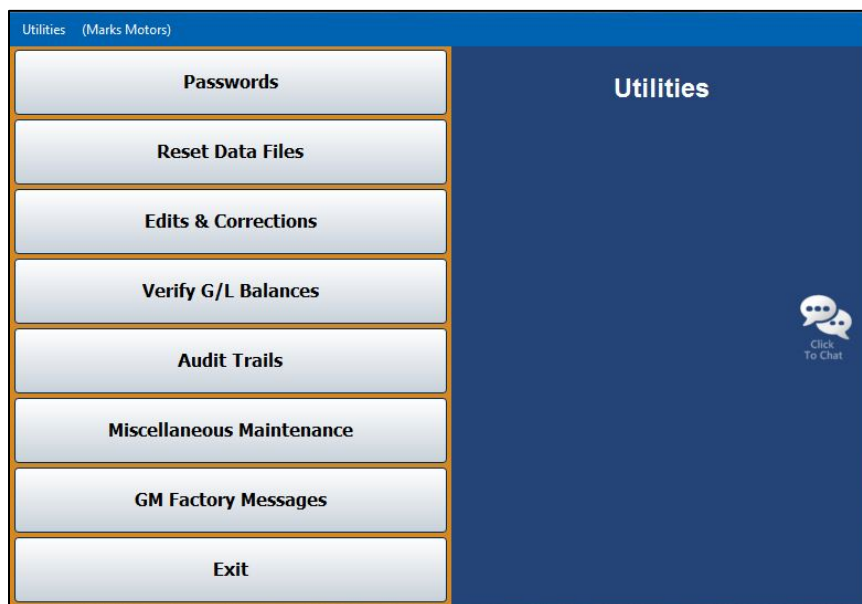# Chapter 10 Utilities

The **Utilities** button opens the Utilities menu. You use this menu to set passwords for all the Autosoft DMS modules, troubleshoot problems, and perform maintenance. Click the button that corresponds to the menu option you want to select. The appropriate prompt or submenu opens. When you are finished, click **Exit** to return to the Dealership Accounting menu.

Utilities   (Marks Motors)

| Passwords |
| Reset Data Files |
| Edits & Corrections |
| Verify G/L Balances |
| Audit Trails |
| Miscellaneous Maintenance |
| GM Factory Messages |
| Exit |

Utilities

Click To Chat

Note: Some of the utilities are password protected. These utilities require assistance from Autosoft. Call the Autosoft Customer Success Center at 800.473.4630.

Passwords

This button opens the Passwords menu so you can set passwords. You have the option of using a multi-level password setup for the system or an expanded password setup for the Accounting, Parts, and Service modules.
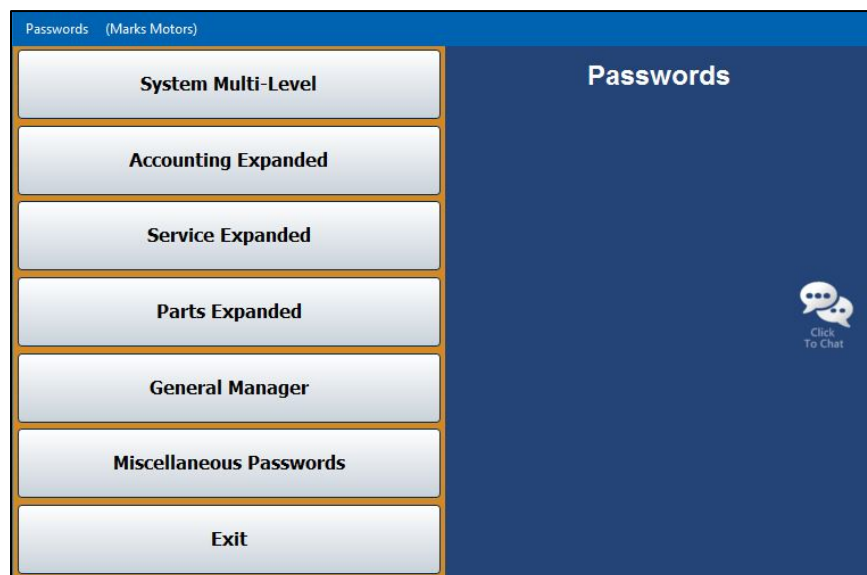
System Multi-Level vs. Expanded Passwords

With a system multi-level password, the user can access all options within the module for which they have been given the password. When a user attempts to open the module for which a multi-level password has been set, the system asks for the password set for the module. Any pre-existing passwords already set for a module will still be active.

However, the expanded password feature allows each user to be assigned a unique password and a security profile. If expanded passwords are established, Autosoft DMS recognizes the user's unique ID when the user attempts to access the module for which they have permissions and asks for that user's password. With that password, the user can move about Autosoft DMS based on his or her profile. Any options for which the user does not have permission based on his or her security profile will be grayed out and inaccessible to the user.

If both multi-level and expanded passwords exist for a module, the user can enter his or her personal expanded password instead of the multi-level password when entering the module from the Autosoft DMS startup menu. This provides the user with access only to the approved options within that module based on the user's security profile.

Important: If you do not have a system multi-level or Accounting module password set up to safeguard your system, Autosoft advises that you establish such passwords before beginning the process outlined in the following pages.

