credit values, the first credit line automatically adjusts.
10. When the entry balances, click **Purchase Vehicle** or **Post Transaction**. The Vehicle Information screen opens so you can enter additional information about the vehicle. The **Stock Number**, **Holdback**, **Advertising**, and **Sales ACV** (actual cash value) fields automatically fill based on the entries on the previous screen.

Vehicle Information

Stock: 7C001

Title (Number):  (State):

Memo:

Miles:

Keys:

Color:

Color Codes:

In Service: ☐ ☐

Weight:

Truck Capacity:

Car Capacity:

Cylinders:

Source:

Certified (Y/N):

Options

☐ ☐ ☐ ☐ ☐

Holdback: 213.00

Advertising:

Dealer Prep: .00

Sales ACV: 22865.00

Save

11. Type the vehicle's title number.
12. Use the **Memo** field to type additional information you want to record. The field holds up to 25 characters.
13. Type the vehicle's mileage. This is important for used vehicles.
14. Use the **Keys** fields to record the key codes. There are two fields to accommodate vehicles with separate ignition and trunk keys.
15. Type the color of the vehicle and the color codes. There are two color code fields to accommodate two-toned vehicles.
16. The **In Service** date is the date the dealership entered the vehicle into service for warranty purposes. This is an important date for the Service Department.
17. Type the maximum weight capacity for trucks, the passenger capacity for cars, and the number of cylinders in the engine.
18. In **Source**, type a description of where the dealership purchased the vehicle (factory, auction, trade, etc.).
19. Use the **Options** fields to identify the options on the vehicle. You can use the manufacturer's codes or abbreviations (AC, PS, TILT, etc.).
20. In **Dealer Prep**, type the Dealer Prep amount for the vehicle. This value is used to determine the selling price of the vehicle, but it does not affect the general ledger.
21. When you are finished entering the vehicle information, click **Save** (or press ENTER until you pass through all of the fields). The system will take you back to the Vehicle Purchases screen so you can enter more vehicle purchases if necessary.

## Editing a Vehicle Purchase Entry

You can only edit entries that have been batched.

1. Type the stock number for the vehicle, and the information fills in on the screen. You can also click **Transaction List** to select the entry from a list of active entries. The list displays only the transactions that have not been posted.
2. Click in a field, and edit the information as needed.
3. Click **Save Transaction** to save the changes.
4. The Vehicle Information screen opens. If you need to make changes, edit the information, and click **Save** to save the changes. If you do not need to make changes, click **Exit** to return to the Vehicle Purchases screen.

## Deleting a Vehicle Purchase Entry

1. Select the entry, and click **Delete**.
2. Click **OK** when prompted to verify you want to delete the record.

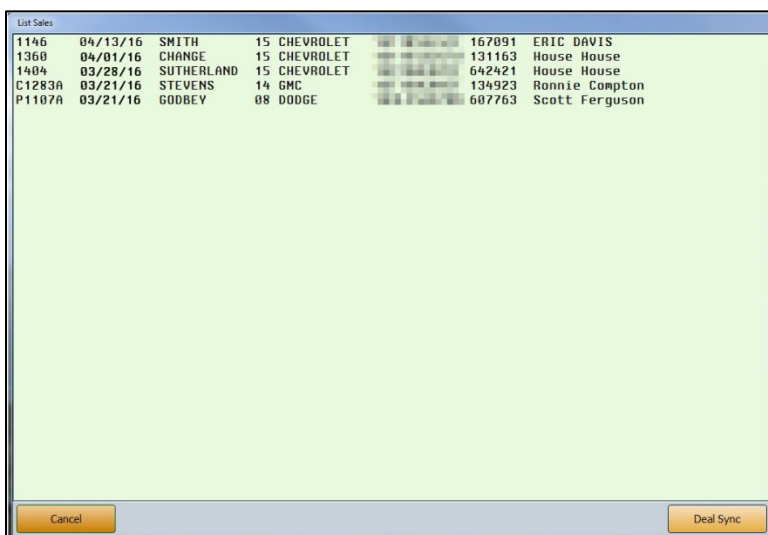
## Printing Proofs

You have two options for printing vehicle purchase proofs. If you click **Print** on the bottom of the Vehicle Purchases screen, the system prints the proof for the entry currently selected on the screen. There is also a **Print Proof** button on the transaction list screen. This button prints proofs for all of the vehicle purchase entries in the list. If you want to print the proofs to review the information before posting to the journals, you may want to print the proofs from this screen so you can review all of the vehicle purchase entries on one proof.



## Making a Vehicle Sales Entry

1. Click **Sales Journal Entries**.
2. To view a list of the sales from DMS F&I, click **Sales List**. Click the sale you want to view. The data from the sale populates the screen. To ensure that you're viewing the most up-to-the-moment information, click **Deal Sync** in the bottom right corner of the List Sales screen. While deals from DMS F&I are automatically pushed into the Dealership Accounting module every 15 minutes, the **Deal Sync** button allows you to manually pull any deals awaiting transmission between applications.



Document	Date	Name	Vehicle	Stock	Salesperson
1146	04/13/16	SMITH	15 CHEVROLET	167091	ERIC DAVIS
1360	04/01/16	CHANGE	15 CHEVROLET	131163	House House
1404	03/28/16	SUTHERLAND	15 CHEVROLET	642421	House House
C1283A	03/21/16	STEVENS	14 GMC	134923	Ronnie Compton
P1107A	03/21/16	GODBEY	08 DODGE	607763	Scott Ferguson

If you do not integrate with DMS F&I, type the stock number, and the vehicle's information populates the screen. Type the customer's last name and the salesperson's ID number.

3. The cursor rests in the **Document** field. Type the document number. If you leave this field blank, the stock number automatically defaults as the document number.
4. When the cursor rests in the **Sale Account** field, a list of possible vehicle sales parameter sets appears. These pull from the Vehicle Sales Parameters in the Accounting System Setup. Type the desired account number, or click the line from the list. The accounts will fill in the **G/L** fields on the bottom of the screen.
5. Verify the sales information. If you do not integrate with DMS F&I, you must manually enter the amount for each item listed as it applies to the sale. To add information, click in a field and add the information. The **B/C** column on the debit side allows you to flag a line as back-end income (B) or cost (C). Items flagged C are used to calculate the total cost of sale. The default entries are pulled from the Vehicle Sales Parameters but can be edited on this screen as needed for the deal.

6. Click **Next** to display the Back Adds screen. Edit or add back-end products as needed. Each line is labeled to identify if it is a cost, sale, or payable line. Click **Save** to save the changes (or **Next** to advance to the next screen without saving the changes).

7. Click **Next** to display the Ancillary Entries screen. These entries do not affect the sale.

8. Enter the necessary information, and click **Save**.
9. The system prompts you to print the sales information. This is a recap sheet with the commission and gross profits. Select **To Printer** and click **Print**.
10. When you are finished entering sales information, click **Post**.

11. When prompted to verify you want to post the sale, click **POST** to post the sale or **Save Only** to save the entry without posting it.
12. If there is a trade for the sale, the system opens the Trade Information screen. (The same screen opens when you click **Trade Information** on the Vehicle Sales menu.)

If you integrate with DMS F&I, the trade information entered in DMS F&I populates the screen. If the F&I user entered the stock number for the trade-in vehicle, the stock number will automatically fill in for the trade vehicle. If the F&I user didn't enter the stock number for the trade-in vehicle, the stock number will revert to the stock number for the sale vehicle, so you will have to edit the stock number before posting the sale. You must also enter the line number and MSRP.

If you do not integrate with F&I, you must enter all of the trade information.
13. When you are finished, click **Save**.
14. The system opens the Vehicle Sales screen. (The same screen opens when you click **Customer History Data** on the Vehicle Sales menu.) The information for the sale vehicle automatically fills the screen. If you integrate with DMS F&I, the customer's information also fills in on the screen. If you do not integrate with DMS F&I, you will need to enter the customer information. Add any additional information, and click **Save**.

### Recalling a Vehicle Sales Entry

Once you post a sale on the Vehicle Sales screen, the system adds it to the Entry List. You can recall a sale by clicking **Entry List** at the bottom of the Vehicle Sales screen and clicking on the sale you want to view. The sale information populates the screen. The Sales List displays the sales from DMS F&I, so the two lists may not contain the same files.

### Deleting a Vehicle Sales Entry

Deleting an entry deletes the file from the Entry List. This does not delete the sale. The sale remains in the Sales List.

1. Click **Entry List**, and select the file.
2. Click **Delete Entry**.
3. Click **OK** when prompted to verify you want to delete the entry.

### Deleting a Vehicle Sale

Deleting a sale removes the sale from the Sales List and the Entry List. Once you delete the sale, you cannot recall it in the Accounting module. A member of the F&I team at your dealership will have to re-update the sale to the Accounting module.

1. Click **Sales List**, and select the file.
2. Click **Delete Sale**.
3. Click **OK** when prompted to verify you want to delete the sale.



## Trade Information

Click **Trade Information** to review trade information for a deal or enter trade information using the Trade Information screen. The same screen opens when you are posting a vehicle sale with a trade associated with the sale. If you integrate with Autosoft DMS F&I, the trade information will already be in the system for you to review. If you do not integrate with Autosoft DMS F&I, you will have to manually enter the trade information.

As you work on the screen, use the **Sales Entry** button to open the Vehicle Sales screen and the **History** button to open the Customer History screen. The Vehicle Sales and Customer History screens will not automatically display information associated with the selected trade vehicle. The buttons simply allow you to maneuver through the screens without having to return to the Vehicle Sales menu.

The screenshot shows the 'Trade Information' screen within the 'Vehicle Sales (ABC Motors)' application. The screen is divided into several sections for data entry:

- Left Panel:**
  - Stock No.: 1146
  - Line: 1
  - Suffix: A
  - Year: 2015
  - Make: CHEVROLET
  - Model: MALIBU LS
  - Body: SEDAN
  - VIN: [empty field]
  - Odometer: 11
  - Date In: 09/25/14
  - First Use: [empty fields]
- Right Panel:**
  - Keys: 23492, 23492
  - Color: BLUE
  - Title (Number): [empty field] (State): [empty field] Title Recv'd: [checkbox]
  - Truck Capacity: [empty field]
  - Cylinders: 4
  - Memo: [empty field]
  - Previous Owner: [empty field]
  - Certified (Y/N): N
- Bottom Right Panel:**
  - Trade Allowance: 23100.26
  - Dealer Pack: 2.5
  - Retail Price: .00
- Bottom Navigation Bar:** Exit, Vehicle Inventory, Sales Entry, History, Clear, Save

## Adding a New Trade

To add a trade vehicle, enter the appropriate information in each field. You should assign stock numbers for trades so they can easily be identified as trade vehicles. Autosoft suggests using the stock number of the sale vehicle and adding an A to the end if the sale vehicle was new or B if the sale vehicle was used. When you are finished, click **Save** to save the information.

## Recalling a Trade Vehicle

1. Click **Trade Information** from the Vehicle Sales menu.
2. Type the stock number, or search for a trade vehicle in inventory by clicking **Vehicle Inventory**. Click the car line containing the vehicle you want. From that car line's vehicle list, click the trade vehicle you want to select.
3. The vehicle information populates the screen.
4. Enter or edit any information as needed.
5. Click **Save** to save the vehicle information.

## Customer History Data

This button opens the entry screen where you record customer information. The same screen opens when you are posting the sale. If you integrate with DMS F&I, the customer information will already be in the system for you to review. If you do not integrate with DMS F&I, you will have to manually enter the customer information.

The screenshot shows a software window titled "Vehicle Sales - (ABC Motors)". It contains a form with the following fields and values:

- Last 8:** RL123456
- Customer Number:** (empty)
- VIN:** C398EL39RL123456
- Active/Inactive (AI):** ☐ A
- Home:** 724 555 1111
- Work:** 724 555 2222
- Cell:** 724 555 3333
- Birthdate:** 01/01/80
- Individual:** ☒ THOMAS ☐ WILKERSON
- Name:** THOMAS WILKERSON
- Address:** 55 MAIN ST
- City/State:** WEST MIDDLESEX PA 16159
- e-Mail:** twilks@email.com
- Salutation:** (empty)
- Memo:** (empty)
- Salesman:** 21 RONNIE COMPTON
- Cars Purchased Here:** ☐
- Customer Type Code:** (empty)
- Stock No:** T1658
- Year:** 2016
- Color:** BLACK
- Delivered:** 04/20/16
- Car Line:** 1 A
- Make:** CHEVROLET
- Keys:** (empty)
- Odometer:** (empty)
- New/Used/Other:** N
- Model:** SILVERADO
- License:** (empty) PA
- In Service:** 04/20/16
- Lease/Purch/Finance:** F
- Body:** (empty)
- Tax Service (Y/N):** ☒
- A/R Control:** (empty)
- Credit Limit:** (empty)
- Finance Term:** (empty)
- Monthly Payment:** (empty)
- Total Cash Price:** (empty)
- Last Service:** (empty) / /
- Next Service:** (empty) /dd/
- Total Service Visits:** (empty)
- Inspection Month:** (empty)
- Service Discount Code:** (empty)
- Service Contract:** (empty)
- Distance:** (empty)
- Term:** (empty)
- Expires:** (empty) / /

At the bottom of the window are several buttons: Exit, Search Customers, Print, History, Deal Page, Clear, and Save.

## Adding a New Customer

To add a new customer, enter the appropriate information in each field. Press F1 for detailed information about each field as needed. When you are finished, click **Save**.

## Recalling a Customer's Information

1. From the Vehicle Sales menu, click **Customer History Data**.
2. Click **Search Customers**.
3. On the Customer Search Criteria screen, type the search criteria you wish to use to search for an existing customer (last four digits of the customer's **Phone** number, first three letters of the customer's last **Name**, **License** number, or **Stock Number**).
4. A list of customers who match your search criteria will appear in a list on the right of the screen.
5. Click the customer you want to select. The customer's information populates the screen.
6. Edit information as needed.
7. Click **Save** to save the information.

## Sale Adjusting Entries

The Vehicle Sales Adjusting Entries screen allows you to adjust existing vehicle sales entries. If you are adjusting or reversing a sale from a prior month, the reversal will post to the current month, not the original month.

Vehicle Sales (ABC Motors) Posting Date: 04/13/2016

Inventory Receivables Payables Schedules General Ledger Customers

Stock No.:  Buyer Last Name:   
 Year:  Delivered: ☐  
 Make:  SM:   
 VIN:  Document:   
 New/Used (N/U):  Sale Account:

LN	Description	G/L	Control	Original	Adjusted

Exit Current Sales Prior Month Sales Entry List Print Reverse Sale Delete Adjustment Clear Post

## Adjusting a Vehicle Sale

You can only edit the transaction amounts. If you need to edit customer information, vehicle information, general ledger accounts, or controls, you will have to reverse the sale and re-post it.

1. Click **Sale Adjusting Entries** from the Vehicle Sales menu.
2. If you are adjusting a sale from the current month, click **Current Sales**. If the sale you wish to adjust is from the previous month, click **Prior Month Sales**. Depending on which button you click, a list of the vehicle sales posted during the current month or prior month will open. If the desired entry is not on the list, the entry may be too old to adjust from this screen.
3. When you select a sale, the customer information is displayed in the fields at the top of the screen, and all of the transaction lines for the sale are displayed in the bottom part of the screen.
4. Click a line to edit its information, which will populate the entry fields under the customer information.

- The **Original** field displays the original amount posted to the transaction line. To edit the amount, enter the new amount in the **Adjusted** field and press ENTER. An asterisk in the far right column will appear on each line you adjust.

Vehicle Sales (ABC Motors) Posting Date: 04/20/2016

Inventory Receivables Payables Schedules General Ledger Customers

Stock No.: 1399 Buyer Last Name: WILKERSON  
 Year: 2016 Delivered: 04/19/16  
 Make: CHEVROLET SM: 21 RONNIE COMPTON  
 VIN: 1GNKRJKD9GJ102106 Document: T1665  
 New/Used (NU): N Sale Account: 436A

LN	Description	GL	Control	Original	Adjusted	
03	Amt. Financed	205	1399	42755.00	42775.00	*
01	Sale	436A				
02	Cost of Sale	636A	1399	42124.21	42124.21	
02	Reconditioning			.00	.00	
04	Cash W/Deal	220A	1399	5000.00	4980.00	*
05	Deposits	220A	1399	.00	.00	
06	Incentives	2610	WILKER	.00	.00	
07	Cost. A/R	220	WILKER	.00	.00	
08	Trade Inven.	241		.00	.00	
09	Trade (2)			.00	.00	
10	Over Allowance			.00	.00	
11	Warr. Cost			.00	.00	
12	Serv. Cost	205	1399	595.00	595.00	
13				.00	.00	
14	Serv. Cost			.00	.00	
15				.00	.00	
16				.00	.00	
17				.00	.00	

Buttons: Exit, Current Sales, Prior Month Sales, Entry List, Print, Reverse Sale, Delete Adjustment, Clear, Post

- When all desired adjustments are made, click **Print** to print the recap to ensure the adjustments are correct.
- When prompted to verify that your printer is ready, choose **To Printer** or **To Screen** and click **Print** again.
- After you verify the recap, click **Post** to post the adjustment.
- Click **OK** when prompted to verify you want to post the adjustment.
- If you selected to post directly to the general ledger and schedules, click to select to post to the current month or next month, or select to batch the entry.

## Deleting an Adjustment

Use the following instructions to delete the adjustments you made to the sale. All of the sales information defaults back to the original posting.

- If the sale is not currently displayed on the screen, select the sale using the **Current Sales** or **Prior Month Sales** button and the respective lists that open.
- Click **Delete Adjustment**.
- Click **OK** when prompted to verify you want to delete the adjustment entry.

### Reversing a Current Month Vehicle Sale

When you reverse a sale, the sale is flagged with an adjustment entry for every transaction line in the sale. You will have to delete the adjustment if you want to view the information for the sale again.

1. Select the sale using the **Current Sales** button.
2. Click **Reverse Sale**.
3. Click **OK** when prompted to verify you want to reverse the sale.
4. If you selected to post directly to the general ledger and schedules, click to select to post to the current month or next month, or select to batch the entry.

**Important:** If you use batch posting, posting the reversal entry is only one step of reversing the sale. The reversal is not complete until you post the journal entry to the books. See page 119 for information about posting the journals to the books.

### Reversing a Prior Month Vehicle Sale

When you reverse a sale, the sale is flagged with an adjustment entry for every transaction line in the sale. You will have to delete the adjustment if you want to view the information for the sale again.

1. Select the sale you wish to reverse by clicking the **Prior Month Sales** button and clicking on the sale from the list that opens.
2. Click **Reverse Sale**.
3. When prompted to verify you want to reverse the sale, click **OK**.
4. A pop-up will ask you to which month you would like to post the transaction. Click **Prior** for the prior month or **Current** to post to the current month.
5. Click **OK** to acknowledge that you must manually change the month/YTD unit counts and recompile the prior month's financial statement to reflect the change.
6. If you selected to post directly to the general ledger and schedules, click to select to post to the current month or next month, or select to batch the entry.

**Important:** If you use batch posting, you must post entries to the current month in the Journal Entries screen to complete the posting for the reversal.

## List Active Sales

Use this button to view and print a list of the active sales waiting to be posted. A sale is considered active until you post the sale using the **Post** button on the Vehicle Sales screen. If you select **Save Only** as the posting option, the sale remains active and appears in this list.

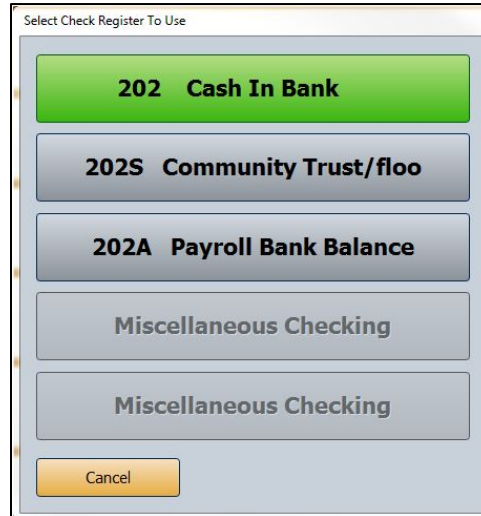
When prompted to verify your printer is ready, click to select **To Printer** to print the information or **To Screen** to view the information on your screen. Once you select your print type, click **Print**. For each sale, the printout lists the vehicle's stock number, model year, make, and model. It also lists the posting date and customer's last name. The end of the lists identifies the number of sales on the list.

## New Vehicle Delivery Reporting

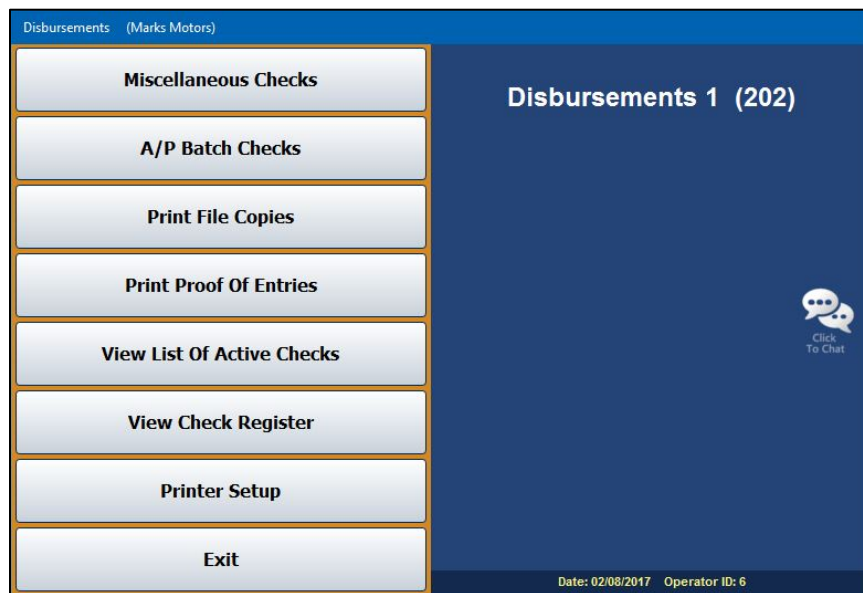
This button currently allows Hyundai dealers to access the Hyundai Retail Delivery Reporting (RDR) interface. Please refer to F1 help or supplemental documentation provided for this feature.

## Disbursements

The **Disbursements** button opens the Disbursements menu. When the menu opens, the system will prompt you to select the bank account/check register to use if you have more than two bank accounts specified in the Operating Parameters. Click the appropriate account. This account becomes the default account when writing checks. Although you can change the account as you post by selecting the account from the drop-down menu, you cannot use a Cash In Bank account if it's not specified in the Operating Parameters.



You will use the options on the Disbursements menu to write checks for your Accounts Payable. You can write individual or batch checks. Once you post the checks, you can print proofs to verify the information before posting it. For your reference, the menu displays the bank account you selected when you opened the menu.



## Printer Setup

You must complete the printer setup before you print your first checks. The setup allows you to specify which printer will print the checks and check copies. Other parameters you set here determine how the checks print.

1. On the Disbursements menu, click **Printer Setup**.
2. Click to select the account for the parameters you are entering. The account numbers refer to the accounts entered in the Operating Parameters in the Accounting Setup.
3. If you use blank checks, fill in your account number and bank routing number. If you use pre-printed checks, leave these fields blank.
4. Use the **MICR** fields to set the margins for the check. A MICR value of 144 is equal to 1 inch.
5. Specify the spacing between the routing number and account number. This is usually 2.
6. Use the drop-down menus to select the default printer and paper bin/tray that will be used to print the checks.
7. In **Print Start Line Factor**, type the value for the top margin of the check. This value affects how far down on the check the text will begin printing. You will need to test values until you find the correct settings for your printer. Increase the value to move the text down; decrease the value to move the text up.
8. In **G/L Account for Discounts**, type the general ledger account number used to post discounts.
9. In **Number of Accounting Copies**, type the number of copies you wish to print.
10. In **Print Copies With Checks (Y/N)**, specify if the copies should always print with the checks. Type **Y** for yes or **N** for no.



11. In **Print “Pay” Amount Using Words Or Numbers (W/N)**, indicate if you want the total amount on the check to print in words or numbers. Type **W** for words or **N** for numbers.
12. Indicate if you want the memo line to print on the check. Type **Y** for yes or **N** for no.

**Important:** PIN printing is no longer available in the program. Skip the last three fields pertaining to PIN printing.

13. Click **Print Sample** to test the values. The sample will be sent to the printer selected in the **Laser Printer For Checks** field above.
14. Check the printout. The first page of the test print prints lines and number. The second page is the copy of the check. This page looks like the actual check. Make any changes, and continue to print test and adjust the settings until everything lines up on the printout.
15. Repeat steps 2 through 14 for each checking account.
16. Click **Back** to return to the Disbursements menu. The system will save the values on the screen.

## Miscellaneous Checks

When you want to write individual checks, use the Miscellaneous Checks option. The system uses the account set as the General Checking account in the Operating Parameter of the Accounting System Setup to automatically post transaction lines. This simplifies the posting process.

Miscellaneous Checks (ABC Motors) Posting Date: 04/20/2016

Inventory	Receivables	Payables	Schedules	General Ledger	Customers
01 202				LAMAR CORP	550.16
02 300	LAMA66	15569	QVM42688		550.16
Transaction .....					550.16 550.16

Check No: 112340 Date: 04/13/2016

202 Cash In Bank 202

Payee: LAMA66

Name: LAMAR CORP

Address: 55 MAIN ST.

City/State: WEST MIDDLESEX, PA 16159

Memo: QVM42688

Vendor Account Detail

Check Amt: 550.16

Line: 03

G/L Account: 300 Accounts Payable, Tr

Control: LAMA66

Invoice:

Description:

Debit: 550.16

Credit:

List Print

Exit Clear All

**Tip:** If you direct post and selected to view the running balance is the Miscellaneous Operating Parameters, the bottom of the Disbursement screen will display the running balance for the general checking account.

**Important:** When creating a check, TAB or ENTER through every field of the Miscellaneous Checks screen, beginning with the **Check No.** field. If you fail to do so, when you complete the check and click **Print**, an error in the check number could cause the system to lock up.

## Writing a Check to an Existing Payee

1. Click **Miscellaneous Checks**.
2. If you are using pre-numbered checks, the **Check No.** field defaults to the next check number in the sequence. You can edit the check number as needed. If you are not using pre-numbered checks, the system automatically fills in a check number in this field.
3. The date field defaults to the posting date.
4. The **Cash In Bank** field displays the account selected when the Disbursements menu opened. Use the drop-down list to select a different account as needed. You can only select an account that has been set up in the Operating Parameters.
5. In the **Payee** field, type the vendor's control number.  
You can use the **List** button to search for an existing payee. Click the button that corresponds to the list you want to view (A/P Schedule, A/R Schedule, Memo Accounts, etc.) You can search for a specific payee by pressing the letter on the keyboard that corresponds to the payee's name or clicking on the letters running down the screen. A list of payees for that letter is displayed. Click the payee or schedule you want to select.
6. The payee's information automatically populates the screen. If necessary, you can edit the information. The address is formatted to print on the check so it will show through the window of a standard window envelope.
7. In **Memo**, type any information you want to add to the line. The first memo line will default as the description for each journal entry. If you entered an account number in the vendor's record, the number automatically fills in this field.
8. Type the check amount.
9. The **G/L Account** defaults to the account entered as the Accounts Payable account in the Operating Parameters in the Accounting System Setup.
10. The **Control** fills in with the vendor's control based on the control entered in the **Payee** field.
11. Type the invoice number and a description of the payment. The description defaults to the vendor's name if you leave the field blank.
12. The **Debit** field defaults to the amount entered in the **Check Amt** field. If you will be posting multiple transaction lines to make up the sum of the check, you can edit this field to reflect the amount of this line. You would do this if you were making a batch payment of several invoices and wanted to enter a separate description for each line.

13. Press ENTER to file the debit line. The system automatically posts a credit line for the same amount to the Cash in Bank account.
14. Once the entry balances, the system will automatically prompt you to print the check. Click **OK** to print the check, **Voucher Only** to print a voucher, or **Save Only** to save the check without printing.

**Warning:** Make sure the check is properly loaded in the printer before you select to print the check. Once it prints the check, the system files the journal entry.

### Pulling Transactions from the Vendor's Account

You can select lines from the vendor's account detail, and the system will use the lines to automatically write the check.

1. Once you select a vendor, the **Vendor Account Detail** button appears on the screen. Click the button to view the vendor's account.
2. Click the lines you want to use to write the check. The selected lines will be highlighted. To de-select a line, click it again. The check will hold up to 56 lines. Because the system posts one line to the bank account, you can select up to 55 invoices to include on the check.

To pay all the open invoices, click **Pay All Open**. Click **Pay None** to pay none of the invoices listed.

The dollar amount of the selected invoices is totaled in the **Total Selected** field at the bottom of the screen.

3. Click **Done** to add the lines to the check.
4. The system posts the lines and prompts you to print the check.

## Writing a Check for a New Payee

When you write a check to a new payee, the system automatically prompts you to indicate if you want to create a new vendor account or memo account. Vendors you add here are added to the trade payable schedule. You can view and edit the account information using the Trade Vendor Payables menu. (See Chapter 5 for information about trade vendor payables.) Memo accounts are accounts you pay regularly but that are not associated with a payable account. The balance for checks written to memo accounts does not post to the accounts payable account. Instead, you specify the account you want to use to post the payments for the memo account when creating the account in the system.

1. In **Payee** type the control number you are assigning the payee.
2. The system prompts you that the vendor is not on file in the system. Click **Add Vendor** to create a new vendor record or **Memo Account** to add a new memo account.
3. The Add New Vendor screen or Add New Memo Account screen opens. Type the payee's information and click **Save**.
4. The system returns you to the Disbursement screen. The information you entered for the vendor automatically populates the screen's fields.
5. Add a memo as needed.
6. Type the check amount.
7. In the **G/L Account** field, enter the general ledger account where the debit should post. If you enter a scheduled general ledger account, you must enter a control number in the **Control** field. If you enter a control for a new vendor, the system warns you that the control (or vendor) does not exist and that it will create a new account. Click **OK** to acknowledge the message.
8. Type a description for the line. The description defaults to the first memo line if you leave this field blank. The description does not default to the vendor's name when the **Payee** field is blank.
9. Type the debit amount, and press ENTER to file the line.
10. Once the entry balances, the system automatically prompts you to print the check. Click **OK** to print the check or **Voucher Only** to print a voucher.



## Voiding an Active Check

Voiding an active check does not remove the record from the system. When you void a check, the check remains in the check list as a voided check. This ensures you have a record of the check. Although the check remains in the list, you cannot recall the check to view the information.

**Important:** If a password is required to delete a document, you must enter the password before you can void a check. Your System Administrator can set the password using the Password option in the Accounting Utilities.

1. Type the check number. You can use the **List** button to search for an active check. Click **List Of Checks** on the Search screen, and click the check you want to void.
2. Click **Void** when prompted to indicate if you want to void or edit the check.
3. Click **Void** again when prompted to verify you want to void the check.

## Voiding a Posted Check

You can void a check that has been posted to the general ledger as long as it was posted during the current month. This does not remove the check from the system. It marks the check as a void so you have a record of the check in the system.

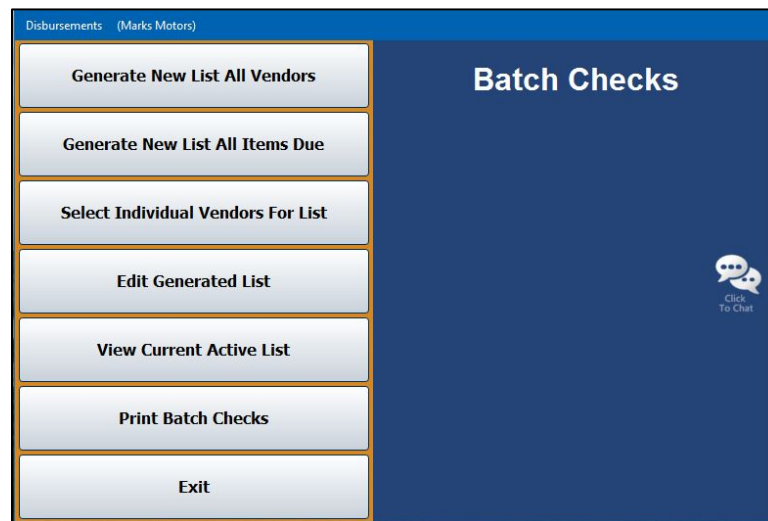
**Important:** If a password is required to delete a document, you must enter the password before you can void a check. Your System Administrator can set the password using the Password option in the Accounting Utilities.

1. Type the check number.
2. The system prompts you the check has been posted. Click **OK** to acknowledge the message.
3. Click **Void** when prompted to verify you want to void the check.

**Tip:** If you need to void a check because of error, you can reconcile the voided check in the Check Register. You can then reuse the check number.

## A/P Batch Checks

When you want to write batch checks, click **A/P Batch Checks** to open the Batch Checks menu. You will use this menu to generate a list of vendors to pay based on the aging of the balance or the due date. You can add and remove vendors from the list before printing the batch checks. Batch checks can hold up to 56 entries per check, and the system will print up to nine additional checks for the same vendor to pay all of the entries on a detail forward accounts payable account. If you use discounts, however, you can only add 55 lines because the 56<sup>th</sup> line will be used to record the discount for the check.



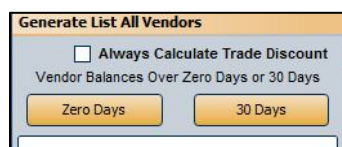
### Generating the Vendor List

The first two buttons on the Batch Checks menu provide two compiling options you can use to generate the vendor list. You can compile the list based on the aging of the balance or the due date. You can only use one compiling option. The system overwrites the existing list every time you select to compile the list. You can manually create a list of vendors using the **Select Individual Vendors For List** button.

#### Generate New List All Vendors

Use this compiling option to generate a list of vendors to pay based on the age of the balance. You can select to include vendors whose balances are over zero days or over 30 days.

1. From the Batch Checks menu, click **Generate New List All Vendors**.
2. If you want the system to calculate the trade discount based on the discount entered in the vendor's trade payables file, click to select **Always Calculate Trade Discount**.
3. Click the aging criteria you want to use by clicking **Zero Days** or **30 Days**.



4. Click **OK** when prompted to verify you wish to create the list.
5. If you selected to generate the list for zero days and the system contains detail forward items, it will ask if you wish to include all such items posted through the date of the list creation. Click **OK** to continue.

If you selected to generate the list for zero days and the system contains post-ahead entries, the system prompts you to indicate if you want to include the post-ahead entries. Click **YES** or **NO**.

6. The system displays the payables total for the compiled list. Click **OK**.
7. The current compiled list opens on your screen so you can review or print the list. (This is the same list you can view by clicking **View Current Active List**.)

### **Generate New List All Items Due**

Use this compiling option to generate a list of vendors to pay based on the due date for that vendor. The due dates are pulled based on the terms entered in the vendor's trade payables file. (See Chapter 5 for information about vendor trade payables.)

1. From the Batch Checks menu, click **Generate List All Items Due**.
2. Type the date you want to use as the ending point for the search. The system will include all vendors with payments due through this date. You must enter the date as eight characters with or without slashes (mm/dd/yyyy or mmddyyyy). Press ENTER.
3. Click **OK** when prompted to verify you want to create the list.
4. The system displays the payables total for the compiled list. Click **OK**.
5. The current compiled list opens on your screen so you can review or print the list. (This is the same list you can view by clicking **View Current Active List**.)



## Select Individual Vendors For List

Use this button to open the Select Vendors For List screen. Once you generate the vendor list, you use this screen to add vendors to the list. You also have the option of using this screen to manually create a list of the vendors you want to pay.

1. From the Batch Checks menu, click **Select Individual Vendors For List**.
2. Click **Generate New List** at the bottom of the screen.

Acct	Pay	Balance	Vendor	30	60	90	1099
1	NO	20.00	TEST	.00	.00	.00	(D)
123	NO	1.00	44556	1.00	.00	.00	( )
1284	NO	780.00	XXXX/Serv. Payable	.00	780.00	.00	( )
22	NO	40.00	COMPTON/50	10.00	30.00	.00	( )
36	NO	50.00	CUSIC/27	25.00	25.00	.00	( )
A8JT10	NO	399.00	A & J TIRE	.00	.00	.00	(D) Y
ACRA11	NO	1.00	ACRA AUTOMOTIVE GROUP	1.00	.00	.00	(D) N
ADAR142	NO	10.00	ADAR COUNTY CLERK	10.00	.00	.00	(D) Y
AMAN	NO	100.00	DDDDDD	.00	.00	.00	(D)
AMER65	NO	185.94	AMERICAN EXPRESS	.00	.00	.00	(D) N
AMER81	NO	1258.71	AMERICAN TIRE DISTRIBUTORS	.00	.00	.00	(D) N
ANDR36	NO	1.89	ANDREW AUTOMOTIVE	1.89	.00	.00	( ) N
AUTO18	NO	206.50	AUTOMOTIVE DISTRIBUTORS WISE	.00	.00	.00	(D) N
AUTO40	NO	487.97	AUTOMAGIC	.00	.00	.00	(D) N
AUTO61	NO	1039.27	AUTOSOFT INTERNATIONAL	.00	.00	.00	(D) N
AUTO76	NO	150.00	AUTO-E	.00	.00	.00	(D) N
AUTO79	NO	540.39	AUTOZONE	50.00	.00	.00	(D) N
BOBA13	NO	329.34	BOB ALLEN MOTOR MALL NISSAN	.00	.00	.00	(D) N
BOTT01	NO	580.00	BOTTOMS AUTOMOTIVE	.00	.00	.00	(D) N
CINT10	NO	1040.53	CINTAS CORPORATION #312	.00	.00	.00	(D) N
CITY20	NO	43.84	CITY OF HARRDSBURG	.00	.00	.00	(D) N
DEAL26	NO	299.00	ELEN SOLUTIONS, INC.	.00	.00	.00	(D) N
DOUG	NO	400.00		978.33	356.60	.00	(B) N
DRURY7	NO	100.00	CURTIS DRURY	.00	.00	.00	(D) Y
HARL11	NO	70.00	HARLEY QUICK LUBE TIRE CENTER	.00	.00	.00	(D) N
HARR68	NO	8.48	HARRDSBURG HERALD	.00	.00	.00	(D) N
JRBA86	NO	2837.08	J.R. BAKER BODY SHOP	.00	.00	.00	(D) N
KEY040	NO	169.00	KEYSTOPS, LLC	.00	.00	.00	(D) N
HOI 14	NO	951.78	HOI WAREHOUSE INC & DIVISION	.00	.00	.00	(D) N

3. Click **Yes** when prompted to verify you want to begin a new list.
4. The screen lists all of the vendors with an account balance and displays the aging of the balance.
5. Click the vendors you want to add to the list. The Pay column will change from “No” to “Yes” to indicate the vendors you select. You can click **Select To Pay All** to flag all vendors on the list as “Yes.”
6. If you want the system to calculate the trade discount (based on the discount entered in the Vendor Information for each vendor), click to select **Always Calculate Trade Discount**. Click again to clear this option.
7. When you are finished selecting the vendors, click **Done**.
8. The system prompts you to indicate what you want to do with the selected vendors. Click **This List Only** to save the list with just the vendors you selected on this screen, or click **Add To List** to add the selected vendors to a current list. (**Abort** will close the screen without saving the list).
9. The system will display the current compiled payables list totals. Click **OK**.
10. The current compiled list opens on your screen so you can review or print the list. (This is the same list you can view by clicking **View Current Active List**.)

## Edit Generated List

Once you have a list of the vendors you want to pay, use this button to edit the list to change the payment amount, to add discounts, or to remove a vendor from the list.

Edit Generated List (ABC Motors) Posting Date: 04/13/2016

Account	Payment	Discount	Compiled	Balance	Vendor
1284 1	780.00		780.00	780.00	XXXX/Serv.Payable
22 1	30.00		30.00	30.00	COMPTON/50
36 1	25.00		25.00	25.00	CUSIC/27
ADAI42 1	10.00		10.00	10.00	ADAIR COUNTY CLERK
ANDR36 1	1.89		1.89	1.89	ANDREW AUTOMOTIVE
AUTO79 1	50.00		50.00	540.39	AUTOZONE
BOTT01 1	-20.00		-20.00	580.00	BOTTOMS AUTOMOTIVE
DOUG 1	934.93		934.93	934.93	
HONTY 1	140.00		140.00	140.00	HONTY

☐ Always Calculate Trade Discount

Click from List  
 Account:   
 Payment:   
 Discount:   
 Save Edit  
 View Vendor Account  
 Remove This Vendor

Refresh List Done

LN	G/L	Doc.	Description	Invoice	Payment	Disc.	Debit
----	-----	------	-------------	---------	---------	-------	-------

**Tip:** The system will keep the last set of unposted batch checks and give you the option to pull them to this screen when it opens. Click **Yes** to edit the last list of checks or **No** to continue with other checks. This allows you to pull the last edited list in the event the checks did not print properly so you do not have to go through the editing process again.

## Editing the Payment Information

1. Click **Edit Generated List**. The screen displays all of the vendors on the list.
2. Click a vendor. The bottom of the screen displays information for the check that will be written for the vendor.
3. Click **View Vendor Account**. A list of the vendor's invoices opens.
4. Click the invoices you want to pay, or click **Select To Pay All** to select all of the invoices. The **Total Selected** field displays the total amount of the selected invoices.
5. Click **OK**. Only the selected invoices appear on the Edit Generated List screen.
6. If you want to edit the amount you are going to pay per invoice, click the invoice.
7. The **Payment** field displays the total amount due for the invoice. Edit the payment amount.
8. If you enter a payment amount less than the total amount due for the invoice, the **Discount** field automatically fills in with the difference between the invoice amount and payment amount. If this is the correct discount amount, leave the amount. If a different discount amount applies, enter the amount. If no discount applies, enter 0 (zero) as the discount.

9. Click **Save Edit**.
10. The system will notify you that the change has been saved. Click **OK**.
11. The Payment column reflects the amount specified for the invoice.
12. Continue to edit the payment amounts for the vendor's invoices as needed.
13. Click **Refresh List** to update the list to ensure it reflects all recent edits.
14. When you are finished, click **Done** to close the screen.

### **Removing a Vendor**

1. Click the vendor in the list.
2. Click **Remove This Vendor**.
3. Click **OK** when prompted to verify you want to remove the vendor from the list.

### **View Current Active List**

Use this button to view a list of the vendors on the current list. The same list opens when you generate the list and after you finish adding vendors to the list. The list will display the vendor's account number and name, due amount, paid amount, and discounts applied. Use the **Print** button to print the list as needed.

## Print Batch Checks

Once you are finished editing the vendor list, you use the **Print Batch Checks** button to print the checks. If necessary, you can specify the range of accounts that you wish to print.

Print Batch Checks (ABC Motors) Posting Date: 04/13/2016

### Print Batch Checks

2025 COMMUNITY TRUS Check Date: 04/13/2016

Start With Account: **ANDR36**

ANDREW AUTOMOTIVE

End With Account: **MONT35**

MONTY'S AUTO SALVAGE

Start With Check Number: 011235

Checks to be Printed		
ACCU10	1	780.00 ACCURATE OFFICE SUPP
ACME35	1	30.00 ACME CLEANERS
ACT177	1	25.00 ACTION TOWING
ADAI42	1	10.00 ADAIR COUNTY CLERK
ANDR36	1	1.39 ANDREW AUTOMOTIVE
AUTO79	1	50.00 AUTOZONE
BOTT01	1	-20.00 BOTTOMS AUTOMOTIVE
DOUG21	1	934.93 DOUGLAS AUTO PARTS
MONT35	1	140.00 MONTY'S AUTO SALVAGE

**Warning:** Make sure the checks are properly loaded in the printer before you select to print. Once the checks print, the system files the journal entry.

1. From the Batch Checks menu, click **Print Batch Checks**.
2. The right side of the screen displays the current list of vendors.
3. Verify the check date. If the date is not correct, you must return to the Journal Entries menu and change the posting date.
4. In **Start With Account**, type the account you want to use as the starting point for the printing of the checks, or drag and drop the vendor from the list on the right side of the screen.
5. The **End With Account** field defaults to the vendor number for the last vendor in the list. If you want the print job to stop at a specific account, type the account number in this field, or drag and drop the vendor from the list on the right side of the screen.
6. Once all of the fields contain the correct criteria, press ENTER.
7. Click **OK** when prompted to verify your printer is ready.
8. A warning will prompt you to ensure that the checks are properly loaded in the printer. Once you've verified this, click **OK** to continue.

## Print File Copies

If you entered a **Y** in the Disbursements Printer Setup to print the check copies with the checks, the copies printed when you printed the checks. If you entered an **N** in the setup not to print the copies with the checks, you use this button to print file copies of the checks you write. Select **To Printer** or **To Screen** and click **Print**. The system prints the number of copies you specified in the Printer Setup. One copy prints per page. The copy displays a copy of the check and all of the posting information associated with the check (posting date, check number, general ledger accounts, control numbers, memo text, and credit and debit amounts). The system displays a warning if you attempt to exit the Disbursements menu after printing checks if copies did not print.

## Print Proof Of Entries

Use this button to print a complete journal entry proof of any checks that have been written but that have not been posted to the general ledger. Click **Print Proof Of Entries**, select **To Printer** or **To Screen**, and click **Print**. For each check, the printout lists the check number, posting date, vendor's name, general ledger accounts, controls, descriptions, and debit and credit amounts posted. The end of the printout lists the total debits and credits posted for all of the checks.

## View List Of Active Checks

Use this button to view a list of the active checks in the system. For each check, the screen lists the check number, posting date, vendor name, and check amount.

## View Check Register

Use this button to view the complete check register. For each check, the screen lists the check number, posting date, vendor name, check amount, and any memo information attached to the check. By default, the list displays all checks in the register.

The **Today's Checks** button on the bottom of the screen allows you to view only those checks posted for the current day. After clicking **Today's Checks**, the bottom of the screen displays the **Previous Day** and **Next Day** buttons, which will allow you to view the checks posted the day before or after those showing in the list above. Click **Print List** if you wish to print a copy of the register for that day. Select **To Printer** or **To Screen** and click **Print**.


You can reconcile the check register from the Schedules and Documents menu. This allows you to mark the returned checks. If you do not reconcile the check register, the register will continue to grow. (See Chapter 6, page 6:13, for instructions on reconciling the check register.)

**Tip:** If you selected to direct post, the system prompts you to select the month you want to post to when you click **Exit** on the Disbursements menu. Select the appropriate month or click **Batch** to batch post.

## Standard Entries

Standard Entries allow you to create entry templates for repetitive postings that are the same every time you post them. These would be postings for things such as rent, taxes, customer leases, or rental charges. You can create 99 entry sets, and each set can have up to 9999 transaction lines. Like all journal entries, the debit and credits for the set must balance, or the system will not post the set. It is useful to print the proof of entries for a set before posting it to ensure you do not have to edit any information that may have changed for the set since the last time you posted.

Standard Journal Entries (Marks Motors) Posting Date: 02/08/2017

<b>Input Standard Entry Sets</b>	<b>Standard Journal Entries</b>   Click To Chat  You may enter up to 99 Sets of Standard Entries. Each set may contain as many as 9999 entries. A set must be in balance with equal Debits and Credits or it will not post. It is recommended that the Proof be printed and checked before posting.
<b>Print Worksheet/Proof Of Entries</b>	
<b>Post Standard Entry Normal</b>	
<b>Post Standard Entry Reverse</b>	
<b>Delete ALL Standard Journals Posted</b>	
<b>Exit</b>	

## Input Standard Entry Sets

You begin by creating the entry sets you want to use. This involves entering the general ledger account number, control number, description, and debit or credit amount for each transaction line you want to create in the set. Once you create the set, you only have to use this menu option to create new sets or to edit an existing set.

Standard Journal Entries (ABC Motors) Posting Date: 04/25/2016

Standard Journal Transactions		09 0010 3316 Bonus Payable	900.00
09 0020 02709 Bonus Payable		900.00	
<b>Totals</b>		<b>900.00</b>	<b>900.00</b>

Set Number: 09  
Journal: 80 General Journal

Line No.: 0010  
G/L Account: 3316  
Control: BONUS7  
Description: Bonus Payable  
Debit:   
Credit: 900.00  
Save Line

Exit List Sets Delete Set Delete Line

### Creating a New Set

1. From the Standard Journal Entries menu, click **Input Standard Entry Sets**.
2. Type the **Set Number** you want to assign the entry set you are creating. The set number can be 1-99.
3. Type the **Journal** number for the set. The journal number for the standard entries is usually 80; however, you can enter a different journal number if you want the set to post to a specific journal.
4. In **Line No.**, type the line number you are entering. The line number determines the order in which the lines post and print on the proof.
5. Type the general ledger account for the line in **G/L Account**. If you enter a scheduled account, you must enter the control for the line.
6. The **Description** field defaults to the description for the general ledger account. You can edit the description as needed.
7. Type the debit or credit amount that should post for the line.
8. Click **Save Line**. The line appears in a list on the right side of the screen.
9. Continue to enter transaction lines. Remember, the credits and debits for the set must balance, or the system will not post the set.

### Deleting a Set

1. If the set is not displayed on the screen, type the set number or click **List Sets** to select the set from a list of sets that have been entered. The information for the selected set fills in on the screen.
2. Click **Delete Set**.
3. Click **OK** when prompted to verify you want to delete the set.
4. The system displays a "Completed" message when it is finished. Click **OK** to acknowledge the message.

### Deleting a Line from the Set

1. Select the set.
2. Type the line number, or click the line in the list on the right side of the screen you want to delete. The line information populates the screen.
3. Click **Delete Line**.
4. Click **OK** when prompted to verify you want to delete the record. The line is removed from the set.

## Print Worksheet/Proof of Entries

Before you post a set, you should print the worksheet/proof. The printout lists every line in the set and displays the general ledger account, control, description, and debit or credit amount for each line. You use the printout to double-check the lines to ensure the information that will post is correct. The printout helps you identify any information in the set that must be edited before posting.

1. From the Standard Journal Entries menu, click **Print Worksheet/Proof Of Entries**.
2. Type the set number you want to print, or leave the field blank to print all sets.
3. Select your print criteria and click **Print**.

## Post Standard Entry Normal

After verifying the proof, you can post an entry set to the journals. The system checks the set to verify it balances before posting it. If the set does not balance, the system will not post it. You have the option of posting one set or all available sets.

### Posting One Set

1. From the Standard Journal Entries menu, click **Post Standard Entry Normal**.
2. Type the set number for the set you want to post. (Press ENTER if necessary.)
3. If you post directly to the general ledger, click the button that corresponds to the month to which you are posting.  
If you batch post, click **OK** when prompted to verify that you want to post the set.
4. The system displays a message that the set has been posted. Click **OK** to acknowledge the message.

**Important:** If you batch post, you will still need to post the standard entries to journals. Although the message reports the set has been posted, your batch posts are awaiting the final steps in the batch-posting process.



## Posting All Available Sets

1. From the Standard Journal Entries menu, click **Post Standard Entry Normal**.
2. Click to select **Post ALL AVAILABLE Sets**.
3. If you post directly to the general ledger, click the button that corresponds to the month to which you are posting.  
If you batch post, click **OK** when prompted to verify that you want to post the set.
4. The system displays a message that the set has been posted. Click **OK** to acknowledge the message.

**Important:** If you batch post, you will still need to post the standard entries to journals. Although the message reports the set has been posted, your batch posts are awaiting the final steps in the batch-posting process.

## Post Standard Entry Reverse

Use this option to post a reversal entry for a selected set. It posts the selected set in reverse.

1. From the Standard Journal Entries menu, click **Post Standard Entry Reverse**.
2. Type the set number for the set you want to post. (Press ENTER if necessary.)
3. If you post directly to the general ledger, click the button that corresponds to the month to which you are posting.  
If you batch post, click **OK** when prompted to verify that you want to post the set.
4. The system displays a message that the set has been posted. Click **OK** to acknowledge the message.

**Important:** If you batch post, you will still need to post the standard entries to journals. Although the message reports the set has been posted, your batch posts are awaiting the final steps in the batch-posting process.

## Delete ALL Standard Journals Posted

If you batch post, you can use this utility to delete all of the Standard Journals posted by the current operator before you post the journals to the books.

1. From the Standard Journal Entries menu, click **Delete ALL Standard Journals Posted**.
2. Click **OK** when prompted to verify you want to delete all of the entries posted.
3. Once you post the journals to the books using the **Post Entries To Journals** button on the Journal Entries menu, you must enter an adjusting journal to undo the entries.

## Factory Receivable Statement

The Factory Receivable Statement allows you to input entries from the Factory Receivable Statement with little keyboard entry. The Factory AR Statement is usually a document that lists items such as warranty claims the manufacturer paid. The system automatically displays all of the documents for the selected schedule, so you can easily select the documents from the schedule list and quickly make adjustments as needed. You can exit this screen after posting a partial entry. This is a useful feature if you need to research an entry because the entry does not balance.

Line	Account	Control	Balance	Paid	Credit	Debit	G/L	Control	Description
001	221	00967	-.01	-.01	-.01	.00			00967/Deductible
002	221	30282	202.00	202.00	202.00	.00			COST GUARD TURNER
003	221	30552	784.70	784.70	784.70	.00			WARR SOLUTION KITTINGER
004	221	31171	45.46	.00	.00	.00	221		31171/Deductible
005	221	31177	433.30	433.30	433.30	.00			TESTING AR

## Making a Factory Receivables Entry

1. In **Document**, type the document number from the factory statement.
2. In **Journal**, type the journal number. Generally, you will use journal 75 (General Purchases) or journal 50 (Cash Receipts).
3. In **Schedule**, type the general ledger account for the desired schedule. A list of the items in the schedule will display at the top of the screen. The list is in document number order.
4. In **Adjustments**, type the general ledger account number used to post adjustments for the schedule. When a claim is not fully paid, and you do not expect to receive the remaining balance, you can write off the balance.
5. Click a line from the schedule list at the top of the screen, or enter the control number, and the detail will populate the working line.

6. The balance of the control fills in as the paid amount.

If the paid amount is correct, click **Click Here to Accept Entry** under the schedule list to file the line (or press ENTER).

The screenshot shows the 'Factory Receivable Statement' for 'ABC Motors' dated 04/25/2016. It features a table with columns for Document, Journal, Schedule, Adjustments, Date, Amount, and Description. The table lists several transactions, with the last one highlighted in orange. Below the table are two buttons: 'Click Here to Accept Entry' and 'Click Here to Remove Entry'. To the right of the table is a summary section with fields for Debits, Credits, and Balance.

Document	Journal	Schedule	Adjustments	Date	Amount	Description
12345	80	221	062	03/06/15	- .01	00967/Deductible
				06/24/15	202.00	COST GUARD TURNER
				07/10/15	784.70	WARR SOLUTION KITTINGER
				09/08/15	45.46	31171/Deductible
				09/16/15	433.30	TESTING AIR

Summary Section:

Debits	.00
Credits	1419.99
Balance	1419.99

If the paid amount is incorrect, type the amount paid from the statement. The difference fills in the **Debit** field. The general ledger account entered for adjustments will be used to post this debit and may be changed if needed.

Usually, if the difference is minimal, it is adjusted to a service expense. In the case of a partial payment for a claim where the rest will be paid later, the Adjustment account should be the Schedule account, and the control will automatically default as the document number. Type a description for the adjustment, noting why the claim was not paid as submitted.

7. When you are finished selecting lines, press ENTER when the cursor is resting in the blank **Control** field.
8. The cursor advances to the **Debit** field, and the field automatically populates with the balance of the transaction. Press ENTER.
9. Type the general ledger account where the amount should post, and the control number for the vendor.
10. Click **Save Transaction** or **Post Transaction**. The button label changes based on the posting method you selected. (You can also press ENTER in a blank **G/L** field).
11. If you selected to post directly to the general ledger and schedules, click to select to post to the current month or next month, or select to batch post.
12. If you selected to batch post, click **File It!** when prompted to verify you want to file the entry. (Click **No**, **Not Yet** to continue working.)

**Tip:** The **Factory Payments** button allows you to pull factory receivable statements from your manufacturer and automatically post them. Currently, this feature is available for Chrysler, Ford, General Motors, and Toyota/Lexus dealers. Click **Factory Payments** and select your manufacturer. Once you select your manufacturer, press F1 to read instructions about how to retrieve and automatically post the statements for the selected manufacturer.

## Removing a Line

1. Click the line you wish to remove from the list on the bottom portion of the screen under the entry fields.
2. Click **Click Here to Remove Entry** under the schedule list.

Document	Date	Amount	Description
00967	03/06/15	- .01	00967/Deductible
30282	06/24/15	202.00	COST GUARD TURNER
30552	07/10/15	784.70	WARR SOLUTION KITTINGER
31171	09/08/15	45.46	31171/Deductible
31177	09/18/15	433.30	TESTING RR

Debits: .00  
Credits: 1419.99  
Balance: 1419.99

Click Here to Accept Entry    Click Here to Remove Entry

3. An alert will warn you that you are about to remove a line from the transaction. Click **Remove** to continue.

## Deleting a Factory Receivable Entry

1. If necessary, type the document number or click **List** to recall the entry.
2. Click **Delete**.
3. Click **OK** when prompted to verify you want to delete the entire entry.

