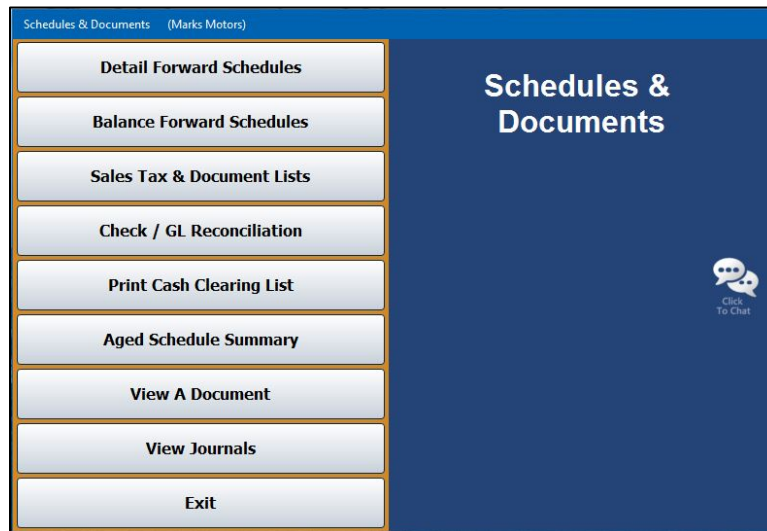


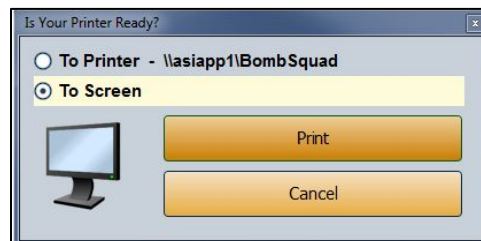
## Chapter 6 Schedules and Documents

Clicking the **Schedules & Documents** button on the Dealership Accounting main menu opens the Schedules & Documents menu. Use this menu to print and view the contents of your schedules anytime. Click the button that corresponds to the menu option you want to select. The appropriate submenu or viewing screen opens. When you are finished, click **Exit** to return to the Dealership Accounting menu.



### Selecting Print Criteria

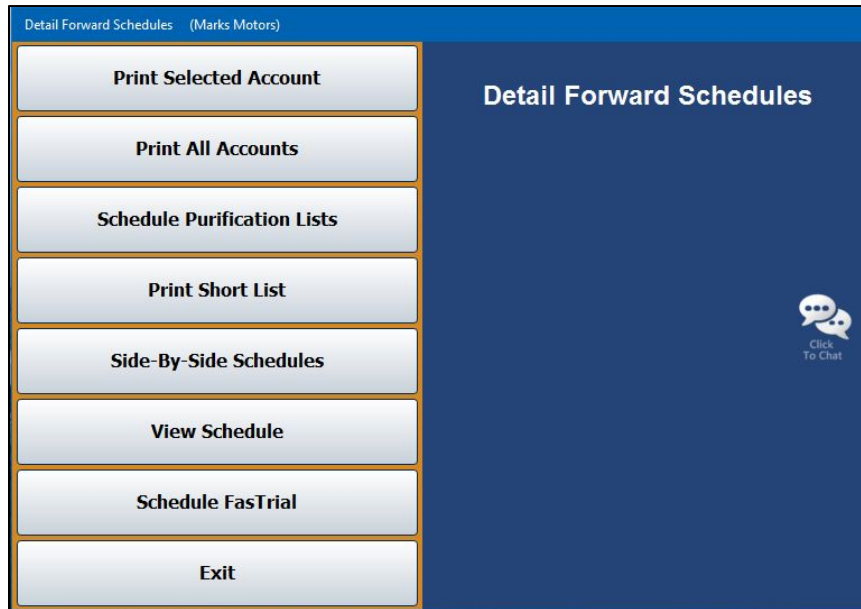
You have the option of viewing the generated reports on your screen or printing them to paper. When you select a report to print (and after you enter any criteria the system prompts you to specify), click to select **To Printer** to print the information or **To Screen** to view the information on your screen. Once you select your print type, click **Print**. (For certain reports, the **Print** button will be replaced with a **Print Without Post Aheads** and a **Print Including Post Aheads** button if the system contains post-head entries.)



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

## Detail Forward Schedules

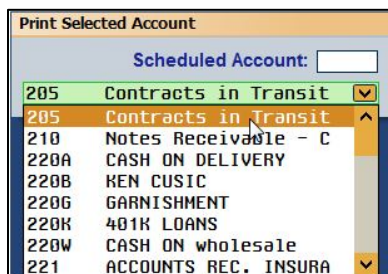
The **Detail Forward Schedules** button opens the Detail Forward Schedules menu. Use this menu to view and print schedule information for all or specific accounts. If there are post-ahead entries in the system, you have the option to select to print the lists with or without the post-ahead entries.



### Print Selected Account

Use this button to print the Detail Forward Schedule for a selected account. The printout lists all the postings for each control number in the account (depending on which controls you select to include on the printout). For each posting line, the printout lists the posting date, document number, journal number, description, debit amount posted, credit amount posted, total debit or credit balance, and the balance aging. The end of the printout provides a schedule summary, the balance aging, and the debit or credit balance aging.

1. From the Detail Forward Schedules menu, click **Print Selected Account**.
2. Type the account number you want to print, or select the account from the drop-down list. If you manually enter the account number, press ENTER.



3. You are prompted to select if you want to print all controls or just the open controls. Click **ALL** or **Open** to specify which controls you wish to print.
4. When prompted to verify your printer is ready, select your print criteria. When printing selected accounts, you will be presented with the additional printing option, Export to Excel, which will save the information to a Microsoft Excel spreadsheet. Once you've selected your print criteria, click **Print Without Post Aheads** or **Print Including Post Aheads**.

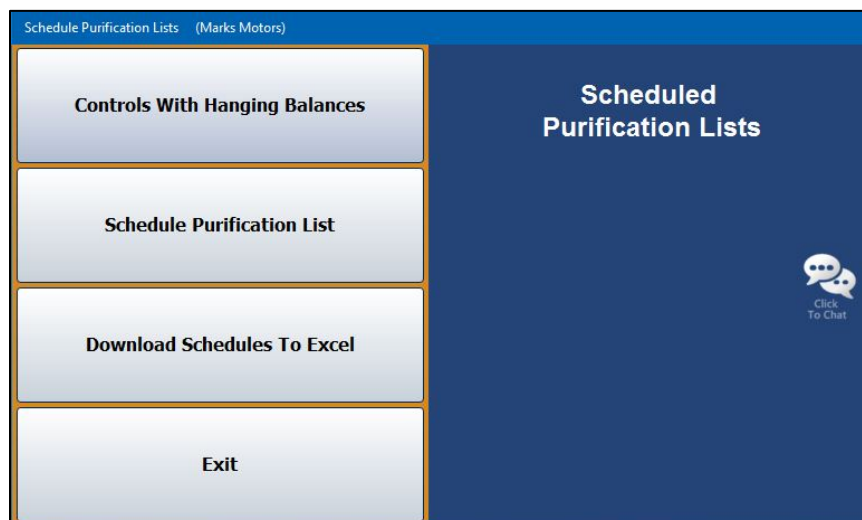
## Print All Accounts

Use this button to print the Detail Forward Schedule for all accounts or all accounts starting with a specific account. The printout prints the same information as the printout for the selected account.

1. On the Detail Forward Schedules menu, click **Print All Accounts**.
2. If you want to print all accounts, leave "ALL" in the **All Starting With** field, and press ENTER.  
If you want to print all accounts starting with a specific account, type the account number in the **All Starting With** field, or select the account from the drop-down list.
3. You are prompted to select if you want to print all controls or only the open controls. Click **ALL** or **Open** to specify which controls you wish to print.
4. When prompted to verify your printer is ready, select your print criteria and click **Print Without Post Aheads** or **Print Including Post Aheads**.

## Schedule Purification Lists

This button advances you to the Schedule Purification Lists menu. This menu allows you to print purification lists for specific scheduled accounts. Click the menu option that corresponds to the type of Schedule Purification list you want to print. Follow the prompts on the screen. When you are finished, click **Exit** to return to the Detail Forward Schedules menu.



## Controls With Hanging Balances

Use this button to print a Schedule Purification List of controls in a schedule that have hanging balances less than a specified amount. For each control with a hanging balance, the printout lists the control number, description, and balance amount.

1. From the Scheduled Purification Lists menu, click **Controls With Hanging Balances**.
2. In the **Balance Less Than** field, type the balance you want to use as the cut-off point for the list. All balances under this amount are included on the list.
3. Type the **Scheduled Account** number you want to use for the list. You may have to press ENTER to generate the list if the account number is fewer than four digits in length.
4. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Schedule Purification List

Use this button to print the Schedule Purification list for a specific scheduled account. This is a printout of the open balances of the same amount for different controls.

1. Click **Schedule Purification List** on the Scheduled Purification Lists menu.
2. Type the **Scheduled Account** number. You may have to press ENTER to generate the list if the account number is fewer than four digits in length.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Download Schedules To Excel

Use this button to download selected schedules to Microsoft® Excel. Excel must be installed on the computer to open the exported file. You can access the file in Excel as needed. In Excel, open the file **C:\ASIXL\GLSKEDS.xls** if your dealership operates an in-house server-based DMS. If your dealership employs the hosted DMS service, the file will be saved as **K:\ASIXL\GLSKEDS.xls**.