Accessing the Password Screens

When you select a menu option on the Passwords menu, the system prompts you for the master password. Initially, Autosoft sets the password to "None," and all you have to do is press ENTER to continue. You can change the master password from the prompt screen, but it is important that you remember your password.
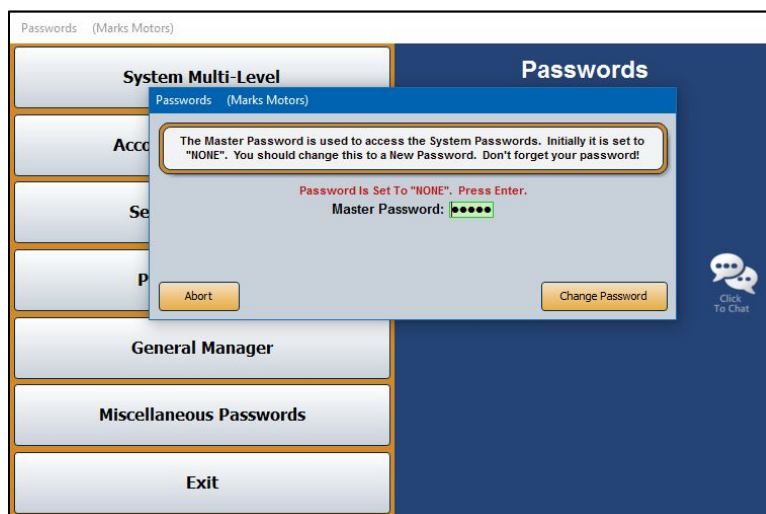
Changing the Master Password

1. Click a button on the Passwords menu.

2. Click **Change Password** when prompted to enter the master password.

3. In **Enter the Old Master Password**, type the current master password.

4. Type the new master password twice. This ensures you typed the entry correctly.

5. Press ENTER if necessary.

6. Click **OK** when prompted that you have successfully changed the password. The system returns you to the Passwords menu.

System Multi-Level Passwords

System multi-level passwords are the startup passwords necessary to access the individual Autosoft DMS modules from the startup menu. Enter a different specific password of up to five alphanumeric characters for each of the modules you wish to protect. You must then share each module's password with all the users who must access that portion of Autosoft DMS. When a user clicks on **Accounting**, **Service**, **Parts**, or any of the other options in the Autosoft DMS Startup menu for which you establish a system multi-level password, the user will be prompted to enter the appropriate password to access that module.

The screen has three tabs. The first tab is used to set passwords for the complete Autosoft DMS system. Each field corresponds to a menu option on the Autosoft DMS main menu. The second tab is used to set passwords for the Accounting module. Each field corresponds to a menu option on the Dealership Accounting main menu. The third tab of the screen is used to set operator ID passwords used for posting journal transactions. This is used to set passwords for user IDs 1 through 9. If you prefer to use alpha characters as the user IDs, you will need to use the **Accounting Expanded** menu option.

Passwords can be up to five characters long, and can contain both alpha and numeric characters. A blank field or a password of "None" allows all users to have access to an area. If you press ENTER to advance through a field, "None" automatically populates as the password.

Entering passwords on this screen allows users to have access to all of the options within individual modules, provided the user knows the corresponding password. If you want to restrict access to individual options for each operator, you can do so by using the **Accounting Expanded**, **Service Expanded**, and **Parts Expanded** menu options.

Creating Multi-Level Passwords

1. From the Passwords menu, click **System Multi-Level**.

2. A popup will prompt you for a master password. If you do not have one established, the system will notify you as such and ask you to simply press ENTER. However, if you have a password in place to protect your system passwords, enter it on this popup screen.

3. The Passwords screen will open to the **System Startup Menu** tab. Enter a different password for each Autosoft DMS module you would like to password protect. The passwords can contain any combination of up to five alphabetical and/or numeric characters.

4. Use the **Accounting Main Menu** and **Posting ID Passwords** tabs at the top of the screen to establish multi-level passwords to be used to access the Accounting Main Menu sections and when posting.

5. Click **Save**. Your startup passwords will now be active. Be sure to provide the users within each department with the respective password for the corresponding module in the Autosoft DMS.

Note: Any existing passwords set for users of each module will still be required with the multi-level password. If an option is password protected, the user will be asked to enter his or her password to access that option.

Accounting Expanded

Use the Operator Accounting Passwords screen to assign passwords to individuals who have access to the Accounting module. This allows each operator to have a specific, unique password instead of all of the operators using one generic password. The expanded password parameters also allow you to select which areas of the Accounting module each operator can access. Restricted areas are unavailable ("grayed out").

You can create up to five security levels with settings tailored for the individual security levels. When creating user IDs, you can pull the security level you want to set so you do not have to manually edit each field. This makes adding IDs and settings easier. Once you've assigned a security level to a user, you can fine-tune the security level permissions for that individual user.

You will create alpha-character user IDs here. Autosoft recommends that you use the user's initial as his or her user ID when possible. This makes it easier to remember the ID assigned to each user and to identify the IDs on reports. All alpha characters will be lowercase letters.

Adding Passwords

1. Click **Accounting Expanded**.

2. You will be prompted to enter a master password. If you have established one, enter it in the **Master Password** field. If you have not set a master password, the screen will notify you that the password is set to "NONE." In this case, press **ENTER**.

