Autosoft FLEX™ DMS

General Motors Dealer Principal User Guide

Autosoft
Dealer Management System™

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Table of Contents

Introduction The Dealer Principal

The Dealer Principal is a program that integrates with the Autosoft DMS system. The Dealer Principal allows you to view information (inventory, expenses, etc.) without having to access the information in the Autosoft DMS system. This keeps the information you need at your fingertips.

This manual walks you through setting up and using the Dealer Principal program. Although the program is easy to use, you should keep this manual close so you can reference it as needed until you are familiar with the program.

The remainder of the Introduction identifies each chapter in this manual and the information the chapter covers. Review the information so you know what to expect as you read the manual.

Chapter 1 System Setup
Before you begin using the Dealer Principal program, you must verify that your general ledger accounts in the Autosoft DMS system are set up correctly, and you must enter setup parameters in the Dealer Principal program for Expenses, Cash Flow, and Fixed Coverage.

Chapter 2 Inventory
This chapter explains how to use each of the four options on the Inventory menu to view your dealership's inventory. The options allow you to view the information and internals for a specific vehicle, compare the inventory and floorplan for new and used vehicles, view a summary analysis of your used inventory, and view a summary analysis of your new inventory.

Chapter 3 Sales
This chapter explains how to use each of the six options on the Vehicle Sales menu to view and print sales information. In addition to viewing and printing the current month's sales summary report, you can view the sales for a specific month and select to view sales based on vehicle, salesman, or make/model.

Chapter 4 Expenses
This chapter explains how to use the Expenses menu to view your dealership's expenses. The menu contains five options for viewing and printing expense information. You can view the expenses for a

specific month, and you can view expense comparisons for the current year and last year. You can also view the check register.

Chapter 5 Cash Flow
This chapter explains how to view the dealership's available cash flow and equity.

Chapter 6 Fixed Coverage
This chapter explains how to view the fixed coverage for the current month and last 12 months.

Chapter 7 Schedules
This chapter explains how to view information for your scheduled accounts.

Chapter 8 Daily DOC
This chapter explains how to view the information for any DOC's set up in the Accounting module in the Autosoft DMS system.

Chapter 9 Parts
This chapter explains how to view an aged analysis of your physical inventory and how to print month-end analysis and performance trend reports.

Chapter 10 Service
This chapter explains how to view a summary of the open repair orders. You will also learn how to print an effective rate report and writer and technician statistics.

Chapter 11 Customer History
This chapter explains how to view and edit customers' service history.

Important: If you have multiple companies, and therefore have two ASI DMS icons on your desktop, you will only have one Dealer Principal icon. The information in the Dealer Principal program comes from the ASI DMS program last opened. For example, if you have a GM company and a Chrysler company, you will have an ASI DMS icon for GM and one for Chrysler. If you want to look at the Dealer Principal for the GM company, you must first open the GM ASI DMS program and go in Accounting, and vice versa for Chrysler.

Using F1 Help

To keep our documentation updated, and our users informed, we have added individual help pages to each screen in the program. Press F1 to display the help page for the current screen or menu. Each 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.

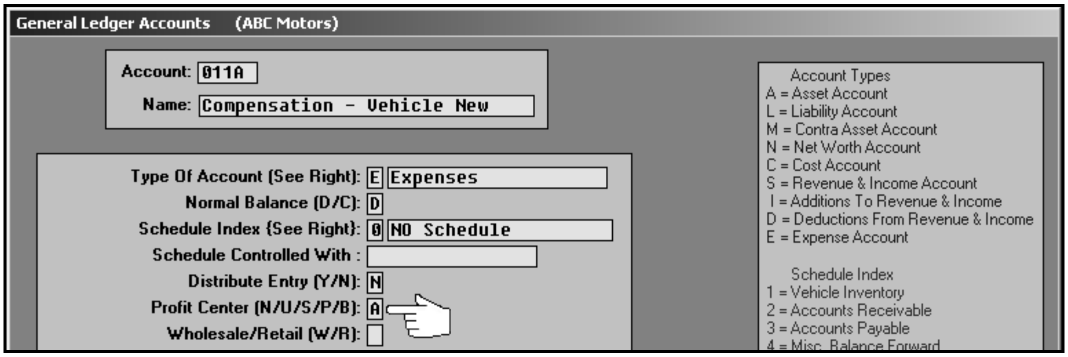
These help pages are updated as changes are made to the program and added to your system when you run an update from the Internet; thus, the help pages are always current. You should become familiar with the help page feature and use it to learn about the new information added to the program and to quickly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

Chapter 1 System Setup

Before you can use the Dealer Principal program, you will need to verify that your general ledger accounts in the Autosoft DMS program are set up correctly. Once you have verified that information, you will need to set some parameters in the Dealer Principal program. These parameters determine how information is pulled from the Autosoft DMS system and displayed in the Dealer Principal program.

Verifying the General Ledger Setup in Accounting

You should run a chart of accounts from the General Ledger Setup menu in the Accounting Setup of the Autosoft DMS program to verify that all of your accounts are properly marked. (Click **Accounting**→**Setup**→**General Ledger**→**Print Chart of Accounts**.) Your expense accounts should have a profit center marked in order to pull correctly to the reports in the Dealer Principal. The profit centers are indicated on the General Ledger Accounts setup screen accessed by clicking **Enter G/L Account Information** on the General Ledger Setup menu.



Below is a list of the possible profit centers:

- **A** for New
- **B** for Used
- **C** for Rental
- **D** for Service
- **E** for Body Shop
- **F** for Parts
- **Z** for Administration.

You must also mark your Voids account, Memo account, and your Distribution accounts with a profit center of **Z**, or you will receive a message in the Expense section of the Dealer Principal indicating that not all of the expenses have a profit center marked.

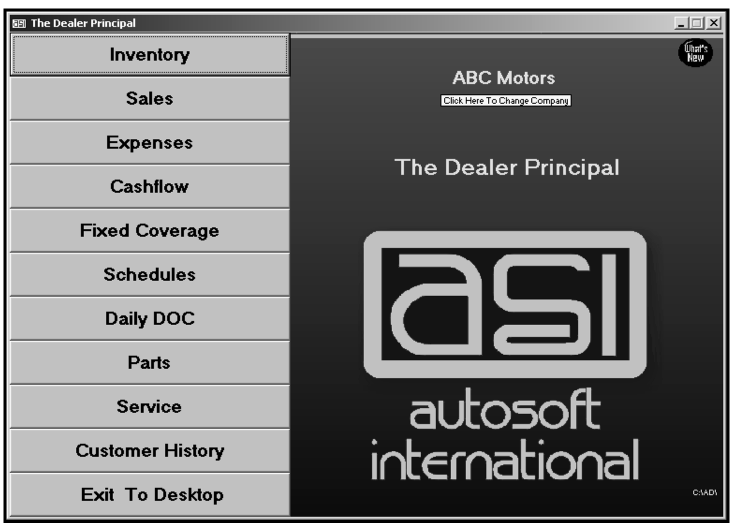
In order to view the expense totals in the Dealer Principal, you must have an **S** in the **Account Group Totals (S/T)** field for the first expense account of a series and a **T** for the last account in the series. The grouped accounts must be in numeric/alpha order to work properly. These accounts and all of the accounts in between will be totaled.

Opening the Dealer Principal Program

Once you have verified that the general ledger accounts are set up correctly, you are ready to begin setting up the Dealer Principal program.

1. Double-click the **Dealer Principal** icon on your desktop.

2. The Dealer Principal program opens. You will be at the main menu.



Tip: If a password is required for the Accounting module in Autosoft DMS, the Dealer Principal program will automatically be set up with the Accounting password. You will be prompted for the password before the Dealer Principal program opens.

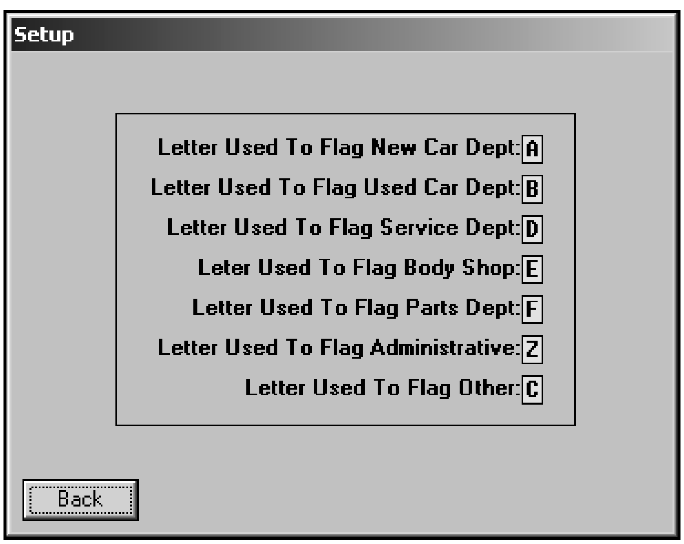
Setting Dealer Principal Parameters

Before you can use the Dealer Principal program, you need to enter setup parameters that determine how information is pulled from the Autosoft DMS system. These parameters ensure you are viewing the information you want to view. You need to enter parameters for Expenses, Cash Flow, and Fixed Coverage.

Expenses

You need to enter setup information to indicate the letters used to flag each department. The system uses this setup to compile the expense information.

1. Click **Expenses** on the Dealer Principal menu.
2. Click **Setup** on the Expenses menu. The Setup screen opens.
3. Indicate the letter used to flag each department listed.
   - **A** for New
   - **B** for Used
   - **C** for Rental
   - **D** for Service
   - **E** for Body Shop
   - **F** for Parts
   - **Z** for Administration.
4. Use the **Other** field if you have set up another department in your dealership that you keep separately with its own sales, expenses, etc. (for example, Transdrive Transmission Department).



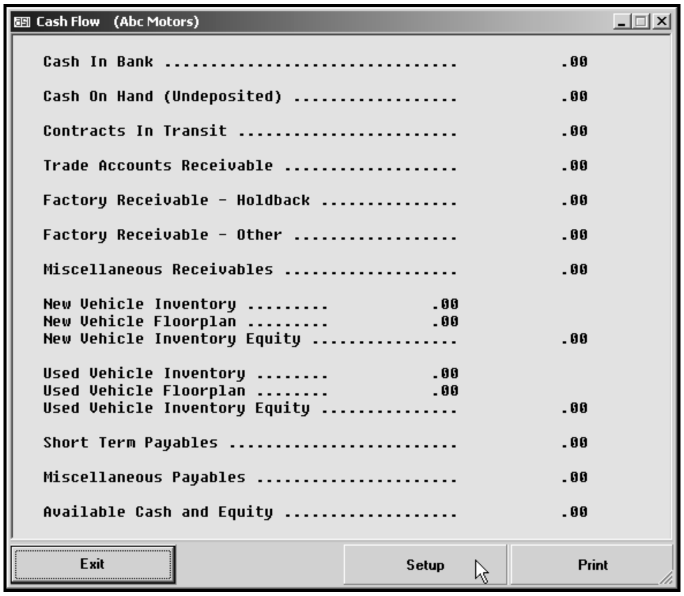
5. Click **Back** to return to the Expenses menu. The system automatically saves the information entered.
6. Click **Back** on the Expenses menu to return to the Dealer Principal menu.