## Integrated Entries

If you integrate with Parts Inventory, Service Writing, or the Daily Rental module, use the Integrated Entries menu to post entries for counter sales, service sales, or rental sales that have been updated from the other modules to the Accounting module. Since the complete entry updates to Accounting, all you have to do is review the posting.



The first three buttons open submenus. All of the submenus provide the same options for managing your integrated entries. Therefore, you post all of your integrated entries the same way.

## Printing and Viewing the Document Lists

Each menu contains two printing and one viewing option. The exception is the Post Integrated Service Sales menu, which has an additional viewing option. Below is a brief explanation of the options.

- The **List Tickets To Post**, **View/Print List R/O's**, and **View List Contracts To Post** buttons allow you to view a list of the closed counter tickets, repair orders, or rental contracts. You can click a document in the list to view the complete detail.
- The **Print List** button prints a list of the parts tickets awaiting posting, closed repair orders, or rental contracts.
- The **List Active Counter Tickets** button allows you to view and print the counter tickets that are still open in the system.
- The **Print Parts Work In Process** button allows you to print a list of all the counter tickets and repair orders that have parts on them.
- The **Print Work In Process** or **Print Open Rental Contracts** buttons print a list of the open repair orders, counter slips, and rental contracts.

- The **View Re-Prints** button appears on the Post Integrated Service Sales and Post Integrated Counter Parts Sales menus. This option allows you to view a list of the repair orders or counter slips that were reprinted after closing. When viewing repair orders, use the tabs and the combo list to filter the list to displays only the R/Os you want to view. Click a repair order to view the list of reprints for that R/O. Click one of the reprint lines to view the reprinted repair order. For counter sales, click a counter slip in the list to view a summary of the sale.
- The **History** button appears on the Post Integrated Counter Parts Sales and Post Integrated Service Sales (**R/O History**) menus. For parts sales, use this button to view a list of closed counter slips that have been updated to Accounting. For service sales, use this button to view a customer's repair order history.

## Reviewing Sales

When the Parts, Service, or Rental Departments update the closed documents to Accounting at the end of the day, the system pulls the Integrated Parts Posting Parameters, Integrated Service Parameters, or Daily Rental Parameters set in the Accounting System Setup. Use the first button on each of the integrated entry menus to review the documents (**Post Parts Sales**, **Post Service Sales**, and **Post Daily Rental Contracts**, respectively). Most updated documents should not require adjustments. Typical corrections include changing a sale that started as a cash sale but turned into a charge sale. If you find that you are correcting too many documents, review your parameters to ensure you do not need to edit them.

Integrated Service Sales Entries (ABC Motors) Posting Date: 04/13/2016

Inventory Receivables Payables Schedules General Ledger Customers

Document: 15066  
Journal: 30 Service Sales C/P

Total Debits: 195.21  
Total Credits: 156.84  
Balance: 38.37

View R/O

Line	G/L	Amount	+/-	Cost	C.O.S.	Inven.	Control	Description	Taxable
07									147.96
01	06002	79.04	+	.00			15066	JOE ROBERTSON	
02	225	116.17	+	.00			15066	JOE ROBERTSON	
03	467	28.37	-	20.95	667	242	15066		
04	324	8.88	-	.00			15066		
05	460A	90.00	-	20.62	660A	247	15066		
06	467	29.59	-	16.49	667	242	15066		

Exit < Document List > Schedules Post Print Delete Doc Hold Clear Screen

The Integrated Entries screens that open when you click the **Post Parts Sales**, **Post Service Sales**, or **Post Daily Rental Contracts** buttons on the corresponding Integrated Entries submenu function the same way. Use the following instructions to review and edit documents from the corresponding Integrated Entries screen.

1. In the **Document** field, type the counter ticket number, repair order number, or contract number. You can click **Document List** or **Transaction List** to select the document from a list of updated entries. (You can also scroll forward or backward through the list entries by pressing the arrow buttons on either side of the button.)
2. If a default journal number is not available from the parameters, type the journal number in the **Journal** field.
3. The information for the document populates the screen.
4. To edit a line, click the line to bring the information to the working fields. Edit the line as needed.
5. When you are finished with the document, click **Post**.
6. If you selected to post directly to the general ledger and schedules, click to select to post to the current month or next month (or click **Batch** to batch the entry). If you selected to batch post, click **Batch** when prompted to verify you want to file the entry. (Click **Cancel** to continue working.)

## Deleting or Voiding a Document

You have the option of deleting a document or voiding it on the entry screen. Deleting the document removes it from the transaction list. You cannot recall a document once you delete it. Voiding a document flags it as voided. The document remains in the transaction list. The document posts to the journals as a void.

**Important:** If a password is required to delete a document, you must enter the password before you can delete the document. Your System Administrator can set the password using the Password option in the Accounting Utilities.

1. Select the document.
2. Click **Delete Doc** on the bottom of the entry screen.
3. The system prompts you to indicate what you want to do with the document. Click **Delete** to delete it or **Void** to void it.

## Putting a Document on Hold

You can use the **Hold** button to place a document on hold indefinitely. The document is flagged as “Hold” in the document list and remains in the list until you process it. The system will not post the document until you process it using the **Save Doc** or **Post Doc** button.

1. Select the document.
2. Click **Hold**.
3. Click **HOLD** when prompted to verify you want to hold the document indefinitely.

## Posting Documents

Unless you are direct posting and posted each document as you reviewed it on the Integrated Entries screens, you post the entries using the Post buttons on each submenu when you are finished reviewing the documents. You must post the closed documents and the voided documents separately.

1. Click the **Post ALL** button on the menu (second button on each of the three integrated entries menus).
2. Click **ALL** to post all of the closed counter tickets, repair orders, or rental contracts, whether you have reviewed them or not, or click **VOIDED Only** to post only the voided counter tickets, repair orders, or rental contracts.
3. If you selected to post directly to the general ledger and schedules, click to select to post to the current month or next month (or click **Batch** to batch the entry). If you selected to batch post, click **Batch** when prompted to verify you want to file the entry.
4. Click **OK** when the system indicates it is finished posting.

## Un-posting Documents

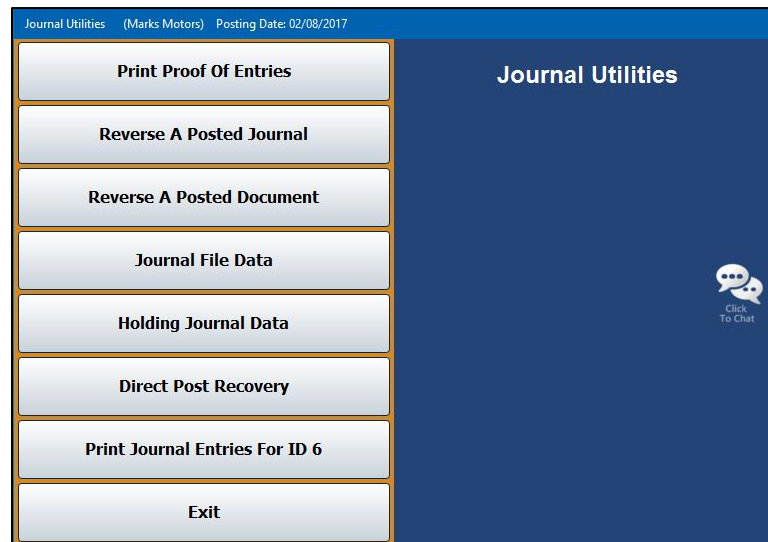
If necessary, you have the option of un-posting all of the counter tickets, repair orders, or rental contracts for the current operator ID.

1. Click **Un-Post All Batch For This ID**.
2. Click **OK** when prompted to verify you want to un-post the documents.
3. Click **OK** when the system indicates it is finished un-posting.



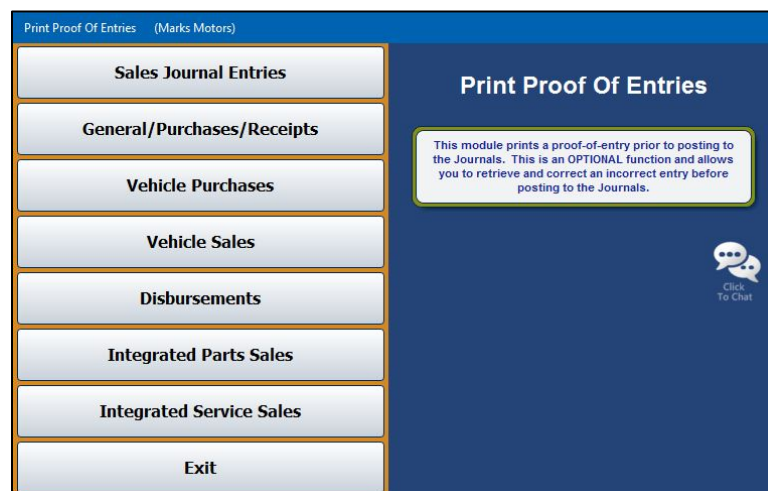
## Journal Utilities

The Journal Utilities menu provides tools you can use to manage your journal entries. You can view and print journal entries and reverse a journal entry posted during the current month. In addition, you can use this menu to move journal entries to and from the Holding Journals.



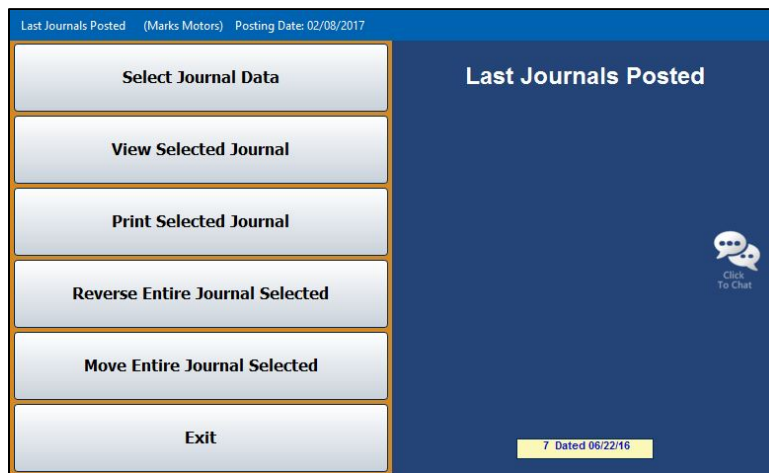
## Print Proof of Entries

This button advances you to the Print Proof Of Entries menu. You use this menu to print a proof of entry before posting to the journals. This allows you to catch any posting errors. Simply click the button that corresponds to the proofs you want to print. When prompted to verify your printer is ready, click to select **To Printer** to print the information or **To Screen** to view the information on your screen. Once you select your print type, click **Print**.



## Reverse a Posted Journal

This button advances you to the Last Journals Posted menu, where you can select a specific journal to view and print. You can also reverse the posting from this menu. When you click the **Reverse a Posted Journal** button from the Journal Utilities menu, the system displays a list of available journals. Click the journal you want to select, and the detail for the journal displays on the screen. Click **Back** to close the detail. The remaining menu options all apply to the selected journal.



### Select Journal Data

Use this button to select a journal. Click the journal you want to select.

### View Selected Journal

Use this button to view the selected journal.

### Print Selected Journal

Use this button to print the selected journal.

1. Click **Print Selected Journal**.
2. When prompted to verify your printer is ready, click to select **To Printer** to print the information or **To Screen** to view the information on your screen.
3. Once you select your print type, click **Print**.

**Reverse Entire Journal Selected**

Use this button to reverse the posting of the selected journal. The journal will automatically reverse in the correct month. The system prints the information for your records. This feature is set to post directly, regardless of how your system is set to post.

1. Click **Reverse Entire Journal Selected**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.
3. Click **OK** when prompted to verify you want to reverse the journal.
4. An alert informs you that the operation is complete. Click **OK** to acknowledge the message.

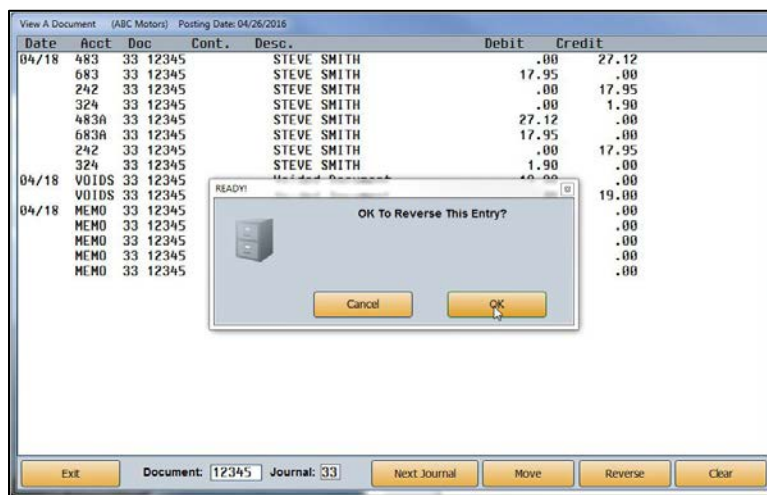
**Move Entire Journal Selected**

Use this button to move the selected journal from the current month to the post-ahead entries or from the post-ahead entries to the current month, depending on how the entry was posted. The system will make a reversing entry and repost the entry in the correct month. The system prints the information for your records. This feature is set to post directly, regardless of how your system is set to post.

1. Click **Move Entire Journal Selected**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.
3. Click **OK** when prompted to verify you want to move the journal.
4. An alert informs you that the operation is complete. Click **OK** to acknowledge the message.

## Reverse a Posted Document

Use this button to reverse or move a document (except for a vehicle sale) posted to the general ledger during the current month. All transaction lines for the journal must have been posted under the same document number. When reversing an entry, the document is automatically reversed in the correct month. When moving a document, the system moves the document from the current month to the post-ahead entries (next month) or from the post-ahead entries (next month) to the current month, depending on how the entry was posted. The system will make a reversing entry and print the information for your records. This feature is set to post directly, regardless of how your system is set to post.

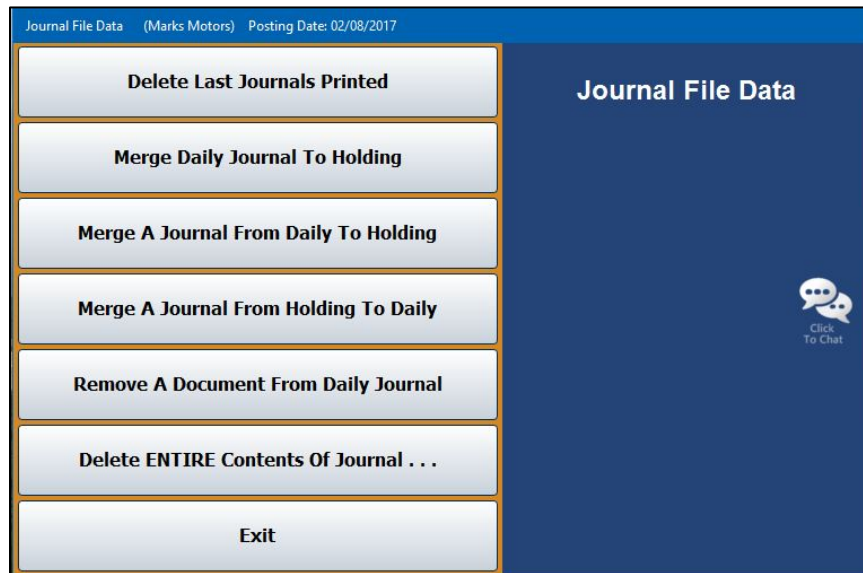


1. Click **Reverse A Posted Document**.
2. When the screen opens, the system displays a warning about the use of this utility. Read the warning, and click **OK**.
3. In the **Document** field, type the document number of the journal entry you want to reverse.
4. The screen displays the journal entry with the specified document number. (If the journal you are looking for is not in the list, click **Next Journal** to search more entries.)
5. Click **Reverse** or **Move**.
6. When prompted to verify your printer is ready, select your print criteria and click **Print**.
7. Click **OK** when prompted to verify you want to reverse or move the entry.
8. An alert informs you that the operation is complete. Click **OK** to acknowledge the message.

**Important:** Only do this once. If you are batch posting, the reversing entry will not show up when you view the document until after you post the journal to the books.

## Journal File Data

This button advances you to the Journal File Data menu. This menu allows you to delete and merge journals. You can merge the Daily Journal to and from the Holding Journal. The Holding Journal is a temporary journal that holds journal entries you do not want to post to the journals at this time. The entries remain in the Holding Journal until you merge them back to the Daily Journal and post them.



### Delete Last Journals Printed

Use this button to delete the last journals that were printed.

1. Click **Delete Last Journals Printed**.
2. Click **OK** when prompted to verify you want to delete the journals.
3. An alert informs you that the operation is complete. Click **OK** to acknowledge the message.

### Merge Daily Journal To Holding

Use this button to merge all of the Daily Journal entries to the Holding Journal.

1. Click **Merge Daily Journal to Holding**.
2. Click **OK** when prompted to verify you want to merge the journals.
3. An alert informs you that the operation is complete. Click **OK** to acknowledge the message.

### **Merge A Journal From Daily To Holding**

Use this button to merge a specified journal from the Daily Journal to the Holding Journal.

1. Click **Merge A Journal From Daily To Holding**.
2. Type the journal number you wish to merge.
3. Click **OK** when prompted to verify you want to merge the journals.
4. An alert informs you that the operation is complete. Click **OK** to acknowledge the message.

### **Merge A Journal From Holding To Daily**

Use this button to merge a specified journal from the Holding Journal to the Daily Journal.

1. Click **Merge A Journal From Holding To Daily**.
2. Type the journal number you want to merge.
3. Click **OK** when prompted to verify you want to merge the journals.
4. An alert informs you that the operation is complete. Click **OK** to acknowledge the message.

### **Remove A Document From Daily Journal**

Use this button to remove a specified document from the Daily Journal.

1. Click **Remove A Document From Daily Journal**.
2. Specify the journal you want to remove.
3. Click **OK** when prompted to verify that you want to remove the journal.
4. An alert informs you that the operation is complete. Click **OK** to acknowledge the message.

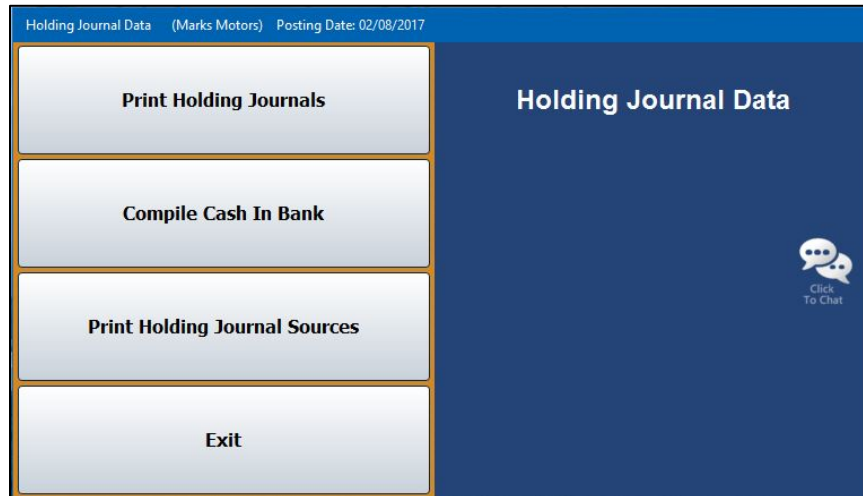
### **Delete ENTIRE Contents Of Journal**

Use this button to delete the entire contents of a specified journal.

1. Click **Delete ENTIRE Contents Of Journal**.
2. A list of the available journals opens. Click the journal you want to delete.
3. Click **OK** when prompted to verify you want to delete the journal.
4. An alert informs you that the operation is complete. Click **OK** to acknowledge the message.

## Holding Journal Data

This button advances you to the Holding Journal Data menu. This menu allows you to print Holding Journal information. Simply click the button that corresponds to the proofs you want to print. When prompted to verify your printer is ready, select your print criteria and click **Print**.



### Print Holding Journals

This button prints all of the information in the Holding Journal. For each journal, the printout lists each transaction line. The end of the printout lists the total debits and credits posted to the Holding Journal.

### Compile Cash In Bank

This button prints the Cash in Bank. This allows you to view what your bank balance would be with the entries in the Holding Journal. The printout lists the total debits and credits from the Holding Journal that are included in the bank balance.

### Print Holding Journal Sources

This button prints the Holding Journal sources. This is a summary of the amounts posted to each general ledger account. For each account, the printout lists the debits and credits posted, the number of transactions posted, and the balance of the account.

## Direct Post Recovery

This utility is for dealerships that have selected to post their journals directly to the general ledger. You will only use the Direct Post Recovery utility in the event of a network or power failure. Do not use this utility without assistance from an Autosoft Customer Support representative. Call support at 800.473.4630 for assistance. The Direct Post Recovery utility allows you to view and print an incomplete transaction and complete the entry from this screen.

## Print Journal Entries For ID #

If you use the post direct feature to post your journal transactions directly to the general ledger and schedules, you can use this feature to print the Daily Journal entries for the current operator ID.

1. Click **Print Journal Entries For ID #**. (# will be replaced by the current operator ID number.)
2. When the screen opens, it displays a list of the journal transactions posted by the current operator ID. The postings are in descending order by record number.
3. Click the box in front of the postings you want to print. A checkmark appears in the box to indicate you selected the posting. (You can also click **Select All** to select all the lines. Click **Select None** to uncheck the box and clear all the lines.)
4. When you are finished selecting the journals, click **Print Selected**.
5. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## View All Active Journal Data

Use this button on the Journal Entries menu to view a list of all of the journal data that is in the system for every Operator ID. Click a journal in the list to view the detail for that posting. Use the **Back** button to close the detail and return to the journal list.

Active Journal Data					
-----					
The Balance Of The Cash Clearing Account (201)		Is \$	1686.00		
The Balance Of The Cash Sales Account (225)		Is \$	19139.53		
-----					
Daily Journal For Operator ID 3	From	11/12/15			
Daily Journal For Operator ID 6	From	02/02/16			
Daily Journal For Operator ID a	From	03/30/16			
Holding Journal For Operator ID 7	From	05/29/15			
Holding Journal For Operator ID 8	From	09/29/15			
-----					
Payroll Journal For Operator ID -	From	04/15/16			
-----					
General Journal For ID 3	01/14/16				
General Journal For ID 5	04/11/16				
Vehicle Purchases For ID 4	02/16/16				
Vehicle Purchases For ID 5	04/13/16				
Vehicle Sales For ID 1	08/31/15				
Disbursements For ID 2	04/12/16				
Disbursements For ID 6	03/31/16				
Integrated Service For ID 4	07/14/15				
-----					

Close

[Click Line to View Contents](#)



## Batch Posting to the Journals

If you have selected to use batch posting, you will post the journals to the books once you are finished entering all of the journal entries. The posting process involves three steps: posting the entries to the journals, printing the journals, and posting the journals to the current month or next month.

### Posting Entries to the Journals

First, you must post the entries to the journals using the **Post Entries To Journals** button. This opens the Post Daily Entries To Journals menu. This menu allows you to post all entries to the journals or selected entries.

Post Daily Entries To Journals (ABC Motors)	
Sales Journal Entries	Cashier
General - Purchases - Receipts	Buy Here Payments
Vehicle Purchases	Daily Rental
Vehicle Sales	Payroll (Active Data)
Disbursements	Post From Holding Journal
Standard Entries	Post To Holding Journal
Factory A/R Statement	<b>Post Daily Entries To Journals</b> 
Integrated Parts Sales	
Integrated Service Sales	
All Above Entries For ID: 5	
Exit	

Use the buttons on the left side of the menu to post the entries to the journals. Simply click the individual buttons, or click **All Above Entries For ID: #** to post all of the entries for the current operator (indicated by the ID number displayed on the button). Click **OK** when prompted to verify you want to post the selected entries.

If you select to post all of the entries for an operator, one of two things will happen based on the way you set up your Operating Parameters in the Accounting System Setup. If you selected to be prompted to print the Daily Journals, the system asks you if you want to advance to the Print menu once it is finished posting the entries. If you are finished posting entries, click **OK**, and you automatically advance to the Print Daily Journals screen. If you selected to always skip printing the Daily Journals, the system prompts you to select the month to which you are posting.

Use the first four buttons on the right side of the menu to post entries from the Cashier, Buy Here Payments, Daily Rental, and Payroll. If Cashier, Buy Here Payments, Daily Rental, or Payroll entries must be posted, the corresponding button will be red and display an “Active Data” message. Click the button, and click **OK** when prompted to verify you want to post the entries. When prompted, select the month to which you are posting.

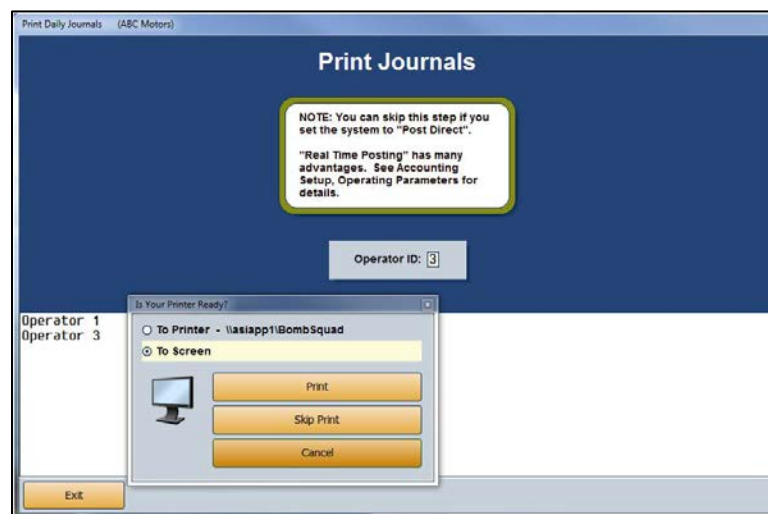
The last two buttons on the right side of the menu are for the Holding Journal. These menu options are similar to the options available for the Holding Journals from the Journal Utilities. Remember, the Holding Journal is a temporary journal that holds entries so they do not post with the daily entries.

The **Post From Holding Journals** button posts all of the entries in the Holding Journal to the Daily Journal. The information will update to the books when you print and post the journals.

The **Post To Holding Journals** button opens the Post Daily Entries to Holding Journals menu. (This menu is similar to the Post Daily Entries to Journals menu.) When the menu opens, the system confirms that you are posting to the Holding Journal. Click **OK** to acknowledge the message. Click the button that corresponds to the journal you want to move to the Holding Journal, and click **OK** to verify you want to move the entries.

## Printing the Journals

After posting the journals, you print the journal data. If you click **OK** when prompted to print the journals after posting all entries for the current operator, you automatically advance to the Print Daily Journals screen. If you posted the journals individually, you open this screen by clicking **Print Journals** on the Journal Entries menu.



As soon as the screen opens, the system prompts you to print the journals. You can print the journals or skip printing the journals. You must choose an option. The system will not let you post the journals to the books if you do not select an option on this screen. If you choose not to print the journals at this time, make sure you print the complete set of journals at the end of the month to ensure you have hard copies of the journals for your permanent records.

The Operating Parameters in the Accounting System Setup allow you to specify if you want to always skip printing the journals or if you want the system to prompt you to select to print or skip the journals. If you select to always skip printing, you bypass this screen after posting the entries to the journals and automatically advance to the Post Journals screen.

## Posting the Journals to the Books

Once you select your printing option, the system advances you to the Post Journals menu. The first button on the menu is for the current month, and the second button on the menu is for next month. Click the button that corresponds to the month you want to select. (You can restrict operators from posting ahead to next month using the Permission/Forms option on the Month-End Procedures menu. See Chapter 9 for information about month-end procedures.)

The image shows a software dialog box titled "Post Journals". At the top, there is a section with a yellow header "The Entries Reviewed Range In Dates". Below this header, there are two date fields: "From: 04/28/2016" and "To: 04/28/2016". Below the date fields, there are three large, light blue buttons with black text. The first button is labeled "Post Journals To August", the second is labeled "Post Journals To September", and the third is labeled "Cancel". The dialog box has a blue border and a yellow border around the date fields.

The system will open the appropriate posting screen for the month you select. Click **OK** when prompted to verify you are ready to post. The system posts the journals to the books for the month you specified.

It may take the system a few minutes to post the journals depending on the number of transactions. Once the system begins posting, do not interrupt it. When the system is finished posting, it returns you to the Journal Entries menu. Follow the same steps each time you need to post journals.



## Chapter 3 Vehicle Inventory

When you click the **Vehicle Inventory** button on the Dealership Accounting menu, the Vehicle Inventory menu opens. This menu is used to manage your vehicle inventory. The six menu options allow you to view vehicle information, view and print inventory schedules, print inventory reports, and run the inventory FasTrial. Simply click the button that corresponds to the menu option you want to select, and the appropriate screen or submenu opens.



## Vehicle Information

You use the **Vehicle Information** button to view and edit vehicle information. Any general vehicle information can be changed on this screen (body style, memo, etc.); however, you cannot edit accounting information on this screen. You must use journal entries to edit accounting information.

## Viewing and Editing Vehicle Information

1. From the Vehicle Inventory menu, click **Vehicle Information**.
2. Type the stock number for the vehicle or the last six characters of the VIN. You can search for a vehicle by clicking **Inventory List**. Use the buttons at the top of the screen to select a car line. The screen displays a list of vehicles for that car line. You can sort by stock number, year, make, model, last six character of the VIN, age, status, and several other values by clicking the column headings. You can scroll through the inventory list by clicking the arrows on each side of the button. Click the vehicle you want to select.

Vehicle Inventory											
All Vehicles			All New			All Used			1A Chev Car		
SA Used Car			9A Used Tru			9T Used Tru			(Inactive)		
									(Inactive)		
									(Inactive)		
									(Inactive)		
									(Inactive)		
Stock	Year	Make	Model	Last 6	Age	Original	Internals	Total	Pending	Status	
T9903A	2005	CHEVROLET	EQUINOX	068153	271	1000.00	.00	1000.00			
T9899	2012	CHEVROLET	TRaverse	309213	294	8.00	758.66	766.66			
T9703A	1994	GMC	JIMMY	526038	271	300.00	.00	300.00			
T1412B	2011	CHEVROLET	TAHOE	269454	270	.00	.00	.00			
T1412A	2015	CHEVROLET	TAHOE	142415	291	-55100.00	.00	245.49			
T1342A	2011	CHEVROLET	SILVERADO	160517	268	.00	.00	.00		Sold	
T1283B	2003	CHEVROLET	SILVERADO	130942	291	16108.00	1357.90	17465.90			
T1025	2011	CHEVROLET	SILVERADO	407691	274	15501.00	.00	15501.00			
T1024	2014	CHEVROLET	TRaverse L	101510	274	22449.00	.00	22449.00			
T1022	2014	TOYOTA	RAV4 LE	157130	278	21004.04	694.58	21698.62			
T1019	2014	NISSAN	PATHFINDER	674523	285	22291.74	525.07	22816.81			
T1016	2015	CHEVROLET	CAPTIVA LT	519674	287	17608.00	22.26	17630.26	.01		
T1015	2015	CHEVROLET	CAPTIVA LS	524974	286	16008.00	16.04	16024.04	.01		
T1014	2015	CHEVROLET	SILVERADO	515407	289	36300.00	248.91	36548.91	.01		
T1012C	2006	FORD	F250	078917	299	15608.00	.00	15608.00	300.00		
T1011A	2005	CHEVROLET	SILVERADO	321584	282	3006.00	.00	3006.00			
T1011	2009	CHEVROLET	SILVERADO	210441	291	-401.60	401.60	.00		Sold	
T1008A	2012	GMC	ACADIA	394474	280	20600.00	330.80	20930.80			
T1003	2015	CHEVROLET	SILVERADO	110138	295	36194.00	459.88	36653.88			

3. The vehicle's information displays on the screen. (The following table lists the fields on the screen and the information each field displays. Use it as a reference.)
4. Edit any of the vehicle's general information and click **Save** to save the changes.
5. If you integrate with Autosoft's DMS F&I program, click the **Inventory Sync** button to manually sync any changes you've made. The system automatically syncs every 15 minutes, but you can use this button to perform an on-command data transfer when necessary.
6. Click **Exit** to return to the Vehicle Inventory menu.

Field	Information displayed
<b>Stock Number</b>	Type the stock number or last six characters of the VIN. You can also click <b>Inventory List</b> to search for a vehicle.
<b>Line</b>	This field displays the line number for the vehicle.
<b>Suffix</b>	This field displays the suffix for the line.
<b>Deal Status</b>	This field displays the status code for the vehicle. The status can be <b>1</b> , <b>2</b> , or <b>3</b> . Codes <b>1</b> (Deal) and <b>2</b> (Delivered) are used when you integrate with the Autosoft DMS F&I program. Code <b>3</b> (booked) is used when the sale is posted to the general ledger. A deal status of <b>2</b> affects FasTrial Inventory Balances in Desk Manager after the inventory has been resorted. A deal status of <b>1</b> , <b>2</b> , or <b>3</b> prevents a vehicle from being transferred to websites through the ASI Data Utilities software program. A blank field is equivalent to a deal status of 0 (zero).
<b>VIN</b>	This field displays the vehicle identification number. Click the car icon to display VIN decoding data for the vehicle.
<b>Year</b>	This field displays the vehicle's model year.
<b>New/Used (N/U)</b>	This field indicates the vehicle type. It displays <b>N</b> for new or <b>U</b> for used.
<b>Certified (Y/N)</b>	This field indicates if a used vehicle is certified. It displays <b>Y</b> for yes or <b>N</b> for no.
<b>Make</b>	This field displays the vehicle's make.
<b>Model Code</b>	This field displays the model code for the vehicle.
<b>Model</b>	This field displays the vehicle's model name.
<b>Body</b>	This field displays the vehicle's body type (sedan, coupe, truck, etc.).
<b>Miles</b>	This field displays the vehicle's mileage.
<b>Date In</b>	This field displays the date the vehicle arrived at the dealership.
<b>In Service</b>	This field displays the date the vehicle was placed into active service for warranty purposes. This date identifies when the warranty terms (months/mileage) began. This date may vary from the delivery date.
<b>Color</b>	This field displays the vehicle's color. Only enter the primary color.

Field	Information Displayed
<b>Color Codes</b>	These fields display the color codes for the vehicle. Use the first field to enter the external color code. The second field is for the internal color code.
<b>Key Codes</b>	These fields display the key codes for the trunk and ignition keys. There are two fields to accommodate vehicles with separate trunk and ignition keys.
<b>Truck Capacity</b>	If this is a truck, this field displays maximum weight capacity.
<b>Cylinders</b>	This field displays the number of cylinders in the engine.
<b>Weight</b>	This field displays the vehicle's weight.
<b>Customer Incentives</b>	This field displays the total value of the customer incentives.
<b>Dealer Incentives</b>	This field displays the total value of the dealer incentives.
<b>Minimum Selling Price</b>	This field displays the minimum selling price for the vehicle. This allows salespeople to negotiate the price of the vehicle without having to get approval from the Sales Manager.
<b>Memo</b>	This field displays any additional information that was entered for the vehicle. The entry can be 25 characters long, including spaces.
<b>Source Code</b>	This field displays the source code that identifies how the dealership obtained the vehicle. Sources would be trade, auction, purchase, etc.
<b>From</b>	This field identifies from whom the dealership obtained the vehicle. This would be the customer's name who traded the vehicle, the auction where the vehicle was purchased, etc.
<b>Title (Number) (State)</b>	These fields display the vehicle's title number and the state where the vehicle was purchased.
<b>Title Recv'd</b>	Click to select this field if you have received the vehicle's title. You can print a list of vehicles with outstanding titles from the Miscellaneous Inventory Reports menu.
<b>Tax Code</b>	Type the tax code for the vehicle.
<b>Options</b>	These fields display up to 10 options on the vehicle.
<b>M.S.R.P.</b>	This field displays the manufacturer's suggested retail price. This is also referred to as the asking price.
<b>Internet Price</b>	This field displays the Internet price entered for the vehicle. If you use Web Manager, this is the price that will download to the web for the vehicle.
<b>Dealer Prep</b>	This field displays the total amount of the dealer prep. This is the amount the dealer spent getting the car ready for sale on items such as detailing, rustproofing, fabric protection, etc. This is a non-Accounting figure.
<b>Dealer Pack</b>	This field displays the total amount of the dealer pack or the percentage used to calculate the dealer pack. This amount, also referred to as the Lot Fee, is added to the price of the vehicle to calculate commission gross. This amount does not affect the general ledger.
<b>Invoice</b>	This field displays the invoice amount (dealership's purchase price).
<b>Holdback</b>	This field displays the total value of the holdback.
<b>Advertising</b>	This field displays the total value of advertising.



Field	Information Displayed
<b>Pending Repairs</b>	This field displays the total value of any pending repairs. This is the amount the Service Writer estimated for the repair when generating the internal repair order. Once the RO is posted to the books, the pending repair amount will reduce to zero if the actual repair total and estimated repair total are within \$10. Otherwise, the pending repair amount reflects the difference between the estimated repair amount and the actual repair total. This is why it is possible to have a pending repair amount when there is no RO opened for the vehicle.
<b>ACV</b>	This field displays the vehicle's actual cash value. The system calculates this value by adding the invoice amount, internals, and dealer pack. You cannot edit this field.
<b>Original</b>	This field displays the original price of the vehicle. This is usually the invoice price minus the holdback and advertising amount.
<b>Internals</b>	This field displays the total value of the internals.
<b>Total Book</b>	This field displays the vehicle's total book value.
Tabs	
<b>Memo</b>	This is a free-form text tab. Use it to enter additional information about the vehicle, such as a detailed description. The information will be included in third-party vehicle uploads. The box holds up to 2,000 characters. The information is saved when you click <b>Save</b> at the bottom of the screen.
<b>Options</b>	This tab displays the option codes and option descriptions for all the options that have been applied to the vehicle. The options are added to vehicles in the Desk Manager module using the <b>View Options</b> button.

## Viewing Vehicle Detail

You can view further detail on each vehicle in inventory, including sale information, by clicking **Detail**. The screen that opens is the same screen that opens when you click the **View Vehicle Detail** button on the Vehicle Inventory menu.

## View Vehicle Detail

The **View Vehicle Detail** button allows you to view accounting and transaction details for each vehicle in inventory. By default, the screen displays information for the current month. You can click a month tab at the bottom of the screen to view the details for other months. The same screen opens when you click **Detail** on the Vehicle information screen. This screen is for viewing purposes only. No data can be entered here.

The screenshot shows the 'Vehicle Internals (ABC Motors)' window. It is divided into several sections:

- Vehicle Information:** Stock No.: 1428 (Or Last 6), Year: 2015, Make: CHEVROLET, Model: SILVERADO, VIN: 16C1KWE68F650191, Date In: 07/28/2015, Days in Inventory: 274, Desc.: MEMO TEST.
- Calendar Month:** August (selected) and September.
- Accounting Summary:**

	August	September
Original Inventory:	47913.71	47913.71
Total Of Internals:	.00	.00
Total Inventory:	47913.71	47913.71
Schedule:	237	47913.71
Floor Plan:	310A	50252.14
- Transaction Table:**

Doc.	Date	Jn	G/L	Desc.	Debit	Credit	P/A
1428	07/28/15	70	237	1428/650191/Inventory	47913.71	.00	
- Month Navigation:** A row of tabs for months from Jan to Dec, with 'Cur' (Current) highlighted.
- Buttons:** Exit, Inventory List, Info, Print, and Clear Screen.

### Viewing Vehicle Detail

1. From the Vehicle Inventory menu, click **View Vehicle Detail**.
2. Type a vehicle stock number or the last six characters of the VIN. You can search for a vehicle by clicking **Inventory List**. Use the buttons at the top of the screen to select a car line. The screen displays a list of vehicles for that car line. You can sort by stock number, year, make, model, last six character of the VIN, age, status, and several other values by clicking the column headings. You can scroll through the inventory list by clicking the arrows on each side of the button. Click the vehicle you want to select. The vehicle's information populates the screen.
3. The top of the screen displays general vehicle information and accounting figures for the current month and the next month. (The following table provides descriptions of the fields in the top right corner of this screen.)
4. The bottom of the screen lists the transaction lines for this vehicle. You can view detailed information for repair orders (journal 30) by clicking on the RO in the list. The information for the RO is displayed.
5. Click **Print** to print the detail. When prompted, select your print criteria and click **Print**.
6. Click **Exit** to return to the Vehicle Inventory menu.

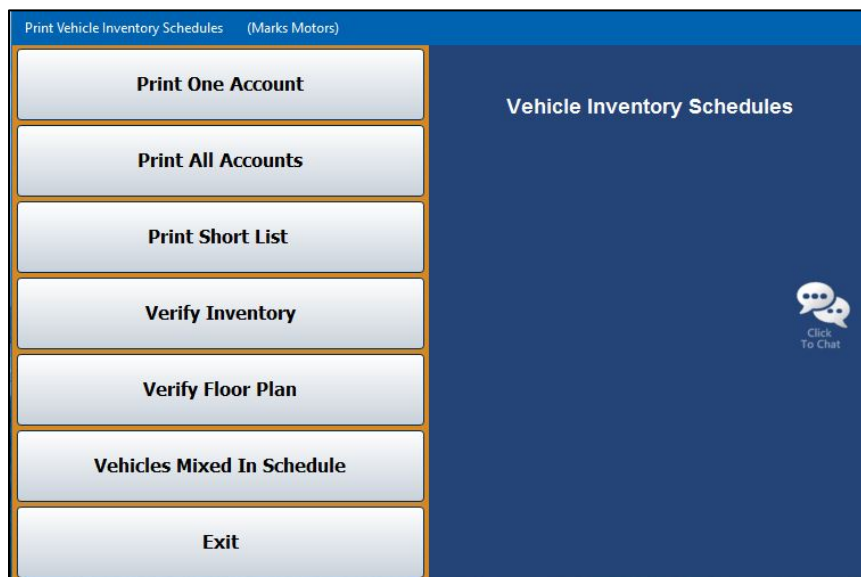
Field	Information displayed
<b>Calendar Month</b>	These fields display the current month and next month. The fields under each correspond to that month.
<b>Original Inventory</b>	These fields display the original price of the vehicle for the current and next month. This amount is usually the invoice price minus the holdback and advertising amount.
<b>Total Of Internals</b>	These fields display the total value of the internals for the current and next month. This field is calculated by any entry made to the vehicle under any 30s journal or journal 75. Any other journal used will total under <b>Original Inventory</b> .
<b>Total Inventory</b>	These fields display the vehicle's total inventory value for the current month and the next month.
<b>Schedule</b>	These fields display the schedule for the vehicle and the total schedule amount for this month and the next month.
<b>Floor Plan</b>	These fields display the floor plan for the vehicle and the total amount for this month and the next month.

### Viewing Vehicle Information

You can view the complete vehicle information by clicking **Info**. The screen that opens is the same screen that opens when you select the **Vehicle Information** button on the Vehicle Inventory menu.

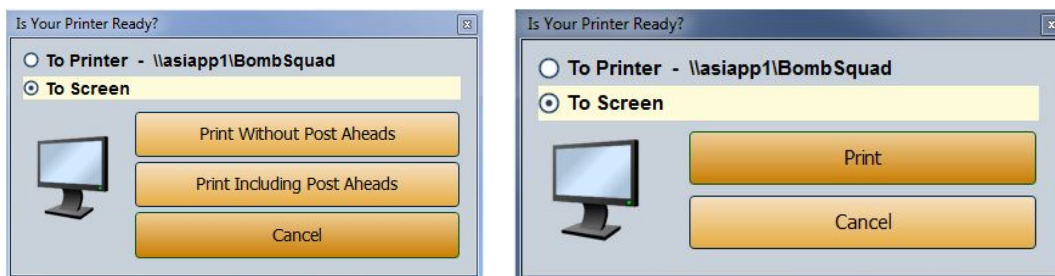
## Print Inventory Schedules

When you click **Print Inventory Schedules**, you open the Vehicle Inventory Schedules menu. This menu contains six options for printing various reports pertaining to your vehicle inventory. Each report on this menu allows you to specify how you want the report to print. The important thing to remember is to follow the prompts that appear on your screen. When you are finished printing the inventory reports, click **Exit** to return to the Vehicle Inventory menu.



### Selecting Print Criteria

You have the option of viewing the generated reports on your screen or printing them to paper. When you select a report to print (and after you enter any criteria the system prompts you to specify), click to select **To Printer** to print the information or **To Screen** to view the information on your screen. If there are post-ahead entries, you have the option to select if you want the printout to include the entries. If there are no post-ahead entries, the buttons on the print prompt will be **Print** and **Cancel**.



If you select to print the report to your screen, you can print the report from the viewing screen by clicking **File** and selecting **Print**. To exit the viewing screen, click **File** and **Exit**.

## Print One Account

Use this button to print a detailed vehicle inventory report for a specific account. The report lists the stock number, date received, days in inventory, year, make, model, VIN, original inventory, internals, total book value, floor plan account, floor plan amount, and mileage.

The bottom of the report lists the total number of active units, total original inventory, total internals, and total balance of the schedule. The total units are broken down into aging categories (current to 30 days, 30 to 60 days, 60 to 90 days, 90 to 120 days, and over 120 days), and the report lists the total value of the inventory in each aging category.

The report also compares the schedule balance to the general ledger balance and indicates the difference. Finally, the report provides a value analysis that groups the units by value and indicates the percentage of the overall inventory each group comprises.

1. Click **Print One Account**.
2. Type the account number, or select the account from the drop-down menu.
3. You are prompted to select if you want to print all controls or just the open controls. Click **ALL** or **Open** to specify which controls you want to print.
4. When prompted to verify your printer is ready, select your print criteria and click **Print Without Post Aheads** or **Print Including Post Aheads**.

## Print All Accounts

Use this button to print a detailed vehicle inventory report for all of the accounts. Before updating the inventory schedules at the end of the month, use this button to print a permanent record of activity for all of the schedules during the month.

The report lists the stock number, date received, days in inventory, year, make, model, VIN, original inventory, internals, total book value, floor plan account, floor plan amount, and mileage.

The bottom of the report lists the total number of active units, total original inventory, total internals, and total balance of the schedule. The total units are broken down into aging categories (current to 30 days, 30 to 60 days, 60 to 90 days, 90 to 120 days, and over 120 days), and report lists the total value of the inventory in each aging category.

The report also compares the schedule balance to the general ledger balance and indicates the difference. Finally, the report provides a value analysis that groups the units by value and indicates the percentage of the overall inventory each group comprises.

1. Click **Print All Accounts**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print Without Post Aheads** or **Print Including Post Aheads**.

## Print Short List

Use this button to print a short list inventory report for a specific account or all of the accounts. The report lists the stock number, last eight characters of the VIN, year, make, model, original inventory, internals, total book value, account number, and number of days in inventory.

The bottom of the report lists the total number of active units, total original inventory, total internals, and total balance of the schedule. The total units are broken down into aging categories (current to 30 days, 30 to 60 days, 60 to 90 days, 90 to 120 days, and over 120 days), and report lists the total value of the inventory in each aging category.

The report also compares the schedule balance to the general ledger balance and indicates the difference. Finally, the report provides a value analysis that groups the units by value and indicates the percentage of the overall inventory each group comprises.

1. Click **Print Short List**.
2. If you want to include all of the accounts on the report, leave the **Inventory Account** field blank, and press ENTER.  
  
If you want to print the information for a specific account, type the account number and press ENTER, or select the account from the drop-down list.
3. When prompted to verify your printer is ready, select your print criteria and click **Print Without Post Aheads** or **Print Including Post Aheads**.

## Verify Inventory

Use this button to print a report to use to verify your inventory and to identify any vehicles that are in more than one inventory account. The report lists the stock number, pull accounts, general ledger total, schedule account, and schedule amount. The end of the report lists the total of all of the inventory accounts.

1. Click **Verify Inventory**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print Without Post Aheads** or **Print Including Post Aheads**.

## Verify Floor Plan

Use this button to print a report for new or used vehicles to use to verify the floor plan. The report will print the inventory and floor plan schedules side-by-side for quick reference. The report lists the stock number, year, make, odometer, serial number, inventory amount, floor plan amount, equity, delivery date, and buyer's name. When there is more than one new and used floor plan account, use the side-by-side printout from the Balance Retained Schedules menu.

1. Click **Verify Floor Plan**.
2. When prompted to verify your printer is ready, select your print criteria. You can choose **To Printer** to print a copy of the report, **To Screen** to view the report on screen, or **Export to Excel** to save a copy of the report in a Microsoft® Excel spreadsheet.

**Note:** If you choose to export the file to Excel, the system will save the document as **C:\ASIXL\FPVerify.XLS** if your DMS is housed on a server at your dealership, or **K:\ASIXL\FPVerify.XLS** if you employ the DMS hosted solution.

3. Click **Print Without Post Aheads** or **Print Including Post Aheads**.
4. The system prompts you to select the list you want to print. Click **New Vehicle** to verify the floor plan for new inventory, **Used Vehicle** to verify the floor plan for used inventory, or **All Exceptions** to print the exceptions. If you select **All Exceptions**, the system pulls the floor plan scheduled accounts from the Vehicle Purchase Parameters and checks these accounts against the inventory.
5. The system will ask if you wish to include vehicles with zero floorplan balances. Click **Yes** or **No**.
6. If you chose to export to Excel, the system displays a prompt indicating the report has been saved as an Excel file. Click **OK** to acknowledge the message.

## Vehicles Mixed In Schedules

Use this button to print a list of vehicles that have mixed schedules. The report lists the stock number, the accounts the vehicle appears in, and the amount in each schedule for the vehicle.

1. Click **Vehicles Mixed In Schedules**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print Without Post Aheads** or **Print Including Post Aheads**.

## View Inventory Schedule

Click **View Inventory Schedule** to view a list of all vehicles in each inventory account. The screen also displays as date in stock, days in stock, original price, and internal cost.

1. Enter the account number for the inventory account you want to view or select the account from the drop-down menu.
2. If the schedule balance is off, the system displays a message indicating the difference between the schedule and general ledger account. Click **OK** to acknowledge the message.
3. The information for the account appears on the screen. The top of the screen displays the general ledger and schedule balances for the current month and the next month. The bottom of the screen displays a list of vehicles in this account.

Inventory Schedules (ABC Motors)						
Account: 231		Inventory, New Cars		G/L Balance: 960302.29 947943.49		
				Schedule Balance: 843826.64 843826.64		
Stock	VIN	Date	Days	Original	Internal	Total
1004	2G1FJ1EJ7E9305158	12/15/2015	120	.00	.00	.00
1145	KL8CA6S9XEC591266	09/25/2014	566	.00	.00	.00
1146	1G11B5SL4FF167091	09/25/2014	566	22076.28	.00	22076.28
1241	1G1JC5SHXF4153295	12/16/2014	484	.00	.00	.00
1246	NOT ENTERED*****	06/18/2015	300	15599.53	.00	15599.53
1250	KL8CD6S98FC725099	01/14/2015	455	.00	.00	.00
1267	1G1JA5SH2F4164538	01/20/2015	449	-100.00	.00	-100.00
1268	1G1JA5SH7F4164681	01/20/2015	449	.00	.00	.00
1272	1G1JA5SH6F4164137	01/20/2015	449	15516.48	.00	15516.48
1274	1G1PA5SH5F7172626	01/23/2015	446	.00	.00	.00
131	13161651516161611	03/22/2016	22	14500.00	.00	14500.00
1315	2G1FD1E35F9233502	03/23/2015	387	29051.41	.00	29051.41
1335	1G1P75S2KF7234982	04/20/2015	359	25010.86	70.00	25080.86
1353	1G1P15SH9F7262572	05/12/2015	337	16441.80	.00	16441.80
1358	1G1P65S85F7269061	05/12/2015	337	25501.75	.00	25501.75
1365	2G1125S31F9272888	06/09/2015	309	.00	.00	.00
1370	6G3F15RW9FL109000	05/28/2015	321	46027.86	.00	46027.86
1380	1G1155SLXFU146698	06/09/2015	309	36134.48	.00	36134.48
1381	1G1125S38FU146420	06/09/2015	309	29739.63	.00	29739.63
1389	1G1125S39FU148886	06/17/2015	301	30496.13	.00	30496.13
1391	2G1165S30F9287970	07/15/2015	273	36010.85	.00	36010.85
1398	1G1125S36FU149610	06/24/2015	294	28851.38	.00	28851.38
1409	1G1JC5SH6F4180123	07/09/2015	279	16920.61	.00	16920.61
1410	1G1PE5SH4G7113858	07/22/2015	266	21225.61	.00	21225.61
1419	1G1PC5SH7G7119907	07/22/2015	266	18765.95	.00	18765.95
1433	1G1PE5S86G7130744	08/06/2015	251	19606.36	.00	19606.36

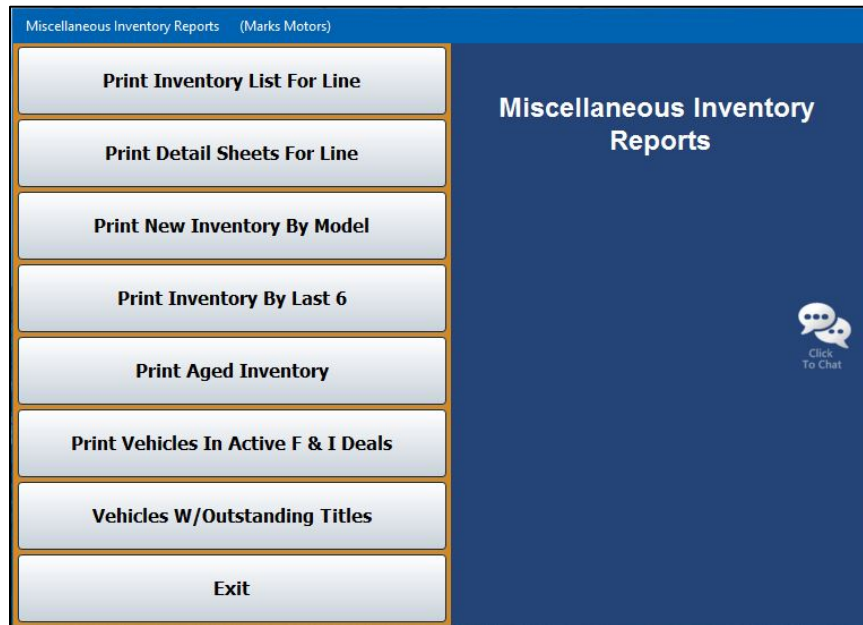
Exit	<a href="#">Click Line to View Detail</a>	Open Items	With Posthead's	Without Posthead's
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4. By default, the list includes all items in the schedule. Click **Open Items** to view only the open items in the schedule. The button label changes to "**All Items.**" Click the button again to view a complete list again.
5. The list does not include any post-ahead entries that have been made. Click **With Postahead's** to include post-ahead entries in the list. Click **Without Postahead's** to again view the schedule without post-ahead entries.
6. Click on a stock number to open the Vehicle Inventory screen for the vehicle, which allows you to view vehicle details.
7. Click **Exit** to return to the Vehicle Inventory menu.



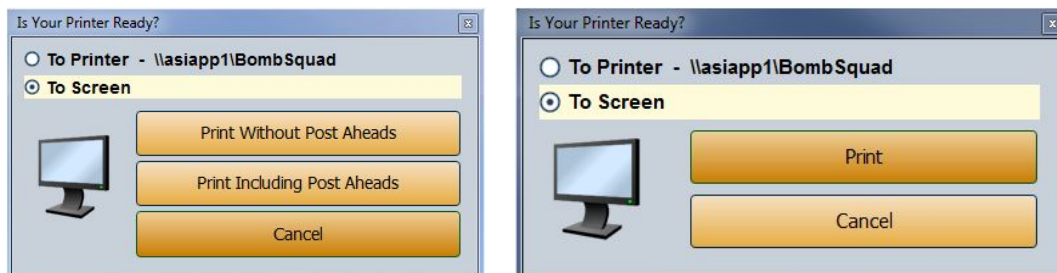
## Miscellaneous Inventory Reports

The **Miscellaneous Inventory Reports** button opens the Miscellaneous Inventory Reports menu. The menu contains seven options used to print various vehicle inventory reports. Click the button that corresponds to the report you want to print and follow the prompts on your screen. When you are finished printing the reports, click **Exit** to return to the Vehicle Inventory menu.



### Selecting Print Criteria

As with the Inventory Schedules reports, you have the option of viewing the generated reports on your screen or printing them to paper. When you select a report to print (and after you enter any criteria the system prompts you to specify), click to select **To Printer** to print the information or **To Screen** to view the information on your screen. If there are post-ahead entries, you have the option to select if you want the printout to include those entries. If there are no post-ahead entries, the buttons on the print prompt will be **Print** and **Cancel**.



If you select to print the report to your screen, you can print the report from the viewing screen by clicking **File** and selecting **Print**. To exit the viewing screen, click **File** and **Exit**.