3. In **Password**, type the password you want to assign one of the operators. The password can be up to five alphanumeric characters.

4. In **Name**, type the operator's name.

5. In **Operator ID**, type the ID (a through z). When possible, use the user's initial as the ID. This will make it easier to assign and identify the ID. The alpha characters default to lowercase letters. You cannot change the case.

Tip: If the user must have access to the Cashier module, you must assign the user a numeric Operator ID (1 through 9).

6. There are tabs for the Accounting main menu and each sub-menu the operators can access in Accounting (Journal Entries, Payroll, etc.). On each tab, there are selections for each button on the menu. The administrator can grant or restrict access to an area. The default for this screen is that all items are selected, which allows the operator access to all areas of the Accounting module. Removing a checkmark from a selection restricts access to that area. The button is unavailable ("grayed out") on the menu when it opens.

7. Click **Save** to save the password and settings.

8. The password and operator's name is displayed in a list in the top right corner of the screen. Click an operator in the list to view and edit the settings when necessary.

9. Continue to add passwords as needed.

10. Click **Exit** to return to the Passwords menu.

Tip: The **New Password** field is used to change an existing password while keeping the settings established at the bottom of the screen.

Establishing Accounting Expanded Security Level Defaults

You can create up to five default security levels. When adding passwords on the Operator Accounting Passwords screen (or the Operator Service Passwords and Operator Parts Passwords screens), you can pull the security levels so you don't have to manually edit each user's profile. This is useful for dealerships that will need to create several IDs with varying access levels.

1. On the Operator Accounting Passwords screen, click **Set Defaults**. The Default Security Levels screen opens.

2. Click the circle in front of the security level you want to create. By default, all the options are selected for each level when you select the field for the first time.

3. Click to clear boxes to restrict access to the boxes' corresponding areas/options based on the security level's needs. Leave only the boxes checked that correspond to the areas/options to which users with this security level must have access. If you would like to reselect an option, click in an empty box to select it again.

4. When you are finished editing the settings, click **Save**.

5. Continue to edit security levels following steps 2 through 4.

6. Click **Close** to close the screen.

Applying Default Accounting Security Levels

1. On the Operator Accounting Passwords screen, type the password, name, and ID for the user you are creating.

2. Click **Apply Default**.

3. Click to select the security level you want to assign to the user. The settings for the selected security level populate the screen.

4. At this point, edit the settings as needed for the individual user.

5. Click **Save** to save the information.

Removing an Operator Password

1. In the top right corner of the Operator Accounting Passwords screen, click to select the operator for whom you wish to remove the operator password.

2. Click **Delete**.

3. Click **Gone** when prompted to verify you want to delete the record.

Allowing Access to the Accounting Passwords Menu for Non-Accounting Users

You can limit access to the Accounting module and its **Utilities** option's Passwords menu by members of other dealership departments who require access to the expanded passwords options to set up their department's employees' passwords. For instance, a Service Manager may require access to the Accounting Utilities to set up and manage Service employees' passwords and their access to the Service module. Granting non-Accounting Department users with such restricted access will prevent Accounting Department employees from having to manage access for every department of the dealership while limiting leaders of other departments from accessing any other portions of the Utilities option.

1. From the Passwords menu, click **Accounting Expanded**.

2. You will be prompted to enter a master password. If you have established one, enter it in the **Master Password** field. If you have not set a master password, the screen will notify you that the password is set to "NONE." In this case, press **ENTER**. The Operator Accounting Passwords screen will open.

3. In the **Password** field, create a password for the FLEX DMS user you wish to grant access to the Passwords screen of the Accounting module. Be sure to make note of this password to share it with the person for whom you are establishing the password and access.

4. In the **Name** field at the top of the screen, enter the name of the employee for whom you are setting the password.

5. Enter a single-character user ID in the **Operator ID** field. The ID can be any letter of the alphabet. Be sure to make note of this operator ID to share it with the person for whom you are establishing the password and access.

> **Note:** Once an operator ID is assigned, the ID cannot be used for another user. If you attempt to assign an operator ID to a second user, an error message will notify you that the operator ID is already in use. Click **OK** to return to the Operator Accounting Passwords screen and assign an unused operator ID.

6. On the **Main Menu** tab, all the options will be checked.

Click to uncheck all the options except **Utilities**. This will allow the user to access the Utilities menu only.

7. Click the **Utilities** tab. This tab lists all of the options available on the Utilities menu. All of the options will be checked.

8. Click to clear all the checkboxes except for the one next to the **Passwords** option.

9. Based on the user's needs, click the boxes to uncheck the respective Passwords menu options to which the user does not require access, leaving checked only the option or options that apply to the user. In this example, the user is left with only access to the Service Expanded option, which is suitable for a Service Manager.

10. Click **Save**.

11. Repeat steps 4 through 11 for each user to whom you wish to grant access to the Utilities menu, Passwords menu, and one or more of its options.