Cash Flow

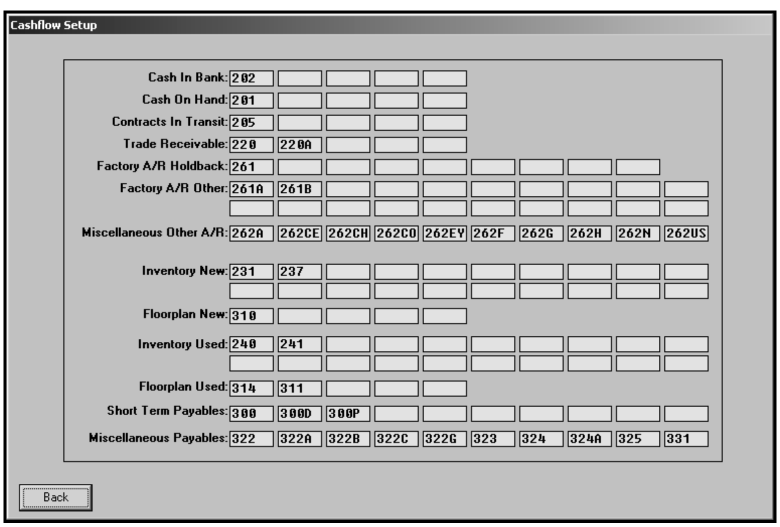
The Cash Flow setup allows you to indicate the general ledger accounts that should pull for each category. The system uses the setup to compile the information displayed on the Cash Flow screen.

1. Click **CashFlow** on the Dealer Principal menu.

2. Click **Setup** on the Cash Flow screen.



3. On the setup screen, type the general ledger account numbers that should pull for each category.



4. Click **Back** to return to the Cash Flow screen. The system automatically saves the information entered.

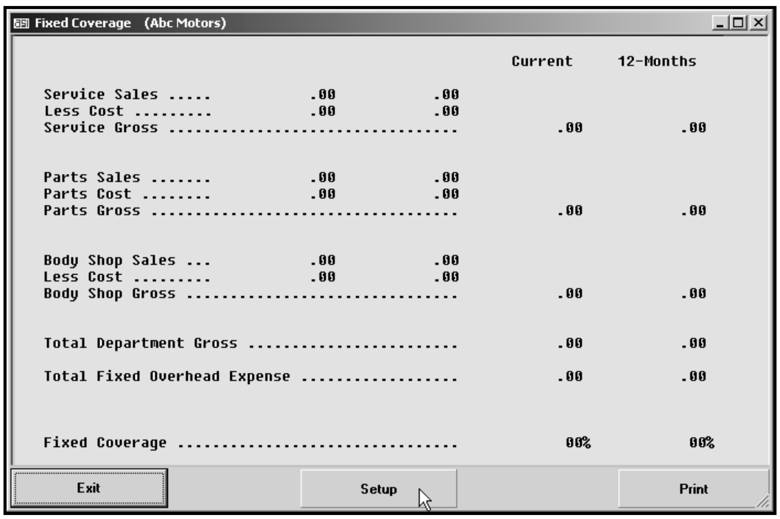
5. Click **Exit** on the Cash Flow screen to return to the Dealer Principal menu.

Fixed Coverage

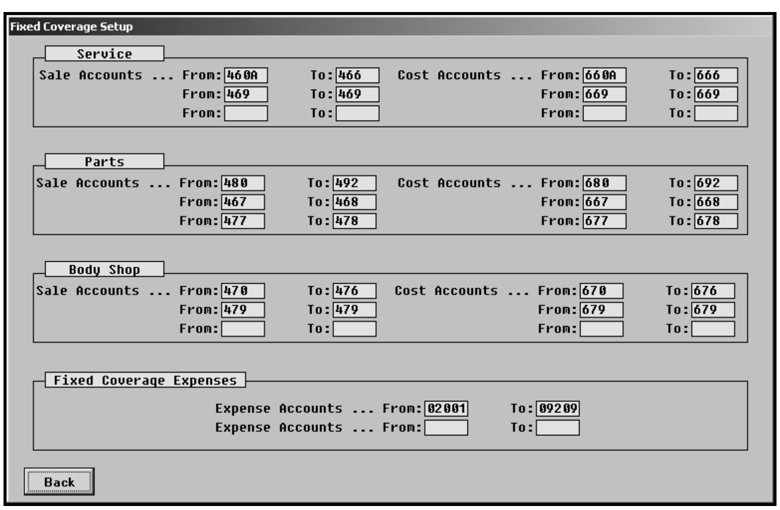
The Fixed Coverage setup allows you to indicate the general ledger accounts that should pull for Service, Parts, Body Shop, and fixed overhead expenses. The system uses the setup to compile the information displayed on this screen. You should check your franchise accounting manual to obtain the correct general ledger account numbers to enter on this screen for the fixed coverage formula.

1. Click **Fixed Coverage** on the Dealer Principal menu.

2. Click **Setup** on the Fixed Coverage screen.



3. On the setup screen, specify the range of general ledger accounts that should pull for each category. Type the first account in the **From** field and the last account in the **To** field.



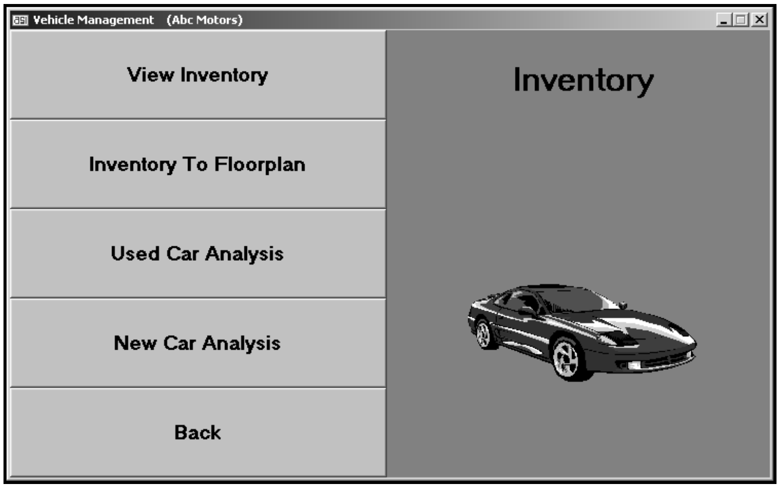
4. Click **Back** to return to the Fixed Coverage screen. The system automatically saves the information entered.

5. Click **Exit** on the Fixed Coverage screen to return to the Dealer Principal menu.

Once you have finished entering the parameters, you can begin using the Dealer Principal program. The Dealer Principal menu contains eight options. Each option will be covered in detail in the following chapters.

Chapter 2 Inventory

When you click the **Inventory** button on the Dealer Principal menu, you advance to the Inventory menu. The menu contains four options for viewing your dealership's inventory. To select an option, click the button on the menu. The appropriate screen appears.



Button	Use it to
View Inventory	View the information and internals for a specific vehicle
Inventory To Floorplan	Compare the inventory and floorplan for new and used vehicles
Used Car Analysis	View a summary analysis of your used inventory
New Car Analysis	View a summary analysis of your new inventory

View Inventory

The **View Inventory** button is used to view the information and internals for a specific vehicle. In addition, the system displays all of the postings related to the vehicle. You can click a repair order in the display list to view the R/O detail. You can also view information for the open repair orders for the vehicle.

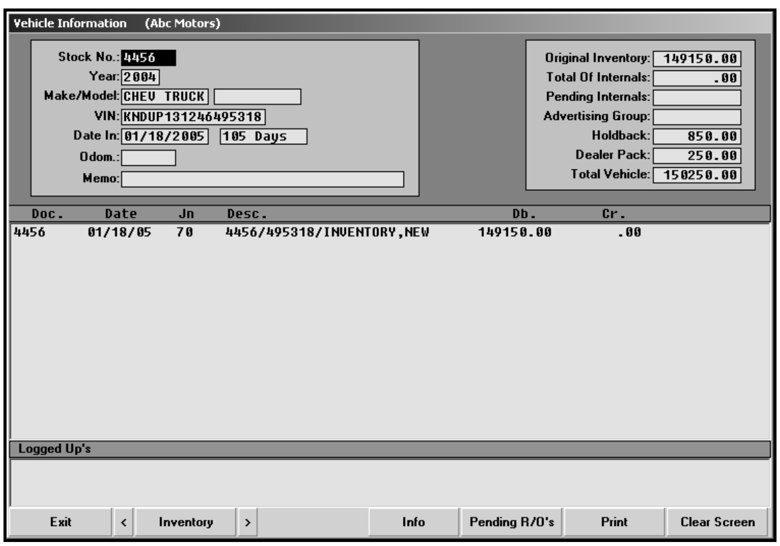
1. Click **View** Inventory. The View Inventory/Internals screen opens.

2. Type the stock number, and press ENTER.

   You can also search for a vehicle by clicking **Inventory**. Use the drop-down list to select the car line for the vehicle. A list of vehicles in the selected car line is displayed. Click the vehicle you want to select. You can use the arrows on each side of the **Inventory** button to scroll through the inventory.

3. The vehicle's information fills in on the screen.

   - The top part of the screen displays the vehicle's information. This information is for viewing only. It cannot be edited on this screen.
   - The middle part of the screen lists all of the postings that relate to the vehicle. You can click a repair order in this list to view the R/O detail.
   - The bottom part of the screen displays any UP's that have been entered for the vehicle.



4. You can view any open repair orders for the vehicle by clicking **Pending R/O's**. The screen will display the information for the repair order and the estimated total of the pending repairs.

5. Use the **Print** button to print the vehicle information as needed.

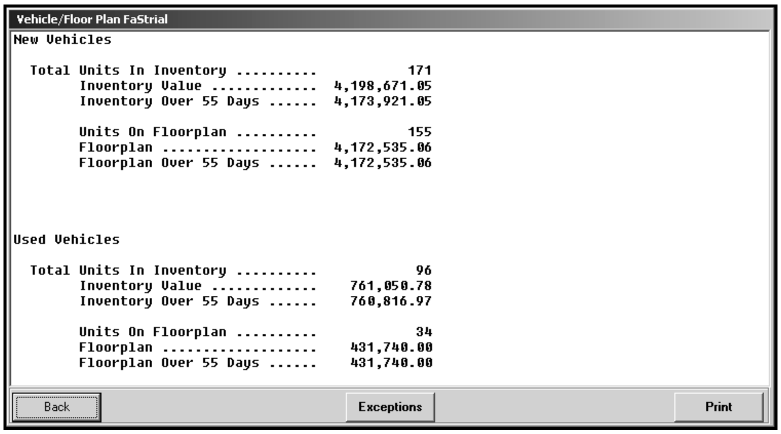
6. Click **Exit** to return to the Inventory menu.