## Print Inventory List For Line

Use this button to print an inventory report for a specific line. For each vehicle in the selected car line, the report lists the stock number, year, make, model, VIN, date in, original value, internals, total book value, amount floor planned, and number of days the vehicle has been in stock. The bottom of the report lists the total original value, internals, book value, and amount floor planned for the line.

1. Click **Print Inventory List For Line**.
2. Type the inventory line number and the suffix you want to use for the report. You may have to press ENTER.
3. When prompted to verify your printer is ready, select your print criteria and click **Print Without Post Aheads** or **Print Including Post Aheads**.

## Print Detail Sheets For Line

Use this button to print detail sheets for a specific line. For each vehicle in the selected car line, the system prints a detail sheet. The sheet lists the make, model, body, VIN/serial number, date in, miles, purchase price, internals, and total book value. The bottom of the detail sheets lists all of the postings for the vehicle.

1. Click **Print Detail Sheets For Line**.
2. Type the line number and suffix for the car line you want to print. You may have to press ENTER.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Print New Inventory By Model

Use this button to print a report that lists the new inventory grouped by model. The breakdown for each make prints on separate sheets of paper. The page lists the stock number, year, make, model, last six characters of the VIN, date in, and total book value for each vehicle. The report also lists the total number of vehicles and book value for the make.

1. Click **Print New Inventory By Model**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

### Print Inventory By Last 6

Use this button to print a list of the new inventory by the last six digits of the VIN for a specific line. For each vehicle, the report lists the last six characters of the VIN, stock number, year, make, model, date in, total book value, and amount floor planned.

1. Click **Print Inventory By Last 6**.
2. Type the line number and suffix for the car line you want to print. You may have to press ENTER.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

### Print Aged Inventory

Use this button to print an inventory list based on specific aging days. For each vehicle, the report lists the stock number, year, make, model, VIN, date in, purchase price, internals, total book value, and amount floor planned. The end of the report lists the total purchase price, internals, book value, and amount floor planned for all of the vehicles in the aging group.

1. Click **Print Aged Inventory**.
2. Type the number of aging days you want to use for the **From Days** (starting point) and **To Days** (ending point) for the report.
3. When prompted to verify your printer is ready, select your print criteria and click **Print Without Post Aheads** or **Print Including Post Aheads**.

### Print Vehicles In Active F&I Deals

Use this button to print a list of vehicles in inventory that are currently attached to deals in the Autosoft F&I program. For each vehicle, the report lists the stock number, year, make, model, change date, and last six characters of the VIN.

1. Click **Print Vehicles In Active F&I Deals**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Vehicles W/Outstanding Titles

Use this button to print a list of vehicles with outstanding titles. This report is built from the **Title Recv'd** field data on the Vehicle Information screen for inventory vehicles. For each vehicle, the report lists the stock number, year, make, date the vehicle was entered into stock, VIN, title, and from whom the dealership obtained the vehicle.

1. Click **Vehicles W/Outstanding Titles**.
2. Click the circle next to **New Vehicles** or **Used Vehicles** to specify if you want to print the report for new or used vehicles.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Inventory FasTrial

The Inventory FasTrial button is used to run a quick balance of inventory accounts to assure that the general ledger and schedule match.

Vehicle Inventory (ABC Motors)					
General Ledger	Inventory	Acc't	G/L Balance	Schedule	Difference
Inventory, Demonstrators	230		.00	.00	.00
Inventory, New Cars	231		960302.29	884581.55	75720.74
Inventory, New Medium Dut	235		.00	.00	.00
Inventory, New Trucks	237		1880998.03	1880998.03	.00
Inventory, Other Automoti	238		30473.02	30473.02	.00
Inventory, Used Cars	240		956669.43	956669.43	.00
Inventory, Used Trucks	241		1512098.22	1508098.22	4000.00
LEASE & RENTAL UNITS	277		.00	.00	.00
L&R Units Not in Service	277A		.00	.00	.00
Demonstrator Lease Units	277B		.00	.00	.00
L&R Terminated Units-Not	277C		.00	.00	.00
Leased Units	277D		.00	.00	.00
Rental Units	277E		129548.78	129548.78	.00
Leased Equipment	277F		.00	.00	.00
Company Vehicles	285		.00	.00	.00
Total Inventories			5470089.77	5390369.03	79720.74

1. From the Vehicle Inventory menu, click **Inventory FasTrial**. The FasTrial automatically runs and displays the summary.

The **General Ledger** and **Inventory Acc't** columns display the description and account number for each account.

The **G/L Balance**, **Schedule**, and **Difference** columns display the general ledger balance, schedule balance, and the difference between the two balances.

The "Total Inventories" line displays the total balance for all of the general ledger accounts and schedules and the total difference between the balances.

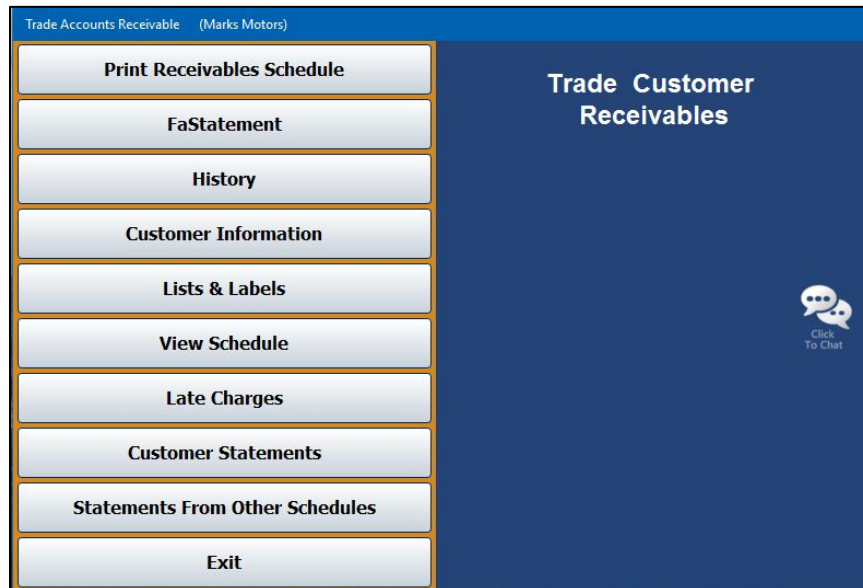
2. Click an inventory line to view a list of vehicles in that line. You can also click on an individual vehicle from the resulting list of vehicles to view its details. Click **Exit** to return to the Vehicle Inventory FasTrial.

3. Click the **Print** button to print the FasTrial.
4. When prompted to verify your printer is ready, select your print criteria and click **Print**.
5. When you are finished viewing and printing the information, click **Close** to return to the Vehicle Inventory menu.



## Chapter 4 Trade Receivables

When you click the **Trade Receivables** button on the Dealership Accounting menu, you advance to the Trade Customer Receivables menu. Use this menu to enter or edit customer information and print customer statements. Click the button that corresponds to the menu option you want to select. The appropriate screen opens. Click **Exit** to return to the Dealership Accounting menu.



## Customer Information

This button opens the Customer Information screen. Use this screen to enter customer information for the Accounts Receivable Schedule and Counter Parts Sales. Customer information should have been entered during the Accounting inception. Once a customer file exists, you can edit it as needed and use this screen to print an envelope for the customer. You will also use this screen to delete customer files from the Accounts Receivable (AR) schedule.

Customer Information (ABC Motors)

Customer Number: SMIT55

Name: STEVE SMITH

Address: 555 MAIN ST

City: WEST MIDDLESEX PA 16159

Memo:

Phone: 724 555 5555 Phone: Phone:

FAX: FAX:

eMail: eMail:

Parts

Discount Class: W Discount Level: 1

Wholesale Comp (Y/N): V

Code: 32132132

Sales Rep Code: 01

Purchases

This Month: .00

This Year: 37.23

Last Year: 302.15

Last Purchase: 04/18/2016

Last Payment:

Account Type (T/P/R): P Hit F1 for Help on Account Type functionality.

First Date Customer: 04/18/2016

Taxable (Y/A/B/C/1/2/N): V Code:

Special Tax Rate: 6.75 %

Tax ID:

Bill/Detail Forward (B/D): B

Send Statement (Y/N): V

Apply Late Charges (Y/N): V

Late Charge Caption .... ☒ Late Charge ☐ Finance Charge

Credit Limit \$: 1200.00

Parts/Service/Body (P/S/B): S

Late Charge Due: 1.20

Account Balance: 37.23 Current: .00

September PA: .00 30 Days: .00

60 Days: .00

90 Days: 37.23

120 Days: .00

Exit < Search > Memo Data Envelope Delete Clear Save

## Adding a New Customer

1. From the Trade Customer Receivables menu, click **Customer Information**.
2. Assign the customer a customer number/control number. Remember, Autosoft recommends a system of using the first four letters of the customer's last name or prominent business name and the first two numbers of the address. If there are no numbers in the address, assign a number from 01 to 99. The numbers on the end serve only to create unique controls in the system. This method makes it easier to search for customers in the system.
3. Type the customer's name, address, telephone number(s), fax number, and E-mail address. Use the **Memo** field to record additional information about the customer as needed.
4. In **Account Type (T/P/R)**, type the letter that corresponds to the account type.
  - Type **T** for temporary. A temporary account is automatically deleted when Accounts Receivable is closed and the balance of the account is zero.
  - Type **P** for permanent. A permanent account remains in the system permanently, regardless of the balance or activity.
  - Type **R** for reference. A reference account remains in the system permanently, regardless of the balance or activity.
5. The **First Date Customer** field automatically fills in with the current date. This allows you to track when a customer's file was created in the system.



6. Use the **Taxable** field to indicate if the customer's parts purchases can be taxed. Tax rates for parts sales are set for each inventory source using the **Operating Defaults** option in the Parts Inventory System Setup. You can set four default tax rates: 1A, 1B, 1C, and 2.
- Type **A** to apply Tax Rate 1A *and* Tax Rate 2.
  - Type **B** to apply Tax Rate 1B *and* Tax Rate 2.
  - Type **C** to apply Tax Rate 1C *and* Tax Rate 2.
  - Type **Y** for yes. This applies both Tax Rate 1 *and* Tax Rate 2. Rate **A** is the default tax rate used when Tax Rate 1 is selected.
  - Type **1** if you want to apply *only* Tax Rate 1.
  - Type **2** if you want to apply *only* Tax Rate 2.
  - Type **N** for no. No tax is applied to the customer's purchase.

If the customer is eligible for a tax rate other than the rates associated with the default tax rates set in the Parts Operating Parameters, type the rate that must be used for this customer in the **Special Tax Rate** field, and the system will use this value to calculate the tax. The rate entered in this field will *always override* any other setting. Make sure A, B, C, Y, 1, or 2 appears in the **Taxable** field to ensure the system will calculate tax.

7. In **Code**, type the code that identifies why the customer qualifies for the tax set. The code prints on sales tax reports.
8. If this customer is non-taxable, type the customer's tax ID in the **Tax ID** field.
9. Use the **Bal/Detail Forward** field to indicate if this is a balance or detail forward account. Type **B** for balance forward or **D** for detail forward.
10. In **Send Statement**, indicate if you want to send this customer a statement. Type **Y** for yes or **N** for no.
11. Use the **Apply Late Charges** field to indicate if you want late charges applied to the account. Type **Y** for yes or **N** for no. If you type **Y**, click to select the late charge caption you wish to print on the customer's statements. This allows you to charge some customers late charges and other customers finance charges.
12. In **Credit Limit**, type the customer's credit limit for counter sales and service sales.
13. Indicate the type of customer. Type **P** for parts, **S** or service, or **B** for body shop.
14. In the **Parts** section of the screen, type the **Discount Class** and **Discount Level** you want to assign the customer. The discount class is a single-digit alpha character, and the discount level is a single-digit numeric character ranging from 0 to 4.
15. Use the **Wholesale Comp** field to indicate if wholesale compensation applies to this customer. Type **Y** for yes or **N** for no. If you type **Y**, type the wholesale compensation code in the **Code** field.
16. In **Sales Rep Code**, type the code for the customer's sales representative at the dealership.

17. The system automatically tracks the customer's purchase history and displays the information in the fields under **Purchases**.
18. If there are late charges on the customer's account, type the charges in **Late Charge Due**. When you generate and apply late charges to customer accounts (as explained on page 155), the system automatically displays the charges in this field.

**Tip:** You can easily remove the late charges on a customer's account by changing the **Late Charges Due** field. You can change the amount or remove it completely from this field without having to make a journal entry.

19. The customer's account balance populates the **Account Balance** field. The system automatically adjusts the balance and breaks the balance into the appropriate aging categories as you post to the customer's account. The **PA** field will display any post-ahead charges posted to the account. In the **Current, 30 Days, 60 Days, 90 Days, and 120 Days** fields, you can enter the current and past-due balances.
20. You can click the **Memo Data** button and add notes you want to keep with the customer's file. The text window that opens is a free-form text box. It holds up to 500 characters. Click **Save** to save the information. When viewing memo data, click **Close** to close the memo.
21. Click **Save** to save the information.

## Editing an Existing Customer's Information

1. Click **Customer Information** from the Trade Customer Receivables menu.
2. Type the **Customer Number** or search for a customer by clicking **Search**, which opens the Search Customers screen. Press the letter on your keyboard that corresponds to the first letter of the customer's last name.

You can also click on the appropriate letter in the alphabetical list along the right side of the window. A list of customers whose last name begins with that letter appears. Click the customer in the list whose information you want to view.

3. The customer's information populates the screen. Edit the information as needed.
4. Click **Save** to save the changes.

## Printing a Customer's Address

Use the Envelope button to print the selected customer's address on an envelope. If you select to preview the envelope on your screen, you can print the envelope from the viewing screen.

1. Click **Envelope**.
2. When prompted to verify your printer is ready, click to select **To Printer** to print the envelope or **To Screen** to preview the envelope on your screen.
3. Once you select the print criteria, click **Print**.

## Deleting a Customer

1. Click **Customer Information** from the Trade Customer Receivables menu.
2. Type the **Customer Number** or search for a customer by clicking **Search**, which opens the Search Customers screen. Press the letter on your keyboard that corresponds to the first letter of the customer's last name.

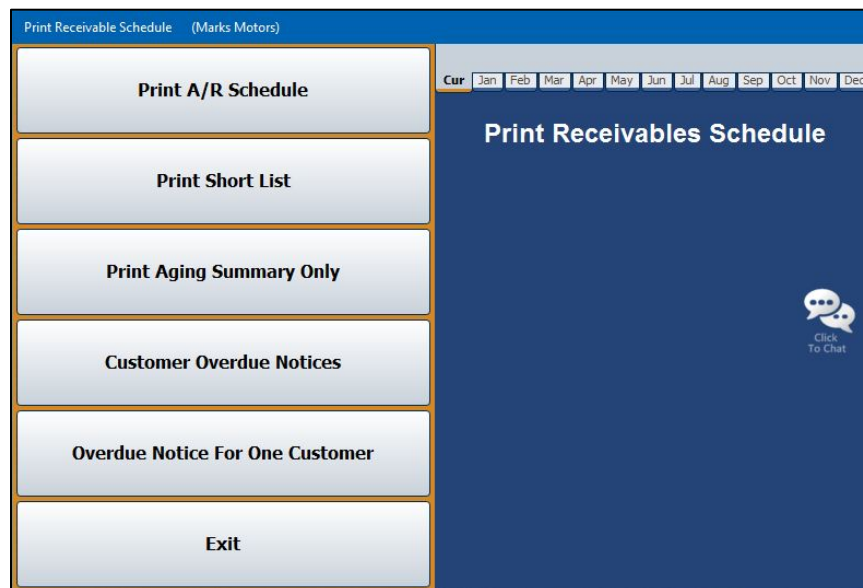
You can also click on the appropriate letter in the alphabetical list along the right side of the window. A list of customers whose last name begins with that letter appears. Click the customer in the list whose information you want to view.

3. Click **Delete**.
4. Click **OK** when prompted to verify you want to delete the record.

## Print Receivables Schedule

This button advances you to the Print Receivables Schedule menu. Use this menu to print accounts receivable information. You have the option of viewing the information on your screen or printing it to your printer. If there are post-ahead entries, you can choose whether you want the printout to include the entries. If you choose to print the schedule with the post-ahead entries, the aging will reflect the post-aheads. By default, the information reflects the current month. Use the month tabs to select another month as needed.

Click the button that corresponds to the information you wish to print. If prompted, enter the information you want to use for the printout, and select your print criteria. When you are finished, click **Exit** to return to the Trade Customer Receivables menu.



### Print A/R Schedule

Use this button to print the schedule at the end of each month (prior to the month-end update). For each account, the printout lists the control number/account number and customer's name. For each posting in the account, the printout lists the document number, journal number, posting date, description, debit amount posted, credit amount posted, and account balance. The print out also provides an aging summary for each account. The next section lists all of the accounts with credit balances. The end of the printout provides an aging summary for the schedule. It lists the total debit and credit balances, the total schedule balance, the balance of the general ledger account, and the aging breakdown for the debit balance.

1. Click **Print A/R Schedule**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print Without Post Aheads** or **Print Including Post Aheads**.

## Print Short List

Use this button to print a short list version of the schedule. The first page includes all customers on the list. The remaining pages list the customers according to the category selected in the customer's file—parts, service, or body shop. The printout lists the customer's name, control number/account number, phone number, balance, and the total late charges applied. The printout breaks the customer's balance into five aging categories: current, over 30 days, over 60 days, over 90 days, and over 120 days. It also lists the accounts with credit balances and prints the same aging summary that prints on the AR schedule printout you print at the end of the month.

1. Click **Print Short List**.
2. When prompted to verify your printer is ready, select your print criteria. Select **To Printer** to send the list to your printer, **To Screen** to view the list on your computer, or **Export to Excel** to download the list to a Microsoft® Excel spreadsheet.
3. Click **Print Without Post Aheads** or **Print Including Post Aheads** to generate the list.
4. If you chose to export to Excel, the system will notify you when and where the file has been saved. Click **OK** to dismiss the message.

**Note:** If you choose to export the short list to Excel, the system will notify you where the file has been saved (**C:\ASIXL\ARSHORT.XLS** if your DMS is housed on a server at your dealership, or **K:\ASIXL\ARSHORT.XLS** if you employ the DMS hosted solution).

## Print Aging Summary Only

Use this button to print just the aging summary for the schedule. This is the same summary that prints at the end of the AR Schedule printout. In order for the summary to be accurate, you must flag your accounts receivable customer files as P for parts, S for service, or B for body shop. Any balances in the "Other Account" on the printout indicate customer files that are not flagged P, S, or B. The summary lists the total debit and credit balances, the schedule balance, and the general ledger account balance. The summary also breaks down the debit balance into five aging categories: current, over 30 days, over 60 days, over 90 days, and over 120 days.

1. Click **Print Aging Summary**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print Without Post Aheads** or **Print Including Post Aheads**.

## Customer Overdue Notices

Use this button to print overdue notices for all customers based on the overdue days you specify.

1. Click **Customer Overdue Notices**.
2. Specify the number of past due days to use. Type **30**, **60**, or **90**.
3. The system prompts you to indicate if you are using pre-printed forms. Click **Yes** or **No**.
4. When prompted to verify your printer is ready, click **OK**.

## Overdue Notice For One Customer

Use this button to print an overdue notice for a specific customer.

1. Click **Overdue Notice For One Customer**.
2. Type the customer number for whom you want to print the notice, or click the "**Click for List**" message to select the customer from a list.
3. The system prompts you to indicate if you are using pre-printed forms. Click **Yes** or **No**.
4. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## FaStatement

The FaStatement allows you to view customer information and print statements. The screen displays the information for the current month, but you can select to view information for any month within the past year. This screen is for viewing only. You cannot enter any data on this screen.

Trade Customer FaStatement (ABC Motors)

Customer: **BAKE86** BAKERS BODY SHOP  
 Detail is Set To: 863 STEWART RD.  
 Click 30's Entry To View R/O

August: 1103.58  
 September: .00  
 Late Charge: .00  
 Total.....: 1103.58

Memo

Doc.	Date	Jn	Desc.	Debit	Credit	Balance	P/A
.....	12/10/15	00	Bal. Frw'd.	.00		.00	
110739	12/17/15	34	Inv 110739 BAKERS 80	1103.58	.00	1103.58	

Cur Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Exit < Search > Info Print Clear Screen

### Viewing the FaStatement

1. From the Trade Customer Receivables menu, click **FaStatement**.
2. Type the customer number in the **Customer** field. You can search for a customer by clicking the **Search** button to open the Search Customers screen. Press the letter on your keyboard that corresponds to the first letter of the customer's last name or use the letters listed along the right side of the Search Customers screen. A list of customers whose last name begins with that letter opens. Click the customer in the list whose information you want to view. You can click the arrow buttons on each side of the **Search** button to scroll through the list of customers.
3. The FaStatement screen displays the customer's information and account balances in the fields at the top of the screen. The bottom of the screen displays detailed transaction information.
4. You can click a document in the list to view a summary of the item.

### Viewing the FaStatement for Another Month

1. At the bottom of the Trade Customer FaStatement screen, click the month tab corresponding with the month you wish to view.
2. The information on the screen will reflect the selected month.

## Viewing Customer Information

1. Click **Info** to displays the Trade Customer Information screen for the selected customer. This allows you to view the customer's complete information without leaving the screen.
2. Click **Back** on the Trade Customer Information screen to return to the FaStatement screen.

## Printing a Statement

1. Select the customer.
2. Click **Print** to print a statement.
3. When prompted to verify your printer is ready, select your print criteria. Click **Print Without Post Aheads** or **Print Including Post Aheads**.
4. If you chose **To Printer** in the last step, the system prompts you to indicate if you are printing on forms or plain paper. Click the corresponding button.



## History

Use this button to view and print a customer's receivable history. The history is updated during the month-end closing, so the history is always one month behind. Therefore, if you enter a new customer and post to the customer's account, you cannot view the customer's history until after you close the current month.

Receivable History (ABC Motors)

Customer No.: **BAKE 86** BAKERS BODY SHOP

Doc.	Date	Desc	Db.	Cr.
104420	08/10/2012	Inv 104420 BAKERS BO	33.68	.00
104423	08/10/2012	Inv 104423 BAKERS BO	19.00	.00
203350	08/14/2012	Payment	.00	2124.66
203457	09/11/2012	Payment	.00	52.68
105076	12/04/2012	Inv 105076 BAKERS BO	33.68	.00
105240	01/04/2013	Inv 105240 BAKERS BO	18.31	.00
105241	01/04/2013	(Return-01) BAKERS B	-18.31	.00
203991	01/11/2013	Payment	.00	33.68
105462	02/19/2013	Inv 105462 BAKERS BO	16.62	.00
204279	03/12/2013	Payment	.00	16.62
105714	03/26/2013	Inv 105714 BAKERS BO	84.39	.00
105722	03/26/2013	(Return-02) BAKERS B	-84.39	.00
105879	04/23/2013	Inv 105879 BAKERS BO	2.86	.00
204591	05/13/2013	Payment	.00	2.86
106193	06/18/2013	Inv 106193 BAKERS BO	11.66	.00
204888	07/11/2013	Payment	.00	11.66
106800	09/27/2013	Inv 106800 BAKERS BO	12.36	.00
205429	10/10/2013	Payment	.00	12.36
108554	07/29/2014	Inv 108554 BAKERS BO	161.13	.00
206816	08/11/2014	Payment	.00	161.13
28710	03/23/2015	CURTIS E DRURY	63.33	.00
207883	04/10/2015	Payment	.00	63.33

Exit List Print View Acct

## Viewing the Receivable History

1. Click **History** from the Trade Customer Receivables menu.
2. Type the customer number in the **Customer No.** field. You can search for a customer by clicking **List** to open the Search Customers screen. Press the letter on your keyboard that corresponds to the first letter of the customer's last name or use the letters listed along the right side of the Search Customers screen. A list of customers whose last name begins with that letter appears. Click the customer in the list whose history you want to view.

The Receivable History screen displays the account history.

3. Click **Exit** to return to the Trade Customer Receivables menu.

## Viewing Customer Information

Click **View Acc't** on the Receivable History screen to display the Trade Customer Information screen for the selected customer. This allows you to view the customer's complete information without leaving the screen. Click **Back** to close this screen.

## Printing the History

Click **Print** to print the receivable history for a selected customer or range of accounts for a specified date range. The printout will list all the transactions and the totals for the selected customer(s) for the specified date range.

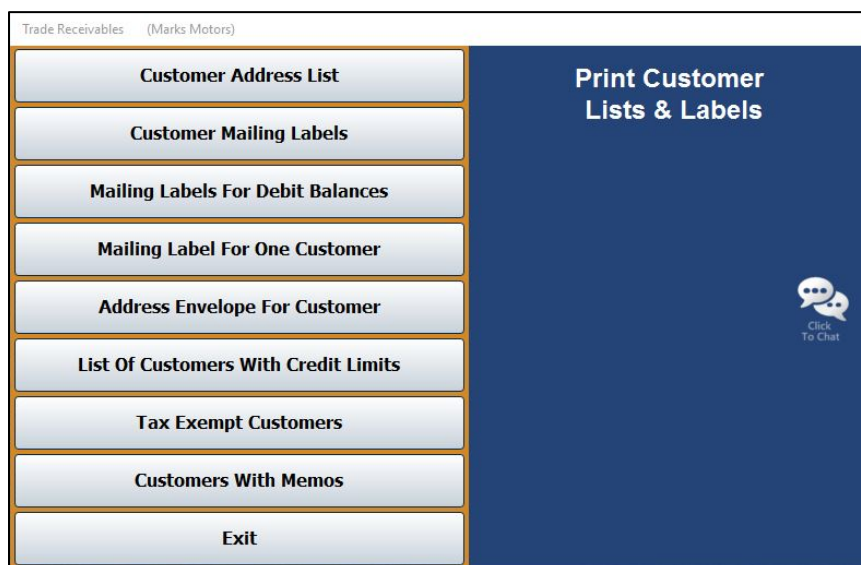
1. Click **History** from the Trade Customer Receivables menu.
2. Type the customer number in the **Customer No.** field. You can search for a customer by clicking **List** to open the Search Customers screen. Press the letter on your keyboard that corresponds to the first letter of the customer's last name or use the letters listed along the right side of the Search Customers screen. A list of customers whose last name begins with that letter appears. Click the customer in the list whose history you want to view.

The Receivable History screen displays the account history.

3. Click **Print**.
4. The **From** and **To** fields automatically default to the selected customer's control number. If you want to print just this account, ensure the customer's number appears in both fields. If you want to include other accounts, enter the beginning and ending accounts. All of the accounts between these accounts will print.
5. Enter the date ranges you want to include.
6. When prompted to verify your printer is ready, click select your print criteria and click **Print**.

## Lists & Labels

The **Lists & Labels** button advances you to the Print Customer Lists & Labels menu. You use this menu to print a customer mailing list, customer labels, or customer envelopes. Click the menu option button that corresponds to the function you want to run and follow the prompts on your screen. When you are finished, click **Exit** to return to the Trade Customer Receivables menu.



## Customer Address List

Use this button to print a customer mailing list. For every customer in the AR schedule, the list prints the customer's account number, complete mailing address, and phone number.

1. From the Print Customer Lists & Labels menu, click **Customer Address List**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Customer Mailing Labels

Use this button to print AR customer mailing labels.

1. From the Print Customer Lists & Labels menu, click **Customer Mailing Labels**.
2. If you want to print labels starting with a specific account, type the customer number you want to use as the starting point for the labels. You can click the "**Click For List**" message to search for a customer. Press the letter on your keyboard that corresponds to the first letter of the customer's last name or use the letters listed along the right side of the Search Customers screen. A list of customers whose last name begins with that letter appears. Click the customer you want to select.  
  
If you want to print labels for all of the customers in the schedule, leave the **Starting With Customer** field blank and press the ENTER key.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Mailing Labels For Debit Balances

Use this button to print AR customer mailing labels for accounts that have debit balances.

1. Click **Mailing Labels For Debit Balances** from the Print Customer Lists & Labels menu.
2. If you want to print labels starting with a specific account, type the customer number you want to use as the starting point for the labels. You can click the "**Click For List**" message to search for a customer. Press the letter on your keyboard that corresponds to the first letter of the customer's last name or use the letters listed along the right side of the Search Customers screen. A list of customers whose last name begins with that letter appears. Click the customer you want to select.  
  
If you want to print labels for all of the customers in the schedule, leave the **Starting With Customer** field blank, and press the ENTER key.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Mailing Label For One Customer

Use this button to print a mailing label for a specific customer.

1. From the Print Customer Lists & Labels menu, click **Mailing Labels For One Customer**.
2. When prompted, type customer number of the customer whose information you want to print on the label. You can click the “**Click For List**” message to search for a customer. Press the letter on your keyboard that corresponds to the first letter of the customer’s last name or use the letters listed along the right side of the Search Customers screen. A list of customers whose last name begins with that letter appears. Click the customer you want to select and press ENTER.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Address Envelope For Customer

Use this button to print an envelope for a specific customer.

1. From the Print Customer Lists & Labels menu, click **Address Envelope For Customer**.
2. When prompted, type customer number of the customer whose information you want to print on the label. You can click the “**Click For List**” message to search for a customer. Press the letter on your keyboard that corresponds to the first letter of the customer’s last name or use the letters listed along the right side of the Search Customers screen. A list of customers whose last name begins with that letter appears. Click the customer you want to select and press ENTER.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## List of Customers With Credit Limits

Use this button to print a list of customers with credit limits. For each customer, the list prints the customer’s account number, name, account balance, and credit limit. It also lists the total of any late charges on the account, indicates if the account is taxable, and lists the customer’s discount class and level.

1. Click **List of Customers With Credit Limits** from the Print Customer Lists & Labels menu.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Tax Exempt Customers

Use this button to print a list of tax-exempt customers. The **Taxable** field on the AR Customer Information screen must contain **N** for the customer to pull to the list. The printout lists each tax-exempt customer’s account number, name, and tax ID.

1. Click **Tax Exempt Customers**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Customers With Memos

Use this button to print a list of customers with memos in their records.

1. Click **Customers With Memos**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## View Schedule

Use this button to open the View A/R Schedule screen to view a list of all the accounts in the schedule. This screen is for viewing purposes only. You cannot enter any data on this screen.

Cont.	Desc.	Last	Days	Bal.	Over 60
94	JORDAN WARD	07/27/15	280	1500.00	500.00
97	WILMER COOK			.00	
99	SANDY LONG	05/24/13		.00	
999	ADFA	03/23/16		1.00	
A1M017	Inv 192082 A-1 MOWER SALE	03/11/16	52	-102.35	
AAAA20	Inv 191955 AAA AUTO SALES	02/19/16		.00	
ACOS33	JAMIE ACOSTA	11/13/14	536	1.00	
ADNE20	ADRIAN ANDERSON	02/17/11		.00	
ADVA15	Inv 192045 ADVANCE AUTO P	04/18/16		.00	
ADVA27	Inv 191945 ADVANCE AUTO P	02/24/15	433	10.50	
ALLI77	ALLIANCE COAL LLC	09/30/10		.00	
AMANDA	AMANDA TEST	02/10/16		-75.00	
AND115	ANDERSON CO. BOARD OF EDUCATION	07/15/15		.00	
ANDE01	ANDERSON STRINGTOWN BODY SHOP	09/30/10		.00	
ANDE11	ANDERSON AUTOMOTIVE			.00	
ANDE58	ANDERSON CO. E.M.S	09/19/13		.00	
AUTO18	AUTOMOTIVE DISTRIBUTORS WHSE	09/30/10		.00	
AUTO20	FRED SAMITA	04/12/16	20	-10.00	
AUTO21	AUTO MARTT	09/30/15	215	-16.00	
AUTO75	AUTO MATE	09/11/15	234	113.00	
AUTO76	AUTO CUSTOMIZING	12/23/13		.00	
AUTO79	AUTOZONE	04/18/16	14	1159.89	999.89

1. From the Trade Customer Receivables menu, click **View Schedule**.
2. When the screen opens, the system automatically runs a balance of the schedule. If the schedule balances, the system displays a list of AR accounts on the screen. If the schedule is off, the system displays a warning indicating the amount. You have the option of adding this amount to the Forced Balance (~FB) control to balance the schedule. You should find the problem and adjust it as needed. An banner displays at the top of the screen warning you when there is a balance in the ~FB control.
3. The screen automatically displays information for the current period. Use the month tabs to select another month as needed.
4. Scroll through the list, or press a letter on the keyboard to advance the list to that section of the customer list.
5. By default, the screen includes all accounts. Click **Open Items** to view only accounts with balances. When prompted, select if you want to include post-ahead entries. Click **Yes** to include the entries or **No** to exclude them. The button label changes to "All Items." Click it again to view all accounts.

6. Click a line to view the detail for that customer. The Detail screen opens and displays the detail for the selected customer account. Use the **Edit Line** button on the bottom of the Detail screen to add notes or other information that may be useful. Assign a document number (**Doc.**), date (**Date**), and description (**Desc**). Before filing the line, the system prompts you to indicate if this note applies to the current month or if it is a post-ahead note. Click the appropriate option to ensure the note posts accordingly.
7. Click **Back** to close the Detail screen.
8. You can print the list as needed using the **Print This List** button on the bottom of the screen. Choose your print criteria and click **Print**.
9. Click **Back** to close the View A/R Schedule screen.

## Late Charges

This button advances you to the Trade A/R Late Charges menu. You use this menu to compile and add late charges to a customer's account or to remove late charges that have been applied to an account. The box on the bottom-right side of the menu displays the current APR percentage and monthly rate percentage set in the Operating Parameters of the Accounting System Setup.

The late charges are calculated based on the annual percentage rate you specify in the **Acct's Rec Finance Charge** field on the Operating Parameters screen in the Accounting Setup. The system takes the balance over 30 days and multiplies it by the APR specified divided by 12 ( $\text{APR} \div 12$ ). The system calculates the monthly percentage. For example, if you set the finance charge to 12%, the system calculates the late charge using 1% ( $12 \div 12 = 1$ ). If you set the finance charge to 18%, the system calculates the late charge using 1.5% ( $18 \div 12 = 1.5$ ).

Late Charges (Marks Motors)

**Compile Late Charges**

**Print List Of Compiled Late Charges**

**Apply Compiled Late Charges**

**Remove Late Charges From 'Current' Accounts**

**Remove Late Charges From ALL Accounts**

**Remove LAST Late Charges Applied**

**Print List Of All Late Charges Applied**

**Exit**

**Trade A/R Late Charges**

Click To Chat

**Your Parameters Are Set To...**

18.00 % APR

1.50 % Monthly Rate.

### Compile Late Charges

First, use this button to compile the late charges.

1. From the Trade A/R Late Charges menu, click **Compile Late Charges**.
2. Click to select the number of overdue days you want to use to compile the late charges—**30**, **60**, **90**, or **120**.
3. Click **OK** when prompted to verify you want to compile the late charges.
4. The system will display a message indicating the total number of accounts and the total value of late charges compiled. Click **OK** to acknowledge the message.

## Print List of Compiled Late Charges

The next step is to print a list of the compiled late charges. For each customer with late charges, the printout lists the customer's account number and name. It also lists the account balance, the total of the compiled late charges on the account, and the total of any previous late charges on the account. The end of the printout lists the total of the delinquent balances and the total late charges applied to the accounts.

1. From the Trade A/R Late Charges menu, click **Print List of Compiled Late Charges**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Apply Compiled Late Charges

After compiling the late charges and printing the information, use this button to apply the compiled late charges to the accounts.

1. Click **Apply Compiled Late Charges** from the Trade A/R Late Charges.
2. Click **OK** when prompted to verify you want to apply the compiled late charges.
3. The system will display a message indicating it is finished applying the charges. Click **OK** to acknowledge the message.

## Remove Late Charges From 'Current' Accounts

You can remove the late charges that are less than a specified amount from the accounts on the current compiled list.

1. From the Trade A/R Late Charges menu, click **Remove Late Charges From 'Current' Accounts**.
2. In the **Late Charges Less Than** field, enter the minimum late charge you would like to retain. Any charges less than the amount you specify will be removed.
3. Press ENTER.
4. Click **OK** when prompted to verify you want to remove the charges.
5. The system will display a message indicating it is finished removing the charges. Click **OK** to acknowledge the message.



### **Remove Late Charges From ALL Accounts**

Use this button to remove late charges from all of the accounts.

1. Click **Remove Late Charges From ALL Accounts** on the Trade A/R Late Charges menu.
2. Click **OK** when prompted to verify you want to remove the charges.
3. The system will display a message indicating it is finished removing the charges. Click **OK** to acknowledge the message.

### **Remove LAST Late Charges Applied**

Use this button to remove only the most recent late charges applied to the accounts.

1. From the Trade A/R Late Charges menu, click **Remove LAST Late Charges Applied**.
2. Click **OK** when prompted to verify you want to remove the charges.
3. The system will display a message indicating it is finished removing the charges. Click **OK** to acknowledge the message.

### **Print List of All Late Charges Applied**

After you apply the late charges, use this button to print a list of the accounts to which you applied late charges. For each account, the printout lists the customer's account number and name. It also lists the account balance and the total late charges applied. The end of the printout lists the total of the late charges.

1. From the Trade A/R Late Charges menu, click **Print List of All Late Charges Applied**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Customer Statements

Use this button to open the Customer Statements screen to print the periodic customer statements. You select the criteria you want to use to determine how the statements print, and you have the option of printing statements for a range of accounts or all of the accounts. After you print the statements, you should print the AR schedule and update the AR for the month.

1. Click **Customer Statements** from the Trade Customer Receivables menu.
2. When the screen opens, the system displays a reminder that you should have compiled your late charges before printing statements. Click **OK** to acknowledge the message.
3. If necessary, click **Month** to select to print the statement for a different month. The system automatically defaults to print statements for the current month.
4. Use the **Print Zero-Balance Accounts With Activity This Month** field to indicate if the statements should include customers that have a zero balance that have had activity on their accounts during the current month. Type **Y** for yes or **N** for no.
5. Use the **Print Credit Balance Accounts** field to indicate if the statements should include customers who have credit balances on their accounts. Type **Y** for yes or **N** for no.
6. In **Accounts Due & Payable Notation (Day Of Month)**, type the day of the month when the payment is due.
7. Use the **Print Post-Ahead Entries On Statements** field to indicate if you want to print post-aheads on the statements. Type **Y** for yes or **N** for no.
8. In **Top-Of-Form Start Print Factor**, type the top margin for the statement. This determines how far down on the page the text begins printing. Use a negative number (from -1 to -99) to move the text up and a positive number (from 1 to 99) to move the text down. You will have to test various values to determine which one will work best for your printer. The system will save the value.
9. In **Left Margin Print Factor**, type the left margin for the statement. This determines how far from the left side of the page the text begins printing. Use a negative number (from -1

- to -99) to move the text to the left and a positive number (from 1 to 99) to move the text to the right. You will have to test various values to determine which one will work best for your printer. The system will save the value.
10. The **Statement Date** field automatically fills in with the current system date. If you prefer a different date to print on the statement, type the date in this field. The date should be formatted MM/DD/YYYY.
  11. In **Statement Message**, type the message you want to print on the statements. The field may contain 120 characters (including spaces). The text prints exactly as it appears in the fields. You must press ENTER to add line breaks to ensure the text prints properly.
  12. If you want to print statements for a range of accounts, use the **From** and **To** fields to determine the account ranges for which you wish to print statements. You can use the **List** button to search for existing customers in the system.  
  
If you want to print statements for all customers, type "ALL" in the **From** field. You may need to press ENTER or tab through the field in this case.
  13. When prompted to verify your printer is ready, click to select **To Printer** to print the information or **To Screen** to view the information on your screen.
  14. Once you select your print type, click **Print**.
  15. Close the AR for the month immediately after all statements are printed.

## Statements From Other Schedules

You use this screen to print customer statements using the detail from any of the Balance Retained schedules. You must set up an Accounts Receivable file for the customer, or you can create a separate customer database that you can use to print statements from other schedules using the **Customer Setup** button.

Statements From Other Schedules (ABC Motors)

**Print Customer Statements From Other Schedules**

This module will print a customer statement using the detail from any Detail Forward Schedule. Control Index # 6 schedules are ideal for this purpose. (See G/L Setup)

Print Detail From Schedule:

For Schedule Control:

Exit A/R Customer List Print All Customer Setup

### Printing Statements from Other Schedules

1. On the Trade Customer Receivables menu, click **Statements From Other Schedules**.
2. In **Print Detail From Schedule**, type the general ledger account number for the Balance Retained account.
3. In **For Schedule Control**, type the customer number for whom you want to print the statement. You can search for an existing customer by clicking **A/R Customer List**. Press the letter on your keyboard that corresponds to the first letter of the customer's last name or click the letter from the list of letters along the right side of the Search Customers screen. A list of customers whose last name begins with that letter appears. Click the customer you want to select. The customer's account number fills in the control field.
4. When prompted to verify your printer is ready, select your print criteria.
5. Click **Exit** to return to the Trade Customer Receivables menu.

## Creating a Separate Customer Database

Click **Customer Setup** on the Print Customer Statements From Other Schedules screen to open the Customer Setup screen. You use this screen to enter customers from other schedules into a separate database you can use to print the statements.

**Customer Setup**

Schedule: 310

Customer Number: CALD17

Name: JANET CALDERONE

Address: 1701 WESTCHESTER

City: AUSTINTOWN OH 44515

Memo:

Phone: 330 555 1234

FAX:

Save

Back Remove

GUTH45	LANA GUTHRIE	
CALD17	JANET CALDERONE	
LEUN51	BRIAN LEUNIS	
AULD18	JIM AULD	
HARR66	BILL HARRY	
RUTH01	RON RUTH	
MONT64	JOANNE MONTGOMERY	
DEEM26	JANET DEEMER	
GORD97	ROB GORDON	
05700	BRIAN LEUNIS	-6.57
1	Pmt. Money Order/SMI	202.02
1004	test	35602.68
111111	Pmt. Check/LOOSEMORE	281.63
1145	1145/591266/Floorpla	12690.75
1146	1146/167091/Floorpla	23100.26
1234	1234/234866/Floorpla	27025.98
1250	1250/725099/Floorpla	15542.64
1251	1251/724919/Floorpla	12788.25
1267	1267/164538/Floorpla	16023.38
1282	1282/169674/Floorpla	16023.38
131	131/161611/Floorplan	15000.00
1312	1312/235234/Floorpla	25945.46
1315	1315/233502/Floorpla	30426.61
1335	FL00R W/GMF	26277.80
1353	1353/262572/Floorpla	16927.35

## Pulling a Control from a Schedule

1. Type the general ledger account number for a Detail Forward account in the **Schedule** field.
2. A list of controls in the schedule appears in a list in the bottom-right window of the screen. Click the control you want to select. If the control is in the Accounts Receivable schedule, the information fills in on the left side of the screen. If the control is from another schedule, the **Customer Number** field displays the control number. Fill in the remaining information.
3. Click **Save**. The customer appears in a list in the top-right window of the screen.
4. Continue to add customers to the list as needed.

## Removing a Control

1. Click a control in the list in the top-right of the screen. The information for the control populates the left side of the screen.
2. Click **Remove**.
3. Click **Gone** when prompted to verify you want to delete the record.

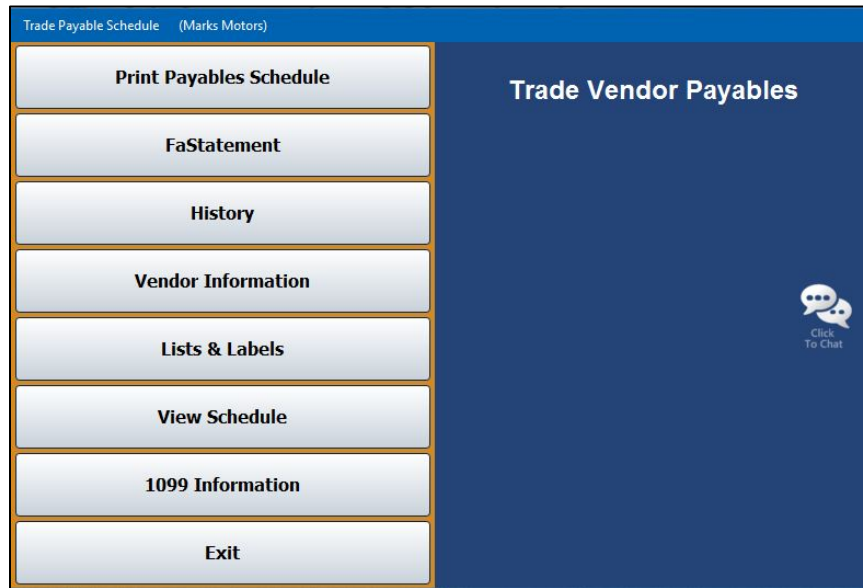
## Printing Statements for the Controls

Once you create the database, you can print statements for all of the customers in the list.

1. Click **Back** to return to the Print Customer Statements From Other Schedules screen.
2. Click **Print All**.
3. The system alerts you that the function requires pre-printed statement forms. Click **OK**. The document will be sent to the printer.

## Chapter 5 Trade Payables

When you click **Trade Payables** on the Dealership Accounting main menu, you advance to the Trade Vendor Payables menu. Use this menu to enter or edit vendor information and to print vendor statements. The options on this menu are similar to the options on the Trade Customer Receivables menu. Click the button that corresponds to the menu option you want to select, and the corresponding screen opens. Click **Exit** to return to the Dealership Accounting main menu.



The screenshot shows a software interface titled "Trade Payable Schedule (Marks Motors)". On the left is a vertical menu with eight buttons: "Print Payables Schedule", "FaStatement", "History", "Vendor Information", "Lists & Labels", "View Schedule", "1099 Information", and "Exit". The main area on the right is dark blue with the title "Trade Vendor Payables" at the top. In the bottom right corner of this area is a chat icon with the text "Click To Chat".

## Vendor Information

Use this button to open the Vendor Information screen. On this screen, you will enter or edit vendor information. Vendor information should have been entered during the Accounting inception. Once a vendor file exists, you can edit it as needed and use this screen to print an envelope for the vendor. You will also use this screen to delete vendor files from the Accounts Payable (AP) schedule. Vendor information should be entered only for accounts associated with the accounts payables account.

Do not add memo accounts into the system as vendors. Memo accounts are accounts you pay regularly but are not associated with a payable account. You add memo accounts through the Disbursements in the Journal entries. The memo accounts you create through Disbursements are stored in a separate file available to you when you write checks. The balance for checks written to memo accounts posts to the account you specify when creating the account in the system, not to the accounts payable account. See Chapter 2 for information about creating memo accounts.

Vendor Information (Marks Motors)

Vendor No.:

Name:

Address:

City:

Memo:

Phone:

FAX:

eMail:

Temporary/Permanent (T/P):

Balance/Detail Forward (B/D):

Purchase G/L Account:

Account Number With Vendor:

Terms .....(M/D):  ... Day:

Terms .....Discount:  %

Send 1099 (Y/N):

Manual YTD 1099 Payments:

Taxpayer ID Number (TIN):

**Purchases**

This Month:

This Year:

Last Year:

Last Purchase:

Last Payment:

October..... :

See Memo Data For This Vendor

Account Balance:

Current:

30 Days:

60 Days:

90 Days:

120 Days:

Exit < Search > Memo Data Envelope Delete Clear Save

## Adding a New Vendor

1. From the Trade Vendor Payables menu, click **Vendor Information**.
2. Assign the vendor a vendor number/control number. Autosoft recommends employing a system using the first four letters of the vendor's last name or prominent business name and the first two numbers of the address. If there are no numbers in the address, assign a number from 01 to 99. The numbers on the end serve only to create unique controls in the system.
3. Type the vendor's **Name**, **Address**, telephone (**Phone**) number, **Fax** number, and **eMail** address. Use the **Memo** field to record additional information about the vendor as needed.
4. In **Temporary/Permanent**, type the letter that corresponds to the account type. Type **T** for temporary or **P** for permanent. A temporary account is automatically deleted one month after the balance reaches zero. A permanent account is automatically deleted at the end of the year if it has a zero balance.



5. Use the **Balance/Detail Forward** field to indicate the type of account. Type **B** for balance forward or **D** for detail forward.
6. In **Purchase G/L Account**, type the general ledger account used to post the vendor's purchases.
7. In **Account Number With Vendor**, type the dealership's account number with the vendor. This is the account the vendor uses for your dealership in its books. The account number in this field automatically pulls to the **Memo** field when writing checks so your account number prints and the vendor can credit the correct account in its books.
8. Use the **Terms (M/D)** field to indicate the type of term the vendor uses. Type **M** for monthly or **D** for daily. If the **Terms** field contains a **D**, type the day the terms uses in the **Day** field.
9. In **Terms . . .Discount**, type the discount percentage if applicable.
10. Use the **Send 1099** field to indicate if the vendor receives a 1099. Type **Y** for yes or **N** for no. This field does two things. First, the vendor will pull to the 1099 list. Second, payment tracking will be turned on for this vendor. This allows payments posted to this vendor's account to be pulled to the 1099 data when you prepare your 1099 forms.
11. Use the **Manual YTD 1099 Payments** field to manually enter in payments to 1099 vendors. The system will *add* this amount to any payments that have been posted through the accounts payable.
12. Type the vendor's taxpayer ID number.
13. The system automatically tracks the customer's purchase history and displays the information in the fields under **Purchases**.
14. The customer's account balance appears in the **Account Balance** field. The system automatically adjusts the balance and breaks the balance in to the appropriate aging categories as you post to the vendor's account.
15. You can click **Memo Data** and add notes you want to keep with the customer's file. The text window that opens is a free-form text box. It holds up to 500 characters. Click **Save** to save the information. When viewing memo data, click **Close** to close the memo.
16. Click **Save** to save the information.

## Editing an Existing Vendor's Information

1. From the Trade Payables menu, click **Vendor Information**.
2. Type the vendor number. You can also search for a vendor by clicking **Search** to open the Search Vendors screen. Press the letter on your keyboard that corresponds to the first letter of the vendor's name or click on the letter from the alphabetical list running down the right side of the Search Vendors screen. A list of vendors whose name begins with that letter appears. Click the vendor in the list whose information you want to view.
3. The vendor's information populates the screen. Edit the information as needed.
4. Click **Save** to save the changes.

## Printing a Vendor's Address

You can print the selected vendor's address on an envelope by clicking the **Envelope** button on the Vendor Information screen. When prompted to verify your printer is ready, select **To Printer** to print the envelope or **To Screen** to preview the envelope on your screen. Once you select the print criteria, click **Print**.

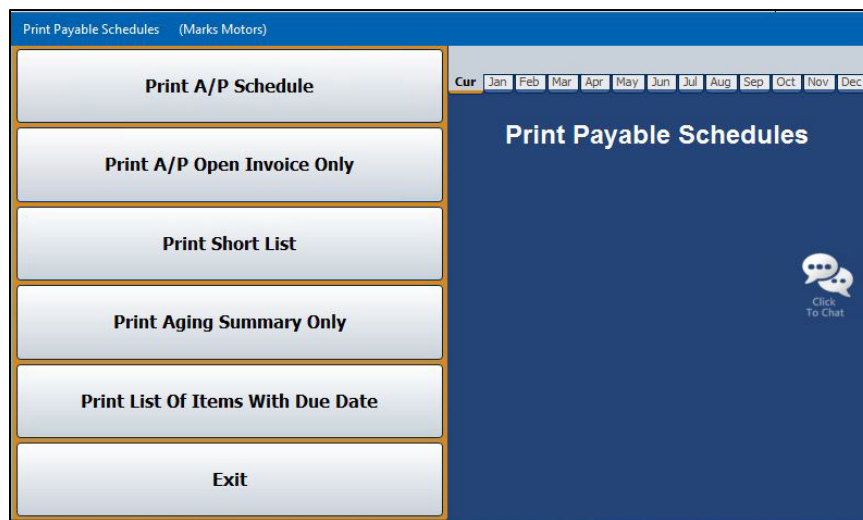
## Deleting a Vendor

1. From the Trade Payables men, click **Vendor Information**.
2. Type the vendor number. You can also search for a vendor by clicking **Search** to open the Search Vendors screen. Press the letter on your keyboard that corresponds to the first letter of the vendor's name or click on the letter from the alphabetical list running down the right side of the Search Vendors screen. A list of vendors whose name begins with that letter appears. Click the vendor in the list whose information you want to view.
3. Click the **Delete** button.
4. Click **OK** when prompted to verify you want to delete the record.

## Print Payables Schedule

This button opens the Print Payables Schedule menu to print the Accounts Payable schedule. The menu contains options that allow you to select how you want the schedule to print. You have the option of viewing the information on your screen or printing it to your printer. If there are post-ahead entries, you have the option to select if you want the printout to include the entries. If you choose to print the schedule with the post-ahead entries, the aging will reflect the post-aheads. By default, the information reflects the current month. Use the month tabs to select another month as needed.

Click the print option you want to select, and the appropriate prompt appears. When you are finished, click **Exit** to return to the Trade Vendor Payables menu.



### Print A/P Schedule

Use this button to print the schedule at the end of each month (prior to the month-end update). For each account, the printout lists the control number/account number and vendor's name. For each posting in the account, the printout lists the document number, journal number, posting date, description, credit amount posted, debit amount posted, and account balance. The printout also provides an aging summary for each account. The end of the printout provides an aging summary for the schedule. It lists the total credit and debit balances, the total schedule balance, the balance of the general ledger account, and the aging breakdown for the credit balance.

1. On the Print Payable Schedules menu, click **Print A/P Schedule**.
2. When prompted to verify your printer is ready, select your print criteria. Click **Print Without Post Aheads** to exclude any post-aheads from the report. Click **Print Including Post Aheads** to include the post-aheads in the report.

## Print A/P Open Invoice Only

Use this button to print a report listing only open Accounts Payable invoices and their details. The report is broken down by Accounts Payable vendors. Each vendor's control number/account number and name is listed, along with the account balance. Below each vendor's name and account balance, the printout lists the document number, journal number, posting data, description, credit amount posted, debit amount posted, and account balance. The printout also provides an aging summary for each account. The end of the report totals all open invoice credit and debit balances, as well as the Accounts Payable schedule balance and a breakdown of aging credit balances.

1. Click **Print A/P Open Invoice Only**.
2. When prompted to verify your printer is ready, select your print criteria. Click **Print Without Post Aheads** to exclude any post-aheads from the report. Click **Print Including Post Aheads** to include the post-aheads in the report.

## Print Short List

Use this button to print a short list version of the schedule. The printout lists the vendor's control/account number, name, and balance. The printout breaks the vendor's balance into four aging categories: current, over 30 days, over 60 days, and over 90 days old. The next section lists all the accounts with a debit balance. The end of the report prints the same aging summary that prints on the AP schedule printout you print at the end of the month.

1. Click **Print Short List** from the Print Payable Schedules menu.
2. When prompted to verify your printer is ready, select your print criteria. Click **Print Without Post Aheads** to exclude any post-aheads from the report. Click **Print Including Post Aheads** to include the post-aheads in the report.

## Print Aging Summary Only

Use this button to print an aging summary for the schedule. The printout lists the total credit and debit balances, AP schedule balance, and AP general ledger account balance. The end of the report breaks down the credit balance in to aging categories: current, 30 days, 60 days, 90 days, and 120 days.

1. From the Print Payable Schedules menu, click **Print Aging Summary Only**.
2. When prompted to verify your printer is ready, select your print criteria. Click **Print Without Post Aheads** to exclude any post-aheads from the report. Click **Print Including Post Aheads** to include the post-aheads in the report.

## Print List Of Items With Due Date

Use this button to print a list of items with a due date you specify. The printout lists the account number, document number, posting date, description entered for the posting, charge, due date, and account balance. The end of the printout lists the total value of the charges listed.

1. From the Print Payable Schedules menu, click **Print List Of Items With Due Date**.
2. Click to select the **Include Subtotals** box if you want the invoices for each vendor subtotaled on the list. Otherwise, leave the box unchecked.
3. Type the due date you wish to use as the cutoff date for the list in the **Due Date Thru** field.
4. When prompted to verify your printer is ready, select your print criteria. Click **Print Without Post Aheads** to exclude any post-aheads from the report. Click **Print Including Post Aheads** to include the post-aheads in the report.

## FaStatement

The FaStatement allows you to view complete vendor payable information and to print vendor statements. The screen displays the information for the current month, but you can select to view information for any month within the past year. This screen is for viewing only. You cannot enter any data on this screen.