When done, be sure to provide each user with his or her Operator ID and individual password. When those users employ their passwords, only the options you've left checked will be accessible to them. The other options will be grayed out.
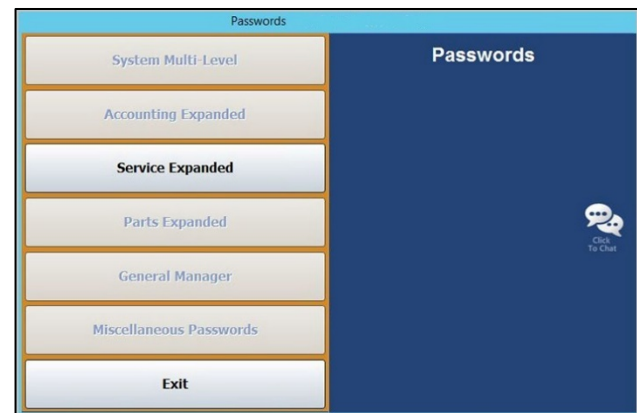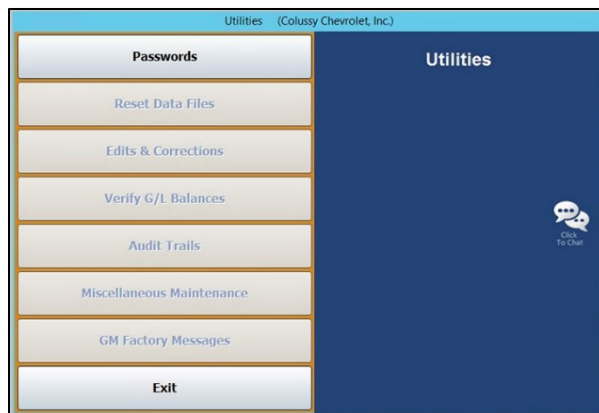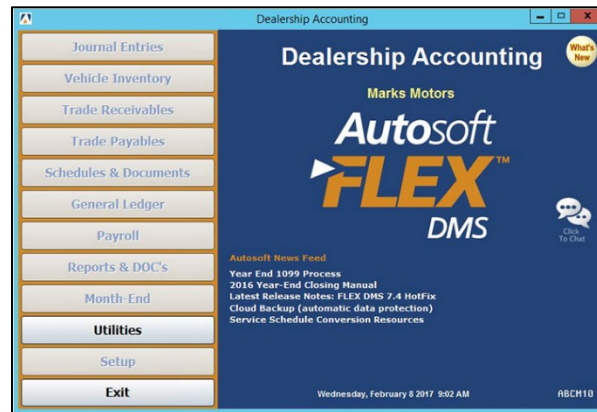
Service Expanded Passwords

Use this button to enter passwords for the Service module. The options listed on the corresponding Operator Service Passwords tabs correspond with the options available on the module's various menus. Each box checked equates to an option the user can access once he or she has entered his or her password. The options for which the user does not have access according to his or her security profile will be grayed out and inaccessible to the user.

Creating Service Expanded Passwords

1. On the Passwords menu, click **Service Expanded**.

2. You will be prompted to enter a master password. If you have established one, enter it in the **Master Password** field. If you have not set a master password, the screen will notify you that the password is set to "NONE." In this case, press **ENTER**. The Operator Service Passwords screen will open.

3. To set an employee's password, type the Service Department employee's user ID number into the **User ID** field. The corresponding name will populate the drop-down menu to the right. If you prefer, you can use the drop-down menu to select the employee, which will then auto-populate the employee's user ID number in the **User ID** field.

4. Use the **Password** field to create a password for the employee. It can be up to five characters long and any combination of alphabetical and/or numeric characters.

Note: Use the **New Password** field to change an existing password while maintaining the settings at the bottom of the screen.

5. In the **Name** field below, enter the name the employee goes by, such as a nickname, if it differs from the name on the field below.

6. Once this information is added, the checkboxes in the **Main Menu** tab below will all be checked except for **Void a Document** and **Crossover Service to Parts**. The items (excluding **Void A Document** and **Crossover Service To Parts**) listed on the tab correspond to all the options available on the Service Writing module's main menu. Several of these items also correspond to the other tabs running across the Operator Service Passwords screen. With all the boxes checked on this tab, the employee will have access to every part of the Service module.

You can exclude the employee from accessing different functions in the module by manually unchecking the corresponding boxes on each of the tabs.

Tip: To expedite password setup, you can choose to apply defaults to set basic profiles based on employee role and then assign the appropriate level of access on an individual basis. (See *Establishing Service Expanded Security Level Defaults* and *Applying Default Service Security Levels* for detailed directions for creating and applying defaults.)

7. Check the **Void A Document** option if you wish to allow the employee to void documents.

8. Check the **Crossover Service To Parts** option if you wish for the employee to be able to cross from Service to Parts and back by clicking P and S, respectively. Use the drop-down menu below the box to choose the employee from the list. The employee must be listed in both departments to be applicable for this functionality.

9. Click **Save**.

10. Repeat steps 4 through 10 for each Service employee.

11. When you've created a security profile for every Service employee, click **Exit**.

12. Provide each user with his or her unique password.

When users click on **Service** from the FLEX DMS startup menu, they will be asked to enter a password. They will enter their unique password, and the Service module will open. Any options that have been blocked from the individual user based on their security profile will be grayed out and inaccessible.

Note: The expanded passwords established for a user of the Service module will override any existing passwords set for that user.

Establishing Service Expanded Security Level Defaults

You can create default settings that will help to expedite password setup. With defaults, you can create up to five different levels of access based on employee role and security clearance. Once these defaults are established, you can use them to create basic profiles for employees based on role by simply applying a default. Once a default is assigned to a user, changes to those default access settings can be made on an individual user's profile. Those changes will not affect any other users with that default setting.