Inventory To Floorplan

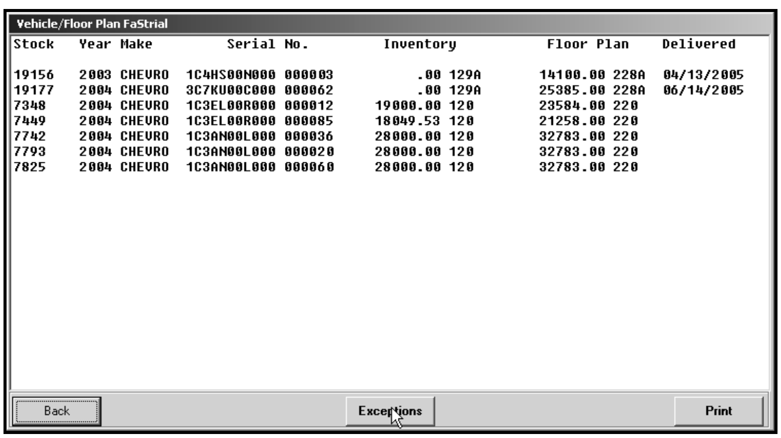
The **Inventory To Floorplan** button is used to view a comparison of your inventory and floorplan for new and used vehicles.

1. Click **Inventory To Floorplan**.

2. The information fills in on the screen.



3. Click **Exceptions** to view a list of the exceptions. For each vehicle, it lists the stock number, year, make, serial number, inventory value, floorplan amount, and delivery date.



4. Click **Back** to return to the Inventory menu.

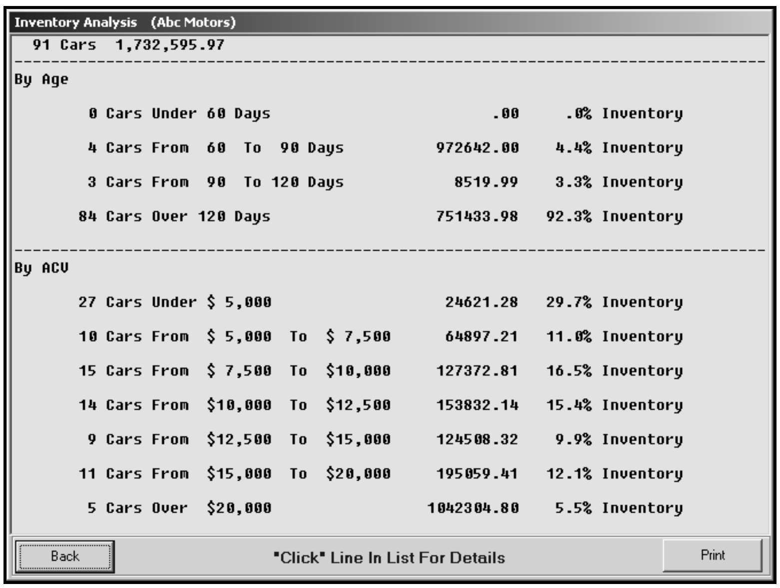
Used Car Analysis

The **Used Car Analysis** button is used to view a summary analysis of your used inventory. The drill-down viewing allows you to view details for specific lines and vehicle's within a line.

When you click **Used Car Analysis**, the Inventory Analysis screen opens and automatically displays the analysis. The top line displays the total number of vehicles in your used inventory and the value of the inventory.

The next part of the analysis groups the vehicles by age. It lists the number of vehicles under 60 days old, between 60 and 90 days old, between 90 and 120 days old, and over 120 days old. For each category, the analysis lists the value of the inventory and the percentage of the overall inventory these vehicles make up.

The next part of the analysis groups the vehicles by actual cash value. For each value grouping, the analysis lists the value of the inventory and the percentage of the overall inventory these vehicles make up.



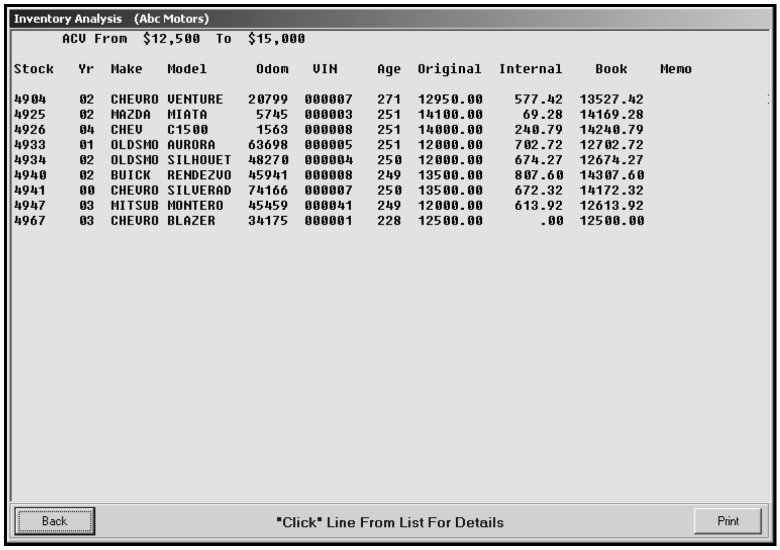
Printing the Analysis

Use the **Print** button at the bottom of the screen to print the analysis. The information that prints is the exact information displayed on the screen.

1. Click **Print**.
2. When prompted to verify your printer is ready, click to select **To Printer**.
3. Once you select your print type, click **Print**.

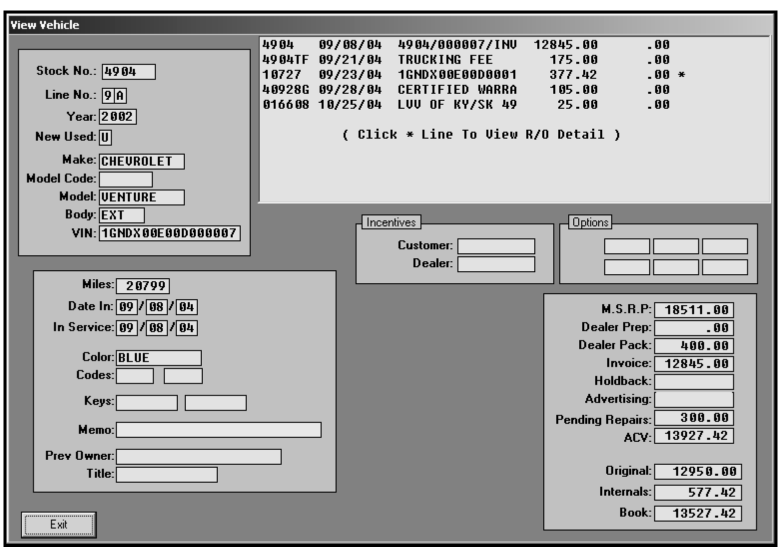
Viewing the Detail for a Specific Line

Click a line to view the detail. The screen will list all of the vehicles in the selected line. For each vehicle, the system displays the stock number, year, make, model, mileage, VIN, age, original price, total value of any internals, book value, and any memo information entered for the vehicle.



Viewing the Detail for a Specific Vehicle in a Line

Click a vehicle to view a vehicle's complete information. This opens the View Vehicle screen. This screen displays all of the available information for the vehicle, including a list of the repair orders for the vehicle. Click a repair order in the list to view the detail for the R/O.

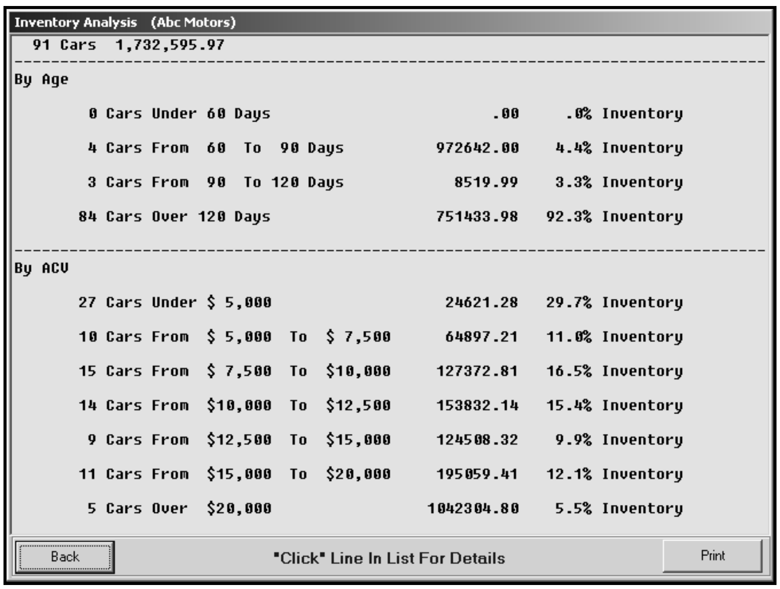


New Car Analysis

The **New Car Analysis** button is used to view a summary analysis of your new inventory. When you click **New Car Analysis**, the Inventory Analysis screen opens and automatically displays the analysis.

The information is displayed by car line. For each line, the screen lists the total number of vehicles in the line, the total value of the vehicles, the average cost of the vehicles, the total number of vehicles over 60 days old, and the total value of the vehicles that are over 60 days old.

The end of the analysis displays the totals for all of the car lines. Use the scroll bar on the right side of the screen to scroll through the analysis.



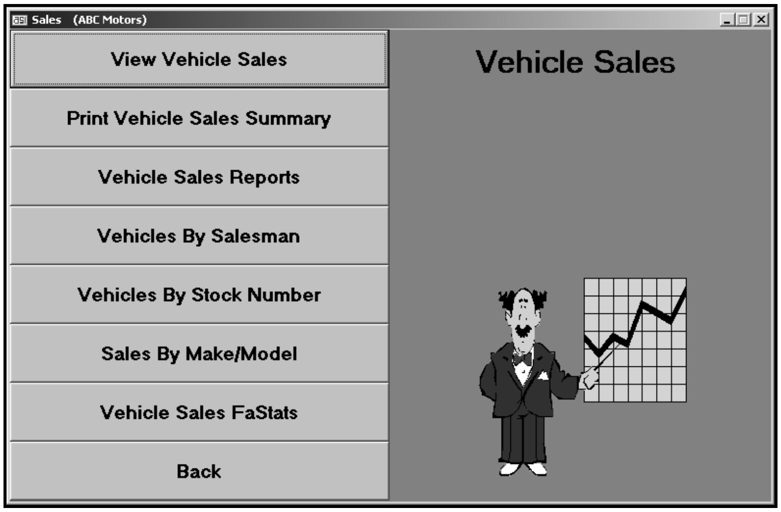
Printing the Analysis

Use the **Print** button at the bottom of the screen to print the analysis. The information that print is the exact information displayed on the screen.

1. Click **Print**.
2. When prompted to verify your printer is ready, click to select **To Printer**.
3. Once you select your print type, click **Print**.