1. Click **Download Schedules To Excel**. The Download Schedules screen opens.
2. The list on the right side of the screen displays schedules. Click the box in front of each of the schedules you wish to print. A check mark appears in the box to indicate you have selected the schedule. You can clear the check mark by clicking the box again.
3. Once you have selected the schedules, click **Download Selected Schedules**.
4. Click **OK** when prompted to verify you are ready to download the schedules.
5. The system displays a prompt indicating the report has been saved and providing the Excel file name. Click **OK** to acknowledge the message.

## Print Short List

Use this button to print a quick reference list for all accounts or specific accounts. For each account, the printout lists the control number, description, balance aging, debit amount posted, credit amount posted, and total credit or debit balance. The end of each section prints the general ledger account balance for each account.

1. From the Detail Forward Schedules menu, click **Print Short List**.
2. If you want to print all accounts, leave "ALL" in the **Scheduled Account** field, and press ENTER.  
If you want to print a specific account, enter the account number in the **Scheduled Account** field, or select the account from the drop-down list.
3. The system will ask you if you wish to print all controls or only open controls. Click **All** or **Open** accordingly.
4. When prompted to verify your printer is ready, select your print criteria and click **Print Without Post Aheads** or **Print Including Post Aheads**.

## Side-By-Side Schedules

Use this button to print balances from specific schedules that have the same controls side by side so you can compare them. You can select to print up to six schedules. For each control, the printout lists the control number, description, and balance in each account selected.

1. Click **Side-By-Side Schedules** on the Detail Forward Schedules menu.
2. In the **Side-By-Side Accounts** fields, type the account numbers of the accounts you want to compare, or select the accounts by clicking on them in the list on the right side of the screen. If you select fewer than six accounts, click **Scan**. If you select six accounts, the popup in step 3 will be triggered automatically.
3. Specify the controls you want to print. Click **All Items** for all accounts or **Open Items** for only open accounts (the controls with a balance).
4. Indicate if you want to include post-ahead entries. Click **W/O PA's** to exclude post aheads or **With PA's** to include post aheads.
5. The screen displays the information. You can click a line to view the detail for that line. Click **Back** to close the detail screen.
6. Click to check the box in front of the lines you want to include in the printout, and click **Print Selected W/Detail**.
7. When prompted to verify your printer is ready, select your print criteria and click **Print**.
8. Click **Back** twice to return to the Detail Forward Schedules menu.

## View Schedule

Use this button to open the View Schedule screen to view a list of transactions in the Balance Retained Schedule. The information displayed on this screen is for viewing only. You cannot edit any information on this screen.

| View Schedule (ABC Motors)            |                        |                           |      |           |        |          |
|---------------------------------------|------------------------|---------------------------|------|-----------|--------|----------|
| Account: 262 Due From Finance Company |                        | August                    |      | September |        |          |
|                                       |                        | G/L Balance: 5650.00      |      | 5650.00   |        |          |
|                                       |                        | Schedule Balance: 5650.00 |      | 5650.00   |        |          |
| Control                               | Description            | Date                      | Days | Debit     | Credit | Balance  |
| 11098                                 | (11098) Balance Frwd.  | 08/01/15                  | 277  | -2458.52  | .00    | -2458.52 |
| BOTTEN                                | BOTTEN/Cust. A/R       | 04/22/16                  | 12   | 650.00    | .00    | 650.00   |
| BURGER                                | (BURGER) Balance Frwd. | 08/01/15                  | 277  | -129.76   | .00    | -129.76  |
| CLARK                                 | (CLARK) Balance Frwd.  | 08/01/15                  | 277  | 964.60    | .00    | 964.60   |
| PURVIS                                | (PURVIS) Balance Frwd. | 08/01/15                  | 277  | 1623.68   | .00    | 1623.68  |
| XXXX                                  | XXXX/Finance Reserve   | 01/21/16                  | 104  | 5000.00   | .00    | 5000.00  |

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

Exit | Schedule List | Click Line to View Detail | Open Items | With Postahead's | Without Postahead's

## Viewing the Schedule

1. Click **View Schedule** from the Detail Forward Schedules menu.
2. In the **Account** field, type the account number for the schedule you want to view, or search for a schedule by clicking the **Schedule List** button. A list of schedules opens. Click the account you want to select.
3. The account information populates the screen.
4. If necessary, click a month tab to view the schedule for another month/period.
5. Click **Open Items** to view only the open items. The label on the button changes to **All Items**. Click the button again to view all items.
6. Use the **With Postahead's** or **Without Postahead's** buttons to view the detail with or without post-ahead entries, respectively.

## Viewing Detail for a Control

1. After having followed the steps outlined above in “Viewing the Schedule,” click a control in the list to view the detail. The View Detail screen opens and displays all the entries that make up the total for the control.
2. You can edit the description for a line by clicking **Edit Line**. In the entry fields that open at the bottom of the screen, type the document number and press ENTER to advance to the description line. Edit the entry, and press ENTER until the line is filed.
3. Click **Print** to print this detail. This prints exactly what you see on this screen. When prompted to verify your printer is ready, select your print criteria and click **Print**.
4. The **View Document** button allows you to view the document for any line. This may be useful when you are researching or cleaning schedules. When prompted to verify your printer is ready, select your print criteria and click **Print**. If you select to view the information on your screen, you can print it from the viewing screen as needed.
5. When you are finished viewing the detail, click **Back** to return to the View Schedule screen.

**Tip:** The description for the line you edited will not change until you run the **Resequence Detail Forward Schedule** utility on the Miscellaneous Maintenance menu in the Accounting Utilities. See Chapter 10 for information about using the Accounting Utilities.

## Schedule FasTrial

Use this button to open the Schedule FasTrial screen. The screen will display all of the schedules and the general ledger balances. The information that appears on this screen is for viewing only. You cannot add or edit information on this screen.

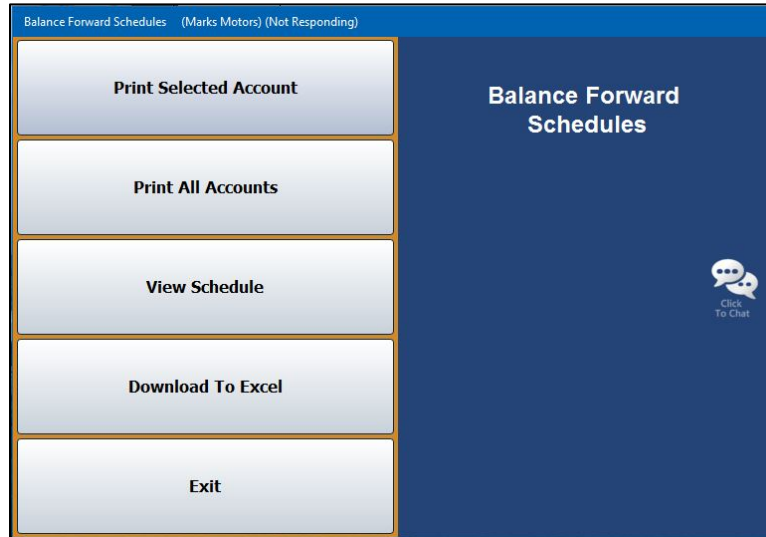
| Schedule FasTrial         |          |       |            |            |                |
|---------------------------|----------|-------|------------|------------|----------------|
| General Ledger            | Schedule | Acc't | G/L Bal.   | Schedule   | Diff.          |
| Contracts in Transit      |          | 205   | 87100.61   | 87100.61   |                |
| Notes Receivable - Custom |          | 210   | 95.00      | 95.00      |                |
| CASH ON DELIVERY          |          | 220A  | -367574.49 | -367574.49 | Forced Balance |
| KEN CUSIC                 |          | 220B  | .00        | .00        |                |
| GARNISHMENT               |          | 220G  | -2062.02   | -2062.02   |                |
| 401K LOANS                |          | 220K  | -171.85    | -171.85    |                |
| CASH ON wholesale         |          | 220W  | .00        | .00        |                |
| ACCOUNTS REC, INSURANCE   |          | 221   | 1465.45    | 1465.45    |                |
| ACC REC WARRANTY          |          | 221W  | 336.82     | 336.82     |                |
| NEW CAR DEPRECIATION      |          | 231A  | .00        | .00        |                |
| NT DEMO DEPRECIATION      |          | 237A  | .00        | .00        | Forced Balance |
| UC DEMO DEPRECIATION      |          | 240A  | 15600.00   | 15600.00   | Forced Balance |
| UT DEMO DEPRECIATION      |          | 241A  | 43500.00   | 43500.00   | Forced Balance |
| Test                      |          | 242B  | .00        | .00        |                |
| Inventory, Sublet Repairs |          | 246   | -561.23    | -561.23    |                |
| NEW VEHICLE INSPECTION    |          | 261C  | -2071.79   | -2071.79   |                |
| Due From Finance Companie |          | 262   | 5000.00    | 5000.00    |                |
| WARRANTY CLAIMS RECEIVAB  |          | 263C  | 13131.12   | 13131.12   | Forced Balance |
| WARRANTY CLAIM ADJUSTMENT |          | 263S  | .00        | .00        |                |
| Notes and Acct Rec, Offic |          | 293   | .00        | .00        |                |
| LOAN TO SPIRIT IN SERVICE |          | 293A  | .00        | .00        |                |
| NOTE/KEN CUSIC/BROOKS BUI |          | 293B  | .00        | .00        |                |
| NOTE/KEN CUSIC/BROOKS CHR |          | 293C  | .00        | .00        |                |
| DIVIDENDS                 |          | 293D  | .00        | .00        |                |
| Notes & Acct Rec., Other  |          | 294   | .00        | .00        |                |
| LIEN PAYOFF               |          | 300A  | -105705.06 | -105705.06 |                |
| DEALER TRADE PAYABLES     |          | 300T  | -41984.25  | -41984.25  |                |
| Notes Payable, New Vehicl |          | 310   | 1090895.17 | 1090895.17 |                |
| NOTES PAYABLE - TRUCKS    |          | 310A  | 1642682.17 | 1642682.17 |                |
| Notes Payable, Used Cars  |          | 311   | 1266803.17 | 1266803.17 |                |

