

Chapter 8 Reports and DOCs

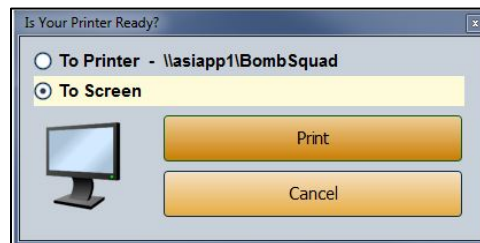
The Reports menu is used to print reports. You can create nine different daily operating controls (DOCs) for special reporting purposes. For each DOC, you specify the general ledger accounts you want to use to create the report. Therefore, each department can create a report using the general ledger 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.

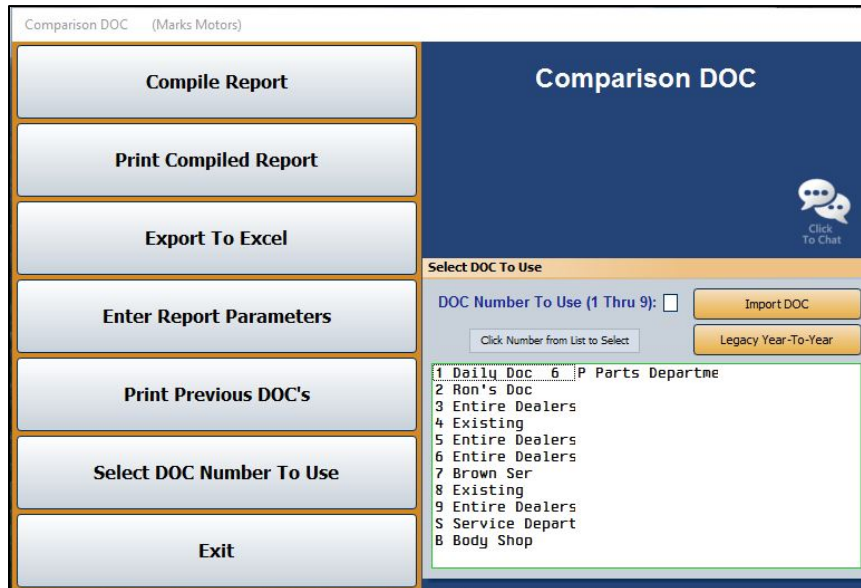
When you select a report to print (and after you enter any criteria the system prompts you to specify), click to select **To Printer** to print the information or **To Screen** to view the information on your screen. Once you select your print type, click **Print**.



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.)

Comparison DOC Setup (ABC Motors)

Line: List Proof

Description:

Line Descriptions					
(S1)	Subtotal 1	(GT)	Grand Total	(NP)	New Page
(S2)	Subtotal 2	(DO)	Display Only	(=)	Prints "===="
(T1)	Total	(BL)	Blank Line	(-)	Prints "-----"

Plus...

Contiguous Ledger Accounts From: To:

Include:

Minus...

Contiguous Ledger Accounts From: To:

Include:

Pull Expenses For Department:

Line Values:

Save

000 RON'S DOC
 001 VERANO SALES
 003 REGAL SALES
 004 LACROSSE SALES
 005 ENCLAVE SALES
 006 ENCORE SALES
 010 TOTAL BUICK SALES
 011 <Blank Line>
 015 ACADIA SALES
 016 TERRAIN SALES
 017 G-VAN (SAVANNA) SALES
 018 CANYON SALES
 019 SIERRA SALES
 020 YUKON DENALI SALES
 021 YUKON DENALI XL SALES
 022 C2500/C3500 SALES
 030 GMC SALES
 031 <Blank Line>
 035 FINANCE INCOME NEW
 036 FINANCE & INS. CHARGEBACK
 037 ACCESSORIES
 038 SERVICE CONTRACTS
 039 F&I MGR COMPENSATION
 040 TOTAL NEW F&I
 041 <Blank Line>
 048 SALES COMPENSATION
 049 DELIVERY EXPENSE
 050 POLICY WORK NEW
 051 SALARIES EXECUTIVE MGRS
 052 SALARY SUPERVISION NEW
 053 SALARY CLERICAL
 054 OTHER SALARY & WAGES
 055 ABSENTEE COMPENSATION

Exit G/L List Print Setup Delete Line Clear Screen Verify

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.