Chapter 3 Sales

When you click the **Sales** button on the Dealer Principal menu, you advance to the Vehicle Sales menu. The Vehicle Sales menu is used to view sales information. The menu contains six options for viewing and printing sales information. To select an option, click the button on the menu. The appropriate screen or prompt appears.



Button	Use it to
View Vehicle Sales	View vehicle sales for a specific month
Print Vehicle Sales Summary	Print the current month's sales summary report
Vehicle Sales Reports	Print various vehicle sales reports.
Vehicles By Salesman	View sales information for a specific salesman for a specific month
Vehicles By Stock Number	View the sales information for a specific vehicle
Sales By Make/Model	View the sales information for a specific make and model for a specific month
Vehicle Sales FaStats	View sales statistics for the current month and year-to-date

View Vehicle Sales

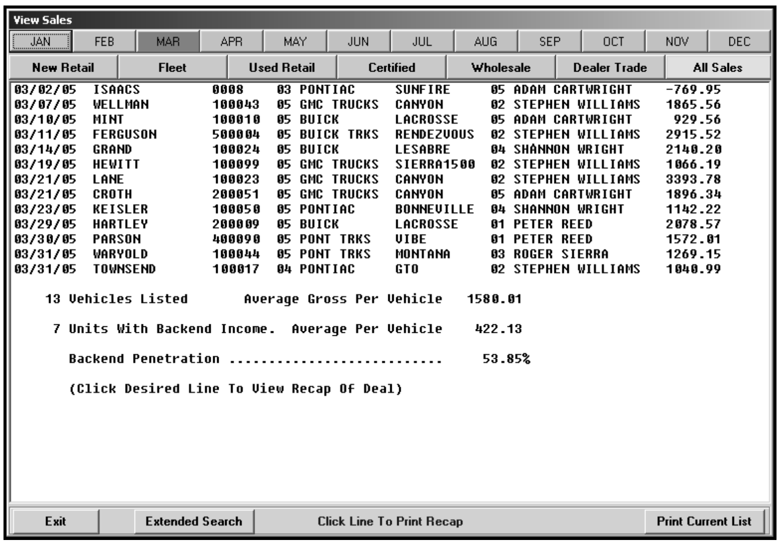
The **View Vehicle Sales** button is used to view sales information for a specific month. You can view all of the sales for the selected month, or you can select to view new vehicle sales, used vehicle sales, wholesale sales, or dealer trades.

1. Click **View Vehicle Sales**.

2. Click the month button at the top of the screen to select the month. The button turns red to indicate it has been selected.

3. Next, click the button that corresponds to the type of sales you want to view.

4. The screen will list all of the sales in the selected category.



5. Click a line to view detail for that sale.

6. Click **Print Current List** to print the information.

7. 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.

8. Once you select your print type, click **Print**.

9. Click **Exit** to return to the Vehicle Sales menu.

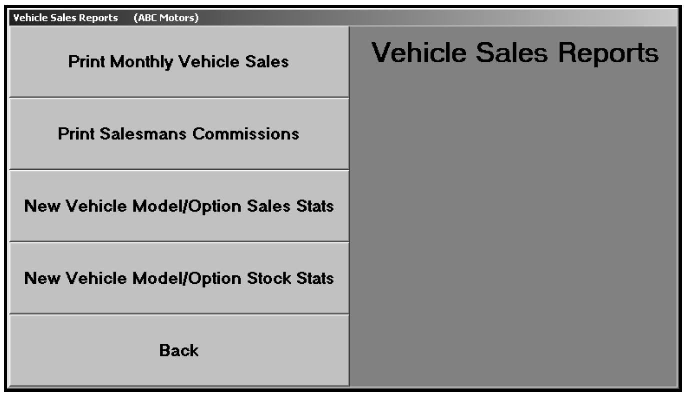
Tip: Use the **Extended Search** button to search for a specific sale in history. Type the stock number, the customer's last name/part of the customer's last name, or the last six characters of the VIN. The screen will display the sales that match your search criteria. Click the sale in the list you want to view.

Print Vehicle Sales Summary

Use the **Print Vehicle Sales Summary** button to print the current month's sales summary report. 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. Once you select your print type, click **Print**.

Vehicle Sales Reports

The Vehicle Sales Reports button advances you to the Vehicle Sales Reports menu. You use this menu to print vehicle sales reports.



Print Monthly Vehicle Sales

Use this button to print a vehicle sales report. The report lists the sales by sales type (new vehicles, used vehicles, wholesale, etc.). For each sale, the report lists the sales date, stock number, customer's last name, model year, make, model, salesman code, sale amount, cost, standard gross, commissionable gross, vehicle age, and the return percentage. The return is calculated using the following formula: Return = (Gross ÷ Dealer's Cost) ÷ (Vehicle Age ÷ 365).

The bottom of each section lists the total sales and gross, average annualized return on investment, and the average number of days the vehicles were in inventory. There is also an aging summary that divides the sales into five aging categories (current to 30, 30 to 60, 60 to 90, 90 to 120, and over 120 days) and lists the average gross for each category.

The report also includes an F&I summary. For each sale on the report, the summary lists the total credit life, credit disability, finance reserve, and extended service contract sale amount. The end of the summary lists the total retail deals and the total credit life commission, credit A&H commission, warranty commission, finance reserve, and total overall commission.

1. Click **Print Monthly Vehicle Sales**.
2. Type the number for the salesperson whose commission you want to print, or select the salesperson from the drop-down list. If you want to print the commission for all of the salespeople, select salesperson 00.
3. Specify the dates you want to use for the report.
4. Click **Full** to print a full report (which includes vehicle detail) or **Summary** to print a summary (which includes just the average gross).
5. When prompted to verify your printer is ready, select your print criteria.

Print Salesmans Commission

Use this button to print a commission report. The report is divided into two parts. First, the report lists all of the sales for the specified date range. For each sale, the report lists the salesman code, sale date, stock number, customer's last name, model year, make, model, and accrued commission. The detailed report also lists the sale amount, cost, standard gross, commissionable gross, gross percentage, and F&I gross for each sale.

The second part of the report is a commission summary for each salesman. The report lists the salesman's number, salesman's name, total commission, commissionable gross, gross percentage, units sold, and the average gross for the sales.

1. Click **Print Salesmans Commission**.
2. Type the number for the salesperson whose commission you want to print, or select the salesperson from the drop-down list. If you want to print the commission for all of the salespeople, select salesperson 00.
3. Indicate if you want to print a short list or detailed list. Type **S** for short or **D** for detailed.
4. Specify the dates you want to use for the report.
5. When prompted to verify your printer is ready, select your print criteria.

New Vehicle Model/Option Sales Stats

Use this button to print vehicle sales statistics for vehicle models and options. This is based on the car line you specify for the report.

1. Click **New Vehicle Model/Option Sales Stats**.
2. Type the car line you want to use for the report.
3. When prompted to verify your printer is ready, select your print criteria.

New Vehicle Model/Option Stock Stats

Use this button to print stocking statistics for vehicle models and options. This is based on the car line you specify for the report.

1. Click **New Vehicle Model/Option Sales Stats**.
2. Type the car line you want to use for the report.
3. When prompted to verify your printer is ready, select your print criteria.

Vehicles By Salesman

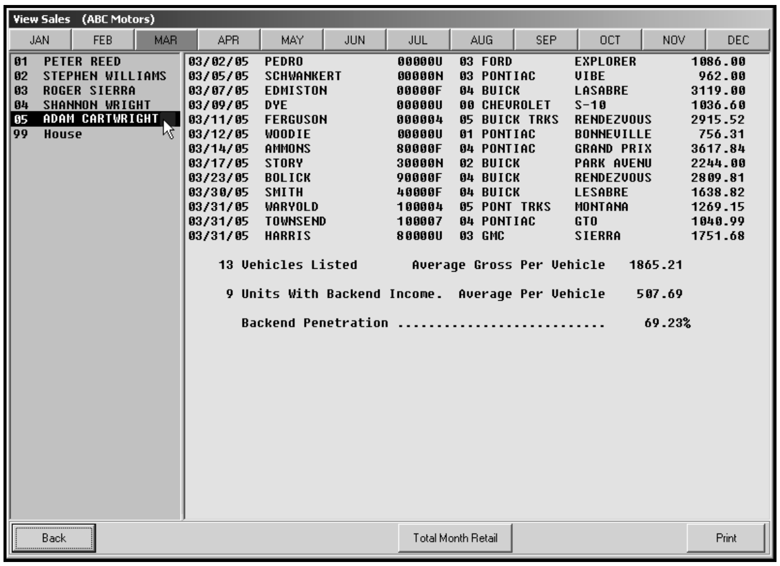
The **Vehicles By Salesman** button is used to view sales information for a specific salesman for a specific month.

1. Click **Vehicles By Salesman**. The View Sales screen opens.

2. Click the month button at the top of the screen to select the month. The button for the selected month turns red to indicate it is selected.

3. A list of salesmen fills in on the left side of the screen. Click the salesman you want to select, or click **Total Month Retail** to view a summary of the month's sales for all of the salesmen.

4. The sales information fills in on the screen.



5. Use the **Print** button to print the sales information as needed.

6. Click **Exit** to return to the Vehicle Sales menu.

Vehicles By Stock Number

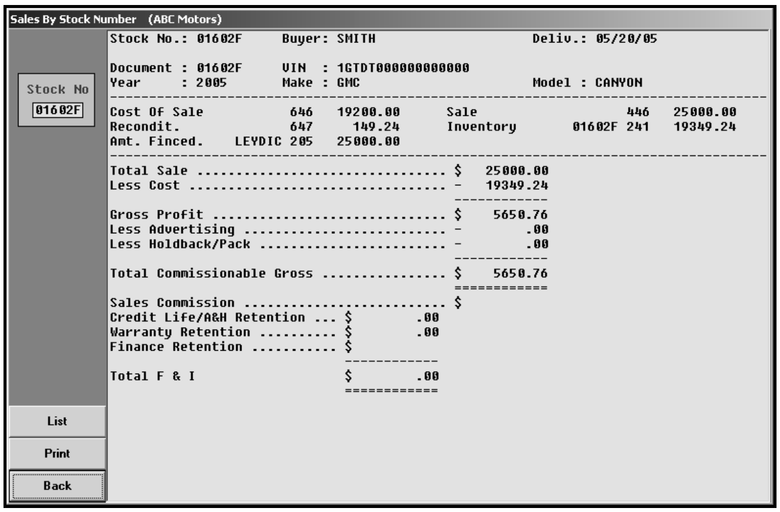
The **Vehicles By Stock Number** button is used to view sales information for a specific vehicle.

1. Click **Vehicles By Stock Number**. The Sales By Stock Number screen opens.

2. In the **Stock No** field, type the stock number, and press ENTER.

   You can also search for a vehicle by clicking **List**. On the List screen, click **This Month** to view a list of sales for the current month, **Last Month** to view a list of sales for the previous month, or **All** to view a list of all of the vehicle sales. Click the sale you want to select.

