



Autosoft
FLEXTM
DMS
Cashier

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Table of Contents

Introduction to Autosoft FLEX DMS Cashier	1
Important Program Basics	2
Understanding Menus	2
Understanding Entry Screens	3
Understanding Prompts.....	3
Using the Keyboard and Mouse	5
Using F1 Help.....	6
Responding to the Date and Time Prompt	7
About this Manual	7
Chapter 1 Cash Receipts	9
System Setup.....	9
Entering Default Parameters.....	10
Entering Passwords	11
Customer Receipts	12
Posting a Payment for a Balance Forward Account	12
Posting Payments for Balance Forward Accounts with Late Fees	15
Posting a Payment for a Detail Forward Account	17
Posting Payments for Detail Forward Accounts with Late Fees	18
Editing a Line.....	19
Removing a Line	19
Reprinting or Voiding a Receipt	20
List.....	21
Print Deposit Slip	22
Print Daily Summary	24
Update Daily Receipts	24
History	25
Viewing the History.....	25
Printing the History	25
Reprinting a Receipt That Has Been Updated to Accounting	26
Chapter 2 Counter Slips.....	27
Printing a Receipt for a Cash Customer	27
Printing a Receipt for a Receivable Customer.....	28
Changing a Cash Sale to a Receivable	29
Chapter 3 Repair Orders	31
Posting Repair Order Receipts	31
Applying Discounts	33
Applying a Discount to a Selected Repair.....	33
Applying a Discount to the Entire Repair Order	34
Manually Applying Discounts	34
Using the "NONE" Discount	35
Removing the Current Discount Code	35
Removing All Discounts	35

Viewing the Repair Order	36
Posting the Repair Orders to Accounting	36
Chapter 4 Purchase Orders.....	37
Understanding the Different Types of Purchase Orders	38
Understanding the Workflow	38
Entering Setup Information.....	39
Entering the Printer Setup	39
Entering Purchase Order Accounts	41
Adding an Account	41
Editing an Account	42
Deleting an Account	42
Entering Purchase Orders	43
Generating a New Purchase Order	43
Editing a Purchase Order	46
Removing a Line from a Purchase Order	47
Deleting a Purchase Order	47
Viewing the Active Purchase Order List.....	48
Viewing the List.....	48
Printing the List	49
Viewing the Detail for a Purchase Order	49
Viewing the Purchase Order History	50
Purging Purchase Orders from the System.....	50
Searching for Repair Orders.....	51
Chapter 5 Buy Here Payments Overview and Setup	53
System Setup	53
Define Payment Types	54
Passwords	55
Printer Setup	56
Chapter 6 Inception Entries	57
Understanding the Inception Process	57
Enter Customer Information	58
Entering a New Customer.....	58
Viewing and Editing an Existing Customer File	59
Enter Deal Information.....	60
Enter Payments	61
Entering Payments.....	61
Removing Payments.....	62
Printing Statements.....	62
Print Trial Balance	63
Print Schedule	63
Update Inception Entries	63
Chapter 7 Customer Information.....	65
Edit Customer Information.....	65
Editing Information	66

Deleting a Customer.....	66
Edit Deal Information	67
Print Customer List	67
Print Labels	68
Customer History	68
Viewing the History.....	68
Printing the History.....	68
Chapter 8 Enter Payments.....	69
Posting a Payment.....	69
Posting a Payoff.....	70
Posting a Charge Off	70
Removing Payments.....	71
Viewing the Amortization Table	71
Reprinting the Receipt	71
Printing a Statement	72
Viewing Customer Information.....	72
Chapter 9 New Sales	73
Adding a New Sale	73
Viewing and Editing an Existing Sale	74
Chapter 10 Daily Summary & Update	75
View Daily Summary Of Activity.....	75
Print Daily Summary Of Activity	76
Daily Update.....	76
Chapter 11 Work Collections.....	77
Compile Delinquent List.....	77
View Compiled List	78
Phone Survey	79
Conducting the Survey	79
Viewing Customer Information	80
Recalling Finished Surveys.....	81
Removing a Customer from the Survey List	81
Print Survey Results	81
Print Collection Results.....	82
Account Analysis.....	82
Print Payment Reminders	82
Chapter 12 Reports	83
Generating a Report	83
Delinquency Report	83
Trial Balance Of Accounts	83
Print Schedules.....	84
Print Schedules – Active Units	84
Print Schedules – Paid-Off Units.....	84
Print Trail Balance – Open Accounts	85
Monthly Summary	85

Vehicle Insurance Expires	85
UAI Spreadsheet	85
Chapter 13 Month-End Update.....	87
Running the Update.....	87
Chapter 14 Note Recovery	89
Pull Recoverable Notes	89
Enter Payments	90
Recovered Note Summary For Month.....	90
Trial Balance of Accounts.....	90
Chapter 15 Side Notes	91
Customer Information	91
Enter Payments	92
Print Schedules – Active Accounts.....	92
Print Schedules – Paid-Off Accounts	92
Print Trail Balance – Open Accounts	92
Conclusion.....	93

Introduction to Autosoft FLEX DMS Cashier

The Cashier module allows you to enter customer payments, print receipts, generate purchase orders, and track vehicle sales to customers with bad credit. In addition, you can use the Cashier module to manage collection activities.



Once payments are updated from the respective menus to Accounting, Customer Receipts, and Buy Here Payments, they are posted to the books by clicking the **Cashier** or **Buy Here Payments** button on the Post Daily Entries To Journals menu. The receipts and “Buy Here” payments are posted to the books by selecting the **Cashier** or **Buy Here Payments** button on the Post Daily Entries to Journals menu in the Accounting module. The buttons display an “Active Data” message to indicate there are receipts or payments to post to the books.



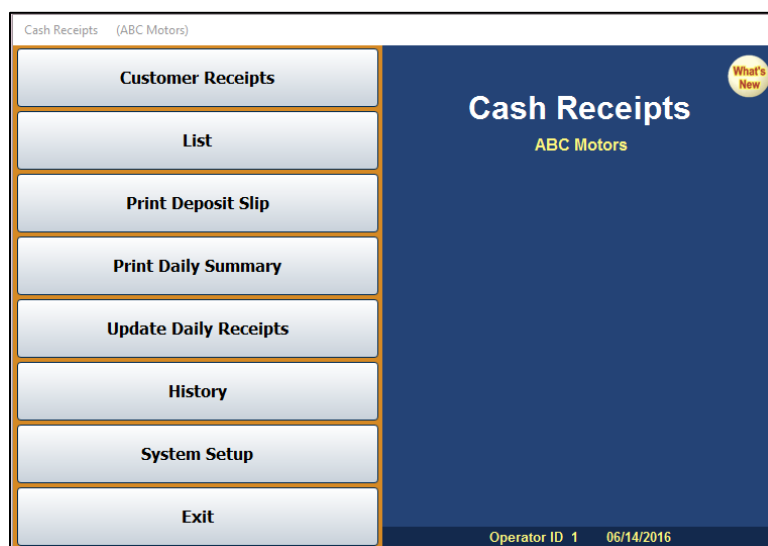
The purchase orders entered through the Cashier module can also be pulled to the Purchase Journal Entries screen in the Dealership Accounting module. This makes it easy to post the information to the books without having to re-enter information. Parts purchase orders can be pulled to the Outside P/O's screen on the Manual Parts Resupply menu. (Please refer to your Dealership Accounting and Parts Inventory user's guides for more information.)

Important Program Basics

Before you begin using the Cashier module, it is important that you understand a few basic pieces of information. This information refers to the basic makeup of the program and features that can be used to assist you as you work. You should become familiar with the information in this section because it is crucial to the daily operation of the program.

Understanding Menus

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



Understanding Entry Screens

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

Cash Receipts (ABC Motors)

Inventory Receivables Payables Schedules General Ledger Customers

Receipt:
 Account: SHITP0
 Name: ALAN SMITH
 Address: P. O. BOX 1132
 City: ANYTOWN AL 36441
 Printed:
 Memo:
 Account Bal: 284.80

Cash \$:
 Check # 1 \$ 284.80 Next Check
 Check Number: 12345
 Name On Check: ALAN SMITH
 Amount \$: VISA
 Credit Card:
 Card Number:
 Expires:
 Total: 284.80

Line	GL	Document	Control	Description	Debit	Credit
01	201		SHIT11	PAYMENT	.00	284.80
	201			Check No. 12345	284.80	
				Totals	284.80	284.80

*** Customer Account Detail ***
 31446 30 06/07/16 Invoice 31446 284.80 .00 284.80

Print

Exit List Clear

It is important to note that some fields only accept specific information. For example, you cannot enter alpha characters in a strictly numeric field, such as a date field or dollar amount field. Dollar amount fields do not accept two decimal points. It is a common error when entering dollar values to forget to include the decimal point. The system automatically adds .00 after whole dollar amounts. For example, if you type 5, the system will make the entry 5.00. If you type 500, the system makes the entry 500.00. If you type 5.00, the system leaves the value as it was entered. Always double-check the dollar values entered to ensure the amount will be posted the way it should be.

Understanding Prompts

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

Is Your Printer Ready?

☐ To Printer - \\asiapp1\\BombSquad
☒ To Screen

Print

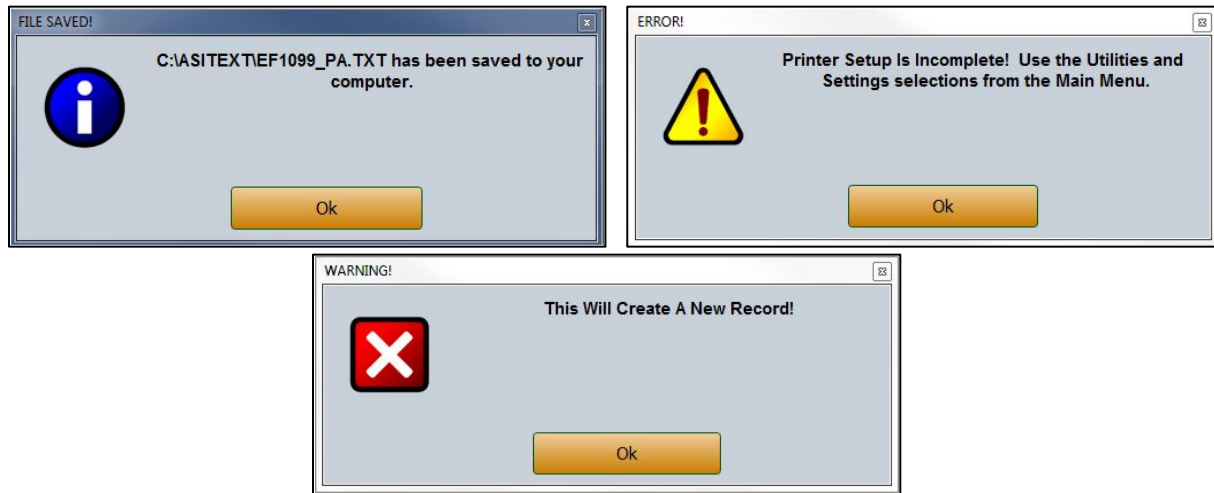
Cancel

DELETE RECORD!

OK To Delete This Record?

Cancel OK

Prompts also serve as a way for the system to communicate with you. In certain areas of the program, you will be prompted when a task has been completed. This is the system's way of informing you that an action was successfully carried out. For these prompts, click **OK** to acknowledge the message and to continue working. The system will also prompt you to indicate errors in entries or selections you are trying to make. Read the prompt to ensure you understand the problem and click **OK** to continue working.



The important thing to remember about prompts is that you should always read the prompts that appear on the screen to ensure you understand exactly what will happen before you continue.

Using the Keyboard and Mouse

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

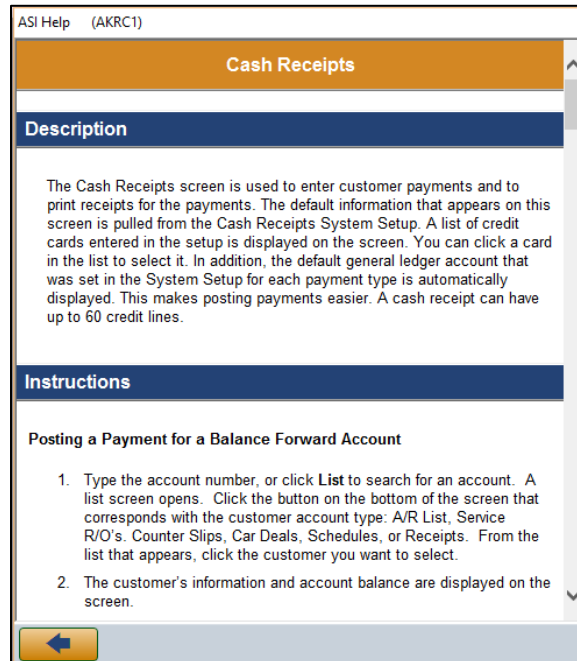
Key	Use it to
ENTER	Move to the next field
UP ARROW	Move to the previous field
DOWN ARROW	Move to the next field
SHIFT + TAB	Move to the previous field

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

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

Using F1 Help

To keep our documentation updated, and our users informed, Autosoft provides an individual help page for each screen in the program. Press F1 to display the help page for the screen or menu in which you are working or menu.



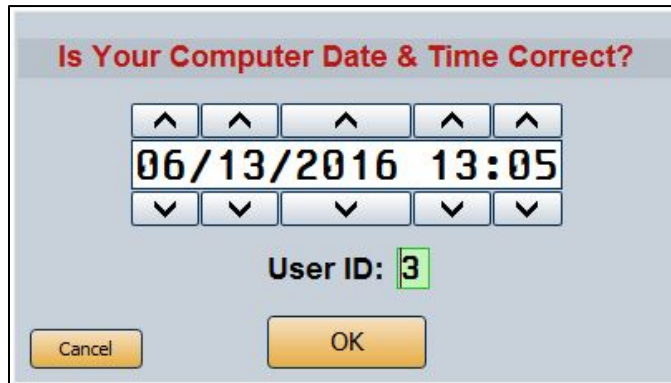
Each help page provides the following pieces of information:

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

These help pages are updated as changes are made to the program and added to your system when you run an update from the Internet; thus, the help pages are always current. You should become familiar with the help page feature and use it to learn about the new information added to the program and as a way to quickly access information while you are on a screen.

Responding to the Date and Time Prompt

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



If the date and time are not correct, click the arrow buttons to increase or decrease the values as needed.

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

About this Manual

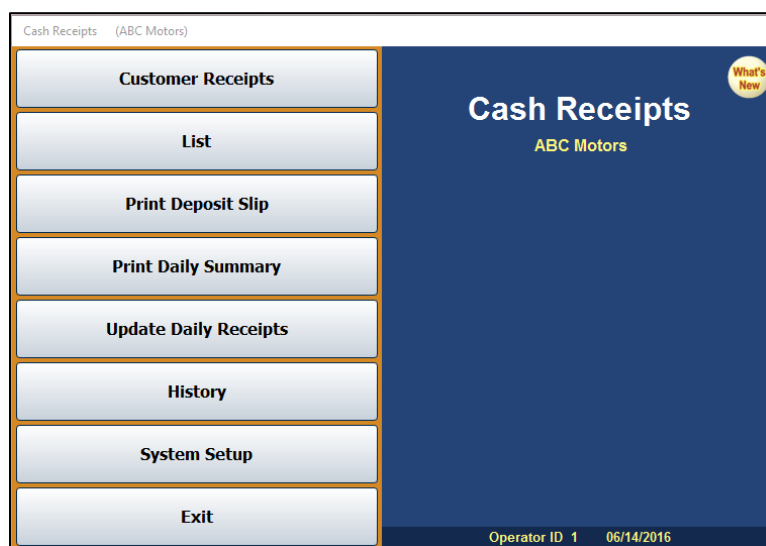
You are now ready to begin learning about Autosoft DMS Cashier. The rest of this manual will instruct you on how to use each feature available in the Cashier module. The manual is divided into chapters. Each chapter covers a specific area of the Cashier module. You should read each chapter before you begin working in Cashier.

Each button on the Cashier menu represents a different area of the Cashier module. Click the button that corresponds to the menu option you want to select. The corresponding menu or entry screen appears. Click **Exit to Desktop** to return to the ASI DMS main menu.

Tip: You can set passwords for the Cashier module to control user access. Refer to page 11 for instructions on entering passwords.

Chapter 1 Cash Receipts

The Cash Receipts feature allows you to generate general customer receipts. If you want to print receipts for counter slips or service sales, you will use the **Counter Slips** or **Repair Orders** buttons on the Cashier main menu. Once you generate a receipt, you print it. At the end of the day, you update the receipts to the Accounting journals. The Cash Receipts menu also contains an option for printing a deposit for all of the checks posted using the Customer Receipts, Counter Slips, and Repair Orders features in the Cashier module.



System Setup

Before you can use the Cash Receipts feature, you must enter parameters in the system setup. The setup allows you to set the general ledger accounts that will be used to post cash receipts. When you post a customer payment, the general ledger account assigned to each payment type is automatically displayed.

In addition, you enter the credit card information for the credit cards your dealership accepts. The credit cards are displayed in a list when you post payments. All you have to do is select the credit card from the list, and the system posts the payment to the correct general ledger account. The setup also allows you to set printer information that determines how the receipts print.

The setup also allows you to set passwords to control user access to the Cashier module. You must enter a password to open the password screen. If you do not know your dealership's password, call the Autosoft Customer Support Center at 800.473.4630 for assistance.