A/P FaStatement (ABC Motors)

Vendor No.: **AMER81**  
 AMERICAN TIRE DISTRIBUTORS  
 PO BOX 889  
 HUNTERSVILLE NC 280700889  
 (859) 253-3375 FAX: ( ) -

Detail Is Set To  
Detail Forward

April: 1170.94  
 May: .00  
 Total ..... 1170.94

Memo

Doc.	Date	Jn	Desc.	Debit	Credit	Balance	P/A
428687	03/13/16	75	Inv428687 (014944)	205.88	205.88	.00	.00
479679	03/13/16	75	Inv479679 (014944)	94.38	94.38	.00	.00
629380	04/10/16	75	Inv629380	.00	762.04	762.04	762.04
227451	04/24/16	75	Inv227451	.00	408.90	408.90	1170.94

Cur Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Exit < Search > Info Print Clear Screen

## Viewing the FaStatement

1. From the Trade Vendor Payables menu, click **FaStatement**.
2. Type the vendor number in the **Vendor No.** field. You can search for a vendor by clicking **Search** to open the Search Vendors screen. Press the letter on your keyboard that corresponds to the first letter of the vendor's name or click on the letter in the alphabetical list running down the right side of the Search Vendors screen. A list of vendors whose name begins with that letter appears. Click the vendor in the list whose information you want to view.
3. The FaStatement screen displays the vendor's information and account balances in the fields at the top of the screen. The bottom of the screen displays detailed transaction information.
4. Click **Exit** to return to the Trade Vendor Payables menu.

## Viewing the FaStatement for Another Month

1. At the bottom of the A/P FaStatement screen, click the month tab that corresponds to the month you wish to view.
2. The information on the screen will reflect the selected month.

## Viewing Vendor Information

1. Click the **Info** button at the bottom of the A/P FaStatement screen to display the Vendor Information screen for the selected vendor. This allows you to view the vendor's complete information without leaving the screen.
2. Click **Exit** on the Vendor Information screen to return to the FaStatement screen.

## Printing a Statement

1. From the Trade Vendor Payables menu, click **FaStatement**.
2. Type the vendor number in the **Vendor No.** field. You can search for a vendor by clicking **Search** to open the Search Vendors screen. Press the letter on your keyboard that corresponds to the first letter of the vendor's name or click on the letter in the alphabetical list running down the right side of the Search Vendors screen. A list of vendors whose name begins with that letter appears. Click the vendor in the list whose information you want to view.
3. Click **Print** to print a statement.
4. When prompted to verify your printer is ready, click to select **To Printer** to print the information or **To Screen** to view the information on your screen.
5. If you want to print the statement sorted in document order, click to select **Document Sort** on the bottom of the prompt.
6. If there are post-ahead entries, you will have the option to select if you want to include the entries on the printout. Click **Print Without Post Aheads** or **Print Including Post Aheads**.

## History

Use this button to view and print a vendor's payable history. The history is updated during the month-end closing, so the history is always one month behind. Therefore, if you enter a new vendor and post to the vendor's account, you cannot view the vendor's history until you close the current month.

Payable History (ABC Motors)

**Payable History**

Vendor Number: **AMER81** AMERICAN TIRE DISTRIBUTORS

Doc.	Date	Desc	Db.	Cr.
INCEP	09/30/2010	Inception Entry (001	194.20	194.20
988731	10/14/2010	Inv988731 (001203)	227.28	227.28
1	10/21/2010	Inv1 (001203)	184.08	184.08
365434	10/28/2010	Inv365434	247.20	247.20
273512	11/09/2010	Inv273512 (001203)	28.94	28.94
464258	11/16/2010	Inv464258	159.54	159.54
527974	11/16/2010	Inv527974	159.54	159.54
596155	11/16/2010	Inv596155	347.34	347.34
720368	11/16/2010	Inv720368	310.14	310.14
821682	11/29/2010	Inv821682	398.80	398.80
821691	11/29/2010	Inv821691	161.78	161.78
987799	11/29/2010	Inv987799	336.42	336.42
022360	11/30/2010	Inv022360	34.98	34.98
022364	11/30/2010	Inv022364	37.48	37.48
365430	12/07/2010	Inv365430 (001442)	336.36	336.36
105439	12/15/2010	Inv105439	371.62	371.62
197628	12/15/2010	Inv197628	516.62	516.62
226008	12/15/2010	Inv226008	249.74	249.74
409006	12/21/2010	Inv409006	207.94	207.94
257269	01/13/2011	Inv257269 (001763)	234.46	234.46
083686	01/21/2011	Inv083686	1063.96	1063.96
109415	01/21/2011	Inv109415	234.46	234.46
733518	01/21/2011	Inv733518	115.98	115.98

Exit List Print View Acc't

## Viewing the Payable History

1. Click **History** on the Trade Vendor Payables menu.
2. Type the vendor number in the **Vendor Number** field. You can search for a vendor by clicking **List** to open the Search Vendors screen. Press the letter on your keyboard that corresponds to the first letter of the vendor's name or click on the letter in the alphabetical list running down the right side of the Search Vendors screen. A list of vendors whose name begins with that letter appears. Click the vendor in the list whose information you want to view.
3. The Payable History screen displays the account history.
4. Click **Exit** to return to the Trade Vendor Payables menu.

## Viewing Vendor Information

Once you pull a vendor's history to the Payable History screen, you can click **View Acc't** to display the Vendor Information screen for the selected vendor. This allows you to view the vendor's complete information without leaving the screen. Click **Exit** to close Vendor Information screen.



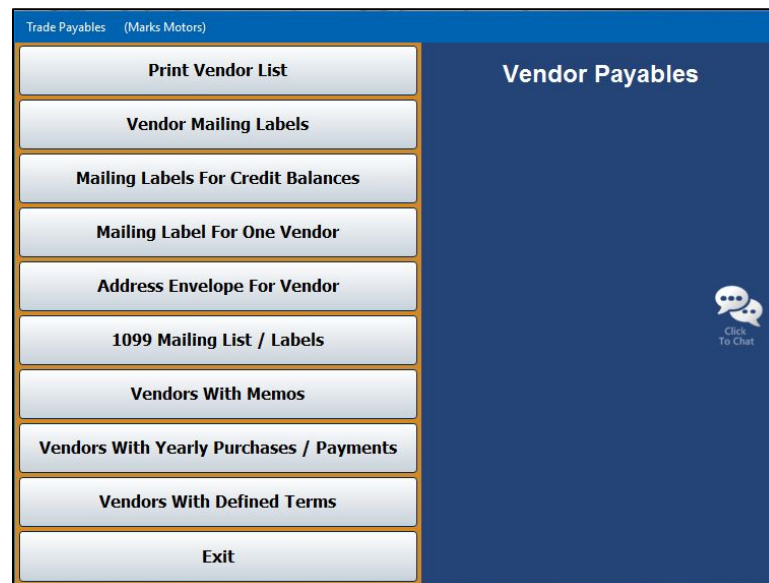
## Printing the History

Click **Print** to print the payable history for a selected vendor or range of accounts for a specified date range. The printout will list all the transactions and the totals for the selected vendor(s) for the specified date range.

1. While in a vendor's history on the Payable History screen, click **Print**.
2. The **From** and **To** fields automatically default to the selected vendor's control number. If you want to print just this account, ensure the vendor's number appears in both fields. If you want to include other accounts, type the beginning and ending accounts. All of the accounts between these accounts will print.
3. Type the date ranges you want to include in the **For Dates From** and **To** fields.
4. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Lists & Labels

This button advances you to the Vendor Payables menu. The Vendor Payables menu allows you to print labels and lists for accounts payable records. Click the button that corresponds to the print option you want to select and follow the prompts that appear on the screen. When you are finished, click **Exit** to return to the Trade Vendor Payables menu.



## Print Vendor List

Use this button to print a list of vendors in the AP schedule. For every vendor in the AP schedule, the list prints the vendor's account number, complete mailing address, and phone number.

1. From the Vendor Payables menu, click **Print Vendor List**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Vendor Mailing Labels

Use this button to print mailing labels for all or specified vendors.

1. From the Vendor Payables menu, click **Vendor Mailing Labels**.
2. If you want to print labels starting with a specific account, type the control number for the vendor you want to use as the starting point for the labels. You can click the “**Click For List**” message to search for a vendor. Press the letter on your keyboard that corresponds to the first letter of the vendor’s name. A list of vendors whose name begins with that letter appears. Click the vendor you want to select and press ENTER.

If you want to print labels for all of the vendors in the schedule, leave this field blank, and press ENTER.

3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Mailing Labels For Credit Balances

Use this button to print labels for only the vendors who have credit balances on their accounts.

1. Click **Mailing Labels For Credit Balances Only** on the Vendor Payables menu.
2. If you want to print labels starting with a specific account, type the control number for the vendor you want to use as the starting point for the labels. You can click the “**Click For List**” message to search for a vendor. Press the letter on your keyboard that corresponds to the first letter of the vendor’s name. A list of vendors whose name begins with that letter appears. Click the vendor you want to select. Press ENTER.

If you want to print labels for all of the vendors in the schedule, leave this field blank, and press ENTER.

3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Mailing Label For One Vendor

Use this button to print a mailing label for a specific vendor.

1. Click **Mailing Label For One Vendor** from the Vendor Payables menu.
2. If you want to print labels starting with a specific account, type the control number for the vendor you want to use as the starting point for the labels. You can click the “**Click For List**” message to search for a vendor. Press the letter on your keyboard that corresponds to the first letter of the vendor’s name. A list of vendors whose name begins with that letter appears. Click the vendor you want to select.
3. Press ENTER.
4. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Address Envelope For Vendor

Use this button to print a specific vendor's address on an envelope.

1. On the Vendor Payables menu, click **Address Envelope For Vendor**.
2. If you want to print labels starting with a specific account, type the control number for the vendor you want to use as the starting point for the labels. You can click the "**Click For List**" message to search for a vendor. Press the letter on your keyboard that corresponds to the first letter of the vendor's name. A list of vendors whose name begins with that letter appears. Click the vendor you want to select and press ENTER.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## 1099 Mailing List/Labels

Use this button to print a mailing list or mailing labels that include all vendors who are due to receive a 1099. The mailing list includes the vendor's account number, name, address, TIN, and phone number. The labels print just the customer's name and mailing address.

7. Click **1099 Mailing List/Labels** on the Vendor Payables menu.
8. A popup will ask if you would like to print the 1099 mailing list or mailing labels. Click **List** or **Labels**, respectively.
9. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Vendors With Memos

Use this button to print a list of vendors with memos in their records.

1. Click **Vendors With Memos** from the Vendor Payables menu.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Vendors With Yearly Purchases/Payments

This button allows you to print two reports. You can print a list of vendors from whom you have made yearly purchase, or you can print a list of vendors to whom you have made payments.

For purchases, the list identifies the account number, vendor name, yearly purchase amount, previous year's purchase amount, and the last purchase date.

For payments, the list identifies the account number, vendor name, last payment date, debit amount, credit amount, and 1099 indicator.

1. Click **Vendors With Yearly Purchases** from the Vendor Payables menu.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.
3. The system will prompt you to select to print purchases or payments. Click **Purchases** to print purchases associated with each vendor or **Payments** to print the payments.
4. If you select to print payments, you are prompted to specify the year in the **For Vendor** field and press ENTER.

## Vendors with Defined Terms

Use this button to print a list of vendors who have defined billing terms. The list identifies the account number, vendor name, whether the bill is due based on month or day, the days set for the term, and the discount.

1. From the Vendor Payables menu, click **Vendors With Defined Terms**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## View Schedule

Use this button to open the View A/P Schedule screen to view the account balances, general ledger balance, and schedule balance. This screen is for viewing purposes only. You cannot enter any data on this screen.

View A/P Schedule (ABC Motors)

Account: 300 Accounts Payable, Trade  
Schedule Bal. (OK)

A balance exists in control ~FB that should be researched and cleared.

GL Balance: 10311.44  
Schedule Balance: 10311.44

Cont.	Desc.	Last	Days	Bal.	Over 60
0311	ANDREW AUTOMOTIVE	02/18/16	62	-1.89	
1	TEST	04/18/16	2	20.00	
100	SCB	02/17/16		.00	
1213	1099 TEST	01/21/16	90	-999.99	
123	44556			1.00	
1284	XXXX/Serv. Payable	01/21/16	90	780.00	
2				.00	
204951	(None Entered)	09/17/15		.00	
212342	(None Entered)	11/24/15	148	-200.00	
22	COMPTON/50	03/31/16	20	40.00	
263754	TEST	11/20/15	152	-10.00	
36	CUSIC/27	09/05/16	-138	50.00	
5	ASDF			.00	
722R79	722 REDEMPTION FUNDING	09/30/10		.00	
A		01/21/16	90	-31.00	
A&JT10	A & J TIRE	02/04/16	76	399.00	
A-1A55	A-1 AUTO SUPPLY CO., INC.	09/17/15	216	-1.00	
ABPA11	ABP AUTO BODY PANELS	10/08/10		.00	
ACRA11	ACRA AUTOMOTIVE GROUP	10/08/10	2021	1.00	
ACT120	ACTION CRASH-LEXINGTON	04/06/16	14	.00	
ACT122	TEST	04/15/16		.00	
ACT188	ACTION CRASH LEXINGTON	09/30/10		.00	
ACUR10	ACURA OF OXMOOR	03/31/16		.00	

Cur Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Exit Press the desired First Letter to Position List to Vendor Click Line to View Detail Print This List Open Items

1. From the Trade Vendor Payables menu, click **View Schedule**.
2. When the screen opens, the system automatically runs a balance of the schedule. If the schedule balances, the system displays a list of AP accounts on the screen. If the schedule is off, the system displays a warning indicating the discrepancy amount. When the schedule is out of balance, the **Schedule Bal.** field next to the **Account** field will include "(OUT)."

You have the option of adding this amount to the Forced Balance (~FB) control to balance the schedule. You should find the problem and adjust it as needed. A banner displays at the top of the screen warning you when there is a balance in the ~FB control.

3. The screen automatically displays information for the current period. Use the month tabs to select another month as needed.
4. Scroll through the list or press a letter on the keyboard to advance to that section of the list.
5. By default, the screen includes all accounts. Click the **Open Items** button to view only accounts with balances. When prompted, select if you want to include post-ahead entries. Click **Yes** to include the entries or **No** to exclude them. The button label changes to "**All Items**." Click it again to view all accounts.
6. Click a line to view the payable detail for that vendor. The Detail screen opens and displays the detail for the selected vendor account. Use the **Edit Line** button on the bottom of the Detail screen to add notes or other information that may be useful. Using the entry fields that open at the bottom of the screen, assign a document number, date, and description. To ensure the note posts correctly, before filing the line, the system prompts you to indicate if this note applies to the current month or if it is a post-ahead note. Click **Current** or **Post Ahead** accordingly.

7. You can print the list as needed using the **Print This List** button on the bottom of the screen. When prompted to verify your printer is ready, select your print criteria and click **Print**.
8. Click **Back** to close the Detail screen.
9. Click **Exit** to return to the Trade Vendor Payables menu.

## 1099 Information

This button advances you to the Vendor 1099's menu. When you are completing your year-end closing, use this menu to print and edit vendor information for the 1099-Miscellaneous Income forms. Autosoft DMS prints only the 1099-Misc. Income form. All other 1099 forms must be hand typed. Click the button that corresponds to the menu option you want to select. The appropriate screen opens. When you are finished, click **Exit** to return to the Trade Vendor Payables menu.



### Generate New 1099 List

First, you must clear any data in the 1099 files and generate a new vendor list from the accounts payables schedule.

1. On the Vendor 1099's menu, click **Generate New 1099 List**.
2. In the **For Year** field, enter the year for which you would like to create the 1099 list.
3. The system displays a warning that the operation will pick up payments to accounts payable made with check from disbursements only. It will advise you to check the payment detail list from the edit screen for additional items that may need to be included. Click **OK** to continue.
4. Another alert warns that this function will delete all current 1099 data. Click **OK** to continue.
5. Click **OK** when prompted to verify you want to generate a new list.
6. The system displays a message when it is finished generating the new list. Click **OK** to continue to print the Payments Made to 1099 Vendor Report.

## Printing the Report of Payments Made to 1099 Vendors

After generating the list of 1099 vendors, you will automatically be prompted to print this report, but you can manually reprint it if necessary by clicking the Payments Made to 1099 Vendors button.

The report will display any and all vendors that have been marked with a Y for 1099 vendor at any point throughout the year. This means that if Vendor 123 was marked with a Y for January and February, the payments made in those months will show up on the report.

This report will provide you with all of the information required to fill out the 1099s, including vendor control, vendor name, payment posting date, payments and reversals, and the total payments made to the vendor for each accounts payable vendor marked with a Y at any time throughout the year. It is sorted alphabetically by vendor control, then by date within each control. The last page or tab (depending on if you print the PDF or the Microsoft Excel version) will not list all vendors; instead, it will list only 1099 vendors that have been paid \$600 or more over the course of the year. These are the vendors to which you are legally required to send a 1099.

1. Click **Payments Made to 1099 Vendors** from the Vendor 1099s menu.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Edit 1099 Vendor Information

Use the information from the Payments Made to 1099 Vendors report to manually enter or adjust the payments made to each 1099 vendor within the “Numbers Refer to the 1099-MISC Form Boxes” section within the Vendor 1099 Information screen.

Vendor 1099 Information (ABC Motors)

Vendor Account:

Name:

Address:

City:

Phone:

TIN:

Purchase YTD:

Last Purchase:

Manually Entered Payments:

Scanned Payments From History:

**Numbers Refer to the 1099-MISC Form Boxes**

1:	<input type="text"/>	Rents	2:	<input type="text"/>	
3:	<input type="text"/>	Other Income	4:	<input type="text"/>	Medical
5:	<input type="text"/>		6:	<input type="text"/>	
7:	<input type="text"/>	Nonemployee	8:	<input type="text"/>	
9:	<input type="text"/>		10:	<input type="text"/>	
13:	<input type="text"/>		14:	<input type="text"/>	
15a:	<input type="text"/>		15b:	<input type="text"/>	
16a:	<input type="text"/>		16b:	<input type="text"/>	
17a:	<input type="text"/>		17b:	<input type="text"/>	
18a:	<input type="text"/>		18b:	<input type="text"/>	

Save

Exit Vendor List Payment Detail Remove Acct from List

2 2  
32131 LAURA  
ABJT10 A & J TIRE  
ABPA11 ABP AUTO BODY PANELS  
ACT120 ACTION CRASH-LEXINGTON  
AUTO48 AUTO PAZZ  
COLO25 COLOUR DYNAMICS  
COPE45 COPE COMPLETE FLOOR CARE  
DENT14 LARRY STAGGS  
DRUR01 MARY DRURY  
DRUR57 CURTIS DRURY  
DUNN01 ANITA DUNN  
DUNN14 JAMES DUNN  
FREE01 CAROLE FREEMAN  
FREE13 JASPER FREEMAN  
HARC15 HARCO NATIONAL INS. CO.  
IMAG12 DANIEL BURTON  
LINT83 LINTON & SONS TOWING  
MARK14 MARK DARNALL  
MCK112 MCKINNEY RIM REPAIR  
ORE163 O'REILLY AUTO PARTS  
RAY023 RAY DENNISON CHEV  
RAYS28 RAYS BOBCAT & LANDSCAPING  
RITT10 BOBBY RITTER  
SOUD29 MARION SOUDER  
TRAC36 TRACY WILLIAM TAYLOR INC  
TYSB28 TYLER BURROWS  
VANS25 VAN'S CAMPER SALES, INC.  
ZURI13 ZURICH US

**Important:** You should not process your 1099 data until **after** you close the accounts payable for December (or the 12<sup>th</sup> month if on a fiscal year).

## Editing an Existing Vendor's Information

1. From the Dealership Accounting main menu, click **Trade Payables**.
2. Select **1099 Information** from the Trade Vendor Payables menu. The Vendor 1099s menu will open.
3. Click **Edit 1099 Vendor Information**. The Vendor 1099 Information screen will open.

Vendor Account: **TEXS1**

Name: **TEX'S AUTOGLASS**

Address: **1254 SOUTH AVENUE**

City: **FARRELL** PA **16121**

Phone: **111 111 1111**

TIN:

Manually Entered Payments: **10.00**

**Numbers Refer To The 1099-MISC Form Boxes**

1: <input type="text"/>	Rents	2: <input type="text"/>
3: <input type="text"/>	Other Income	4: <input type="text"/>
5: <input type="text"/>		6: <input type="text"/>
7: <input type="text"/>	Nonemployee	8: <input type="text"/>
9: <input type="text"/>		10: <input type="text"/>
13: <input type="text"/>		14: <input type="text"/>
15a: <input type="text"/>		15b: <input type="text"/>
16a: <input type="text"/>		16b: <input type="text"/>
17a: <input type="text"/>		17b: <input type="text"/>
18a: <input type="text"/>		18b: <input type="text"/>

Save

Exit Vendor List Remove Acct from List

4. Click **Vendor List** to open the Search Vendors screen, where you can search vendors by first letter of the vendor name. Click the appropriate alphabetical tab on the right side of the screen and scroll to find the vendor.
5. Click on the vendor to populate the Vendor 1099 Information screen with their data.
6. Tally and enter any manually entered payments in the "Numbers Refer to the 1099-MISC Form Boxes" section of the screen. You will most likely use **box 7** to enter this figure.

### For New Autosoft Customers

**Important:** Please review any vendors that may have manually entered payments that were entered during inception. These payments are not listed as a part of the Payments Made to 1099 Vendors Report totals. You must add the manually entered payments from inception to the total found on the Payments Made to 1099 Vendors Report.



7. Make any other necessary changes.
8. Click **Save** to save the changes. The 1099 vendor will appear in the list on the right side of the screen.
9. Repeat this process for all necessary 1099 vendors.

### Adding a New Vendor

1. From the Vendor 1099's menu, click **Edit 1099 Vendor Information**. The Vendor 1099 Information screen opens. From this screen, you can access the data stored in the 1099 file and the data from the accounts payable file.

**Tip:** If you have not closed your accounts payable, a warning will come up to let you know there is no previous year-end data available.

2. The right side of the screen automatically displays a list of vendors flagged in their vendor information file with a "Y" for **Send 1099**. Click a vendor in the list to display the vendor's information on the screen.

If you must enter information for a vendor who is not in the list, click **Vendor List**, and type the first letter of the vendor's name or click the appropriate letter from the list of letters running down the right side of the Search Vendors screen. This will bring up a list of vendors whose names begin with that letter. Click the vendor to pull the vendor's information to the screen. The system will prompt you to verify you want to flag this vendor for a 1099 and scan payments made for the year. Click **OK** to continue.

The system will then display a warning that the scan will delete all current 1099 data and that the accounts payable must be closed for December. Click **OK** to acknowledge this message and to continue. The system will scan for payments and alert you when the process is complete. Click **OK** to acknowledge the message and to continue.

3. The **Purchase YTD** field populates with the year-to-date purchases from the accounts payable schedule. The total **Payments For (year)** box will automatically appear under **Box 7** (Non-employee Compensation). It is your responsibility to confirm this figure is correct and to move this figure, if necessary, to the appropriate box. The information will print in the corresponding boxes on the form. Any adjustment that needs to be made to **Box 7** must be entered in the **Manually Entered Payments** field. Changes directly made to **Box 7** will not save.

**Important:** You can access instructions for completing 1099-Misc. forms at the following website: <http://www.irs.gov/pub/irs-pdf/i1099misc.pdf>. Refer to these instructions to make sure you enter the information in the appropriate box.

4. Click **Save** to save the information. Vendors selected using the **Vendor List** button will be added to the list on the right side of the screen.
5. When you are finished editing the information, click **Exit** close the screen.

## Removing a Vendor from the List

Use the **Remove Acct from List** button to remove a vendor from the 1099 list on the right side of the screen. This will not delete the vendor's information from the system.

1. Click **Edit 1099 Vendor Information** from the Vendor 1099's menu. Type the vendor number or click the vendor in the list on the right side of the screen. You can also search for a vendor by clicking **Vendor List**. Press the letter on your keyboard that corresponds to the first letter of the vendor's name, or click on the letter in the list that runs down the right side of the Search Vendors screen. A list of vendors whose name begins with that letter appears. Click the vendor you want to select.
2. The vendor's information populates the screen. Click **Remove Acct from List**.
3. Click **OK** when prompted to verify you want to delete the record.

## Print Vendor List For 1099's

Use this button to print a list of vendors who require a 1099 form. For each vendor, the printout lists the vendor's account number, name, and the amount that will print in Box 1, Box 3, Box 6, and Box 7.

1. On the Vendor 1099's menu, click **Print Vendor List For 1099's**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Print 1099's

Use this button to open the Print 1099's screen to print the 1099 forms for all or specific vendors. Before you print the forms, you should perform a test print to ensure everything on the form lines up.

**Print 1099's**

Contact Name:

Payers Name:

Address:

City:

Phone:

Payers ID:

Payers State Number:

Start Line Factor:  Usually

Left Margin Factor:  Usually

Print From Vendor:  ACTION CRASH-LEXINGTON

To Vendor:  TYLER BURROWS

e-File Transmitter Control Code:

e-File Contact Phone Extension:

e-Mail:

ACTI20	ACTION CRASH-LEXINGTON	.00
ADSC63	ADSCO	.00
AUTO48	AUTO PAZAZZ	11820.00
COLO25	COLOUR DYNAMICS	.00
COPE45	COPE COMPLETE FLOOR	2210.00
DENT14	LARRY STAGGS	24755.00
DRUR01	MARY DRURY	911.00
DRUR57	CURTIS DRURY	1455.00
DUNN01	ANITA DUNN	3629.00
DUNN14	JAMES DUNN	7423.00
FREE01	CAROLE FREEMAN	20.00
FREE13	JASPER FREEMAN	756.00
HARC15	HARCO NATIONAL INS.	.00
IMAG12	DANIEL BURTON	1743.34
LAKE30	LAKE VILLAGE WATER A	.00
LINT83	LINTON & SONS TOWING	1220.00
MARK14	MARK DARNALL	1125.00
MCKI12	MCKINNEY RIM REPAIR	640.00
OREI63	O'REILLY AUTO PARTS	6242.09
RAYS28	RAYS BOBCAT & LANDSC	650.00
RITT10	BOBBY RITTER	858.00
SOUD29	MARION SOUDER	5398.09
TRAC36	TRACY WILLIAM TAYLOR	1392.84
TYSB28	TYLER BURROWS	1090.00

## Test Printing a Form

Use the **Test Print** button to print a test form on a blank piece of paper.

1. On the Vendor 1099's menu, click **Print 1099's**.
2. Click **Test Print** to print a test form on a blank piece of paper.
3. The system indicates it will print one form so you can test the alignment. Click **OK** to acknowledge the message.
4. When prompted to verify your printer is ready, select **To Printer** and click **Print**.
5. Compare the printout to a 1099 form to verify that everything lines up. If the text does not line up, visit the Station Setup screen (DMS Startup Menu>**Settings & Utilities>Settings>Default** tab) and edit the **Printer Start Line Factor** and **Printer Left Margin Factor** fields. The **Printer Start Line Factor** determines how far down on the page the text prints. Increase the value to move the text down, or decrease (use negative numbers if necessary) the value to move the text up. The **Printer Left Margin Factor** determines how far to the right the text starts printing. Increase the value to move the text to the right, or decrease (use negative numbers if necessary) the value to move the text to the left.
6. Continue to test print until everything lines up.

## Printing the Forms

Once your forms line up, you can print the actual 1099-Misc. Income forms. You should watch the forms as they print to ensure they do not jam the printer.

1. Load the 1099 forms into your printer.
2. Verify the payer information displayed on the Print 1099's screen is correct.
3. In **Print From Vendor** and **To Vendor**, type the vendor numbers you want to use to print the forms. The right side of the screen displays a list of the vendors for your reference.
4. ENTER or TAB through the remaining fields on the Print 1099's screen. The print command will be triggered automatically.
5. When prompted to verify your printer is ready, select **To Printer** and click **Print**.

## Print 1096

Use this button to print the 1096 summary form required for submitting your 1099 forms. The information prints on a preprinted 1096 form, which you should have received from the IRS. If you have any questions about the information that must print on the form, refer to the instructions provided by the IRS for completing the 1096 form to ensure you enter the information in the appropriate box.

Vendor	Form Number	Amount
2	2	.00
32131	LAURA	500.00
ABJT10	A & J TIRE	.00
ABPA11	ABP AUTO BODY PANELS	.00
ACTI20	ACTION CRASH-LEXINGT	.00
AUTO48	AUTO PAZAZZ	11820.00
COLO25	COLOUR DYNAMICS	.00
COPE45	COPE COMPLETE FLOOR	2210.00
DENT14	LARRY STAGGS	24755.00
DRUR01	MARY DRURY	911.00
DRUR57	CURTIS DRURY	1455.00
DUNN01	ANITA DUNN	3629.00
DUNN14	JAMES DUNN	575.00
FREE01	CAROLE FREEMAN	20.00
FREE13	JASPER FREEMAN	756.00
HARC15	HARCO NATIONAL INS.	.00
IMAG12	DANIEL BURTON	1743.34
LINT83	LINTON & SONS TOWING	1220.00
MARK14	MARK DARNALL	1125.00
MCKI12	MCKINNEY RIM REPAIR	640.00
OREI63	O'REILLY AUTO PARTS	.00
RAYD23	RAY DENNISON CHEV	100.00
RAYS28	RAYS BOBCAT & LANDSC	650.00
RITT10	BOBBY RITTER	858.00
SOUD29	MARION SOUDER	5398.09
TRAC36	TRACY WILLIAM TAYLOR	1392.84
TYSB28	TYLER BURROWS	1090.00
VANS25	VAN'S CAMPER SALES,	.00
ZURI13	ZURICH US	.00

1. Select **Print 1096** from the Vendors 1099s menu. The Print 1096 screen opens.  
The column on the right side of the screen lists all the 1099 forms you prepared and printed.
2. Verify your dealership's information.
3. Type the contact person's name, an e-mail address, the dealership's fax number, and the required ID numbers.
4. If you have completed the previous 1099 steps, the system will autofill the number of forms and the total amount reported for the 1096. However, you will need to enter the Federal Income Tax Withheld before printing the 1096.

5. Click **Print**.
6. When prompted to verify your printer is ready, select your print criteria and click **Print**. You may wish to print the form to screen first to ensure the information will line up on the form. Adjust the **Start Line** and **Left Margin** factors as needed. Once you are sure everything will line up, click **Print** on the Print 1096 screen again, select **To Printer**, and click **Print**.

**Tip:** You may want to print the 1096 form to screen first to ensure the information will line up on the 1096 form provided by the IRS. If the text does not line up, visit the Station Setup screen (DMS Startup Menu>**Settings & Utilities**>**Settings**>**Default** tab) and edit the **Printer Start Line Factor** and **Printer Left Margin Factor** fields. The **Printer Start Line Factor** determines how far down on the page the text prints. Increase the value to move the text down, or decrease (use negative numbers if necessary) the value to move the text up. The **Printer Left Margin Factor** determines how far to the right the text starts printing. Increase the value to move the text to the right, or decrease (use negative numbers if necessary) the value to move the text to the left. Once you are sure everything will line up, click **Print** on the Print 1096 screen again, and select to print the information to the printer.

**Tip:** Autosoft provides supplemental documentation at the end of every year to help you prepare your tax information through your Autosoft DMS system. You should refer to this information before attempting to close the books and print the tax information for the year.

## Generate 1099 e-File

This option is for states that require e-filing. The system will generate and compile the Federal and State data into one file, and you can upload the file.

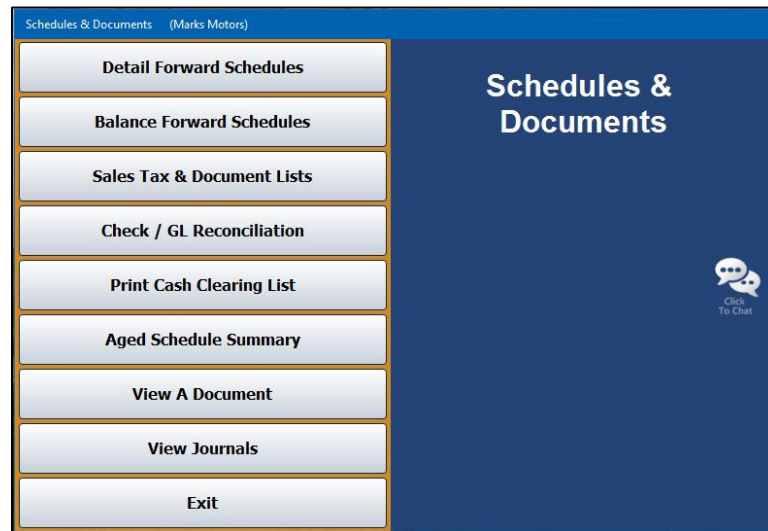
1. From the Vendor 1099's menu, click **Generate 1099 e-File**.
2. Click **OK** when prompted to verify you wish to generate the combined federal and state 1099 e-file.
3. The system will prompt you to indicate if this is a test file or live submission. Click **Test** if the submission is a test file or **Live** if you wish to submit the filing.
4. If your dealership employs an in-house server-based FLEX DMS, the system displays a message indicating that C:\ASITEXT\EF1099\_ST.TXT (where ST is replaced by the two-letter postal abbreviation for your dealership's state) has been created. However, for dealerships using the hosted FLEX DMS, the file will be saved at K:\ASITEXT\EF1099\_ST.TXT. You may need to rename the file based on the naming requirements for your state. Click **OK** to acknowledge the file location.

**Important:** If your dealership employs the hosted FLEX DMS, you will need to copy and paste the ASITEXT\EF1099\_ST.TXT file from the K:\ drive to your computer's desktop. This will enable you to upload the file via the Internet, as access may be limited under the hosted server. To see complete instructions regarding saving and copying files from the hosted FLEX DMS server to a local drive, see *Appendix B of the Year-End Closing Manual*.

5. An alert will warn you that because of the sensitive nature of the data, the file should be deleted or moved to a safer location once it is uploaded. Click **OK** to continue.

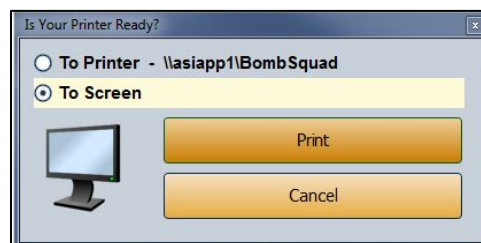
## Chapter 6 Schedules and Documents

Clicking the **Schedules & Documents** button on the Dealership Accounting main menu opens the Schedules & Documents menu. Use this menu to print and view the contents of your schedules anytime. Click the button that corresponds to the menu option you want to select. The appropriate submenu or viewing screen opens. When you are finished, click **Exit** to return to the Dealership Accounting menu.



### Selecting Print Criteria

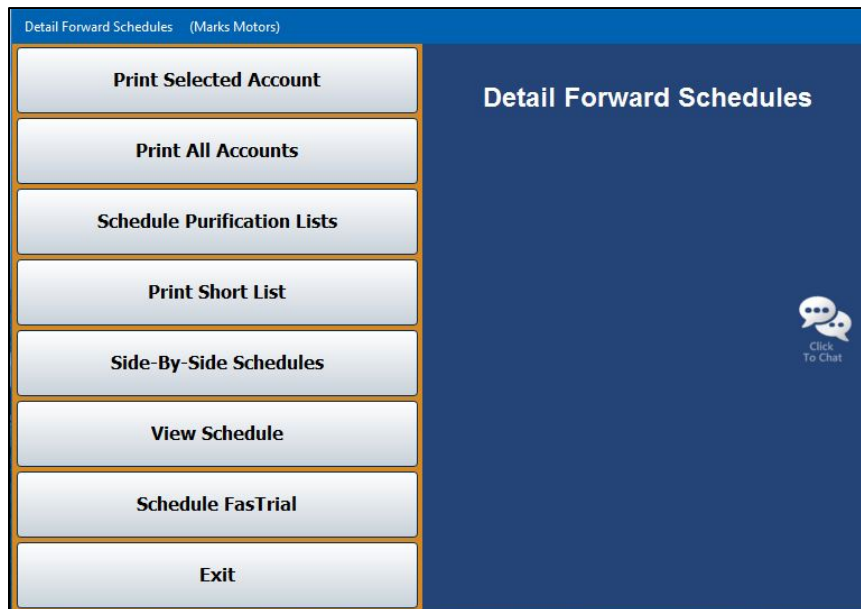
You have the option of viewing the generated reports on your screen or printing them to paper. When you select a report to print (and after you enter any criteria the system prompts you to specify), click to select **To Printer** to print the information or **To Screen** to view the information on your screen. Once you select your print type, click **Print**. (For certain reports, the **Print** button will be replaced with a **Print Without Post Aheads** and a **Print Including Post Aheads** button if the system contains post-head entries.)



If you select to print the report to your screen, you can print the report from the viewing screen by clicking **File** and selecting **Print**. To exit the viewing screen, click **File**, and click **Exit**.

## Detail Forward Schedules

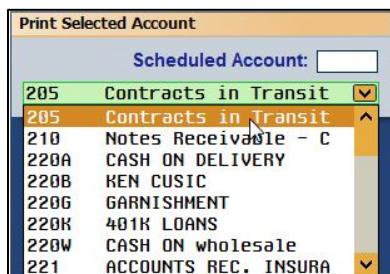
The **Detail Forward Schedules** button opens the Detail Forward Schedules menu. Use this menu to view and print schedule information for all or specific accounts. If there are post-ahead entries in the system, you have the option to select to print the lists with or without the post-ahead entries.



### Print Selected Account

Use this button to print the Detail Forward Schedule for a selected account. The printout lists all the postings for each control number in the account (depending on which controls you select to include on the printout). For each posting line, the printout lists the posting date, document number, journal number, description, debit amount posted, credit amount posted, total debit or credit balance, and the balance aging. The end of the printout provides a schedule summary, the balance aging, and the debit or credit balance aging.

1. From the Detail Forward Schedules menu, click **Print Selected Account**.
2. Type the account number you want to print, or select the account from the drop-down list. If you manually enter the account number, press ENTER.





3. You are prompted to select if you want to print all controls or just the open controls. Click **ALL** or **Open** to specify which controls you wish to print.
4. When prompted to verify your printer is ready, select your print criteria. When printing selected accounts, you will be presented with the additional printing option, Export to Excel, which will save the information to a Microsoft Excel spreadsheet. Once you've selected your print criteria, click **Print Without Post Aheads** or **Print Including Post Aheads**.

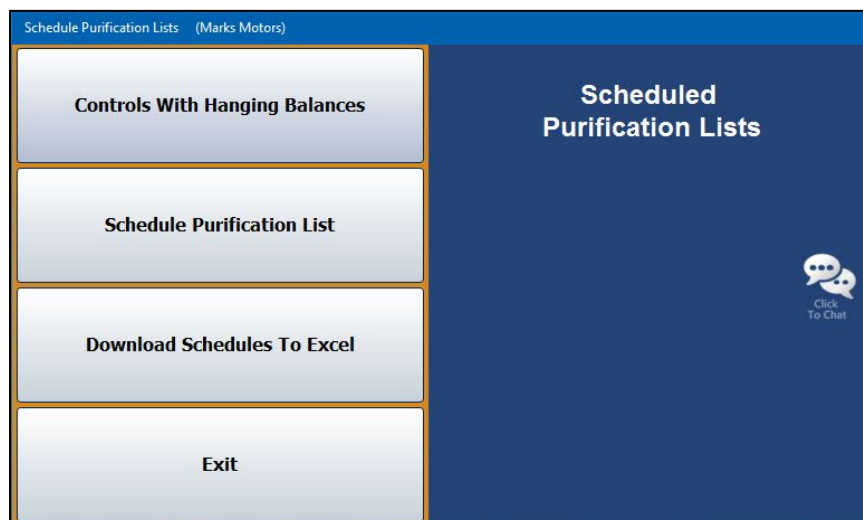
## Print All Accounts

Use this button to print the Detail Forward Schedule for all accounts or all accounts starting with a specific account. The printout prints the same information as the printout for the selected account.

1. On the Detail Forward Schedules menu, click **Print All Accounts**.
2. If you want to print all accounts, leave "ALL" in the **All Starting With** field, and press ENTER.  
If you want to print all accounts starting with a specific account, type the account number in the **All Starting With** field, or select the account from the drop-down list.
3. You are prompted to select if you want to print all controls or only the open controls. Click **ALL** or **Open** to specify which controls you wish to print.
4. When prompted to verify your printer is ready, select your print criteria and click **Print Without Post Aheads** or **Print Including Post Aheads**.

## Schedule Purification Lists

This button advances you to the Schedule Purification Lists menu. This menu allows you to print purification lists for specific scheduled accounts. Click the menu option that corresponds to the type of Schedule Purification list you want to print. Follow the prompts on the screen. When you are finished, click **Exit** to return to the Detail Forward Schedules menu.



## Controls With Hanging Balances

Use this button to print a Schedule Purification List of controls in a schedule that have hanging balances less than a specified amount. For each control with a hanging balance, the printout lists the control number, description, and balance amount.

1. From the Scheduled Purification Lists menu, click **Controls With Hanging Balances**.
2. In the **Balance Less Than** field, type the balance you want to use as the cut-off point for the list. All balances under this amount are included on the list.
3. Type the **Scheduled Account** number you want to use for the list. You may have to press ENTER to generate the list if the account number is fewer than four digits in length.
4. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Schedule Purification List

Use this button to print the Schedule Purification list for a specific scheduled account. This is a printout of the open balances of the same amount for different controls.

1. Click **Schedule Purification List** on the Scheduled Purification Lists menu.
2. Type the **Scheduled Account** number. You may have to press ENTER to generate the list if the account number is fewer than four digits in length.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Download Schedules To Excel

Use this button to download selected schedules to Microsoft® Excel. Excel must be installed on the computer to open the exported file. You can access the file in Excel as needed. In Excel, open the file **C:\ASIXL\GLSKEDS.xls** if your dealership operates an in-house server-based DMS. If your dealership employs the hosted DMS service, the file will be saved as **K:\ASIXL\GLSKEDS.xls**.

1. Click **Download Schedules To Excel**. The Download Schedules screen opens.
2. The list on the right side of the screen displays schedules. Click the box in front of each of the schedules you wish to print. A check mark appears in the box to indicate you have selected the schedule. You can clear the check mark by clicking the box again.
3. Once you have selected the schedules, click **Download Selected Schedules**.
4. Click **OK** when prompted to verify you are ready to download the schedules.
5. The system displays a prompt indicating the report has been saved and providing the Excel file name. Click **OK** to acknowledge the message.

## Print Short List

Use this button to print a quick reference list for all accounts or specific accounts. For each account, the printout lists the control number, description, balance aging, debit amount posted, credit amount posted, and total credit or debit balance. The end of each section prints the general ledger account balance for each account.

1. From the Detail Forward Schedules menu, click **Print Short List**.
2. If you want to print all accounts, leave "ALL" in the **Scheduled Account** field, and press ENTER.  
  
If you want to print a specific account, enter the account number in the **Scheduled Account** field, or select the account from the drop-down list.
3. The system will ask you if you wish to print all controls or only open controls. Click **All** or **Open** accordingly.
4. When prompted to verify your printer is ready, select your print criteria and click **Print Without Post Aheads** or **Print Including Post Aheads**.

## Side-By-Side Schedules

Use this button to print balances from specific schedules that have the same controls side by side so you can compare them. You can select to print up to six schedules. For each control, the printout lists the control number, description, and balance in each account selected.

1. Click **Side-By-Side Schedules** on the Detail Forward Schedules menu.
2. In the **Side-By-Side Accounts** fields, type the account numbers of the accounts you want to compare, or select the accounts by clicking on them in the list on the right side of the screen. If you select fewer than six accounts, click **Scan**. If you select six accounts, the popup in step 3 will be triggered automatically.
3. Specify the controls you want to print. Click **All Items** for all accounts or **Open Items** for only open accounts (the controls with a balance).
4. Indicate if you want to include post-ahead entries. Click **W/O PA's** to exclude post aheads or **With PA's** to include post aheads.
5. The screen displays the information. You can click a line to view the detail for that line. Click **Back** to close the detail screen.
6. Click to check the box in front of the lines you want to include in the printout, and click **Print Selected W/Detail**.
7. When prompted to verify your printer is ready, select your print criteria and click **Print**.
8. Click **Back** twice to return to the Detail Forward Schedules menu.

## View Schedule

Use this button to open the View Schedule screen to view a list of transactions in the Balance Retained Schedule. The information displayed on this screen is for viewing only. You cannot edit any information on this screen.

View Schedule (ABC Motors)

Account: **262** Due From Finance Company

		August	September
G/L Balance:		5650.00	5650.00
Schedule Balance:		5650.00	5650.00

Control	Description	Date	Days	Debit	Credit	Balance
11098	(11098) Balance Frwd.	08/01/15	277	-2458.52	.00	-2458.52
BOTTEN	BOTTEN/Cust. A/R	04/22/16	12	650.00	.00	650.00
BURGER	(BURGER) Balance Frwd.	08/01/15	277	-129.76	.00	-129.76
CLARK	(CLARK) Balance Frwd.	08/01/15	277	964.60	.00	964.60
PURVIS	(PURVIS) Balance Frwd.	08/01/15	277	1623.68	.00	1623.68
XXXX	XXXX/Finance Reserve	01/21/16	104	5000.00	.00	5000.00

Cur Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Exit Schedule List Click Line to View Detail Open Items With Postahead's Without Postahead's

## Viewing the Schedule

1. Click **View Schedule** from the Detail Forward Schedules menu.
2. In the **Account** field, type the account number for the schedule you want to view, or search for a schedule by clicking the **Schedule List** button. A list of schedules opens. Click the account you want to select.
3. The account information populates the screen.
4. If necessary, click a month tab to view the schedule for another month/period.
5. Click **Open Items** to view only the open items. The label on the button changes to **All Items**. Click the button again to view all items.
6. Use the **With Postahead's** or **Without Postahead's** buttons to view the detail with or without post-ahead entries, respectively.

## Viewing Detail for a Control

1. After having followed the steps outlined above in “Viewing the Schedule,” click a control in the list to view the detail. The View Detail screen opens and displays all the entries that make up the total for the control.
2. You can edit the description for a line by clicking **Edit Line**. In the entry fields that open at the bottom of the screen, type the document number and press ENTER to advance to the description line. Edit the entry, and press ENTER until the line is filed.
3. Click **Print** to print this detail. This prints exactly what you see on this screen. When prompted to verify your printer is ready, select your print criteria and click **Print**.
4. The **View Document** button allows you to view the document for any line. This may be useful when you are researching or cleaning schedules. When prompted to verify your printer is ready, select your print criteria and click **Print**. If you select to view the information on your screen, you can print it from the viewing screen as needed.
5. When you are finished viewing the detail, click **Back** to return to the View Schedule screen.

**Tip:** The description for the line you edited will not change until you run the **Resequence Detail Forward Schedule** utility on the Miscellaneous Maintenance menu in the Accounting Utilities. See Chapter 10 for information about using the Accounting Utilities.

## Schedule FasTrial

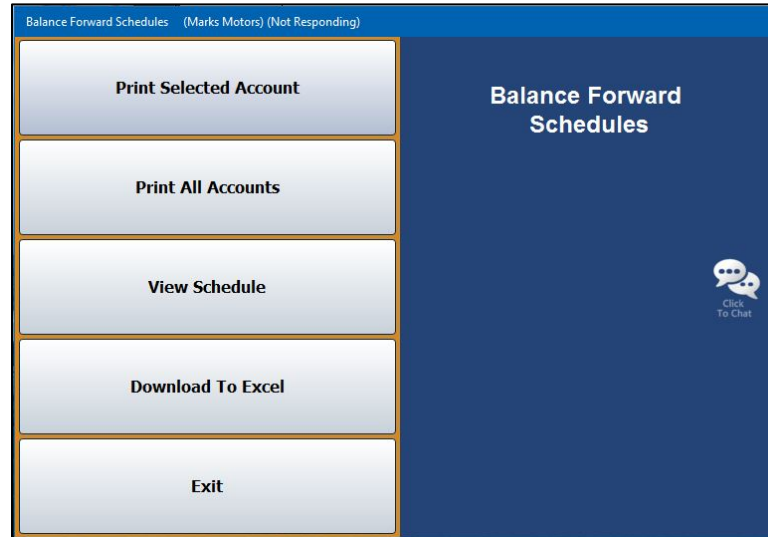
Use this button to open the Schedule FasTrial screen. The screen will display all of the schedules and the general ledger balances. The information that appears on this screen is for viewing only. You cannot add or edit information on this screen.

Schedule FasTrial					
General Ledger	Schedule	Acc't	G/L Bal.	Schedule	Diff.
Contracts in Transit		205	87100.61	87100.61	
Notes Receivable - Custom		210	95.00	95.00	
CASH ON DELIVERY		220A	-367574.49	-367574.49	Forced Balance
KEN CUSIC		220B	.00	.00	
GARNISHMENT		220G	-2062.02	-2062.02	
401K LOANS		220K	-171.85	-171.85	
CASH ON wholesale		220W	.00	.00	
ACCOUNTS REC. INSURANCE		221	1465.45	1465.45	
ACC REC WARRANTY		221W	336.82	336.82	
NEW CAR DEPRECIATION		231A	.00	.00	
NT DEMO DEPRECIATION		237A	.00	.00	Forced Balance
UC DEMO DEPRECIATION		240A	15600.00	15600.00	Forced Balance
UT DEMO DEPRECIATION		241A	43500.00	43500.00	Forced Balance
Test		242B	.00	.00	
Inventory, Sublet Repairs		246	-561.23	-561.23	
NEW VEHICLE INSPECTION		261C	-2071.79	-2071.79	
Due From Finance Companie		262	5000.00	5000.00	
WARRANTY CLAIMS RECEIVEAB		263C	13131.12	13131.12	Forced Balance
WARRANTY CLAIM ADJUSTMENT		263S	.00	.00	
Notes and Acct Rec, Offic		293	.00	.00	
LOAN TO SPIRIT IN SERVICE		293A	.00	.00	
NOTE/KEN CUSIC/BROOKS BUI		293B	.00	.00	
NOTE/KEN CUSIC/BROOKS CHR		293C	.00	.00	
DIVIDENDS		293D	.00	.00	
Notes & Acct Rec., Other		294	.00	.00	
LIEN PAYOFF		300A	-105705.06	-105705.06	
DEALER TRADE PAYABLES		300T	-41984.25	-41984.25	
Notes Payable, New Vehicl		310	1090895.17	1090895.17	
NOTES PAYABLE - TRUCKS		310A	1642682.17	1642682.17	
Notes Payable, Used Cars		311	1266803.17	1266803.17	

1. From the Detail Forward Schedules menu, click **Schedule FasTrial**. The Schedule FasTrial screen opens and automatically displays the FasTrial.
2. Click an account to view a list of controls in the account.
3. While on the Schedule screen, click **Print This Schedule** to print the controls in this schedule.
4. Click **All** or **Open** to print all controls or only open controls, respectively.
5. When prompted to verify your printer is ready, select your print criteria and click **Print Without Post Aheads** or **Print Including Post Aheads**.
6. Click **Back** to return to the FasTrial screen.
7. Click **Print This List** to print a copy of the FasTrial.
8. When prompted to verify your printer is ready, select your print criteria and click **Print**.
9. When you are finished viewing the FasTrial, click **Exit** to close the screen.

## Balance Forward Schedules

This button advances you to the Balance Forward Schedules menu. Use this menu to view and print information for your Balance Forward Schedules.



### Print Selected Account

Use this button to print Balance Forward information for a specific scheduled account. The printout groups the postings by journal number. For each posting, the printout lists the posting date, control number, journal number, description, debit amount posted, and credit amount posted. The end of each section totals the debit and credit amounts for each journal. The end of the printout lists the total debit and credit amount for the schedule, the schedule balance, the general ledger balance, and the difference between the two balances.

1. From the Balance Forward Schedules menu, click **Print Selected Account**.
2. In the **Scheduled Account** field, type the account number you want to print (you may have to press ENTER after typing the account number if the account number is fewer than four digits in length) or select the account from the drop-down menu.
3. When prompted to verify your printer is ready, select your print criteria and click **Print Without Post Aheads** or **Print Including Post Aheads**.

### Print All Accounts

Use this button to print Balance Forward information for all scheduled accounts. The printout prints the same information as the printout for the selected accounts.

1. On the Balance Forward Schedules menu, click **Print All Accounts**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print Without Post Aheads** or **Print Including Post Aheads**.

## View Schedule

Use this button to view complete transaction information for a selected scheduled account. The information displayed on this screen is for viewing only. You cannot edit information on this screen.

1. Click **View Schedule** from the Balance Forward Schedules menu. The View Schedule screen opens.
2. A list of the Balance Forward accounts in the system automatically displays on the right side of the screen. Click the account you want to select, and the account information populates the left side of the screen.
3. Click a line to view the document detail on the View Document screen, and click **Back** to return to the View Schedule screen.
4. If necessary, click **Month** to select to view the schedule for another month/period.
5. Click **Exit** to return to the Balance Forward Schedules menu.

## Download To Excel

The **Download To Excel** option allows you to download selected schedules to Microsoft® Excel. Excel must be installed on the computer to open the exported file. You can access the file in Excel as needed. In Excel, open the file **C:\ASIXL\BFSKED.xls** if your dealership operates an in-house server-based DMS. If your dealership employs the hosted DMS service, the file will be saved as **K:\ASIXL\BFSKED.xls**.

1. Click **Download To Excel**.
2. Type the account number (you may have to press ENTER after typing the account number if the account number is fewer than four digits in length) or select the account from the drop-down menu.
3. Click **Exclude P/A's** or **Include P/A's** to control whether post-ahead entries are included.
4. The system displays a prompt indicating the report has been saved to an Excel file and providing the Excel file name. Click **OK** to acknowledge the message.



## Sales Tax and Document Lists

This button advances you to the Sales Tax & Document Lists menu. The Sales Tax & Document List menu is used to print sales tax lists and sales tax information from the journals. Click the button that corresponds to the menu option you want to select. The appropriate prompt or screen opens. When you are finished, click **Exit** to return to the Schedules & Documents menu.



### Print Sales Tax List

Use this button to print a complete list of the taxable and non-taxable items posted to the journals. The sales tax list is not available after you close the month. For each sale, the printout lists the document number, posting date, amount posted as a cash payment, amount posted as a charge payment, total taxable amount, total tax applied, and total sale amount. Non-taxable items display (N/E) as the taxable amount. The end of the printout lists the totals for each line.

1. Click **Print Sales Tax List** on the Sales Tax & Document Lists menu.
2. Specify the dates for the report. The dates must be for the current month and use the MM/DD/YYYY format.
3. Indicate the sort order for the list. Click **Document** to sort the list by document or **Tax Code** to sort the list by tax code.
4. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Print Taxable Items Only

Use this button to print a list of only the taxable items posted to the journals. The printout lists the same information included on the Sales Tax List for all items.

1. From the Sales Tax & Document Lists menu, click **Print Taxable Items Only**.
2. If you want to print a list of all the taxable items for all available dates, leave the date fields blank, and press ENTER.  
  
If you want to print the list for a specific date, type the date you want to use in the fields provided.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Document/Missing Document List

This option allows you to print two different reports. First, you can use it to print a complete list of documents posted to the journals during the current month. Next, you can use this option to print a list of missing document numbers. This will help you identify the document numbers that are missing from the journals. You determine which report prints based on the criteria you enter.

### Printing the Document List

The printout groups the documents by journal number. For each document posted, the printout lists the document number and posting date. The end of each section lists the total number of documents posted to the journal detailed in that section.

1. Click **Print Document/Missing Document List** from the Sales Tax & Document Lists menu.
2. Type **00** in the **Range From** field to print all documents.
3. Press ENTER.
4. When prompted to verify your printer is ready, select your print criteria and click **Print**.

### Printing the Missing Document Numbers

The printout lists all of the document numbers within the document range you specify that are missing from the journals.

1. On the Sales Tax & Document Lists menu, click **Print Document/Missing Document List**.
2. Type the range of documents you want to use. Type the beginning document in **Range From** and the ending document in **To**.
3. Next, type the journal number you want to search in **For Journal**. You can select to print all of the journals in a range by adding an X after the leading journal number. For example, if you type 30, only information for journal 30 will print. If you type 3x, information for all of the journals in the 30s will print.
4. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## 30's Journals Document Analysis

Use this button to print an analysis report for the 30s journals. For each journal, the printout lists the journal number, total number of documents posted, total cash payment posted, total charge payment posted, total sales tax posted, and total taxable amount. The end of the printout lists the totals for all of the 30s journals.

1. From the Sales Tax & Document Lists menu, click **30's Journals Document Analysis**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Edit Sales Tax List

Use this button to open the Edit Documents screen to edit tax information for documents.

Journal No.	Document No.	Date	Value 1	Value 2
10	1004	01/05/16	10000.00	100.00
30	00969	09/18/15	.00	25.00
30	00970	09/18/15	.00	.00
30	05700	02/02/16	7.95	.58
30	05791	02/16/15	81.40	.00
30	1	02/03/16	.00	-15.00
30	1001	11/06/15	.00	3.00
30	1004	10/09/15	.00	3.00
30	1005	11/06/15	.00	216.00
30	1021	00/00/00	.00	.00
30	1023	00/00/00	.00	.00
30	1024	00/00/00	.00	.00
30	1025	00/00/00	.00	.00
30	1026	00/00/00	.00	.00
30	1027	00/00/00	.00	.00
30	1028	00/00/00	.00	.00
30	1029	00/00/00	.00	.00
30	1030	00/00/00	.00	.00
30	1031	00/00/00	.00	.00
30	1032	00/00/00	.00	.00
30	1033	00/00/00	.00	.00
30	1034	00/00/00	.00	.00
30	1035	00/00/00	.00	.00
30	1042	00/00/00	.00	.00
30	23280	08/05/15	160.00	9.60
30	23940	07/30/15	.00	.00
30	23959	07/24/15	.00	.00
30	24436	08/04/15	.00	.00
30	24566	06/11/15	4113.20	297.98
30	31158	08/24/15	.00	.00
30	31162	08/20/15	8.25	.50
30	31165	09/18/15	.00	.00

## Editing a Document

1. From the Sales Tax & Document Lists menu, click **Edit Sales Tax List**.
2. Type the **Journal Number** and the **Document Number** for the record you wish to edit, or select the document from the list on the right side of the screen.
3. The **Journal No.** and **Document No.** identify the journal number and document number used to post the tax.
4. The **Date** field displays the posting date.