3. The sale information fills in on the screen.



4. Use the **Print** button to print the sale information as needed.

5. Click **Back** to return to the Vehicle Sales menu.

Sales By Make/Model

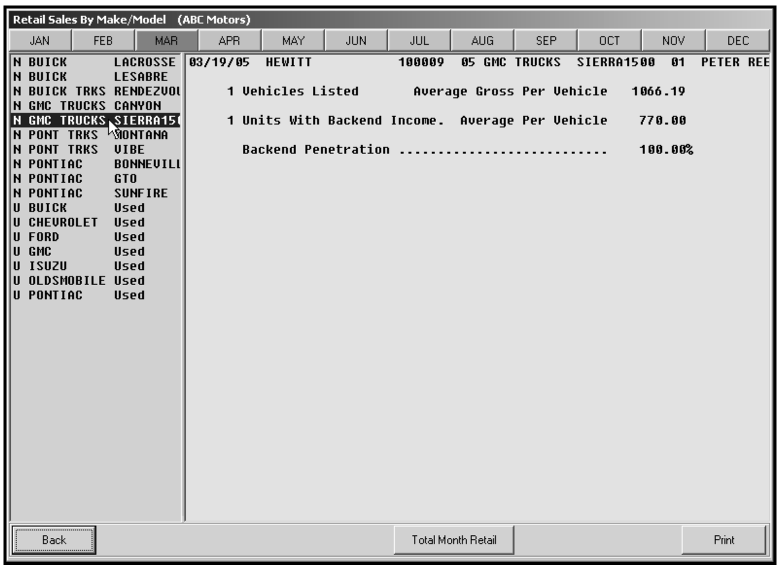
The **Sales By Make/Model** button is used to view sales information for a specific make and model for a specific month.

1. Click **Sales By Make/Model**. The Retail Sales By Make/Model screen opens.

2. Click the month button at the top of the screen to select the month. The button for the selected month turns red to indicate it is selected.

3. A list of the makes and models fills in on the left side of the screen. Click the make/model you want to select, or click **Total Month Retail** to view a summary of the month's sales for all of the makes/models.

4. The sales information fills in on the screen.



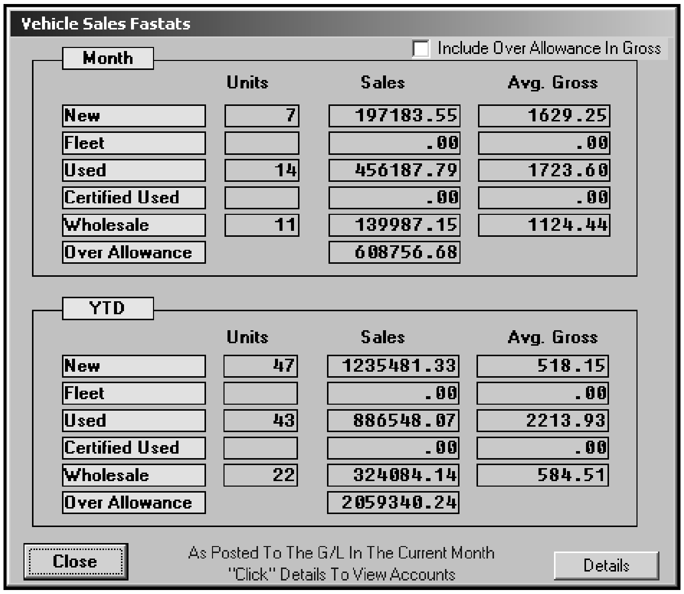
5. Use the **Print** button to print the sales information as needed.

6. Click **Exit** to return to the Vehicle Sales menu.

Vehicle Sales FaStats

The **Vehicle Sales FaStats** button is used to view sales statistics for the current month and year-to-date.

1. Click **Vehicle Sales FaStats**. When the Vehicle Sales FaStats screen opens, it automatically displays the sales statistics.



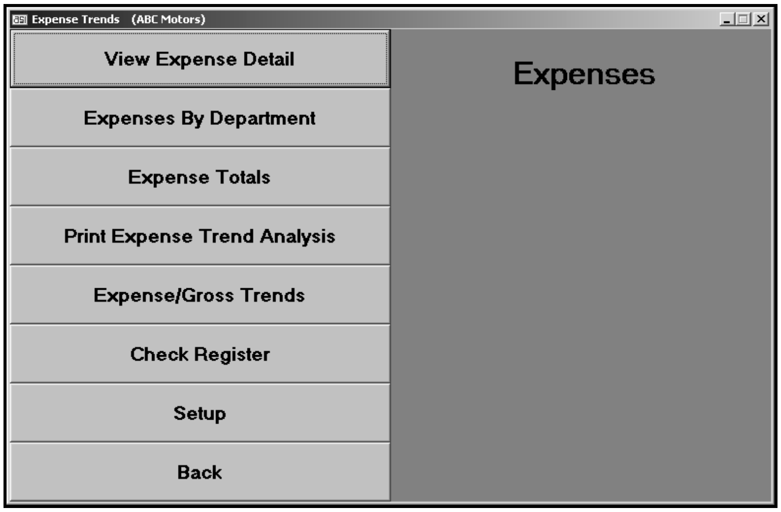
2. Click to select **Include Over Allowance In Gross** if you want to include over allowance in the statistics.

3. Click **Details** to view the general ledger accounts and their balances.

4. Click **Close** to close the Vehicle Sales FaStats.

Chapter 4 Expenses

The **Expenses** button on the Dealer Principal menu opens the Expenses menu. This menu is used to view your dealership's expenses. You can view the expenses for a specific month, and you can view expense comparisons for the current year and previous year. The menu contains six options for viewing and printing expense information. To select an option, click the button on the menu. The appropriate screen or prompt appears.



Button	Use it to
View Expense Detail	View the expenses for a specific month
Expenses By Department	View the expenses for a specific department for a specific month
Expense Totals	View a comparison of your expenses for this year and last year
Print Expense Trend Analysis	Print an expense trend analysis for the past year
Expense/Gross Trends	View a bar graph that identifies the expense and gross trends for this year and last year
Check Register	View the check register

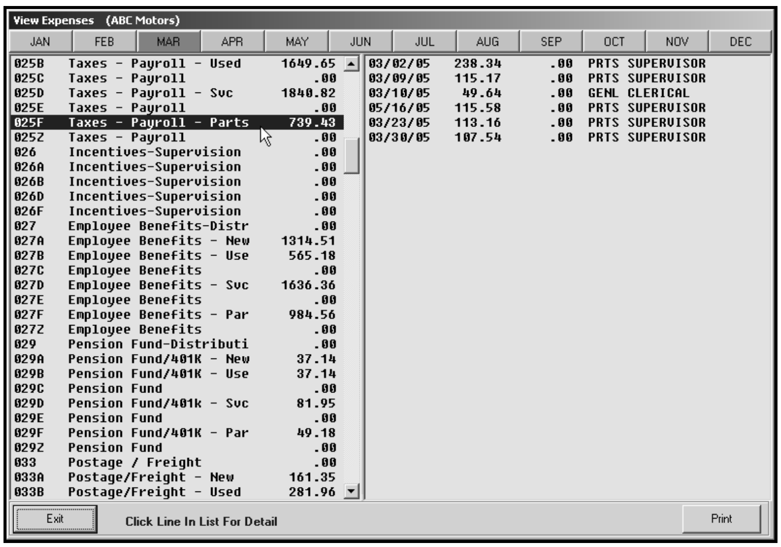
View Expense Detail

The **View Expense Detail** button is used to view expense detail for a particular month.

1. Click **View Expense Detail**. The View Expenses screen opens.

2. Click the month button at the top of the screen to select the month. The button for the selected month turns red to indicate it is selected.

3. A list of expenses fills in on the left side of the screen. Click an expense to view its detail. The detail fills in on the right side of the screen.



4. Use the **Print** button to print the expense information as needed.

5. Click **Exit** to return to the Vehicle Sales menu.

Expenses By Department

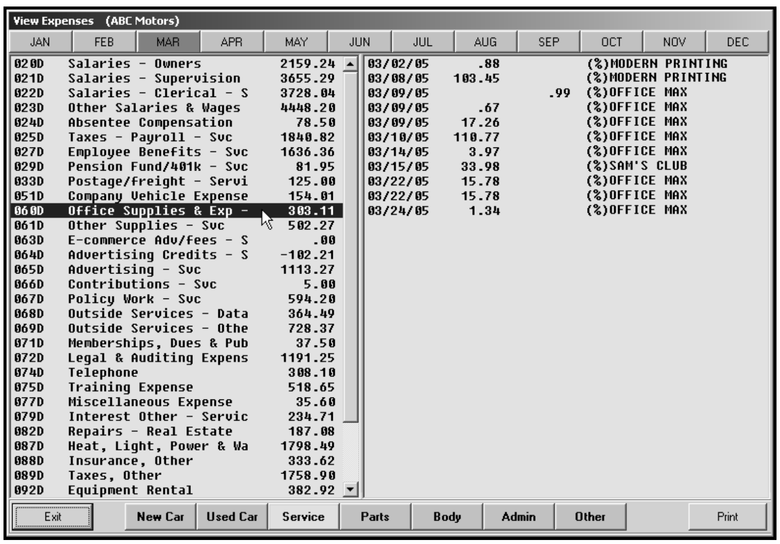
The **Expenses By Department** button is used to view expense detail for a specific department for a specific month.

1. Click **Expenses By Department**. The View Expenses screen opens.

2. Click the month button at the top of the screen to select the month. The button for the selected month turns red to indicate it is selected.

3. Click the button on the bottom of the screen that corresponds with the department you want to select: **New Car**, **Used Car**, **Service**, **Parts**, **Body**, **Admin**, or **Other**.

4. A list of expenses fills in on the left side of the screen. Click an expense to view its detail. The detail fills in on the right side of the screen.



5. Use the **Print** Button to print the expense information as needed.

6. Click **Exit** to return to the Vehicle Sales menu.

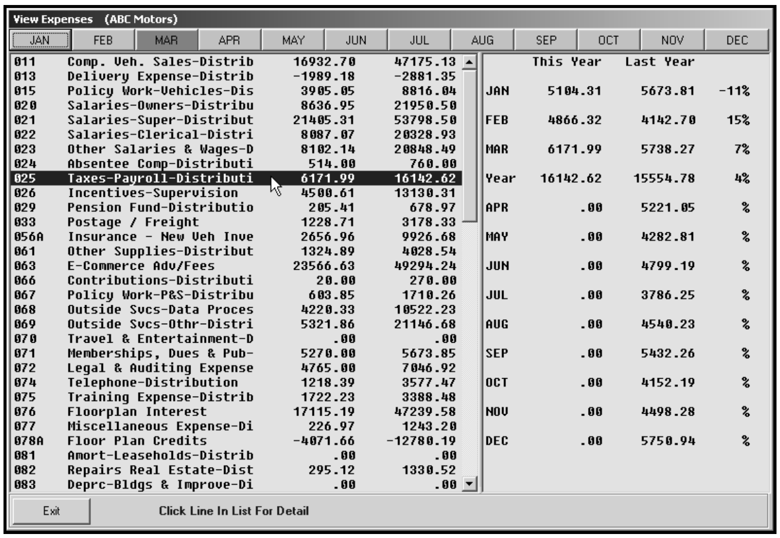
Expense Totals

The **Expense Totals** button is used to view a comparison of your expenses for this year and last year.