Entering Default Parameters

1. From the Cash Receipts menu, click **System Setup**. The Setup screen appears.

Cash Receipts Setup (ABC Motors)

Cashier Parameters

User ID For This Station:

G/L Account For Trade Receivables:
 G/L Account For Cash Sales:
 G/L Account For Vehicle Deposits:
 G/L Account For Cash On Hand:
 G/L Account For Late Charge Income:
 Cash Receipts Journal:
 Include R/O's And C/S's In Daily Summary:

Name	G/L	Control
VISA	300	VISA

R/O Copy Counts

Customer Copy:
 Accounting Copy:
 Warranty Copy:
 File Copy:
 Internal Copy:
 CSI Copy:

Printer For Cash Receipts:
 Drawer For Cash Receipts:
 Printer For Copies:
 Drawer For Copies:

Exit G/L List Passwords Abort Setup

2. In **User ID For This Station**, type the default user ID you want to set for this workstation. It must be a number from 1 to 9. *Alpha user IDs cannot be set here.* This becomes the default posting ID.
3. Enter the general ledger account used to post each item listed. Click **G/L List** to view a list of general ledger accounts. The Late Charge Income account should be the Miscellaneous Income account.
4. In **Cash Receipts Journal**, type the journal number used to post cash receipts.
5. Use the **Include R/O's And C/S's In Daily Summary** field to indicate if you want the repair order and counter slip receipts included on the Daily Summary report. If you type **Y** for yes, all repair order receipts, counter slip receipts, and cash receipts will print on the Daily Summary report. If you type **N** for no, only the cash receipts will print on the Daily Summary report.
6. In the **Credit Cards** section, type the **Name**, general ledger (**G/L**) account, and **Control** for each credit card your dealership accepts.
7. In the **R/O Copy Counts** section, enter the number of copies (from 0 to 9) you wish to print for each of the various repair order copies (Customer, Accounting, Warranty, File, Internal, and CSI copies).
8. Use the **Printer For Cash Receipts** and **Printer For Copies** drop-down menus to select the printer you want to use to print the receipts and the receipt copies.
9. Use the **Drawer For Cash Receipts** and the **Drawer For Copies** drop-down menus to select the paper drawer/tray you want to use for each printer.
10. When you are finished entering the parameters, click **Exit**. This saves the parameters and returns you to the Cash Receipts menu.

If you want to exit the screen without saving the changes, click **Abort Setup**. This returns you to the Cash Receipts menu.

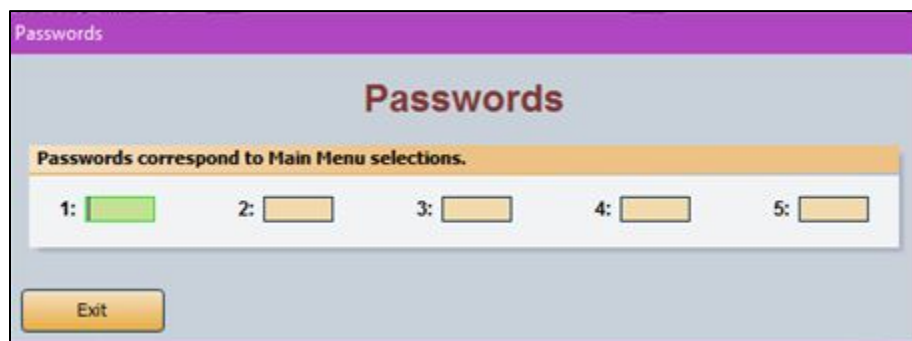
Entering Passwords

The **Passwords** button on the bottom of the Cashier Parameters screen allows you to set passwords for the Cashier module. Even though you enter passwords in the Cash Receipts setup, setting passwords from this screen sets passwords for the whole Cashier module.

1. Click **System Setup** on the Cash Receipts menu.
2. Click **Passwords** on the bottom of the Cashier Parameters screen.
3. You are prompted to enter a password. Type the appropriate password, or call the Autosoft Customer Support Center for assistance at 800.473.4630.



4. The Passwords screen opens.



5. Type the passwords you want to use for each area of the Cashier module. Each password can be up to five alphanumeric characters in length. The numbers on the Passwords screen correspond to the menu options on the Cashier main menu:
 - 1 is for the **Cash Receipts**.
 - 2 is for the **Counter Slips**.
 - 3 is for **Repair Orders**.
 - 4 is for **Purchase Orders**.
 - 5 is for **Buy Here Payments**.
6. Click **Exit** on the Passwords screen to save the passwords and exit the screen.
7. Click **Exit** on the parameters screen to return to the Cash Receipts menu.

Once you are finished entering the setup, you can begin generating receipts.

Customer Receipts

Click **Customer Receipts** to enter customer payments and to print receipts for the payments. (Refer to Chapter 2 for instructions on printing receipts for counter slips and Chapter 3 for instructions on printing receipts for repair orders.) The default information that appears on this screen is pulled from the Cash Receipts System Setup. A list of credit cards entered in the setup is displayed on the screen. You can click a card in the list to select it. In addition, the default general ledger account that was set in the System Setup for each payment type is automatically displayed. This makes posting payments easier.

Tip: The top of the Cash Receipts screen has a Transaction Entry menu bar. This menu bar contains six buttons that allow you to research information in six areas while you are posting journal entries. A supervisor can restrict access to this menu bar when setting up passwords for the Accounting module.

Posting a Payment for a Balance Forward Account

1. From the Cash Receipts menu, click **Customer Receipts**. The Cash Receipts screen opens.
2. In **Account**, type the customer's account number, or click **List** to search for the account. A list screen opens. Click the button on the bottom of the screen that corresponds to the customer account type: **A/R List**, **Service R/O's**, **Counter Slips**, **Car Deals**, **Schedules**, or **Receipts**. From the list that opens, click the customer you wish to select.
3. The customer's information and account balance are displayed on the screen.
4. Use the **Printed Memo** field to type a memo that you want to print on the receipt. Each memo line holds 30 characters. You must press ENTER to manually enter line breaks for the memo lines to ensure they print correctly.

5. Press ENTER until you advance to the appropriate payment type field: **Cash**, **Check**, or **Credit Card**.

For credit card payments, click the credit card in the list to the right of the field. The credit card description then automatically populates the **Credit Card** field.

6. Type the payment amount in the **Amount \$** field, and press ENTER to advance to the next field. If you are entering a check, you must enter a check number or the check will not pull to the deposit slip. (Refer to page 22 for more information.)

You can enter more than one check on a cash receipt. Once you enter the check information, click **Next Check**. The system will file the first check line and clear the check fields so you can enter the information for the next check.

Cash \$: <input type="text"/>	
Check 1 \$: 284.80	Next Check
Check Number: 123456	
Name On Check: ALAN SMITH	
Amount \$: <input type="text"/>	VISA
Credit Card: <input type="text"/>	MASTERCARD
Card Number: <input type="text"/>	DISCOVER
Expires: <input type="text"/>	AMEREXPRES
Total: 284.80	

You can enter more than one payment type if needed. For example, you can enter a check payment and a credit card payment on the same account. Simply enter the amount for each payment type in each section. The **Total** field automatically totals the payment.

Cash \$: <input type="text"/>	
Check 1 \$: 184.80	Next Check
Check Number: 123456	
Name On Check: ALAN SMITH	
Amount \$: 100.00	VISA
Credit Card: MASTERCARD	MASTERCARD
Card Number: 0011002200330044	DISCOVER
Expires: 01/18	AMEREXPRES
Total: 284.80	

7. The transaction fields in the bottom-left portion of the screen are used to post the payments to the appropriate general ledger account. Press ENTER to advance through these fields. The default information is automatically displayed in each field.
8. The **Credit** field automatically defaults to the entered payment amount.

Line: 01
 G/L: 220 Accounts Receivable
 Doc:
 Con: SMITP0
 Desc: Payment
 Db:
 Cr: 284.80
 Print

9. Press ENTER to post the line.

Line: 02
 G/L:
 Doc:
 Con:
 Desc:
 Db:
 Cr:
 Print

Line	G/L	Document	Control	Description	Debit	Credit
01	220		SMITP0	Payment	.00	284.80
	201			Check No. 123456	284.80	
				Totals	284.80	284.80

*** Customer Account Detail ***

31446	30	06/07/16	Invoice 31446	284.80	.00	284.80
-------	----	----------	---------------	--------	-----	--------

Ext List Clear

10. Once the transaction balances, click **Print** to print the receipt (or press ENTER when the cursor rests in the blank **G/L** field).
11. When prompted to verify your printer is ready, click the button that corresponds to the receipt you want to print. Click **Print** to print all copies of the receipt, **Accounting** to print just the Accounting copies, or **Paperless** to bypass printing a hardcopy.

Tip: If Accounting sets permissions, you can create customer charge accounts while posting cash receipts. Simply type the account number, click **Yes** when prompted to verify this is a new customer (you'll be asked twice), and enter the customer's information on the Customer/Vendor Information screen that opens.

Posting Payments for Balance Forward Accounts with Late Fees

1. Click **Customer Receipts** from the Cash Receipts menu. The Cash Receipts screen opens.
2. Type the account number, or click **List** to search for the account.
3. The customer's information, account balance, and the late fee are displayed on the screen.

Receipt:	
Account:	BOTT10
Name:	BOTTS GARAGE
Addr:	10 MAIN ST
City:	WEST MIDDLESEX PA 16159
Printed	
Memo:	
Account Bal:	516.61
Late Charge:	5.00
Total Due:	521.61

4. Press ENTER until you advance to the appropriate payment type field. Type the complete payment amount, including the late charge, in the amount field.

Cash \$:	.00
Check 1 \$:	521.61
Check Number:	111111
Name On Check:	BOTTS GARAGE
Amount \$:	
Credit Card:	
Card Number:	
Expires:	
Total:	.00

Next Check

VISA
 MASTERCARD
 DISCOVER
 AMEREXPRES

5. Press ENTER until the cursor is in the **Cr** field. Type just the base payment amount (the payment minus the late fee), and press ENTER.

Line:	01
G/L:	220
Doc:	
Con:	BOTT10
Desc:	Payment
Db:	.00
Cr:	516.61

6. The payment line is filed, and the cursor rests in the **Line** field. Press ENTER.
7. Type the general ledger account number for Miscellaneous Income in the **G/L** field. You specified this general ledger account as the Late Charge Income account in the Cash Receipts System Setup. The late fee information automatically fills in the fields.

Line: 02

G/L: 905 Other Income

Doc:

Con:

Desc: Late Charge Taken

Db:

Cr: 5.00

8. Press ENTER until the late fee line is filed.

Line	G/L	Document	Control	Description	Debit	Credit
01	220		80TT10	Payment	.00	516.61
02	905			Late Charge Taken	.00	5.00
201				Check No. 111111	521.61	
				Totals	521.61	521.61

*** Customer Account Detail ***

.....	00	12/10/15	Bal. Fwd'd.	516.61		516.61
-------	----	----------	-------------	--------	--	--------

Print

Exit List Clear

9. Once the transaction balances, click **Print** to print the receipt (or press ENTER when the cursor rest in the blank **G/L** field).
10. When prompted to verify your printer is ready, click the button that corresponds to the receipt you want to print. Click **Print** to print all copies of the receipt, **Accounting** to print just the Accounting copies, or **Paperless** to bypass printing.

Posting a Payment for a Detail Forward Account

1. From the Cash Receipts menu, click **Customer Receipts**. The Cash Receipts screen opens.
2. Type the account number, or click **List** to search for an account.
3. The customer's information and account balance are displayed on the screen.
4. Press ENTER until you advance to the appropriate payment type field: **Cash**, **Check**, or **Credit Card**.

For credit card payments, click the credit card in the list on the right of the field. The credit card description fills in the **Credit Card** field.

5. Type the payment amount, and press ENTER to advance to the next field.

You can enter more than one check on a cash receipt. Once you enter the check information, click **Next Check**. The system will file the first check line and clear the check fields so you can enter the information for the next check.

You can enter more than one type of payment type if needed. For example, you can enter a cash payment and a credit card payment on the same account. The **Total** field automatically totals the payment.

6. The transaction fields in the bottom left part of the screen are used to post the payments to the appropriate general ledger account. Press ENTER to advance through these fields.
7. When you advance through the **G/L** field, the Account Detail screen opens and lists all the postings in the customer's account. Click the postings to which you want to apply the payments, or click **Select All** to post the payment to all the postings. The **To Apply** field contains the total payment amount. The **Selected Total** field displays the total dollar amount of the payment based on the selected postings.

Account Detail						
<input type="checkbox"/>	1225	80	03/23/16	C/R 32	100.00	100.00 .00
<input type="checkbox"/>	110758	33	01/21/16	Inv 110758 AUTOZONE	501.00	.00 501.00
<input type="checkbox"/>	110782	33	02/01/16	Inv 110782 AUTOZONE	113.09	.00 113.09
<input type="checkbox"/>	110784	33	02/01/16	Inv 110784 AUTOZONE	184.45	.00 184.45
<input type="checkbox"/>	110800	33	02/22/16	Inv 110800 AUTOZONE	176.95	.00 176.95
<input type="checkbox"/>	110801	34	02/23/16	Inv 110801 AUTOZONE	24.40	.00 24.40
<input type="checkbox"/>	110820	34	04/28/16	Inv 110820 AUTOZONE	160.00	.00 160.00

Back	Select All	OK	Lines Selected: <input type="text"/>	To Apply: 1000.00	Selected Total: <input type="text"/>
------	------------	----	--------------------------------------	-------------------	--------------------------------------

8. When you have selected all the postings to which you would like to apply the payment, click **OK**.

9. If the total for the payment is less than the total for the selected lines, the system will prompt you that it will apply a partial payment. Click **OK** to continue.
10. The system posts the lines.
11. Once the transaction balances, click **Print** to print the receipt (or press ENTER when the cursor rest in the blank **G/L** field).
12. When prompted to verify your printer is ready, click the button that corresponds to the receipt you want to print. Click **Print** to print all copies of the receipt, **Accounting** to print just the Accounting copies, or **Paperless** to bypass printing.

Posting Payments for Detail Forward Accounts with Late Fees

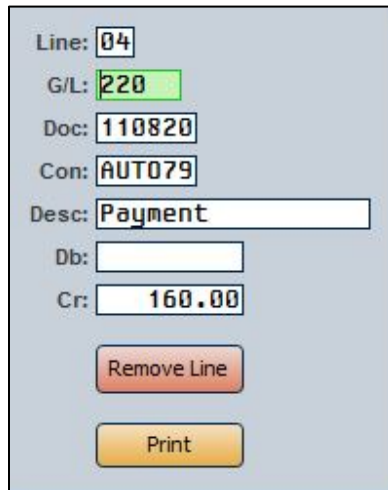
1. From the Cash Receipts menu, click **Customer Receipts**. The Cash Receipts screen opens.
2. Type the account number, or click **List** to search for an account.
3. The customer's information, account balance, and the late fee amount are displayed on the screen.
4. Press ENTER until you advance to the appropriate payment type field. Type the complete payment amount, including the late charge, in the **Amount \$** field.
5. Press ENTER until the Account Detail screen opens.
6. Select the invoices to pay and click **OK**.
7. If the customer is not paying off the account balance, you will have to manually edit one of the payment lines to account for the late charge that needs to be applied to the account. Click one of the filed lines in the window on the right side of the screen. The detail for the line fills in the fields on the left side of the screen. Edit the credit amount (Cr) to take out the late charge that must be applied. For example, if the credit amount is \$50.00 and the late fee is \$2.00, you would edit the credit amount for the line to be \$48.00. Press ENTER until the edited line is filed.
8. Type the general ledger account number for Miscellaneous Income in the **G/L** field. You specified this general ledger account as the Late Charge Income account in the Cash Receipts setup. The late fee information automatically fills in the fields.
9. Press ENTER until the late fee line is filed.
10. Once the transaction balances, click **Print** to print the receipt (or press ENTER when the cursor rest in the blank **G/L** field).
11. When prompted to verify your printer is ready, click the button that corresponds to the receipt you want to print. Click **Print** to print all copies of the receipt, **Accounting** to print only the Accounting copies, and **Paperless** to bypass printing.

Editing a Line

1. Click the line you want to edit in the window at the bottom right of the screen.
2. Click in the appropriate field, and edit the information as needed.
3. Press ENTER to re-file the line.

Removing a Line

1. Click the line you want to remove in the window on the bottom right of the screen.
2. Click the **Remove Line** button that appears under the **Cr** field.



A screenshot of a receipt editing window. The window has a light blue background and a black border. It contains the following fields and buttons:

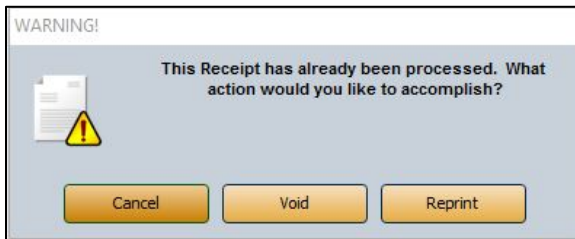
- Line: 04
- G/L: 220
- Doc: 110820
- Con: AUT079
- Desc: Payment
- Db: (empty field)
- Cr: 160.00
- Remove Line (red button)
- Print (yellow button)

3. The line is removed from the receipt.

Reprinting or Voiding a Receipt

You can re-print receipts as needed. Once you print a receipt, you must void it if you discover mistakes on the receipt.

1. Click **List** on the bottom of the Cash Receipts screen.
2. Click **Receipts** to view a list of the receipts that have been entered.
3. Click the receipt.
4. Click **Void** to void the receipt or **Reprint** to reprint the receipt.



Tip: You can only void receipts that have not yet been updated to Accounting. Once a receipt is updated to Accounting, you must post the Cashier information and reverse the incorrect receipt. Refer to page 26 for complete directions on reprinting a receipt that has been updated to Accounting.

List

Click **List** on the Cash Receipts menu to display a list of the receipts that have been posted for all operators or a specific operator. The list includes all receipts posted using the Customer Receipts, Counter Slips, and Repair Orders features. Voided receipts stay in the receipt list but are labeled “**Void**”. When the receipts are updated at the end of the day, the list is cleared, and the receipt can be viewed through the **History** option.

1. From the Cash Receipts menu, click **List**.
2. The screen automatically displays a list of all of the receipts in the system. If you want to view the receipts posted by a specific operator, select the ID you want to view by clicking in the circle in front of the ID number on the bottom of the screen.

List							
Rec't	ID	Customer	Cash	Check	#	Card	A/R
110846	5	JESSICA THOMAS	.00	.00		36.09	
110847	5	SHERRY JOHNSON	.00	.00		1082.63	
110849	5	BILL BUDGE	.00	.00		71.46	
208565	5	ANDR11 ANDREWS TOWING	40.00	.00		.00	
208566	5	SMIT23 ROGER SMITHERS	.00	80.48	125352	.00	
208567	3	CASH DAHN	-50.00	.00		.00	
208568	1	SMITP0 ALAN SMITH		284.80	123456		
208569	1	AUTO79 AUTOZONE	.00	.00		1000.00	
31376	5	UNIVERSAL TELECOM	.00	251.40	1212		
31465	5	INTERNAL - T1025 (11	16.19	.00			
31469	5	EDWARD SMART	34.94	.00			
			41.13	616.68		2190.18	

Back Click Line for Detail or ID for List ID: ☒ All ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9

3. Click a receipt to view detailed information.

List							
Rec't	ID	Customer	Cash	Check	#	Card	A/R
208568	SMITP0	ALAN SMITH P. O. BOX 1132 FLOMATION AL 36441		06/15/16 10:48:30		Op ID: 1	
Received (Check) \$ 284.80 Check No.: 123456							
Total Received \$ 284.80							
220	208568	SMITP0	Payment		.00	284.80	

Back Click Line for Detail or ID for List ID: ☒ All ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9

- Click to select an ID number at the bottom of the screen to view the receipt list for just that user, or select **All** to view the full list.
- Click **Back** to return to the Cash Receipts menu.