1. From the Detail Forward Schedules menu, click **Schedule FasTrial**. The Schedule FasTrial screen opens and automatically displays the FasTrial.
2. Click an account to view a list of controls in the account.
3. While on the Schedule screen, click **Print This Schedule** to print the controls in this schedule.
4. Click **All** or **Open** to print all controls or only open controls, respectively.
5. When prompted to verify your printer is ready, select your print criteria and click **Print Without Post Aheads** or **Print Including Post Aheads**.
6. Click **Back** to return to the FasTrial screen.
7. Click **Print This List** to print a copy of the FasTrial.
8. When prompted to verify your printer is ready, select your print criteria and click **Print**.
9. When you are finished viewing the FasTrial, click **Exit** to close the screen.



## Balance Forward Schedules

This button advances you to the Balance Forward Schedules menu. Use this menu to view and print information for your Balance Forward Schedules.



### Print Selected Account

Use this button to print Balance Forward information for a specific scheduled account. The printout groups the postings by journal number. For each posting, the printout lists the posting date, control number, journal number, description, debit amount posted, and credit amount posted. The end of each section totals the debit and credit amounts for each journal. The end of the printout lists the total debit and credit amount for the schedule, the schedule balance, the general ledger balance, and the difference between the two balances.

1. From the Balance Forward Schedules menu, click **Print Selected Account**.
2. In the **Scheduled Account** field, type the account number you want to print (you may have to press ENTER after typing the account number if the account number is fewer than four digits in length) or select the account from the drop-down menu.
3. When prompted to verify your printer is ready, select your print criteria and click **Print Without Post Aheads** or **Print Including Post Aheads**.

### Print All Accounts

Use this button to print Balance Forward information for all scheduled accounts. The printout prints the same information as the printout for the selected accounts.

1. On the Balance Forward Schedules menu, click **Print All Accounts**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print Without Post Aheads** or **Print Including Post Aheads**.

## View Schedule

Use this button to view complete transaction information for a selected scheduled account. The information displayed on this screen is for viewing only. You cannot edit information on this screen.

1. Click **View Schedule** from the Balance Forward Schedules menu. The View Schedule screen opens.
2. A list of the Balance Forward accounts in the system automatically displays on the right side of the screen. Click the account you want to select, and the account information populates the left side of the screen.
3. Click a line to view the document detail on the View Document screen, and click **Back** to return to the View Schedule screen.
4. If necessary, click **Month** to select to view the schedule for another month/period.
5. Click **Exit** to return to the Balance Forward Schedules menu.

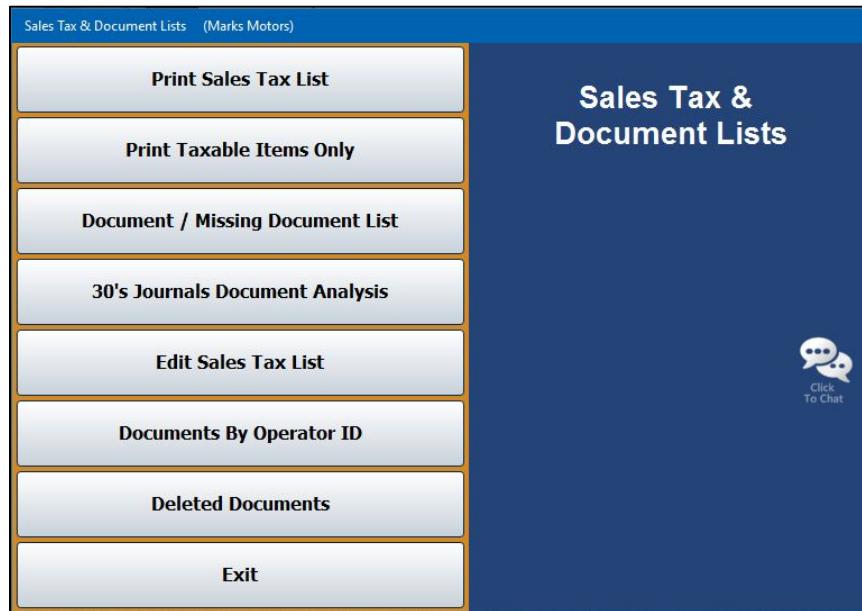
## Download To Excel

The **Download To Excel** option allows you to download selected schedules to Microsoft® Excel. Excel must be installed on the computer to open the exported file. You can access the file in Excel as needed. In Excel, open the file **C:\ASIXL\BFSKED.xls** if your dealership operates an in-house server-based DMS. If your dealership employs the hosted DMS service, the file will be saved as **K:\ASIXL\BFSKED.xls**.

1. Click **Download To Excel**.
2. Type the account number (you may have to press ENTER after typing the account number if the account number is fewer than four digits in length) or select the account from the drop-down menu.
3. Click **Exclude P/A's** or **Include P/A's** to control whether post-ahead entries are included.
4. The system displays a prompt indicating the report has been saved to an Excel file and providing the Excel file name. Click **OK** to acknowledge the message.

## Sales Tax and Document Lists

This button advances you to the Sales Tax & Document Lists menu. The Sales Tax & Document List menu is used to print sales tax lists and sales tax information from the journals. Click the button that corresponds to the menu option you want to select. The appropriate prompt or screen opens. When you are finished, click **Exit** to return to the Schedules & Documents menu.



### Print Sales Tax List

Use this button to print a complete list of the taxable and non-taxable items posted to the journals. The sales tax list is not available after you close the month. For each sale, the printout lists the document number, posting date, amount posted as a cash payment, amount posted as a charge payment, total taxable amount, total tax applied, and total sale amount. Non-taxable items display (N/E) as the taxable amount. The end of the printout lists the totals for each line.

1. Click **Print Sales Tax List** on the Sales Tax & Document Lists menu.
2. Specify the dates for the report. The dates must be for the current month and use the MM/DD/YYYY format.
3. Indicate the sort order for the list. Click **Document** to sort the list by document or **Tax Code** to sort the list by tax code.
4. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Print Taxable Items Only

Use this button to print a list of only the taxable items posted to the journals. The printout lists the same information included on the Sales Tax List for all items.

1. From the Sales Tax & Document Lists menu, click **Print Taxable Items Only**.
2. If you want to print a list of all the taxable items for all available dates, leave the date fields blank, and press ENTER.  
If you want to print the list for a specific date, type the date you want to use in the fields provided.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Document/Missing Document List

This option allows you to print two different reports. First, you can use it to print a complete list of documents posted to the journals during the current month. Next, you can use this option to print a list of missing document numbers. This will help you identify the document numbers that are missing from the journals. You determine which report prints based on the criteria you enter.

### Printing the Document List

The printout groups the documents by journal number. For each document posted, the printout lists the document number and posting date. The end of each section lists the total number of documents posted to the journal detailed in that section.

1. Click **Print Document/Missing Document List** from the Sales Tax & Document Lists menu.
2. Type **00** in the **Range From** field to print all documents.
3. Press ENTER.
4. When prompted to verify your printer is ready, select your print criteria and click **Print**.

### Printing the Missing Document Numbers

The printout lists all of the document numbers within the document range you specify that are missing from the journals.

1. On the Sales Tax & Document Lists menu, click **Print Document/Missing Document List**.
2. Type the range of documents you want to use. Type the beginning document in **Range From** and the ending document in **To**.
3. Next, type the journal number you want to search in **For Journal**. You can select to print all of the journals in a range by adding an X after the leading journal number. For example, if you type 30, only information for journal 30 will print. If you type 3x, information for all of the journals in the 30s will print.
4. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## 30's Journals Document Analysis

Use this button to print an analysis report for the 30s journals. For each journal, the printout lists the journal number, total number of documents posted, total cash payment posted, total charge payment posted, total sales tax posted, and total taxable amount. The end of the printout lists the totals for all of the 30s journals.