1. Click **Expense Totals**. The View Expenses screen opens.

2. Click the month button at the top of the screen to select the month. The button for the selected month turns red to indicate it is selected.

3. A list of expenses fills in on the left side of the screen. Click an expense to view its detail. The detail fills in on the right side of the screen.



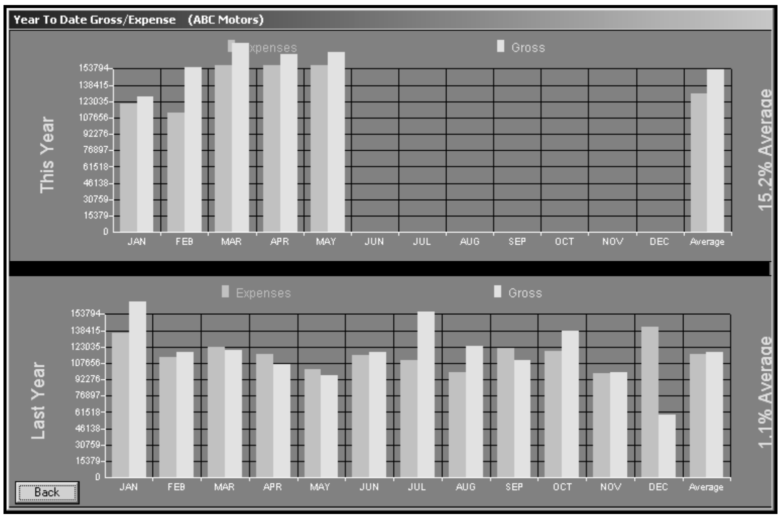
4. Click **Exit** to return to the Expenses menu.

Print Expense Trend Analysis

Use this button to print an expense trend analysis for the past year. 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. Once you select your print type, click **Print**.

Expense/Gross Trends

The **Expense/Gross Trends** button displays a chart that compares your gross and expenses for the current year and previous year. The top graph displays the gross and expense information for the current year, and the bottom graph displays the gross and expense information for the previous year.



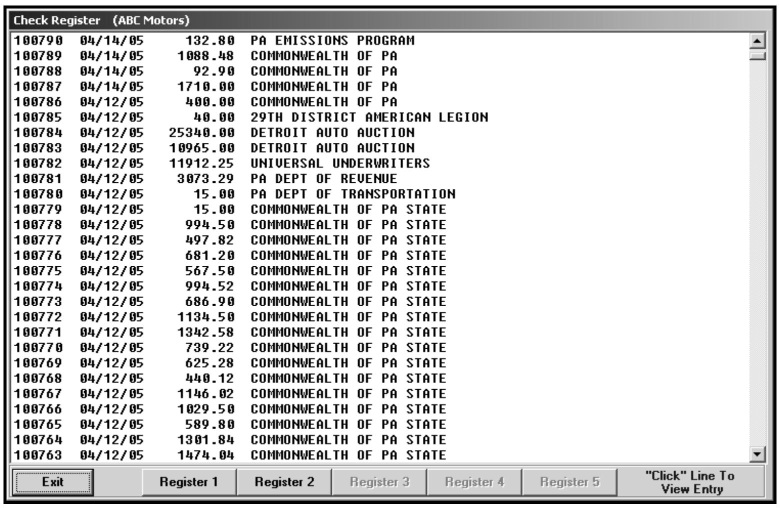
Check Register

The **Check Register** button is used to view the check register.

1. Click **Check Register**. The Check Register screen opens.

2. Click the register button at the bottom of the screen that corresponds to the check register you want to view.

3. The information fills in on the screen.



4. Click a line to view the detail for that line.

5. Click **Exit** to close the View Journal Entry screen.

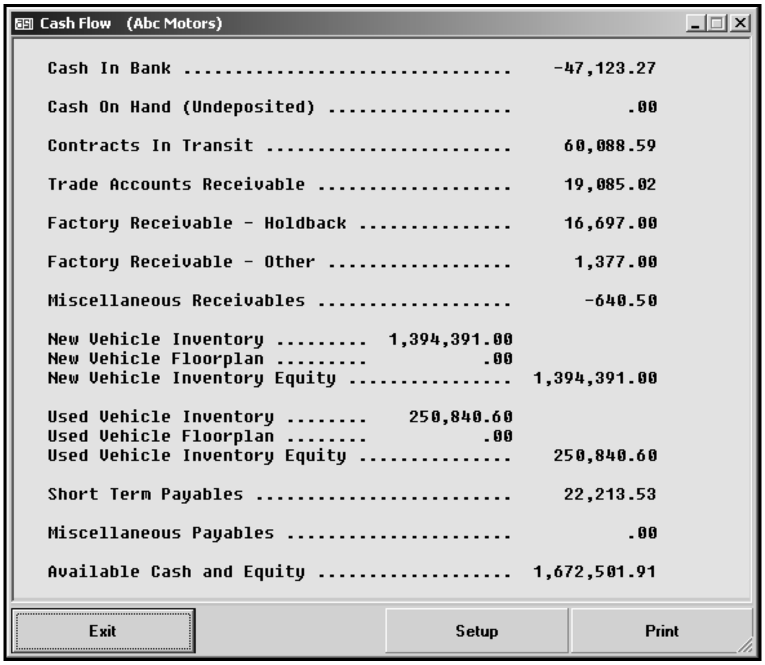
6. Click **Exit** to close the Check Register screen.

Chapter 5 Cash Flow

The **Cash Flow** button on the Dealer Principal menu is used to view the available cash flow and equity. This information can be viewed daily so you can keep a close watch over the dealership's cash flow. This button is also used to view information for your scheduled accounts.

Viewing the Cash Flow

When you click the **Cash Flow** button, the Cash Flow screen opens and automatically displays the figures for the current month. The screen displays the cash in bank, cash on hand, outstanding bank contracts due, accounts receivables, factory receivables, equity in your new and used inventory, short-term accounts payables, and miscellaneous payables. The bottom of the screen displays the total available cash and equity.



Tip: Before you can use the Cash Flow feature, you must use the **Setup** button to indicate the general ledger accounts that should pull for each category. The system uses the setup to compile the information displayed on this screen. See Chapter 1 for information on setting up the Cash Flow parameters.

Printing the Cash Flow

1. Click **Print**.

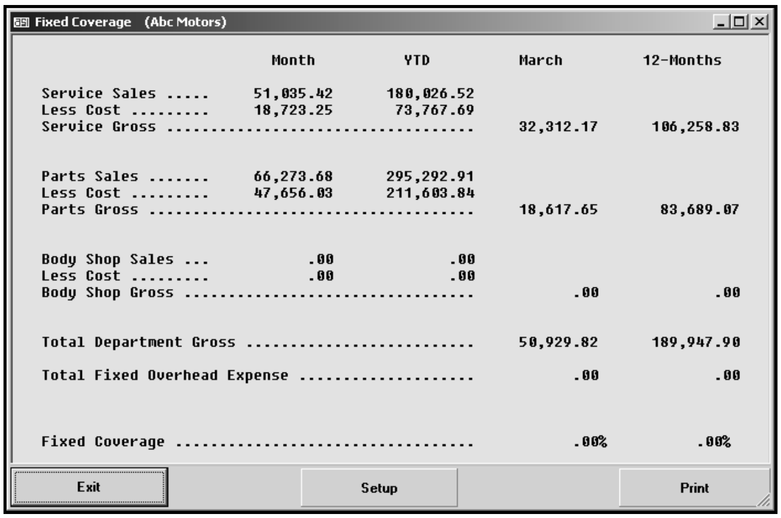
2. When prompted to verify your printer is ready, click to select **To Printer** to print the information or **To Screen** to view the information on your screen.

3. Once you select your print type, click **Print**.

Chapter 6 Fixed Coverage

The **Fixed Coverage** button on the Dealer Principal menu is used to view the fixed coverage for the current month and last 12 months. The fixed coverage figure is the percentage of the dealership's total fixed expenses that the profit from the Service Department, Parts Department, and Body Shop covers.

When you click this button, the Fixed Coverage screen opens and automatically displays the figures for the current month and the past 12 months. The screen displays the total sales, cost, and gross for each of the three departments. The bottom of the screen displays the total department gross, total fixed overhead expenses, and the fixed coverage percentage.



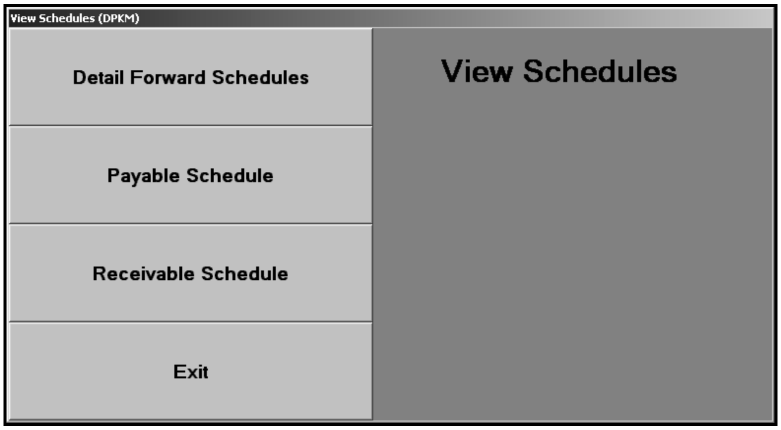
Tip: Before you can use the Fixed Coverage feature, you must use the **Setup** button to indicate the general ledger accounts that should pull for each category. The system uses the setup to compile the information displayed on this screen. See Chapter 1 for information on setting up the Fixed Coverage parameters.

Printing the Fixed Coverage Information

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

Chapter 7 Schedules

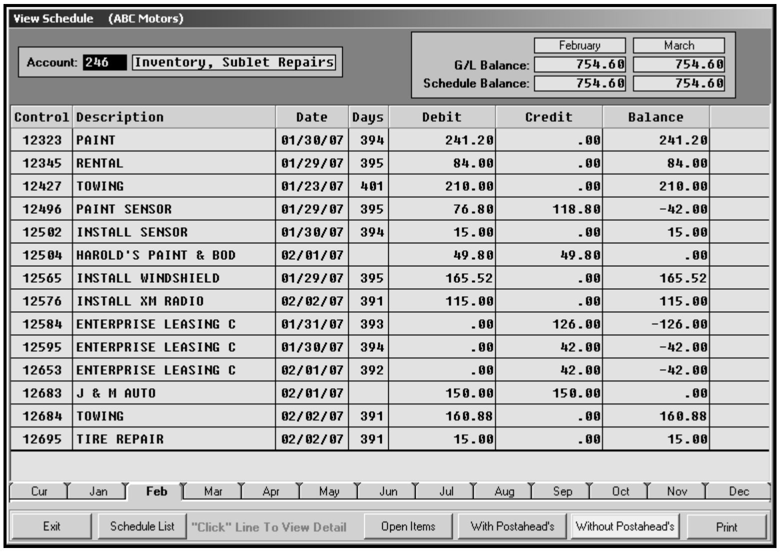
The **Schedules** button advances you to the View Schedule menu. The options on this menu allow you to view your detail forward schedules, payable schedule, and receivable schedule. The viewing screens are identical the viewing screens in the Autosoft DMS Dealership Accounting module to ensure the same information is available in the Dealer Principal program.