Print Deposit Slip

Click **Print Deposit Slip** on the Cash Receipts menu to print a bank deposit slip for the checks that have been posted using the Customer Receipts, Counter Slips, and Repair Orders features. If you did not enter a check number when posting the payment, the check will not pull to the deposit slip. The system saves the check data for three days. The check data is updated during the daily update. The system tracks the date and time the receipt was last printed. Because it tracks the time down to the second, you can make deposits at any time during the day or make multiple deposits in one day.

The screenshot shows the 'Print Deposit Slip' window. On the left, there are two sections: 'Print From...' and 'Print To...'. The 'Print From...' section has a date field set to 05/20/2016 and a time field set to 16:30:47, with a 'Click from List' button. The 'Print To...' section has a date field set to 06/15/2016 and a time field set to 16:33:03. Below these is a 'Print' button. At the bottom of the window are 'Back' and 'List All' buttons. On the right, a table lists receipts with columns for ID, Amount, Date, Time, and User.

ID	Amount	Date	Time	User
001	208566	125352	40.48	06/06/16 16:21:39 AMANDA TEST
002	208566	15236	40.00	06/06/16 16:21:39 AMANDA TEST
003	31376	1212	251.40	06/08/16 12:03:12 TEST TEST
004	208568	123456	284.80	06/15/16 10:48:30 ALAN SMITH

Total Checks 616.68

- From the Cash Receipts menu, click **Print Deposit Slip**.
- A list of the most recent receipts is displayed on the screen. Click **List All** to display a list of all of the available receipts.
- The **Print From** fields automatically display the **Date** and **Time** for the first receipt in the list, and the **Print To** fields automatically display the current system date and time.

This is a close-up of the 'Print From...' and 'Print To...' sections. The 'Print From...' section shows the date 05/20/2016 and time 16:30:47, with a 'Click from List' button. The 'Print To...' section shows the date 06/15/2016 and time 16:43:04. A 'Print' button is located at the bottom.

If you want to print all of the checks on the deposit slip, leave the default values.

If you want to print a specific range of checks on the deposit slip, select the beginning and ending checks. With the **Click From List** marker next to the **Print From** fields, click a receipt in the list. The receipt's date and time fill in the fields. This will be the first check that prints on the deposit slip.

Receipt #	Check #	Amount	Date	Time	Name
001	208566 125352	40.48	06/06/16	16:21:39	AMANDA TEST
002	208566 15236	40.00	06/06/16	16:21:39	AMANDA TEST
003	31376 1212	251.40	06/08/16	12:03:12	TEST TEST
004	208568 123456	284.80	06/15/16	10:48:30	ALAN SMITH

Total Checks 616.68

The marker moves to the **Print To** fields. These fields display the current date and time. If you want to specify an ending point for the deposit slip, click the receipt in the list. The receipt's date and time fill in the fields. The list displays only the receipts in the range you selected.

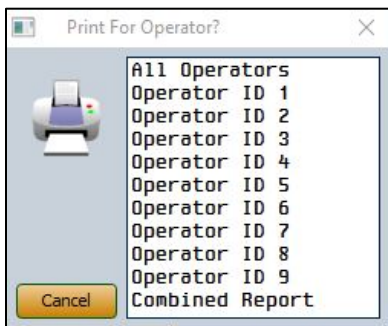
4. Click **Print**.
5. When prompted to verify your printer is ready, click to select **To Printer** to print the information or **To Screen** to view the information on your screen.
6. Click **Print**. The deposit slip lists all of the receipts in the range you selected. The left side of the printout is the bank deposit slip. The right side of the printout is for your records.

Print Daily Summary

Use this button on the Cash Receipts menu to print a summary of the receipts that were posted. The information that prints on the report is determined by the **Include R/O's and C/S's In Daily Summary** parameter in the Cash Receipts Setup. If you set the parameter to **Y** for yes, all repair order receipts, counter slip receipts, and cash receipts will print on the Daily Summary report. If you set the parameter to **N** for no, only the cash receipts will print on the Daily Summary report.

You have the option of selecting to print the summary for one operator or all operators. For each operator who posted, the printout lists the details for each receipt. The end of each operator's section provides a summary of the activity. It lists the total cash, checks, and credit card payments posted along with the grand total for all of the operator's receipts.

1. From the Cash Receipts menu, click **Print Daily Summary**.
2. When prompted to verify your printer is ready, click the operator whose summary you want to print, or click **All Operators** to print a summary for all of the operators.



3. When prompted to verify your printer is ready, select **To Printer** to send the summary to your printer or **To Screen** to view the summary on your monitor.
4. Click **Print**.

Update Daily Receipts

Use this button to update the receipts to the Accounting journals. Once the receipts are updated, they can be posted to the books using the **Cashier** button on the Post Daily Entries to Journals menu.

1. On the Cash Receipts menu, click **Update Daily Receipts**.
2. The system reminds you that you should have printed the daily summary. Click **OK** to acknowledge the message.
3. When prompted to verify which receipts you want to update, click the ID number for the operator whose receipts you want to update, or click **All Operators** to update all of the receipts posted.
4. Click **Update** when prompted to verify you want to update the information.

History

Click **History** to view the receipts that have been updated to the Accounting journals. Daily histories will remain in the History list for 90 days before falling off.

History	Rec't	ID	Customer	Cash	Check	#	Card	A/R
05/11/2016	110846	5	JESSICA THOMAS	.00	.00		36.09	
05/12/2016	110847	5	SHERRY JOHNSON	.00	.00		1082.63	
05/13/2016	110849	5	BILL BUDGE	.00	.00		71.46	
05/20/2016	208565	5 ANDR11	ANDREWS TOWING	40.00	.00		.00	
06/01/2016	208566	5 SMIT23	ROGER SMITHERS	.00	80.48	125352	.00	
				40.00	80.48		1190.18	.00

Click Date for List

Print History

Back Click Line for Detail or ID for List ID: ☐ All ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9

Viewing the History

1. From the Cash Receipts menu, click **History**.
2. Click to select the operator ID whose receipts you want to view, or select **All** to view receipts for all operators.
3. A list of the transaction dates is displayed under **History** in the top left corner of the screen. Click the date to view a list of receipts posted for that date.
4. Click a receipt to view detailed information on the right side of the screen.
5. Click the date to return to the list of receipts.
6. Click **Back** to close the screen.

Printing the History

You can print the history for a selected date for one operator or all operators.

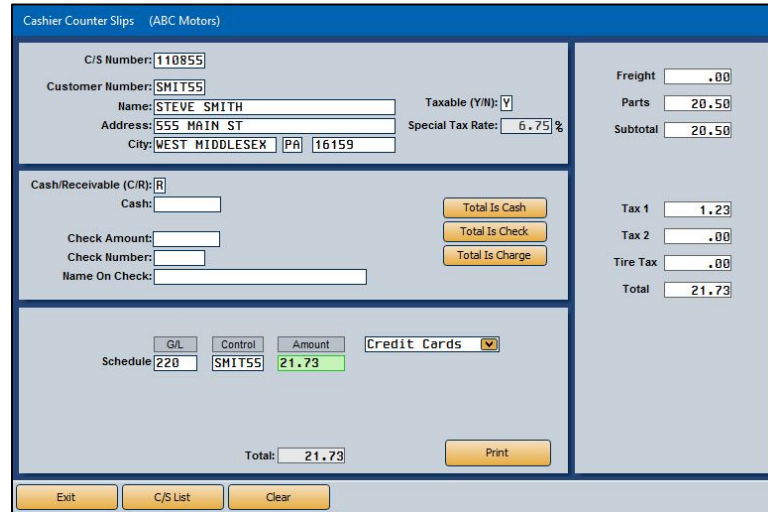
1. While on the History screen, click **Print History**.
2. When prompted to verify your printer is ready, click the ID number for the operator whose summary you want to print, or click **All Operators** to print a summary for all of the operators.
3. When prompted to verify your printer is ready, select **To Printer** to send the summary to your printer or **To Screen** to view the summary on your monitor.
4. Click **Print**.

Reprinting a Receipt That Has Been Updated to Accounting

1. Click **History** on the Cash Receipts menu.
2. Click the update date from the **History** list in the upper left corner of the screen. The receipt information populates the right side of the screen.
3. Click on a receipt to view its details.
4. While in the detailed view, click **Print Receipt**.
5. The system will alert you that the receipt has been printed. Click **OK** to acknowledge the message.

Chapter 2 Counter Slips

You use the Cashier Counter Slips screen to print receipts for counter slips. The counter slips the Parts Department invoiced to the Cashier appear in a list on the right side of the screen. When you print the receipt for the counter slip, the slip is marked closed. The counter slip list will clear when the Parts Department updates the counter slips to Accounting during the end of day update. The checks you record on this screen are pulled to the Print Deposit Slip screen.



Printing a Receipt for a Cash Customer

1. From the Cashier menu, click **Counter Slips**. The Cashier Counter Slips screen opens.
2. To view a list of counter slips, click **C/S List**. The Display Counter Slips screen opens, listing only the counter slips the Parts Department invoiced to Cashier. Click on the counter slip you want to select. The counter slip's information populates the screen.
3. The **Name** field populates with "Cash Sale" unless a customer name is associated with the counter slip.
4. In the right column, the **Freight**, **Parts**, **Tax**, **Tire Tax**, and **Total** fields display the charges and taxes applied to the slip.
5. The **Cash/Receivable** field contains a **C** for cash.
6. Click **Total is Cash**.
7. The counter slip total appears in the **Cash** field.

8. If the customer is paying with a check, click **Total Is Check**, and the **Cash** field will be cleared while the total populates the **Check Amount** field. Type the check number in the **Check Number** field. The **Name On Check** field automatically fills in with the name in the **Name** field. Edit this field as necessary.
9. If the customer is paying with a credit card, click **Total is Charge**, and the **Cash** field (or **Check Amount** field) will be cleared while the total populates the **Amount** field in the credit area at the bottom of the screen.

Tip: You can split the payment among cash, check, and/or charge. Type the amount the customer is paying in cash in the **Cash** field, and the **Check Amount** field automatically populates with the remaining balance. If the customer is paying the remaining amount via credit card instead of check, delete the amount in **Check Amount** (or edit the amount to reflect the amount being paid by check if the remaining payment is being split between check and credit), and the **Amount** field in the credit card area at the bottom of the screen will display the remaining amount.

10. When you are finished, click **Print**.
11. Use the up and down arrows in the **Customer Copy**, **File Copy**, and **Accounting Copy** fields to set the number of each you would like to print.
12. Click **OK**. All counter slip copies print, and the slip is marked as closed.

Printing a Receipt for a Receivable Customer

1. From the Cashier menu, click **Counter Slips**. The Cashier Counter Slips screen opens.
2. To view a list of counter slips, click **C/S List**. The Display Counter Slips screen opens, listing only the counter slips the Parts Department invoiced to Cashier. Click on the counter slip you want to select. The counter slip's information populates the screen.
3. The **Cash/Receivable** field contains an **R** for receivable.
4. The counter slip total fills in the **Amount** field in the credit card area at the bottom of the screen.
5. Use the **Credit Card** drop-down list to select the credit card the customer is using. (The credit cards are set in the Cash Receipts System Setup.)
6. When you are finished, click **Print**.
7. Use the up and down arrows in the **Customer Copy**, **File Copy**, and **Accounting Copy** fields to set the number of each you would like to print.
8. Click **OK**. All counter slip copies print, and the slip is marked as closed.

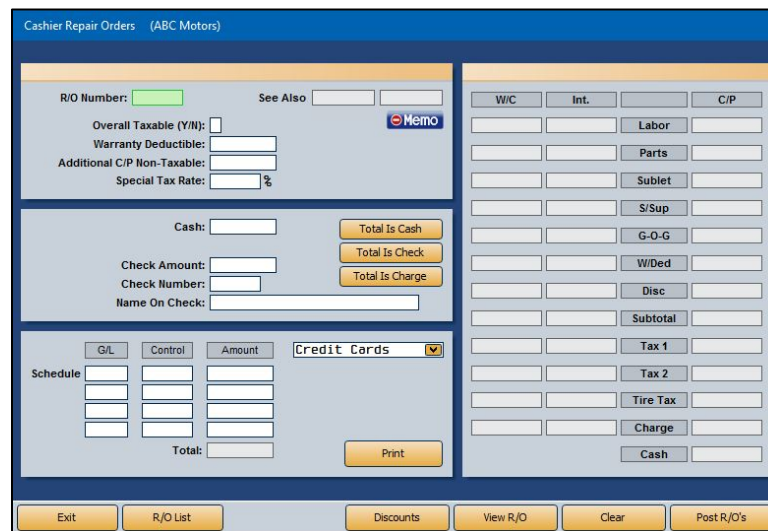
Changing a Cash Sale to a Receivable

To change a cash sale to a receivable sale, the customer must have an existing Accounts Receivable account with a credit limit set.

1. From the Cashier menu, click **Counter Slips**. The Cashier Counter Slips screen opens.
2. To view a list of counter slips, click **C/S List**. The Display Counter Slips screen opens, listing only the counter slips the Parts Department invoiced to Cashier. Click on the counter slip you want to select. The counter slip's information populates the screen.
3. The **Cash/Receivable** field contains a **C** for cash. Change the entry to an **R** for receivable. The amount of the counter slip will automatically be cleared from the **Cash** field and entered in the **Amount** field in the credit area at the bottom of the screen.
4. Use the **Credit Card** drop-down list to select the credit card type the customer is using. The **G/L** and **Control** fields populate when you make your selection. The credit card setups are located in the Cash Receipts – System Setup screen.
5. When you are finished, click **Print**.
6. Use the up and down arrows in the **Customer Copy**, **File Copy**, and **Accounting Copy** fields to set the number of each you would like to print.
7. Click **OK**. All counter slip copies print, and the slip is marked as closed.

Chapter 3 Repair Orders

Click **Repair Orders** to print receipts for repair orders. The system pulls the repair orders the Service Department invoiced to the Cashier using the I (Invoice R/O) or W (Invoice C/P) print option on the Review and Print screen. All of the repair information is available in the Cashier module, so you do not have to re-enter information. These repair orders will not be included in the Daily RO Update in the Service Writing module until the cashier prints the repair order receipt on this screen. Once the receipt is printed and Service performs the Daily RO Update, the repair order will be updated to Accounting (Integrated Entries). The checks you record on this screen are pulled to the Print Deposit Slip screen in Cash Receipts.



Posting Repair Order Receipts

1. Click **Repair Orders** on the Cashier menu.
2. Click **R/O List** to display a list of the available repair orders. The list automatically displays all of the repair orders invoiced to the Cashier.

If necessary, you can click the column headers at the top of the list to sort the receipts by R/O number, job number, R/O date, job number, or customer's name. As you click the header, the description changes to indicate the current sort order.

You can use the tabs at the top of the screen to view specific types of repair orders (Service, Body Shop, Service Contract, or Quick Lane) and the tabs in the upper right corner of the screen to filter down for specific repair types (Customer Pay, Warranty, Internal, or Quick Lane). Click the **All** tab to view the complete list of repair orders again.

3. Click the repair order you want to select from the R/O list. The information for the repair order populates the screen.
4. The **Overall Taxable**, **Warranty Deductible**, **Additional Non-Taxable**, and **Special Tax Rate** fields automatically display the information entered by the Service Department. Edit or add the information as needed.
5. If necessary, type the correct payment amount in the appropriate field.

If the customer was flagged as **C** for cash on repair order, the **Cash** field defaults to the total for the repair order. Edit the field as needed.

If you clear the **Cash** field, and press ENTER to advance through the field, the **Check Amount** field defaults to the total for the repair order. Type the check number and name on the check (if different than the name on the repair order).

If the customer was flagged as **R** for receivables, the **Amount** field at the bottom of the screen automatically fills in with the total for the repair order. Use the drop-down list to select the credit card. The appropriate general ledger account and control for the credit card automatically fill in based on the information you entered in the Cash Receipts System Setup.

To post multiple payment types, enter the amount of each payment type in the appropriate field. For example, if a customer has a balance of \$100 and wants to pay \$50 cash and write a check for \$50, type 50.00 in both the **Cash** and **Check Amount** fields.

Tip: If the customer is paying the total using one payment method, click the corresponding **Total Is** button, and the system will populate the payment field for you.

6. Click **Print**.
7. You have two options. Click **OK** to print and close the repair order or **Customer Copy** to print a copy of the repair order and keep it open.

Applying Discounts

Click **Discounts** on the bottom of the Cashier Repair Orders screen to add discounts. The discounts must exist in the Service Writing System Setup for you to apply them here. The discount you select determines if the discount applies to the entire repair order or to a specific repair on the repair order. You may apply both types of discounts to a receipt, and you can apply the discounts in any order.

The top left area of the Discounts screen displays a list of discounts entered in the Service Writing System Setup. The top list displays the discounts that apply to the entire repair order, and the bottom list displays the discounts that apply to individual repairs.

Applying a Discount to a Selected Repair

Once you set a repair to be discounted to a flat rate, it will not be discounted further if you select to apply a repair order discount.

1. The right side of the screen displays a list of the repairs on the R/O. Click the repair you want to select.
2. Type the repair discount code, or click the repair discount code in the **Discount By Repair** list (the blue section). You must click the code in the **Code** column to select the code.

Tip: If you right-click on the discount description and hold down the mouse button, you can review the details for each discount.

3. The system uses the discount information entered for the repair discount in the Service Writing System Setup to determine how much labor and parts must be discounted to reach the discounted repair total specified for the discount code. The **Total Discounts** fields display the discount amounts, and the **Customer** fields reflect the new discounted charge. If you selected a discount that has a flat rate of .01, the system discounts the repair 100%, making the repair free.
4. Click **Save Changes** to save the discount. (If you try to exit the screen without saving changes, the system prompts you to indicate if you want to save the changes.)

Applying a Discount to the Entire Repair Order

When you apply a discount to the entire repair order, it will not affect any repairs set to be discounted to a flat rate. All other repairs, however, are affected by the repair order discount.