1. From the Sales Tax & Document Lists menu, click **30's Journals Document Analysis**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Edit Sales Tax List

Use this button to open the Edit Documents screen to edit tax information for documents.

| Journal No. | Document No. | Date     | Cash     | Charge | Tax | Taxable |
|-------------|--------------|----------|----------|--------|-----|---------|
| 10          | 1004         | 01/05/16 | 10000.00 | 100.00 |     |         |
| 30          | 00969        | 09/18/15 | .00      | 25.00  |     |         |
| 30          | 00970        | 09/18/15 | .00      | .00    |     |         |
| 30          | 05700        | 02/02/16 | 7.95     | .58    |     |         |
| 30          | 05791        | 02/16/15 | 81.40    | .00    |     |         |
| 30          | 1            | 02/03/16 | .00      | -15.00 |     |         |
| 30          | 1001         | 11/06/15 | .00      | 3.00   |     |         |
| 30          | 1004         | 10/09/15 | .00      | 3.00   |     |         |
| 30          | 1005         | 11/06/15 | .00      | 216.00 |     |         |
| 30          | 1021         | 00/00/00 | .00      | .00    |     |         |
| 30          | 1023         | 00/00/00 | .00      | .00    |     |         |
| 30          | 1024         | 00/00/00 | .00      | .00    |     |         |
| 30          | 1025         | 00/00/00 | .00      | .00    |     |         |
| 30          | 1026         | 00/00/00 | .00      | .00    |     |         |
| 30          | 1027         | 00/00/00 | .00      | .00    |     |         |
| 30          | 1028         | 00/00/00 | .00      | .00    |     |         |
| 30          | 1029         | 00/00/00 | .00      | .00    |     |         |
| 30          | 1030         | 00/00/00 | .00      | .00    |     |         |
| 30          | 1031         | 00/00/00 | .00      | .00    |     |         |
| 30          | 1032         | 00/00/00 | .00      | .00    |     |         |
| 30          | 1033         | 00/00/00 | .00      | .00    |     |         |
| 30          | 1034         | 00/00/00 | .00      | .00    |     |         |
| 30          | 1035         | 00/00/00 | .00      | .00    |     |         |
| 30          | 1042         | 00/00/00 | .00      | .00    |     |         |
| 30          | 23280        | 08/05/15 | 160.00   | 9.60   |     |         |
| 30          | 23940        | 07/30/15 | .00      | .00    |     |         |
| 30          | 23959        | 07/24/15 | .00      | .00    |     |         |
| 30          | 24436        | 08/04/15 | .00      | .00    |     |         |
| 30          | 24566        | 06/11/15 | 4113.20  | 297.98 |     |         |
| 30          | 31158        | 08/24/15 | .00      | .00    |     |         |
| 30          | 31162        | 08/20/15 | 8.25     | .50    |     |         |
| 30          | 31165        | 09/18/15 | .00      | .00    |     |         |

## Editing a Document

1. From the Sales Tax & Document Lists menu, click **Edit Sales Tax List**.
2. Type the **Journal Number** and the **Document Number** for the record you wish to edit, or select the document from the list on the right side of the screen.
3. The **Journal No.** and **Document No.** identify the journal number and document number used to post the tax.
4. The **Date** field displays the posting date.

5. The **Taxable** field indicates the tax that was applied to the transaction. Change the tax as needed.
  - **Y:** Both Sales Tax 1 and Sales Tax 2 were applied. If this is a wholesale customer, the sales tax defaults to the tax rate entered in the customer's wholesale file. Otherwise, the tax rate defaults to Tax Rate A entered in the Parts Inventory Operating Defaults in the System Setup for the inventory source.
  - **A, B, or C:** The corresponding sales tax entered under Sales Tax Rate 1 in the Parts Inventory Operating Defaults in the System Setup for the inventory source was applied. It will also apply the tax rate entered under Sales Tax Rate 2 in the Operating Defaults in the System Setup for the inventory source.
  - **1:** The sales tax entered as Tax Rate A in the Parts Inventory Operating Defaults in the System Setup for the inventory source was applied.
  - **2:** The sales tax entered under Sales Tax Rate 2 in the Parts Inventory Operating Defaults in the System Setup for the inventory source was applied.
  - **N:** No sales tax was applied.
6. The **Tax Code** field displays the tax-exempt code entered for the transaction. Edit the code as needed.
7. The **Rate** is the tax rate. Edit the rate as needed.
8. The **Cash, Charge, Tax,** and **Taxable** fields display the cash amount, charge amount, sales tax amount, and taxable amount. Edit the amounts as needed.
9. Click **Save** to save the changes.

### Deleting a Document

1. From the Sales Tax & Document Lists menu, click **Edit Sales Tax List**.
2. Type the **Journal Number** and the **Document Number** for the record you wish to edit, or select the document from the list on the right side of the screen.
3. Click **Delete**.
4. Click **OK** when prompted to verify you want to delete the record.

## Exporting the List to Microsoft Excel

The **Export List To Excel** button allows you to export the list to Microsoft® Excel. Excel must be installed on the computer to open the exported file. You can access the file in Excel as needed. In Excel, open the file **C:\ASIXL\SalesTaxList.xls** if your dealership operates an in-house server-based DMS. If your dealership employs the hosted DMS service, the file will be saved as **K:\ASIXL\SalesTaxList.xls**.

1. Click **Export List To Excel**.
2. Click **Export** when prompted to verify you want to export the list.
3. When the list has been exported, the system displays a message indicating that you can load the file in Microsoft Excel and providing the Excel file name. Click **OK** to acknowledge the message.

## Documents By Operator ID

Use this button to print a complete list of documents posted to journals during the current month grouped by operator ID.

1. On the Sales Tax & Document Lists menu, click **Documents By Operator ID**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

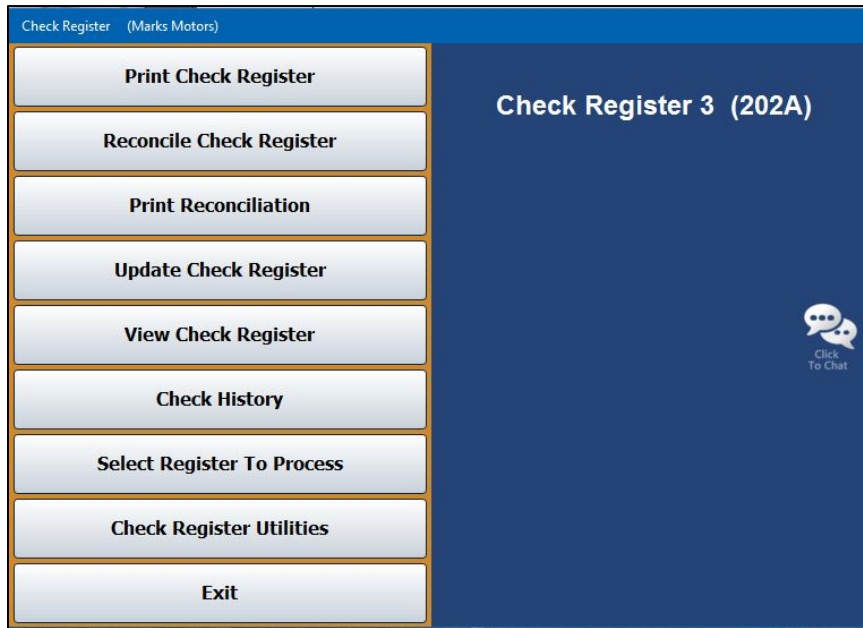
## Deleted Documents

Use this button to view deleted integrated journal entries (parts sales, service sales, and daily rentals entries).

1. From the Sales Tax & Document Lists menu, click **Deleted Documents**.
2. The screen automatically displays the deleted documents. For each deleted entry, the screen lists the document number, posting date, entry type (counter slip, repair order, or daily rental), and sale amount. Then, it lists the operator ID for the user who deleted the document, the date and time it was deleted, and if a password was used. Finally, it lists the transaction information for the document.
3. By default, the screen displays information for the current month. Click **Month** to select another month.
4. Click **Print** to print the information as needed.
5. When prompted to verify your printer is ready, select your print criteria and click **Print**.
6. Click **Back** to close the screen.

## Check/GL Reconciliation

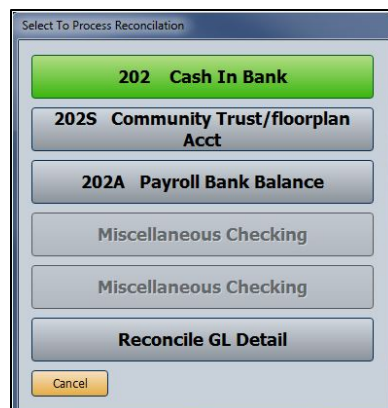
This button advances you to the Check Register menu. This menu is used to view, print, and update the specified Check Register. The Check Register contains checks entered from the Disbursement screen and payroll checks that were posted from the Payroll program.



When you first access the menu, you are prompted to select the check register you will be working with. Remember, there can be up to five based on the accounts you specify in the Operating Parameters. Click the button that corresponds to the register you want to select. The menu options available on the Check Register menu will use the information for the register you selected.

The last button on the prompt allows you to reconcile a general ledger account. The accounts must be flagged for reconciliation in the general ledger setup in order for the account to be available in the General Ledger reconciliation.

As needed, use the **Select Register To Process** button on the menu to select a different register to work with. Click the button that corresponds to the register you want to select. This same prompt appears each time you first access this menu from the Schedules & Documents menu.





## Print Check Register

Use this button to print the Check Register. You can print all of the available data or the register data for a specific month. If you print the register for all available months, the printout groups the checks by month. For each check, the printout lists the check number, posting date, payee, check amount, and memo added to the check. The list also identifies missing checks in the sequence. The end of the printout lists the total number of checks listed and their value.