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

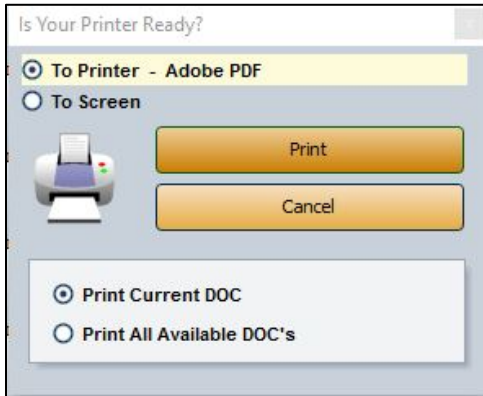
You can view the compiled DOC using the **View Compiled Report** button on the Daily Operating Control menu. This allows you to view the information before printing it or instead of printing it. The screen will display information for a single DOC or all DOCs based on the compiling option you selected.

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.

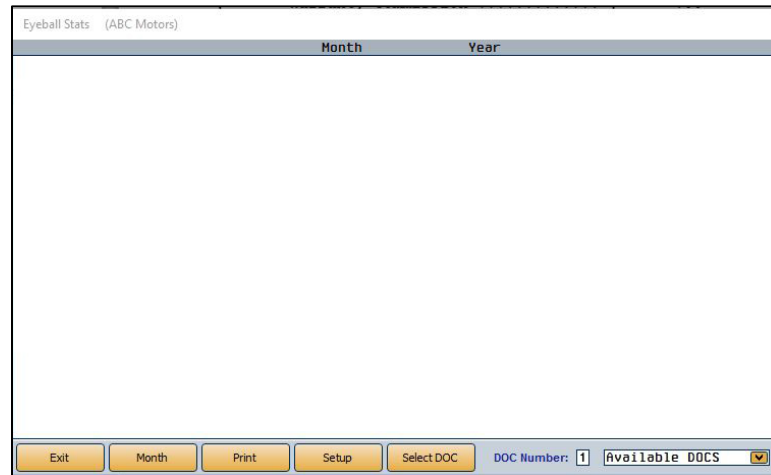
Printing Previous DOC's

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.



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**.

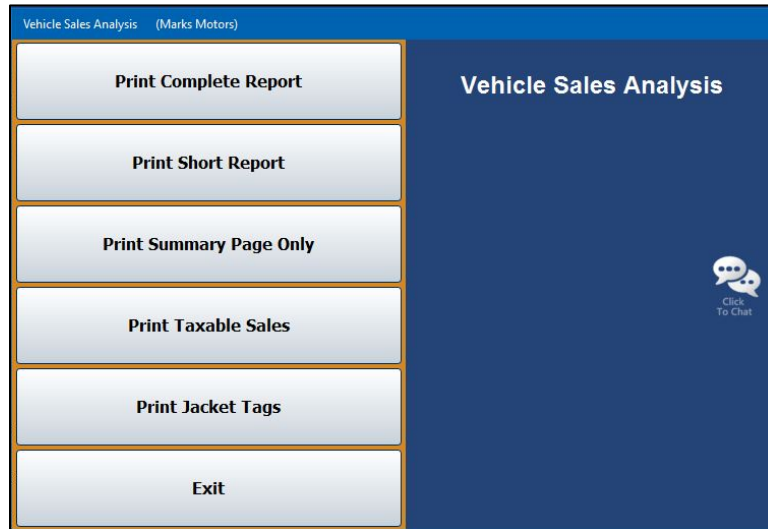
Vehicle Sales

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.

The screenshot shows a dialog box titled "Commissions". It contains the following fields and controls:

- Salesman:** A text field containing "00".
- From:** An empty text field for the start date.
- To:** An empty text field for the end date.
- Short List or Detailed List (S/D):** A radio button control.
- A dropdown menu showing "00 All Salesmen" with a downward arrow.

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.

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 checked="" type="checkbox"/>	Warr. Payable			.00	
			.00	<input type="checkbox"/>	Serv. Sale			.00	<input checked="" type="checkbox"/>
			.00	<input type="checkbox"/>	Serv. Payable			.00	<input type="checkbox"/>
Gap. Cost			.00	<input checked="" type="checkbox"/>	Gap. Sale			.00	<input checked="" 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	<input type="checkbox"/>

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.

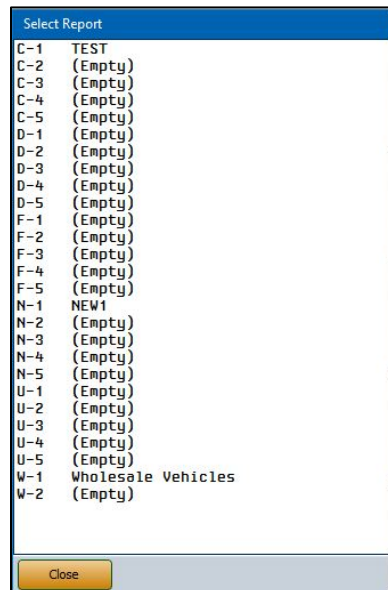
1. From the Vehicle Sales Reports menu, click **View/Edit Vehicle Sales Data**.
2. Select the sale by typing the stock number or clicking the **Sales List** button.
3. Click **Delete Sale**.
4. Click **OK** when prompted to verify you want to delete the sale.