1. Type the R/O discount code or click the R/O discount code in the **Discount Total R/O** list (the green section). Be sure you select a discount that applies to the entire repair order. You must click the code in the **Code** column to select the code. If you click and hold down the mouse button on the discount description, you can review the details for each discount.
2. The **Total R/O Customer Pay** fields calculate and display the discount amount, and the **Customer** fields adjust to reflect the new discounted charge. If you select a discount with the labor and parts discount amounts set for .01, you can manually edit the labor and parts discounts to the desired amount.
3. Click **Save Changes** to save the discount. (If you try to exit the screen without saving changes, the system prompts you to indicate if you want to save the changes.)

Tip: If you apply a discount but the parts total does not reflect the discount, have the Parts Department check the R/O Lubricants Pricing parameters to verify if you are permitted to apply discounts to parts on an R/O.

Manually Applying Discounts

If the **Labor Discounts Amount** and/or **Parts Discounts Amount** on the Define Discount Codes screen in the Service Writing System Setup contains .01 as the labor or parts discount amount, you can manually edit the discount amount when applying the discount. However, you can only manually edit discounts for the customer pay total.

1. Click the discount code for the discount to be applied.
2. Use the **Labor Discount** and **Parts Discount** fields to type the discount.
3. Click **Save Changes**.

Using the “NONE” Discount

A “NONE” discount appears in the **Discount By Repair** list. You would select this discount for a repair when you want to restrict the repair from being discounted. For example, this may apply if you are running a lube-oil-filter special and do not want the special price to be discounted any further. If you set a repair discount to “NONE,” the repair will not be discounted when an R/O discount is applied.

Removing the Current Discount Code

You can remove discounts as needed from the repair order or individual repairs. The following instructions walk you through removing discounts. If you want to remove all discounts that have been applied, use the instructions under “Removing All Discounts” in the next section.

1. If you are removing a repair discount, select the repair.
2. In the discount list, click the blank code field next to the "Remove Current Discount Code" discount.

Code	Discount Total R/O
	Remove Current Discount Code
\$50	\$50.00 OFF COUPON DISCOUNT
?-	
ADV	DEALER ADVERTISING
CARE	GM DISCOUNT 15.00
GMPR	GM LOYALTY

3. The discount is removed.

Removing All Discounts

Use the following instructions to remove all discounts applied to the repair order. This will remove all discounts. You will have to reapply any discounts as needed.

1. Click **Remove All Discounts**.
2. Click **OK** when prompted to verify you want to remove the discounts.
3. Click **Save Changes** to save the edit.

Viewing the Repair Order

Click **View R/O** to view a complete summary of the repair order. Click **Back** on the viewing screen to return to the Cashier Repair Orders Screen.

Posting the Repair Orders to Accounting

You can use the **Post R/O's** button in the bottom right corner of the screen to post the repair orders to Accounting. This takes you into the Accounting module. Some dealerships do not want the Cashier posting to Accounting, so you should ensure you are permitted to post the entries before using this feature.

Note: This function allows you to post repair orders only when the cashier has printed the receipt (closed the R/O), and Service has performed its End of Day after the repair has been closed.

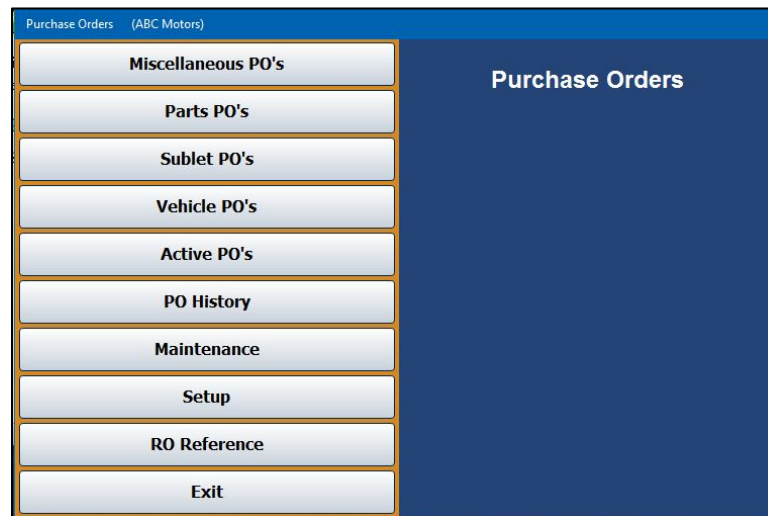
1. Click **Post R/O's**.
2. Verify the date, time, and operator ID, and click **OK**.
3. The Post Integrated Service Sales menu opens.
4. Click **Post ALL R/O's** to post the closed repair orders. An alert will ask you whether you would like to post all documents or voiced R/Os only. To post all R/Os, click **ALL**, or click **VOIDED Only** to post the voided repair orders.
5. Click **OK** when prompted to verify you want to post the repair orders.
6. The system displays a "Completed" message when it has finished posting. Click **OK** to acknowledge the message.
7. Click **Exit** to close the Post Integrated Service Sales menu. The system returns you to the Cashier menu.

Chapter 4 Purchase Orders

Purchase orders are a part of any dealership's daily operations. When your dealership must place an order for supplies or services, you generate a purchase order that lists everything you are ordering, and you send the purchase order to the vendor. When the vendor ships the supplies or performs the service, you send the purchase order to the Accounting Department with the invoice so Accounting can post the payment for the invoice.

The Autosoft DMS Purchase Orders simplify this process. Minimum data entry is needed to create a purchase order. The system automatically generates the purchase order numbers, so you do not have to worry about developing and remembering a numbering system. A complete list of vendors is available, so all you have to do is select the vendor for the purchase order. You enter default general ledger accounts in the setup parameters, and the list of accounts is automatically displayed on each purchase order entry screen, so you do not have to memorize account numbers.

Once you create a purchase order, you can quickly recall it to the screen so you can review it, edit it, and print it. The purchase order list allows you to view a list of all of the purchase orders in the system or a list of just a selected type of purchase order. Since the list displays the status of each purchase order, you can easily identify the purchase orders Accounting has posted.



Understanding the Different Types of Purchase Orders

You can create four types of purchase orders: Miscellaneous, Parts, Sublet, and Vehicle. Below is a brief explanation of each type of purchase order and examples of situations that may cause you to create each type of purchase order.

Miscellaneous Purchase Orders: You create this type of purchase order to buy supplies and services that do not fall under parts, sublet, or vehicle purchase orders. For example, if you need to order office supplies like paper, pens, and paper clips, you would create a miscellaneous purchase order. Similarly, you would use this type of purchase order for advertising, cleaning services, etc.

Parts Purchase Orders: You create this type of purchase order to buy parts from an outside vendor. The most common circumstance for creating a parts purchase order is if the Service Department is working on a vehicle and discovers the vehicle needs a part the dealership does not have in stock. You would create a parts purchase order to buy the part from a vendor who has the part in stock. You would either send the purchase order to the vendor or drop off the purchase order when you pick up the part.

Sublet Purchase Orders: You create this type of purchase order for work done outside of your dealership. In this situation, your dealership has a contract with an outside vendor. For example, if your dealership does not have a body shop, your dealership may send all body shop repairs to the body shop across the street. The purchase order in this case is for the purchase of the services the outside vendor is providing to your dealership. This would also be true if your dealership brought an outside technician in to work on a vehicle.

Vehicle Purchase Orders: You create this type of purchase order for work done to the vehicles in your inventory. For example, if your dealership adds keyless entry to a vehicle in stock in order to sell it, you would create a vehicle purchase order. The purchase order in this case serves as a record for the work.

Understanding the Workflow

The system is flexible, so you can use the purchase orders feature in the most effective manner for your dealership. However, the basic workflow most dealerships will use is as follows:

1. Create the purchase orders from the Purchase Orders menu in the Cashier module.
2. Give the purchase order to the vendor. (The Parts Department can pull parts purchase orders on the Manual Resupply menu and add parts to the order as needed.)
3. When the order comes in, give the purchase order and invoice to the Accounting Department.
4. Accounting posts the payment for the invoice to the Purchase Journal from the Journal Entries menu.
5. Once Accounting files the payment, the system marks the purchase order as closed. (The system marks parts purchase orders as closed when the Parts Department updates the purchase order to the inventory regardless if Accounting has posted it to the books.)

Entering Setup Information

You must enter setup information before you can enter purchase orders. Click **Setup** to open the Purchase Order Setup menu. You will enter default printer information and set the general ledger accounts used to post each type of purchase order. Work your way through each setup option until you are finished entering all of the setup information.

Purchase Order Setup (ABC Motors)

Purchase Order Setup

- Printer Setup
- Miscellaneous PO Accounts
- Parts PO Accounts
- Sublet PO Accounts
- Vehicle PO Accounts
- Exit

Entering the Printer Setup

The first button on the Setup menu is for the printer setup. The printer setup allows you to select the printer and paper drawer you want to use to print purchase orders and to specify the number of copies of each type of purchase order you want to print. You also use this screen to enter the number of days you want to retain closed and open purchase orders before the system automatically purges them from the system. This ensures that the purchase orders do not continue to build in the system.

Purchase Order Setup (ABC Motors)

Purchase Order Printer Setup

PO Printer: OKIPAGE 14i

Drawer: 15 = AUTOMATICALLY S

Start Line Factor: 10

Number of Copies...		Purge Days Criteria...	
Miscellaneous PO's:	1	Miscellaneous Closed PO's:	30 Days
Parts PO's:	2	Parts Closed PO's:	30 Days
Sublet PO's:	1	Service Closed PO's:	30 Days
Vehicle PO's:	1	Vehicle Closed PO's:	30 Days
		Open PO's:	45 Days
		Open PO's:	45 Days
		Open PO's:	45 Days
		Open PO's:	45 Days
		Purge P/O History:	180 Days

Automatically Purge PO's....(Y/N): Y

Back

1. From the Purchase Order Setup menu, click **Printer Setup**. The Purchase Order Printer Setup screen opens.
2. Use the **PO Printer** drop-down list to select the printer you want to use to print the purchase orders. All of the printers available on this workstation appear in the list.
3. Use the **Drawer** drop-down list to select the paper drawer you want to use for the purchase orders.
4. In **Start Line Factor**, type a value for the top margin. This determines how far down on the page the text begins printing. You will have to enter large values to visually see a difference in the text printing. Test values to see which settings work best for your printer. Increase the value to move the text down; decrease the value to move the text up.
5. In the **Number of Copies** section, indicate the number of copies you want to print for each type of purchase order. (Usually, two copies will suffice.)
6. In the **Automatically Purge PO's** field, enter a **Y** for yes if you would like the system to automatically purge purchase orders after a specified number of days. Type **N** if you do not want the system to automatically purge purchase orders.
7. In the **Purge Days Criteria** section, type the number of days you want to retain closed and open purchase orders for each type of purchase order. The default entries are 30 days for closed purchase orders and 45 days for open purchase orders. The system will automatically purge the purchase orders after the specified number of days. (You can manually purge purchase orders using the Purchase Order Utilities menu. Refer to page 43 for information on using the purchase order utilities.)
8. Use the **Purge P/O History** field to indicate how long you want the purchase orders to display in the purchase order history list. The default entry is 180 days. The system uses the date set in the Accounting module to purge the list, not the date set in the Cashier module.

The system checks the purchase order date against the parameter set here each day when you first open the Purchase Order menu. Therefore, if you edit the parameter (make the number of days shorter), the change will not affect the list until the next day when you open the Purchase Order menu and the system runs the purge. Once the purchase orders are purged from the list, you cannot retrieve them by increasing the number of days set in the parameters. (Refer to page 50 for information on viewing the purchase order history.)

9. Click **Back** to return to the Purchase Order Setup menu. The system automatically saves the information.

Entering Purchase Order Accounts

You must enter the general ledger accounts used to post each type of purchase order. When you create each type of purchase order, the system displays the list of general ledger accounts you entered for that type of purchase order. You can select the account from the list. This helps expedite the entry process because you always know which accounts you can select rather than having to look up the accounts or memorize them.

Work your way through the four remaining setup options by clicking on each PO Accounts button and entering the general ledger accounts. General ledger accounts must exist in the Dealership Accounting module before you can select them in the purchase order setup. All of the Purchase Order Account Setup screens are identical. Use the following instructions to enter accounts on all of the setup screens.

Adding an Account

1. On the Purchase Order Setup menu, click the button that corresponds to the purchase order type. The corresponding Purchase Order Account Setup screen opens.
2. Type the general ledger account number used for posting items for this type of purchase order. You can also select the account from a list by clicking **G/L List**. A list of all the general ledger accounts is displayed. Use the drop-down menu at the bottom of the screen to filter the list. Select a group to display only the accounts in that group. Click the appropriate account from the list.
3. The screen displays the account name for your reference.
4. In the **Used For** field, type a description for the account that will be useful to the operator when posting the purchase order. The description helps ensure the operator chooses the correct account.
5. Click **Save**. The account is displayed in the list on the right side of the screen. Continue to enter accounts for the purchase order type as needed.

Editing an Account

Once you save an account, you can edit the description as needed. If you need to edit the account number, you will have to delete the account from the setup and re-enter the information. Refer to “Deleting an Account” below for instructions on deleting an account.

1. On the Purchase Order Setup menu, click the button that corresponds to the purchase order type. The corresponding Purchase Order Account Setup screen opens.
2. Type the number of the account you would like to edit, or click the account in the list on the right side of the screen. The account information populates the screen.
3. Click in the **Used For** field, and edit the description as needed.
4. Click **Save** to save the changes.

Deleting an Account

You cannot edit the account number for a saved entry. If you entered an incorrect account number, you must delete the entry and create a new entry for the correct account.

1. On the Purchase Order Setup menu, click the button that corresponds to the purchase order type. The corresponding Purchase Order Account Setup screen opens.
2. Type the number of the account you would like to delete, or click the account in the list on the right side of the screen.
3. Click **Delete**.
4. Click **Gone** when prompted to verify you want to delete the record.

Entering Purchase Orders

You can post four types of purchase orders. Each purchase order type has its own entry screen. When generating the purchase order, you may exit the screen after posting a partial purchase order. A warning message appears when you attempt to exit and warns you that you have not saved the entry. You may exit the screen or choose to clear the purchase order at this time. If you exit, the system automatically displays the partial purchase order when you return to the screen. This function is operator-dependent, so the purchase order is only saved on this computer and for this operator ID. The purchase order remains until you complete and save it or you clear it.

Generating a New Purchase Order

Use the following instructions to post all four types of purchase orders.

1. Click the button that corresponds to the type of purchase order you want to post. The corresponding Purchase Orders screen appears.
2. The system automatically assigns the **P.O. Number** when you save the purchase order, and the **P.O. Date** field automatically defaults to the system date.

3. In **Requested By**, type the name of the person who requested the purchase order. This is a required entry.
4. In **Ship Via**, indicate the shipping method for the order.

5. Use the **Memo** field to enter any additional information about the order.
6. In **Reference**, type the reference document number for the purchase order. This is a required entry. For sublet purchase orders, you must type the repair order number and the repair number that required the outside work.

P.O. Number:	<input type="text"/>
P.O. Date:	<input type="text" value="06/29/2016"/>
Requested By:	<input type="text" value="C. BARNES"/>
Ship Via:	<input type="text" value="STANDARD GROUND"/>
Memo:	<input type="text"/>
Reference:	<input type="text" value="063004"/>

7. Use the top-right side of the screen to enter the vendor information. Type the appropriate information in each field. You can search for a vendor by clicking **Vendors**. Press the letter that corresponds to the vendor's last name or prominent name. Click the vendor you want to select from the list. The vendor's information populates the top part of the screen.

Vendor:	<input type="text" value="POWE14"/>		
Name:	<input type="text" value="POWER GEAR"/>		
	<input type="text"/>		
Address:	<input type="text" value="1424 WEST AVE."/>		
City:	<input type="text" value="WEST MIDDLESEX"/>	<input type="text" value="PA"/>	<input type="text" value="16159"/>
Phone:	<input type="text" value="724"/>	<input type="text" value="555"/>	<input type="text" value="0099"/>

8. The **Line** number is automatically generated as you add items to the purchase order.
9. The **Item** field is optional. Use it to record the vendor's stock number. For Parts purchase orders, type the part number in this field if you know it.
10. For Parts purchase orders, enter the source number for the part in the **Src** field.
11. In **Qty**, type the quantity purchased. This is a required entry, and you cannot move on until a quantity is entered.
12. Use the **Description** field to type a description of the item. If you entered a part number in the **Item** field that exists in your Master Inventory, the description for the part automatically populates this field.
13. In **Amount**, type the amount (price) of the item. The **Extension** field automatically populates based on the values entered in the **Amount** and **Qty** fields.

14. When you advance to the **G/L** field, a list of the available general ledger accounts appears. The list displays all of the accounts you entered for the purchase order type in the setup.

Description	Amount	Extension	G/L
	235.00	1175.00	
Click Desired Line to Select Account			
PARTS		242	
SUBLET		246	
SERVICE		340	

15. Click the account you want to select. The line is automatically filed.

Parts Purchase Orders (ABC Motors)							
Source: 1 FORD (JUN' 16) Last Tape Update: 06/03/16							
P.O. Number: <input type="text"/> P.O. Date: 06/29/2016 Requested By: C. BARNES Ship Via: STANDARD GROUND Memo: <input type="text"/> Reference: 063004				Vendor: <input type="text"/> Name: POWER GEAR Address: 1424 WEST AVE. City: WEST MIDDLESEX PA 16159 Phone: 724 555 0099			
				Total PO 52.20			
Line	Item	Src	Qty	Description	Amount	Extension	G/L
01	12555492	1	3	SWITCH	17.40	52.20	242

16. Continue to add lines to the purchase order as needed. As you add lines, the **Total PO** field automatically calculates the total.
17. When you are finished, you have two options:
- Click **Print** to save and print the purchase order. Click **OK** when prompted to verify your printer is ready.
 - Click **Save Only** to save the purchase order without printing. (You can print the purchase order later by recalling it and clicking **Print**.) The system will notify you that the purchase order has been saved. Click **Clear Screen** if you wish to create additional purchase orders of this type or **Exit** to return to the Purchase Orders menu.

Editing a Purchase Order

1. Click the button that corresponds to the type of purchase order you want to edit. The corresponding Purchase Orders screen opens.
2. Click **PO List** to view a list of previously saved purchase orders. The list automatically displays all of the purchase orders for the current purchase order type. For example, if you are on the Parts Purchase Orders screen, the list displays all of the parts purchase orders.