1. From the Check Register menu, click **Print Check Register**.
2. If you want to print all available data, leave the **From Date** and **To Date** fields blank, and press ENTER.  
If you want to print the register data for a specific period, type the date range.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Reconcile Check Register

Use this button to open the Check Register Reconciliation screen to mark the returned checks.

| Check No. | Status | Date     | Amount  | Payee              |
|-----------|--------|----------|---------|--------------------|
| 001644    | No     | 04/18/16 | 481.85  | BRENNA WEAVER      |
| 001645    | No     | 04/18/16 | 315.95  | BRENNA WEAVER      |
| 001646    | No     | 04/18/16 | 961.00  | ADAMS PONTIAC BU   |
| 001647    | No     | 04/18/16 | 194.40  | BOB ALLEN CHRYSLER |
| 001648    | No     | 04/18/16 | 934.93  |                    |
| 001649    | No     | 04/18/16 | 140.00  | MONTY              |
| 001650    | No     | 04/18/16 | 2000.00 | PURCHASE POWER     |
| 001651    | No     | 04/18/16 |         | BOB ALLEN CHRYSLER |
| 001652    | No     | 04/19/16 | 245.69  |                    |
| 001653    | No     | 04/19/16 | 420.76  | ADESA PHOENIX      |
| 001655    | No     | 04/19/16 | 1286.34 | FAMILY TIRE & SER  |
| 001656    | No     | 04/19/16 | 934.97  | PATRIOT CHEVROLET  |
| 001658    | No     | 04/20/16 |         | FAMILY TIRE & SER  |
| 001660    | No     | 04/25/16 | 40.00   | COMPTON/50         |
| 001661    | No     | 04/25/16 | 50.00   | CUSIC/27           |
| 016001    | No     | 03/10/16 | 100.00  | HARDIN COUNTY CLE  |
| 016002    | No     | 03/10/16 | 100.00  | JAGUAR LEXINGTON   |
| 016003    | Yes    | 03/14/16 |         |                    |
| 016173    | No     | 02/29/16 | 1.00    | ACURA OF OXMOOR    |
| 016175    | No     | 02/29/16 | 1.00    | ADESA CINCINNATI/I |
| 016177    | No     | 02/29/16 | 1.00    | ADESA BIRMINGHAM   |
| 016178    | No     | 02/29/16 | 1.00    | ADESA, INC         |
| 016180    | No     | 02/29/16 | 1.00    | WALTER CALDWELL    |
| 016181    | No     | 02/29/16 | 1.00    | CANDIDO'S TOW & RI |
| 016183    | No     | 02/29/16 | 835.00  | ACTION CRASH-LEXII |
| 016188    | No     | 02/29/16 |         | DAN                |
| 016194    | Yes    | 02/29/16 |         |                    |
| 016195    | No     | 03/06/16 | 100.00  | DAN                |
| 016198    | No     | 03/06/16 | 1.00    |                    |
| 016199    | No     | 03/09/16 | 500.00  | DAN BOTTENFIELD    |

1. From the Check Register menu, click **Reconcile Check Register**.
2. Type the check number or click the check in the list on right side of the screen.
3. The selected check's information populates the screen.
4. Click the button that corresponds to how you want to mark the check:
  - Click **Yes** to mark the check as reconciled.
  - Click **No** to move to the next check without marking the current check as reconciled.
5. The information for the next check in the sequence automatically populates the screen.
6. Continue to work through the list of checks.
7. When you have finished marking the returned checks, click **Exit**.

## Reconciling Deposits

The **Deposits** button on the Check Register Reconciliation screen allows you to access the Deposit Register. Use the Deposits screen to reconcile deposits you made to the selected accounts.

1. Click **Deposits** on the Check Register Reconciliation screen. The Deposit-EFT Reconciliation screen opens.
2. Enter the deposit number, or choose the deposit from the list to the right by clicking on it.
3. The selected deposit information appears on the screen.
4. Click the button that corresponds to how you want to mark the deposit:
  - Click the **Yes** button to mark it as reconciled.
  - Click the **No** button to move to the next deposit without marking the current deposit as reconciled.

| Document | No | Date     | Amount   | Description    |
|----------|----|----------|----------|----------------|
| C0415A   | No | 04/15/16 | -100.00  | (None Entered) |
| D0329A   | No | 03/29/16 | 62000.00 | Deposit        |
| D0412A   | No | 04/12/16 | -400.00  | DEPOSIT        |
| D0419A   | No | 04/19/16 | 25251.59 | Deposit        |

Document:

Amount:

Date:

Desc:

Reconciled

5. The information for the next deposit in the sequence will automatically populate the screen.
6. Continue to work through the list of deposits.
7. Click **Back** when you have finished marking all of the deposits.
8. Click **Exit** on the Check Register Reconciliation screen to return to the Check Register menu.

## Print Reconciliation

Use this button to print a reconciliation of the returned checks. You specify the statement balance the reconciliation uses for the printout. The system takes the balance you enter and subtracts the outstanding checks. Then, it adds the outstanding deposits to come up with a reconciliation balance. This balance is compared to the balance of the account. The balance should be equal. If they are not equal, you will have to research the discrepancy.

1. From the Check Register menu, click **Print Reconciliation**.
2. Type the statement date against which you will reconcile returned checks in the **To Date** field.

Leave this field blank and press ENTER to print the reconciliation with all available data.

3. Enter the bank balance in the **Balance From Bank Statement** field.
4. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Update Check Register

Use this button to update the returned checks. This removes the checks from the Check Register. Outstanding checks remain in the check register until they are reconciled.

1. Click **Update Check Register** on the Check Register menu.
2. When prompted to verify you want to update the register, click **OK**.
3. The system will display a message indicating that the update is complete. Click **OK** to acknowledge the message.

## View Check Register

Click the **View Check Register** button on the Check Register menu to view the check register. The screen will display the check number, posting date, check amount, payee, and any memo information for the check. Click **Back** to return to the Check Register menu.

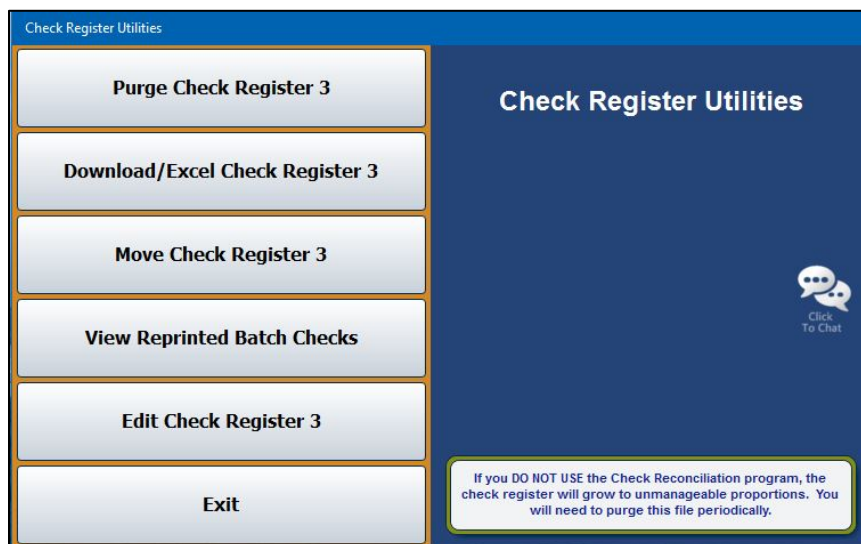
## Check History

Use this button to view the check history for a selected month. Checks only appear in history after they have been reconciled and the reconciliation has been updated.

1. Click **Check History** from the Check Register menu.
2. Click the button that corresponds with the month you want to view.
3. Click a check in the list to print a copy of the check. When prompted to verify your printer is ready, select your print criteria and click **Print**.
4. Click **Back** to return to the Check Register menu.

## Check Register Utilities

This button advances you to the Check Register Utilities menu. You use this menu to purge the check register and download the register to a file. The buttons on the menu will reflect the check register currently selected.



### Purge Check Register #

Use this button to delete the entire Check Register if you DO NOT use the Reconciliation program. This will free up disk space.

1. From the Check Register Utilities menu, click **Purge Check Register #**. (The number on the button identifies the selected check register.)
2. Click **OK** when prompted to verify you want to delete the Check Register.
3. The system returns you to the Schedules & Documents menu.

## Download/Excel Check Register #

Use this button to download the check register to a file. The file is downloaded to **C:\ASIXL\CHECKS.XLS** if your dealership employs an in-house server-based DMS. However, if you use the hosted DMS solution, the file will be downloaded to **K:\ASIXL\CHECKS.XLS**. This allows you to send the check register to a bank or an accountant.

1. Click **Download Check Register #** on the Check Register Utility menu. (The number on the button identifies the selected check register.)
2. Type the date range you want to use for the download. You must enter the date in an eight-character format with or without slashes (MM/DD/YYYY or MMDDYYYY). If you do not enter slashes, press ENTER to continue.
3. Click **OK** when prompted to verify you want to download the register.
4. The system displays a message indicating the name and location of the file. Click **OK** to acknowledge the message.



## Move Check Register #

Use this option to move the check register. In addition to moving it, you can use this option to flag obsolete registers.

1. From the Check Register Utilities menu, click **Move Check Register #**. (The number on the button identifies the selected check register.)
2. The system prompts you to verify you want to move the register. Click **OK** to continue.
3. The system prompts you to indicate if this is an active register. Click **Active** or **Obsolete**.

If you click **Active**, the system moves the register to the next available register number 1 through 5 based on the account setup in the Operating Parameters. (The exception is register 2, which is reserved for payroll). The system will move the general ledger account number in the parameters as well.