5. The **Taxable** field indicates the tax that was applied to the transaction. Change the tax as needed.
  - **Y:** Both Sales Tax 1 and Sales Tax 2 were applied. If this is a wholesale customer, the sales tax defaults to the tax rate entered in the customer's wholesale file. Otherwise, the tax rate defaults to Tax Rate A entered in the Parts Inventory Operating Defaults in the System Setup for the inventory source.
  - **A, B, or C:** The corresponding sales tax entered under Sales Tax Rate 1 in the Parts Inventory Operating Defaults in the System Setup for the inventory source was applied. It will also apply the tax rate entered under Sales Tax Rate 2 in the Operating Defaults in the System Setup for the inventory source.
  - **1:** The sales tax entered as Tax Rate A in the Parts Inventory Operating Defaults in the System Setup for the inventory source was applied.
  - **2:** The sales tax entered under Sales Tax Rate 2 in the Parts Inventory Operating Defaults in the System Setup for the inventory source was applied.
  - **N:** No sales tax was applied.
6. The **Tax Code** field displays the tax-exempt code entered for the transaction. Edit the code as needed.
7. The **Rate** is the tax rate. Edit the rate as needed.
8. The **Cash**, **Charge**, **Tax**, and **Taxable** fields display the cash amount, charge amount, sales tax amount, and taxable amount. Edit the amounts as needed.
9. Click **Save** to save the changes.

### Deleting a Document

1. From the Sales Tax & Document Lists menu, click **Edit Sales Tax List**.
2. Type the **Journal Number** and the **Document Number** for the record you wish to edit, or select the document from the list on the right side of the screen.
3. Click **Delete**.
4. Click **OK** when prompted to verify you want to delete the record.

## Exporting the List to Microsoft Excel

The **Export List To Excel** button allows you to export the list to Microsoft® Excel. Excel must be installed on the computer to open the exported file. You can access the file in Excel as needed. In Excel, open the file **C:\ASIXL\SalesTaxList.xls** if your dealership operates an in-house server-based DMS. If your dealership employs the hosted DMS service, the file will be saved as **K:\ASIXL\SalesTaxList.xls**.

1. Click **Export List To Excel**.
2. Click **Export** when prompted to verify you want to export the list.
3. When the list has been exported, the system displays a message indicating that you can load the file in Microsoft Excel and providing the Excel file name. Click **OK** to acknowledge the message.

## Documents By Operator ID

Use this button to print a complete list of documents posted to journals during the current month grouped by operator ID.

1. On the Sales Tax & Document Lists menu, click **Documents By Operator ID**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

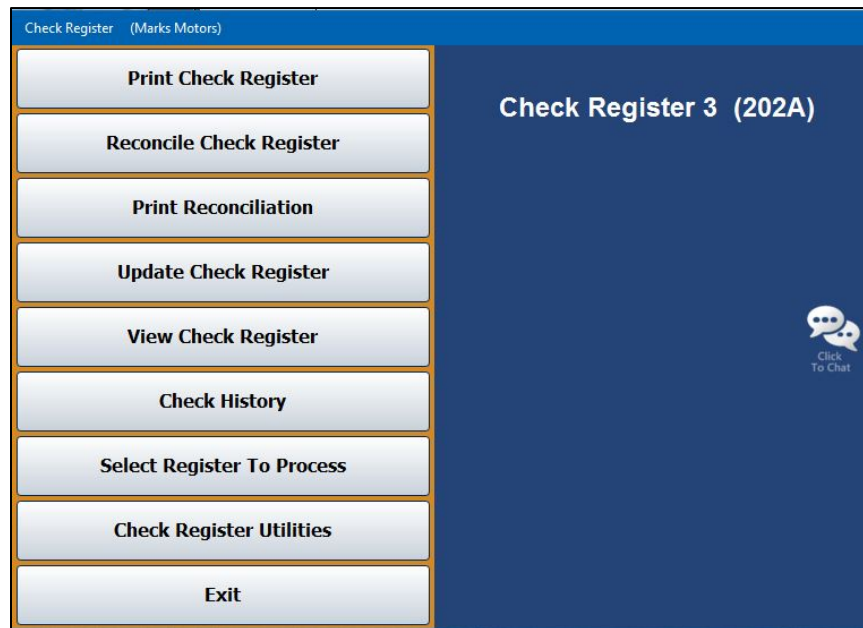
## Deleted Documents

Use this button to view deleted integrated journal entries (parts sales, service sales, and daily rentals entries).

1. From the Sales Tax & Document Lists menu, click **Deleted Documents**.
2. The screen automatically displays the deleted documents. For each deleted entry, the screen lists the document number, posting date, entry type (counter slip, repair order, or daily rental), and sale amount. Then, it lists the operator ID for the user who deleted the document, the date and time it was deleted, and if a password was used. Finally, it lists the transaction information for the document.
3. By default, the screen displays information for the current month. Click **Month** to select another month.
4. Click **Print** to print the information as needed.
5. When prompted to verify your printer is ready, select your print criteria and click **Print**.
6. Click **Back** to close the screen.

## Check/GL Reconciliation

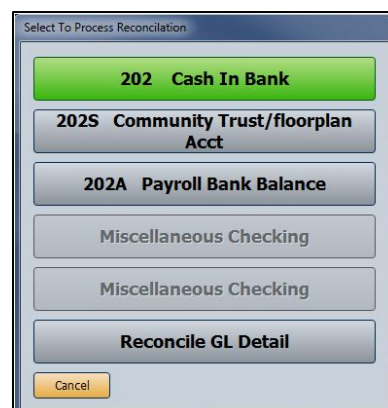
This button advances you to the Check Register menu. This menu is used to view, print, and update the specified Check Register. The Check Register contains checks entered from the Disbursement screen and payroll checks that were posted from the Payroll program.



When you first access the menu, you are prompted to select the check register you will be working with. Remember, there can be up to five based on the accounts you specify in the Operating Parameters. Click the button that corresponds to the register you want to select. The menu options available on the Check Register menu will use the information for the register you selected.

The last button on the prompt allows you to reconcile a general ledger account. The accounts must be flagged for reconciliation in the general ledger setup in order for the account to be available in the General Ledger reconciliation.

As needed, use the **Select Register To Process** button on the menu to select a different register to work with. Click the button that corresponds to the register you want to select. This same prompt appears each time you first access this menu from the Schedules & Documents menu.



## Print Check Register

Use this button to print the Check Register. You can print all of the available data or the register data for a specific month. If you print the register for all available months, the printout groups the checks by month. For each check, the printout lists the check number, posting date, payee, check amount, and memo added to the check. The list also identifies missing checks in the sequence. The end of the printout lists the total number of checks listed and their value.

1. From the Check Register menu, click **Print Check Register**.
2. If you want to print all available data, leave the **From Date** and **To Date** fields blank, and press ENTER.  
If you want to print the register data for a specific period, type the date range.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Reconcile Check Register

Use this button to open the Check Register Reconciliation screen to mark the returned checks.

Check No.	Status	Date	Amount	Payee
001644	No	04/18/16	481.85	BRENNNA WEAVER
001645	No	04/18/16	315.95	BRENNNA WEAVER
001646	No	04/18/16	961.00	ADAMS PONTIAC BU
001647	No	04/18/16	194.40	BOB ALLEN CHRYSLER
001648	No	04/18/16	934.93	
001649	No	04/18/16	140.00	MONTY
001650	No	04/18/16	2000.00	PURCHASE POWER
001651	No	04/18/16		BOB ALLEN CHRYSLER
001652	No	04/19/16	245.69	
001653	No	04/19/16	420.76	ADESA PHOENIX
001655	No	04/19/16	1286.34	FAMILY TIRE & SER
001656	No	04/19/16	934.97	PATRIOT CHEVROLET
001658	No	04/20/16		FAMILY TIRE & SER
001660	No	04/25/16	40.00	COMPTON/50
001661	No	04/25/16	50.00	CUSIC/27
016001	No	03/10/16	100.00	HARDIN COUNTY CLE
016002	No	03/10/16	100.00	JAGUAR LEXINGTON
016003	Yes	03/14/16		
016173	No	02/29/16	1.00	ACURA OF OXMOOR
016175	No	02/29/16	1.00	ADESA CINCINNATI/I
016177	No	02/29/16	1.00	ADESA BIRMINGHAM
016178	No	02/29/16	1.00	ADESA, INC
016180	No	02/29/16	1.00	WALTER CALDWELL
016181	No	02/29/16	1.00	CANDIDO'S TOW & RI
016183	No	02/29/16	835.00	ACTION CRASH-LEXII
016188	No	02/29/16		DAN
016194	Yes	02/29/16		
016195	No	03/06/16	100.00	DAN
016198	No	03/06/16	1.00	
016199	No	03/09/16	500.00	DAN BOTTENFIELD

1. From the Check Register menu, click **Reconcile Check Register**.
2. Type the check number or click the check in the list on right side of the screen.
3. The selected check's information populates the screen.
4. Click the button that corresponds to how you want to mark the check:
  - Click **Yes** to mark the check as reconciled.
  - Click **No** to move to the next check without marking the current check as reconciled.
5. The information for the next check in the sequence automatically populates the screen.
6. Continue to work through the list of checks.
7. When you have finished marking the returned checks, click **Exit**.

## Reconciling Deposits

The **Deposits** button on the Check Register Reconciliation screen allows you to access the Deposit Register. Use the Deposits screen to reconcile deposits you made to the selected accounts.

1. Click **Deposits** on the Check Register Reconciliation screen. The Deposit-EFT Reconciliation screen opens.
2. Enter the deposit number, or choose the deposit from the list to the right by clicking on it.
3. The selected deposit information appears on the screen.
4. Click the button that corresponds to how you want to mark the deposit:
  - Click the **Yes** button to mark it as reconciled.
  - Click the **No** button to move to the next deposit without marking the current deposit as reconciled.

Bank Reconciliation (ABC Motors)

### Deposit - EFT Reconciliation

Document:   
Amount:   
Date:   
Desc:

C0415A	No	04/15/16	-100.00	(None Entered)
D0329A	No	03/29/16	62000.00	Deposit
D0412A	No	04/12/16	-400.00	DEPOSIT
D0419A	No	04/19/16	25251.59	Deposit

5. The information for the next deposit in the sequence will automatically populate the screen.
6. Continue to work through the list of deposits.
7. Click **Back** when you have finished marking all of the deposits.
8. Click **Exit** on the Check Register Reconciliation screen to return to the Check Register menu.



## Print Reconciliation

Use this button to print a reconciliation of the returned checks. You specify the statement balance the reconciliation uses for the printout. The system takes the balance you enter and subtracts the outstanding checks. Then, it adds the outstanding deposits to come up with a reconciliation balance. This balance is compared to the balance of the account. The balance should be equal. If they are not equal, you will have to research the discrepancy.

1. From the Check Register menu, click **Print Reconciliation**.
2. Type the statement date against which you will reconcile returned checks in the **To Date** field.

Leave this field blank and press ENTER to print the reconciliation with all available data.

3. Enter the bank balance in the **Balance From Bank Statement** field.
4. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Update Check Register

Use this button to update the returned checks. This removes the checks from the Check Register. Outstanding checks remain in the check register until they are reconciled.

1. Click **Update Check Register** on the Check Register menu.
2. When prompted to verify you want to update the register, click **OK**.
3. The system will display a message indicating that the update is complete. Click **OK** to acknowledge the message.

## View Check Register

Click the **View Check Register** button on the Check Register menu to view the check register. The screen will display the check number, posting date, check amount, payee, and any memo information for the check. Click **Back** to return to the Check Register menu.

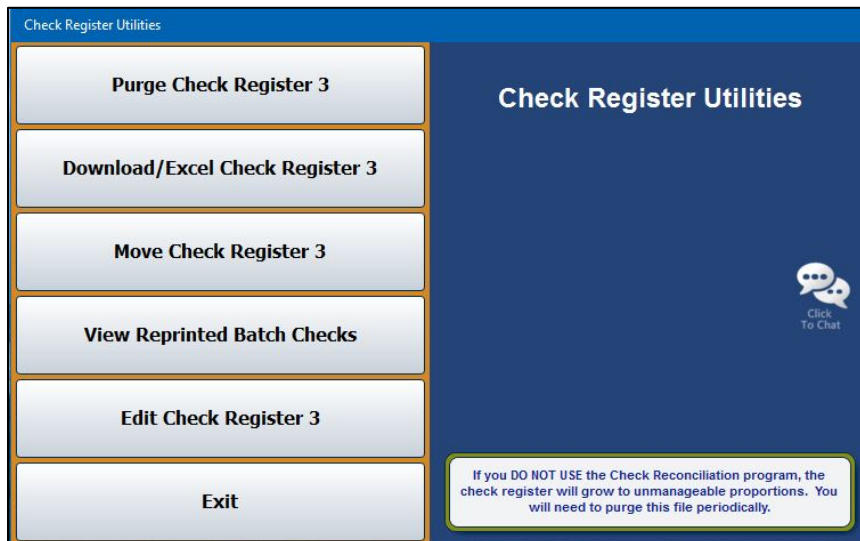
## Check History

Use this button to view the check history for a selected month. Checks only appear in history after they have been reconciled and the reconciliation has been updated.

1. Click **Check History** from the Check Register menu.
2. Click the button that corresponds with the month you want to view.
3. Click a check in the list to print a copy of the check. When prompted to verify your printer is ready, select your print criteria and click **Print**.
4. Click **Back** to return to the Check Register menu.

## Check Register Utilities

This button advances you to the Check Register Utilities menu. You use this menu to purge the check register and download the register to a file. The buttons on the menu will reflect the check register currently selected.



### Purge Check Register #

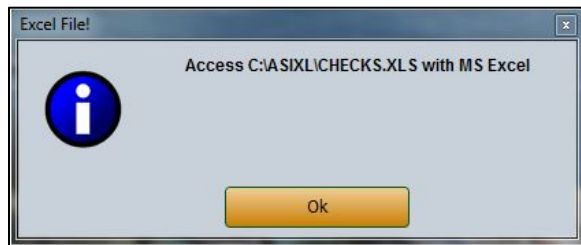
Use this button to delete the entire Check Register if you DO NOT use the Reconciliation program. This will free up disk space.

1. From the Check Register Utilities menu, click **Purge Check Register #**. (The number on the button identifies the selected check register.)
2. Click **OK** when prompted to verify you want to delete the Check Register.
3. The system returns you to the Schedules & Documents menu.

## Download/Excel Check Register #

Use this button to download the check register to a file. The file is downloaded to **C:\ASIXL\CHECKS.XLS** if your dealership employs an in-house server-based DMS. However, if you use the hosted DMS solution, the file will be downloaded to **K:\ASIXL\CHECKS.XLS**. This allows you to send the check register to a bank or an accountant.

1. Click **Download Check Register #** on the Check Register Utility menu. (The number on the button identifies the selected check register.)
2. Type the date range you want to use for the download. You must enter the date in an eight-character format with or without slashes (MM/DD/YYYY or MMDDYYYY). If you do not enter slashes, press ENTER to continue.
3. Click **OK** when prompted to verify you want to download the register.
4. The system displays a message indicating the name and location of the file. Click **OK** to acknowledge the message.



## Move Check Register #

Use this option to move the check register. In addition to moving it, you can use this option to flag obsolete registers.

1. From the Check Register Utilities menu, click **Move Check Register #**. (The number on the button identifies the selected check register.)
2. The system prompts you to verify you want to move the register. Click **OK** to continue.
3. The system prompts you to indicate if this is an active register. Click **Active** or **Obsolete**.

If you click **Active**, the system moves the register to the next available register number 1 through 5 based on the account setup in the Operating Parameters. (The exception is register 2, which is reserved for payroll). The system will move the general ledger account number in the parameters as well.

If you click **Obsolete**, the check register will move to the next available register numbered 6 through 50.

4. The system displays a message indicating the new register number. Click **OK** to acknowledge the message.

## View Reprinted Batch Checks

This option allows you to view the reprinted batch checks. You can click a check in the list to reprint the file copy of the check, and you can export the list to a CSV file for viewing in Microsoft Excel.

Check No.	Date	Amount	Name	Description	Reprint	Operator ID
000009	10/27/15	1039.27	AUTOSOFT INTERNATIONAL	AUTO61 (A/P)	05	9
000009	10/27/15	1039.27	AUTOSOFT INTERNATIONAL	AUTO61 (A/P)	04	9
000010	10/27/15	500.00	BOB'S AUTOGLASS INC	BOBS20 (A/P)	05	9
000010	10/27/15	500.00	BOB'S AUTOGLASS INC	BOBS20 (A/P)	04	9
000011	10/27/15	299.00	ELEND SOLUTIONS, INC.	DEAL26 (A/P)	05	9
000011	10/27/15	299.00	ELEND SOLUTIONS, INC.	DEAL26 (A/P)	04	9
000012	10/27/15	140.00	HARLEY QUICK LUBE TIRE CE	HARL11 (A/P)	05	9
000012	10/27/15	140.00	HARLEY QUICK LUBE TIRE CE	HARL11 (A/P)	04	9
000013	10/27/15	152.35	LAKE VILLAGE WATER ASSN.	LAKE30 (A/P)	05	9
000013	10/27/15	152.35	LAKE VILLAGE WATER ASSN.	LAKE30 (A/P)	04	9
000014	10/27/15	1039.27	AUTOSOFT INTERNATIONAL	AUTO61 (A/P)	04	9
000015	10/27/15	500.00	BOB'S AUTOGLASS INC	BOBS20 (A/P)	04	9
000016	10/27/15	299.00	ELEND SOLUTIONS, INC.	DEAL26 (A/P)	04	9
000017	10/27/15	140.00	HARLEY QUICK LUBE TIRE CE	HARL11 (A/P)	04	9
000018	10/27/15	152.35	LAKE VILLAGE WATER ASSN.	LAKE30 (A/P)	04	9
000100	06/13/13	724.00	AMERICAN ROYAL INDUSTRIES	AMERR4 (A/P)	03	8
000100	06/13/13	724.00	AMERICAN ROYAL INDUSTRIES	AMERR4 (A/P)	02	8
000101	06/13/13	11600.00	ART'S AUTOMOTIVE	ART10 (A/P)	03	8
000101	06/13/13	11600.00	ART'S AUTOMOTIVE	ART10 (A/P)	02	8
000106	10/02/15	1779.34	CALDWELL BODY SHOP	CALD12 (A/P)	12	1

Back Click Line to Print File Copy CSV File Print List

## Viewing and Sorting the List

1. Click **View Reprinted Batch Checks** on the Check Register Utilities menu. The screen automatically displays the list.
2. By default, the list is sorted based on the check number.
3. The **Reprint** column identifies the number of reprints. The original check will be 01. Each reprint will increment by one (02 is the first reprint, 03 the second reprint, etc.).

Check No.	Date	Amount	Name	Description	Reprint	Operator ID
000009	10/27/15	1039.27	AUTOSOFT INTERNATIONAL	AUTO61 (A/P)	05	9
000009	10/27/15	1039.27	AUTOSOFT INTERNATIONAL	AUTO61 (A/P)	04	9
000010	10/27/15	500.00	BOB'S AUTOGLASS INC	BOBS20 (A/P)	05	9
000010	10/27/15	500.00	BOB'S AUTOGLASS INC	BOBS20 (A/P)	04	9

4. Click any column header to sort the list based on that information.

### Printing a File Copy

1. Click **View Reprinted Batch Checks** on the Check Register Utilities menu. The screen automatically displays the list.
2. Click a check in the list.
3. When prompted to verify your printer is ready, click to select **To Printer** to print the information or **To Screen** to view the information on your screen.
4. Once you select your print type, click **Print**.

### Exporting the List

1. You can export the list as a CSV file. The file is downloaded as **C:\ASIXL\REPRINT.CSV** if your dealership operates on an in-house server-based DMS. However, if you employ the hosted DMS, the file will be saved as **K:\ASIXL\REPRINT.CSV**. You can then view file in Microsoft Excel.
2. Click **View Reprinted Batch Checks** on the Check Register Utilities menu. The screen automatically displays the list.
3. Click **CSV File**.
4. Click **Continue** when prompted to verify you want to generate the file.
5. The system displays a message indicating the files has been saved and providing the file name. Click **OK** to acknowledge the message.

### Printing the List

1. Click **View Reprinted Batch Checks** on the Check Register Utilities menu. The screen automatically displays the list.
2. Click **Print List**.
3. The system prompts you that the list can only be printed to a physical printer and that it will print in the order displayed on the screen. Click **Yes** to print the list or **No** to cancel.

### Edit Check Register #

Use this option to edit check information, add a check/deposit/EFT to the check register, or delete a check from the register. **A password is required to use the edit function.** See Chapter 10 to learn how to establish this password in the Accounting Utilities' Miscellaneous Passwords.

1. On the Check Register Utilities menu, click **Edit Check Register #**. (The number on the button identifies the selected check register.)
2. A popup will open, requiring you to enter the Edit Check Register Password. Enter the password here and press ENTER to advance.

- In the **Check No.** field, enter the number of the check, deposit, or EFT you wish to edit. You can also select the item from the list on the right side of the Edit Check Register screen. Deposit numbers begin with a D, while EFTs begin with an E.

Check No.	Date	Amount	Vendor Name
001493	04/11/13	21960.00	ADESA OF LEXINGTON
001494	04/11/13	14325.00	ADESA OF LEXINGTON
001495	04/11/13	13520.00	ADESA OF LEXINGTON
001496	04/17/13	13565.00	NASHVILLE AUTO AUCTION
001497	04/23/13	15045.00	ADESA CINCINNATI/DAYTON
001498	04/25/13	6745.00	ADESA OF LEXINGTON
001499	05/08/13	17200.00	ADESA OF LEXINGTON
001500	05/09/13	19050.00	ADESA OF LEXINGTON
001502	05/30/13	20660.00	ADESA OF LEXINGTON
001503	05/30/13	13225.00	ADESA OF LEXINGTON
001504	05/30/13	20150.00	ADESA OF LEXINGTON
001505	05/30/13	13125.00	ADESA OF LEXINGTON
001506	06/06/13	14025.00	ADESA OF LEXINGTON
001507	06/06/13	6695.00	ADESA OF LEXINGTON
001508	06/27/13	7195.00	ADESA OF LEXINGTON
001509	06/27/13	13925.00	ADESA OF LEXINGTON
001510	11/07/13	11520.00	ADESA OF LEXINGTON
001511	11/21/13	8310.00	ADESA OF LEXINGTON
001513	03/30/15	34500.00	DAVE KEHL CHEVROLET
001514	03/30/15	26800.00	DAVE KEHL CHEVROLET
001515	04/01/15	30100.00	STINNETT CHEVY
001516	06/08/15	12800.00	TERESA ZAJKOWSKI
001519	06/30/15	30000.00	CHAMPION CHEVROLET
001520	07/09/15	15165.00	ADESA OF LEXINGTON
001521	07/30/15	5410.00	ADESA OF LEXINGTON
001522	08/26/15	100.00	CURTIS DRURY
001523	01/05/16	100.00	HF JDF JD
001531	05/16/13	17640.00	ADESA OF LEXINGTON
001532	05/16/13	11120.00	ADESA OF LEXINGTON

- The item's details will populate the left side of the screen. You can edit the information in the **Date**, **Amount**, **Name**, and **Memo** fields.
- You can also add deposits or EFTs that may not have hit the schedule or were incorrectly reconciled.  
  
Type the document number in the **Check No.** field and enter the date of the EFT. If the EFT has already been taken out of the bank account, be sure to precede the dollar amount with a negative sign (-).
- Click **Save** to save any changes you've made.
- Click **Exit** to return to the Check Register Utilities menu.

### Deleting a Record Using Edit Check Register

- From the Check Register Utilities menu, click **Edit Check Register #**. (The number on the button identifies the selected check register.)
- A popup will open, requiring you to enter the Edit Check Register Password. Enter the password here and press ENTER to advance.
- In the **Check No.** field, enter the number of the check, deposit, or EFT you wish to delete. You can also select the item from the list on the right side of the Edit Check Register screen. Deposit numbers begin with a D, while EFTs begin with an E.
- Click **Delete**.
- The system will warn you that the deletion of records cannot be undone. To proceed, click **OK**.
- Click **Exit** to return to the Check Register Utilities menu.

## Reconcile GL Detail

The last button on the Select To Process Reconciliation prompt opens the Reconcile GL Detail utility. This utility allows you to reconcile general ledger detail for a selected account. In addition, you can export the detail to a CSV file for viewing in Microsoft Excel.

Reconcile GL Detail										
All Detail		Deposits (DR)		Withdraws (CR)		Show Previously Reconciled				
	DATE	DOC	JN	CON	DESC	ID	DEBIT	CREDIT	PA	ME
<input type="checkbox"/>	07/02/15	015756	60	015756	COMMUNITY TRUST	2	.00	3100.00		07
<input type="checkbox"/>	07/02/15	015758	60	015758	TRANSAMERICA RET	2	.00	534.61		07
<input type="checkbox"/>	07/03/15	V0702	50	V0702	VISA CC DEPOSIT	4	3909.64	.00		07
<input type="checkbox"/>	07/03/15	Y0715B	50	Y0715B	GM FINANCIAL W/S BILLING	1	.00	9165.62		07
<input type="checkbox"/>	07/03/15	015761	60	015761	TIMOTHY EDWIN DA	2	.00	400.00		07
<input type="checkbox"/>	07/03/15	015762	60	015762	TAYLOR SALLEE	2	.00	50.00		07
<input type="checkbox"/>	07/03/15	015763	60	015763	TIMOTHY EDWIN DA	2	.00	100.00		07
<input type="checkbox"/>	07/03/15	015764	60	015764	MERCER CO. FAIR	2	.00	75.00		07
<input type="checkbox"/>	07/03/15	015765	60	015765	JAMES DUNN	2	.00	73.89		07
<input type="checkbox"/>	07/03/15	015771	60	015771	RANDY SHEPARD &	2	.00	1200.00		07
<input type="checkbox"/>	07/03/15	015773	60	015773	PATRICIA DARLAND	1	.00	207.98		07
<input type="checkbox"/>	07/06/15	A0703	50	A0703	Deposit	4	14958.77	.00		07
<input type="checkbox"/>	07/06/15	D0704A	50	D0704A	PAYOFF GMF	2	.00	65827.59		07
<input type="checkbox"/>	07/06/15	D0704B	50	D0704B	PAYOFF GMF	2	.00	28625.00		07
<input checked="" type="checkbox"/>	07/06/15	D0705A	50	D0705A	PAYOFF GMF	2	.00	8630.00		07
<input type="checkbox"/>	07/06/15	D0705B	50	D0705B	PAYOFF GMF	2	.00	29625.00		07
<input type="checkbox"/>	07/06/15	V0703	50	V0703	VISA CC DEPOSIT	4	962.76	.00		07

202 Cash In Bank

202

Back

Clear

Print

Export

Save

## Setting Accounts to Be Reconciled

You must flag the accounts you want to be available in the general ledger reconciliation.

1. From Dealership Accounting main menu, click **Setup**.
2. Click **General Ledger**.
3. Click **Enter G/L Account Information**.
4. Type the account number, or click **List** to select the account from the general ledger list.
5. Type **Y** in the **Allow Bank Reconciliation** field.

Payroll Password Restricted (Y/N/L):	N
Restrict Use Of This Account (Y/N):	N
Allow Bank Reconciliation (Y/N):	Y

6. Click **Save**.
7. Repeat steps 4 through 6 for every account you wish to include in the general ledger reconciliation.

## Reconciling an Account

1. From the Dealership Accounting main menu, click **Schedules & Documents**.
2. Click **Check/GL Reconciliation** on the Schedules & Documents menu.
3. Click **Reconcile GL Detail** on the Select To Process Reconciliation prompt. The Reconcile GL Detail screen opens.
4. Select an account from the list. The list displays all the accounts you flagged to be reconciled in the general ledger setup. It may take a few seconds for the data to load.
5. The screen displays the available information for the account. By default, it displays all detail. Click the **Withdraws (CR)** or **Deposits (DR)** tabs to view only withdrawals (credits) or deposits (debits).
6. Click to select **Show Previously Reconciled** if you want to include the items that have already been reconciled. These items will display with a check mark in the box at the front of the line.
7. Click to select the box in front of a line to select it to include it in the reconciliation. (Click a selected box to clear it.)
8. Click **Save**.

## Printing the Reconciliation

The printout lists information based on the way you have selected to display it on the screen. For example, if you are viewing only the unreconciled entries, only these entries print. If you are viewing both unreconciled and reconciled entries, both these entries will print.

1. Click **Print**.
2. If you have made changes to the screen but have not saved them, the system will warn you that you need to save them now. Click **OK** to save the changes and continue (or **Cancel** to abort printing.)
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.



## Exporting the Data

The **Export** button allows you to export the data into a CSV file for viewing in Microsoft Excel. The file will include all detail for the selected account and date range. The system saves a copy of the information in **C:\ASIXL\GLRECON.CSV** if your dealership's DMS is in-house server-based. However, if your dealership employs a hosted version of DMS, the information will be saved to **K:\ASIXL\GLRECON.CSV**.

1. Click **Export**.
2. If you have made changes to the screen but have not saved them, the system will warn you that you need to save them now. Click **OK** to save the changes and continue (or **Cancel** to stop the process.)
3. Click **OK** when prompted to verify you want to generate the file.
4. The system prompts you that the file has been saved and provides the file name. Click **OK** to acknowledge the message.

## Print Cash Clearing List

The **Print Cash Clearing List** button on the Schedules & Documents menu allows you to print the Cash Clearing List. The system prints the information for the account you specified as the Cash Clearing account on the Operating Parameters screen in the Accounting Setup. For each document, the printout lists the posting date, journal number, document number, description, debit amount posted, credit amount posted, and balance. The end of the printout lists the Cash Clearing account balance.

1. From the Schedules & Documents menu, click **Print Cash Clearing List**.
2. When prompted to verify your printer is ready, select your print criteria and click either **Print Without Post Aheads** or **Print Including Post Aheads**.

## Aged Schedule Summary

This button opens the Aged Schedule Summary menu. You use this menu to compile, print, and edit the aged schedules. First, you must set up the summary parameters. When you want to print a summary, click the button that corresponds to the summary you want to print, and select your print criteria.

## Entering the Aged Summary Parameters

First, you must enter the general ledger accounts you want to include on each aged summary. You enter the parameters using the **Aged Schedule Setup** button. Type the general ledger account numbers you want to use for the 60-day summary and the 20-day summary. The name of the account automatically populates when you enter the account number. The system automatically saves the changes when you click **Back** to exit the screen.

Schedule Report Accounts - 60 Days		Schedule Report Accounts - 20 Days	
G/L	Name	G/L	Name
300	Accounts Payable, Trade	205	Contracts in Transit
220	Accounts Receivable - Trade	210	Notes Receivable - Customers
205	Contracts in Transit	220A	CASH ON DELIVERY
210	Notes Receivable - Customers	220B	KEN CUSIC
220A	CASH ON DELIVERY	246	Inventory, Sublet Repairs
246	Inventory, Sublet Repairs	310	Notes Payable, New Vehicles

### **Compile/Print Summary – 60 Days**

Use this button to print the 60-day aged schedule summary. The summary includes the accounts you entered for the 60-day summary on the Aged Schedule Setup screen. For each schedule, the summary lists the overdue accounts and indicates the amount of the balance that is current to 60 days old, 60 to 90 days old, 90 to 120 days old, and over 120 days old. The end of the printout lists an aging summary for the account.

1. From the Aged Schedule Summary menu, click **Compile/Print Summary – 60 Days**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

### **Compile/Print Summary – 20 Days**

Use this button to print the 20-day aged schedule summary. The summary includes the accounts you entered for the 20-day summary on the Aged Schedule Setup screen. For each schedule, the summary lists the overdue accounts and indicates the amount of the balance that is current to 20 days old, 20 to 30 days old, 30 to 60 days old, and over 60 days old. The end of the printout lists an aging summary for the account.

1. On the Aged Schedule Summary menu, click **Compile/Print Summary – 20 Days**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

### **Schedule Summary – Aged Schedules**

Use this button to print an aging summary for all of your schedules. For each schedule, the summary lists the total debit balance, total credit balance, total accounts receivable schedule balance, and total balance of the general ledger account. The summary also breaks the balance into the following aging categories: Current, 30 days, 60 days, 90 days, and 120 days.

1. Click **Schedule Summary – Aged Schedules** from the Aged Schedule Summary.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## View a Document

Use this button to open the View A Document screen to view or print a specific document. If you want to view document information for a specific period, click **Month**, and click the period you want to select. This screen is for viewing only. You cannot edit data on this screen.

Date	Jn	Acct	Doc	Cont.	Desc.	Debit	Credit	ID	Period
04/12	10	6000	1219	1219	BBB/Cost Of Sale	42151.75	.00	3	CP
04/12	10	205	1219	1219	BBB/205/Amt. Financed	15000.00	.00	3	CP
04/12	10	4000	1219	1219	BBB/Sale	.00	14700.00	3	CP
04/12	10	237	1219	1219	BBB/Inventory	.00	42151.75	3	CP
04/12	10	205	1219	1219	BBB/State Fees	.00	100.00	3	CP
04/12	10	205	1219	1219	BBB/TEST 1	.00	200.00	3	CP
<hr/>									
02/11	80	237	1219	1219	(None Entered)	100.00	.00	1	CP **PA**
02/11	80	905	1219	1219	(None Entered)	.00	100.00	1	CP **PA**

Exit View Doc: 1219 Document List Month Current Period Keep Looking Print Clear

1. From the Schedules & Documents menu, click **View A Document**.
2. Type the document number for the document you want to view, and press ENTER.

You can also search for a document by clicking **Document List**. A list of documents appears. The list is sorted by journal number, and the documents for each journal are listed in document order. Use the **Prev** and **Next** buttons on the Document List screen to maneuver through the list. Click on the document you want to view. The document information populates the screen.

3. If the search finds the document in the current month, the **Keep Looking** button appears. Click this button to search for duplicate documents in the past 12 months.
4. Click **Print** to print a copy of the document.
5. When prompted to verify your printer is ready, select your print criteria and click **Print**.
6. Click **Exit** to return to the Schedules & Documents menu.

## View Journals

Use this button to open the View Journals screen to view or print complete detail for a specific journal for a specific period. This screen is for viewing only. You cannot edit data on this screen.

Date	Jn	G/L	Doc.	Con.	Description	Debit	Credit	ID	P/A
01/04	40	202A	010416	011188	ASO*HE/Net Pay		.00	6	
01/04	40	02705	010416	25	ASO*HE/Cafe Ins/serv		8.86	6	
01/04	40	323A	010416	25	ASO*HE/Fica		.26	6	
01/04	40	323A	010416	25	ASO*HE/Medicare		.06	6	
01/04	40	323H	010416	25	ASO*HE/H-burg City		.13	6	
01/04	40	323M	010416	25	ASO*HE/Mercer County		.06	6	
01/04	40	02705	010416	25	ASO*HE/Insurance/serv		3.15	6	
01/04	40	02705	010416	25	ASO*HE/Uniform/service		.48	6	
01/04	40	247	010416		SERVICE TECH	13.00		6	
01/04	40	02505	010416	010416	72/Payroll Tax	.39		6	
01/04	40	323A	010416	010416	FICA		.32	6	
01/04	40	323C	010416	010416	SUTA		.05	6	
01/04	40	323D	010416	010416	FUTA		.02	6	
01/08	40	202A	010816	011189	S FER6/Net Pay		4470.77	6	
01/08	40	323A	010816	19	S FER6/Fica		360.00	6	
01/08	40	323A	010816	19	S FER6/Medicare		72.50	6	
01/08	40	323B	010816	19	S FER6/State Witholdin		20.00	6	
01/08	40	323H	010816	19	S FER6/H-burg City		50.00	6	
01/08	40	323M	010816	19	S FER6/Mercer County		22.50	6	

Exit Journal List Print Month Current Month

1. From the Schedules & Documents menu, click **View Journals**.
2. The system automatically displays a list of the journals. Click the journal you want to view. You can also access this list once on the View Journals screen using the **Journal List** button.
3. The journal information populates the screen. By default, the screen displays the information for the current month. If you want to view journal information for a specific period, click **Month** and click a period to select it. The selected period is displayed to the right of the Month button for your reference.

If you select a different period, you will again be prompted to select a journal to display for that period.

4. Click **Print** to print the information exactly as it appears on the screen.
5. When prompted to verify your printer is ready, select your print criteria and click **Print**.
6. Click **Exit** to return to the Schedules & Documents menu.



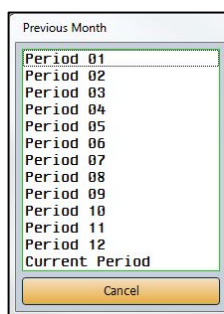
## Chapter 7 General Ledger

Clicking **General Ledger** on the Dealership Accounting menu opens the General Ledger menu. You use this menu to view and print the general ledger. Some of the buttons on this menu open sub-menus that allow you to specify how you want the general ledger information to print. These options ensure the information prints the way it will be most useful to your dealership.



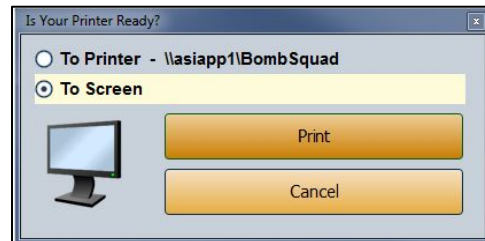
### Selecting the Period

Except for the FasTrial, each screen or menu that opens from the General Ledger menu has a **Month** button or month tabs that allow you to specify the period you want to use to view and print the general ledger information, so you can view information for the past 12 months. Click the month you want to select. In the lists that appear using the Month button, period 01 is for January, period 02 is for February, etc. However, if your dealership runs on a fiscal calendar, period 01 will correspond to the first month of your fiscal year and so on. The buttons on the menu or the information displayed on the screen applies to the selected month. For example, if you select period 02, the “Current” Month is February, the “Previous” Month is January, and the “Next Month” is March.



## Selecting Print Criteria

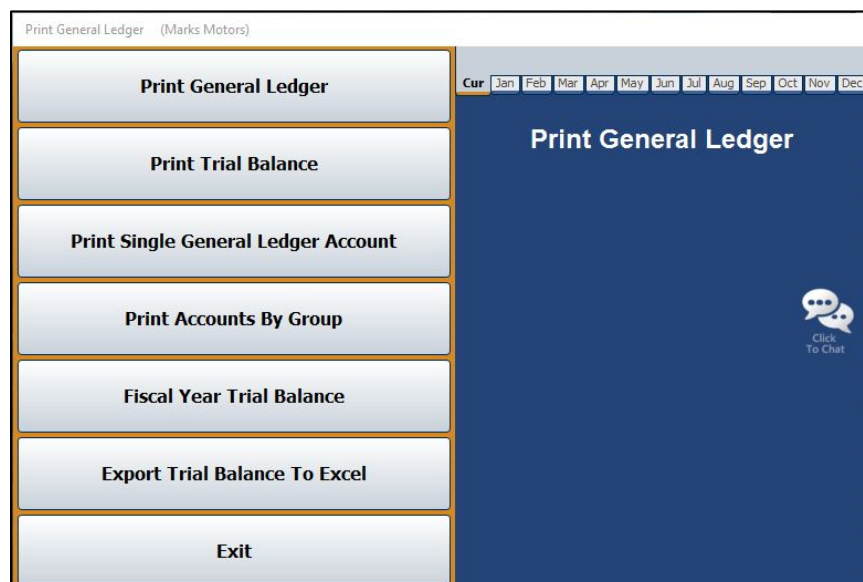
You have the option of viewing the generated reports on your screen or printing them to paper. When you click a button that pertains to printing information (and after you enter any criteria the system prompts you to specify), click to select **To Printer** to print the information or **To Screen** to view the information on your screen. Once you select your print type, click **Print**.



If you select to print to your screen, you can print the information from the viewing screen by clicking **File** and selecting **Print**. To exit the viewing screen, click **File**, and click **Exit**.

## Print General Ledger & Trial Balance

This button opens the Print General Ledger menu. Use this menu to print the complete general ledger and trial balance before closing the books each month. By default, the information reflects the current month. Use the month tabs along the top of the screen to select another month as needed. Click the button that corresponds to the information you want to print, and follow the prompts on your screen. When you are finished, click **Exit** to return to the General Ledger menu.





## Print General Ledger

Use this button to print the general ledger. For each general ledger account, the report lists the total debits and credits posted using each journal source and the total posted to the general ledger. In addition to the account balance, it also lists the balances for the previous year, previous month, and current month. The end of the report lists the total assets, liabilities, contra assets, net worth, sales/income, cost of sale, additions to income, deductions from income, and expenses for the month and year.

1. From the Print General Ledger menu, click **Print General Ledger**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Print Trial Balance

Use this button to print the trial balance for the previous month, current month, or next month. The months are based on the month you selected using the month tabs at the top of the menu. The printout lists the account number, description, total credits, and total debits for the month and year. The end of the printout lists totals used to calculate the total profit and loss for the month.

1. From the Print General Ledger menu, click **Print Trial Balance**.
2. Click to select the **Print By Account Type** box if you want to print the trial balance by account type.
3. If you want to include accounts with a zero balance, click to check the **Print Zero Balance Accounts** box.
4. Click the month you want to print: last month (first button), the current month (second button), or the post-ahead entries for next month (third button). Each button identifies the month it will print.

## Print Single General Ledger Account

Use this button to print all of the information for a specific general ledger account. The report lists the total debits and credits posted using each journal source and the total posted to the general ledger. In addition to the account balance, it also lists the balances for the previous year, previous month, and current month.

1. Click **Print Single General Ledger Account** on the Print General Ledger menu.
2. In **Account**, type the general ledger account number for the account you want to print. You may have to press ENTER or TAB.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Print Accounts By Group

Use this button to print the general ledger for all accounts within a particular group. For each account in the group, the printout lists the account number, description, total credits, and total debits for the month and year.

1. On the Print General Ledger menu, click **Print Accounts By Group**.
2. Use the drop-down menu to select the group you want to print or type in the **Group** field the letter that corresponds to the group you want to print (A for Assets, N for Net Worth, etc.).
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Fiscal Year Trial Balance/Calendar Year Trial Balance

The label on this button changes based on whether your dealership follows a calendar year or fiscal year. The program determines the type of year your dealership follows based on the month designated as the starting month for the accounting year in the Operating Parameters in the Accounting System Setup. If you follow a calendar year, this button reads, "Fiscal Year Trial Balance," and allows you to print a fiscal year trial balance. If you follow a fiscal year, this button reads, "Calendar Year Trial Balance," and allows you to print a calendar year trial balance. The option allows you to print a trial balance that is different from the books. This option is especially useful to dealers who follow a fiscal year but are required to submit a calendar year financial statement.

1. From the Print General Ledger menu, click the **Fiscal Year Trial Balance/Calendar Year Trial Balance**.
2. If you are printing a fiscal year trial balance, type the month you want to use as the starting point for the trial balance. (The calendar year trial balance always begins with January.)
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

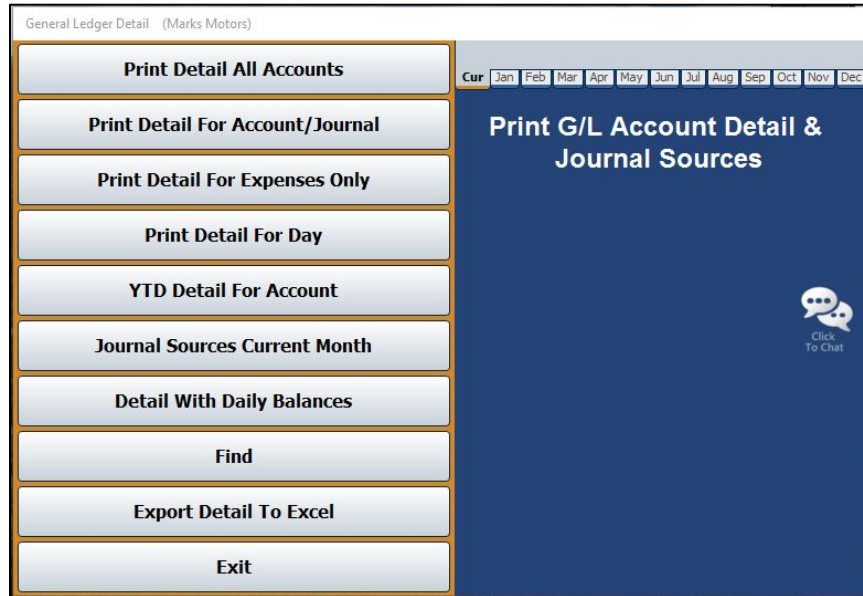
## Export Trial Balance To Excel

Use this button to export the trial balance for the previous month or the current month to a Microsoft® Excel file. You can access the file in Excel as needed. If your dealership's DMS is housed on an in-house server, the Excel file will be saved as **C:\ASIXL\CMTrialBalance.xls** (current month trial balance export) or **C:\ASIXL\PMTrialBalance.xls** (prior month trial balance export). However, if you operate on a hosted DMS, the files will be saved as **K:\ASIXL\CMTrialBalance.xls** or **K:\ASIXL\PMTrialBalance.xls**, respectively.

1. Click **Export Trial Balance To Excel**.
2. Click the month that corresponds with the trial balance you want to export. Click **Prev Month** to export the previous month or **Curr Month** to export the current month.
3. The system displays a prompt indicating the report has been saved to an Excel file. Click **OK** to acknowledge the message. Open the file in Excel.

## Ledger Detail & Journal Sources

This button opens the Print G/L Account Detail & Journal Sources menu. Use this menu to print detailed records of each transaction posted to the general ledger. All of the accounts in the general ledger maintain detail for at least the current month. By default, the information reflects the current month. Use the month tabs along the top of the screen to select another month as needed.



### Print Detail All Accounts

Use this button to print all available detail for all or specific accounts. For each account included, the printout lists the total posted to the general ledger, the account balance, the balances for the previous year, previous month, and current month, and detail for each posting for the selected month.

1. On the Print G/L Account Detail & Journal Sources menu, click **Print Detail All Accounts**.
2. Type the account number for the account you want to use as the starting point for the report. If you want to print detail for all of the accounts, leave the field blank, and press ENTER.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.
4. Click **Document** to print in document order or **Date** to print in posting order.

## Print Detail For Account/Journal

Use this button to print all of the transaction detail for a specific account and journal. The printout lists the detail for each posting during the selected month.

1. Click **Print Detail For Account/Journal** on the Print G/L Account Detail & Journal Sources menu.
2. Type the account number for the account you want to print.
3. If you want to print the detail for a specific journal, type the journal number in **For Journal**.  
If you want to print the detail for all of the journals, type **00** as the journal number.
4. When prompted to verify your printer is ready, select your print criteria and click **Print**.
5. Click **Document** to print in document order or **Date** to print in posting order.

## Print Detail For Expenses Only

Use this button to print the transaction details for all of the general ledger expense accounts. For each expense account, the printout lists the total posted to the general ledger, the account balance, the balances for the previous year, previous month, and current month, and detail for each posting for the selected month.

1. From the Print G/L Account Detail & Journal Sources menu, click **Print Detail For Expenses Only**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.
3. Click **Document** to print in document order or **Date** to print in posting order.

## Print Detail For Day

Use this button to print transaction detail for a specific account that was posted on a specific day of the month (specified using the month tabs at the top of the screen). The printout lists the journal number, document number, control number, debit amount, credit amount, and description for each posting. The end of the printout lists the totals for all of the postings.

1. From the Print G/L Account Detail & Journal Sources menu, click **Print Detail For Day**.
2. Type the account number in **For Account**.
3. In the **Posted On (Month)** field, type the day of the month (in a two-digit format) for the posting information you want to print.
4. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## YTD Detail For Account

Use this button to print the year-to-date account detail for a selected account. The printout lists the posting date, journal number, document number, control number, debit amount, credit amount, and description for each posting.

1. Click **YTD Detail For Account** on the Print G/L Account Detail & Journal Sources menu.
2. Type the account number for the account you want to print or type **ALL** (and press ENTER) for all accounts.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Journal Sources Current Month

Use this button to print the journal source data for the current month (specified using the month tabs at the top of the screen). This data may be helpful in identifying transaction sources for each account. For each journal, the printout lists the total debit and credit amounts and total number of transactions posted to each general ledger account.

1. From the Print G/L Account Detail & Journal Sources menu, click **Journal Sources Current Month**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Detail With Daily Balances

Use this button to print the running balance of an account. The printout lists every transaction and the account balance alongside every entry.

1. Click **Detail With Daily Balances** on the Print G/L Account Detail & Journal Sources menu.
2. Type the account number or leave the **For Account** field blank to detail all accounts.
3. Type the date range you wish to use. You must enter the date in an eight-digit format with or without slashes (mm/dd/yyyy or mmdyyy). Press ENTER.
4. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Find

Use this button to find a specific dollar amount, document, or control posted during the current period or during all available months. The printout lists every transaction with the specified amount, document number, or control.

1. From the Print G/L Account Detail & Journal Sources menu, click **Find**.
2. Click to select if you want to search in the current month or all months.
3. Type the amount, document number, or control you wish to find.
4. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Export Detail To Excel

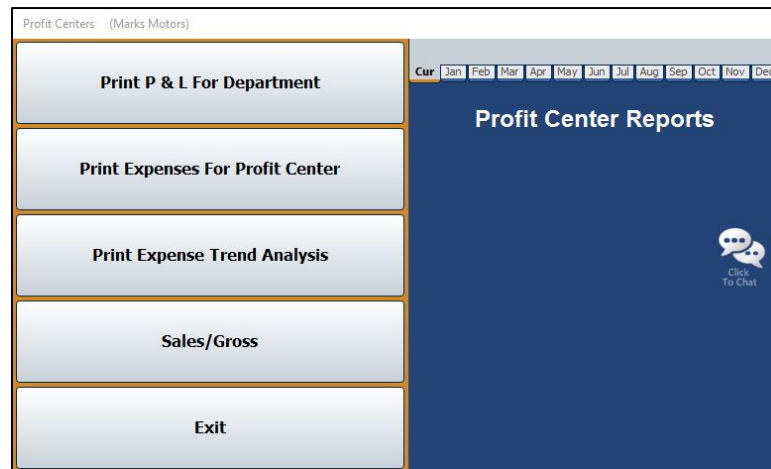
This option allows you to export selected general ledger detail to Microsoft® Excel. You can export detail for up to 10 accounts.

## Exporting the Data

1. The bottom of the Export GL Detail to Excel screen displays the available account types. Click to select the account types you want to work with for the export.
2. The window on the right side of the screen displays a list of the accounts for the selected account types.
3. Click accounts in the list to add them to the export. You can select up to 10 accounts. The account numbers fill in the **Export Accounts** fields.
4. Click **Export Now**.
5. A **Select Date Range** prompt will appear. Click to clear the checkbox to the right of this prompt, next to **Include Post-Aheads**, if you do not wish to include post-aheads in the export.
6. In the **Select Date Range** area, type the date range you want to use for the export. Type the date as eight digits with or without dashes (mmddyyyy or mm/dd/yyyy). If you do not use dashes, press ENTER after you type each date.
7. When prompted, click the button that corresponds to the sort option you want to use for the export: **Account** or **Date**.
8. When the export is complete, the system displays a message indicating the information has been exported to C:\ASIXL\GLDETAIL.CSV (K:\ASIXL\GLDETAIL.CSV if your dealership uses the hosted DMS solution). Click **OK** to acknowledge the message and navigate to Excel to open the document.

## Profit Centers & Expense Analysis

This button opens the Profit Center Reports menu. You use this menu to print profit, loss, expense, and sales information. You assigned profit centers when adding accounts in the General Ledger Setup in the Accounting System Setup. (See Chapter 1 for more information.)



### Print P&L For Department

Use this button to print profit and loss information for a specific department. The printout lists the account number, total debits, and total credits posted for the month and year. The end of the printout displays a profit and loss summary for the department.

1. From the Profit Center Reports menu, click **Print P&L For Department**.
2. If you want to print the profit and loss for a specific department, type the letter for the department in the **Department** field.  
If you want to print the profit and loss for all departments, leave the field blank and press ENTER.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

### Print Expenses For Profit Center

Use this button to print all expenses for a specific profit center. The printout lists posting details for each expense account for the selected profit center.

1. Click **Print Expenses For Profit Center** on the Profit Center Reports menu.
2. If you want to print the expenses for a specific profit center, type the letter for the profit center in the **Profit Center** field.  
If you want to print the expenses for all profit centers, leave the field blank and press ENTER.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Print Expense Trend Analysis

Use this button to print a comparison between this year and last year for all expense accounts. For each expense account, the printout lists the average for the past 12 (active) months, the expense trend, and the totals for the current month. The end of the report lists the totals for all of the expense accounts. The trend is calculated using the following formula:

$$\text{Trend} = \frac{\text{Active 12 month average} - \text{last 3 month average}}{\text{Active 12 month average}}$$

1. Click **Print Expense Trend Analysis** on the Profit Center Reports menu.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Sales/Gross

Use this button to print the sales and gross information. For each account, the printout lists the monthly and yearly totals for the sale and corresponding cost of sale account. Based on these figures, the printout identifies the gross for each account.

1. Click **Sales/Gross** from the Profit Center Reports menu.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## View Account Data

Use this button to view information for any general ledger account. The screen displays both monthly and year-to-date account information. In addition, you can view and print complete transaction information for any month.

General Ledger Account Data (ABC Motors)

Account: **202**  
 Cash In Bank  
 Asset Account  
 Balance Forward  
 Profit Center/Dept: ☐

Beginning Balance: 49225.51  
 YTD Debits: 19683522.24  
 YTD Credits: 19580929.46  
 Year-To-Date Balance: 102592.78  
 Account Balance (Debit): 151818.29

**July** (Last Month)

MTD	Debits	YTD
3134611.63	19344461.42	
3150340.76	19325173.31	
-15729.13	19288.11	

**August** (Current Month)

MTD	Debits	YTD
339060.82	19683522.24	
255756.15	19580929.46	
83304.67	102592.78	

**Account Balances** (Click Month to View)

Monthly	Year To Date
140154.78 01	189380.29
-120675.64 02	68704.65
-24224.05 03	44480.60
-5203.66 04	39276.94
4879.02 05	44155.96
40086.79 06	84242.75
-15729.13 07	68513.62
83304.67 08	151818.29
.00 09	
.00 10	
.00 11	
.00 12	

**September Post Ahead**

Debits: 517.00  
 Credits: 7198.35  
 Balance: -6681.35  
 Memo:

**Distribution**

	.00
	.00
	.00
	.00
	.00
	.00
	.00
	.00
	.00
	.00
	.00

Exit < List > Month Sources Detail Clear



## Viewing Account Data

1. On the General Ledger menu, click **View Account Data**.
2. Type the account number in the **Account** field. You can search for an account by clicking **List** to display a list of the general ledger accounts in the system. You can filter the accounts that appear in the list by using the drop-down list to select the account type you wish to appear in the list. Click the account in the list you want to select.
3. The account information fills in on the screen. You can also scroll through the accounts by clicking the arrows on both sides of the **List** button (or by pressing F2 and F3).
4. Use the buttons on the bottom of the screen to view specific information about the account.
5. Click **Exit** to return to the General Ledger menu.

## Viewing Journal Sources

Click **Sources** to display the journal sources for the current account. The View Journal Sources screen displays the journal number, debit amount, credit amount, and number of entries per journal source. The bottom of the screen displays the totals for all of the sources. You can print the list by clicking the **Print** button, selecting your print criteria, and clicking **Print**. Click **Close** to return to the General Ledger Account Data screen.

## Viewing Account Detail

Click **Detail** on the General Ledger Account Data screen to view posting detail for the selected account. The screen displays the posting dates, document numbers, journal numbers, descriptions, Operator IDs, debits, and credits for every transaction posted to the selected general ledger account during the selected period.