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:\ASIXLVSL#.xls (K:\ASIXLVSL#.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		
Date	Customer	Stock	Vehicle			Salesman	Misc. Income	Backend	Days			
08/06/15	SUTHERLAND	1418	15	CHEVROLET	H1500 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	1302.15	.00		
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.

The screenshot shows a web interface for searching sales. The title bar at the top reads "Sales By Stock Number". The left sidebar contains three search input fields: "Stock No" (with a green placeholder), "Last Name" (with a white placeholder and a note "3 Letters Minimum"), and "Last 6" (with a white placeholder). Below these fields are two buttons: "Print Recap" and "Back". The main content area is currently empty.

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: **SMI152025** Last 8: **E1152025** VIN: **2G1WB5E35E1152025** Active/Inactive (AI): **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: **0**

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.

The screenshot shows the 'Fixed Coverage Setup' window with the following data:

Category	Account Type	From	To
Service	Sale Accounts ...	460A	466
		469	
	Cost Accounts ...	660A	666
		669	
Parts	Sale Accounts ...	467	468
		478	492
	Cost Accounts ...	667	668
		678	692
Body Shop	Sale Accounts ...		
	Cost Accounts ...		
Fixed Coverage Expenses	Expense Accounts ...	033	092
	Expense Accounts ...		

At the bottom left, there is a 'Back' button and a question mark icon.

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

- 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.

	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 Sales00	.00		
Less Cost00	.00		
Body Shop Gross00	.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%

- Click **Print** to print the information.
- Select your print criteria and click **Print**.

Cash Flow

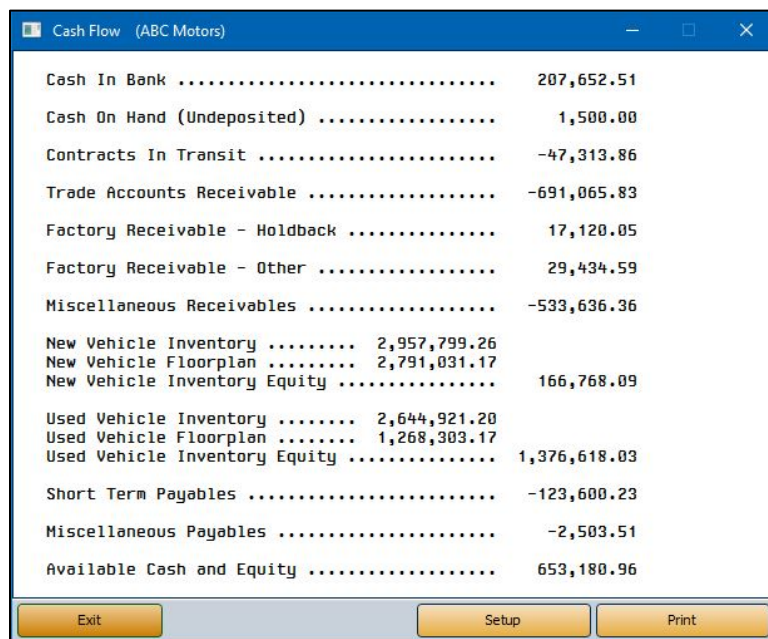
Use the Cash Flow screen to view the available cash flow. Before you can use the Cash Flow feature, you must use the **Setup** button to indicate the General Ledger accounts that will be pulled for each category. The system uses the setup to compile the information displayed on this screen.

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.



Account	Balance
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
	Balance Of G/L Account 242	37,568.21
Source 2 - GM	Difference Of Physical And Book Inventory	-5,353.37
Source 3 - CHRYSLER	Value Of Parts On Open Counter Slips	32,796.96
Source 4 - MAZDA	Value Of Parts On Unposted Slips	43,838.49
	Value Of Parts On Open Repair Orders	50,273.00
Source 5 - TOYOTA	Value Of Parts On Unposted R/O's	21,957.01
Source 6 - VW	Total Of Work In Process Parts	148,865.46
	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	Print Worksheet Next --> Print Worksheet Parts Audit Trails	

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.