If you click **Obsolete**, the check register will move to the next available register numbered 6 through 50.

4. The system displays a message indicating the new register number. Click **OK** to acknowledge the message.

## View Reprinted Batch Checks

This option allows you to view the reprinted batch checks. You can click a check in the list to reprint the file copy of the check, and you can export the list to a CSV file for viewing in Microsoft Excel.

| Check No. | Date     | Amount   | Name                      | Description  | Reprint | Operator ID |
|-----------|----------|----------|---------------------------|--------------|---------|-------------|
| 000009    | 10/27/15 | 1039.27  | AUTOSOFT INTERNATIONAL    | AUTO61 (A/P) | 05      | 9           |
| 000009    | 10/27/15 | 1039.27  | AUTOSOFT INTERNATIONAL    | AUTO61 (A/P) | 04      | 9           |
| 000010    | 10/27/15 | 500.00   | BOB'S AUTOGLASS INC       | BOBS20 (A/P) | 05      | 9           |
| 000010    | 10/27/15 | 500.00   | BOB'S AUTOGLASS INC       | BOBS20 (A/P) | 04      | 9           |
| 000011    | 10/27/15 | 299.00   | ELEND SOLUTIONS, INC.     | DEAL26 (A/P) | 05      | 9           |
| 000011    | 10/27/15 | 299.00   | ELEND SOLUTIONS, INC.     | DEAL26 (A/P) | 04      | 9           |
| 000012    | 10/27/15 | 140.00   | HARLEY QUICK LUBE TIRE CE | HARL11 (A/P) | 05      | 9           |
| 000012    | 10/27/15 | 140.00   | HARLEY QUICK LUBE TIRE CE | HARL11 (A/P) | 04      | 9           |
| 000013    | 10/27/15 | 152.35   | LAKE VILLAGE WATER ASSN.  | LAKE30 (A/P) | 05      | 9           |
| 000013    | 10/27/15 | 152.35   | LAKE VILLAGE WATER ASSN.  | LAKE30 (A/P) | 04      | 9           |
| 000014    | 10/27/15 | 1039.27  | AUTOSOFT INTERNATIONAL    | AUTO61 (A/P) | 04      | 9           |
| 000015    | 10/27/15 | 500.00   | BOB'S AUTOGLASS INC       | BOBS20 (A/P) | 04      | 9           |
| 000016    | 10/27/15 | 299.00   | ELEND SOLUTIONS, INC.     | DEAL26 (A/P) | 04      | 9           |
| 000017    | 10/27/15 | 140.00   | HARLEY QUICK LUBE TIRE CE | HARL11 (A/P) | 04      | 9           |
| 000018    | 10/27/15 | 152.35   | LAKE VILLAGE WATER ASSN.  | LAKE30 (A/P) | 04      | 9           |
| 000100    | 06/13/13 | 724.00   | AMERICAN ROYAL INDUSTRIES | AMERR4 (A/P) | 03      | 8           |
| 000100    | 06/13/13 | 724.00   | AMERICAN ROYAL INDUSTRIES | AMERR4 (A/P) | 02      | 8           |
| 000101    | 06/13/13 | 11600.00 | ART'S AUTOMOTIVE          | ART10 (A/P)  | 03      | 8           |
| 000101    | 06/13/13 | 11600.00 | ART'S AUTOMOTIVE          | ART10 (A/P)  | 02      | 8           |
| 000106    | 10/02/15 | 1779.34  | CALDWELL BODY SHOP        | CALD12 (A/P) | 12      | 1           |

Buttons: Back, Click Line to Print File Copy, CSV File, Print List

## Viewing and Sorting the List

1. Click **View Reprinted Batch Checks** on the Check Register Utilities menu. The screen automatically displays the list.
2. By default, the list is sorted based on the check number.
3. The **Reprint** column identifies the number of reprints. The original check will be 01. Each reprint will increment by one (02 is the first reprint, 03 the second reprint, etc.).

| Check No. | Date     | Amount  | Name                   | Description  | Reprint | Operator ID |
|-----------|----------|---------|------------------------|--------------|---------|-------------|
| 000009    | 10/27/15 | 1039.27 | AUTOSOFT INTERNATIONAL | AUTO61 (A/P) | 05      | 9           |
| 000009    | 10/27/15 | 1039.27 | AUTOSOFT INTERNATIONAL | AUTO61 (A/P) | 04      | 9           |
| 000010    | 10/27/15 | 500.00  | BOB'S AUTOGLASS INC    | BOBS20 (A/P) | 05      | 9           |
| 000010    | 10/27/15 | 500.00  | BOB'S AUTOGLASS INC    | BOBS20 (A/P) | 04      | 9           |

4. Click any column header to sort the list based on that information.

### Printing a File Copy

1. Click **View Reprinted Batch Checks** on the Check Register Utilities menu. The screen automatically displays the list.
2. Click a check in the list.
3. When prompted to verify your printer is ready, click to select **To Printer** to print the information or **To Screen** to view the information on your screen.
4. Once you select your print type, click **Print**.

### Exporting the List

1. You can export the list as a CSV file. The file is downloaded as **C:\ASIXL\REPRINT.CSV** if your dealership operates on an in-house server-based DMS. However, if you employ the hosted DMS, the file will be saved as **K:\ASIXL\REPRINT.CSV**. You can then view file in Microsoft Excel.
2. Click **View Reprinted Batch Checks** on the Check Register Utilities menu. The screen automatically displays the list.
3. Click **CSV File**.
4. Click **Continue** when prompted to verify you want to generate the file.
5. The system displays a message indicating the files has been saved and providing the file name. Click **OK** to acknowledge the message.

### Printing the List

1. Click **View Reprinted Batch Checks** on the Check Register Utilities menu. The screen automatically displays the list.
2. Click **Print List**.
3. The system prompts you that the list can only be printed to a physical printer and that it will print in the order displayed on the screen. Click **Yes** to print the list or **No** to cancel.

### Edit Check Register #

Use this option to edit check information, add a check/deposit/EFT to the check register, or delete a check from the register. **A password is required to use the edit function.** See Chapter 10 to learn how to establish this password in the Accounting Utilities' Miscellaneous Passwords.

1. On the Check Register Utilities menu, click **Edit Check Register #**. (The number on the button identifies the selected check register.)
2. A popup will open, requiring you to enter the Edit Check Register Password. Enter the password here and press ENTER to advance.

- In the **Check No.** field, enter the number of the check, deposit, or EFT you wish to edit. You can also select the item from the list on the right side of the Edit Check Register screen. Deposit numbers begin with a D, while EFTs begin with an E.

| Check No. | Date     | Amount   | Vendor Name             |
|-----------|----------|----------|-------------------------|
| 001493    | 04/11/13 | 21960.00 | ADESA OF LEXINGTON      |
| 001494    | 04/11/13 | 14325.00 | ADESA OF LEXINGTON      |
| 001495    | 04/11/13 | 13520.00 | ADESA OF LEXINGTON      |
| 001496    | 04/17/13 | 13565.00 | NASHVILLE AUTO AUCTION  |
| 001497    | 04/23/13 | 15045.00 | ADESA CINCINNATI/DAYTON |
| 001498    | 04/25/13 | 6745.00  | ADESA OF LEXINGTON      |
| 001499    | 05/08/13 | 17200.00 | ADESA OF LEXINGTON      |
| 001500    | 05/09/13 | 19050.00 | ADESA OF LEXINGTON      |
| 001502    | 05/30/13 | 20660.00 | ADESA OF LEXINGTON      |
| 001503    | 05/30/13 | 13225.00 | ADESA OF LEXINGTON      |
| 001504    | 05/30/13 | 20150.00 | ADESA OF LEXINGTON      |
| 001505    | 05/30/13 | 13125.00 | ADESA OF LEXINGTON      |
| 001506    | 06/06/13 | 14025.00 | ADESA OF LEXINGTON      |
| 001507    | 06/06/13 | 6095.00  | ADESA OF LEXINGTON      |
| 001508    | 06/27/13 | 7195.00  | ADESA OF LEXINGTON      |
| 001509    | 06/27/13 | 13925.00 | ADESA OF LEXINGTON      |
| 001510    | 11/07/13 | 11520.00 | ADESA OF LEXINGTON      |
| 001511    | 11/21/13 | 8310.00  | ADESA OF LEXINGTON      |
| 001513    | 03/30/15 | 34500.00 | DAVE KEHL CHEVROLET     |
| 001514    | 03/30/15 | 26800.00 | DAVE KEHL CHEVROLET     |
| 001515    | 04/01/15 | 30100.00 | STINNETT CHEVY          |
| 001516    | 06/08/15 | 12800.00 | TERESA ZAJKOWSKI        |
| 001519    | 06/30/15 | 30000.00 | CHAMPION CHEVROLET      |
| 001520    | 07/09/15 | 15165.00 | ADESA OF LEXINGTON      |
| 001521    | 07/30/15 | 5410.00  | ADESA OF LEXINGTON      |
| 001522    | 08/26/15 | 100.00   | CURTIS DRURY            |
| 001523    | 01/05/16 | 100.00   | HF JDF JD               |
| 001531    | 05/16/13 | 17640.00 | ADESA OF LEXINGTON      |
| 001532    | 05/16/13 | 11120.00 | ADESA OF LEXINGTON      |

- The item's details will populate the left side of the screen. You can edit the information in the **Date**, **Amount**, **Name**, and **Memo** fields.
- You can also add deposits or EFTs that may not have hit the schedule or were incorrectly reconciled.

