

Chapter 1 System Setup

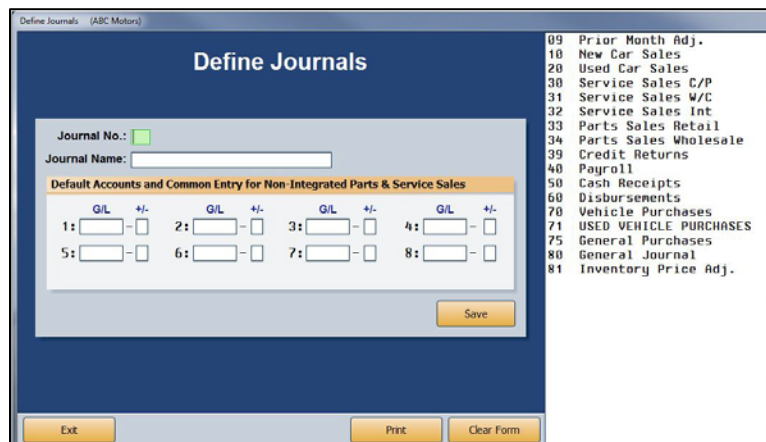
The **Setup** button on the Dealership Accounting main menu opens the System Setup menu. You use this menu to enter accounting parameters that will be used in the system. These parameters help speed up the input process and allow the system to error-check entries for accuracy. Some of the parameters 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	System Setup
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 (ABC Motors)							
Define Journals							
Journal No.: <input type="text"/>							
Journal Name: <input type="text"/>							
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.

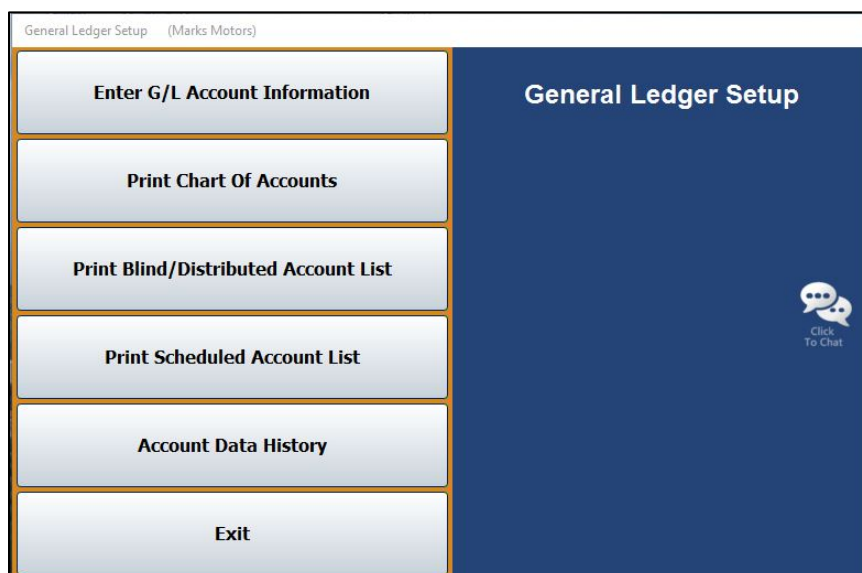
Printing the Journal List

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

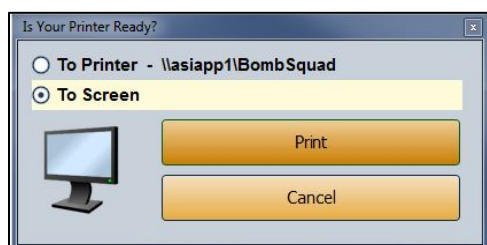
The **General Ledger** button opens the General Ledger Setup menu. Use this menu to add general ledger accounts to the system. The system has a standard chart of accounts, but you can add accounts to the general ledger if necessary. Most of the general ledger accounts should have been added through the 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.

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.

The screenshot shows the 'Vehicle Purchase Parameters' window for 'Marks Motors'. It features a vertical stack of five buttons on the left: 'Enter Purchase Journal Accounts', 'Enter Model Code Data', 'Print Parameters', 'Factory Communications Setup', and 'Exit'. The right side of the window is a solid blue area with the title 'Vehicle Purchase Setup' at the top and a 'Click To Chat' icon at the bottom right.

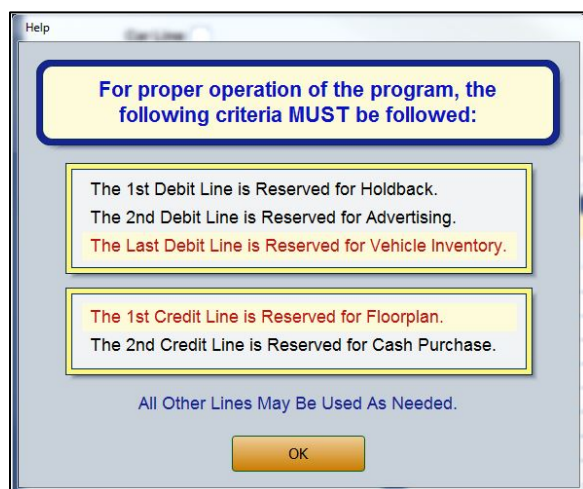
Enter Purchase Journal Accounts

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.

The screenshot shows the 'Vehicle Purchase Parameters' form for 'ABC Motors'. The form includes fields for 'Car Line' (1), 'Suffix' (A), 'Make' (CHEV CAR), 'Current Model Year' (empty), 'New/Used (N/U)' (N), 'Journal' (70), 'Pack' (\$ 200.00 Or .00 %), and 'Prep' (\$.00). Below these are two tables: 'Debits' and 'Credits'. The 'Debits' table has columns G/L, Desc., and C/W, with rows for 261A Holdback, 06501 Advertising, Finance Protection, Pre-Delivery, 955 HOLDBACK / DT, 231 bank fee, and 231 Inventory. The 'Credits' table has columns G/L, Desc., and C/W, with rows for 310 Floorplan, Cash Purchase, Finance Protection, Pre-Delivery, 905 bank fee, and an empty row. At the bottom right, there is a checkbox for 'Floorplan Pre-Delivery (Ford) (Y/N)'. The bottom of the form has buttons for 'Exit', 'Delete', 'Clear Form', and 'Save'.

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.

Global Vehicle Sales Parameters (ABC Motors)

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):

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

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

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: Journal:

Cust. A/R (Db): Sales Tax (Cr):

Cash Sale (Db): Local Tax (Cr):

Freight Out (Cr): Tire Tax (Cr):

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:		

Click from List

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

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 VOID\$ VOID\$

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 VOID\$ 669 VOID\$

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/G	491	691	242
Q/L Sublet	466	666	246
Q/L Parts	478	678	242

Cust. Sales Journal: 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
WVI			
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

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 W/O 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 (FH): 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

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>
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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.