Detail												
CUR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Click on Document Number to View Complete Document						Click Column Header to Sort						
Date	Document	Jn	Control	Description	ID	Debit	Credit	P/A	Rcid			
08/04/15	A0803	50	A0803	Deposit	4	26309.91	.00					
08/05/15	A0804	50	A0804	Deposit	4	1933.62	.00					
08/06/15	A0805	50	A0805	Deposit	4	32365.03	.00					
08/05/15	D0805A	50	D0805A	941# 1ST WK AUG 2015	2	.00	4150.07					
08/06/15	D0806A	50	D0806A	941#SUPPLEMENTAL/JULY'15	2	.00	13027.38					
08/06/15	GM0731	50	GM0731	CHEV MOTOR DIV 7/31/15	2	81170.33	.00					
08/04/15	V0803	50	V0803	VISA CC DEPOSIT	4	601.12	.00					
08/05/15	V0804	50	V0804	VISA CC DEPOSIT	4	2883.45	.00					
08/06/15	V0805	50	V0805	VISA CC DEPOSIT	4	892.60	.00					
08/06/15	VA0805	50	VA0805	VISA CC DEPOSIT	4	85.69	.00					
08/06/15	015934	60	015934	(RP)INDEPENDENT DEAL	2	.00	4600.00					
08/03/15	015996	60	015996	(RP)LARRY STAGGS	2	.00	730.00					
08/03/15	015997	60	015997	DEALERSOCKET, IN	2	.00	1170.00					
08/03/15	015998	60	015998	ANTHEM BLUE CROS	2	.00	13883.69					
08/03/15	015999	60	015999	PRINCIPAL LIFE I	2	.00	664.13					
08/03/15	016000	60	016000	DELTA DENTAL OF	2	.00	415.82					
08/03/15	016001	60	016001	PURCHASE POWER	2	.00	2015.00					
08/03/15	016010	60	016010	KEN CUSIC JR.	2	.00	595.00					
08/03/15	016011	60	016011	RODNEY COMPTON	2	.00	58.63					
08/03/15	016012	60	016012	MERCER COUNTY CL	3	.00	2930.90					
08/04/15	016014	60	016014	MERCER COUNTY SH	4	.00	50.00					
08/05/15	016020	60	016020	AMERICAN EXPRESS	2	.00	23629.22					
08/05/15	016023	60	016023	GM FINANCIAL	2	.00	29356.86					
08/05/15	016024	60	016024	LINCOLN COUNTY C	2	.00	22.00					
08/05/15	016025	60	016025	ALLY FINANCIAL	2	.00	9422.90					

Back	With Postthead's	Without Postthead's	All Available Archived Detail	Print
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Back

With Posthead's

Without Posthead's

All Available Archived Detail

Print

You can use the buttons on the top and bottom of the screen to sort and print the information on the screen. The buttons that are being used to sort and display information in the current view are yellow. This helps you quickly identify how the information is sorted and which information is being included in the list.

Use the month tabs at the top of the screen to select the month for the detail you want to view. By default, the screen displays information for the current period.

The default display includes any post-ahead entries for the account. Click **Without Postahead's** to re-sort the list to exclude any post-ahead entries. Click **With Postahead's** to re-sort the list to include the post-ahead entries.

Click any column heading to sort the information. The sort is in ascending order. If you click the column heading again, the sort will be in descending order. Click a document in the list to view the detail for the document.

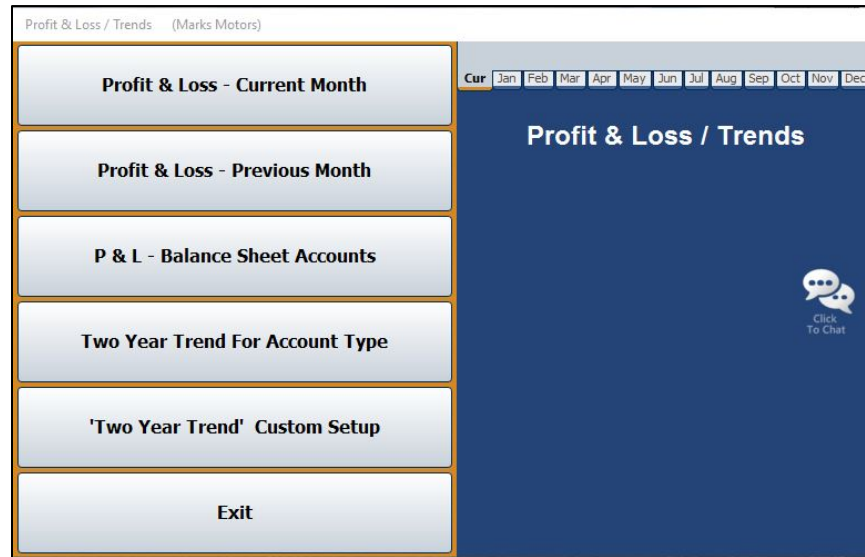
Use the **All Available Archived Detail** button to view all of the available data from the account history. This is all the data available in the month-end folders on the system.

Click **Print** to print the information. The print button is also available on the viewing screen when you click a line to view the posting detail for a specific document. The system prints exactly what you see on the screen (view detail versus view document and the sorting order selected), so ensure you are on the correct screen and have sorted the information as desired before you choose to print information. Click to select **To Printer** or **To Screen** to print a hardcopy of the information or view it on your screen, respectively. Click to select **Export to Excel** if you wish to save the information as a Microsoft® Excel document. Click **Print**.

If you choose to save the information as an Excel document, the system will alert you that the file has been saved as C:\ASIXL\GLACCOUNTDATADETAIL.CSV (K:\ASIXL\GLACCOUNTDATADETAIL.CSV if your dealership employs a hosted DMS solution). Click **OK** to dismiss the message.

## Profit & Loss/Trends

This button opens the Profit & Loss/Trends menu. Use this menu to print profit and loss information for the current and previous month and to print two-year trend information for an account type or specified set of accounts defined by the operator.



### Profit & Loss

The two Profit & Loss buttons on the menu allow you to print the profit and loss information from the data in the general ledger for the current month or previous month. This information is based on the month you specify using the month tabs on the top of the menu. The printout lists the monthly and year-to-date totals and uses these totals to calculate the total profit or loss.

1. Click the **Profit & Loss** button that corresponds to the month you want to print.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

### P&L - Balance Sheet Accounts

Use this button to print the profit and loss information for the balance sheet accounts for the current month (specified using the month tabs at the top of the screen). For each account, the printout lists the account number, description, and total debits and total credits posted for the month and year. The end of the printout lists the monthly and year-to-date totals and uses these totals to calculate the total profit or loss.

1. Click the **P&L - Balance Sheet Accounts** button on the Profit & Loss/Trends menu.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## 'Two Year Trend' Custom Setup

Use this button to open the Two Year Trend Special Parameters screen to define the specific accounts (sales, expense, etc.) you want to use to print the two-year trend. When you enter the parameters, you assign them a set number. When you want to generate the two-year trend analysis based on parameters you entered on this screen, you enter the parameter set number as the account type. For example, if you create parameters and assign them set number 1, you would click **Two Year Trend For Account Type** and type 1 in the **Type** field. The report displays only the information for accounts you entered in the parameters.

## Entering the Trend Parameters

1. Click **'Two Year Trend' Custom Setup** on the Profit & Loss/Trends menu.
2. In **Set Number**, type the set number you are creating. This is the number you will enter as the account type when you want to run the two-year-trend analysis based on these parameters.
3. In **Master Account**, type the master account number. You can have the same set number with different master accounts. Each master account is considered a new report line.

4. Use the **Description** field to type a description for the report line you are entering. The description prints on the report and helps separate the different report lines you create.

5. Under **G/L Account(s) to Pull**, type the general ledger accounts you want the report to pull. Be sure to enter the general ledger accounts in the appropriate fields. The + indicates debit accounts, and the – indicates credit accounts.
6. Click **Save** to save the set. The set number is added to the list window on the right side of the screen.
7. Click **Exit** to return to the Profit & Loss/Trends menu.

### Printing the Set Parameters

You can print the parameters for a set number. The printout lists each report line you created for the set and the accounts you entered for each line.

1. Click **'Two Year Trend' Custom Setup** on the Profit & Loss/Trends menu.
2. Enter the set number you wish to print.
3. Click **Print**.
4. When prompted to verify your printer is ready, select your print criteria and click **Print**.

### Editing a Set Number

1. Click **'Two Year Trend' Custom Setup** on the Profit & Loss/Trends menu.
2. Type the set number you wish to edit.
3. Type the master account number.
4. The description and accounts fill in on the screen.
5. Click in a field, and edit the information as needed.
6. Click **Save** to save the changes.

## Deleting a Report Line

You can delete a report line as needed. However, you cannot retrieve the parameters once you delete them. If you want to use the parameters again, you will have to manually re-enter the information. If the line still appears in the list after you delete it, the list may need to be refreshed. Exit the screen and open the screen again.

1. Click **'Two Year Trend' Custom Setup** on the Profit & Loss/Trends menu.
2. Type the set number.
3. Type the master account number for the line you wish to delete.
4. Click **Delete**.
5. Click **OK** when prompted to verify you want to delete the record. The line is removed from the list on the right side of the screen.

## Two Year Trend For Account Type

Use this button to print a two-year analysis of sales and expenses for a specific account type. For each account, the printout lists the monthly totals for the previous year and current year and identifies the net change.

1. On the Profit & Loss/Trends menu, click **Two Year Trend For Account Type**.
2. If you want to print the two-year trend for a set of accounts in the general ledger, use the drop-down list to select the account type.  
  
If you want to print the two-year trend for a set number you created in the Two-Year Trend Custom Setup, type the set number you want to use in the **Type** field.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## FasTrial

Click **FasTrial** to view month-to-date and year-to-date balance sheet, income, and expense information. The system automatically runs the FasTrial. The information that appears on this screen is for viewing only. You cannot enter data on this screen. You can print the information, however. Click **Print**, select your print criteria, and click **Print** again. Click **Close** to return to the General Ledger menu.

## Chapter 8 Reports and DOCs

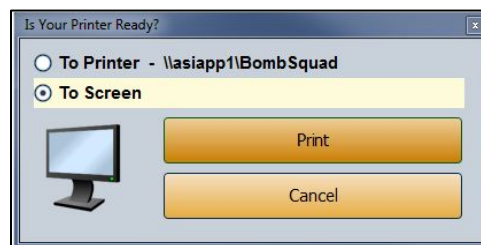
The Reports menu is used to print reports. You can create nine different daily operating controls (DOCs) for special reporting purposes. For each DOC, you specify the general ledger accounts you want to use to create the report. Therefore, each department can create a report using the general ledger data for that department to ensure the reports reflect information useful to each department.



### Selecting Print Criteria

You have the option of viewing the generated reports on your screen or printing them to paper.

When you select a report to print (and after you enter any criteria the system prompts you to specify), click to select **To Printer** to print the information or **To Screen** to view the information on your screen. Once you select your print type, click **Print**.



If you select to print the report to your screen, you can print the report from the viewing screen by clicking **File** and selecting **Print**. To exit the viewing screen, click **File** followed by **Exit**.

## Comparison DOC

This button advances you to the Comparison DOC menu. Use this menu to create daily operating controls (DOCs) for use when printing yearly comparison reports. Once you create a DOC, you can edit and print it using this menu.

**Tip:** The **Legacy Year-To-Year** button is used by customers who have been using the system for several years. New customers will not use this button.

## Importing DOCs from the Standard Daily DOCs

You can import any Standard Daily DOC. This allows you to generate a report based on the same parameters without recreating it. However, you will need to set the line value for the imported DOC. You must create the DOC using the Standard Daily DOC option on the Reports menu before you can import it here.

1. Click **Comparison DOC** on the Reports menu.
2. From the DOC list to the right of the Comparison DOC menu, click the **Import DOC** button.
3. A list opens and displays the existing standard daily DOCs. Click the DOC you want to import.
4. Click **OK** when prompted to verify you want to import the selected DOC.
5. When the import is complete, the system prompts you that you will need to enter a line value for the imported DOC. Click **OK** to acknowledge the message.



## Creating a New DOC

1. On the Comparison DOC menu, type the DOC number (1-9) or letter (S for Service, B for Body Shop, or P for Parts) in the **DOC Number To Use** field, or click the DOC in the list below.
2. Click **OK** when prompted to verify this is a new DOC. The menu options now apply specifically to that DOC number.
3. Click **Enter Report Parameters**. The Comparison DOC Setup screen opens. Use this screen to enter the parameters for the selected DOC number. (Once you set the parameters, you can edit them using this screen.)

4. Type a line number for the line you are creating. The line number determines the order in which the information prints on the report.
5. Type a description for the line.
6. Under **Line Description**, type the code that corresponds to how you want the line to pull or what you want the line to display on the report:
  - **(S1) Subtotal 1:** This displays the subtotal for all of the lines up to this point.
  - **(S2) Subtotal 2:** This displays the subtotal for all of the subtotal 1 (S1) lines up to this point.
  - **(T1) Total:** This displays the totals up to this point.
  - **(GT) Grand Total:** This displays the totals for all your subtotal lines (S1 or S2).
  - **(DO) Display Only:** This displays the totals for the accounts specified. This does not add to the totals. It is for display purposes only.
  - **(BL) Blank Line:** This indicates you want to add a blank line to the report. This allows you to space the information on the report as desired.

- **(NP) New Page:** This indicates you want to add a page break to the report. The next line added will begin printing on a new page.
  - **(==) Prints "====":** This indicates you want to print the line on the DOC.
  - **(--) Prints "-----":** This indicates you want to print the line on the DOC.
7. Use the **Plus** and **Minus** sections to add the general ledger accounts you want to pull to the report. Click **G/L List** to view a list of general ledger accounts in the system.
    - The **Plus** section is for accounts that will *add* to the total.
    - The **Minus** section is for accounts that will *subtract* from the total.
    - Use the **From** and **To** fields to enter a range of continuous accounts.
    - If you want to include one account on the report or need to add accounts that are outside of the continuous range you specified, use the **Include** fields to specify the accounts.
  8. If you want to pull the expenses from a specific department, type the department code in **Pull Expense For Department**.
  9. Use the **Line Values** fields to indicate the line number for the line value.
  10. When you are finished setting the parameters, click **Save**. The line will appear in the list on the right side of the screen.
  11. Continue to add additional lines to the report as needed.
  12. When you are finished, click **Exit** to return to the Comparison DOC menu.

**Tip:** Click a line in the list on the right side of the screen and click **List Proof** to view a list of accounts set to pull to the selected line, the value of each account, and the total for the line.

## Verifying the Report Parameters

Click **Verify** to print a report that lists all of the accounts entered on the DOC Setup screen that do not appear in the general ledger. This helps you ensure you have entered the accounts correctly.

## Deleting a Line

Use the **Delete Line** button to remove a saved line from the DOC.

1. On the Comparison DOC Setup screen, type the line number you wish to remove or click the line in the list on the right side of the screen.
2. Click **Delete Line**.
3. Click **OK** when prompted to verify you want to delete the record. The line is removed from the list on the right side of the screen.

## Printing the Report Parameters

Once you are finished entering all of the parameters for a DOC, you should print a copy of the report parameters for your records. You can do this by clicking the **Print Setup** button on the bottom of the Comparison DOC Setup screen. The printout may be useful when you view the report to ensure you understand why each line is pulling the way it is pulling. The printout lists each line and indicates what the line is set to display.

## Compiling the Report

When you want to print a DOC, you must first compile it. You have the option of compiling all the DOCs or just the selected DOC.

1. Click **Comparison DOC** from the Reports menu.
2. In the **Select DOC To Use** list to the right of the Comparison DOC menu, click the appropriate DOC you'd like to compile.
3. Click **Compile Report** on the Comparison DOC menu.
4. When prompted to verify you want to compile the report, you have the option of selecting to compile just the DOC you selected or all DOCs. Click the corresponding button to select the option.

## Printing the DOC

Once you compile the report, click **Print Compiled Report** to print the DOC.

1. From the Comparison DOC menu, click **Print Compiled Report**.
2. When prompted to verify your printer is ready, click to select **To Printer** to print the information or **To Screen** to view the information on your screen.
3. Once you select your print type, click **Print**.

## Exporting the DOC to Excel

Use the Export to Excel button to export the compiled report for viewing in Microsoft® Excel. You can access the file in Excel as needed. In Excel, open the file **C:\ASIXL\YearDoc-#.xls** (**K:\ASIXL\YearDoc-#.xls** if your dealership uses the hosted DMS solution). The # will be replaced with the DOC number you compiled (1, 2, 3 etc.).

You have the option of exporting a simple report or expanded report. The simple report prints the monthly and year-to-date DOC totals for the current year and last year. The expanded version prints the sales, gross, and units for five periods: Current Year-Month, Current Year-Year-To-Date, Current Year-Last Month, Previous Year-Month, and Previous Year-Year-To-Date.

1. Click **Export To Excel**.
2. Indicate if you want to export a simple or expanded report. Click the corresponding button to select the option.
3. The system displays a prompt indicating the report has been saved to an Excel file. Click **OK** to acknowledge the message.

## Printing Previous DOCs

The **Print Previous DOC's** button allows you to view and print previously compiled DOCs. The list will hold DOCs for 20 days.

1. Click **Print Previous DOC's** from the Comparison DOC menu.
2. A list of available DOCs opens. The list displays the DOC number and the date it was compiled. Click the DOC you want to select.
3. The DOC is displayed on the screen. Print the DOC as needed from the viewing screen.

## Selecting Another DOC

Use the **Select DOC Number to Use** button to select a DOC number. This opens the same prompt that appears when the Comparison DOC menu opens. Type the DOC number (1-9) or letter (S for service, B for body shop, or P for parts), or click the DOC in the list displayed. Once you create DOCs, the list on the prompt indicates which DOC numbers have been used and which numbers will be new DOCs. If you select a new DOC number, the system will prompt you to verify this is a new DOC number for a new report. Click **OK**.

## Standard Daily DOC

This button advances you to the Daily Operating Control menu. The Daily Operating control menu is used to create DOCs to use when printing daily operating reports. Once you create a DOC, you can edit and print it as needed using this menu. The options on this menu work similarly to the options on the Operator Defined DOC menu.

Daily Operating Control (Marks Motors)

Compile For August

Compile For September

Print Compiled Report

View Compiled Report

Export To Excel


Enter Report Parameters

Print Previous DOC's

Select DOC Number To Use

Exit

### Daily Operating Control

  
**Select DOC To Use**  
DOC Number To Use:   
   

1	
2	*** New Doc ***
3	Manfredi Service
4	CashFlow
5	Dan Test
6	Entire Dealership
7	*** New Doc ***
8	*** New Doc ***
9	*** New Doc ***
0	Body Shop
P	Parts Department
S	Service Department

## Creating a New DOC

1. From the Reports menu, click **Standard Daily DOC**.
2. In the **Select DOC To Use** area to the right of the Daily Operating Control menu, type the DOC number (1-9) or letter (S for Service, B for Body Shop, or P for Parts) in the **DOC Number To Use** field, or click the DOC in the list.
3. Click **OK** when prompted to verify this is a new DOC. The menu options now apply specifically to that DOC number.
4. Click **Enter Report Parameters**. The DOC Setup screen opens. Use this screen to enter the parameters for the selected DOC number. (Once you set the parameters, you will also use this screen to edit them when needed.)

5. In the **Line** field, type a line number for the line you are creating. The line number determines the order in which the information will print on the report.
6. Type a description for the line in the **Description** field.

**Tip:** You can create a title for your DOC using line 000. Type the title as the description for the line. This line will display in the DOC selection list on the Daily Operating Control menu. The title will help you identify the DOC. If you do not create line 000, the system will use the first line you create for the DOC as the title.

7. Next, enter the **Units**, **Gross** forecast, **Sales** forecast, or **Expense** forecast amount.

8. Specify how you want the line to pull or what you want the line to display on the report:
  - **A = Add (Normal Line):** This adds the line to the totals.
  - **S = Subtotal 1:** This displays the subtotal for all of the add lines (A) up to this point.
  - **X = Subtotal 2:** This displays the subtotal for all of the subtotal 1 (S) lines up to this point.
  - **T = Total:** This displays the totals up to this point. Depending on how you set the lines to pull, this is the sum of the add lines (A), subtotal 1 lines (S), and/or subtotal 2 lines (X) to this point.
  - **G = Grand Total:** This displays the totals for all your total lines (T).
  - **L = Line Value:** This displays the totals for selected lines on the report. Instead of adding account numbers to the **Plus** and **Minus** sections, you add line numbers. The line numbers added to the **Plus** section display under Sales on the report, and the lines added to the **Minus** section appear under Gross on the report. This information *does not* add to the totals. It is for display purposes only.
  - **D = Display Only:** This displays the totals for the accounts specified. This *does not* add to the totals. It is for display purposes only.
  - **P = New Page:** This indicates you want to add a page break to the report. The next line added will begin printing on a new page.
  - **B = Blank Line:** This indicates you want to add a blank line to the report. This allows you to space the information on the report as desired.
9. Use the **Plus** and **Minus** sections to add the general ledger accounts you want to pull to the report. Click **G/L List** to view a list of general ledger accounts in the system. When you flag a line to display line values (LV), you cannot enter general ledger accounts in these fields; you must enter line numbers.
  - The **Plus** section is for accounts that will *add* to the total.
  - The **Minus** section is for accounts that will *subtract* from the total.
  - Use the **From** and **To** fields to enter a range of continuous accounts.
  - If you want to include one account on the report or need to add accounts that are outside of the continuous range you specified, use the **Include** fields to specify the accounts.
10. If you want to pull the expenses from a specific department, type the department code in **Pull Expense For Department**.
11. When you are finished setting the parameters, click **Save**. The line will appear in the list on the right side of the screen.
12. Continue to add lines to the DOC as needed.
13. Click **Exit** to return to the Daily Operating Control menu.

## Deleting a Line

Once you save a line, use the **Delete Line** button to remove the line from the DOC when necessary.

1. While on the DOC Setup screen, type the line number or click the line in the list on the right side of the screen.
2. Click **Delete Line**.
3. Click **OK** when prompted to verify you want to delete the record.

## Verifying the Report Parameters

Click **Verify** on the DOC Setup screen to print a report that lists all of the accounts entered on the screen that do not appear in the general ledger. This helps you ensure you have entered the accounts correctly.

## Printing the DOC Worksheet

Click **Worksheet** to print a DOC worksheet for the current parameter set. The worksheet lists each line and indicates the sales forecast amount and expense forecast amount for each line. It also indicates how each line is set to pull to the report. The printout may be useful when you view the report to ensure you understand why each line is pulling the way it is pulling.

## Printing the Report Parameters

Once you are finished entering all of the parameters for a DOC, you should print a copy of the report parameters for your records. You can do this by clicking the **Print Setup** button on the bottom of the DOC Setup screen. The printout may be useful when you view the report to ensure you understand which accounts are pulling to each line.

## Renaming a DOC

You can use the **Rename** button to *replace* a selected DOC with the DOC currently displayed on the screen. This utility may be useful once you start using the program and need to manage your DOCs.

1. On the DOC Setup screen, click **Rename**.
2. The Rename DOC window opens. Click the DOC you want the displayed DOC to replace.
3. If the DOC you select has more than one record in it, the system will warn you.
4. Click **Replace** to continue. If you continue, all records in the DOC will be overwritten with the current DOC's information.



## Compiling the DOC

You have the option of compiling the report for the current month or the next month. The first button on the Daily Operating Control menu displays the name of the current month, and the second button on the menu displays the name for the next month. The button description updates when you close your books at the end of the month.

1. Click the button that corresponds to the month for which you want to compile the DOC.
2. In the **For Day Number** field, type day of the month you want to use to compile the report.
3. In the **Of Days For Month** field, type the total number of days in the month.
4. When prompted to verify you want to compile the report, click **Current DOC** to compile just the selected DOC or **ALL DOC's** to compile all the available DOCs.

**Tip:** If the DOC names in the DOC list appear mixed up, click **Resequence DOC** to put the correct name back with the correct DOC.

**Important:** Compiling the report should only be done once per day around the same time of day. Compiling once per day around the same time of day will help ensure the daily portion of the report will be an accurate representation of daily work. If the report must be printed multiple times, you can print it as many times as needed.

## Viewing the Compiled DOC

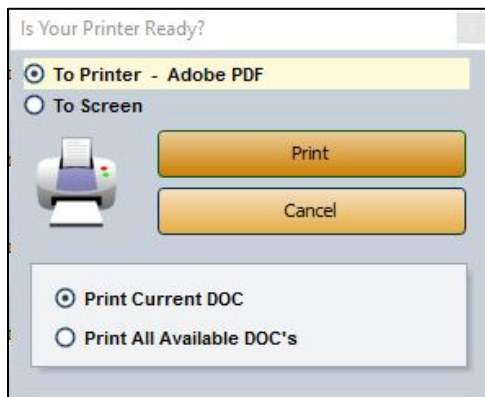
You can view the compiled DOC using the **View Compiled Report** button on the Daily Operating Control menu. This allows you to view the information before printing it or instead of printing it. The screen will display information for a single DOC or all DOCs based on the compiling option you selected.

1. Click **View Compiled Report** to view the compiled report on your screen.
2. Use the scroll bars on the screen to view the DOC.
3. When you are finished, click **Close** to close the viewing screen.

## Printing the DOC

You can print the compiled DOC as needed. Just as you did when you compiled the report, you have the option of printing just the selected DOC or all DOCs.

1. Click **Print Compiled Report** on the Daily Operating Control menu.
2. When prompted to verify your printer is ready, click to select **To Printer** to print the information or **To Screen** to view the information on your screen.
3. Click to select if you want to print just the DOC you selected or all DOCs.



4. Click **Print**.

## Exporting the DOC to Excel

Use the **Export to Excel** button to export the compiled report for viewing in Microsoft® Excel. You can access the file in Excel as needed. In Excel, open the file **C:\ASIXL\DayDoc-#.xls** (**K:\ASIXL\DayDoc-#.xls** if your dealership uses a hosted DMS solution). The # will be replaced with the DOC number you compiled (1, 2, 3 etc.).

1. Click **Export To Excel** from the Daily Operating Control menu.
2. Click **OK** when prompted to verify you want to export the DOC.
3. The system displays a prompt indicating the report has been saved to an Excel file. Click **OK** to acknowledge the message.

## Printing Previous DOC's

The **Print Previous DOC's** button allows you to view and print previously compiled DOCs. The list will hold DOCs for 60 days.

1. Click **Print Previous DOC's** on the Daily Operating Control menu.
2. A list of available DOCs opens. The list displays the DOC number and the date it was compiled. Click the DOC you want to select.
3. The DOC is displayed on the screen. Print the DOC as needed from the viewing screen.

## Eyeball Stats

Use this button to open the Eyeball Stats screen to compile, view, and print statistics for a specific DOC. The Eyeball Stats screen can be used as an alternative to the Daily DOC report. You can define up to nine DOCs and specify the general ledger accounts that will be used to compile the report. The information you can view on this report is limited, but this report provides a quick way to evaluate cash position or department profit. This is also available in the Dealer Principal Daily Doc.

The screenshot shows a software window titled "Eyeball Stats (ABC Motors)". The window has a header section with two columns labeled "Month" and "Year". The main body of the window is a large, empty rectangular area. At the bottom of the window is a toolbar containing five buttons: "Exit", "Month", "Print", "Setup", and "Select DOC". To the right of these buttons is a "DOC Number" field displaying the number "1", followed by a dropdown menu labeled "Available DOCs" with a small downward-pointing arrow icon.

## Creating a New DOC

Use the Stats Setup screen to define the parameters you want to set for the selected DOC number. Once you set the parameters, you can edit them using this screen.

1. Click **Eyeball Stats** from the Reports menu.
2. In the **DOC Number** field, type the DOC number (1-9) you want to create.
3. Click **OK** when prompted to verify this is a new DOC.

4. Click **Setup**. The Stats Setup screen opens.

5. In the **Line** field, type a line number for the line you are creating. The line number determines the order in which the information will print on the report.
6. Type a description for the line in the **Description** field.
7. Next, select if you want the line to display subtotals or totals. Type **Y** for yes or **N** for no in the appropriate field.
8. Use the **Plus** and **Minus** sections to add the general ledger accounts you want to pull to the report. Click **G/L List** to display a list of accounts in the system. You can drag and drop accounts from the list to the account fields.
- The **Plus** section is for accounts that will *add* to the total.
  - The **Minus** section is for accounts that will *subtract* from the total.
  - Use the **From** and **To** fields to enter a range of continuous accounts.
  - If you want to include one account on the report or need to add accounts that are outside of the continuous range you specified, use the **Include** fields to specify the accounts.
9. When you are finished setting the parameters, click **Save**.
10. The line will appear in the list on the right side of the screen.
11. Continue to add lines as needed.
12. When you are finished, click **Exit** to return to the Eyeball Stats screen.

## Viewing the Stats

1. On the Eyeball Stats screen, type the **DOC Number** you want to view, or select the DOC from the drop-down menu.
2. Click **Month** to select the month you want to use to compile the DOC information. Click the appropriate month from the Previous Month window that opens. The screen will display the compiled information.
3. Click **Print** to print the report.
4. Select your print criteria and click **Print**.

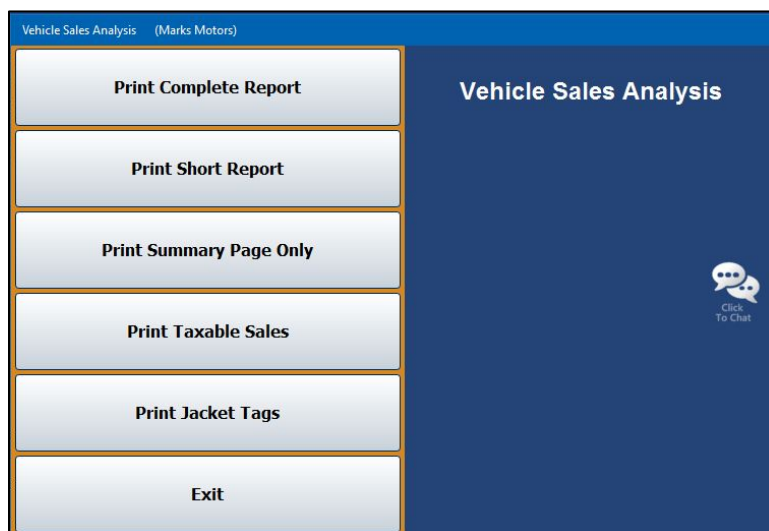
## Vehicle Sales

This button opens the Vehicle Sales Reports menu. You use this menu to print vehicle sales reports. The vehicle sales reports can be printed in a complete, short, or summary format. You can also print commission reports and view sales history. To generate a report, click the button that corresponds to the menu option you want to select. The appropriate prompt or screen appears. When you are finished, click **Exit** to return to the Reports menu.



## Sales Analysis/Taxable Sales

This button opens the Vehicle Sales Analysis menu so you can print a sales analysis report in three different formats. You can also print a report that lists all of your taxable sales for a specific date range. Click the button that corresponds to the report you want to print and select your print criteria. When you are finished, click **Exit** to return to the Vehicle Sales Reports menu.



**Tip:** If a vehicle was sold during the month but does not appear on the Vehicle Sales report, return to the **Vehicle Sales Report** menu and select **View/Edit Vehicle Sales Data**. Check that the delivery date is correct. If necessary, you can edit the delivery date from the edit screen, and the vehicle sale should appear in the monthly report.

### Print Complete Report

Use this button to print the complete vehicle sales analysis report. This report will list every Sales account number and description and identify the account as new, used, or wholesale. The report also displays the month-to-date and year-to-date cost, gross, units, and average gross for each account.

### Print Short Report

Use this button to print a short vehicle sales analysis report. The report lists the account number and the month-to-date and year-to-date units, total sale amount, and average gross.

### Print Summary Page Only

Use this button to print a summary vehicle sales analysis report. The report will list the month-to-date and year-to-date cost, gross, units, and average gross for new, used, and wholesale accounts. This report does not display individual Sales accounts.

### Print Taxable Sales

Use this button to print a list of the taxable vehicle sales for a specific date range. The report lists the new sales and used sales separately. For each sale, the report lists the stock number, sale date, customer's name, sale amount, trade amount, net, sales tax, and other tax. The end of each section lists the total sale, trade, net, sales tax, and other tax for all of the new and used sales.

1. Click **Print Taxable Sales** on the Vehicle Sales Analysis menu.
2. Specify the date range you want to use for the report using the **From** and **To** fields. You must enter the dates in an eight-character format with or without slashes (mm/dd/yyyy or mmdyyy). If you do not enter slashes, press ENTER after you enter the date.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

### Print Jacket Tags

Use this button to print jacket tags/labels for vehicle sales. The feature requires 1x4 inch labels. You can preview the labels on your screen, but Autosoft strongly recommends that you print the labels from the DMS software and not from the viewing screen. This will ensure the text lines up properly on the labels. Each label lists the customer's name, address, and telephone number, the vehicle's stock number and VIN, and the delivery date.

1. From the Vehicle Sales Analysis menu, click **Print Jacket Tags**.
2. Specify the top margin for the tags using the **Top Of Form Start Factor** field. The factor is usually 12.
3. Using the **From** and **To** fields, specify the date range you want to use for the report. You must enter the dates in an eight-character format with or without slashes (mm/dd/yyyy or mmdyyy). If you do not enter slashes, press ENTER after you enter the date.
4. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Vehicle Sales

Use this button to print a vehicle sales report. The report lists the sales by sales type (new vehicles, used vehicles, wholesale, etc.). For each sale, the report lists the sales date, stock number, customer's last name, model year, make, model, salesman code, sale amount, cost, standard gross, commissionable gross, vehicle age, and the return percentage. The return is calculated using the following formula:  $\text{Return} = (\text{Gross} \div \text{Dealer's Cost}) \div (\text{Vehicle Age} \div 365)$ .

The bottom of each section lists the total sales and gross, average annualized return on investment, and the average number of days the vehicles were in inventory. An aging summary also divides the sales into five aging categories (current to 30, 30 to 60, 60 to 90, 90 to 120, and over 120 days) and lists the average gross for each category.

The report also includes an F&I summary. For each sale on the report, the summary lists the total credit life commission, credit A&H commission, warranty commission, finance reserve, other backend income, and back add income. The report also provides the total of all the commissions listed above, as well as the number of total retail deals, the number of units with backend income, and the average per vehicle.

Total Retail Deals .....	14	
Units With Backend Income .....	3	
Average Per Vehicle .....	\$ 153.86	
Credit Life Commission .....	\$ .00	.0%
Credit A&H Commission .....	\$ .00	.0%
Warranty Commission .....	\$ .00	.0%
Finance Reserve .....	\$ 700.00	14.3%
Other Backend Income .....	\$ 1454.00	14.3%
Back Add Income .....	\$ .00	.0%
Total Commissions .....	\$ 2154.00	

1. On the Vehicle Sales Reports menu, click **Vehicle Sales**.
2. If you want to print the report for all salesperson, leave 00 as the default in the **Salesman** field, and press ENTER. If you want to print the report for a specific salesperson, select the salesperson from the drop-down list.
3. Specify the dates you want to use for the report using the **From** and **To** fields.
4. When prompted to verify your printer is ready, select your print criteria and click **Print**.



## Commissions

Use this button to print a commissions report. This report can be viewed either in a short list or detailed list format. This selection can be made when entering the print criteria for the report.

If you choose to print the short version, the report will list the salesperson code, sale date, customer's name, model year, make, model, and accrued commission.

The detailed version will list all items from the short version, plus the sale amount, cost, standard gross, commissionable gross, gross percentage, and the F&I gross for each sale.

Both the short and detailed versions of the commissions report are divided into two parts. First, the report lists all of the sales for the specified date range. Second, the report shows a commission summary for each salesperson. This portion of the report lists the salesperson's number and name, total commission, commissionable gross, gross percentage, units sold, and the average gross for the sales.

1. From the Vehicle Sales Reports menu, click **Commissions**.
2. If you want to print the report for all salespeople, leave 00 as the default salesperson, and press ENTER. If you want to print the report for a specific salesperson, select the salesperson from the drop-down list.



3. Specify the dates you want to use for the report using the **From** and **To** fields.
4. Use the **Short List or Detailed List** field to indicate if you want to print a short list or detailed list. Type **S** for short or **D** for detailed.
5. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## View/Edit Vehicle Sales Data

Use this button to open the Vehicle Sales screen to edit vehicle sales information. You will need to make journal entries to correct the information you change on this screen. The sale account to which the information was posted is displayed for each vehicle.

Vehicle Sales (ABC Motors)

Stock: T1342A Delivered: 04/22/16  
 Year: 2011 VIN: 16CRCSE0XBZ160517  
 Make: CHEVROLET New - Used - Certified - Fleet - Wholesale - Dealer Trade  
 Model: SILVERADO N/U/C/F/W/D: C

Last Name: BOTTENFIELD  
 Salesman: None Entered  
 Document: T1342A  
 Sale Account: 446A

Description	G/L	Cont.	Debit	B/C	Description	G/L	Cont.	Credit	B
Cost Of Sale	646A	T1342A	21100.00		Sale	446A		200.00	
Reconditioning	647A	T1342A	.00		Inventory	241	T1342A	21100.00	
Amt. Financed	205	T1342A	.00		Trade Payoff	300A	T1342A	.00	
Cash W/Deal	220A	T1342A	.00		Sales Tax	324A	T1342A	.00	
Deposits	220A	T1342A	.00		Other Tax			.00	
Incentives		BOTTEN	.00		State Fees	300A	T1342A	.00	
Cust. A/R	262	BOTTEN	200.00		Misc. Income	905A		.00	
Trade Inven.	241		.00		Life Payable	322	T1342A	.00	
Trade (2)	240		.00		Life Comm.	809		.00	
Over Allowance			.00		A&H Comm.	809		.00	
Warr. Cost			.00		Warr. Sale			.00	
Serv. Cost			.00	<input type="checkbox"/>	Warr. Payable			.00	
			.00	<input type="checkbox"/>	Serv. Sale			.00	<input type="checkbox"/>
Gap. Cost			.00	<input type="checkbox"/>	Serv. Payable			.00	<input type="checkbox"/>
			.00	<input type="checkbox"/>	Gap. Sale			.00	<input type="checkbox"/>
			.00	<input type="checkbox"/>	Gap. Payable			.00	<input type="checkbox"/>
			.00	<input type="checkbox"/>				.00	<input type="checkbox"/>
			.00	<input type="checkbox"/>				.00	<input type="checkbox"/>
			.00	<input type="checkbox"/>				.00	<input type="checkbox"/>
			.00	<input type="checkbox"/>	DAN	300A	T1342A	.00	

Exit Sales List Print Recap Delete Sale Clear Save Next

1. From the Vehicle Sales Reports menu, click **View/Edit Vehicle Sales Data**.
2. Type the stock number for the vehicle. You can view a list of the vehicle sales using the **Sales List** button. The screen automatically displays all of the vehicle sales for the current month. Use the month buttons on the top of the View Sales screen to view a list of sales for each month. You can use the buttons below the month buttons to filter the list. You can select to view new sales, fleet sales, used sales, certified used sales, wholesale sales, dealer trades, or all sales. Click the sale type you want to select.
3. The vehicle and sales information populates the Vehicles Sales screen. The general ledger accounts, controls, and the last nine fields in each column pull from the vehicle sale information that was posted when the deal was done originally.
4. To edit information, click in the field, or press ENTER until the cursor advances to the appropriate field.
5. Make the necessary changes.
6. When you are done, click **Save** to save the changes.
7. Click **Next** to view commission information. The Back Adds screen opens. Click **Next** on the Back Adds screen to open the Ancillary Entries screen, where the commission information is listed.
8. Click in a field and edit the information as needed.

9. Click **Save** to save the changes (or click **Back** if you do not need to edit the information).
10. The system returns you to the Vehicle Sales screen.
11. If necessary, use the **Print Recap** button to print the sales data.

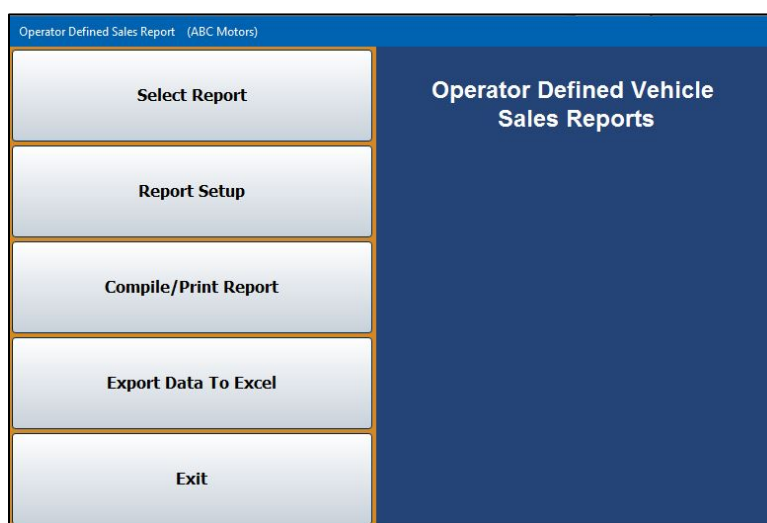
### **Deleting Sales Data**

You can delete the sales data. Once you delete the data, you cannot retrieve it for viewing and editing on this screen.

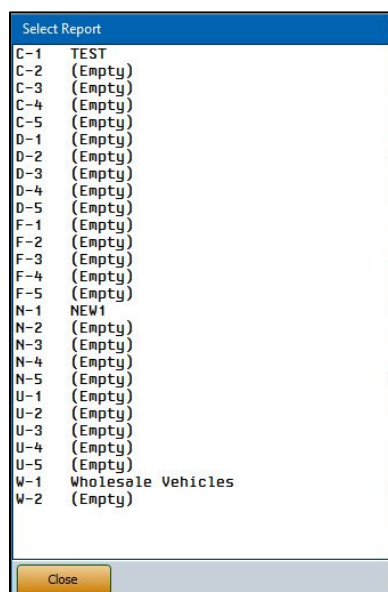
1. From the Vehicle Sales Reports menu, click **View/Edit Vehicle Sales Data**.
2. Select the sale by typing the stock number or clicking the **Sales List** button.
3. Click **Delete Sale**.
4. Click **OK** when prompted to verify you want to delete the sale.

## Operator Defined Reports

This button advances you to the Operator Defined Vehicle Sales Reports menu. Use this menu to create and print custom vehicle sales reports. This allows you to select the information you want to print on the report and specify how the information is displayed. There are six categories of vehicle sales reports you can create, and you can create up to five reports in each category. The categories are **C** for certified pre-owned, **D** for dealer trade, **F** for fleet, **N** for new, **U** for used, and **W** for wholesale. In addition to printing the reports, you can export the reports to a Microsoft® Excel spreadsheet.



When the Operator Defined Vehicle Sales Reports menu opens, the Select Report list appears. Initially, you use this list to select the report you want to create. Once you create reports, you use the list to select the report you want to print.



## Creating a New Report

1. On the Vehicle Sales Reports menu, click **Operator Defined Reports**.
2. The Select Reports list opens. Click the line that represents the report you want to create. Make sure you click the correct line. Remember, **C** is for certified pre-owned, **D** is for dealer trade, **F** is for fleet, **N** is for new, **U** is for used, and **W** is for wholesale. The number serves only to identify the five reports you can create in each category.
3. When you select an "Empty" report, the system automatically advances you to the Setup screen. This is the same screen that opens when you click **Report Setup** on the Operator Defined Vehicle Sales Reports menu.

4. The system indicates the report you selected to create. It displays this information above the **Report Name** field.
5. In **Report Name**, type a name/description for the report you are creating. The name you specify will display in the Select Report list.
6. Click to select if you want to total the rows and/or columns on the report. A checkmark indicates the option is selected. Click again to clear the box as needed.
7. Click to choose pulling the report data from the sales data or the schedules.
8. The screen lists all of the available columns for the report. Click to select the columns you want to add to the report. Remember, the report can only have 10 columns, including the total column, so if you select to total the rows, you are limited to nine selections.
9. Click the **+** next to each item to specify how the column will affect the total column. Columns flagged **+** will add to the total. Columns flagged **-** will subtract from the total. Columns flagged **d** will make the column display-only. Display-only columns will not affect the total. Repeatedly click the symbol in front of the item until you arrive at the function you want to apply to the column.

10. Use the **(C)** column to select print the line's control on the report.
11. Click **Save Setup**. The system returns you to the Operator Defined Vehicle Sales Reports menu.

## Editing a Report

Once you create a report, you can edit it as needed.

1. From the Operator Defined Vehicle Sales Reports menu, click **Select Report**. If entering the menu from the **Operator Defined Reports** option on the Vehicle Sales Reports menu, the Select Reports List will open automatically.
2. Click the report you wish to edit from the Select Report List.
3. Click **Report Setup**. The Setup screen opens and displays the parameters for the report.
4. Edit the information as needed.
5. Click **Save Setup**.

## Compiling/Printing a Report

1. When the Operator Defined Vehicle Sales Reports menu opens, the system prompts you to select a report. Click the line that represents the report you want to print. You can also click **Select Report** on the Operator Defined Vehicle Sales Reports menu to display the Select Report List.
2. Click **Compile/Print Report**.
3. Use the **From** and **To** fields to specify that date range you want to use for the report. Type the date in an eight-character format with or without slashes (mm/dd/yyyy or mmddyyyy). Press ENTER if you do not use slashes.
4. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Exporting the Report to Microsoft Excel

Use the **Export Data to Excel** button to export the compiled report for viewing in Microsoft® Excel. Make sure that you have compiled a report before attempting to export it. You will receive an error if you have not compiled a report. You can access the file in Excel as needed. In Excel, open the file **C:\ASIXL\VSL#.xls (K:\ASIXL\VSL#.xls** if your dealership employs the hosted DMS solution). The *L* will be replaced with the letter that identifies the type of report (D for dealer trade, N for new, etc.), and # is the report number (1-5) the user assigned the report.

1. Click **Export to Excel**.
2. Click **OK** when prompted to verify you want to export the report.
3. The system displays a prompt indicating the report has been saved to an Excel file. Click **OK** to acknowledge the message.

## Vehicle Sales History

Use this button to open the Vehicle Sales History screen to view the sales history.

**Tip:** You can use the Dealer Principal application to view the sales statistics for the prior 12 months. In the Dealer Principal application, select **Sales** and then **View Vehicle Sales**. Click the month you want to view. You can print the report as needed. Click a vehicle to view a recap of the deal.

1. Click **Vehicle Sales History** from the Vehicle Sales Reports menu.
2. At the top of the View Sales screen, click the month button that corresponds to the month's sales you wish to view.
3. Use the **New Retail**, **Fleet**, **Used Retail**, **Certified**, **Wholesale**, **Dealer Trade**, and **All Sales** buttons to specify the type of sales you want to display in the list.

View Sales													
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		
New Retail		Fleet		Used Retail		Certified		Wholesale		Dealer Trade		All Sales	
Date	Customer	Stock	Vehicle			Salesman		Misc. Income		Backend	Days		
08/06/15	SUTHERLAND	1418	15	CHEVROLET	K1500 SUBU	98	Angie Gibso	.00		.00	20		
08/07/15	DAN CUMMIN	1421	15	CHEVROLET	SILVERADO	98	Angie Gibso	.00		.00	21		
08/07/15	MANSFIELD	1426	15	CHEVROLET	SILVERADO	98	Angie Gibso	1302.15		.00	11		
								-----					
3 Vehicles Listed								Average Misc. Income Per Vehicle		434.05			
0 Units With Backend Sales.								Average Sale Per Vehicle		.00			
								Average Income Per Vehicle		.00			
								Backend Penetration		.00 %			

Exit

Extended Search

Click Line to Print Recap

Print Current List

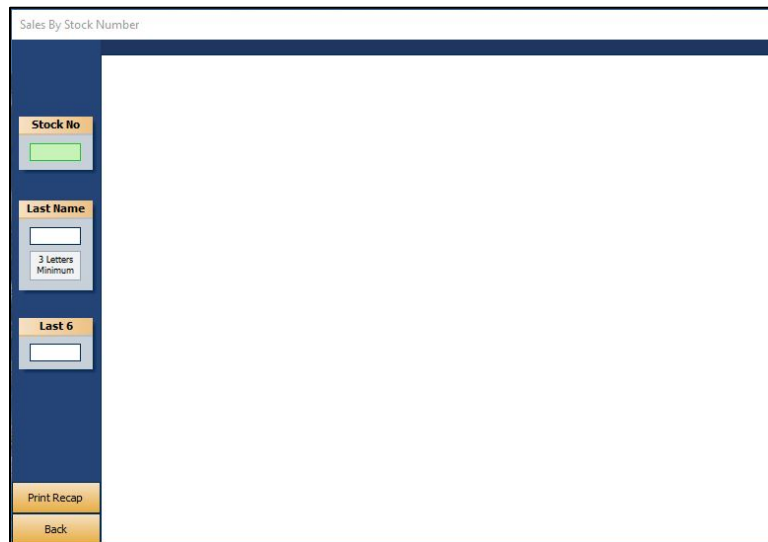
4. The sales information populates the screen.
5. Click **Print Current List** to print the information on the screen as needed. Select your print criteria and click **Print**.
6. Click a sale in the list to view a recap of the sale.
7. On the Sales By Stock Number screen, click **Print Recap** to print the sale information.
8. Select your print criteria and click **Print**.



## Using the Extended Search

You can perform an extended search to find a specific sale in history.

1. While on the View Sales screen, click **Extended Search**. The Sales By Stock Number screen opens.



2. Type the stock number or the customer's last name/part of the customer's last name in the **Stock No** or **Last Name** fields, respectively.
3. The screen will display the sales that match your search criteria. From the list of results, click the sale you wish to view.
4. Click **Print Recap** on the viewing screen to print the sale information.
5. Select your print criteria and click **Print**.

## Vehicle Sales FaStats

Use this button to open the Vehicle Sales FaStats screen. This provides a quick look at your vehicle sales.

1. Click **Vehicle Sales FaStats** from the Vehicle Sales Reports menu. The screen automatically displays the month and year-to-date number of units sold, total sales amount, and total gross amounts for new, used, and wholesale vehicles.

Vehicle Sales FaStats

☐ Include Over Allowance In Gross

Month			
	Units	Sales	Avg. Gross
New	8	146010.21	1241.81
Fleet	6	13999.00	1584.00
Used		.00	.00
Certified Used	3	43622.40	12520.48
Wholesale	1	19900.00	128.00
Over Allowance		223531.61	

YTD			
	Units	Sales	Avg. Gross
New	131	4353440.76	202.19
Fleet	29	587358.52	403.59
Used	276	4803705.43	1779.64
Certified Used	35	757260.33	646.43
Wholesale	81	521408.48	140.34
Over Allowance		328894.22	

As Posted to the G/L in the Current Month  
Click Details to View Accounts

Close Details

2. By default, the over allowance is not included in the gross. Click the **Include Over Allowance In Gross** box to include the over allowance in the FaStats.
3. Click details to view the general ledger balances for the accounts that affect the FaStats.

## Customer History

The Customer Information screen is used to view a customer's service history. The information pulls from the customer's file in the Service Writing module.

Customer Information (ABC Motors)

Customer Number: **SM1152025** Last 8: **E1152025** VIN: **2G1WB5E35E1152025** Active/Inactive (A/I): **A**

Name: **ANTHONY SMITH** Home: **724 555 1240** Work: **0 0 0**

Name: **ANTHONY SMITH** Salutation:

Address: **106 SCOTT ST** Memo:

City/State: **WEST MIDDLESEX PA 16159** Birthdate: **06/21/60**

e-Mail: **TONYSMITH@GMAIL.COM** Salesman: **35 Gary Sanford** Cars Purch Here:

Stock No:  Year: **2014** Color: **COMPLETE W** Delivered: **08/04/15**

Car Line: **8** Make: **CHEVROLET** Keys:  Odometer: **14926**

New/Used/Other: **U** Model: **IMPALA LIM** License:  In Service: **01/15/15**

Lease/Purch/Finance: **F** Body: **SEDAN** Finance Term: **72** Monthly Payment: **253.31** Total Cash Price: **14785.53**

Last Service: **04/20/16** **2399**

Next Service: **00/dd/00** **Lube-Oil-Filter**

Total Service Visits: **4**

Inspection Month: **08**

Service Contract: **COMPLETE WRAP**

Term: **60** Expires: **08/20**

If Multiple Vehicles for this Customer, Click Car from List

14	CHEVROLE	IMPALA L	08/04/15
		Purchase:	14785.53
		Service:	718.12

Exit < Extended Search > Print Clear History Save

## Viewing Information

1. Type the customer number or last eight digits of the VIN. You can also search for a customer by clicking **Extended Search**. Type the last four digits of the customer's phone number, the first three to six characters of the customer's last name, the license number, or three to six characters of the stock number. A list of customers who meet the criteria you entered opens. Click the customer you want to select.
2. The customer's information populates the screen. (You can scroll through the list of customers by clicking the arrows on each side of the **Extended Search** button.)

The top three sections of the screen display the customer and vehicle information. This information is for viewing only; you cannot edit the information on this screen.

The bottom-left section of the screen displays the service history.

The bottom-right section of the screen lists all the customer's vehicles. If a customer has more than one vehicle, you can view the vehicle's information by clicking on the vehicle in the list. For each vehicle, the screen lists the delivery date, purchase amount, and total value of the customer's service repairs.

3. Click **History** to view the customer's service history as needed. The Service History report will list repairs by Repair Order, Date, Odometer In, Technician Number, Repair description, Labor dollar amount, and Parts dollar amount.

## Printing the Information

In addition to listing the customer and vehicle information, the printout includes all of the service dates for the vehicle.

1. Click **Print**.
2. When prompted to verify your printer is ready, click to select **To Printer** to print the information or **To Screen** to view the information on your screen.
3. Once you select your print type, click **Print**.

## Fixed Coverage

The Fixed Coverage screen displays the fixed coverage for the current month and last 12 months. You have the option of viewing the analysis with or without any post-ahead entries. Before you can use the Fixed Coverage feature, you must use the **Setup** button to indicate the General Ledger accounts that will be pulled for each category. The system uses the setup to compile the information displayed on this screen.

### Entering Fixed Coverage Setup Information

1. From the Reports menu, click **Fixed Coverage**.
2. Click **Setup** on the Fixed Coverage screen. The Fixed Coverage Setup screen opens.

Fixed Coverage Setup

Service					
Sale Accounts ...	From: 460A	To: 466	Cost Accounts ...	From: 660A	To: 666
	From: 469	To:		From: 669	To:
	From:	To:		From:	To:

Parts					
Sale Accounts ...	From: 467	To: 468	Cost Accounts ...	From: 667	To: 668
	From: 478	To: 492		From: 678	To: 692
	From:	To:		From:	To:

Body Shop					
Sale Accounts ...	From:	To:	Cost Accounts ...	From:	To:
	From:	To:		From:	To:
	From:	To:		From:	To:

Fixed Coverage Expenses			
Expense Accounts ...	From: 033	To: 092	
Expense Accounts ...	From:	To:	

Back ?

3. On the setup screen, specify the range of general ledger accounts that should pull for each category. Type the first account in the **From** field and the last account in the **To** field. Click Help (question mark icon) or press F1 on this screen for links to information regarding manufacturer-specific setup information.
4. Click **Back** to return to the Fixed Coverage screen. The system automatically saves the information entered.

## Viewing the Fixed Coverage

1. From the Reports menu, click **Fixed Coverage**. The system automatically displays the figures for the current month and the past 12 months. Click the **With Month** (where “Month” represents the next month) button to view the cash flow with post-ahead entries.

Fixed Coverage (ABC Motors)				
	Month	12-Months	August	12-Months
Service Sales .....	29,652.50	1,368,064.02		
Less Cost .....	10,532.94	770,069.95		
Service Gross .....			19,119.56	597,994.07
Parts Sales .....	27,558.80	935,998.76		
Less Cost .....	19,239.64	597,166.82		
Parts Gross .....			8,319.16	338,831.94
Body Shop Sales ...	.00	.00		
Less Cost .....	.00	.00		
Body Shop Gross .....			.00	.00
Total Department Gross .....			27,438.72	936,826.01
Total Fixed Overhead Expense .....			28,511.35	1,016,385.67
Fixed Coverage .....			96.24%	92.17%

2. Click **Print** to print the information.
3. Select your print criteria and click **Print**.

## Cash Flow

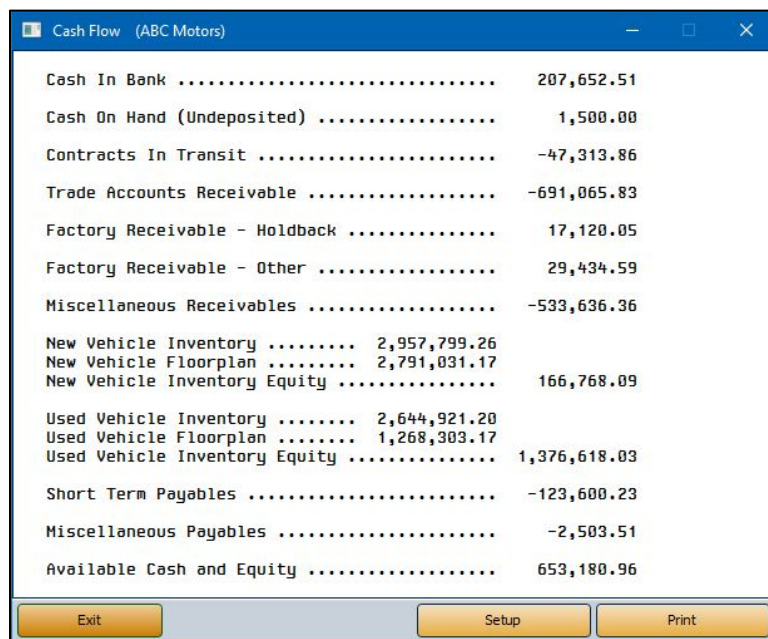
Use the Cash Flow screen to view the available cash flow. Before you can use the Cash Flow feature, you must use the **Setup** button to indicate the General Ledger accounts that will be pulled for each category. The system uses the setup to compile the information displayed on this screen.

