

Service Month-End Procedures

- I. You must print the following reports **before** running the Service Update because the update will reset the information.

From the Service Writing main menu:

1. Click **Reports & Updates**.
2. Click **Service Time Summary & Update**.
3. Run the following reports:
 - **Print Effective Rate Summary**
 - **Writer Time Summary**
 - **Technician Time Summary**

All other service reports are date specific and can be run as needed.

- II. **After** you print the reports:

1. Click **Exit** to return to the Service Reports/Updates menu.
2. Click Monthly Summary Update.
3. Enter the month and year you are updating.
4. Click **OK** to verify you want to perform the update.
5. You are finished until next month.

Important: All Parts and Service machines must be out of the program when the program is performing the month-end update.