1. Click the button that corresponds to the schedule you want to view.

2. For the detail forward schedule, type the account number for the schedule you want to view, or click **Schedule List** to select the account. The schedule information displays on your screen.

   The accounts payable and accounts receivable schedules will automatically display when the screen opens.



Control	Description	Date	Days	Debit	Credit	Balance
12323	PAINT	01/30/07	394	241.20	.00	241.20
12345	RENTAL	01/29/07	395	84.00	.00	84.00
12427	TOWING	01/23/07	401	210.00	.00	210.00
12496	PAINT SENSOR	01/29/07	395	76.80	118.80	-42.00
12502	INSTALL SENSOR	01/30/07	394	15.00	.00	15.00
12504	HAROLD'S PAINT & BOD	02/01/07		49.80	49.80	.00
12565	INSTALL WINDSHIELD	01/29/07	395	165.52	.00	165.52
12576	INSTALL XM RADIO	02/02/07	391	115.00	.00	115.00
12584	ENTERPRISE LEASING C	01/31/07	393	.00	126.00	-126.00
12595	ENTERPRISE LEASING C	01/30/07	394	.00	42.00	-42.00
12653	ENTERPRISE LEASING C	02/01/07	392	.00	42.00	-42.00
12683	J & M AUTO	02/01/07		150.00	150.00	.00
12684	TOWING	02/02/07	391	160.88	.00	160.88
12695	TIRE REPAIR	02/02/07	391	15.00	.00	15.00

3. Use the month tabs to view the information for another month.

4. Use the buttons at the bottom of the screen to filter the information.

   By default, the detail forward schedule does not include post-ahead entries, so you have the option to include them. Click **With Postaheads** to include the post-ahead entries. Click **Without Postaheads** to view only the current month's postings.

   For all schedules, click **Open Items** to view just the open items. Click the button again to view all items.

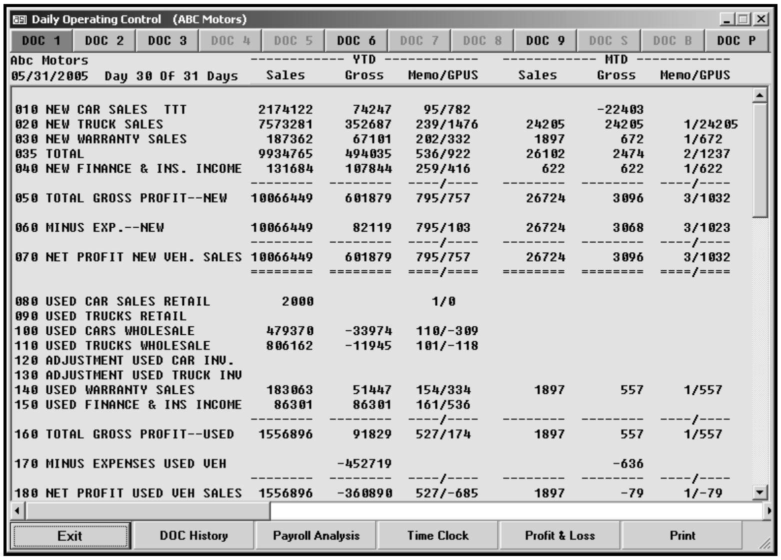
5. Click **Print** or **Print This List** to print the schedule information.

6. Click a line to view the transaction details. The View Detail screen appears and displays the information. Click **Back** to close the detail screen.

7. Click **Exit** or **Back** to return to the View Schedules menu.

Chapter 8 Daily DOC

The **Daily DOC** button on the Dealer Principal menu is used to view the information for any DOC's setup in the Accounting module of the Autosoft DMS system. You can setup nine DOC's in the Accounting module. The screen will display the information available the last time the DOC was compiled. To ensure the DOC information is up to date, the Accounting Department should compile the DOC's on a regular basis.



Viewing a DOC

1. Click **Daily DOC**. The Daily Operating Control screen opens.
2. The buttons on the top of the screen represent the DOC's. The DOC number appears in black to indicate the DOC is available for viewing. The grayed-out buttons indicate DOC's that have not been created or that have not been compiled. Click the button that corresponds to the DOC you want to view. The button turns red to indicate it is selected.
3. The information fills in on the screen.
   - The top part of the screen identifies the compiling date and criteria.
   - The middle part of the screen displays the year-to-date, month-to-date, and daily sales and gross information for each line of the DOC.
4. Use the scroll bar on the right side of the screen to view the information that does not fit on the screen.
5. Use the **Print** button to print the information as needed.
6. Click **Exit** to return to the Dealer Principal menu.

Viewing Additional Information

In addition to the DOC's, you can use the buttons on the bottom of the screen to view payroll information and a profit and loss summary. Click the button that corresponds to the information you want to view, and the appropriate viewing screen opens. Click **Back** on the viewing screen to return to the Daily Operation Control screen.

DOC History

Click **DOC History** to display a list of DOC's from the last 60 days. Select the DOC from the list you want to compare to today's DOC. The screen displays the selected DOC. Click **Compare** to compare the DOC to today's DOC. The screen splits and displays today's DOC in the bottom section. Click **Exit** to return to the Daily Operating Control screen.

Comparison DOC

Click Comparison DOC to view a comparison DOC compiled in the Accounting module. The comparison DOC serves as a yearly comparison report so you can compare how the dealership is doing this year compared to last year. A list of available comparison DOC's appears. Click to select the DOC you want to view. You can print the DOC from the viewing screen by clicking the **Print** icon on the top toolbar. Click **File** and then **Exit** to close the DOC.

Payroll Analysis

Click **Payroll Analysis** to view a summary of the year-to-date compensation. Any employee with less than $100 year-to-date is ignored, and any employee with the word "Owner" in the first **Position** field on the Employee Information screen appears in the list, but the average for the employee is not calculated.

The system automatically displays the Payroll Analysis. The first two columns display the employee's control number and name. The last three columns display the employee's gross plus demo, the employee's average, and the employee's demo amount (respectively). The Average Compensation YTD is the average compensation for all employees.

Time Clock

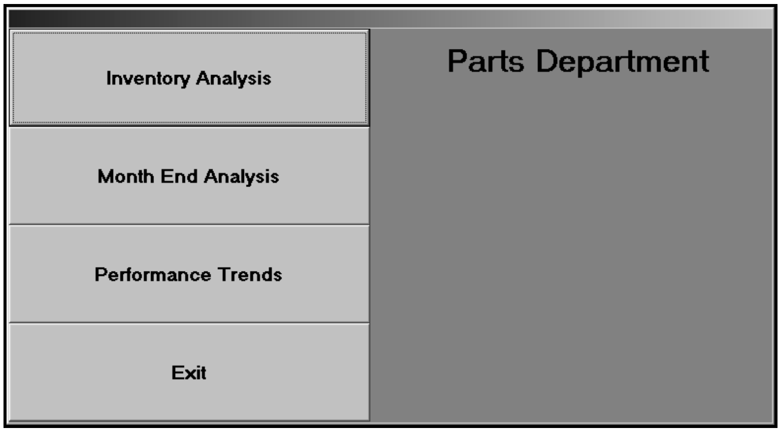
Click **Time Clock** to view the Time Clock List. The system automatically displays all of the time clock data available since the last time the payroll was compiled. Click **Current List** to view just the time clock data for the current day. Click **Full List** to view the complete list of data again. The decimal values represent tenths of a minute.

Profit & Loss

Click **Profit & Loss** to view the profit and loss information for the current period or a selected month. The buttons on the top of the screen represent the months. Click on the button that corresponds to the month you want to view. (The **Current** button displays the profit and loss for the current month.) The button turns red to indicate it is selected. The information fills in on the screen. The top part of the screen displays the month-to-to date profit and loss, and the bottom of the screen displays the year-to-date profit and loss.

Chapter 9 Parts

The Parts button on the Dealer Principal menu opens the Parts Department menu. This menu is used to view an aged analysis of your physical inventory. You can also use this menu to print month-end analysis and performance trend reports. All of the information available here helps you keep an eye on the Parts Department and the parts inventory.



Inventory Analysis

The **Inventory Analysis** button is used to view an aged inventory analysis of your physical inventory. The information is displayed in the following aging groups:

- From 0 to 3 month,
- From 4 to 6 months,
- From 7 to 9 months,
- From 10 to 12 months,
- From 13 to 18 months,
- From 19 to 24 months, and
- Greater than 24 months.

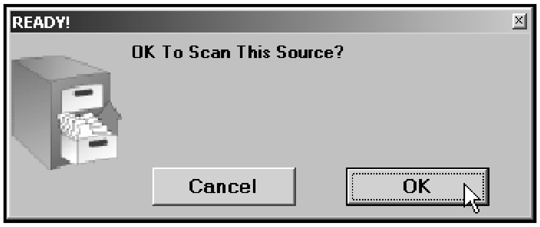
For each aging category, the analysis displays the total number of parts, the total cost of the parts, and the percentage of the total inventory the parts make up. The analysis also displays the total number of parts and accessories that are over 365 days old.

Viewing the Analysis

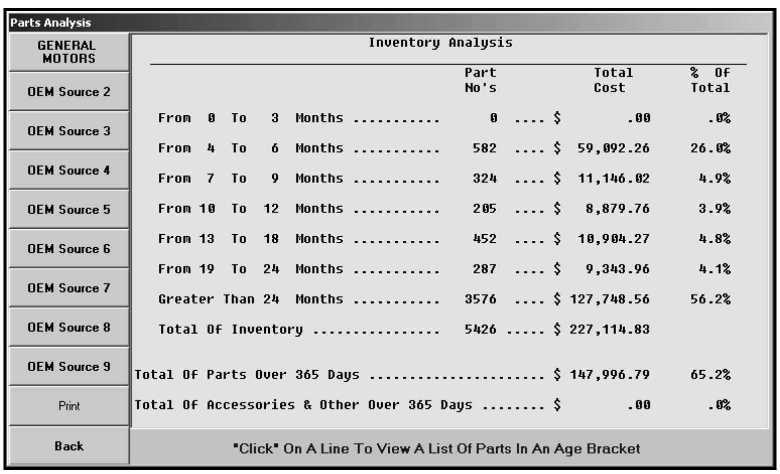
1. Click **Inventory Analysis**.

2. The left side of the screen displays buttons for each of the nine inventory sources. Click the button that corresponds to the inventory source you want to select.

3. Click **OK** when prompted to verify you want to scan the source.



4. The system scans the parts files and displays the aged analysis. The scan may take several minutes, so do not disturb the system as it works.