1. On the Passwords menu, click **Service Expanded**.

2. You will be prompted to enter a master password. If you have established one, enter it in the **Master Password** field. If you have not set a master password, the screen will notify you that the password is set to "NONE." In this case, press **ENTER**.

3. To set profile defaults to apply to groups of employees, click **Set Defaults**. You do not have to select an employee to set defaults.

4. The Default Security Levels screen will open with nothing checked. To tailor a security level, click **Level 1**.

5. All of the boxes on the screen will automatically be checked except the **Delete** boxes under **Customer Information** and **R/O History**.

6. Determine if you would like Level 1 to be your highest level of access, such as Service Manager, with each subsequent level requiring less access, or vice versa. Uncheck any of the features to which you do not want employees of this particular level to have access.

Tip: If you wish employees of this level to be able to delete customer information and repair order history, check the **Delete** boxes under **Customer Information** and **R/O History**. Autosoft does not recommend granting this permission to any users other than those with the highest security clearance. When a customer or R/O history is deleted, it cannot be retrieved. Therefore, to protect your data, Autosoft recommends you only trust a select few with this functionality.

7. When you're done setting up the profile for the level, click **Save**.

8. Repeat Steps 3 through 7 for each level for which you would like to establish a profile.

9. Click **Close** to return to the Operator Service Passwords screen.

Applying Default Service Security Levels

1. On the Operator Service Passwords screen, type the password, name, and ID for the user you are creating.

2. Click **Apply Default**.

3. Click to select the security level you want to assign to the user. The settings for the selected security level populate the screen.

4. Edit the settings as needed for the individual user.

5. Click **Save** to save the information.

6. Provide each user with his or her unique password. When users click on **Service** from the FLEX DMS startup menu, they will be asked to enter a password. They will enter their unique password, and the Service module will open with any options that have been blocked from the individual user based on their password profile grayed out and inaccessible.

Note: The expanded passwords established for a user of the Service module will override any existing passwords set for that user.

Removing an Operator Password

1. Click the operator in the list in the top right-hand corner of the screen.

2. Click **Delete**.

3. When prompted to verify you wish to remove the record, click **Gone**.

Parts Expanded Passwords

Use this button to enter passwords for the Parts Inventory module. The options listed on the corresponding Operator Parts Passwords tabs correspond with the options available on the module's various menus. Each box checked equates to an option the user can access once he or she has entered his or her password. The options for which the user does not have access according to his or her security profile will be grayed out and inaccessible to the user.

Creating Parts Expanded Passwords

1. On the Passwords menu, click **Parts Expanded**.

2. You will be prompted to enter a master password. If you have established one, enter it in the **Master Password** field. If you have not set a master password, the screen will notify you that the password is set to "NONE." In this case, press **ENTER**. The Operator Parts Passwords screen will open.

3. To set an employee's password, type the Parts Department employee's user ID number into the **User ID** field. The corresponding name will populate the drop-down menu to the right. If you prefer, you can use the drop-down menu to select the employee, which will then auto-populate the employee's user ID number in the **User ID** field.

4. Use the **Password** field to create a password for the employee. It can be up to five characters long and any combination of alphabetical and/or numeric characters.

Note: Use the **New Password** field to change an existing password while maintaining the settings at the bottom of the screen.

5. In the **Name** field, enter the name the employee goes by, such as a nickname, if it differs from the name on the field below.

6. Once this information is added, the checkboxes in the **Main Menu** tab below will all be checked. The items (excluding **Void A Document** and **Crossover Parts To Service**) listed on the tab correspond to all the options available on the Parts Inventory module's main menu. Several of these items also correspond to the other tabs running across the Operator Parts Passwords screen. With all the boxes checked on this tab, the employee will have access to every part of the Parts module.

7. You can exclude the employee from accessing different functions in the module by manually unchecking the corresponding boxes on each of the tabs.

> **Tip:** To expedite password setup, you can choose to apply defaults to set basic profiles based on employee role and then assign the appropriate level of access on an individual basis. (See *Establishing Parts Expanded Security Level Defaults* and *Applying Parts Expanded Security Level Defaults* for detailed directions for creating and applying defaults.)

8. Check the **Void A Document** option if you wish to allow the employee to void documents.

> **Tip:** Autosoft does not recommend granting permission to void documents to any users other than those with the highest security clearance. When such information is deleted, it cannot be retrieved. Therefore, Autosoft recommends you only trust a select few with this functionality.

9. Check the **Crossover Parts To Service** option if you wish for the employee to be able to cross from Parts to Service and back by clicking S and P, respectively. Use the drop-down menu below the box to choose the employee from the list. The employee must be listed in both departments to be applicable for this functionality.

10. Click **Save**.

11. Repeat Steps 4 through 11 for each Parts Department employee.

12. When you've created a password profile for every Parts user, click **Exit**.

13. Provide each user with his or her unique password.

When users click on **Parts** from the FLEX DMS startup menu, they will be asked to enter a password. They will enter their unique password, and the Parts module will open with any options that have been blocked from the individual user based on their password profile grayed out and inaccessible.

Note: The expanded passwords established for a user of the Parts module will override any existing passwords set for that user.