Active Parts PO List

--- Click Line To Retrieve ---

P.O. Number	Status	Date	Name	Total	Reference	Comment
220043	Open	06/29/2016	POWER GEAR	52.20	063004	
220042	Open	06/09/2016	ALADDIN HOME IMPROVE	32.00	12345	

Back All PO's Miscellaneous PO's Parts PO's Sublet PO's Vehicle PO's

Click **All PO's** to view a list of all of the purchase orders in the system. You can also click the button that corresponds to another type of purchase order list you want to view. However, you should only edit purchase orders from the corresponding Purchase Orders screen.

All Active PO List

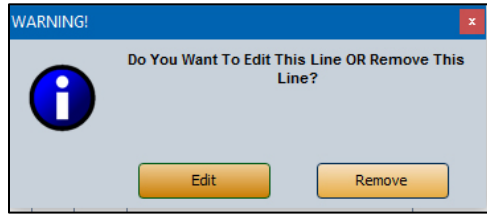
--- Click Line To Retrieve ---

P.O. Number	Status	Date	Name	Total	Reference	Comment
220043	Open	06/29/2016	POWER GEAR	52.20	063004	
220042	Open	06/09/2016	ALADDIN HOME IMPROVE	32.00	12345	
220041	Open	06/09/2016	A TEST	86.20	2526	
220040	Closed	06/08/2016	A TEST	2500.00	1111	
220039	Open	05/11/2016	ADESA CINCINNATI/DAY	150.00	31452	
220038	Open	05/11/2016	ADESA INDIANAPOLIS,	150.00	31452	

Back All PO's Miscellaneous PO's Parts PO's Sublet PO's Vehicle PO's

3. Click the purchase order you want to edit, and the information populates the Purchase Orders screen.

4. Click the line you want to edit from the list.
5. Click **Edit** when prompted to indicate what you want to do with the line.



6. The information populates the “working” line.
7. Click in a field and edit the information.
8. Click **Print** to save and print the purchase order, or click **Save Only** to save the purchase order without printing.
9. If you chose to print, click **OK** when prompted to verify your printer is ready. If you chose to save only, click **Clear Screen** to continue generating or editing purchase orders or **Exit** to return to the Purchase Orders menu.

Removing a Line from a Purchase Order

1. Select the purchase order that contains the line.
2. Click the line.
3. Click **Remove** when prompted to indicate what you want to do with the line.
4. The line is removed from the purchase order.
5. Click **Print** to save and print the purchase order, or click **Save Only** to save the purchase order without printing.
6. If you chose to print, click **OK** when prompted to verify your printer is ready. If you chose to save only, click **Clear Screen** to continue generating or editing purchase orders or **Exit** to return to the Purchase Orders menu.

Deleting a Purchase Order

Deleting a purchase order removes it from the system. Once you delete a purchase order, you cannot get it back. You will have to recreate the purchase order if you need it.

1. Select the purchase order.
2. Click **Delete PO**.
3. Click **Gone** when prompted to verify you want to delete the purchase order.

Viewing the Active Purchase Order List

You can view a list of the active purchase orders in the system by clicking **Active PO's** on the Purchase Orders menu. The list screen is similar to the list screen that opens when you click **PO List** on the bottom of a Purchase Orders screen. In addition to viewing the list, you can print the list or view the detail for a selected purchase order.

Active PO List							
--- Click Line To Retrieve ---							
P.O. Number	Type	Status	Date	Name	Total	Reference	Comment
220043	P	Open	06/29/2016	POWER GEAR	59.96	063004	
220042	P	Open	06/09/2016	ALADDIN HOME IMPROVEMENT	32.00	12345	
220041	M	Open	06/09/2016	A TEST	86.20	2526	
220040	M	Closed	06/08/2016	A TEST	2500.00	1111	
220039	S	Open	05/11/2016	ADESA CINCINNATI/DAYTON	150.00	31452	
220038	S	Open	05/11/2016	ADESA INDIANAPOLIS, INC.	150.00	31452	

Viewing the List

- Click **Active PO's**. The screen lists all of the purchase orders in descending order based on the purchase order number. You are able to filter the list by clicking on any of the column titles in the Active PO List screen, whether you arrive at the list directly from the Purchase Order menu or through one of the four purchase order screens.
 - The first column displays the purchase order number.
 - The second column identifies the type of purchase order by displaying M for Miscellaneous, P for Parts, S for Sublet, and V for vehicle.
 - The third column displays the purchase order status. The purchase order is either "open" or "closed." Closed purchase orders are the purchase orders for which Accounting has posted payments in the Purchase Journal. Parts purchase orders will also be flagged "closed" if the Parts Department updated the purchase order to the inventory from the Manual Resupply menu.
 - The remaining columns display the purchase order date, vendor's name, purchase order total dollar amount, reference number, and comments.
- You can filter the list the same way you do on the Purchase Orders screens. Click the button on the bottom of the screen that corresponds to the purchase order list you want to view. For example, clicking **Parts PO's** displays only the Parts purchase orders.
- Click **All PO's** to display the complete list again.
- When you are finished viewing the purchase orders, click **Back** to close the list.

Printing the List

You can print the list of purchase orders as needed. The printout contains the list you are currently viewing on the screen.

1. While on the Active PO List screen, click the button that corresponds to the purchase order list you want to print.
2. Click **Print** to print the list.
3. When prompted to verify your printer is ready, click to select **To Printer**.
4. Click **Print**.
5. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Viewing the Detail for a Purchase Order

You can view the detail for any purchase order in the list. The screen displays the complete purchase order detail. This saves you the trouble of having to return to the purchase orders screen to view the information.

1. While on the Active PO List screen, click the purchase order you want to view.
2. The screen displays all of the information entered for the selected purchase order.

The screenshot shows a 'View Purchase Order' window. At the top, it displays 'ACTIVE PO: 220043' with a date of '06/29/2016' and a status of 'Open'. Below this, the originator is 'C. BARNES' and the ship via is 'STANDARD GROUND'. The comments section includes 'Reference: 063004' and 'Total PO: 59.96'. To the right, the vendor information is listed: 'POWER GEAR', '1424 WEST AVE.', 'WEST MIDDLESEX PA 16159', and '(724) 555-0099'. A table below lists line items with columns for line number, quantity, description, and prices. The table has 21 rows, with the first three rows containing data: Line 01 (3 SWITCH, 17.40, 52.20), Line 02 (1 SEAL, 2.51, 2.51), and Line 03 (1 CONNECTOR, 5.25, 5.25). Rows 04 through 21 are empty. A 'Back' button is located at the bottom left of the window.

Line	Quantity	Description	Unit Price	Total Price
01	3	SWITCH	17.40	52.20
02	1	SEAL	2.51	2.51
03	1	CONNECTOR	5.25	5.25
04				
05				
06				
07				
08				
09				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				

3. Click **Back** to close the purchase order and to return to the purchase order list.
4. Click **Back** to return to the Purchase Orders menu.

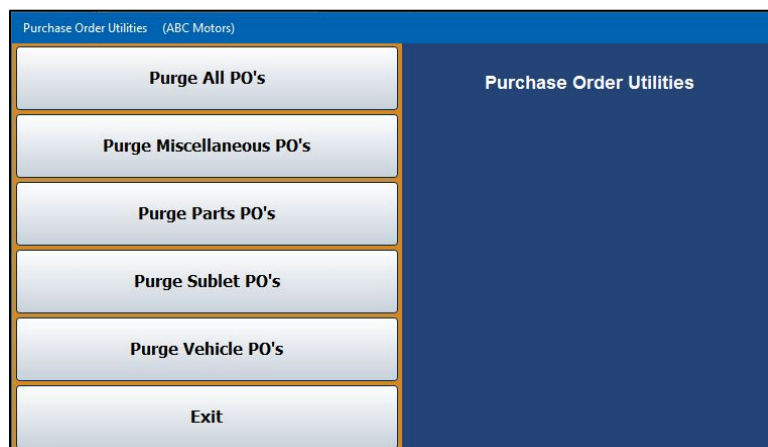
Viewing the Purchase Order History

The system holds all of the purchase orders in the purchase order history based on the number of days set on the Purchase Order Printer Setup screen. This allows you to go back and view a purchase order as needed. The list screen is similar to the list screen that appears when you click **PO List** on the bottom of a Purchase Orders screen.

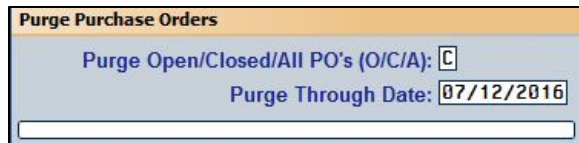
1. From the Purchase Orders menu, click **PO History**. The screen lists all of the purchase orders in history in descending order based on the purchase order number. You can sort the list by purchase order number, type, status, date, vendor name, total dollar amount, or reference number by clicking on the corresponding column heading.
2. You can filter the list the same way you do on the Purchase Orders screens. Click the button on the bottom of the screen that corresponds to the purchase order list you want to view. For example, clicking **Parts PO's** displays only the parts purchase orders.
3. In the list, click the purchase order you want to view.
4. The screen displays all of the information entered for the selected purchase order.
5. Click **Back** to close the purchase order and to return to the purchase order list.
6. Click **Back** to return to the Purchase Orders menu.

Purging Purchase Orders from the System

You set parameters on the Purchase Order Printer Setup screen that determine when the system will automatically purge the closed and open purchase orders. However, you can manually purge the purchase orders at any time. The Purchase Orders Utilities menu provides options that allow you to purge all purchase orders or a specific type of purchase order. You also specify whether you want to purge the closed purchase orders, the open purchase orders, or all of the purchase orders. Additionally, you can set a "purge through" date. You cannot retrieve deleted purchase orders, so be sure you want to delete them before using this utility. This will move the purchase orders to the PO history.



1. Click **Maintenance** on the Purchase Orders menu to open the Purchase Order Utilities menu.
2. Click the button that corresponds to the purchase orders you want to delete.
3. Indicate which purchase orders you want to delete. Type **O** for open purchase orders, **C** for closed purchase orders, or **A** for all purchase orders.
4. Type the cut-off date you want to use for the purge. The system will delete all purchase orders created before this date.



Purge Purchase Orders

Purge Open/Closed/All PO's (O/C/A):

Purge Through Date:

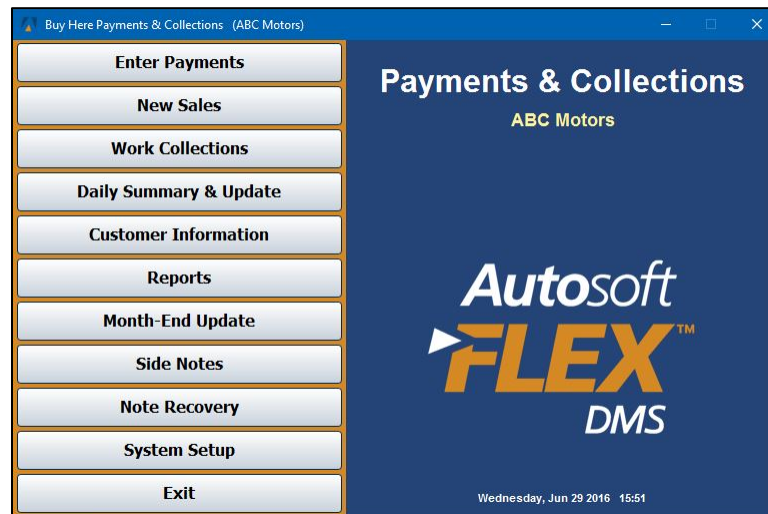
5. Click **OK** when prompted to verify you want to delete the purchase orders.

Searching for Repair Orders

The **RO Reference** button opens the RO Reference screen. Use this screen to search for documents that contain a specific repair order number or reference number. The system searches the active purchase orders and the purchase order history and lists every available document containing the specified number. The list also identifies if the document is an active purchase order (Active) or a purchase order that has been purged to the PO history (History). The list can be printed as needed by clicking **Print**, selecting your print criteria, and clicking **Print** again.

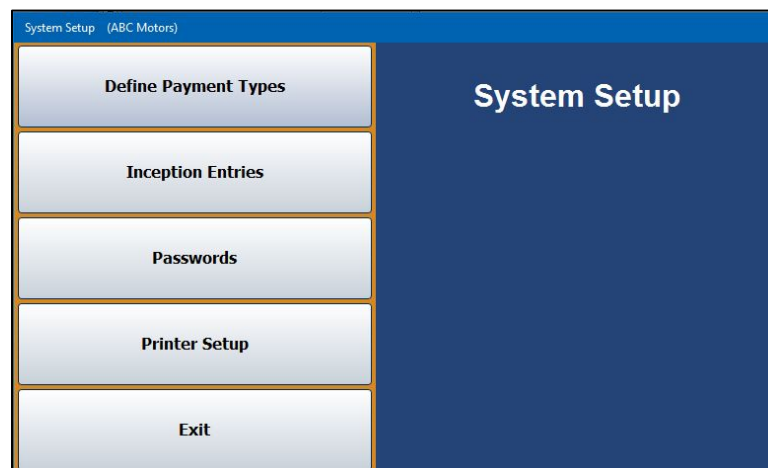
Chapter 5 Buy Here Payments Overview and Setup

The **Buy Here Payments** button opens the Payments & Collection menu. This menu is used by dealerships that have an in-house financing operation to track vehicle sales to customers with bad credit and to manage collection activities.



System Setup

Before you can use the Buy Here Payments feature, you must enter setup information that determines how the Buy Here feature works. Click **System Setup** on the Payments & Collections menu to open the System Setup menu.



You will use the System Setup menu to enter two kinds of setup information. First, you will enter basic setup information. This includes creating payment codes, entering passwords, and setting default printer information. Second, you will use the System Setup menu to incept the present balances for your Buy Here customers. (Refer to Chapter 6 for instructions on entering your inception entries.)

Define Payment Types

Use the **Define Payment Types** option to create payment codes that will be used when posting payments. The system automatically displays the payment types in a list as you post. You can select the payment type from the list or simply use the list as reference.

1. On the System Setup menu, click **Define Payment Types**.
2. Type a code number (0-9), or click the number you want to use in the list displayed on the right side of the screen.
3. Type a description for the payment code.
4. In the **Is This A 'Payoff' Payment** field, indicate if this code will be used for payoff payments. Type **Y** for yes or **N** for no.
5. In **Charge Interest or Late Charge Only**, indicate if you want to charge interest or late charges. Type **Y** to charge interest, **N** not to charge interest, or **L** to charge late charges.
6. In the last four fields, type the general ledger account that is used to post this type of payment, interest, principle for vehicle notes, and principle for side notes.
7. Click **Save** to save the code.
8. The code number and description are displayed in the list on the right side of the screen.

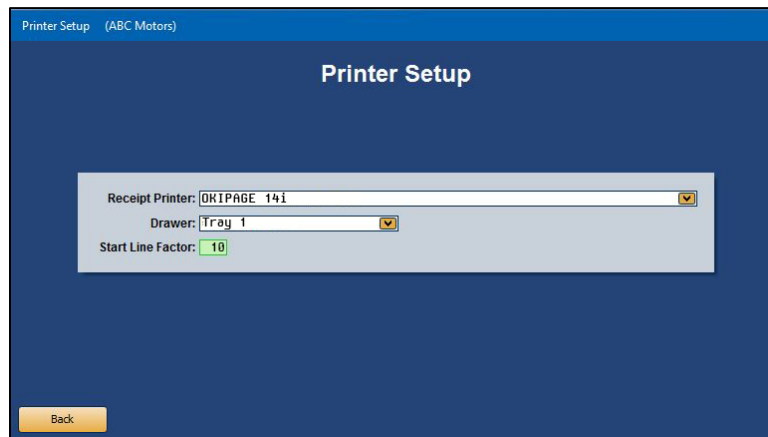
Passwords

The Passwords option allows you to set passwords for the Buy Here Payments & Collections feature. You must enter a password to access the password screen. Enter the password, or call Autosoft's Customer Support Center at 800.473.4630 for assistance.

1. Click **Cashier** on the FLEX DMS startup screen.
2. On the Cashier menu, click **Buy Here Payments**.
3. Click **System Setup** from the Payments & Collections menu.
4. On the System Setup menu, click **Passwords**.
5. Type the password required to access the Passwords screen.
6. Type the password you want to use for each area of the Buy Here Payments & Collections feature. The passwords can be up to five characters long. Entering "None" or leaving a field blank means a password will not be required to access this menu option. The numbered fields correspond to the menu options:
 - 1 is for Enter Payments.
 - 2 is for New Sales.
 - 3 is for Work Collections.
 - 4 is for Daily Summary & Update.
 - 5 is for Customer Information.
 - A is for Reports.
 - B is for Month-End Update.
 - C is for Side Notes.
 - D is for Note Recovery.
 - E is for System Setup.
7. Click **Save** to save the information. The system returns you to the System Setup menu.

Printer Setup

The Printer Setup determines the printer that will be used to print the receipts for the Buy Here Payments.



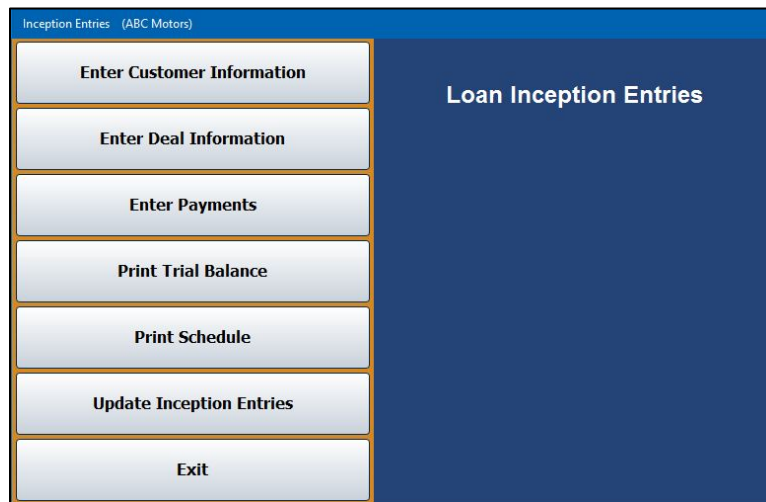
1. Click **Printer Setup** on the Cashier module's System Setup menu.
2. Use the **Receipt Printer** drop-down list to select the printer you want to use to print the receipts. All of the printers available on this workstation appear in the list.
3. Use the **Drawer** drop-down list to select the paper drawer that will be used for the receipts.
4. In **Start Line Factor**, type a value for the top margin. This determines how far down on the page the text begins printing. You will have to enter large values to visually see a difference in the text printing. Test values to see which settings work best for your printer. Increase the value to move the text down; decrease the value to move the text up.
5. Click **Back** to return to the System Setup menu. The system automatically saves the information.