### Entering Cash Flow Setup Information

1. Click **Cashflow** from the Reports menu.
2. The system will ask if you would like to include post-aheads when viewing the cash flow. If so, click **Yes**. To omit post-aheads, click **No**.
3. The Cash Flow screen opens. Click **Setup**. The Cash Flow Setup screen opens.
4. Type the general ledger account numbers that should pull for each category. Press F1 on this screen for links to information regarding manufacturer-specific setup information.
5. Click **Back** to return to the Cash Flow screen. The system automatically saves the information entered and again asks if you would like to include post-aheads.

### Viewing the Cash Flow

1. From the Reports menu, click **Cashflow**.
2. The system will ask if you would like to include post-aheads when viewing the cash flow. If so, click **Yes**. To omit post-aheads, click **No**.
3. The system automatically displays the figures for the current month.



Cash In Bank .....	207,652.51
Cash On Hand (Undeposited) .....	1,500.00
Contracts In Transit .....	-47,313.86
Trade Accounts Receivable .....	-691,065.83
Factory Receivable - Holdback .....	17,120.05
Factory Receivable - Other .....	29,434.59
Miscellaneous Receivables .....	-533,636.36
New Vehicle Inventory .....	2,957,799.26
New Vehicle Floorplan .....	2,791,031.17
New Vehicle Inventory Equity .....	166,768.09
Used Vehicle Inventory .....	2,644,921.20
Used Vehicle Floorplan .....	1,268,303.17
Used Vehicle Inventory Equity .....	1,376,618.03
Short Term Payables .....	-123,600.23
Miscellaneous Payables .....	-2,503.51
Available Cash and Equity .....	653,180.96

4. Click **Print** to print the information.
5. Select your print criteria and click **Print**.

## Reconcile Parts Inventory

Use this button to run a reconciliation report for the selected parts inventory source. This will identify the difference between the physical inventory and book inventory. The general ledger accounts for the inventory sources are set up on the Integrated Parts Sales Posting Parameters screen in the Accounting System Setup. If these accounts are not correct, the report will be erroneous.

Source 1 - FORD	Total Inventory Value For Source 1.....	32,214.84
Source 2 - GM	Balance Of G/L Account 242 .....	37,568.21
Source 3 - CHRYSLER	Difference Of Physical And Book Inventory .....	-5,353.37
Source 4 - MAZDA	Value Of Parts On Open Counter Slips .....	32,796.96
Source 5 - TOYOTA	Value Of Parts On Unposted Slips .....	43,838.49
Source 6 - VW	Value Of Parts On Open Repair Orders .....	50,273.00
Source 7 - KIA	Value Of Parts On Unposted R/O's .....	21,957.01
Source 8 - NISSAN	Total Of Work In Process Parts .....	148,865.46
Source 9 - HYUNDAI	Total Source 1 Subsource 000 Inv Acct 242 .....	29,045.44
	Total Source 1 Subsource 007 Inv Acct 242 .....	356.75
	Total Source 1 Subsource 012 Inv Acct 242 .....	2,133.05
	Total Source 1 Subsource 034 Inv Acct 242 .....	339.60
	Total Source 1 Subsource 124 Inv Acct 242 .....	340.00
	Total Source 1 All Subsources .....	32,214.84
Back	<a href="#">Print Worksheet Next --&gt;</a> <a href="#">Print Worksheet</a> <a href="#">Parts Audit Trails</a>	

1. Click **Reconcile Parts Inventory** on the Reports menu.
2. Click the button that corresponds to the inventory source you want to select.
3. When prompted to verify you want to scan the inventory, click **OK**.
4. The system will scan the selected inventory and all work in process for parts to reconcile the book inventory with the physical inventory. The system will display the information on screen.
  - **Total Inventory Value For Source 1:** This will pull the source total from the Parts module based on the number of units in the source multiplied by the cost as entered in the inventory.
  - **Balance Of G/L Account #:** (# represents the general ledger account set up in the Parts Sales Posting Parameters screen). This is the current balance of that general ledger account in Accounting.
  - **Difference of Physical And Book Inventory:** This represents the difference between Parts and Accounting.
  - **Value Of Parts On Open Counter Slips:** This figure is the value of those parts sales on open counter slips recorded by the Parts department but not yet closed.



- **Value Of Parts On Unposted Slips:** This figure is the value of those parts sales on counter slips that have been closed in Parts and updated to Accounting, but not yet posted. (Accounting>Journal Entries>Integrated Entries)
  - **Value Of Parts On Open Repair Orders:** This figure represents the value of parts on open repair orders recorded by the Service Department but not yet closed.
  - **Value Of Parts On Unposted R/O's:** This figure represents the value of parts sales on repair orders that have been closed in Service and updated to Accounting, but not yet posted. (Accounting>Journal Entries>Integrated Entries).
  - **Total Of Work In Process Parts:** This is the total of the four value lines above.
  - **Total Source # Subsource # Inv Acct #:** These lines are a breakdown of Subsources that make up the inventory stored in the source selected, but may reflect other accounts with balances not part of the main source account. For instance, Source 1 general ledger is 242 and the account for Source 1 – Subsource 002 is 244.
  - **Total Source # All Subsources:** This figure totals the Subsource lines above.
  - **Total Account #:** This figure is the inventory balance stored in the Parts source by the general ledger.
  - **Grand Total All Accounts:** This totals all the general ledger account lines above.
  - The next lines (**Unposted Factory Parts Invoices**, **Unposted Core Return Credits**, and **Net Difference Of Physical And Book Inventory**) are manual entry fields for the worksheet printout.
5. Click **Print Worksheet** to print the report.
  6. When prompted to verify your printer is ready, select your print criteria and click **Print**.

**Tip:** Use the **Parts Audit Trails** button to print a manually edited audit trail. This is the same information available on the "Manually Edited Audit Trail" report from the Inventory Data Verification menu in the Parts Inventory module.

## **Financial Statement**

This button advances you to the Financial Statement menu for the specified manufacturer. Refer to the franchise-specific instructions you received for compiling and printing the financial statement.

## Chapter 9 Month-End

You will use the Month-End Procedures menu to close your books at the end of the month. In order to close the month, you must print all of the month-end reports and purify all of the schedules. You should save all of the month-end printouts for your records. In addition, you should burn your month-end records to a CD or flash drive. These records are not your monthly backup; they are PDFs only. These records allow you to keep a copy of the files in a secure off-site location.



You complete the Month-End procedure using the following steps:


1. Click **Month-End** on the Dealership Accounting main menu.
2. Print your month-end journals. Make any changes necessary.
3. Close your accounts receivables, accounts payables, and general ledger.
4. Stack month-end print the month-end records to a PDF file.
5. View and print the month-end records as needed.
6. Burn the month-end records to a CD or flash drive.

**Tip:** After closing the accounts receivable, accounts payable, and general ledger, the system will now display a message on the Dealership Accounting main menu to warn you when you have not completed the stack month-end printing. Once the stack has been completed, the red banner will be removed.

## Permissions/Forms

Before you begin your month-end closing, click **Permissions/Forms** to open the End-Of-Month 'Check Off' menu. This menu provides valuable tools to assist you with your month-end closing. You should start every month-end closing by using the options on this menu.

End-Of-Month 'Check Off' List (ME4)

Print 'Check Off' List	<b>End-Of-Month 'Check Off'</b>   Click To Chat
Add To Check Off List	
Print 'GJ Entry' Form	
Posting Permissions	
Exit	

First, you will use this menu to create a check-off list you can use at the end of each month to help you with the month-end procedures. Once you create the list, you can edit it as needed to best fit your month-end activities. Print the list each month so you have a way of ensuring you do not overlook anything when closing the month.

This menu also provides an option to print a General Journal Entries worksheet. You use this sheet to record the information for the General Journal entries. The sheet includes an area for the signature of the individual who authorized the information. This can be a very valuable tool to confirm all of your records are in order.

Finally, this menu allows you to set posting permissions. You can “lock out” operators from posting to either the current month or next month. This is useful in preventing users from posting to a month after you have finished all of the work for the current period but have not yet carried out the final general ledger closing procedures. You are also able to “lock out” posting to the next month to prevent users from beginning to post to the next month until you want them to begin posting those transactions.

## Creating and Editing the 'Check Off' List

The system comes with a pre-installed check-off list you can use. These are the steps recommended when closing your books for the month. You can add to this list as needed to meet your dealership's needs. However, if you prefer, you can create your own check-off list. Use the **Add To Check Off List** button to create your check-off list.

Add To End-Of-Month Check Off List

05 Print out and post your Standard Monthly Journals after making any changes that are necessary

10 Print A/R Schedule-Purify-Apply late charges-Print Customer Statements Immediately go to Month End

15 Print A/P Schedule-Purify-Go to Month End and Close the A/Payable Module. The A/P Schedule

20 Print and Purify Car Inventory Schedules. Make adjusting entries as needed. Correct all Mistakes

25 Print and Purify all Detail Forward Schedules. Make adjusting entries as needed.

30 Print Trial Balance-Check for any problems. Make adjusting entries as needed. Doublecheck

35 Print and Edit Sales Tax Report under Schedules & Documents. This report will not be available

40 Print Missing Document Lists. This report only checks the documents in the current month's data

45 Print Final Daily Docs for Month. The information can be used to enter your statistical data

50 Compile, Print, and Download Financial Statement. You have the option to close the G.L. before

55 Make a Monthly Backup on your Odd or Even Monthly Back Up Disc-use your Super Disc Utilities

60 Close the General Ledger Module. Be sure everyone is out of Accounting. The General Ledger

65 Stack Month End Print-This option must be accessed next-Highlight the G.L. Period you just

70 Elec. M/End Records completes the Update process. Month End Burns rewrite all prior burns.

75 If you had Posting Permissions set for Month End, you should change them back at this time.

Line No.: 71

Mail a copy to the archives to the Accountant, and put another copy in the safety deposit box.

Exit Fill With Defaults Save

## Loading the Default List

1. From the End-Of-Month 'Check Off' menu, click **Add To Check Off List**.
2. Click **Fill With Defaults**.
3. Click **OK** when prompted to verify you want to load the default settings.
4. The screen displays the lines.

## Adding a New Line

1. From the End-Of-Month 'Check Off' menu, click **Add To Check Off List**.
2. Type the line number you are adding in the **Line No.** field.
3. Type the text you want to add to the check-off list.
4. Click **Save** to save the line.
5. The line is displayed in the list at the top of the screen.
6. Continue to add lines as needed.
7. When you are finished, click **Exit** to return to the End-Of-Month 'Check Off' menu.

## Editing an Existing Line

1. From the End-Of-Month 'Check Off' menu, click **Add To Check Off List**.
2. In the list that opens, click on the line you wish to edit. The information is displayed in the fields at the bottom of the screen.
3. Edit the information.
4. Click **Save** to save the changes.

## Printing the 'Check Off' List

When you want to print the check-off list, click **Print 'Check Off' List**. When prompted to verify your printer is ready, select **To Printer** and click **Print**. Start at the top of the list, and work your way to the end. Check off each item on the list as you complete it.

ABC Motors	
Month-End Check Off List	05/25/2016
<input type="checkbox"/> Print out and post your Standard Monthly Journals after making any changes that are necessary. (05)	
<input type="checkbox"/> Print A/R Schedule-Purify-Apply late charges-Print Customer Statements (10) Immediately go to Month End and Close the A/R Module. (Usually done on the 25th) Closing the A/R will bring the detail to a Bal. Fwd Figure.	
<input type="checkbox"/> Print A/P Schedule-Purify-Go to Month End and Close the A/Payable Module. The A/P Schedule may be held open until the 10th if desired. (15)	

## Printing the General Journal Entry Form

Click **Print 'GJ Entry' Form** to print the General Journal Entry form. When prompted to verify your printer is ready, click **OK**. Use the sheet to record your General Journal entries.

General Journal Entries				
Document: _____		Date: _____		
Journal: _____		Page No.: _____		
Account	Control	Debit	Credit	Description

## Setting Posting Permissions

Use the **Posting Permissions** button to set permissions that will “lock out” operators from posting to either the current month or next month. For example, if you select “Allow Posting to Next Month,” operators can post to the next month. If you do not select this option, operators will not be able to post to next month until the books for the current month are closed and “next” month becomes the current month.

1. On the End-Of-Month ‘Check Off’ menu, click **Posting Permissions**.
2. To select or clear options, click in the box next to the option. A checkmark in the box next to the option indicates this option is selected and users can post to the month indicated.



The image shows a dialog box titled "Posting Permissions". It contains two options, each with a checkbox: "Allow Posting To Current Month" and "Allow Posting To Next Month". Both checkboxes are checked. To the right of these options is a yellow button labeled "Save".

3. Click **Save** to save the settings.

## Printing the Journals

The **Month-End Journals - G/L Detail** button opens the Month-End Journals menu. Use this menu to print the journals for the month. You can print the journals anytime during the month, but you should verify the journal information is correct and make any changes before you close your books. Simply click the button that corresponds to the menu option you wish to select and follow the prompts on your screen.



The image shows a menu titled "Month-End Journals". On the left side, there is a vertical list of buttons: "Print All Journal Data Available", "Print Journal Number", "Print Reference Document List", "Print Sales Journal Analysis", "Print G/L Detail Year-To-Date", "Print Post Ahead Journals", and "Exit". On the right side, there is a dark blue panel with the title "Month-End Journals" at the top and a chat icon with the text "Click To Chat" at the bottom.

## Print All Journal Data Available

Use this button to print all of the posting details for all of the journals. The printout lists every posting for each journal. For each posting, it lists the posting date, general ledger account, document number, control number, description, debit amount posted, credit amount posted, and profit percentage. The end of the printout lists the total debits and credits posted to each general ledger and the total debits and credits posted for each journal.

1. From the Month-End Journals menu, click **Print All Journal Data Available**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Print Journal Number

Use this button to print all of the posting detail for a specific journal. The printout lists every posting for the journal. For each posting, it lists the posting date, general ledger account, document number, control number, description, debit amount posted, credit amount posted, and the profit percentage. The end of the printout lists the total debits and credits posted to each general ledger and the total debits and credits posted for the journal.

1. On the Month-End Journals menu, click **Print Journal Number**.
2. Type the journal number for the journal you want to print, or select the journal from the drop-down list.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Print Reference Document List

Use this button to print a list of documents for each journal. The printout lists the posting date, general ledger account number, journal number, document number, description, and total amount posted. The end of the printout lists the total debits and credits posted.

1. Click **Print Reference Document List** on the Month-End Journals menu.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Print Sales Journal Analysis

Use this button to print the posting detail for the Sales Journals. The printout lists the general ledger account, journal number, debit and credit amounts posted, and the counts for the debits and credits. The end of the printout lists the total debits and credits posted.

1. On the Month-End Journals menu, click **Print Sales Journal Analysis**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.



## Print G/L Detail Year-To-Date

Use this button to print a complete list of year-to-date details for the general ledger for a specific year. Generally, you will generate this report in January after you close the general ledger for December. This will give you all of the detail for the previous year.

You should print a PDF version of the file so you can view and print it as needed later. When you print the report to a PDF file, you must go to the Electronic Month End feature. Use the **View/Print Month-End Records** button to display a list of the available PDF files. The general ledger detail file is named DetailXX.PDF (where XX is the year for the report). The file is created on the server drive and in C:\ASIME if your DMS is housed on an on-site server or in K:\ASIME if you use a hosted DMS solution. You can burn the report to a CD or flash drive as needed.

The printout lists every transaction for each general ledger account. For each transaction, it lists the posting date, journal number, document number, control number, debit amount posted, credit amount posted, and the description entered for the transaction.

1. On the Month-End Journals menu, click **Print G/L Detail Year-To-Date**.
2. Type the last two digits of the year you want to print (15 for 2015, 16 for 2016, etc.).
3. The system displays a warning that the report may be lengthy and that it is recommended you print the report to a PDF file. Click **OK** to acknowledge the message.
4. When prompted to verify your printer is ready, click **To .PDF File** to print the report to a PDF file or **To Printer** to print the report to your printer.

## Print Post Ahead Journals

Use this button to print just the post-ahead journal entries. The report prints the entries for each journal separately. For each entry, it lists the posting date, general ledger account, documents number, control number, description, debit amount posted, credit amount posted, and the profit percentage.

1. Click **Print Post Ahead Journals**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Closing the Books

Use the first three buttons on the Month-End Procedures menu to close your books. If your schedule does not match the general ledger balance, you will not be able to complete the month-end update until you correct the discrepancy.

### Accounts Receivable

All workstations must be out of accounts receivables during the update. However, Autosoft recommends you have all users exit the Accounting module while closing the books to ensure there are no conflicts.

1. On the Month-End Procedures menu, click **Close Accounts Receivable**.
2. When the monthly update screen opens, the system reminds you that you should have printed your customer statements before closing the month. Click **Continue** to acknowledge the reminder and to continue with the month-end closing.
3. The closing month populates the **Closing For Accounting Period** field based on the last month you closed. When prompted to verify you want to update this month, click **OK**. (If the month is not correct, click **Cancel**, and enter the correct month in the **Closing for Accounting Period** field.)
4. The update begins to run. This may take several minutes depending on the number of files in your system. Do not disturb the system during the update.
5. When the update is complete, the system returns you to the Month-End Procedures menu. A file will be accessible in C:\ASIME (K:\ASIME for dealerships using a hosted DMS solution); it also saves to the server. The file will use the naming convention AR#### in which the numbers represent the month and year of the closing. For example, the file AR0416 contains the accounts receivables information for April (04) 2016 (16). This file shows a printout of the AR schedule at the time of closing the Accounts Receivable module.

## Accounts Payable

All workstations must be out of accounts payables during the update. However, Autosoft recommends you have all users exit the Accounting module while closing the books to ensure there are no conflicts.

1. Click **Close Accounts Payable** on the Month-End Procedures menu.
2. The closing month populates the **Closing For Accounting Period** field based on the last month you closed. When prompted to verify you want to update this month, click **OK**. (If the month is not correct, click **Cancel**, and enter the correct month in the **Closing For Accounting Period** field.)
3. The update begins to run. This may take several minutes depending on the number of files in your system. Do not disturb the system during the update.
4. When the update is complete, the system returns you to the Month-End Procedures menu. A file will be accessible in C:\ASIME (K:\ASIME for dealerships using a hosted DMS solution); it also saves to the server. The file will use the naming convention AP#### in which the numbers represent the month and year of the closing. For example, the file AP0416 contains the accounts payables information for April (04) 2016 (16). This file shows a printout of the AP schedule at the time of closing the Accounts Payable module.

## General Ledger

Do not update the general ledger until all of the other month-end procedures have been completed. When you update the general ledger, *ensure that all users are out of the Accounting module, the Desk Manager module, and the Dealer Principal program*. It is also strongly advised that Parts and Service exit the system. Service may lock up the inventory file while working on an internal repair order, and Parts may lock up the general ledger file while creating a purchase order.

If any active journal files have not been posted, the system will display a warning to inform you the journals exist. You should research this situation before you continue.

1. From the Month-End Procedures menu, click **Close General Ledger**.
2. The closing month populates the **Enter The Accounting Period Ending** field based on the last month you closed. The system will warn you to verify that the period is correct. Verify the period displayed, and click **OK** to continue. (If the month is not correct, click **Cancel** and change the month. However, if you attempt to change the month, the system prompts you to enter a password to continue. You must get this password from an Autosoft Customer Support Center representative. This safety measure ensures you cannot accidentally close the general ledger for the wrong month.)
3. When prompted to verify you want to close the general ledger, click **OK**.
4. The update begins to run. This may take several minutes depending on the number of files in your system. Do not disturb the system during the update.

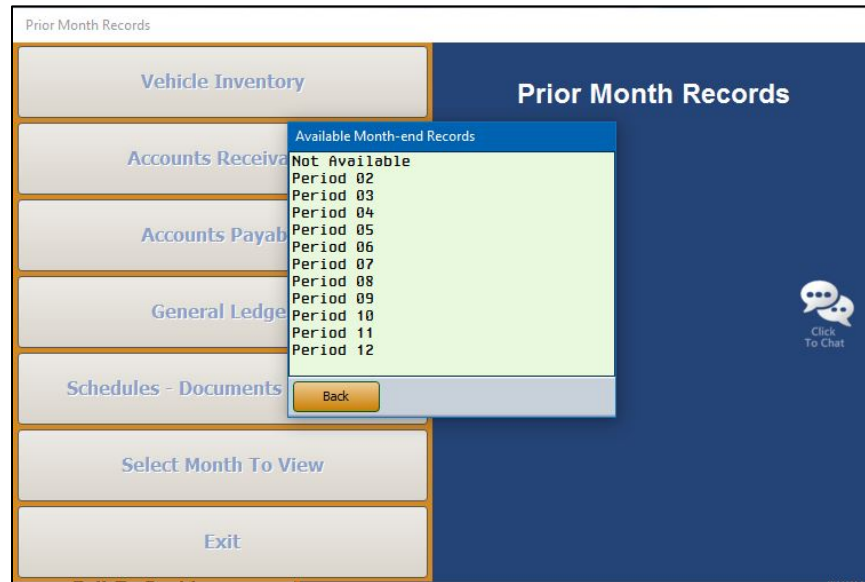
5. When the update is complete, the system returns you to the Month-End Procedures menu. Two files will be accessible in C:\ASIME (K:\ASIME for dealerships using a hosted DMS solution); they also save to the server. The files will use the naming convention GR#### and GP####, in which the numbers represent the month and year of the closing. For example, the file GR0416 contains the general ledger receivables information for April (04) 2016 (16). The file GP0416 contains the general ledger payables information for April (04) 2016 (16). These files show printouts of the AR and AP schedules at the time of the General Ledger closing.

**Important:** If you have more than one set of books, the files that save to the ASIME folder (AR0416, AP0416, etc.) may be overwritten if you close multiple stores on one computer. Autosoft recommends that you use a **different computer** to run the closing procedures for **each store**.

If you must close multiple stores on a single computer, it is important to completely run through the month-end procedure (from closing to burning the month-end records) for one store before starting the closing procedure of any subsequent stores. Go to the ASIME folder and rename the files to the specific dealership name (for example, AP0416-storeA), and then start the process for the next store, ultimately changing the name of the new file that is created to one specific to the store.

## Prior Month Records

This button opens the Prior Month Records menu. You can use this menu to view and print inventory schedules, accounts payable and accounts receivable schedules, general ledger reports, detail forward and balance forward schedules, and month-end journals for a specific month. When the menu appears, you must select the month you want to use to print the records. Click the month you want to select in the list. All the buttons on the menu will pull the records for the month you select.



### Vehicle Inventory

This button advances you to the Vehicle Inventory menu. This menu contains options similar to those on the Vehicle Inventory menu that opens when you click **Vehicle Inventory** on the Dealership Accounting main menu. (See Chapter 3 for instructions on using the Vehicle Inventory menu.)

### Accounts Receivable

This button advances you to the Trade Customer Receivables menu. This menu contains options similar to those on the Trade Customer Receivables menu that opens when you click **Trade Receivables** on the Dealership Accounting main menu. (See Chapter 4 for instructions on using the Trade Customer Receivables menu.)

### Accounts Payable

This button advances you to the Trade Vendor Payables menu. This menu contains options similar to those on the Trade Vendor Payables menu that opens when you click **Trade Payables** on the Dealership Accounting main menu. (See Chapter 5 for instructions on using the Trade Vendor Payables menu.)

## General Ledger

This button advances you to the General Ledger menu. This menu contains options similar to those on the General Ledger menu that opens when you click **General Ledger** on the Dealership Accounting main menu. *(See Chapter 7 for instructions on using the General Ledger menu.)*

## Schedules – Documents – Journals

This button advances you to the Scheduled Accounts menu. This menu contains options similar to those on the Scheduled Accounts menu that opens when you click **Schedules & Documents** on the Dealership Accounting main menu. *(See Chapter 6 for instructions on using the Scheduled Accounts menu.)*

The **Print Month-End Journals** button on the Scheduled Accounts menu opens the Print Month-End Journals menu. Each button works the same way it does when you print your month-end journals for the month-end closing. See page 275 for instructions on using this menu.

## Select Month To View

Use this button to display the Available Month-End Records list. This is the same list that appears when the menu first opens. Click the month in the list you wish to select. All of the menu options will print records for the specified month.

## Stack Month-End Print

When you are finished closing your books (accounts receivables, accounts payables, and general ledger), click **Stack Month-End Print** on the Month-End Procedures menu. This opens the Stack Print Month-End Records screen. You use this screen to print copies of the month-end records.

The system keeps the previous 12 months' records in the system, so you can select to print any records within the last 12 months. Since many users close their receivables, payables, and general ledger at different times, some of the detail may have been purged from schedules when the month-end records were printed. This makes the month-end records incomplete. As each schedule is closed, the final file is placed in the MEXX directory (where XX represents the month). This file is saved in the C:\ASIME folder (or K:\ASIME for dealerships using a hosted DMS solution), as well as the server drive. Printing from the MEXX directory after all of the schedules have been closed ensures the printout of the record is complete and you are able to print all the necessary records.

You can specify the number of copies that should print and whether you would like to print the records to a PDF file on the local client drive. However, there may be no provision for making a backup of the local drive, and the records may be lost due to hardware failure or other unforeseen accidents. Therefore, if you choose to save your month-end records to a PDF file, you should back up the records by burning them to a CD or flash drive. This can be done using the **Electronic Month-End Records** button on the Month-End Procedures menu.

**Important:** If you have more than one set of books, you *must* perform the Stack Month-End Print on a **different computer for each store**. It is important to note that the MEXX file will be overwritten in the C:\ASIME folder every time you perform the Stack Month-End Print. For example, when the stack is completed for Store A, ME04 (stack for April) is created in the C:\ASIME folder. If the stack for Store B is then completed, ME04 for Store A will be overwritten with the data for Store B. However, each store's stack will still be saved to their respective server directory.

If you must perform the Stack Month-End Print for multiple stores on a single computer, it is important to rename the MEXX file for each store before running the stack for the next store. Go to the C:\ASIME folder and rename the files to the specific dealership name (for example, ME04-storeA), and then start the process for the next store, ultimately changing the name of the new file that is created to one specific to the store.

1. Click **Stack Month-End Print** from the Month-End Procedures menu.
2. Select the month you wish to print. You can type the month in the **Print For Month Ending** field or click the month from the list that is displayed on the right of the screen. The year automatically populates based on the last time the selected month was closed.
3. Press ENTER. A **Print To PDF** button will appear under the **Year** field.
4. If you are printing one copy of each record and printing to a PDF file, you can click **Print To PDF**. Click **OK** when prompted to verify you want to begin printing to the PDF file.

If you need to specify the number of copies to print, type the number of copies you want to print next to each record. After you enter the number of copies to print for the month-end journals, the system prompts you to verify that your printer is ready. Click **To Printer** to send the records to your printer or **To File** to save the records to a file.

5. If you select to have the month-end records saved to a PDF file, the system will prompt you with two warning messages.
  - A. The first message warns you that the system backup will not save the month-end records. Click **OK** to acknowledge the warning.
  - B. The second message warns you that you should burn the records to a CD (or flash drive) if you want to ensure you have a copy of them. Click **OK** to acknowledge the warning.
6. The system advances you to the Month-End Electronic Records screen.

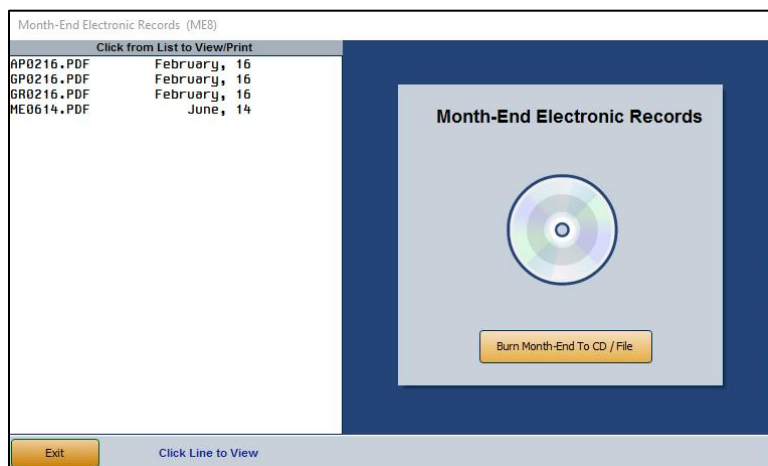


## Electronic Month-End Records

This button advances you to the Month-End Electronic Records screen. You use this screen in conjunction with the Stack Month-End Print screen. If you select the **“Print To PDF”** or **“To File”** option when printing the Month-End Records, the system saves the information as a PDF file on the local hard drive, C:\ASIME (K:\ASIME for dealerships employing a hosted DMS solution). Several years of records can be maintained on the local drive. This screen allows you to burn the month-end files to a CD or flash drive for backup. Because the system backup does not include making a backup of the local drive, the records may be lost due to hardware failure or other unforeseen accidents. By “burning” the files to a CD or flash drive, you ensure the records are safely backed up. Several copies should be made so a copy can be stored in a safety deposit box at an off-site location. You may also make a copy for your accountant.

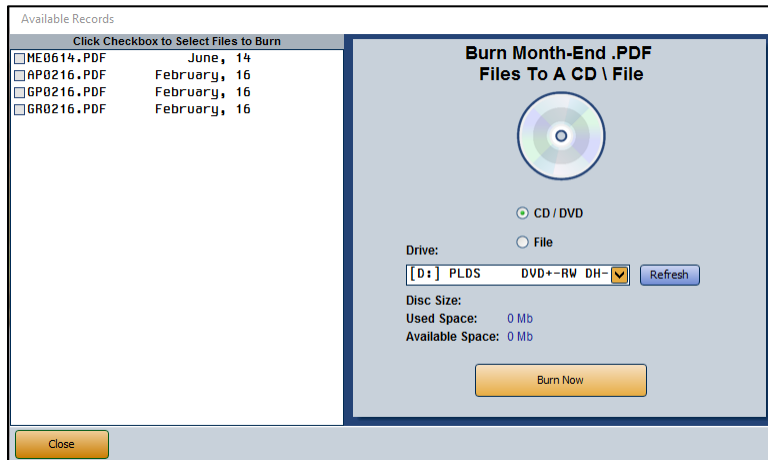
**Tip:** If you wish to burn the files to CD, the computer you are working on must be equipped with a CD burner to use this program feature. Store the backup CD in a safe place (fireproof safe, safety deposit box, etc) at an off-site location to ensure your records are protected.

1. If you did not automatically arrive on this page following the Stack Month-End Print file-saving process, click **Electronic Month-End Records** from the Month-End Procedures menu.
2. The left side of the screen lists all the PDF files available for backup. Click a file to view the information. You can print the information from the viewing screen.

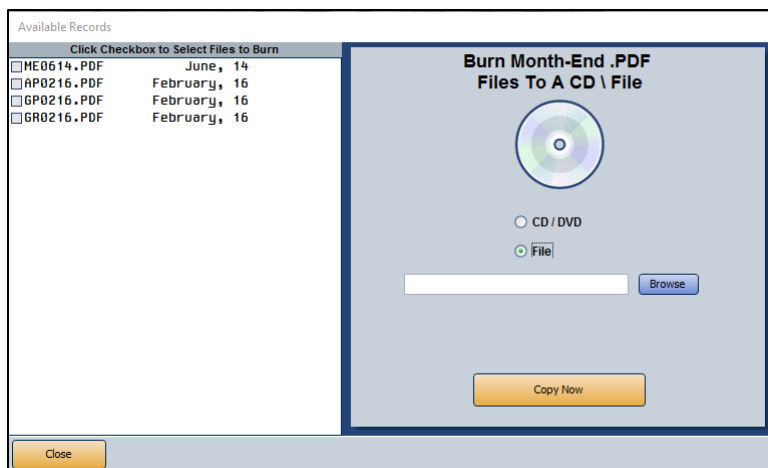


3. When you are ready to burn the files, click **Burn Month-End To CD/File**.
4. When prompted, click the button that indicates how you want the selection list to be sorted: by **Name** or by **Date**.
5. Boxes appear in front of the file names. Click in the box in front of the file you wish to print to select it. A check mark appears in the box.
6. Once you have selected the files you want to burn, choose how you would like to copy the files (either to a **CD/DVD** or to **File**).

7. If you choose to burn the information to a CD/DVD, select the appropriate drive using the **Drive** drop-down menu, place a blank disk into the drive, and click **Burn Now**.



If you are saving the information to a flash drive, click **Copy Now** to save the ME files.



8. The files will be burned or saved as you indicated.

**Tip:** When you “burn” the month-end records to the CD, you will not be able to access any records previously burned to the CD. Therefore, Autosoft suggests you use a separate disk for each month. When you use a new disk, you only need to select the PDF file for the month you just closed. However, if you choose to use the same disk over again, you must select all of the previous months’ records and the month you just closed to ensure you will be able to access all of the files.

## Thirteenth Month Entries

This button advances you to the 13<sup>th</sup> Month Transactions menu, which is used to adjust the entries for the 12<sup>th</sup> month. If your dealership follows the standard calendar year, this option is used in January to adjust December entries. If your dealership does not follow the standard calendar year, this option is used during your 13<sup>th</sup> month to adjust entries for the 12<sup>th</sup> month of your fiscal year. Once you adjust the journals, you must print them and post the journals to the general ledger before making additional entries. When you have finished adding the entries, you must merge the balances, or the general ledger will be incorrect.



### Journal Entries

Begin by inputting the 13<sup>th</sup> month entries. Post the journals the same way you post general journal entries on the Journal Entries menu. As you work on the entries, you can exit the screen with a partial transaction posted. When you attempt to exit, the system warns you that you have not saved the entry. You may exit the screen or choose to clear the transaction at this time. If you exit, the partial transaction will automatically display when you return to the screen. This function is “client” dependent, so it is only saved on this computer and for the current operator ID. The transaction will remain until you either complete and save it or clear it.

### Print Journals

Use this button to print the 13<sup>th</sup> month journal entries for permanent record. You must print the journal entries before posting to the general ledger.

1. Click **Print Journals** from the 13<sup>th</sup> Month Transactions menu.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Post Journals To G/L

Use this button to post the 13<sup>th</sup> month journal entries to the previous year's general ledger.

1. On the 13<sup>th</sup> Month Transactions menu, click **Post Journals To G/L**.
2. When prompted to verify you want to post the journals, click **OK**.

## 13<sup>th</sup> Month Trial Balance

Use this button to print the 13<sup>th</sup> month trial balances. The report will display the account numbers, account descriptions, and the total credits and debits posted to the journals. The end of the report will display a summary of the trial balance, including the total assets, total liabilities, and current profit.

1. Click **13<sup>th</sup> Month Trial Balance** on the 13<sup>th</sup> Month Transactions menu.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Merge Beginning Balances

This button advances you to the Merge Beginning Balances menu. Use this button to automatically post the necessary entries to retained earnings. You use this menu to merge the account balances from the previous year's general ledger to the beginning balances of the current year's general ledger. Before you merge, make sure that all of the account balances are correct. You must print the journal entries for income and expenses before merging the balances.

Merge Beginning Balances (GTS)

This module Merges the account balances of the Previous Year General Ledger into the beginning balances of the Current Year ledger. Make sure all account balances of the previous ledger are correct.  
  
The corresponding Journal Entries to post Income and Expenses to retained earnings MUST be printed first. If the Journal is correct, the posting may continue.

Print Closing Journal

Merge Beginning Balances

Exit

Merge Beginning Balances

Retained Earnings: 370

Click To Chat

## Print Closing Journal

First, use this button to print the closing journal.

1. On the Merge Beginning Balances menu, click **Print Closing Journal**.
2. An alert will direct you to confirm that the information in the Retained Earning field is correct. Click **OK**.
3. The cursor moves to the **Retained Earnings** field, which automatically pulls the account number flagged as the retained earnings account. Press ENTER if this is correct. If it is not, type the correct account number in the field and press ENTER.
4. When prompted to verify your printer is ready, select your print criteria and click **Print**.

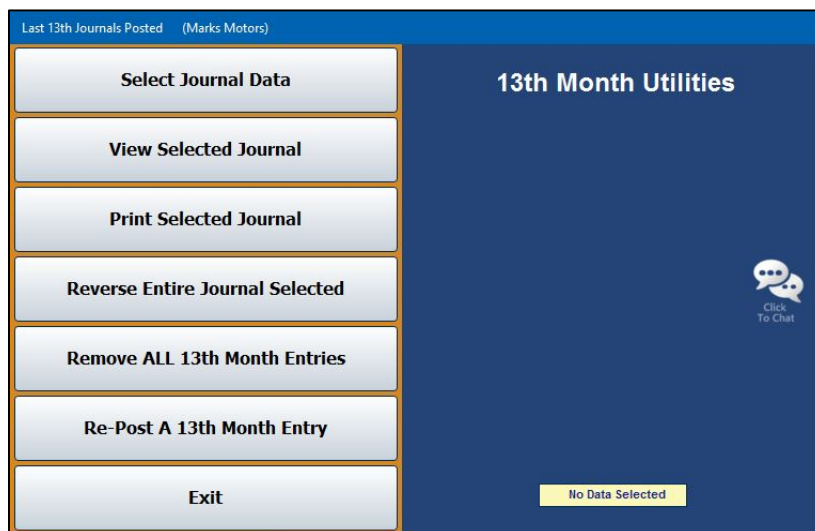
## Merge Beginning Balances

Use this button to merge the previous and current year's general ledger balances.

1. Click **Merge Beginning Balances** on the Merge Beginning Balances menu.
2. An alert will direct you to confirm that the information in the Retained Earning field is correct. Click **OK**.
3. The cursor moves to the **Retained Earnings** field, which automatically pulls the account number flagged as the retained earnings account. Press ENTER if this is correct. If it is not, type the correct account number in the field and press ENTER.
4. Click **OK** when prompted to verify you want to merge the balances. The system returns you to the 13<sup>th</sup> Month Transactions menu.

## 13th Month Utilities

Use the 13<sup>th</sup> Month Utilities menu to manage your 13<sup>th</sup> month entries.



### Select Journal Data

Use this button to select the journal data you want to use.

1. From the 13<sup>th</sup> Month Utilities menu, click **Select Journal Data**.
2. Click the journal in the list you want to use. All available journal entries appear in the list.
3. The system automatically displays the journal data for the selected journal. This is the same screen that appears when you click **View Selected Journal** on the menu.

### View Selected Journal

Use this button to view the data for the selected journal. The same screen opens when you select a journal using the **Select Journal Data** button.

1. On the 13<sup>th</sup> Month Utilities menu, click **View Selected Journal**. The screen displays the journal data.
2. Click **Back** to close the screen.

### Print Selected Journal

Use this button to print the selected journal.

1. From the 13<sup>th</sup> Month Utilities menu, click **Print Selected Journal**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

### Reverse Entire Journal Selected

Use this button to reverse the selected journal entry.

1. Use the **Select Journal Data** option on the 13<sup>th</sup> Month Utilities menu to select the journal entry.
2. Click **Reverse Entire Journal Selected** on the 13<sup>th</sup> Month Utilities menu.
3. Click **OK** when prompted to verify you want to reverse the journal entry.
4. The system prompts you that the reversal entry has been created. Click **OK** to acknowledge the message.
5. When prompted to verify your printer is ready, select your print criteria and click **Print**.
6. Once the journal has been printed, the system advances you to the Post 13<sup>th</sup> Month Entries screen. Click **OK** to post the reversal entry.

### Remove All 13<sup>th</sup> Month Entries

Use this button to reverse all 13<sup>th</sup> month journal entries.

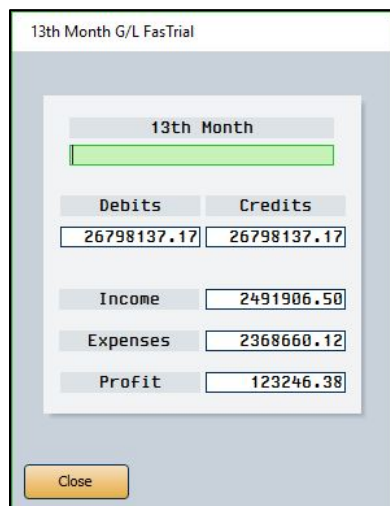
1. On the 13<sup>th</sup> Month Utilities menu, click **Remove All 13<sup>th</sup> Month Entries**.
2. Click **OK** to verify you want to remove all entries.
3. The system prompts you to verify your retained earning balance. Click **YES** if the amount is correct. Otherwise, click **NO**. You will have to research the discrepancy.
4. The system displays a "Completed" message when it is finished reversing the entries. Click **OK** to acknowledge the message.

### Re-Post A 13<sup>th</sup> Month Entry

1. Click **Re-Post A 13<sup>th</sup> Month Entry** on the 13<sup>th</sup> Month Utilities menu.
2. The left side of the screen displays the available entries. Click the entry you want to repost.
3. The detail for the entry displays in the window on the right side of the screen.
4. Click **Repost**.
5. Click **OK** when prompted to verify you want to post the entry.

## 13<sup>th</sup> Month FasTrial

Use this button to display the 13<sup>th</sup> month general ledger FasTrial. The screen displays the total debits, credits, income, expenses, and profit for the 13<sup>th</sup> month.



The screenshot shows a window titled "13th Month G/L FasTrial". Inside, there is a section labeled "13th Month" with a green progress bar. Below this, there are two columns: "Debits" and "Credits". The "Debits" column shows a value of 26798137.17, and the "Credits" column shows a value of 26798137.17. Below these, there are three rows: "Income" with a value of 2491906.50, "Expenses" with a value of 2368660.12, and "Profit" with a value of 123246.38. At the bottom left, there is a "Close" button.

13th Month	
Debits	Credits
26798137.17	26798137.17
Income	2491906.50
Expenses	2368660.12
Profit	123246.38

## 13th Month TB To Excel

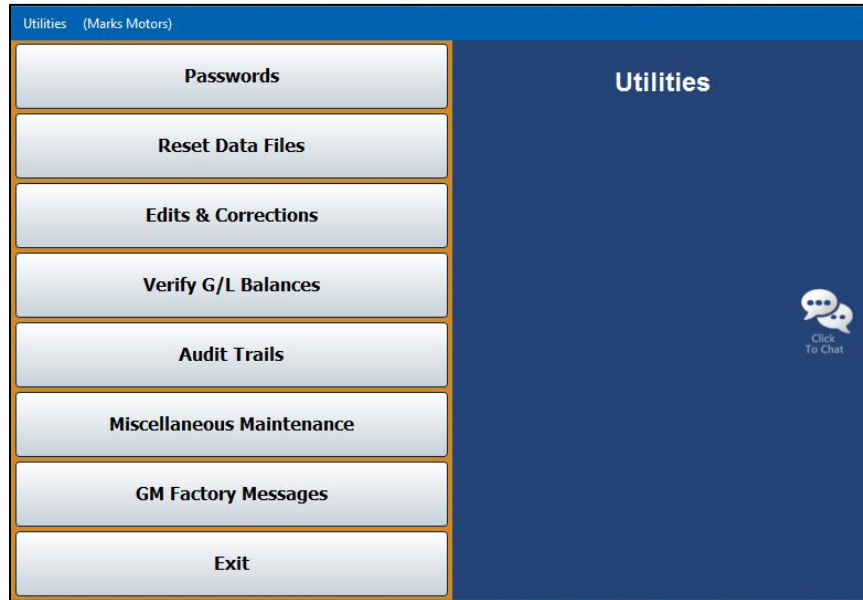
Use this button to download the 13th month trial balance to Microsoft® Excel. You can access the file in Excel as needed. In Excel, open the file **C:\ASIXL\TrBal13.xls** (**K:\ASIXL\TrBal13.xls** if your dealership employs a hosted DMS solution).

1. On the 13<sup>th</sup> Month Transactions menu, click **13th Month TB To Excel**.
2. Click **OK** when prompted to verify you want to export the 13th month trial balance.
3. The system displays a prompt indicating the report has been saved to an Excel file. Click **OK** to acknowledge the message.



## Chapter 10 Utilities

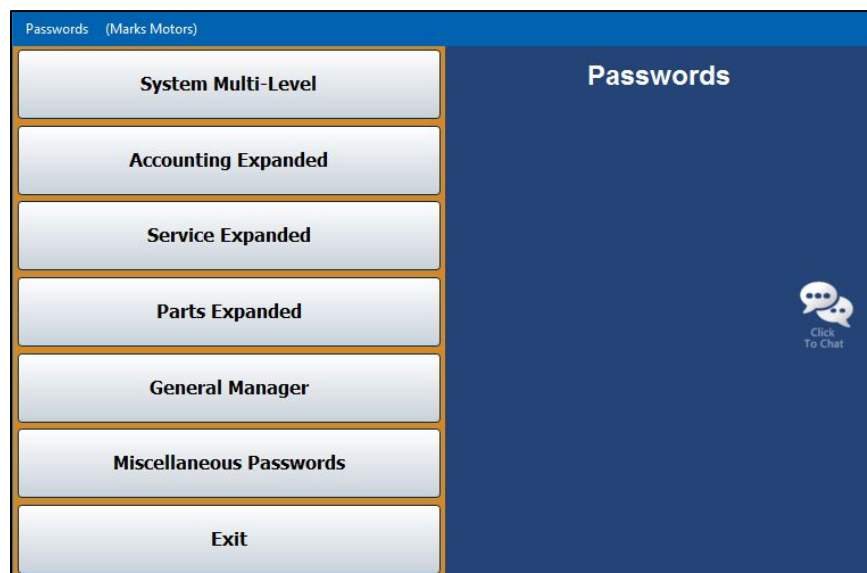
The **Utilities** button opens the Utilities menu. You use this menu to set passwords for all the Autosoft DMS modules, troubleshoot problems, and perform maintenance. Click the button that corresponds to the menu option you want to select. The appropriate prompt or submenu opens. When you are finished, click **Exit** to return to the Dealership Accounting menu.



**Note:** Some of the utilities are password protected. These utilities require assistance from Autosoft. Call the Autosoft Customer Success Center at 800.473.4630.

## Passwords

This button opens the Passwords menu so you can set passwords. You have the option of using a multi-level password setup for the system or an expanded password setup for the Accounting, Parts, and Service modules.



### System Multi-Level vs. Expanded Passwords

With a system multi-level password, the user can access all options within the module for which they have been given the password. When a user attempts to open the module for which a multi-level password has been set, the system asks for the password set for the module. Any pre-existing passwords already set for a module will still be active.

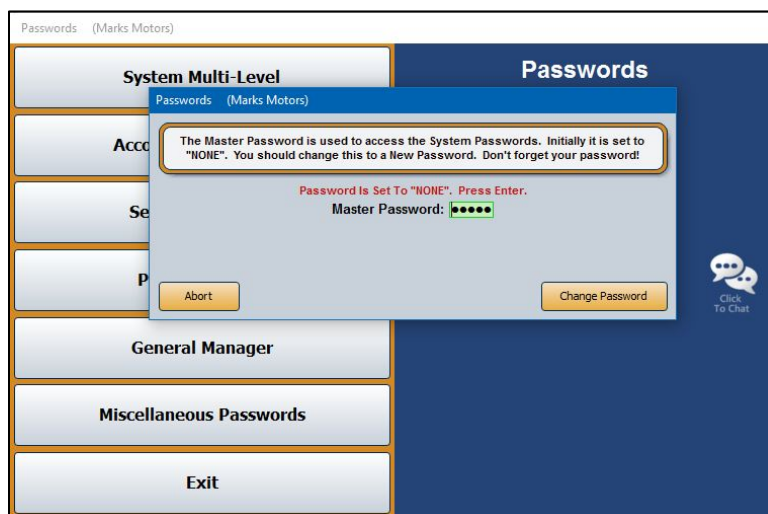
However, the expanded password feature allows each user to be assigned a unique password and a security profile. If expanded passwords are established, Autosoft DMS recognizes the user's unique ID when the user attempts to access the module for which they have permissions and asks for that user's password. With that password, the user can move about Autosoft DMS based on his or her profile. Any options for which the user does not have permission based on his or her security profile will be grayed out and inaccessible to the user.

If both multi-level and expanded passwords exist for a module, the user can enter his or her personal expanded password instead of the multi-level password when entering the module from the Autosoft DMS startup menu. This provides the user with access only to the approved options within that module based on the user's security profile.

**Important:** If you do not have a system multi-level or Accounting module password set up to safeguard your system, Autosoft advises that you establish such passwords before beginning the process outlined in the following pages.

## Accessing the Password Screens

When you select a menu option on the Passwords menu, the system prompts you for the master password. Initially, Autosoft sets the password to “None,” and all you have to do is press ENTER to continue. You can change the master password from the prompt screen, but it is important that you remember your password.



## Changing the Master Password

1. Click a button on the Passwords menu.
2. Click **Change Password** when prompted to enter the master password.
3. In **Enter the Old Master Password**, type the current master password.



4. Type the new master password twice. This ensures you typed the entry correctly.
5. Press ENTER if necessary.
6. Click **OK** when prompted that you have successfully changed the password. The system returns you to the Passwords menu.

## System Multi-Level Passwords

System multi-level passwords are the startup passwords necessary to access the individual Autosoft DMS modules from the startup menu. Enter a different specific password of up to five alphanumeric characters for each of the modules you wish to protect. You must then share each module's password with all the users who must access that portion of Autosoft DMS. When a user clicks on **Accounting**, **Service**, **Parts**, or any of the other options in the Autosoft DMS Startup menu for which you establish a system multi-level password, the user will be prompted to enter the appropriate password to access that module.

System Startup Menu | Accounting Main Menu | Posting ID Passwords

System Startup Menu

Startup Passwords correspond to Startup Menu selections.

Accounting	NONE	Desk Manager	NONE	Daily Rental	NONE
Service	NONE	Showroom Traffic	NONE	Cashier	NONE
Parts	NONE	Marketing	NONE		
CSI & SSI	NONE	Finance	NONE		

Exit Save

The screen has three tabs. The first tab is used to set passwords for the complete Autosoft DMS system. Each field corresponds to a menu option on the Autosoft DMS main menu. The second tab is used to set passwords for the Accounting module. Each field corresponds to a menu option on the Dealership Accounting main menu. The third tab of the screen is used to set operator ID passwords used for posting journal transactions. This is used to set passwords for user IDs 1 through 9. If you prefer to use alpha characters as the user IDs, you will need to use the **Accounting Expanded** menu option.

Passwords can be up to five characters long, and can contain both alpha and numeric characters. A blank field or a password of "None" allows all users to have access to an area. If you press ENTER to advance through a field, "None" automatically populates as the password.

Entering passwords on this screen allows users to have access to all of the options within individual modules, provided the user knows the corresponding password. If you want to restrict access to individual options for each operator, you can do so by using the **Accounting Expanded**, **Service Expanded**, and **Parts Expanded** menu options.

## Creating Multi-Level Passwords

1. From the Passwords menu, click **System Multi-Level**.
2. A popup will prompt you for a master password. If you do not have one established, the system will notify you as such and ask you to simply press ENTER. However, if you have a password in place to protect your system passwords, enter it on this popup screen.

Passwords (ABC Motors)

The Master Password is used to access the System Passwords. Initially it is set to "NONE". You should change this to a New Password. Don't forget your password!

Password Is Set To "NONE". Press Enter.

Master Password: [REDACTED]

Abort Change Password

3. The Passwords screen will open to the **System Startup Menu** tab. Enter a different password for each Autosoft DMS module you would like to password protect. The passwords can contain any combination of up to five alphabetical and/or numeric characters.

Passwords

System Startup Menu Accounting Main Menu Posting ID Passwords

System Startup Menu

Startup Passwords correspond to Startup Menu selections.

Accounting <input type="text" value="NONE"/>	Desk Manager <input type="text" value="NONE"/>	Daily Rental <input type="text" value="NONE"/>
Service <input type="text" value="1"/>	Showroom Traffic <input type="text" value="NONE"/>	Cashier <input type="text" value="NONE"/>
Parts <input type="text" value="1"/>	Marketing <input type="text" value="NONE"/>	
CSI & SSI <input type="text" value="ONE"/>	Finance <input type="text" value="NONE"/>	

Exit Save

4. Use the **Accounting Main Menu** and **Posting ID Passwords** tabs at the top of the screen to establish multi-level passwords to be used to access the Accounting Main Menu sections and when posting.
5. Click **Save**. Your startup passwords will now be active. Be sure to provide the users within each department with the respective password for the corresponding module in the Autosoft DMS.

**Note:** Any existing passwords set for users of each module will still be required with the multi-level password. If an option is password protected, the user will be asked to enter his or her password to access that option.

## Accounting Expanded

Use the Operator Accounting Passwords screen to assign passwords to individuals who have access to the Accounting module. This allows each operator to have a specific, unique password instead of all of the operators using one generic password. The expanded password parameters also allow you to select which areas of the Accounting module each operator can access. Restricted areas are unavailable ("grayed out").

You can create up to five security levels with settings tailored for the individual security levels. When creating user IDs, you can pull the security level you want to set so you do not have to manually edit each field. This makes adding IDs and settings easier. Once you've assigned a security level to a user, you can fine-tune the security level permissions for that individual user.

You will create alpha-character user IDs here. Autosoft recommends that you use the user's initial as his or her user ID when possible. This makes it easier to remember the ID assigned to each user and to identify the IDs on reports. All alpha characters will be lowercase letters.

The screenshot shows the 'Operator Accounting Passwords' window. At the top, there are input fields for 'Password' (containing '1234'), 'New Password', 'Name' (containing 'CHRIS'), and 'Operator ID' (containing '4344 ELISSA 0'). Below these fields is a 'Main Menu' section with a grid of checkboxes for selecting permissions. The checked items include: Journal Transactions, Vehicle Inventory, Trade Receivables, Trade Payables, Schedules & Documents, General Ledger, Payroll, Reports & DOC's, Month End, and Utilities. At the bottom of the window are several buttons: 'Exit', 'Save', 'Apply Default', 'Delete', 'Clear', and 'Set Defaults'.

## Adding Passwords

1. Click **Accounting Expanded**.
2. You will be prompted to enter a master password. If you have established one, enter it in the **Master Password** field. If you have not set a master password, the screen will notify you that the password is set to "NONE." In this case, press **ENTER**.
3. In **Password**, type the password you want to assign one of the operators. The password can be up to five alphanumeric characters.
4. In **Name**, type the operator's name.
5. In **Operator ID**, type the ID (a through z). When possible, use the user's initial as the ID. This will make it easier to assign and identify the ID. The alpha characters default to lowercase letters. You cannot change the case.

**Tip:** If the user must have access to the Cashier module, you must assign the user a numeric Operator ID (1 through 9).

6. There are tabs for the Accounting main menu and each sub-menu the operators can access in Accounting (Journal Entries, Payroll, etc.). On each tab, there are selections for each button on the menu. The administrator can grant or restrict access to an area. The default for this screen is that all items are selected, which allows the operator access to all areas of the Accounting module. Removing a checkmark from a selection restricts access to that area. The button is unavailable ("grayed out") on the menu when it opens.
7. Click **Save** to save the password and settings.
8. The password and operator's name is displayed in a list in the top right corner of the screen. Click an operator in the list to view and edit the settings when necessary.
9. Continue to add passwords as needed.
10. Click **Exit** to return to the Passwords menu.

**Tip:** The **New Password** field is used to change an existing password while keeping the settings established at the bottom of the screen.

## Establishing Accounting Expanded Security Level Defaults

You can create up to five default security levels. When adding passwords on the Operator Accounting Passwords screen (or the Operator Service Passwords and Operator Parts Passwords screens), you can pull the security levels so you don't have to manually edit each user's profile. This is useful for dealerships that will need to create several IDs with varying access levels.

1. On the Operator Accounting Passwords screen, click **Set Defaults**. The Default Security Levels screen opens.
2. Click the circle in front of the security level you want to create. By default, all the options are selected for each level when you select the field for the first time.

The screenshot shows the 'Default Security Levels' window with a grid of checkboxes for various accounting functions across five security levels (Level 1 to Level 5). The functions are organized into categories: Main Menu, Journal Transactions, Trade Receivables, General Ledger, Utilities, Menu Bars, Vehicle Inventory, Trade Payables, Reports & DOC's, Schedules, Month End, Cashier, and Purchase Orders. At the bottom, there are radio buttons for selecting a security level and 'Close' and 'Save' buttons.