Establishing Parts Expanded Security Level Defaults

You can create default settings that will help to expedite password setup. With defaults, you can create up to five different levels of access based on employee role and security clearance. Once these defaults are established, you can use them to create basic profiles for employees based on role by simply applying a default. Once a default is assigned to a user, changes to those default access settings can be made on an individual user's profile. Those changes will not affect any other users with that default setting.

1. On the Passwords menu, click **Parts Expanded**.

2. You will be prompted to enter a master password. If you have established one, enter it in the **Master Password** field. If you have not set a master password, the screen will notify you that the password is set to "NONE." In this case, press **ENTER**.

3. To set profile defaults to apply to groups of employees, click **Set Defaults**. You do not have to select an employee to set defaults.

4. The Default Security Levels screen will open with nothing checked. To tailor a security level, click **Level 1**.

5. All of the boxes on the screen will automatically be checked except for **Delete Parts** (under **Master Inventory**).

6. Determine if you would like Level 1 to be your highest level of access, such as Parts Manager, with each subsequent level requiring less access, or vice versa. Uncheck any of the features to which you do not want employees of this particular level to have access.

Tip: If you wish employees of this level to be able to delete parts from the Master Inventory, check the box under **Master Inventory**. Autosoft does not recommend providing this permission to any users other than those with the highest security clearance. When such information is deleted, it cannot be retrieved. Therefore, Autosoft recommends you only trust a select few with this functionality.

7. When you're done setting up the profile for the level, click **Save**.

8. Repeat Steps 4 through 7 for each level for which you would like to establish a profile.

9. Click **Close** to return to the Operator Parts Passwords screen.

Applying Parts Expanded Security Level Defaults

1. Complete the user information at the top of the Operator Parts Passwords screen and establish a password for the user. (See *Creating Parts Expanded Passwords* for detailed steps.)

2. Click **Apply Default**.

3. Choose the appropriate security level for the employee from the **Security Level** pop-up screen.
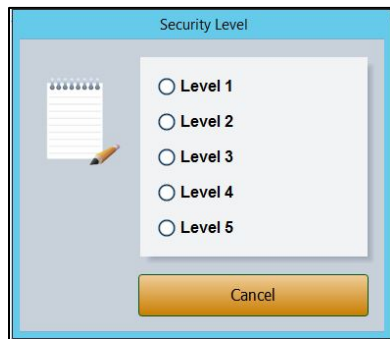
4. The employee's profile will change to match the password permissions set in the level default. If you would like to tailor the password access rights for the individual employee, check or uncheck any necessary boxes on any of the tabs. These changes will only apply to the employee whose profile you are viewing. They do not affect the default security level settings.

5. Check the **Void A Document** option if you wish to allow the employee to void documents.

Tip: Autosoft does not recommend granting permission to void documents to any users other than those with the highest security clearance. When such information is deleted, it cannot be retrieved. Therefore, Autosoft recommends you only trust a select few with this functionality.

6. Check the **Crossover Parts To Service** option if you wish for the employee to be able to cross from Parts to Service and back by clicking S and P, respectively. Use the drop-down menu below the box to choose the employee from the list. The employee must be listed in both departments to be applicable for this functionality.

7. Click **Save**.

8. Repeat steps 1 through 7 for each employee to whose profile you would like to apply the security level settings.

9. Provide each user with his or her unique password. When users click on **Parts** from the FLEX DMS startup menu, they will be asked to enter a password. They will enter their unique password, and the Parts module will open with any options that have been blocked from the individual user based on their password profile grayed out and inaccessible.

Note: The expanded passwords established for a user of the Parts module will override any existing passwords set for that user.

Removing an Operator Password

1. Click the operator in the list in the top right corner of the screen.

2. Click **Delete**.

3. When prompted to verify you wish to remove the record, click **Gone**.

General Manager Passwords

Use this button to enter the passwords for the General Manager module. You must create passwords to use the General Manager program. The screen has six tabs. Each tab represents an area in the General Manager program. You specify which areas the user can access. For the **Cashflow** tab (Fixed Coverage and Schedules), you can restrict the user from accessing information for general ledger accounts, and you can specify which daily DOCs the user can view.

1. From the Passwords menu, click **General Manager**.

2. You will be prompted to enter a master password. If you have established one, enter it in the **Master Password** field. If you have not set a master password, the screen will notify you that the password is set to "NONE." In this case, press **ENTER**.

3. In the **Password** field, type the password you want to assign to a user. The password can be up to five alphanumeric characters.

4. In the **Name** field, type the operator's name.

5. In **Close Program In __ Minutes Of No Activity**, specify the amount of time that the program can remain inactive before it closes automatically.

6. The **New Password** field is used to change an existing password while maintaining the settings set at the bottom of the screen.

7. Tabs represent the General Manager main menu and each submenu the operators can access in the General Manager module. Each tab houses selections for each button on the menu. The administrator can grant or restrict access to an area. By default, all items on this screen will be checked, which allows the operator access to all areas of the General Manager program. Click to uncheck a selection and restrict access to that area. The button is unavailable ("grayed out") on the menu when it opens.

8. Click **Save** to save the password and settings. The password and operator information is displayed in a list in the top right corner of the screen. Click on an operator in the list to view and edit the settings as needed.