Type the document number in the **Check No.** field and enter the date of the EFT. If the EFT has already been taken out of the bank account, be sure to precede the dollar amount with a negative sign (-).

- Click **Save** to save any changes you've made.
- Click **Exit** to return to the Check Register Utilities menu.

### Deleting a Record Using Edit Check Register

- From the Check Register Utilities menu, click **Edit Check Register #**. (The number on the button identifies the selected check register.)
- A popup will open, requiring you to enter the Edit Check Register Password. Enter the password here and press ENTER to advance.
- In the **Check No.** field, enter the number of the check, deposit, or EFT you wish to delete. You can also select the item from the list on the right side of the Edit Check Register screen. Deposit numbers begin with a D, while EFTs begin with an E.
- Click **Delete**.
- The system will warn you that the deletion of records cannot be undone. To proceed, click **OK**.
- Click **Exit** to return to the Check Register Utilities menu.



## Reconcile GL Detail

The last button on the Select To Process Reconciliation prompt opens the Reconcile GL Detail utility. This utility allows you to reconcile general ledger detail for a selected account. In addition, you can export the detail to a CSV file for viewing in Microsoft Excel.

| Reconcile GL Detail                 |               |        |     |                |                          |       |                            |          |    |    |
|-------------------------------------|---------------|--------|-----|----------------|--------------------------|-------|----------------------------|----------|----|----|
| All Detail                          | Deposits (DR) |        |     | Withdraws (CR) |                          |       | Show Previously Reconciled |          |    |    |
| DATE                                | DOC           | JN     | CON | DESC           | ID                       | DEBIT | CREDIT                     | PA       | ME |    |
| <input type="checkbox"/>            | 07/02/15      | 015756 | 60  | 015756         | COMMUNITY TRUST          | 2     | .00                        | 3100.00  |    | 07 |
| <input type="checkbox"/>            | 07/02/15      | 015758 | 60  | 015758         | TRANSAMERICA RET         | 2     | .00                        | 534.61   |    | 07 |
| <input type="checkbox"/>            | 07/03/15      | V0702  | 50  | V0702          | VISA CC DEPOSIT          | 4     | 3909.64                    | .00      |    | 07 |
| <input type="checkbox"/>            | 07/03/15      | Y0715B | 50  | Y0715B         | GM FINANCIAL W/S BILLING | 1     | .00                        | 9165.62  |    | 07 |
| <input type="checkbox"/>            | 07/03/15      | 015761 | 60  | 015761         | TIMOTHY EDWIN DA         | 2     | .00                        | 400.00   |    | 07 |
| <input type="checkbox"/>            | 07/03/15      | 015762 | 60  | 015762         | TAYLOR SALLEE            | 2     | .00                        | 50.00    |    | 07 |
| <input type="checkbox"/>            | 07/03/15      | 015763 | 60  | 015763         | TIMOTHY EDWIN DA         | 2     | .00                        | 100.00   |    | 07 |
| <input type="checkbox"/>            | 07/03/15      | 015764 | 60  | 015764         | MERCER CO. FAIR          | 2     | .00                        | 75.00    |    | 07 |
| <input type="checkbox"/>            | 07/03/15      | 015765 | 60  | 015765         | JAMES DUNN               | 2     | .00                        | 73.89    |    | 07 |
| <input type="checkbox"/>            | 07/03/15      | 015771 | 60  | 015771         | RANDY SHEPARD &          | 2     | .00                        | 1200.00  |    | 07 |
| <input type="checkbox"/>            | 07/03/15      | 015773 | 60  | 015773         | PATRICIA DARLAND         | 1     | .00                        | 207.98   |    | 07 |
| <input type="checkbox"/>            | 07/06/15      | A0703  | 50  | A0703          | Deposit                  | 4     | 14958.77                   | .00      |    | 07 |
| <input type="checkbox"/>            | 07/06/15      | D0704A | 50  | D0704A         | PAYOFF GMF               | 2     | .00                        | 65827.59 |    | 07 |
| <input type="checkbox"/>            | 07/06/15      | D0704B | 50  | D0704B         | PAYOFF GMF               | 2     | .00                        | 28625.00 |    | 07 |
| <input checked="" type="checkbox"/> | 07/06/15      | D0705A | 50  | D0705A         | PAYOFF GMF               | 2     | .00                        | 8630.00  |    | 07 |
| <input type="checkbox"/>            | 07/06/15      | D0705B | 50  | D0705B         | PAYOFF GMF               | 2     | .00                        | 29625.00 |    | 07 |
| <input type="checkbox"/>            | 07/06/15      | V0703  | 50  | V0703          | VISA CC DEPOSIT          | 4     | 962.76                     | .00      |    | 07 |

202 Cash In Bank 202

Back Clear Print Export Save

## Setting Accounts to Be Reconciled

You must flag the accounts you want to be available in the general ledger reconciliation.

1. From Dealership Accounting main menu, click **Setup**.
2. Click **General Ledger**.
3. Click **Enter G/L Account Information**.
4. Type the account number, or click **List** to select the account from the general ledger list.
5. Type **Y** in the **Allow Bank Reconciliation** field.

|                                      |                                |
|--------------------------------------|--------------------------------|
| Payroll Password Restricted (Y/N/L): | <input type="text" value="N"/> |
| Restrict Use Of This Account (Y/N):  | <input type="text" value="N"/> |
| Allow Bank Reconciliation (Y/N):     | <input type="text" value="Y"/> |

6. Click **Save**.
7. Repeat steps 4 through 6 for every account you wish to include in the general ledger reconciliation.

## Reconciling an Account

1. From the Dealership Accounting main menu, click **Schedules & Documents**.
2. Click **Check/GL Reconciliation** on the Schedules & Documents menu.
3. Click **Reconcile GL Detail** on the Select To Process Reconciliation prompt. The Reconcile GL Detail screen opens.
4. Select an account from the list. The list displays all the accounts you flagged to be reconciled in the general ledger setup. It may take a few seconds for the data to load.
5. The screen displays the available information for the account. By default, it displays all detail. Click the **Withdraws (CR)** or **Deposits (DR)** tabs to view only withdrawals (credits) or deposits (debits).
6. Click to select **Show Previously Reconciled** if you want to include the items that have already been reconciled. These items will display with a check mark in the box at the front of the line.
7. Click to select the box in front of a line to select it to include it in the reconciliation. (Click a selected box to clear it.)
8. Click **Save**.

## Printing the Reconciliation

The printout lists information based on the way you have selected to display it on the screen. For example, if you are viewing only the unreconciled entries, only these entries print. If you are viewing both unreconciled and reconciled entries, both these entries will print.

1. Click **Print**.
2. If you have made changes to the screen but have not saved them, the system will warn you that you need to save them now. Click **OK** to save the changes and continue (or **Cancel** to abort printing.)
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Exporting the Data

The **Export** button allows you to export the data into a CSV file for viewing in Microsoft Excel. The file will include all detail for the selected account and date range. The system saves a copy of the information in **C:\ASIXL\GLRECON.CSV** if your dealership's DMS is in-house server-based. However, if your dealership employs a hosted version of DMS, the information will be saved to **K:\ASIXL\GLRECON.CSV**.

1. Click **Export**.
2. If you have made changes to the screen but have not saved them, the system will warn you that you need to save them now. Click **OK** to save the changes and continue (or **Cancel** to stop the process.)
3. Click **OK** when prompted to verify you want to generate the file.
4. The system prompts you that the file has been saved and provides the file name. Click **OK** to acknowledge the message.

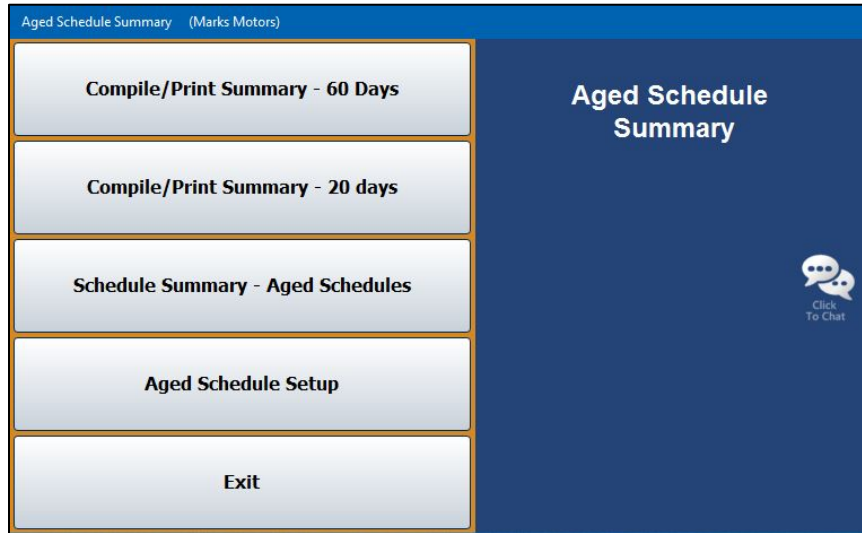
## Print Cash Clearing List

The **Print Cash Clearing List** button on the Schedules & Documents menu allows you to print the Cash Clearing List. The system prints the information for the account you specified as the Cash Clearing account on the Operating Parameters screen in the Accounting Setup. For each document, the printout lists the posting date, journal number, document number, description, debit amount posted, credit amount posted, and balance. The end of the printout lists the Cash Clearing account balance.