Once the basic setup is complete, you need to finish the setup by entering your inception entries. Chapter 6 explains how to enter the inception entries.

Chapter 6 Inception Entries

When you first start using Autosoft FLEX DMS, you will use the Loan Inception Entries menu to enter the “Buy Here” information from your old system so you can have the information available in Autosoft FLEX DMS. This ensures that all of the accounts are in the system and available when you begin to post payments.

To incept the accounts, you will need to have the original contract on hand at the inception. The contracts will provide the cash down figures, APR rates, sales figures, insurance figures, finance charges, amount financed, etc. In addition, you need to have the records for any payments made on these accounts, the amount of the payment applied to interest, and the amount of the payment applied to the principle. You will enter the original financed amount and reduce it by the payment to end up with the current balance. This is important for the amortization to work.



Understanding the Inception Process

Below are the basic steps you will follow to complete the inception process.

1. Enter customer and deal information.
2. Enter payments for the deals you entered.
3. Print the trial balance and schedule to check the entries for accuracy.
4. Update the inception entries.

Enter Customer Information

You begin by entering general customer information (customer's name, address, employer, income, etc.). When you are finished entering this information, you advance to another entry screen where you enter the deal information (purchase price, insurance sales, finance charge, etc.)

Entering a New Customer

1. From the Cashier module's Payments & Collections menu, click **System Setup**.
2. On the System Setup menu, click **Inception Entries**. The Loan Inception Entries menu opens.
3. Click **Enter Customer Information**. Enter the appropriate information in each field. When assigning customer numbers (account numbers), make sure you follow the same system used throughout the Accounting module. Autosoft recommends using the first four letters of the customer's last name and the first two numbers of the customer's address.

Inception Entries (ABC Motors)

Customer Inception Information

Cust. No.:
 Loan No.:

Name: SSN: Work:
 Name: SSN: Work:

Address: Home:
 City: State: ZIP:

Employer: Income: \$
 Employer: Income: \$

Debts: \$ -
 \$ -
 \$ -
 \$ -

Memo:

4. Press ENTER to advance to the next field.
5. When you are finished entering the information, click **Save**.
6. The system automatically advances you to the Inception Deals screen. The customer's information is displayed at the top of the screen.

- Enter the information for the deal. Refer to the original contract to ensure the deal information is accurate.

Inception Deals

Cust. No.:

Name:

Name:

Adrs:

City:

Cash In Deal: <input type="text" value="500.00"/>	Credit Life: <input type="text" value=".00"/>
Price: <input type="text" value="5500.00"/>	Disability: <input type="text" value=".00"/>
Tax: <input type="text" value="385.00"/>	Amount Financed: <input type="text" value="5440.00"/>
Fees: <input type="text" value="55.00"/>	Finance Charge: <input type="text" value="250.00"/>
Total Due: <input type="text" value="5940.00"/>	Total Note: <input type="text" value="5690.00"/>
Down Payment: <input type="text" value="500.00"/>	Term (Weeks): <input type="text" value="156"/>
Balance Due: <input type="text" value="5440.00"/>	Minimum Payment: <input type="text" value="36.47"/>
	APR: <input type="text" value="22.00"/> %
	Payment Pattern: <input type="text" value="W"/>
	Loan Date: <input type="text" value="05/01/2015"/>
	First Payment Date: <input type="text" value="06/01/2016"/>

Exit List Customer Information Save

- Click **Save**. The system returns you to the Customer Inception Information screen so you can enter another customer.

Viewing and Editing an Existing Customer File

- On the Loan Inception Entries menu, click **Enter Customer Information**.
- Type the customer's account number or click **List** to display a list of customers that have been entered in the system. Click the customer you want to select.
- The customer's information populates the screen.
- Click in a field and edit the information as needed.
- Click **Save** to save the changes.

Enter Deal Information

The **Enter Deal Information** button opens the Inception Deals screen. The same screen opens when you click **Save** on the Customer Inception Information screen. When you advance to this screen from the Customer Inception Information screen, the customer's information is automatically displayed at the top of the screen. You can add or edit the deal information as needed. Click **Customer Information** to return to the Customer Inception Information screen.

If you open this screen by clicking **Enter Deal Information** from the Loan Inception Entries menu, you must enter the customer number to recall the customer's deal information. You cannot enter information on this screen if you have not entered the customer's general information. If you attempt to enter a new customer number on this screen, the system prompts you that it is an invalid customer number.

1. Click **Enter Deal Information** on the Loan Inception Entries menu. You can also access the Inception Deals screen by clicking **Save** when adding or editing customer information on the Customer Inception Information screen.
2. Type the customer's number. The customer information populates the top of the screen.
3. Enter the deal information.
4. Click **Save** to save the changes.
5. The system will return to the Customer Inception Information screen so you can enter another customer.

Enter Payments

Use this button to enter payments on the deals you entered. These payments have already been applied to the deal. This allows you to transfer the payment record from your old system to Autosoft FLEX DMS and ensures that the amortization table is correct for future payments.

Inception Entries (ABC Motors)

Account Number: SMIT12	Amount Financed: 5440.00	Loan Date: 05/01/2015
Loan Number: 987654	Minimum Payment: 36.47	Currency Date: 05/15/2015
Name: DAVID SMITH	APR: 22.00	Recency Date: 05/05/2015
	Term: 156	Balance: 5440.00
	Payment Pattern: W	Interest Due: .00

Date	Agent	Type	Description	Payment	Interest	Principal	Balance
05/01/2015			New Loan	.00	.00	.00	5440.00

Payment Date: 05/05/2015	Payment Type: 1	Payment: 36.47
Agent: 01	Memo: Pmt. Cash	Interest: 13.12
		Principal: 23.35
		Balance: 5416.65

Exit List Print Statement Remove Last Payment Clear Screen

Entering Payments

1. Click **Enter Payments**.
2. Type the customer's account number, or search for the customer by clicking **List** to display a list of customers. Click the customer in the list you want to select.
3. The customer's loan information is displayed on the top of the screen.

Inception Entries (ABC Motors)

Account Number: SMIT12	Amount Financed: 5440.00	Loan Date: 05/01/2015
Loan Number: 987654	Minimum Payment: 36.47	Currency Date: 05/15/2015
Name: DAVID SMITH	APR: 22.00	Recency Date: 05/05/2015
	Term: 156	Balance: 5440.00
	Payment Pattern: W	Interest Due: .00

Date	Agent	Type	Description	Payment	Interest	Principal	Balance
05/01/2015			New Loan	.00	.00	.00	5440.00

4. Press ENTER to advance through the fields.
5. Type the payment date and the code for the payment type. You entered these payment codes using the **Define Payment Types** button on the System Setup menu.

Payment Date: 05/05/2015	Payment Type: 1	Payment:
Agent: 01	Memo: Pmt. Cash	Interest:
		Principal:
		Balance:

Exit List Print Statement Remove Last Payment Clear Screen

6. The minimum payment is automatically displayed in the **Payment** field. Edit this amount as needed.
7. The **Interest**, **Principle**, and **Balance** fields automatically display the appropriate amounts.

Payment Date: 05/05/2015	Payment Type: 1	Payment: 36.47
Agent: 01	Memo: Pmt. Cash	Interest: 13.12
		Principal: 23.35
		Balance: 5416.65
Exit	List	Print Statement
		Remove Last Payment
		Clear Screen

8. Click **OK** when prompted to verify you want to apply the payment.

Removing Payments

You cannot edit payment lines. If you find an error in a payment after it has been applied, you must remove the payment. The system only removes the last payment posted. If the error is in an earlier line, you will have to remove all of the lines after the incorrect payment and repost them.

1. On the Inception Entries screen, click **Remove Last Payment**.
2. When prompted to verify you wish to remove the payment, click **Delete**.

Printing Statements

You can print a statement right from the payment screen. The statement lists the customer's demographic information and all of the payments that have been posted to the account. For each payment, the statement lists the payment, interest, amount applied to the principle, and the ending account balance.

1. From the Inception Entries screen, click **Print Statement** to print a statement for the customer.
2. Click **OK** when prompted to verify your printer is ready.

Print Trial Balance

Use this button to print a trial balance of your inception entries. The printout lists every account entered in the inception entries. For each account, it lists the customer's account number, name, cash in the deal, amount financed, and balance of the account. The end of the report lists the total number of accounts in the inception entries and the total cash in deal, amount financed, and current balance for all of the accounts.

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

Print Schedule

Use this button to print the detail for each account entered into the inception entries. The printout lists every transaction posted to the account. For each transaction, it lists the transaction date, description of the transaction, payment amount, amount applied to the interest, amount applied to the principle, and the account balance after the transaction. The end of the printout lists the total number of accounts in the inception entries and the total cash in deal, amount financed, and current balance for all of the accounts.

1. On the Loan Inception Entries menu, click **Print Schedule**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Update Inception Entries

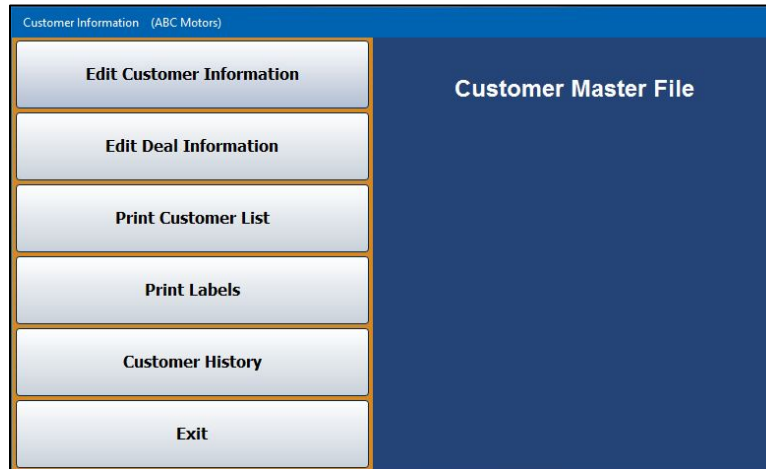
Use this button to update the inception entries to the system files.

1. Click **Update Inception Entries** on the Loan Inception Entries menu.
2. Click **OK** when prompted to verify you want to update the information.
3. The system returns you to the System Setup menu.
4. Click **Exit** to return to the Payments & Collections menu.

Once you incept the accounts, the customers are available in a list on the Enter Payment screen. You will enter all of the customers' payments from the Payments and Collection menu. Do not enter any information through the Inception menu once you run the inception update.

Chapter 7 Customer Information

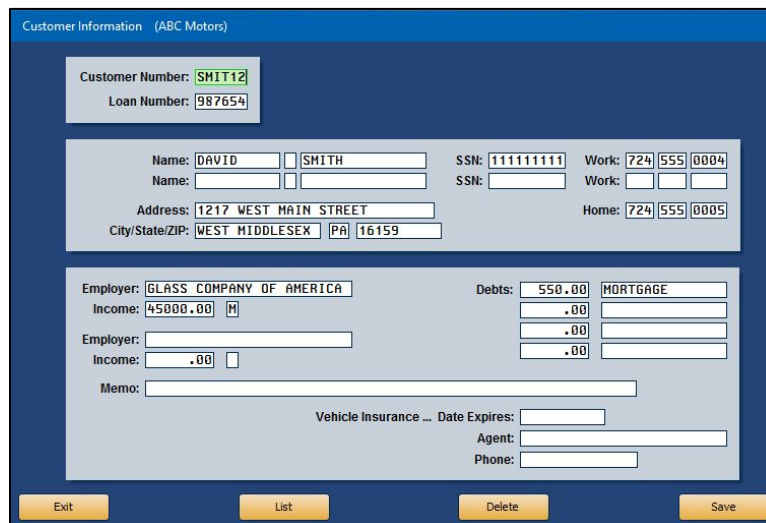
Once you update the inception information, you can view and edit the customer information using the Customer Master File menu. You access this menu by clicking **Customer Information** on the Payments & Collections menu. You will need to edit the customer information to add the customer's insurance information and the deal information to ensure the vehicle information is included in the deal record. In addition, you can use this menu to print a customer list and mailing labels.



The screenshot shows the 'Customer Master File' menu. On the left, there is a vertical list of buttons: 'Edit Customer Information', 'Edit Deal Information', 'Print Customer List', 'Print Labels', 'Customer History', and 'Exit'. The main area on the right is a large blue rectangle with the text 'Customer Master File' at the top.

Edit Customer Information

Use this button to open the Edit Customer Information screen to edit customer demographic, employment, debt, or insurance information that has changed since the original contract. You can also delete customer records on this screen.



The screenshot shows the 'Edit Customer Information' screen. At the top, it says 'Customer Information (ABC Motors)'. Below this, there are fields for 'Customer Number: SMIT12' and 'Loan Number: 987654'. The main form area contains several sections: 'Name' (DAVID SMITH), 'SSN' (111111111), 'Work' (724 555 0004), 'Address' (1217 WEST MAIN STREET), 'City/State/ZIP' (WEST MIDDLESEX PA 16159), 'Employer' (GLASS COMPANY OF AMERICA), 'Income' (\$5000.00), 'Debts' (550.00 MORTGAGE), 'Vehicle Insurance ... Date Expires', 'Agent', and 'Phone'. At the bottom, there are four buttons: 'Exit', 'List', 'Delete', and 'Save'.

Editing Information

1. From the Customer Master File menu, click **Edit Customer Information**.
2. Type the customer number to pull up the customer record. You can also search for a customer by clicking **List** to display a list of customers. Click the customer you want to select.
3. The customer's information populates the screen.
4. Edit the information as needed.
5. Click **Save** to save the changes.

Deleting a Customer

You can delete a customer from the Buy Here Payments application. This removes the customer's information and the deal information. You cannot remove a customer with a balance, and the system will alert you of this if you attempt to. You cannot recall deleted records. If you delete a record and find that you later need it in the program, you must manually re-enter the information.

1. From the Customer Master File menu, click **Edit Customer Information**.
2. Select the customer using the **List** button or by entering the **Customer Number**.
3. Click **Delete**.
4. Click **OK** when prompted to verify you want to delete the record.

Edit Deal Information

Use this button to open the Deal Information screen to edit vehicle or financial information. The screen also displays the currency and recency dates for quick reference. Additionally, you can use this screen to indicate if you want users to be able to manually edit the interest and principle for the deal.

Deal Information (ABC Motors)

Cust. No.: SMITH

Year: VIN:

Make: Salesman:

Model: Body:

Cash In Deal: <input type="text" value="500.00"/>	Credit Life: <input type="text" value=".00"/>	Minimum Payment: <input type="text" value="36.47"/>
Cash Price: <input type="text" value="5500.00"/>	Disability: <input type="text" value=".00"/>	APR: <input type="text" value="22.00"/>
Tax: <input type="text" value="385.00"/>	Amount Financed: <input type="text" value="5440.00"/>	Payment Pattern: <input type="text" value="W (W/B/S/M)"/>
Fees: <input type="text" value="55.00"/>	Finance Charge: <input type="text" value="250.00"/>	Loan Date: <input type="text" value="05/01/2015"/>
Total Due: <input type="text" value="5940.00"/>	Total Note: <input type="text" value="5690.00"/>	First Payment Date: <input type="text" value="06/01/2016"/>
Down Payment: <input type="text" value="500.00"/>	Term: <input type="text" value="156"/>	Currency Date: <input type="text" value="05/15/2015"/>
Balance Due: <input type="text" value="5440.00"/>		Recency Date: <input type="text" value="05/05/2015"/>
		Current Balance: <input type="text" value="5416.65"/>
		Interest Due: <input type="text" value=".00"/>

Allow Manual Edit Of Interest & Principal: ☐

1. From the Customer Master File menu, click **Edit Deal Information**.
2. Type the customer number, or search for a customer by clicking **List** to display a list of customers. Click the customer you want to select.
3. The customer's deal information populates the screen.
4. Edit the information as needed.
5. Click **Save** to save the changes.

Print Customer List

Use this button to print a list of customers. The printout lists the customer's account number, name, work and home phone numbers, and loan number.

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

Print Labels

Use this button to print mailing labels. The system prints one label for each customer. Autosoft recommends that you print labels directly to your printer rather than printing the labels to screen and then printing them. This ensures your labels print correctly.

1. From the Customer Master File menu, click **Print Labels**.
2. When prompted to verify your printer is ready, click to select **To Printer** to print the information.
3. Click **Print**.

Customer History

Use this button to view a customer's account history. The loan must be paid off to appear in history. The history is updated during the month-end closing, so the history is always a month behind. Therefore, if a customer pays off a loan, you cannot view the customer's history until after you close the current month.

Viewing the History

1. From the Customer Master File menu, click **Customer History**.
2. Type the customer number in the **Account Number** field. You can also search for a customer by clicking **List** to open the Search Customers screen. A list of "Buy Here" customers opens. Click the customer from the list whose history you want to view.
3. The Customer History screen will display the account history.
4. View the information and click Exit to return to the Customer Master File menu.

Printing the History

1. From the Customer Master File menu, click **Customer History**.
2. Type the customer number in the **Account Number** field. You can also search for a customer by clicking **List** to open the Search Customers screen. A list of "Buy Here" customers opens. Click the customer from the list whose history you want to view.
3. The Customer History screen will display the account history.
4. Click **Print**.
5. 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.
6. Once you select your print type, click **Print**.

Chapter 8 Enter Payments

After you update your inception entries, you enter payments using the **Enter Payments** button on the Payments & Collections menu. You enter payments on this screen the same way you entered payments in the inception.