5. Use the **Print** button to print the analysis as needed.

6. Click **Back** to return to the Parts & Service menu.

Viewing the Parts in Each Aging Category

You can view a list of the parts in an aging category by clicking the line on the Parts Analysis screen. The aged analysis lists the part number, part name/description, stocking status, on-hand quantity, cost, extended, last sale date, number of days since the last sale, and the return code. Click **Print** to print the list. Click **Back** to return to the Parts Analysis screen.

Month-End Analysis

The Month-end Analysis includes performance information for all inventory sources with activity for the month. The report is divided into five sections: Sales Summary, Receipted Stock For Month, Parts On Purchase Orders/Service R/O's, Inventory Analysis, and Turns/Fill summary.

Sales Summary

The first section is the sales summary. For counter sales, service sales, and body shop sales, the summary lists the total pieces, sales amount, cost, gross profit, and profitability for retail, wholesale, and internal sales. The end of this section lists the total pieces, sales amount, cost, gross profit, and profitability for all sales. It also lists the total gross turn, true turn, and return on investment.

Receipted Stock For Month

The second section is a summary of the receipted stock for the month. It identifies the total pieces and the cost of the pieces that were stocked in as regular stock, special orders, and emergency purchases. It also identifies the percentage of the overall stocked parts the parts in each category make up. This section also lists the totals for parts stocked in and sold out. The last part of this section identifies if the total cost of the receipted stock is a net increase or decrease.

Parts On Purchase Orders/Service R/O's

The third section lists the parts on purchase orders and repair orders. First, this section lists the total part numbers, pieces, and cost of parts on regular stock orders, special order, and back order. Then, this section lists the total part numbers, pieces, and cost of parts that are on open service repair orders, on open body shop repair orders, and that have been removed from repair orders.

Inventory Analysis

The fourth section is an inventory analysis. The first part of this section breaks your inventory into aging categories and lists the total part numbers, pieces, cost, and percentage of the overall inventory the parts in each aging category represent.

Next, this section lists the total part numbers, pieces, cost, and percentage for parts, accessories/other, cores, and the totals for the entire inventory. Then, it provides information on lost sales, returnable parts, parts with negative on-hand quantities, parts added with out stock, parts added with stock, deleted parts, and manually adjusted parts.

Finally, this section provides totals for normal stocking parts, special order parts, and other non-stocking parts. It lists the total number of each part in inventory, cost for the current on-hand quantity, number of pieces on hand, number of sales for the month, number of sales for the past 12 months, and the percentage of on hand to unit sales.

Turns/Fill summary

The fifth section on the report summarizes the turns and fill ration for the month. It provides information for class A, B, C, D, and E parts. The report lists the total value of the inventory, the value of the 12-month sales, turns, total part numbers, total parts with zero on-hand quantity, and the fill ratio for the parts.

Printing the Month-End Analysis

1. Click **Month-End Analysis**.

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.

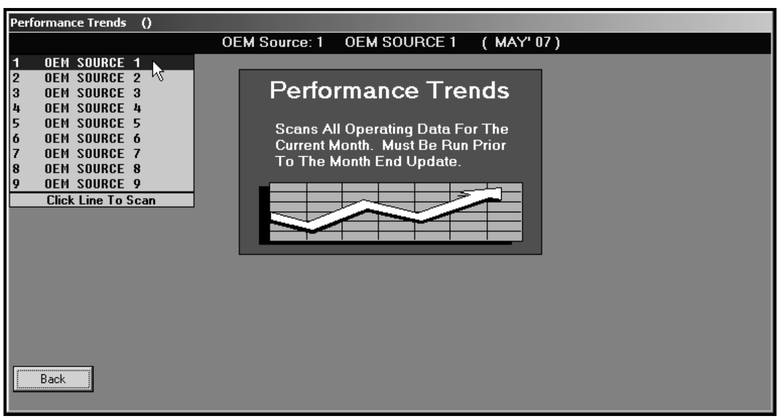
3. Once you select your print type, click **Print**.

Performance Trends

Use this button to print a report that serves as an extension of the month-end analysis. Be sure to select the correct inventory source when generating the report. The report lists performance trends for the total inventory. To ensure that the information on the report is accurate, you must print this reports before the Parts Department runs the month-end update.

1. Click **Performance Trends**. The Performance Trends screen appears.

2. The top left corner of the screen displays a list of the inventory sources. Click the source you want to use for the report.

3. 

4. 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.

5. Once you select your print type, click **Print**.

Chapter 10 Service

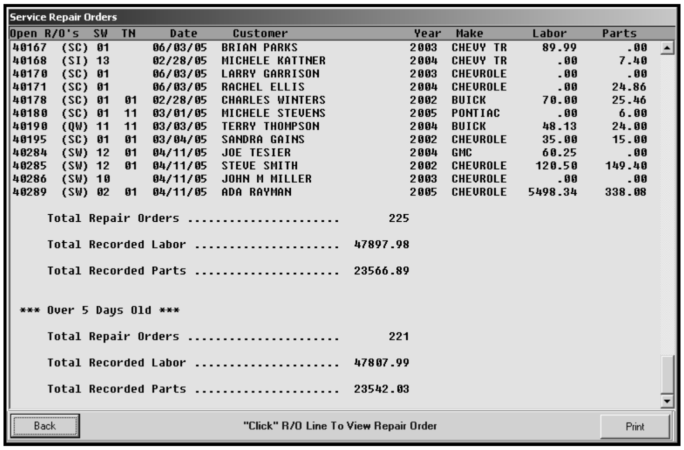
The **Service** button advances you to the Service Department menu. You use this menu to view a summary of the open repair orders. You can also print an effective rate report and statistics for the writers and technicians. This information helps you evaluate your Service Department.

Open Repair Order

You use this button to view a summary of the open repair orders. For each open repair order, the summary lists the R/O number, service writer's ID, technician's ID, date, customer's name, vehicle's year and make, the total for labor, and the total for parts. The system also displays the total R/O count, total parts, and total labor for all of the open repair orders and the repair orders that are over five days old.

1. Click **Open Repair Orders**.

2. The system scans the Service Department files and displays a list of the open repair orders. The scan may take several minutes, so do not disturb the system as it works.



3. You can view a repair order by clicking on it. Once you have the repair order open in the viewing screen, you can print it by clicking the Print icon on the toolbar. Click **Back** on the View R/O screen to return to the Service Repair Orders screen.

4. Click **Print** to print the information displayed on the screen. When prompted to verify your printer is ready, select your print criteria

5. Click **Back** to return to the Service Department menu.

Effective Rate

Use the **Effective Rate** button to print the effective rates for the Service Department. The summary includes data for the past 30 days. It includes a total analysis and a breakdown for each pay type (customer warranty, and internal). The analysis lists the daily and month-to-date total flat hours, sales amount, and effective rate.

1. Click **Effective Rate**.

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**.

Writer/Tech Stats

Use the **Writer/Tech Stats** button to print the technician and writer statistics. The first part of the report is the technician time report. For each technician, it lists the total customer pay, internal, and warranty units and labor sale. It also lists the total number of R/O's for the technician and the average labor sale. The second part of the report is the writer sales report. It lists all of the same information as the technician summary, but it also includes the total discounts the writer applied.

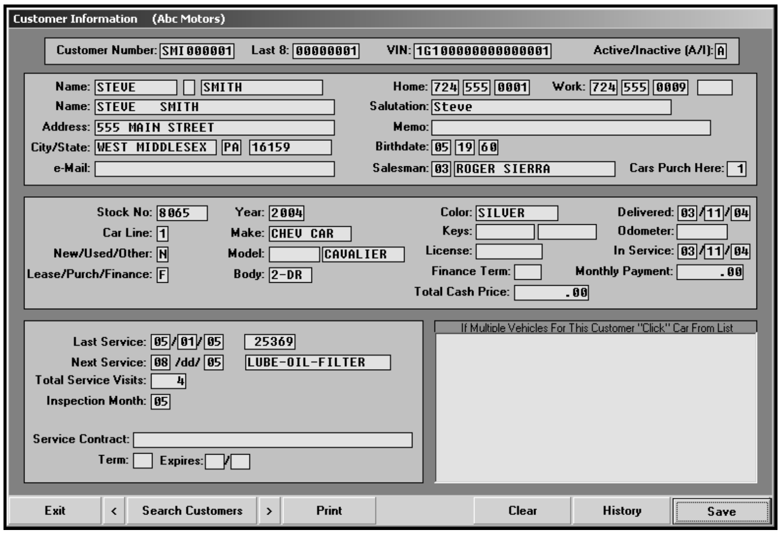
1. Click **Writer/Tech Stats**.

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**.

Chapter 11 Customer History

The last button on the Dealer Principal menu opens the Customer Information screen. You use this screen to view customers' service history. If you add information or edit information on this screen, the customer's file in the DMS system is update with the information.



Recalling a Customer's Information

There are four ways to recall a customer's information:

- Enter the customer number in the **Customer Number** field. The customer number is the first three letters of the customer's last name and last six digits of the vehicle's VIN. The customer's information fills in on the screen.

- Enter the first three letters of the customer's last name in the **Customer Number** field, and click **Search** (or press F3). The system displays a list of customers whose last name begins with the letters. Click on the customer in the list you want to select, and the customer's information fills in on the screen.

- Enter the last eight characters of the VIN in the **Last 8** field. The system will display the record for the first customer that meets the criteria you entered. Click on the arrow keys on the side of the **Search** button to scroll through the records. The customer's information fills in on the screen. (You can also scroll by pressing F2 to view the previous record and F4 to view the next record.)

- Click **Search** (or press F3). On the Customer Search Criteria screen, enter the first three letters of the customer's last name, the last four digits of the customer's phone number, or the customer's license plate number. A list of the customers who meet the criteria you entered appears. Click on the customer you want to select. The customer's information fills in on the screen.

Adding a New Customer

1. Enter the appropriate information in each field.
2. Press ENTER to advance to the next field. (Press F1 to view the help page to read detailed descriptions of the information required in each field.)
3. Click **Save** to save the information entered.
4. Click **Exit** to return to the Dealer Principal menu.

Editing a Customer's Information

1. Select the customer.
2. Click in a field, and edit the information as needed.
3. Click **Save** to save the changes.

Printing a Customer's Information

1. Select the customer.
2. Click **Print**.
3. When prompted to verify your printer is ready, select your print criteria.

Viewing a Customer's Service History

1. Select the customer.
2. Click **History**.
3. A list of repair orders for the customer is displayed.
4. Click a repair order to view the finished R/O. A summary of the repair order opens on your screen.
5. Click **Back** to close the customer's history.

Tip: If you select to view a repair order in the list that is too old, you will receive a message indicating that there is no data available for the selected R/O. Click **OK** to acknowledge the message.

Conclusion

This concludes how to use the Dealer Principal. You should reference the manual as you work until you are comfortable with the procedures. When you do have questions, press F1 to display the help page so you can read detailed information about each screen. If you cannot find the information you are looking for, call the Autosoft International Support Desk at (800) 473-4630 for assistance.