Security Level	Main Menu	Journal Transactions	Trade Receivables	General Ledger	Utilities	Menu Bars	Vehicle Inventory	Trade Payables	Reports & DOC's	Schedules	Month End	Cashier	Purchase Orders	
Level 1	<input checked="" type="checkbox"/> Journal Transactions <input checked="" type="checkbox"/> Vehicle Inventory <input checked="" type="checkbox"/> Trade Receivables <input checked="" type="checkbox"/> Trade Payables <input checked="" type="checkbox"/> Schedules & Docs <input checked="" type="checkbox"/> General Ledger <input checked="" type="checkbox"/> Payroll <input checked="" type="checkbox"/> Reports & DOC's <input checked="" type="checkbox"/> Month End <input checked="" type="checkbox"/> Utilities <input checked="" type="checkbox"/> System Setup	<input checked="" type="checkbox"/> Sales Journal Entries <input checked="" type="checkbox"/> General Purch Rcpt <input checked="" type="checkbox"/> Vehicle Purchases <input checked="" type="checkbox"/> Vehicle Sales <input checked="" type="checkbox"/> Disbursements <input checked="" type="checkbox"/> Standard Entries <input checked="" type="checkbox"/> Factory Statement <input checked="" type="checkbox"/> Integrated Entries <input checked="" type="checkbox"/> Journal Utilities <input checked="" type="checkbox"/> View All Entries <input checked="" type="checkbox"/> Post Entries To Journals <input checked="" type="checkbox"/> Print Journals <input checked="" type="checkbox"/> Post To Current Month <input checked="" type="checkbox"/> Post To Next Month <input checked="" type="checkbox"/> Pool To Next Month	<input checked="" type="checkbox"/> Print Receivable Sched <input checked="" type="checkbox"/> FaStatement <input checked="" type="checkbox"/> History <input checked="" type="checkbox"/> Customer Information <input checked="" type="checkbox"/> Lists & Labels <input checked="" type="checkbox"/> View Schedule <input checked="" type="checkbox"/> Late Charges <input checked="" type="checkbox"/> Customer Statements <input checked="" type="checkbox"/> Other Sched Statements	<input checked="" type="checkbox"/> Print General Ledger <input checked="" type="checkbox"/> G/L Detail <input checked="" type="checkbox"/> Profit Centers <input checked="" type="checkbox"/> View Account Detail <input checked="" type="checkbox"/> Profit & Loss / Trends <input checked="" type="checkbox"/> G/L Fas Trial	<input checked="" type="checkbox"/> Passwords <input checked="" type="checkbox"/> System Multi-Level <input checked="" type="checkbox"/> Accounting Expanded <input checked="" type="checkbox"/> Service Expanded <input checked="" type="checkbox"/> Parts Expanded <input checked="" type="checkbox"/> General Manager <input checked="" type="checkbox"/> Misc Passwords <input checked="" type="checkbox"/> Reset Data Files <input checked="" type="checkbox"/> Edits & Corrections <input checked="" type="checkbox"/> Verify G/L Balances <input checked="" type="checkbox"/> Audit Trails <input checked="" type="checkbox"/> Miscellaneous Maint <input checked="" type="checkbox"/> GM ACCESS	<input checked="" type="checkbox"/> Inventory <input checked="" type="checkbox"/> Receivables <input checked="" type="checkbox"/> Payables <input checked="" type="checkbox"/> Schedules <input checked="" type="checkbox"/> General Ledger <input checked="" type="checkbox"/> Customer History	<input checked="" type="checkbox"/> Vehicle Information <input checked="" type="checkbox"/> Vehicle Detail <input checked="" type="checkbox"/> Print Inventory Sched <input checked="" type="checkbox"/> View Inventory Sched <input checked="" type="checkbox"/> Miscellaneous Reports <input checked="" type="checkbox"/> Inventory Fas Trial	<input checked="" type="checkbox"/> Print Payable Schedule <input checked="" type="checkbox"/> FaStatement <input checked="" type="checkbox"/> History <input checked="" type="checkbox"/> Vendor Information <input checked="" type="checkbox"/> Lists & Labels <input checked="" type="checkbox"/> View Schedule <input checked="" type="checkbox"/> 1099 Information	<input checked="" type="checkbox"/> Year-To-Year DOC <input checked="" type="checkbox"/> Daily DOC <input checked="" type="checkbox"/> Eyeball Stats <input 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Level 2	<input checked="" type="checkbox"/> Journal Transactions <input checked="" type="checkbox"/> Vehicle Inventory <input checked="" type="checkbox"/> Trade Receivables <input checked="" type="checkbox"/> Trade Payables <input checked="" type="checkbox"/> Schedules & Docs <input checked="" type="checkbox"/> General Ledger <input checked="" type="checkbox"/> Payroll <input checked="" type="checkbox"/> Reports & DOC's <input checked="" type="checkbox"/> Month End <input checked="" type="checkbox"/> Utilities <input checked="" type="checkbox"/> System Setup	<input checked="" type="checkbox"/> Sales Journal Entries <input checked="" type="checkbox"/> General Purch Rcpt <input checked="" type="checkbox"/> Vehicle Purchases <input checked="" type="checkbox"/> Vehicle Sales <input checked="" type="checkbox"/> Disbursements <input checked="" type="checkbox"/> Standard Entries <input checked="" type="checkbox"/> Factory Statement <input checked="" type="checkbox"/> Integrated Entries <input 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Level 4	<input checked="" type="checkbox"/> Journal Transactions <input checked="" type="checkbox"/> Vehicle Inventory <input checked="" type="checkbox"/> Trade Receivables <input checked="" type="checkbox"/> Trade Payables <input checked="" type="checkbox"/> Schedules & Docs <input checked="" type="checkbox"/> General Ledger <input checked="" type="checkbox"/> Payroll <input checked="" type="checkbox"/> Reports & DOC's <input checked="" type="checkbox"/> Month End <input checked="" type="checkbox"/> Utilities <input checked="" type="checkbox"/> System Setup	<input checked="" type="checkbox"/> Sales Journal Entries <input checked="" type="checkbox"/> General Purch Rcpt <input checked="" type="checkbox"/> Vehicle Purchases <input checked="" type="checkbox"/> Vehicle Sales <input checked="" type="checkbox"/> Disbursements <input checked="" type="checkbox"/> Standard Entries <input checked="" type="checkbox"/> Factory Statement <input checked="" type="checkbox"/> Integrated Entries <input 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<input checked="" type="checkbox"/> Prior Month Records <input checked="" type="checkbox"/> Stock Month-End Print <input checked="" type="checkbox"/> Electronic Records <input checked="" type="checkbox"/> Thirteenth Month	<input checked="" type="checkbox"/> Close Accts Receivable <input checked="" type="checkbox"/> Close Accts Payable <input checked="" type="checkbox"/> Close General Ledger <input checked="" type="checkbox"/> Permissions / Forms <input checked="" type="checkbox"/> Print Month-End Jmals <input checked="" type="checkbox"/> Prior Month Records <input checked="" type="checkbox"/> Stock Month-End Print <input checked="" type="checkbox"/> Electronic Records <input checked="" type="checkbox"/> Thirteenth Month	<input checked="" type="checkbox"/> Cash Receipts <input checked="" type="checkbox"/> Counter Slips <input checked="" type="checkbox"/> Repair Orders <input checked="" type="checkbox"/> Purchase Orders <input checked="" type="checkbox"/> Buy Here Payments	<input checked="" type="checkbox"/> Miscellaneous PO's <input checked="" type="checkbox"/> Parts PO's <input checked="" type="checkbox"/> Sublet PO's <input checked="" type="checkbox"/> Vehicle PO's <input checked="" type="checkbox"/> Active PO's/Reference <input checked="" type="checkbox"/> PO History <input checked="" type="checkbox"/> Maintenance <input checked="" type="checkbox"/> Setup
Level 5	<input checked="" type="checkbox"/> Journal Transactions <input checked="" type="checkbox"/> Vehicle Inventory <input checked="" type="checkbox"/> Trade Receivables <input checked="" type="checkbox"/> Trade Payables <input checked="" type="checkbox"/> Schedules & Docs <input checked="" type="checkbox"/> General Ledger <input checked="" type="checkbox"/> Payroll <input checked="" type="checkbox"/> Reports & DOC's <input checked="" type="checkbox"/> Month End <input checked="" type="checkbox"/> Utilities <input checked="" type="checkbox"/> System Setup	<input checked="" type="checkbox"/> Sales Journal Entries <input checked="" type="checkbox"/> General Purch Rcpt <input checked="" type="checkbox"/> Vehicle Purchases <input checked="" type="checkbox"/> Vehicle Sales <input checked="" type="checkbox"/> Disbursements <input checked="" type="checkbox"/> Standard Entries <input checked="" type="checkbox"/> Factory Statement <input checked="" type="checkbox"/> Integrated Entries <input checked="" type="checkbox"/> Journal Utilities <input checked="" type="checkbox"/> View All Entries <input checked="" type="checkbox"/> Post Entries To Journals <input checked="" type="checkbox"/> Print Journals <input checked="" type="checkbox"/> Post To Current Month <input checked="" type="checkbox"/> Post To Next Month <input checked="" type="checkbox"/> Pool To Next Month	<input checked="" type="checkbox"/> Print Receivable Sched <input checked="" type="checkbox"/> FaStatement <input checked="" type="checkbox"/> History <input checked="" type="checkbox"/> Customer Information <input checked="" type="checkbox"/> Lists & Labels <input checked="" type="checkbox"/> View Schedule <input checked="" type="checkbox"/> Late Charges <input checked="" type="checkbox"/> Customer Statements <input checked="" type="checkbox"/> Other Sched Statements	<input checked="" type="checkbox"/> Print General Ledger <input checked="" type="checkbox"/> G/L Detail <input checked="" type="checkbox"/> Profit Centers <input checked="" type="checkbox"/> View Account Detail <input checked="" type="checkbox"/> Profit & Loss / Trends <input checked="" type="checkbox"/> G/L Fas Trial	<input checked="" type="checkbox"/> Passwords <input checked="" type="checkbox"/> System Multi-Level <input checked="" type="checkbox"/> Accounting Expanded <input checked="" type="checkbox"/> Service Expanded <input checked="" type="checkbox"/> Parts Expanded <input checked="" type="checkbox"/> General Manager <input checked="" type="checkbox"/> Misc Passwords <input checked="" type="checkbox"/> Reset Data Files <input checked="" type="checkbox"/> Edits & Corrections <input checked="" type="checkbox"/> Verify G/L Balances <input checked="" type="checkbox"/> Audit Trails <input checked="" type="checkbox"/> Miscellaneous Maint <input checked="" type="checkbox"/> GM ACCESS	<input checked="" type="checkbox"/> Inventory <input checked="" type="checkbox"/> Receivables <input checked="" type="checkbox"/> Payables <input checked="" type="checkbox"/> Schedules <input checked="" type="checkbox"/> General Ledger <input checked="" type="checkbox"/> Customer History	<input checked="" type="checkbox"/> Vehicle Information <input checked="" type="checkbox"/> Vehicle Detail <input checked="" type="checkbox"/> Print Inventory Sched <input checked="" type="checkbox"/> View Inventory Sched <input checked="" type="checkbox"/> Miscellaneous Reports <input checked="" type="checkbox"/> Inventory Fas Trial	<input checked="" type="checkbox"/> Print Payable Schedule <input checked="" type="checkbox"/> FaStatement <input checked="" type="checkbox"/> History <input checked="" type="checkbox"/> Vendor Information <input checked="" type="checkbox"/> Lists & Labels <input checked="" type="checkbox"/> View Schedule <input checked="" type="checkbox"/> 1099 Information	<input checked="" type="checkbox"/> Year-To-Year DOC <input checked="" type="checkbox"/> Daily DOC <input checked="" type="checkbox"/> Eyeball Stats <input checked="" type="checkbox"/> Vehicle Sales Reports <input checked="" type="checkbox"/> Fixed Coverage <input checked="" type="checkbox"/> Cashflow <input checked="" type="checkbox"/> Reconcile Parts Inven <input checked="" type="checkbox"/> Financial Statement	<input checked="" type="checkbox"/> Detail Fwd Schedules <input checked="" type="checkbox"/> Balance Fwd Schedules <input checked="" type="checkbox"/> Sales Tax & Documents <input checked="" type="checkbox"/> Check Reconciliation <input checked="" type="checkbox"/> Print Cash Clearing List <input checked="" type="checkbox"/> Aged Sched Summary <input checked="" type="checkbox"/> View A Document <input checked="" type="checkbox"/> View Journals	<input checked="" type="checkbox"/> Close Accts Receivable <input checked="" type="checkbox"/> Close Accts Payable <input checked="" type="checkbox"/> Close General Ledger <input checked="" type="checkbox"/> Permissions / Forms <input checked="" type="checkbox"/> Print Month-End Jmals <input checked="" type="checkbox"/> Prior Month Records <input checked="" type="checkbox"/> Stock Month-End Print <input checked="" type="checkbox"/> Electronic Records <input checked="" type="checkbox"/> Thirteenth Month	<input checked="" type="checkbox"/> Close Accts Receivable <input checked="" type="checkbox"/> Close Accts Payable <input checked="" type="checkbox"/> Close General Ledger <input checked="" type="checkbox"/> Permissions / Forms <input checked="" type="checkbox"/> Print Month-End Jmals <input checked="" type="checkbox"/> Prior Month Records <input checked="" type="checkbox"/> Stock Month-End Print <input checked="" type="checkbox"/> Electronic Records <input checked="" type="checkbox"/> Thirteenth Month	<input checked="" type="checkbox"/> Cash Receipts <input checked="" type="checkbox"/> Counter Slips <input checked="" type="checkbox"/> Repair Orders <input checked="" type="checkbox"/> Purchase Orders <input checked="" type="checkbox"/> Buy Here Payments	<input checked="" type="checkbox"/> Miscellaneous PO's <input checked="" type="checkbox"/> Parts PO's <input checked="" type="checkbox"/> Sublet PO's <input checked="" type="checkbox"/> Vehicle PO's <input checked="" type="checkbox"/> Active PO's/Reference <input checked="" type="checkbox"/> PO History <input checked="" type="checkbox"/> Maintenance <input checked="" type="checkbox"/> Setup

3. Click to clear boxes to restrict access to the boxes' corresponding areas/options based on the security level's needs. Leave only the boxes checked that correspond to the areas/options to which users with this security level must have access. If you would like to reselect an option, click in an empty box to select it again.
4. When you are finished editing the settings, click **Save**.
5. Continue to edit security levels following steps 2 through 4.
6. Click **Close** to close the screen.



### Applying Default Accounting Security Levels

1. On the Operator Accounting Passwords screen, type the password, name, and ID for the user you are creating.
2. Click **Apply Default**.
3. Click to select the security level you want to assign to the user. The settings for the selected security level populate the screen.
4. At this point, edit the settings as needed for the individual user.
5. Click **Save** to save the information.

### Removing an Operator Password

1. In the top right corner of the Operator Accounting Passwords screen, click to select the operator for whom you wish to remove the operator password.
2. Click **Delete**.
3. Click **Gone** when prompted to verify you want to delete the record.

## Allowing Access to the Accounting Passwords Menu for Non-Accounting Users

You can limit access to the Accounting module and its **Utilities** option's Passwords menu by members of other dealership departments who require access to the expanded passwords options to set up their department's employees' passwords. For instance, a Service Manager may require access to the Accounting Utilities to set up and manage Service employees' passwords and their access to the Service module. Granting non-Accounting Department users with such restricted access will prevent Accounting Department employees from having to manage access for every department of the dealership while limiting leaders of other departments from accessing any other portions of the Utilities option.

1. From the Passwords menu, click **Accounting Expanded**.
2. You will be prompted to enter a master password. If you have established one, enter it in the **Master Password** field. If you have not set a master password, the screen will notify you that the password is set to "NONE." In this case, press **ENTER**. The Operator Accounting Passwords screen will open.

3. In the **Password** field, create a password for the FLEX DMS user you wish to grant access to the Passwords screen of the Accounting module. Be sure to make note of this password to share it with the person for whom you are establishing the password and access.
4. In the **Name** field at the top of the screen, enter the name of the employee for whom you are setting the password.
5. Enter a single-character user ID in the **Operator ID** field. The ID can be any letter of the alphabet. Be sure to make note of this operator ID to share it with the person for whom you are establishing the password and access.

**Note:** Once an operator ID is assigned, the ID cannot be used for another user. If you attempt to assign an operator ID to a second user, an error message will notify you that the operator ID is already in use. Click **OK** to return to the Operator Accounting Passwords screen and assign an unused operator ID.

6. On the **Main Menu** tab, all the options will be checked.

The screenshot shows the 'Operator Accounting Passwords' window. At the top, there are fields for Password (1234), New Password, and a user profile section with ID 4344, Name ELISSA, and a number 0. Below this is a tabbed interface with the following tabs: Reports & DOC's, Month End, Utilities, System Setup, Cashier, and Purchase Orders. The 'Main Menu' tab is selected, showing a list of options with checkboxes: Journal Transactions, Vehicle Inventory, Trade Receivables, Trade Payables, Schedules & Documents, General Ledger, Payroll, Reports & DOC's, Month End, and Utilities. All checkboxes are checked. At the bottom, there are buttons for Exit, Save, Apply Default, Delete, Clear, and Set Defaults.

Click to uncheck all the options except **Utilities**. This will allow the user to access the Utilities menu only.

This screenshot shows the same 'Operator Accounting Passwords' window, but with only the 'Utilities' checkbox checked in the 'Main Menu' tab. All other checkboxes (Journal Transactions, Vehicle Inventory, Trade Receivables, Trade Payables, Schedules & Documents, General Ledger, Payroll, Reports & DOC's, and Month End) are unchecked. The rest of the interface, including the tabs and bottom buttons, remains the same.

7. Click the **Utilities** tab. This tab lists all of the options available on the Utilities menu. All of the options will be checked.

8. Click to clear all the checkboxes except for the one next to the **Passwords** option.

The screenshot shows the 'Operator Accounting Passwords' window. At the top, there are fields for 'Password: 4344', 'New Password:', 'Name: ELISSA', and 'Operator ID: E'. Below these are several tabs: 'Main Menu', 'Journal Transactions', 'Vehicle Inventory', 'Trade Receivables', 'Trade Payables', 'Schedules & Documents', 'General Ledger', 'Payroll', 'Reports & DOC's', 'Month End', 'Utilities' (selected), 'System Setup', 'Cashier', and 'Purchase Orders'. The 'Utilities' tab contains a list of checkboxes under the heading 'Utilities'. The 'Passwords' checkbox is checked, while all other checkboxes are unchecked. At the bottom, there are buttons for 'Exit', 'Save', 'Apply Default', 'Delete', 'Clear', and 'Set Defaults'.

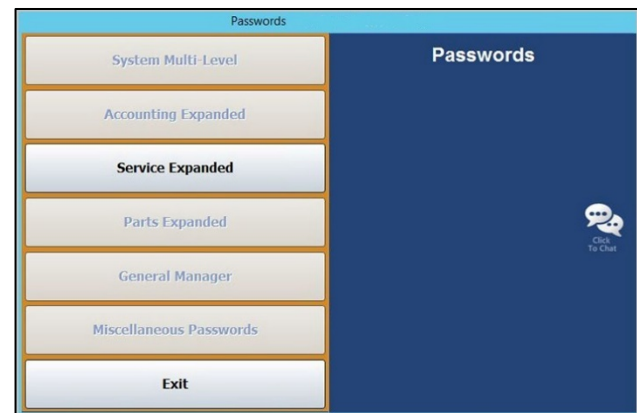
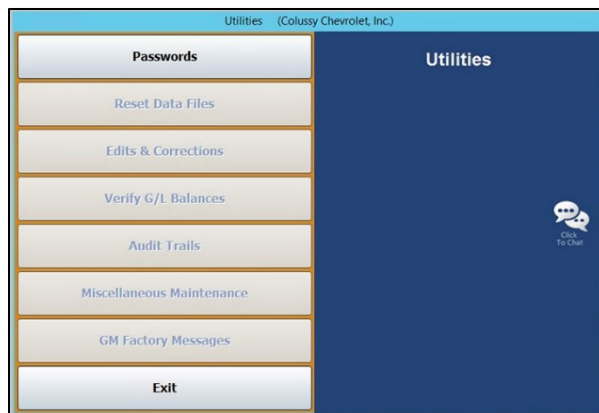
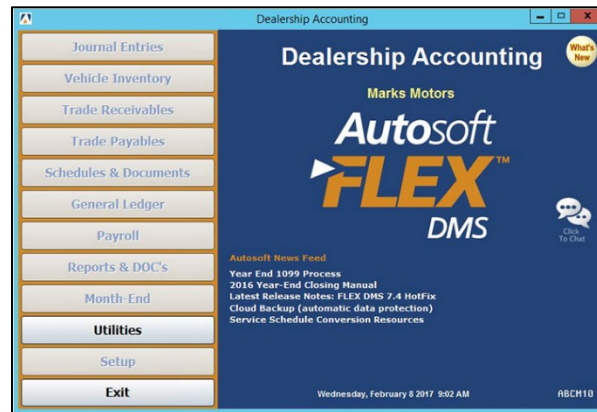
9. Based on the user's needs, click the boxes to uncheck the respective Passwords menu options to which the user does not require access, leaving checked only the option or options that apply to the user. In this example, the user is left with only access to the Service Expanded option, which is suitable for a Service Manager.

The screenshot shows the 'Operator Accounting Passwords' window after several checkboxes have been unchecked. The 'Utilities' tab is still selected. In the 'Utilities' section, only the 'Service Expanded' checkbox is checked, while all other checkboxes are unchecked. The 'Passwords' checkbox remains checked. The bottom buttons are the same as in the previous screenshot.

10. Click **Save**.

11. Repeat steps 4 through 11 for each user to whom you wish to grant access to the Utilities menu, Passwords menu, and one or more of its options.

When done, be sure to provide each user with his or her Operator ID and individual password. When those users employ their passwords, only the options you've left checked will be accessible to them. The other options will be grayed out.



## Service Expanded Passwords

Use this button to enter passwords for the Service module. The options listed on the corresponding Operator Service Passwords tabs correspond with the options available on the module's various menus. Each box checked equates to an option the user can access once he or she has entered his or her password. The options for which the user does not have access according to his or her security profile will be grayed out and inaccessible to the user.

## Creating Service Expanded Passwords

1. On the Passwords menu, click **Service Expanded**.
2. You will be prompted to enter a master password. If you have established one, enter it in the **Master Password** field. If you have not set a master password, the screen will notify you that the password is set to "NONE." In this case, press **ENTER**. The Operator Service Passwords screen will open.

12345	NAME	26
2	AST SANDRA	63
BEAN	PATRICK BEAN	95
GREG	GREG H	02
		01

3. To set an employee's password, type the Service Department employee's user ID number into the **User ID** field. The corresponding name will populate the drop-down menu to the right. If you prefer, you can use the drop-down menu to select the employee, which will then auto-populate the employee's user ID number in the **User ID** field.
4. Use the **Password** field to create a password for the employee. It can be up to five characters long and any combination of alphabetical and/or numeric characters.

**Note:** Use the **New Password** field to change an existing password while maintaining the settings at the bottom of the screen.

5. In the **Name** field below, enter the name the employee goes by, such as a nickname, if it differs from the name on the field below.

6. Once this information is added, the checkboxes in the **Main Menu** tab below will all be checked except for **Void a Document** and **Crossover Service to Parts**. The items (excluding **Void A Document** and **Crossover Service To Parts**) listed on the tab correspond to all the options available on the Service Writing module's main menu. Several of these items also correspond to the other tabs running across the Operator Service Passwords screen. With all the boxes checked on this tab, the employee will have access to every part of the Service module.

The screenshot shows the 'Operator Service Passwords' window. At the top, there are fields for 'Password' (000000), 'New Password', 'Name' (VAL), and 'User ID' (36). To the right is a list of employees: 12345 BUFFY 26, 2 Z 63, ASI SANDRA 95, BEAN PATRICK BEAN 02, and GREG GREG H 01. Below this is a tabbed interface with 'Main Menu' selected. The 'Main Menu' tab contains several checkboxes, all of which are checked: Repair Orders, Repair Order History, Daily R/O Update, Followup & Marketing, Customer Information, Service Quoting, Scheduling, System Setup, Dispatching, Active R/O List, and Reports & Updates. There are also two unchecked checkboxes: 'Void A Document' and 'Crossover Service To Parts'. At the bottom of the window are buttons for 'Exit', 'Save', 'Apply Default', 'Delete', 'Clear', and 'Set Defaults'.

You can exclude the employee from accessing different functions in the module by manually unchecking the corresponding boxes on each of the tabs.

**Tip:** To expedite password setup, you can choose to apply defaults to set basic profiles based on employee role and then assign the appropriate level of access on an individual basis. (See *Establishing Service Expanded Security Level Defaults* and *Applying Default Service Security Levels* for detailed directions for creating and applying defaults.)

7. Check the **Void A Document** option if you wish to allow the employee to void documents.
8. Check the **Crossover Service To Parts** option if you wish for the employee to be able to cross from Service to Parts and back by clicking P and S, respectively. Use the drop-down menu below the box to choose the employee from the list. The employee must be listed in both departments to be applicable for this functionality.
9. Click **Save**.
10. Repeat steps 4 through 10 for each Service employee.
11. When you've created a security profile for every Service employee, click **Exit**.
12. Provide each user with his or her unique password.

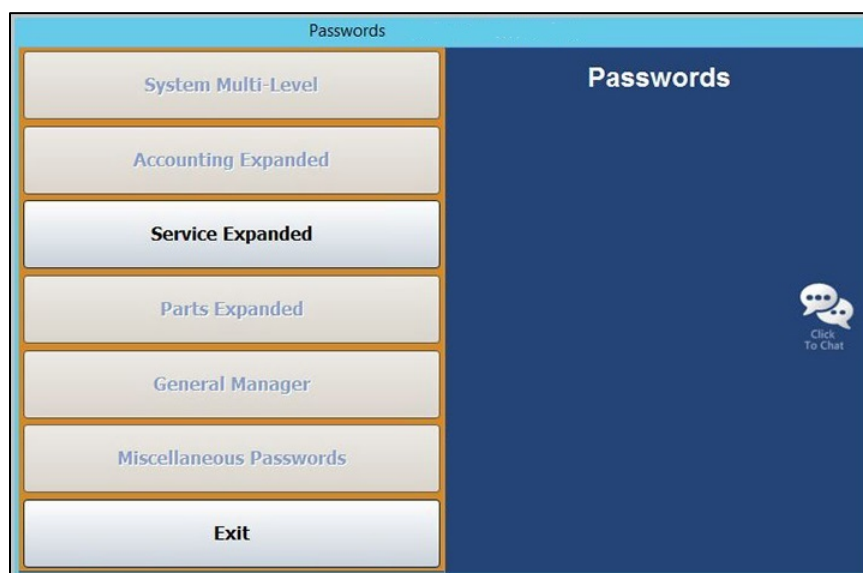
When users click on **Service** from the FLEX DMS startup menu, they will be asked to enter a password. They will enter their unique password, and the Service module will open. Any options that have been blocked from the individual user based on their security profile will be grayed out and inaccessible.

**Note:** The expanded passwords established for a user of the Service module will override any existing passwords set for that user.

## Establishing Service Expanded Security Level Defaults

You can create default settings that will help to expedite password setup. With defaults, you can create up to five different levels of access based on employee role and security clearance. Once these defaults are established, you can use them to create basic profiles for employees based on role by simply applying a default. Once a default is assigned to a user, changes to those default access settings can be made on an individual user's profile. Those changes will not affect any other users with that default setting.

1. On the Passwords menu, click **Service Expanded**.



2. You will be prompted to enter a master password. If you have established one, enter it in the **Master Password** field. If you have not set a master password, the screen will notify you that the password is set to "NONE." In this case, press **ENTER**.



- To set profile defaults to apply to groups of employees, click **Set Defaults**. You do not have to select an employee to set defaults.

The screenshot shows the 'Operator Service Passwords' window. At the top, there are fields for Password, New Password, Name, and User ID. To the right is a list of users with their IDs and names. Below this is a 'Main Menu' tab with a grid of checkboxes for various functions: Repair Orders, Daily R/O Update, Customer Information, Scheduling, Dispatching, Reports & Updates, Repair Order History, Followup & Marketing, Service Quoting, System Setup, Active R/O List, and Void A Document. At the bottom, there are buttons for Exit, Save, Apply Default, Delete, Clear, and Set Defaults.

- The Default Security Levels screen will open with nothing checked. To tailor a security level, click **Level 1**.
- All of the boxes on the screen will automatically be checked except the **Delete** boxes under **Customer Information** and **R/O History**.

The screenshot shows the 'Default Security Levels' window. It has a 'Main Menu' tab with a grid of checkboxes for various functions: Repair Orders, Daily R/O Update, Customer Information, Scheduling, Dispatching, Reports & Updates, Repair Order History, Followup & Marketing, Service Quoting, System Setup, Active R/O List, Void A Document, Crossover Parts To Service, and Utilities. Below this is a 'Security Levels' section with radio buttons for Level 1, Level 2, Level 3, Level 4, and Level 5. Level 1 is selected. To the right is a list of features with checkboxes, including Service Time Summary Reports, Print Effective Rate Summary, Writer Time Summary, Technician Time Summary, Technician Time Report, Writer Sales Report, Writer 'Specials' Usage, Writer Analysis, Work In Process Worksheets, Flagged Time, Writer/Technician Statistics, Technician Labor Stats, Tech/Advisor Stats, View Advisor/Writer Stats, View Technician Stats, ERO Tech Report, Miscellaneous Service Reports, Trouble Code & Menu Usage, Warranty Labor Op Usage, Print 'Come Back' Report, Service Discounts, Op Code Detail, Sublet Sales, GIM Input Sheet, Payroll Time Flags, Monthly Summary Update, R/O Archives, Daily Service DOC, and Report Generator. At the bottom, there are buttons for Close and Save.

- Determine if you would like Level 1 to be your highest level of access, such as Service Manager, with each subsequent level requiring less access, or vice versa. Uncheck any of the features to which you do not want employees of this particular level to have access.

**Tip:** If you wish employees of this level to be able to delete customer information and repair order history, check the **Delete** boxes under **Customer Information** and **R/O History**. Autosoft does not recommend granting this permission to any users other than those with the highest security clearance. When a customer or R/O history is deleted, it cannot be retrieved. Therefore, to protect your data, Autosoft recommends you only trust a select few with this functionality.

7. When you're done setting up the profile for the level, click **Save**.
8. Repeat Steps 3 through 7 for each level for which you would like to establish a profile.
9. Click **Close** to return to the Operator Service Passwords screen.

### Applying Default Service Security Levels

1. On the Operator Service Passwords screen, type the password, name, and ID for the user you are creating.
2. Click **Apply Default**.
3. Click to select the security level you want to assign to the user. The settings for the selected security level populate the screen.
4. Edit the settings as needed for the individual user.
5. Click **Save** to save the information.
6. Provide each user with his or her unique password. When users click on **Service** from the FLEX DMS startup menu, they will be asked to enter a password. They will enter their unique password, and the Service module will open with any options that have been blocked from the individual user based on their password profile grayed out and inaccessible.

**Note:** The expanded passwords established for a user of the Service module will override any existing passwords set for that user.

### Removing an Operator Password

1. Click the operator in the list in the top right-hand corner of the screen.
2. Click **Delete**.
3. When prompted to verify you wish to remove the record, click **Gone**.

## Parts Expanded Passwords

Use this button to enter passwords for the Parts Inventory module. The options listed on the corresponding Operator Parts Passwords tabs correspond with the options available on the module's various menus. Each box checked equates to an option the user can access once he or she has entered his or her password. The options for which the user does not have access according to his or her security profile will be grayed out and inaccessible to the user.

## Creating Parts Expanded Passwords

1. On the Passwords menu, click **Parts Expanded**.
2. You will be prompted to enter a master password. If you have established one, enter it in the **Master Password** field. If you have not set a master password, the screen will notify you that the password is set to "NONE." In this case, press **ENTER**. The Operator Parts Passwords screen will open.

The screenshot shows the 'Operator Parts Passwords' window. It features a top section with input fields for 'Password:', 'New Password:', 'Name:', and 'User ID:'. Below this is a 'Main Menu' tab that contains a grid of checkboxes for various system functions: Counter Parts Sales, Service Parts Sales, Parts Queries, End Of Day Update, Master Inventory, Resupply & Returns, Reports, System Setup & Updates, Special Inventories, Utilities, Override Parts Pricing Changes, Void A Document, and Crossover Parts To Service. At the bottom of the window are several buttons: Exit, Save, Apply Default, Delete, Clear, and Set Defaults.

3. To set an employee's password, type the Parts Department employee's user ID number into the **User ID** field. The corresponding name will populate the drop-down menu to the right. If you prefer, you can use the drop-down menu to select the employee, which will then auto-populate the employee's user ID number in the **User ID** field.
4. Use the **Password** field to create a password for the employee. It can be up to five characters long and any combination of alphabetical and/or numeric characters.

**Note:** Use the **New Password** field to change an existing password while maintaining the settings at the bottom of the screen.

5. In the **Name** field, enter the name the employee goes by, such as a nickname, if it differs from the name on the field below.

6. Once this information is added, the checkboxes in the **Main Menu** tab below will all be checked. The items (excluding **Void A Document** and **Crossover Parts To Service**) listed on the tab correspond to all the options available on the Parts Inventory module's main menu. Several of these items also correspond to the other tabs running across the Operator Parts Passwords screen. With all the boxes checked on this tab, the employee will have access to every part of the Parts module.

Operator Parts Passwords

Password: 7530 New Password:

Name: BARLOW

User ID: 02 02 BARLOW

Main Menu Service Parts Sales Parts Queries Daily Update Resupply & Returns Reports System Setup Special Inventories

Main Menu

<input checked="" type="checkbox"/> Counter Parts Sales	<input checked="" type="checkbox"/> Resupply & Returns	<input checked="" type="checkbox"/> Override Parts Pricing Changes
<input checked="" type="checkbox"/> Service Parts Sales	<input checked="" type="checkbox"/> Reports	<input type="checkbox"/> Void A Document
<input checked="" type="checkbox"/> Parts Queries	<input checked="" type="checkbox"/> System Setup & Updates	<input type="checkbox"/> Crossover Parts To Service
<input checked="" type="checkbox"/> End Of Day Update	<input checked="" type="checkbox"/> Special Inventories	<input type="text" value=""/>
<input checked="" type="checkbox"/> Master Inventory	<input checked="" type="checkbox"/> Utilities	
<input type="checkbox"/> Delete Parts		

Exit Save Apply Default Delete Clear Set Defaults

7. You can exclude the employee from accessing different functions in the module by manually unchecking the corresponding boxes on each of the tabs.

**Tip:** To expedite password setup, you can choose to apply defaults to set basic profiles based on employee role and then assign the appropriate level of access on an individual basis. (See *Establishing Parts Expanded Security Level Defaults* and *Applying Parts Expanded Security Level Defaults* for detailed directions for creating and applying defaults.)

8. Check the **Void A Document** option if you wish to allow the employee to void documents.

**Tip:** Autosoft does not recommend granting permission to void documents to any users other than those with the highest security clearance. When such information is deleted, it cannot be retrieved. Therefore, Autosoft recommends you only trust a select few with this functionality.

9. Check the **Crossover Parts To Service** option if you wish for the employee to be able to cross from Parts to Service and back by clicking S and P, respectively. Use the drop-down menu below the box to choose the employee from the list. The employee must be listed in both departments to be applicable for this functionality.
10. Click **Save**.
11. Repeat Steps 4 through 11 for each Parts Department employee.

12. When you've created a password profile for every Parts user, click **Exit**.
13. Provide each user with his or her unique password.

When users click on **Parts** from the FLEX DMS startup menu, they will be asked to enter a password. They will enter their unique password, and the Parts module will open with any options that have been blocked from the individual user based on their password profile grayed out and inaccessible.

**Note:** The expanded passwords established for a user of the Parts module will override any existing passwords set for that user.

## Establishing Parts Expanded Security Level Defaults

You can create default settings that will help to expedite password setup. With defaults, you can create up to five different levels of access based on employee role and security clearance. Once these defaults are established, you can use them to create basic profiles for employees based on role by simply applying a default. Once a default is assigned to a user, changes to those default access settings can be made on an individual user's profile. Those changes will not affect any other users with that default setting.

1. On the Passwords menu, click **Parts Expanded**.
2. You will be prompted to enter a master password. If you have established one, enter it in the **Master Password** field. If you have not set a master password, the screen will notify you that the password is set to "NONE." In this case, press **ENTER**.
3. To set profile defaults to apply to groups of employees, click **Set Defaults**. You do not have to select an employee to set defaults.

The screenshot shows the 'Operator Parts Passwords' window. At the top, there are input fields for 'Password:', 'New Password:', 'Name:', and 'User ID:'. Below these is a 'Main Menu' tab. Under the 'Main Menu' tab, there is a list of options with checkboxes: 'Counter Parts Sales', 'Service Parts Sales', 'Parts Queries', 'End Of Day Update', 'Master Inventory', 'Resupply & Returns', 'Reports', 'System Setup & Updates', 'Special Inventories', 'Utilities', 'Override Parts Pricing Changes', 'Void A Document', and 'Crossover Parts To Service'. At the bottom of the window, there are several buttons: 'Exit', 'Save', 'Apply Default', 'Delete', 'Clear', and 'Set Defaults'.

4. The Default Security Levels screen will open with nothing checked. To tailor a security level, click **Level 1**.

The screenshot shows the 'Default Security Levels' window. The 'Level 1' radio button is selected. The window is divided into several sections with checkboxes for various functions:

- Main Menu:** Counter Parts Sales, Service Parts Sales, Parts Queries, End Of Day Update, Master Inventory, Delete Parts, Resupply & Returns, Reports, System Setup & Updates, Special Inventories, Utilities, Override Parts Pricing Changes, Void A Document, Crossover Service To Parts.
- Service Parts Sales:** Sublet Purchases Orders, Remove Parts From An R/O.
- Parts Queries:** Dump To, Resupply/Returns.
- Reports:** Sales & Restock Reports, Monthly Parts Sales, Monthly Parts Sales Summary Only, Sales For Counter Salesman, Parts Work In Process, Returns - Excess - Movement, Inventory Data Verification, Manually Edited Audit Trail, Inventory Analysis, Inventory Value Reports, Print Counter Pads & Bin Lists, Sales & Receipts History, Wholesale Comp Reports, Month-End Analysis, Performance Trends, Miscellaneous Reports, Report Generator.
- Daily Update:** List Active Sales, List Finished Sales, Daily Parts Sales Summary, Accounting Summary, View current Parts Sales, Parts Daily DOC, Previous Daily Summaries, Daily Update Of Finished Sales.
- System Setup:** Monthly Inventory Update, Price Tape Updates, Part Number Changes, Passwords, Miscellaneous Maintenance, Wholesale Pricing Levels, SubSource Matrix Pricing, Retail Matrix Pricing, R/O Lubricant Pricing, Operating Defaults, More Operating Defaults, Accounting Parameters.
- Resupply & Returns:** Generate Order List, Enter Purchase Orders, Delete A Part Or Purchase Order, Reassign A.P.O. Number, Receipt Purchase Orders, Order Que / Special Orders, Purge S/O Que Prior, Manual Resupply, Outside P.O.s, Set Supply Parameters, List Parts With Return Code, List Parts With No Sale, Generate & Edit Return List, Process Return List, Delete Part Or Document, Reassign A Document Number, Relieve Inventory With Return, Manufacturer Communications.
- Special Inventories:** Special Tool Inventory, Wholesale Customers, Special Inventory Updates, Parts Kits, Quick Lube Parts, Cycle Inventory.

Buttons at the bottom: Close, Save.

5. All of the boxes on the screen will automatically be checked except for **Delete Parts** (under **Master Inventory**).

The screenshot shows the 'Default Security Levels' window with all checkboxes checked except for 'Delete Parts' under 'Master Inventory'. The 'Level 1' radio button remains selected.

- Main Menu:** Counter Parts Sales, Service Parts Sales, Parts Queries, End Of Day Update, Master Inventory, Delete Parts, Resupply & Returns, Reports, System Setup & Updates, Special Inventories, Utilities, Override Parts Pricing Changes, Void A Document, Crossover Service To Parts.
- Service Parts Sales:** Sublet Purchases Orders, Remove Parts From An R/O.
- Parts Queries:** Dump To, Resupply/Returns.
- Reports:** Sales & Restock Reports, Monthly Parts Sales, Monthly Parts Sales Summary Only, Sales For Counter Salesman, Parts Work In Process, Returns - Excess - Movement, Inventory Data Verification, Manually Edited Audit Trail, Inventory Analysis, Inventory Value Reports, Print Counter Pads & Bin Lists, Sales & Receipts History, Wholesale Comp Reports, Month-End Analysis, Performance Trends, Miscellaneous Reports, Report Generator.
- Daily Update:** List Active Sales, List Finished Sales, Daily Parts Sales Summary, Accounting Summary, View current Parts Sales, Parts Daily DOC, Previous Daily Summaries, Daily Update Of Finished Sales.
- System Setup:** Monthly Inventory Update, Price Tape Updates, Part Number Changes, Passwords, Miscellaneous Maintenance, Wholesale Pricing Levels, SubSource Matrix Pricing, Retail Matrix Pricing, R/O Lubricant Pricing, Operating Defaults, More Operating Defaults, Accounting Parameters.
- Resupply & Returns:** Generate Order List, Enter Purchase Orders, Delete A Part Or Purchase Order, Reassign A.P.O. Number, Receipt Purchase Orders, Order Que / Special Orders, Purge S/O Que Prior, Manual Resupply, Outside P.O.s, Set Supply Parameters, List Parts With Return Code, List Parts With No Sale, Generate & Edit Return List, Process Return List, Delete Part Or Document, Reassign A Document Number, Relieve Inventory With Return, Manufacturer Communications.
- Special Inventories:** Special Tool Inventory, Wholesale Customers, Special Inventory Updates, Parts Kits, Quick Lube Parts, Cycle Inventory.

Buttons at the bottom: Close, Save.

6. Determine if you would like Level 1 to be your highest level of access, such as Parts Manager, with each subsequent level requiring less access, or vice versa. Uncheck any of the features to which you do not want employees of this particular level to have access.

**Tip:** If you wish employees of this level to be able to delete parts from the Master Inventory, check the box under **Master Inventory**. Autosoft does not recommend providing this permission to any users other than those with the highest security clearance. When such information is deleted, it cannot be retrieved. Therefore, Autosoft recommends you only trust a select few with this functionality.

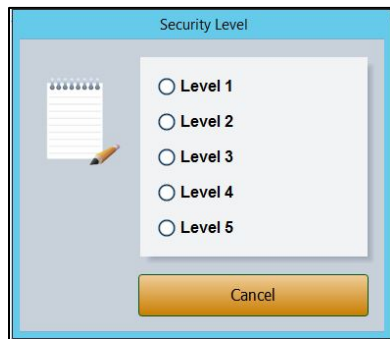
7. When you're done setting up the profile for the level, click **Save**.



8. Repeat Steps 4 through 7 for each level for which you would like to establish a profile.
9. Click **Close** to return to the Operator Parts Passwords screen.

## Applying Parts Expanded Security Level Defaults

1. Complete the user information at the top of the Operator Parts Passwords screen and establish a password for the user. (See *Creating Parts Expanded Passwords* for detailed steps.)
2. Click **Apply Default**.
3. Choose the appropriate security level for the employee from the **Security Level** pop-up screen.



4. The employee's profile will change to match the password permissions set in the level default. If you would like to tailor the password access rights for the individual employee, check or uncheck any necessary boxes on any of the tabs. These changes will only apply to the employee whose profile you are viewing. They do not affect the default security level settings.
5. Check the **Void A Document** option if you wish to allow the employee to void documents.

**Tip:** Autosoft does not recommend granting permission to void documents to any users other than those with the highest security clearance. When such information is deleted, it cannot be retrieved. Therefore, Autosoft recommends you only trust a select few with this functionality.

6. Check the **Crossover Parts To Service** option if you wish for the employee to be able to cross from Parts to Service and back by clicking S and P, respectively. Use the drop-down menu below the box to choose the employee from the list. The employee must be listed in both departments to be applicable for this functionality.
7. Click **Save**.
8. Repeat steps 1 through 7 for each employee to whose profile you would like to apply the security level settings.

9. Provide each user with his or her unique password. When users click on **Parts** from the FLEX DMS startup menu, they will be asked to enter a password. They will enter their unique password, and the Parts module will open with any options that have been blocked from the individual user based on their password profile grayed out and inaccessible.

**Note:** The expanded passwords established for a user of the Parts module will override any existing passwords set for that user.

### Removing an Operator Password

1. Click the operator in the list in the top right corner of the screen.
2. Click **Delete**.
3. When prompted to verify you wish to remove the record, click **Gone**.



## General Manager Passwords

Use this button to enter the passwords for the General Manager module. You must create passwords to use the General Manager program. The screen has six tabs. Each tab represents an area in the General Manager program. You specify which areas the user can access. For the **Cashflow** tab (Fixed Coverage and Schedules), you can restrict the user from accessing information for general ledger accounts, and you can specify which daily DOCs the user can view.

The screenshot shows the 'General Manager Operator Passwords' window. At the top, there are input fields for 'Password' (containing 'AS1'), 'Name' (containing 'HEL'), 'Close Program In' (set to '10 Minutes Of No Activity'), and 'New Password'. Below these fields are six tabs: 'Main Menu', 'Vehicle Inventory', 'Vehicle Sales', 'Expenses', 'Cashflow', and 'Daily DOC's'. The 'Main Menu' tab is selected, displaying a list of menu items with checkboxes: 'Inventory', 'Sales', 'Expenses', 'Cashflow', 'Daily DOC', 'Parts & Service', and 'Customer History'. All checkboxes are checked. At the bottom of the window are four buttons: 'Back', 'Save', 'Remove', and 'Clear'.

1. From the Passwords menu, click **General Manager**.
2. You will be prompted to enter a master password. If you have established one, enter it in the **Master Password** field. If you have not set a master password, the screen will notify you that the password is set to "NONE." In this case, press **ENTER**.
3. In the **Password** field, type the password you want to assign to a user. The password can be up to five alphanumeric characters.
4. In the **Name** field, type the operator's name.
5. In **Close Program In \_\_\_ Minutes Of No Activity**, specify the amount of time that the program can remain inactive before it closes automatically.
6. The **New Password** field is used to change an existing password while maintaining the settings set at the bottom of the screen.
7. Tabs represent the General Manager main menu and each submenu the operators can access in the General Manager module. Each tab houses selections for each button on the menu. The administrator can grant or restrict access to an area. By default, all items on this screen will be checked, which allows the operator access to all areas of the General Manager program. Click to uncheck a selection and restrict access to that area. The button is unavailable ("grayed out") on the menu when it opens.

8. Click **Save** to save the password and settings. The password and operator information is displayed in a list in the top right corner of the screen. Click on an operator in the list to view and edit the settings as needed.
9. Click **Back** to return to the Passwords screen.

### Removing an Operator Password

1. Click the operator in the list in the top right-hand corner of the screen.
2. Click **Remove**.
3. When prompted to verify you wish to remove the record, click **Gone**.

## Miscellaneous Passwords

Use the Miscellaneous Passwords screen to enter passwords for miscellaneous features. You set the passwords for the Dealer Principal program and the time clock, and you can set passwords for voiding documents and checks in the Accounting module, voiding counter slips in the Parts Inventory module, voiding repair orders in the Service Writing module, and editing the Check Register. You set access to the Transaction Entry menu bar options this workstation can access. These menu bar buttons appear at the top of the Journal Entries menu and several of the journal posting screens.

1. From the Passwords menu, click **Miscellaneous Passwords**.
2. You will be prompted to enter a master password. If you have established one, enter it in the **Master Password** field. If you have not set a master password, the screen will notify you that the password is set to "NONE." In this case, press **ENTER**.
3. Enter the password you want to set for each item listed. **These passwords apply to all workstations.**
4. Use the **This Client Only** section to specify which Transaction Entry menu bar options this workstation can access. Click to select the box next to the options you want to allow this workstation to access. A blank box means the option will not be available for this workstation.
5. Click **Close** to save the passwords and close the screen.

## Reset Data Files

The Reset Data Files utility allows you to reset data files if a month-end closing was interrupted by a power failure or data corruption. You must enter a password to use this feature. Call the Autosoft Customer Success Center at 800.473.4630 for assistance.

The screenshot shows the 'Reset Month End Data' utility window for 'Marks Motors'. The window has a title bar with the text 'Reset Month End Data (Marks Motors)'. The main area is divided into two panels. The left panel contains a 'Reset Trade Receivables Schedule' button, an 'Audit Trail' section with a message 'An Audit Trail of edits is maintained for security. Enter the current day password for access.' and a password input field, a 'Cancel' button, and a 'Roll Back To Last G/L Closing' button. The right panel contains a message box stating 'This module is used to reset data files after a Month-End Closing was interrupted due to power failure or data corruption.' and a warning box that says 'DO NOT USE THIS FUNCTION WITHOUT AUTOSOFT SUPPORT ASSISTANCE.' Below the warning box is a large empty rectangular area. At the bottom of the left panel is an 'Exit' button. In the bottom right corner of the window is a 'Click To Chat' button with a speech bubble icon.

## Edits & Corrections

The Edits & Corrections utility allows you to edit data files. You must enter a password to use this feature. Call the Autosoft Customer Success Center at 800.473.4630 for assistance.

The screenshot shows the 'Utilities' window for 'Marks Motors'. The window has a title bar with the text 'Utilities (Marks Motors)'. The main area is divided into two panels. The left panel contains a list of utility buttons: 'Passwords', 'Reset', 'Edits & Corrections', 'Verify', 'Audit Trails', 'Miscellaneous Maintenance', 'GM Factory Messages', and 'Exit'. The right panel contains a 'Utilities' header and a 'Click To Chat' button with a speech bubble icon. An 'Audit Trail' dialog box is overlaid on the 'Edits & Corrections' button, displaying the message 'An Audit Trail of edits is maintained for security. Enter the current day password for access.' and a password input field. Below the password field is an 'Abort' button.

## Verify G/L Balances

Use this button to “verify” the general ledger balances. This will help you identify if your general ledger balances or if it is out of balance.

1. On the Utilities menu, click **Verify G/L Balances**.
2. Click **OK** when prompted to indicate you want to verify the general ledger.
3. The system displays a message indicating if the balances look OK or if they are off. Click **OK** to acknowledge the message.

## Out-Of-Balance Condition

If the system detects an out-of-balance condition, take these steps:

1. Click **OK** to acknowledge the message.
2. Click **OK** to send the out-of-balance amount to the general ledger account VOIDS.
3. Once you have researched and found the out-of-balance entry, you will be able to make a general entry using the VOIDS account as the other side of the correcting entry.

## Audit Trails

This button opens the Audit Trails menu. You use this menu to view and print the audit trails for the general ledger, accounts receivable, accounts payable, and the last posting run.



### Viewing Audit Trails

1. Click the button that corresponds to the audit trail you want to view (**General Ledger Month-End Closing**, **Accounts Receivable Month-End Closing**, **Accounts Payable Month-End Closing**, and **Results Of Last Posting Run**). The appropriate audit trail screen opens and displays the audit trail information.
2. Use the scrollbar on the right side of the screen as needed to view information.
3. Click **Exit** to return to the Audit Trails menu.
4. Click **Exit** to return to the Utilities menu.

### Printing the Audit Trails

1. Click the button that corresponds to the audit trail you want to view.
2. Click **Print**.
3. Select **To Printer** to print a hardcopy of the audit trail or **To Screen** to view the audit trail on screen.
4. Click **Print**.

**From G/L Month-End Closing**

Click this button to display an audit trail of the last completed general ledger month-end closing.

**A/R Month-End Closing**

Click this button to display an audit trail of the last completed accounts receivable month-end closing.

**A/P Month-End Closing**

Click this button to display an audit trail of the last completed accounts payable month-end closing.

**Results of Last Posting Run**

Click this button to display an audit trail of last posting run. The information is grouped by operator.

## Miscellaneous Maintenance

This button opens the Miscellaneous Maintenance menu. Use this menu to verify selected schedules and to rebuild schedules and journals. Generally, you will not use the options on this menu without assistance from Autosoft. Call the Customer Success Center at 800.473.4630 for assistance. Click the menu option you want to select. Follow the prompts on your screen. When you are finished, click **Exit** to return to the Utilities menu.



### Resequence Detail Forward Schedule

Use this button to resequence the Detail Forward schedule. If you edit a detail forward transaction description on the View Schedule screen, the transaction will not reflect the changes until you run this utility. (See Chapter 6 for information on editing descriptions on detail forward transactions.)

1. From the Miscellaneous Maintenance menu, click **Resequence Detail Forward Schedule**.
2. Click **OK** when prompted to verify you want to resequence the schedule.
3. The system displays a "Complete" message. Click **OK** to acknowledge the message.

### Rebuild Journal Sources

Use this button to rebuild the journal sources. You use this utility if the schedule detail does not match the schedule control balance.

1. Click **Rebuild Journal Sources** on the Miscellaneous Maintenance menu.
2. Click **OK** when prompted to verify you want to rebuild the journal sources.
3. The system prompts you to indicate if you want to rebuild the archive journal sources. Autosoft does not recommend this. Click **Cancel** to continue.
4. The system displays a "Complete" message. Click **OK** to acknowledge the message.



## Rebuild General Ledger Detail

Use this button to rebuild the general ledger detail. This utility is useful when the general ledger detail is incomplete.

1. On the Miscellaneous Maintenance menu, click **Rebuild General Ledger Detail**.
2. Click **OK** when prompted to verify you want to rebuild the detail.
3. The system displays a "Complete" message. Click **OK** to acknowledge the message.

## Rebuild Balance Forward Schedules

Use this button to rebuild your Balance Forward Schedules.

1. Click **Rebuild Balance Forward Schedules** from the Miscellaneous Maintenance menu.
2. Click **OK** when prompted to verify you want to rebuild the schedules.
3. The system displays a "Complete" message. Click **OK** to acknowledge the message.

## Rebuild Month-End Journals

Use this button to rebuild the month-end journal.

1. On the Miscellaneous Maintenance menu, click **Rebuild Month-End Journals**.
2. Click **OK** when prompted to verify you want to rebuild the journals.
3. The system checks to ensure your books balance. If they don't balance, the system prompts you to indicate if you want to continue. Click **Continue** or **Cancel** as needed.
4. The system displays a "Complete" message. Click **OK** to acknowledge the message.

## Remove Detail Forward Schedule

Use this button to remove a Detail Forward schedule. Only schedules with a zero balance can be removed.

1. Click **Remove Detail Forward Schedule** from the Miscellaneous Maintenance menu.
2. Type the account number.
3. Click **YES** when prompted to verify you want to continue.
4. Click **OK** when prompted to verify you want to delete the schedule.
5. The system displays a "Complete" message. Click **OK** to acknowledge the message.

## Move Post-Aheads To Current

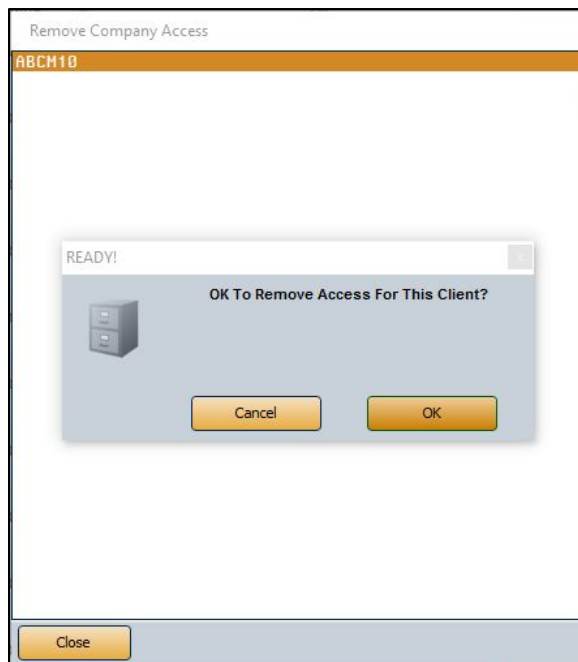
Use this button to move the post-ahead entries to the current postings. Use this utility if you incorrectly posted to the next month. Do not use this utility if there are post-ahead entries that should go to next month. Correct those entries by doing a journal entry. You must enter a password to use this feature. Call the Autosoft Customer Success Center at 800.473.4630 for assistance.

## Verify Archive Journals

This option is a tool for the Autosoft Customer Support Center. You will not use this option without assistance from an Autosoft Support representative.

## Remove Company Client Access

Use this button to remove access to one of the companies available on the system. This only applies to dealers who have more than one company in the system. When you remove a company, you can no longer select the company by pressing the F12 key.



1. Click **Remove Company Client Access**.
2. The screen displays a list of available companies. Click the desired company in the list. You cannot remove the company you currently have open.
3. Click **OK** when prompted to verify you want to remove access to the company. The company is removed from the list.

## GM Factory Messages

General Motors dealerships enrolled in RIM use this utility to receive messages from GM. Supplemental documentation is available for GM dealers. Please visit the **OEM** section of the Autosoft Help Center's User Guides category, click General Motors, and open the **Autosoft DMS and GM RIM Manual** link to view and download instructions for this feature.



## Conclusion

This completes the instructions for the Autosoft FLEX DMS Dealership Accounting module. Refer to these instructions each time you need to use this module. As always, if you have any questions that this manual does not answer, or if you receive errors while using the program, you can call the Autosoft Customer Support Center at 800.473.4630.