Enter Payments (ABC Motors)

Account Number: SMIT12		Loan Date: 05/01/2015	First Payment Date: 06/01/2016
Loan Number: 987654		Amount Financed: 5440.00	Payment Due Date: 05/12/2015
Name: DAVID SMITH		Minimum Payment: 36.47	Currency Date: 06/15/2016
		APR: 22.00	Recency Date: 07/12/2016
		Term: 156	Balance: 5416.65
		Payment Pattern: W	Interest Due: 1380.47

Date	Agent	Type	Description	Payment	Interest	Principal	Balance
05/01/2015			New Loan	.00	.00	.00	5440.00
05/05/2015	01	1	Pmt. Cash	36.47	13.12	23.35	5416.65

Payment Date: 07/12/2016 Payment Type: 1 Payment: 36.47

Agent: 01 Memo: Pmt. Cash Interest: 36.47

Principal: .00

Balance: 5416.65

Memo: Payment Required For Currency Thru 07/13/2016 \$ 182.35

Amortization Tables

Exit < List > Payoff Re-Print Receipt Print Statement Remove Last Info Clear Screen

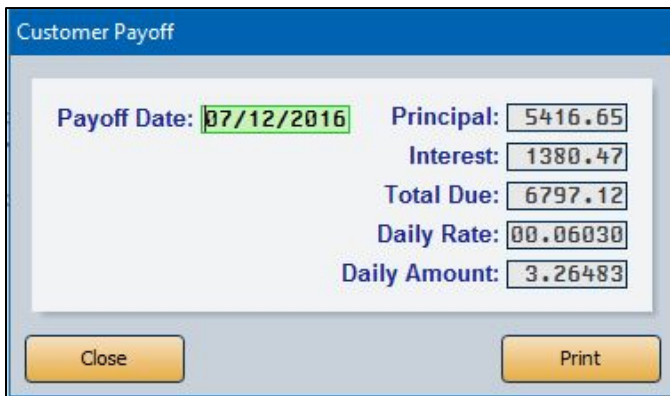
Posting a Payment

1. From the Payments & Collections menu, click **Enter Payments**.
2. Type the account number, or search for the customer by clicking **List**. A list of the customers entered is displayed. Click the customer in the list you want to select. You can scroll through the customer list by clicking the arrows on each side of the **List** button.
3. The customer's loan information populates the top of the screen. Press ENTER to advance through the fields.
4. At the bottom of the screen, type the **Payment Date** and the code for the **Payment Type** (or click the code in the list of payment types that opens when you click in the field).
5. The minimum payment is automatically displayed in the **Payment** field. Edit this amount as needed.
6. The **Interest**, **Principle**, and **Balance** fields automatically display the appropriate amount.
7. When prompted to verify you want to apply the payment and print the receipt, click the button that corresponds to the number of copies of the receipt you want to print (1, 2, or 3), or click **Apply Only** to apply the payment without printing a receipt.

Posting a Payoff

If a customer is paying the remaining account balance, use the **Payoff** button to post the payment.

1. While on the Enter Payments screen, enter the customer's account number or select the customer using the **List** button.
2. Click **Payoff**.
3. The Customer Payoff screen appears and displays the principle, interest, total due, daily rate, and daily amount.



The screenshot shows a window titled "Customer Payoff" with a blue header bar. Inside the window, the following information is displayed in a light blue box:

Payoff Date:	07/12/2016	Principal:	5416.65
		Interest:	1380.47
		Total Due:	6797.12
		Daily Rate:	00.06030
		Daily Amount:	3.26483

At the bottom of the window, there are two yellow buttons: "Close" on the left and "Print" on the right.

4. Verify the information, and click **Print**.
5. Click **OK** when prompted to verify your printer is ready.
6. Use the printout to post the payoff payment.

Posting a Charge Off

When you want to write off an account, you need to post the write off using payment type 6, Charge Off. The **Payment** and **Principle** fields automatically default to the account balance. After the month-end update, the customer is sent to the Note Recovery feature. If the customer begins making payments on the account, you must use the Note Recovery feature to recover the note and enter the payments. Refer to Chapter 14 for instructions on recovering notes.

Removing Payments

You cannot edit payment lines. If you find an error in a payment after it has been applied, you must remove the payment. If the error is in an earlier line, you will have to remove all of the lines after the incorrect payment and repost them.

1. While on the Enter Payments screen for a customer account, click **Remove Last**.
2. Click **OK** when prompted to verify you want to remove the payment. The system removes the last payment posted.
3. Repeat steps 1 and 2 for each payment you must remove from the customer's account.

Viewing the Amortization Table

Click **Amortization Table** on the Enter Payments screen to view the complete amortization table for this customer. Click **Back** to return to the Enter Payments screen.

Amortization Table									
000	05/01/15					5440.00			
001	06/01/16	397	36.47	1301.72	-1265.25	6705.25	05/01/15		5440.00
002	06/08/16	7	36.47	28.29	8.18	6697.07	05/05/15	36.47	13.12
003	06/15/16	7	36.47	28.26	8.21	6688.86	07/12/16	36.47	23.35
004	06/22/16	7	36.47	28.22	8.25	6680.61			.00
005	06/29/16	7	36.47	28.19	8.28	6672.33			5416.65
006	07/06/16	7	36.47	28.15	8.32	6664.01			
007	07/13/16	7	36.47	28.12	8.35	6655.66			
008	07/20/16	7	36.47	28.08	8.39	6647.27			
009	07/27/16	7	36.47	28.05	8.42	6638.85			
010	08/03/16	7	36.47	28.01	8.46	6630.39			
011	08/10/16	7	36.47	27.97	8.50	6621.89			
012	08/17/16	7	36.47	27.94	8.53	6613.36			
013	08/24/16	7	36.47	27.90	8.57	6604.79			
014	08/31/16	7	36.47	27.87	8.60	6596.19			
015	09/07/16	7	36.47	27.83	8.64	6587.55			
016	09/14/16	7	36.47	27.79	8.68	6578.87			
017	09/21/16	7	36.47	27.76	8.71	6570.16			
018	09/28/16	7	36.47	27.72	8.75	6561.41			
019	10/05/16	7	36.47	27.68	8.79	6552.62			
020	10/12/16	7	36.47	27.65	8.82	6543.80			
021	10/19/16	7	36.47	27.61	8.86	6534.94			
022	10/26/16	7	36.47	27.57	8.90	6526.04			
023	11/02/16	7	36.47	27.53	8.94	6517.10			
024	11/09/16	7	36.47	27.50	8.97	6508.13			
025	11/16/16	7	36.47	27.46	9.01	6499.12			
026	11/23/16	7	36.47	27.42	9.05	6490.07			
027	11/30/16	7	36.47	27.38	9.09	6480.98			

Reprinting the Receipt

1. While in a customer's record on the Enter Payments screen, click **Re-Print Receipt** to print a copy of the receipt.
2. When prompted to verify your printer is ready, click the button that corresponds to the number of copies you want to print (1, 2, or 3).

Printing a Statement

1. While in a customer's record on the Enter Payments screen, click **Print Statement** to print a statement for the customer.
2. When prompted to verify your printer is ready, click the button that corresponds to the statement you want to print.

Click **Full Statement** to print a complete statement. This statement lists the customer's demographic information and all of the payments that have been posted to the account. For each payment, the statement lists the payment, interest, amount applied to the principle, and the ending account balance.

Click **Payments Only** to print a statement that displays just the customer's demographic information and each payment amount posted to the account.

Viewing Customer Information

The **Info** button allows you to view the customer's information right from the Enter Payments screen. The top of the screen displays any collection activity recorded against the account. When you are finished viewing the information, click **Back** to close the screen.

Customer Information			
Collection Activity *** No Collection Activity ***			
07/12/2016			
Name: DAVID SMITH Address: 1217 WEST MAIN STREET City: WEST MIDDLESEX PA 16159 Work: (724) 555-0004 Home: (724) 555-0005		SSN: 111111111 Year: Make: Model: VIN: Salesman:	
Employer: GLASS COMPANY OF AMERICA Debts: 550.00 MORTGAGE Income: \$45000.00 M Income: .00		Cash In Deal: 500.00 Total Cash Price: 5500.00 Tax: 385.00 Fees: 55.00 Down Payment: 500.00 Balance Due: 5440.00 Credit Life: .00 Disability: .00 Amount Financed: 5440.00 Finance Charge: 250.00 Total Note: 5690.00 Term: 156 APR: 22.00 Pattern: W	
Memo: Insurance... Date Expires: Agent: Phone:			
Back			

Chapter 9 New Sales

Click **New Sales** to enter new vehicle sales. You enter sales information on two screens. The first screen is for customer information, and the second screen is for the deal information.

Adding a New Sale

1. From the Payments & Collections menu, click **New Sales**.
2. On the New Sales screen, enter the appropriate customer information in each field. When you are finished entering the customer information, click **Next**.

New Sales (ABC Motors)

Customer Number:
Loan Number:

Name: SSN: Work:
Name: SSN: Work:
Address: Home:
City: State: ZIP:

Employer: Debts:
Income:
Employer:
Income:

Memo:

Vehicle Insurance ... Date Expires:
Agent:
Phone:

- This advances you to the New Deal Information screen. Enter the vehicle information and financial information for the deal.

New Deal Information

Year: 2010
 Make: CHEVROLET
 Model: MALIBU
 Body: SEDAN
 VIN: 1G068XK645Y876578
 Salesman: 02 STEPHEN WILLIAMS

Cash In Deal: .00	Down Payment: 300.00	Term: 156
Price: 5500.00	Balance Due: 5632.50	APR: 22.00
Tax: 357.50	Credit Life: .00	Minimum Payment: 37.39
Fees: 75.00	Disability: .00	Payment Pattern: W (W/B/S/M)
Total Due: 5932.50	Amount Financed: 5632.50	Loan Date: 07/01/2016
	Finance Charge: 200.00	First Payment Date: 07/08/2016
	Total Note: 5832.50	

Back Save

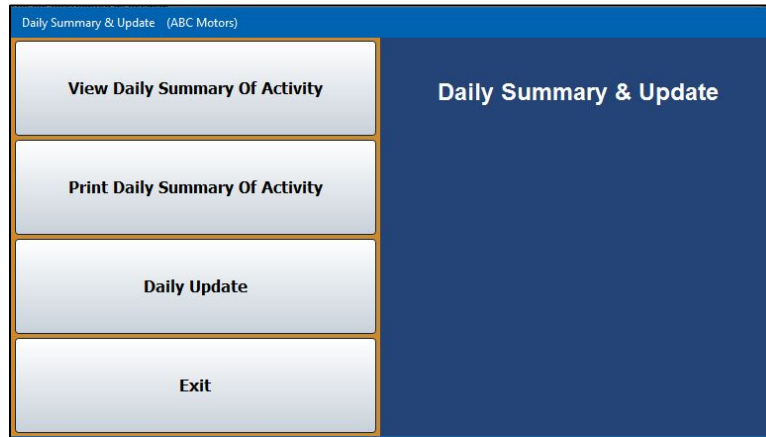
- When you are finished entering information on this screen, click **Save**. The system takes you back to the New Sales screen, where you can enter another sale.

Viewing and Editing an Existing Sale

- Click **New Sales** on the Payments & Collections menu.
- The New Sales screen opens. Type the customer number, or search for a customer by clicking **List** to display a list of customers. Click the customer you want to select.
- The customer's information populates the screen.
- Click in a field and edit the information as needed.
- Click **Next** to view and edit the vehicle and financial information.
- Click in a field, and edit the information as needed.
- Click **Save** to save your changes.

Chapter 10 Daily Summary & Update

This button advances you to the Daily Summary & Update menu. This menu is used to view and print the daily activity and to update the “Buy Here” information to the Accounting journals. The payments and sales are posted to the books using the **Buy Here Payments** button on the Post Daily Entries to Journals menu in the Accounting module. The button will display an “Active Data” message indicating there are sales and payments to post.



The screenshot shows a software window titled "Daily Summary & Update (ABC Motors)". On the left side, there is a vertical stack of four buttons: "View Daily Summary Of Activity", "Print Daily Summary Of Activity", "Daily Update", and "Exit". The right side of the window is a large blue area with the text "Daily Summary & Update".

View Daily Summary Of Activity

Use this button to display a summary of the postings for the day. The summary lists each payment posted for the day, and the bottom of the screen lists the totals for all of the postings. Click **Close** to close the screen.

View Daily Summary

Daily Activity Summary - Regular Notes								07/12/201
Rcpt	Acc't. Name	Date	Op	Desc.	Old Bal	Pmt.	Int.	Pri.
208555	MONT16 MONTGOMERY J	05/12/16	01	Pmt. Cash	968.42	500.00	144.18	355.82
208578	SMIT12 SMITH D	07/12/16	01	Pmt. Cash	5416.65	36.47	36.47	.00
Adjustments								
					Tran	Pmts.	Int.	Pri.
Payments								
1	Pmt. Cash	2	536.47	180.65	355.82			
Adjustments								
Payments					2	536.47	180.65	355.82
Adjustments					0	.00	.00	.00
Net					2	536.47	180.65	355.82
					====	=====	=====	=====

Close

Print Daily Summary Of Activity

Use this button to print the daily summary. This is the information you view using the **View Daily Summary Of Activity** button.

1. From the Daily Summary & Update menu, click **Print Daily Summary Of Activity**.
2. When prompted to verify your printer is ready, click to select **To Printer** to print the information or **To Screen** to view the information on your screen.
3. Once you select your print type, click **Print**.

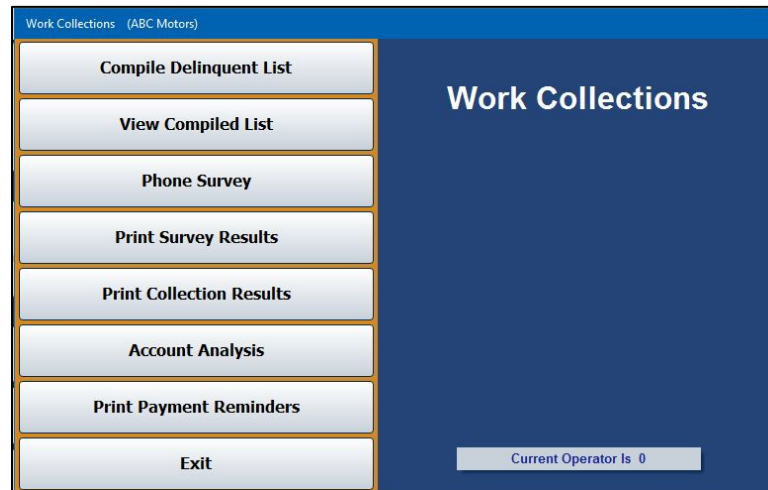
Daily Update

Use this button to update the “Buy Here” information to the Accounting journals. The payments and sales are posted to the books using the **Buy Here Payments** button on the Post Daily Entries to Journals menu in the Accounting module.

1. On the Daily Summary & Update menu, click **Daily Update**.
2. Click **OK** when prompted to verify you want to update the information.

Chapter 11 Work Collections

The **Work Collections** button opens the Work Collections menu. You use this menu to manage your collection activities. The system will compile a list of customers whose accounts are delinquent. You use the list to conduct phone surveys in an attempt to collect outstanding balances. Once you have completed the phone surveys, you can print a survey summary and a collection summary.



Compile Delinquent List

You begin by compiling a list of customers with delinquent accounts.

1. From the Work Collections menu, click **Compile Delinquent List**.
2. When prompted to verify you want to compile the list, click **Currency Date** to compile the list based on the currency date or **Due Date** to compile the list based on the payment due date.
3. The system scans the customer records and compiles a list.
4. When the list is ready, the system displays a message indicating the list is compiled. Click **OK** to acknowledge the message.

View Compiled List

Click **View Compiled List** on the Work Collections menu to view and print the generated delinquency list.

1. The list displays the customer's account number and name, payment amount due, interest for the payment, amount of the payment applied to the principle, the date the last payment was due, and the total number of days the payment is delinquent.

Compiled Delinquency List							
Acc't.	Name	CID	Int.	Pri.	Bal.	Currency	Days
JONE23	JONES, ANTHONY	.00	.00	.00	5632.50	07/08/2016	5
SMIT12	SMITH, DAVID	500.00	49.59	23.35	5416.65	06/15/2016	28

Back Click Line to View Account Detail Print

2. Click a line to view the account detail as needed. Click **Back** to return to the list.
3. To print the list, click **Print**.
4. When prompted to verify your printer is ready, select your print criteria and click **Print**.
5. Click **Back** to return to the Work Collections menu.

Phone Survey

Use this screen to open the Work Collections screen to conduct phone surveys. All you have to do is read the screen and record the information. Customers remain on the delinquency list until the phone survey is marked as “Done.”

Conducting the Survey

1. Click **Phone Survey** from the Work Collections menu.
2. Click **List** to display a list of customers on the delinquency list. Click the customer you want to select.
3. The customer's information is displayed on the screen. You can use the **Previous** and **Next** buttons to scroll through the customers on the list.

The screenshot shows a software interface titled "Work Collections (ABC Motors)". The main area contains a form with the following fields and values:

- Cust. No.:** SMIT12
- Promised Next Payment:** (empty)
- Name:** DAVID SMITH
- Work:** 724 555 0004
- Home:** 724 555 0005
- Adrs:** 1217 WEST MAIN STREET
- City:** WEST MIDDLESEX PA 16159
- Employer:** GLASS COMPANY OF AMERICA
- Debts:** 550.00 MORTGAGE
- Income:** 45000.00 M
- Employer:** (empty)
- Income:** .00
- Memo:** (empty)
- May I speak with:** DAVID SMITH
- What would be the best time to reach him/her:** (empty)
- Save** button

At the bottom of the screen is a navigation bar with the following buttons: Exit, List, Previous, Next, Info, Delete, Clear Screen, and Continue.

4. The top part of the screen displays the customer's information. You cannot edit the information on this screen.
5. The **May I speak with** field displays the customer's name. Ask for the customer when the call is answered.

If the customer is not home, enter the best time to call back in the **What would be the best time to reach him/her** field, and click **Save**. The customer remains on the list, and the information for the next customer on the list populates the screen.

If the customer is home, click **Continue**.

- The next screen displays the payment information. Read the prompts at the bottom of the screen, and record the date the customer promises to make a payment and the payment amount. Use the **Comment** field to record any additional information.

Work Collections

Cust. No.: SHIT12
 Name: DAVID SMITH
 Memo:

I'm calling on behalf of ABC Motors
 Our records show that your payment of \$ 36.47 was due 07/19/2016
 When can we expect to receive your payment?
 And how much will you be paying then? \$
 Comment:

Back Info Done

- Click **Done** to complete the survey.
- The system returns you to the first survey screen and automatically displays the information for the next customer on the list.
- When you have reached the end of the list, the system displays a "Complete" message. Click **OK** to acknowledge the message.

Viewing Customer Information

Click **Info** on the Work Collections phone survey screen to view the customer's complete account information. This may be useful when talking to customers on the phone, as it displays every payment applied to the account.