9. Click **Back** to return to the Passwords screen.

Removing an Operator Password

1. Click the operator in the list in the top right-hand corner of the screen.

2. Click **Remove**.

3. When prompted to verify you wish to remove the record, click **Gone**.

Miscellaneous Passwords

Use the Miscellaneous Passwords screen to enter passwords for miscellaneous features. You set the passwords for the Dealer Principal program and the time clock, and you can set passwords for voiding documents and checks in the Accounting module, voiding counter slips in the Parts Inventory module, voiding repair orders in the Service Writing module, and editing the Check Register. You set access to the Transaction Entry menu bar options this workstation can access. These menu bar buttons appear at the top of the Journal Entries menu and several of the journal posting screens.

1. From the Passwords menu, click **Miscellaneous Passwords**.

2. You will be prompted to enter a master password. If you have established one, enter it in the **Master Password** field. If you have not set a master password, the screen will notify you that the password is set to "NONE." In this case, press **ENTER**.

3. Enter the password you want to set for each item listed. ***These passwords apply to all workstations.***

4. Use the **This Client Only** section to specify which Transaction Entry menu bar options this workstation can access. Click to select the box next to the options you want to allow this workstation to access. A blank box means the option will not be available for this workstation.

5. Click **Close** to save the passwords and close the screen.

Reset Data Files

The Reset Data Files utility allows you to reset data files if a month-end closing was interrupted by a power failure or data corruption. You must enter a password to use this feature. Call the Autosoft Customer Success Center at 800.473.4630 for assistance.

Edits & Corrections

The Edits & Corrections utility allows you to edit data files. You must enter a password to use this feature. Call the Autosoft Customer Success Center at 800.473.4630 for assistance.

Verify G/L Balances

Use this button to "verify" the general ledger balances. This will help you identify if your general ledger balances or if it is out of balance.

1. On the Utilities menu, click **Verify G/L Balances**.

2. Click **OK** when prompted to indicate you want to verify the general ledger.

3. The system displays a message indicating if the balances look OK or if they are off. Click **OK** to acknowledge the message.

Out-Of-Balance Condition

If the system detects an out-of-balance condition, take these steps:

1. Click **OK** to acknowledge the message.

2. Click **OK** to send the out-of-balance amount to the general ledger account VOIDS.

3. Once you have researched and found the out-of-balance entry, you will be able to make a general entry using the VOIDS account as the other side of the correcting entry.

Audit Trails

This button opens the Audit Trails menu. You use this menu to view and print the audit trails for the general ledger, accounts receivable, accounts payable, and the last posting run.
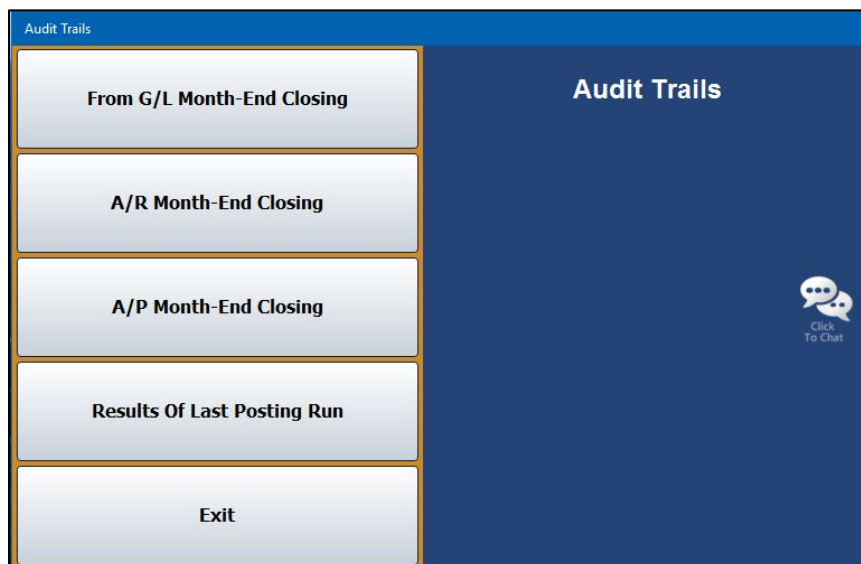
Viewing Audit Trails

1. Click the button that corresponds to the audit trail you want to view (**General Ledger Month-End Closing**, **Accounts Receivable Month-End Closing**, **Accounts Payable Month-End Closing**, and **Results Of Last Posting Run**). The appropriate audit trail screen opens and displays the audit trail information.

2. Use the scrollbar on the right side of the screen as needed to view information.

3. Click **Exit** to return to the Audit Trails menu.

4. Click **Exit** to return to the Utilities menu.

Printing the Audit Trails

1. Click the button that corresponds to the audit trail you want to view.

2. Click **Print**.

3. Select **To Printer** to print a hardcopy of the audit trail or **To Screen** to view the audit trail on screen.

4. Click **Print**.

From G/L Month-End Closing

Click this button to display an audit trail of the last completed general ledger month-end closing.

A/R Month-End Closing

Click this button to display an audit trail of the last completed accounts receivable month-end closing.

A/P Month-End Closing

Click this button to display an audit trail of the last completed accounts payable month-end closing.

Results of Last Posting Run

Click this button to display an audit trail of last posting run. The information is grouped by operator.