1. From the Schedules & Documents menu, click **Print Cash Clearing List**.
2. When prompted to verify your printer is ready, select your print criteria and click either **Print Without Post Aheads** or **Print Including Post Aheads**.

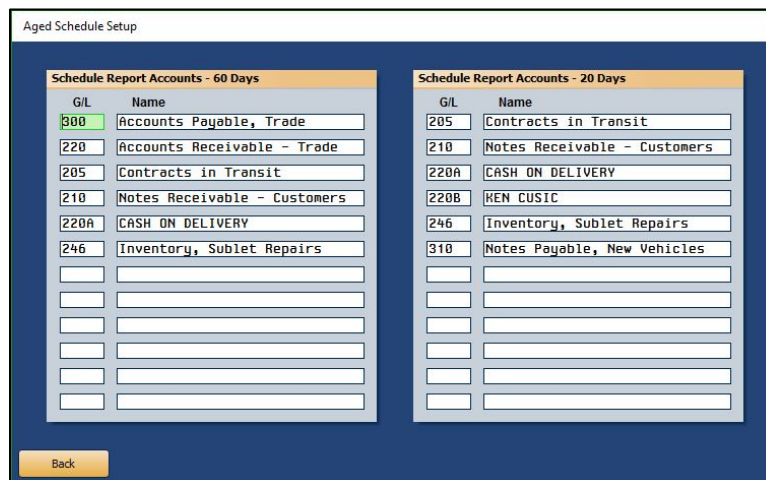
## Aged Schedule Summary

This button opens the Aged Schedule Summary menu. You use this menu to compile, print, and edit the aged schedules. First, you must set up the summary parameters. When you want to print a summary, click the button that corresponds to the summary you want to print, and select your print criteria.



### Entering the Aged Summary Parameters

First, you must enter the general ledger accounts you want to include on each aged summary. You enter the parameters using the **Aged Schedule Setup** button. Type the general ledger account numbers you want to use for the 60-day summary and the 20-day summary. The name of the account automatically populates when you enter the account number. The system automatically saves the changes when you click **Back** to exit the screen.



### **Compile/Print Summary – 60 Days**

Use this button to print the 60-day aged schedule summary. The summary includes the accounts you entered for the 60-day summary on the Aged Schedule Setup screen. For each schedule, the summary lists the overdue accounts and indicates the amount of the balance that is current to 60 days old, 60 to 90 days old, 90 to 120 days old, and over 120 days old. The end of the printout lists an aging summary for the account.

1. From the Aged Schedule Summary menu, click **Compile/Print Summary – 60 Days**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

### **Compile/Print Summary – 20 Days**

Use this button to print the 20-day aged schedule summary. The summary includes the accounts you entered for the 20-day summary on the Aged Schedule Setup screen. For each schedule, the summary lists the overdue accounts and indicates the amount of the balance that is current to 20 days old, 20 to 30 days old, 30 to 60 days old, and over 60 days old. The end of the printout lists an aging summary for the account.

1. On the Aged Schedule Summary menu, click **Compile/Print Summary – 20 Days**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

### **Schedule Summary – Aged Schedules**

Use this button to print an aging summary for all of your schedules. For each schedule, the summary lists the total debit balance, total credit balance, total accounts receivable schedule balance, and total balance of the general ledger account. The summary also breaks the balance into the following aging categories: Current, 30 days, 60 days, 90 days, and 120 days.

1. Click **Schedule Summary – Aged Schedules** from the Aged Schedule Summary.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## View a Document

Use this button to open the View A Document screen to view or print a specific document. If you want to view document information for a specific period, click **Month**, and click the period you want to select. This screen is for viewing only. You cannot edit data on this screen.

| Date  | Jn | Acct | Doc  | Cont. | Desc.                 | Debit    | Credit   | ID | Period    |
|-------|----|------|------|-------|-----------------------|----------|----------|----|-----------|
| 04/12 | 10 | 6000 | 1219 | 1219  | BBB/Cost Of Sale      | 42151.75 | .00      | 3  | CP        |
| 04/12 | 10 | 205  | 1219 | 1219  | BBB/205/Amt. Financed | 15000.00 | .00      | 3  | CP        |
| 04/12 | 10 | 4000 | 1219 | 1219  | BBB/Sale              | .00      | 14700.00 | 3  | CP        |
| 04/12 | 10 | 237  | 1219 | 1219  | BBB/Inventory         | .00      | 42151.75 | 3  | CP        |
| 04/12 | 10 | 205  | 1219 | 1219  | BBB/State Fees        | .00      | 100.00   | 3  | CP        |
| 04/12 | 10 | 205  | 1219 | 1219  | BBB/TEST 1            | .00      | 200.00   | 3  | CP        |
| ----- |    |      |      |       |                       |          |          |    |           |
| 02/11 | 80 | 237  | 1219 | 1219  | (None Entered)        | 100.00   | .00      | 1  | CP **PA** |
| 02/11 | 80 | 905  | 1219 | 1219  | (None Entered)        | .00      | 100.00   | 1  | CP **PA** |
| ----- |    |      |      |       |                       |          |          |    |           |

Buttons: Exit, View Doc.: 1219, Document List, Month, Current Period, Keep Looking, Print, Clear

1. From the Schedules & Documents menu, click **View A Document**.
2. Type the document number for the document you want to view, and press ENTER.

You can also search for a document by clicking **Document List**. A list of documents appears. The list is sorted by journal number, and the documents for each journal are listed in document order. Use the **Prev** and **Next** buttons on the Document List screen to maneuver through the list. Click on the document you want to view. The document information populates the screen.

3. If the search finds the document in the current month, the **Keep Looking** button appears. Click this button to search for duplicate documents in the past 12 months.
4. Click **Print** to print a copy of the document.
5. When prompted to verify your printer is ready, select your print criteria and click **Print**.
6. Click **Exit** to return to the Schedules & Documents menu.

## View Journals

Use this button to open the View Journals screen to view or print complete detail for a specific journal for a specific period. This screen is for viewing only. You cannot edit data on this screen.

| Date  | Jn | G/L   | Doc.   | Con.   | Description            | Debit | Credit  | ID | P/A |
|-------|----|-------|--------|--------|------------------------|-------|---------|----|-----|
| 01/04 | 40 | 202A  | 010416 | 011188 | ASO'HE/Net Pay         |       | .00     | 6  |     |
| 01/04 | 40 | 02705 | 010416 | 25     | ASO'HE/Cafe Ins/serv   |       | 8.86    | 6  |     |
| 01/04 | 40 | 323A  | 010416 | 25     | ASO'HE/Fica            |       | .26     | 6  |     |
| 01/04 | 40 | 323A  | 010416 | 25     | ASO'HE/Medicare        |       | .06     | 6  |     |
| 01/04 | 40 | 323H  | 010416 | 25     | ASO'HE/H-burg City     |       | .13     | 6  |     |
| 01/04 | 40 | 323M  | 010416 | 25     | ASO'HE/Mercer County   |       | .06     | 6  |     |
| 01/04 | 40 | 02705 | 010416 | 25     | ASO'HE/Insurance/serv  |       | 3.15    | 6  |     |
| 01/04 | 40 | 02705 | 010416 | 25     | ASO'HE/Uniform/service |       | .48     | 6  |     |
| 01/04 | 40 | 247   | 010416 |        | SERVICE TECH           | 13.00 |         | 6  |     |
| 01/04 | 40 | 02505 | 010416 | 010416 | 72/Payroll Tax         | .39   |         | 6  |     |
| 01/04 | 40 | 323A  | 010416 | 010416 | FICA                   |       | .32     | 6  |     |
| 01/04 | 40 | 323C  | 010416 | 010416 | SUTA                   |       | .05     | 6  |     |
| 01/04 | 40 | 323D  | 010416 | 010416 | FUTA                   |       | .02     | 6  |     |
| 01/08 | 40 | 202A  | 010816 | 011189 | S FER6/Net Pay         |       | 4470.77 | 6  |     |
| 01/08 | 40 | 323A  | 010816 | 19     | S FER6/Fica            |       | 360.00  | 6  |     |
| 01/08 | 40 | 323A  | 010816 | 19     | S FER6/Medicare        |       | 72.50   | 6  |     |
| 01/08 | 40 | 323B  | 010816 | 19     | S FER6/State Witholdin |       | 20.00   | 6  |     |
| 01/08 | 40 | 323H  | 010816 | 19     | S FER6/H-burg City     |       | 50.00   | 6  |     |
| 01/08 | 40 | 323M  | 010816 | 19     | S FER6/Mercer County   |       | 22.50   | 6  |     |

Exit      Journal List      Print      Month      Current Month

1. From the Schedules & Documents menu, click **View Journals**.
2. The system automatically displays a list of the journals. Click the journal you want to view. You can also access this list once on the View Journals screen using the **Journal List** button.
3. The journal information populates the screen. By default, the screen displays the information for the current month. If you want to view journal information for a specific period, click **Month** and click a period to select it. The selected period is displayed to the right of the Month button for your reference.

If you select a different period, you will again be prompted to select a journal to display for that period.

4. Click **Print** to print the information exactly as it appears on the screen.
5. When prompted to verify your printer is ready, select your print criteria and click **Print**.
6. Click **Exit** to return to the Schedules & Documents menu.