Customer Information

Collection Activity: *** No Collection Activity ***
 Print

Name: DAVID SMITH SSN: 111111111
 Address: 1217 WEST MAIN STREET
 City: WEST MIDDLESEX PA 16159
 Work: 724 555 0004 Work:
 Home: 724 555 0005

Year:
 Make:
 Model:
 VIN:
 Salesman:

Employer: GLASS COMPANY OF AMERICA Income: 45000.00 M
 Employer: Income:

Depts: 550.00 MORTGAGE

Memo:

Insurance...
 Date Expires:
 Agent:
 Phone:

Back

Cash In Deal: 500.00
 Total Cash Price: 5500.00
 Tax: 385.00
 Fees: 55.00
 Down Payment: 500.00
 Balance Due: 5440.00
 Credit Life: .00
 Disability: .00
 Amount Financed: 5440.00
 Finance Charge: 250.00
 Total Note: 5690.00
 Term: 156
 APR: 22.00
 Pattern: W

Recalling Finished Surveys

If you attempt to pull information to the survey screen for a customer who has already been contacted and whose survey has been marked as “Done,” the system alerts you to the communication. Click **OK** to acknowledge the warning that the customer has already promised to make a payment. This is the system’s way of ensuring a customer is not accidentally contacted twice.



Removing a Customer from the Survey List

You can remove a customer from the survey list on the first screen. This does not affect the customer’s account. It simply removes the customer from the delinquency list.

1. Click **List**.
2. Select the customer.
3. Click **Delete**.
4. Click **OK** when prompted to verify you want to delete the record.

Print Survey Results

Use this button to print the results of the phone surveys. For each customer on the survey list, the report lists the promised payment date and amount.

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

Print Collection Results

Use the **Print Collection Results** button to print a summary of the collection results for delinquent customers. The system tracks customers who have been contacted through the Work Collections feature and makes note of any payments posted to the customers' accounts. You print this report to view those payments. The report displays the customer's name and account number, the account information, and the operator ID.

1. On the Work Collections menu, click **Print Collection Results**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Account Analysis

The **Account Analysis** button lets you print complete account information for a selected customer. The printout has an "Actual" section and an "Amortized" section. Each section lists the posting date, payment type and descriptions, payment amount, interest, amount applied to the principle, ending balance, and currency date.

1. Click **Account Analysis**.
2. Type the account number.

A screenshot of a software dialog box titled "Customer Account Analysis". The title bar is orange. The main area has a light blue background. It contains the label "Account:" in blue text, followed by a white rectangular text input field.

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

Print Payment Reminders

Use this button to print payment reminders. You specify the due date you want to use to generate the reminders, and a reminder prints for any customer who has a payment due by that date. The reminder lists the minimum payment for each customer.

1. Click **Print Reminders**.
2. Type the due date you want to print on the reminders.

A screenshot of a software dialog box titled "Customer Payment Reminders". The title bar is orange. The main area has a light blue background. It contains the label "Due By:" in blue text, followed by a white rectangular text input field.

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

Chapter 12 Reports

The **Reports** button on the Payments & Collections menu opens the Reports menu. You use this menu to print various reports for your credit-risk sales. You have the option of viewing the reports on your screen or printing the reports to paper.



Generating a Report

1. Click the button that corresponds to the report you want to generate.
2. When prompted to verify your printer is ready, select **To Printer** to print the information or **To Screen** to view the information on your screen.
3. Once you select your print criteria, click **Print**.

Delinquency Report

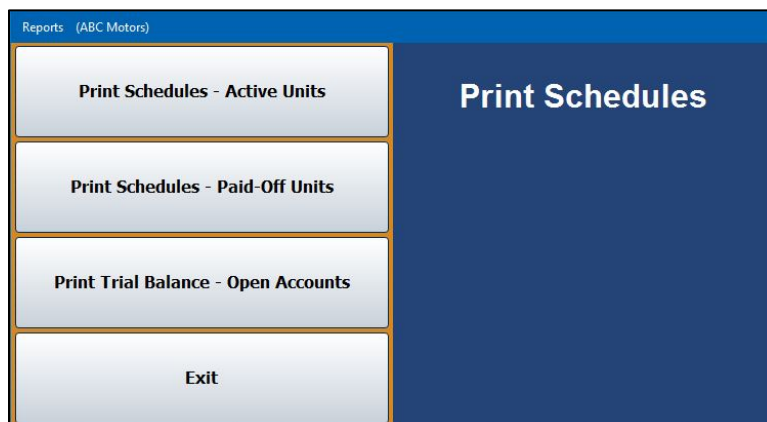
Use this button to print a report that lists the customers whose accounts are delinquent. The report lists the customer's account information, and the bottom of the report provides a delinquency summary for all of the accounts on the report.

Trial Balance Of Accounts

Use this button to print a report that displays the balance of every customer's account. The report displays the account information for each customer, and the bottom of the report displays the year-to-date totals for all of the accounts.

Print Schedules

This button opens the Print Schedules menu. You use this menu to print a list of active or paid-off accounts. The menu is also used to print trial balances for open accounts.



Print Schedules – Active Units

Use this button to print a list of the active accounts or export the data to a Microsoft® Excel file, where it can be sorted and filtered. For each account, the report displays the full transaction history. In addition to the customer's name, address, and loan number, it lists the transaction date, description of the transaction, payment amount, amount applied to the interest, amount applied to the principle, and the account balance after the payment for each transaction.

1. Click **Reports** on the Payments & Collections menu.
2. Select **Print Schedules** on the Reports menu.
3. Click **Print Schedules – Active Units**.
4. When prompted to verify your printer is ready, select **Export to Excel** and click **Print**.
5. A popup will notify you that the report has been saved as C:\ASIXL\BHPH-ACTIVEUNITS.XLS (or K:\ASIXL\BHPH-ACTIVEUNITS.XLS for hosted FLEX DMS users). Click **OK** to acknowledge the message.
6. Locate the file and open it in Microsoft® Excel.

Print Schedules – Paid-Off Units

Use this button to print a list of the accounts that have been paid off. For each account, the report displays the full transaction history. In addition to the customer's name, address, and loan number, it lists the transaction date, description of the transaction, payment amount, amount applied to the interest, amount applied to the principle, and the account balance after the payment for each transaction.

Print Trail Balance – Open Accounts

Use this button to print a report that displays the balance of the open accounts. For each account, the report lists the loan balance, interest due, and age of the account (in days). The end of the report displays the total number of active accounts, the total balance of the accounts, the total interest due for the accounts, and the total revenue generated for the current month.

Monthly Summary

Use this button to print a monthly summary report. The report lists each account that had activity during the month. For each customer, the report lists the payment amount, the amount applied to the interest, amount applied to the principle, the account balance after the payment, and the loan number. The end of the report provides a summary of all the activity for the month.

Vehicle Insurance Expires

Use this button to print a list of customers whose insurance expires this month. For each customer on the list, the report displays the insurance expiration date and the insurance agent's name and phone number. The report also lists any customers without insurance information.

UAI Spreadsheet

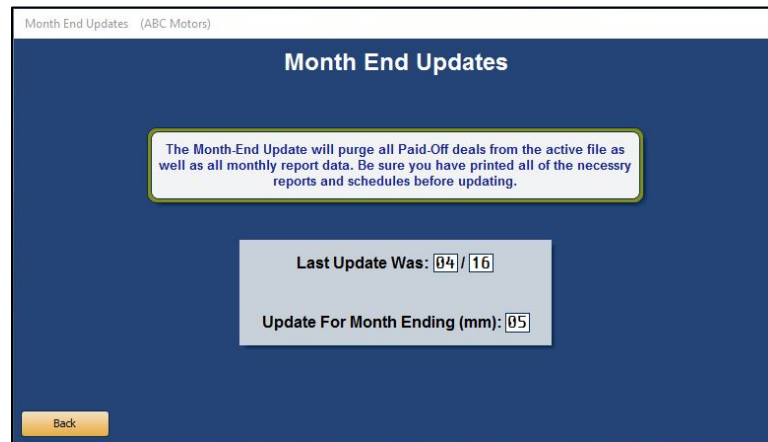
If you sell buy-here-pay-here notes to third-party investors, the UAI Spreadsheet is helpful in aggregating all the collections information. This report pulls the information from the various collections reports. The report contains all the data on which outside investors base their note purchases so you do not have to repeatedly pull old deals to gather information. Run it at least monthly and have it available when investors contact you or if you are considering repossessing vehicles.

To run the report, click the UAI Spreadsheet button. The file downloads as a Microsoft® Excel spreadsheet and opens automatically in Excel. However, a notice will pop up letting you know where the file has been saved (C:\AD\BHPH.XLS for on-site server-based DMS dealerships or K:\AD\BHPH.XLS for hosted DMS customers) and warns that the information contained in the report may be sensitive and should be moved to a secure location or deleted. Click **OK** to acknowledge the message.

For each note, the report lists Customer First and Last Name, Account Number, Year, Make, Model, Mileage When Sold or Exempt, VIN, Contract Date, Down Payment, Original Amount Financed Principal, Original Gross Balance, Original Finance Charge, Payment Amount, Payment Frequency, APR Percentage, Original Number of Payments, Date of First Payment, Amount of Final Payment, Amount Last Paid, Date Last Paid, Date Payment Next Due, Number of Payments Paid, Number of Payments Remaining, Total Interest Paid, Current Principal Balance, Current Gross Balance, and Buyer and Co-Buyer Customer Contact Information.

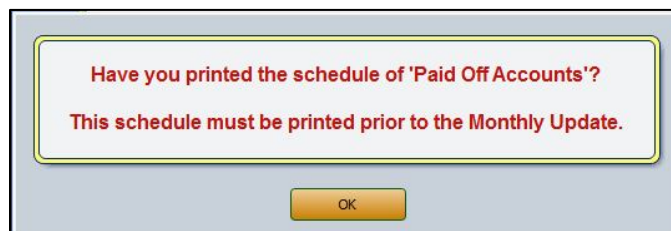
Chapter 13 Month-End Update

At the end of the month, you run your month-end update. You should run all your reports and print a list of the paid-off accounts before running the monthly update. The update deletes the paid-off deals from the active customer files and deletes the report data. If you charged off any accounts, the system moves the accounts to the Notes Recovery in case you need to recover the note to apply payments. (Refer to Chapter 14 for instructions on note recovery.)



Running the Update

1. From the Payments & Collections menu, click **Month-End Update**.
2. When the screen opens, the system displays a message reminding you that you should have printed a list of the paid-off accounts. Click **OK** to acknowledge the reminder.



3. The system displays the date of the last monthly update.
4. Type the month you are updating in the **Update For Month Ending** field. The month should be entered as two digits. For example, you would enter May as 05, June as 06, etc.



A screenshot of a system dialog box with a light blue background and a black border. It contains two lines of text. The first line is "Last Update Was:" followed by two input fields containing "04" and "16" separated by a forward slash. The second line is "Update For Month Ending (mm):" followed by an input field containing "05".

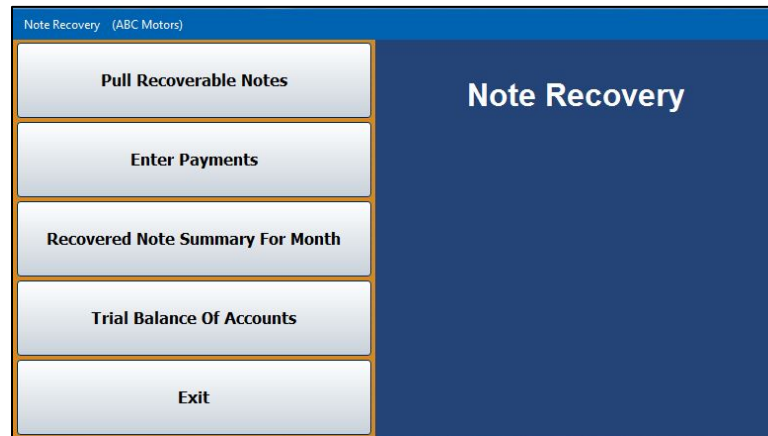
Last Update Was: 04 / 16

Update For Month Ending (mm): 05

5. Click **OK** when prompted to verify you want to update the information.
6. When the update is complete, the system returns you to the Payments & Collections menu.

Chapter 14 Note Recovery

The **Note Recovery** button on the Payments & Collections menu opens the Note Recovery menu. You use this menu to recover accounts that have been written off so they are active for payments again. Accounts are written off when a charge-off payment (payment type 6) is posted to the account. After the month-end update, the customer is moved to the Note Recovery feature.



Pull Recoverable Notes

You begin by recovering the note. This makes the note active so you can apply payments to the note. Remember, the note will not be available to pull until after the month-end update.

1. On the Payments & Collections menu, click **Note Recovery**.
2. From the Note Recovery menu, click **Pull Recoverable Notes**.
3. Type the account number, or click **List** to select the account from a list of the charge-off customers. Click the customer you want to select.
4. Click **OK** when prompted to verify you want to make the customer active.



5. A "Completed" message will let you know that the customer has been made active. Click **OK** to acknowledge the message.
6. Click **Exit** to close the screen.

Enter Payments

Once you make the note active, you can apply payments to it. You must enter the payments for recovered notes using the **Enter Payments** button on the Note Recovery menu. *Do not* post payments to the account from any other menu in the Buy Here Payments feature. Post the payments the same way you post other customer payments in the Buy Here application. Refer to “Posting a Payment” on page 69 (skipping step 1) for instructions on entering payments.

Recovered Note Summary For Month

Use this button to print a summary of the recovered notes for the month. For each customer, the report lists the payment amount, the amount applied to the interest, amount applied to the principle, the account balance, and the loan number.

1. On the Payments & Collections menu, click **Note Recovery**.
2. From the Note Recovery menu, click **Recovered Note Summary For Month**.
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**.

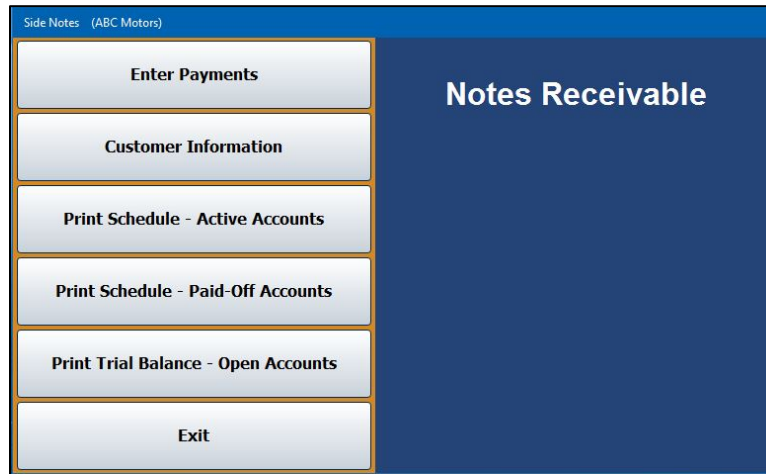
Trial Balance of Accounts

Use this button to print a report that displays the balance of the recovered accounts. For each account, the report lists the balance, interest due, and age of the account (in days). The end of the report displays the total number of recovered accounts, the total balance of the accounts, and the total interest due for the accounts.

1. On the Payments & Collections menu, click **Note Recovery**.
2. From the Note Recovery menu, click **Trial Balance Of Accounts**.
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**.

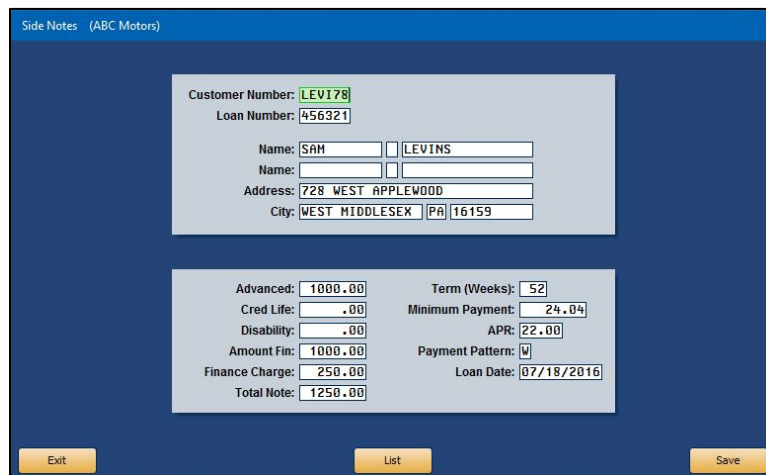
Chapter 15 Side Notes

The **Side Notes** button on the Payments & Collections menu opens the Notes Receivable menu. You use this menu to manage your notes receivable vehicle accounts. You enter customer payments and customer information in the same manner you do for regular Buy Here customers.



Customer Information

You begin by entering customer and loan information. Simply enter the appropriate information in each field on the screen, and click **Save** to save the record.



Enter Payments

Once customers are entered into the Side Notes feature, you can use the **Enter Payments** button to post side note payments. You post side note payments the same way you post other customer payments in the Buy Here feature. Refer to Chapter 8 “Enter Payments” on page 69 for instructions on entering payments.

Print Schedules – Active Accounts

Use this button to print a list of the active accounts. For each account, the report displays the full transaction history. In addition to the customer’s name, address, and loan number, it lists the transaction date, payment type and amount, amount applied to the interest, amount applied to the principle, and the ending balance for each payment posted to the account.

1. From the Notes Receivable menu, click **Print Schedules – Active Accounts**.
2. When prompted to verify your printer is ready, select **To Printer** to print the information or **To Screen** to view the information on your screen.
3. Once you select your print type, click **Print**.

Print Schedules – Paid-Off Accounts

Use this button to print a list of the accounts that have been paid off. For each account, the report displays the full transaction history. In addition to the customer’s name, address, and loan number, it lists the transaction date, description of the transaction, payment amount, amount applied to the interest, amount applied to the principle, and the account balance after the payment for each transaction.

1. From the Notes Receivable menu, click **Print Schedules – Paid-Off Accounts**.
2. When prompted to verify your printer is ready, select **To Printer** to print the information or **To Screen** to view the information on your screen.
3. Once you select your print type, click **Print**.

Print Trail Balance – Open Accounts

Use this button to print a report that displays the balance of the open accounts. For each account, the report lists the balance, interest due, and age of the account (in days). The end of the report displays the total number of active accounts, the total balance of the accounts, the total interest due for the accounts, and the total revenue generated for the current month.

1. From the Notes Receivable menu, click **Print Trial Balance – Open Accounts**.
2. When prompted to verify your printer is ready, select **To Printer** to print the information or **To Screen** to view the information on your screen.
3. Once you select your print type, click **Print**.

Conclusion

You are finished learning about the Cashier module. Until you are familiar with the module, you should keep this manual close. Remember, you can press F1 to view the help page for each menu and entry screen. The help page lists each field on a screen and explains the information you need to enter in each field. It also explains how to use each button on the screen. As always, if you have any questions that this manual or the help page does not answer, you can call the Autosoft Customer Support Center at 800.473.4630.