Miscellaneous Maintenance

This button opens the Miscellaneous Maintenance menu. Use this menu to verify selected schedules and to rebuild schedules and journals. Generally, you will not use the options on this menu without assistance from Autosoft. Call the Customer Success Center at 800.473.4630 for assistance. Click the menu option you want to select. Follow the prompts on your screen. When you are finished, click **Exit** to return to the Utilities menu.

Resequence Detail Forward Schedule

Use this button to resequence the Detail Forward schedule. If you edit a detail forward transaction description on the View Schedule screen, the transaction will not reflect the changes until you run this utility. (See Chapter 6 for information on editing descriptions on detail forward transactions.)

1. From the Miscellaneous Maintenance menu, click **Resequence Detail Forward Schedule**.

2. Click **OK** when prompted to verify you want to resequence the schedule.

3. The system displays a "Complete" message. Click **OK** to acknowledge the message.

Rebuild Journal Sources

Use this button to rebuild the journal sources. You use this utility if the schedule detail does not match the schedule control balance.

1. Click **Rebuild Journal Sources** on the Miscellaneous Maintenance menu.

2. Click **OK** when prompted to verify you want to rebuild the journal sources.

3. The system prompts you to indicate if you want to rebuild the archive journal sources. Autosoft does not recommend this. Click **Cancel** to continue.

4. The system displays a "Complete" message. Click **OK** to acknowledge the message.

Rebuild General Ledger Detail

Use this button to rebuild the general ledger detail. This utility is useful when the general ledger detail is incomplete.

1. On the Miscellaneous Maintenance menu, click **Rebuild General Ledger Detail**.

2. Click **OK** when prompted to verify you want to rebuild the detail.

3. The system displays a "Complete" message. Click **OK** to acknowledge the message.

Rebuild Balance Forward Schedules

Use this button to rebuild your Balance Forward Schedules.

1. Click **Rebuild Balance Forward Schedules** from the Miscellaneous Maintenance menu.

2. Click **OK** when prompted to verify you want to rebuild the schedules.

3. The system displays a "Complete" message. Click **OK** to acknowledge the message.

Rebuild Month-End Journals

Use this button to rebuild the month-end journal.

1. On the Miscellaneous Maintenance menu, click **Rebuild Month-End Journals**.

2. Click **OK** when prompted to verify you want to rebuild the journals.

3. The system checks to ensure your books balance. If they don't balance, the system prompts you to indicate if you want to continue. Click **Continue** or **Cancel** as needed.

4. The system displays a "Complete" message. Click **OK** to acknowledge the message.

Remove Detail Forward Schedule

Use this button to remove a Detail Forward schedule. Only schedules with a zero balance can be removed.

1. Click **Remove Detail Forward Schedule** from the Miscellaneous Maintenance menu.

2. Type the account number.

3. Click **YES** when prompted to verify you want to continue.

4. Click **OK** when prompted to verify you want to delete the schedule.

5. The system displays a "Complete" message. Click **OK** to acknowledge the message.

Move Post-Aheads To Current

Use this button to move the post-ahead entries to the current postings. Use this utility if you incorrectly posted to the next month. Do not use this utility if there are post-ahead entries that should go to next month. Correct those entries by doing a journal entry. You must enter a password to use this feature. Call the Autosoft Customer Success Center at 800.473.4630 for assistance.

Verify Archive Journals

This option is a tool for the Autosoft Customer Support Center. You will not use this option without assistance from an Autosoft Support representative.

Remove Company Client Access

Use this button to remove access to one of the companies available on the system. This only applies to dealers who have more than one company in the system. When you remove a company, you can no longer select the company by pressing the F12 key.
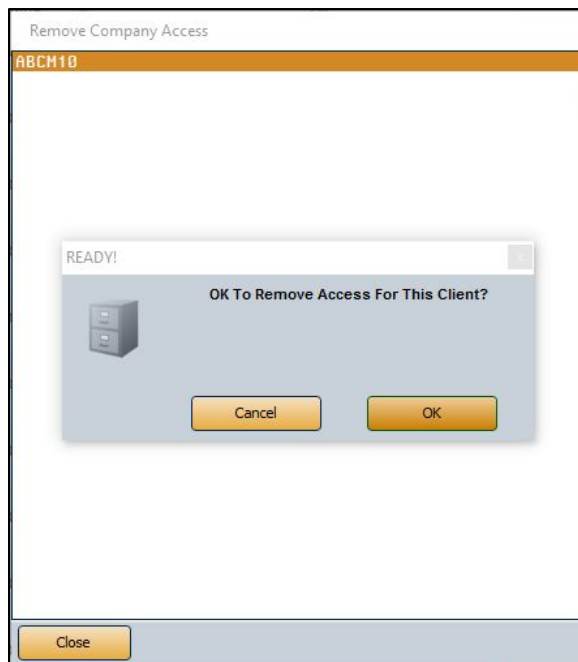
1. Click **Remove Company Client Access**.

2. The screen displays a list of available companies. Click the desired company in the list. You cannot remove the company you currently have open.

3. Click **OK** when prompted to verify you want to remove access to the company. The company is removed from the list.

GM Factory Messages

General Motors dealerships enrolled in RIM use this utility to receive messages from GM. Supplemental documentation is available for GM dealers. Please visit the **OEM** section of the Autosoft Help Center's User Guides category, click General Motors, and open the **Autosoft DMS and GM RIM Manual** link to view and download instructions for this feature.