Appendix F Deal Tools

Autosoft's Deal Tools can simplify finalizing a sale by providing easy-to-use tools that help you advise customers and establish the best deals possible. This suite of tools provides you with more control, which speeds the sales process and helps you tailor deals to your customers' needs and budgets. The Deals Tools suite includes Scenarios, Inventory Roll, Sales Tools, and Payment Schedule. Deal Tools has the power to inform customers of a vehicle's true value to their budget and the flexibility to help you build the perfect deal.
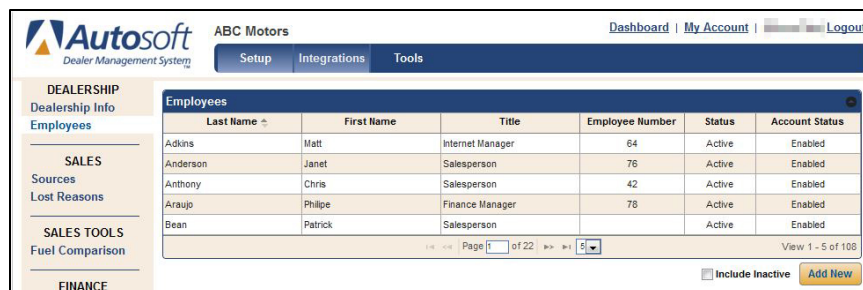
Scenarios

The Scenarios feature allows you to present a customer with several different deal options side by side. This provides you with the flexibility to make alterations to vehicle, deal type, financing, front and back adds, and additional coverage within different scenarios in order to structure the most appealing deal possible for the customer.

Enabling Scenarios

Scenarios functionality is permissions-based and must be enabled for each employee who will need to use it. Enabling Scenarios can only be done by a dealership user with administrative rights in FLEX DMS F&I.

1. Click the **Admin** link at the top of the screen.

2. From the left navigation panel, click on the **Employees** option, which will open a list of FLEX DMS F&I users within your dealership.

3. Once you've located the employee for whom you'd like to enable the Scenarios tool, click on his or her name to open the employee's user profile information.

4. Click the **Roles & Permissions** tab.

5. Check the box next to **Scenarios**.

6. Click **Save** to apply the change.

Creating Scenarios

Once Scenarios has been enabled for a user, the tool is accessible through the **Deals** tab in the blue toolbar and can be used to fine-tune any deal. After you've established an initial deal based on your conversation with the customer, you can use Scenarios to alter the details of the deal to offer the customer options that may make finalizing the sale more likely.

1. While in the deal you are working, click the **Scenarios** option in the left navigation panel.

2. The Scenarios screen opens in a new window. The deal you've structured with your customer on the **Deals** tab appears as the initial scenario.

    You can make adjustments within the initial scenario here without affecting the original deal. While the Scenarios window is open, you cannot make any changes within the original deal screen.

3. To add a new scenario, click **Add Scenario** or the green **+** button in the top left corner of the Scenarios screen.

4. The Add Scenario window opens. The **Name** field will auto-populate with a generic name for the scenario. However, you can edit this field if desired.

5. The **Base Scenario** field is used to determine on which existing scenario a new scenario will be based. In this case, **Initial** is the only choice; however, as you establish scenarios for a deal, the **Base Scenario** menu options will grow. Select the base scenario from which you'd like to create a new scenario.

6. Click **Add.** A scenario matching the initial scenario will appear to the right of the initial scenario. You can change a scenario's name at any time by clicking on the **pencil** icon to the right of the scenario name, entering a new name, and clicking **Rename**.

7. Adjust the information from the existing scenario within the new scenario.

- Within the **Vehicle** section, you can use drop-down menus to select a different vehicle or to change the **Deal Type** (Balloon, Cash, Lease, or Retail).

- In the **Financing** section, you can choose a different lender from the **Lender** menu and adjust the **Term** and **Payment Type**.

- The **Residual** area, which is only accessible in lease or balloon scenarios, allows for changes to **MSRP** and **Residual Percentage**.

- Within the **Pricing** portion of the scenario, you can alter **Base**, **Discount**, **Rebate**, and **Cash** applied to the deal.

- Front and back adds can be removed or added by clicking on the checkbox next to each item in the **Front Adds** and **Back Adds** sections.

- The **Coverages** area displays all insurance and extended warranty coverage added to the deal, which can each be removed from or restored to the scenario by unchecking the box next to an item.

- **Life A&H**, if added to the original deal, can be removed by checking the box in this section of the deal or re-added if removed in the scenario's base deal.

- You can remove trades or alter trade allowances within the **Trades** area of a scenario.

> **Tip:** If the original deal and scenario did not contain front or back adds, or coverage and life A&H plans, the corresponding sections will not appear in the subsequent scenarios.

As you make changes and enter through the fields, the price per month displayed at the bottom of the scenario also changes. If you click once on the dollar amount at the bottom of the screen, the displayed dollar amount will switch from monthly payment to the payment total (for a lease) or total sales price (for a retail, cash, or balloon deal). To switch back to monthly payment view, simply click the dollar amount again.

8. Repeat steps 3 through 7 to add as many scenarios as you like, choosing the base scenario that is closest to the scenario you'd like create.

9. Only four scenarios may be viewed on screen at a time and printed side by side; however, to allow for more than four scenarios to be created for a deal and various combinations of scenarios to be compared side-by-side, you can hide scenarios by clicking on the **Hide Scenario** link at the bottom of a scenario.

Once a scenario is hidden, you can choose to redisplay it by selecting the name or number of the hidden scenario from the drop-down menu in the far left box at the bottom of the screen and clicking **Unhide**. You can only unhide a scenario if you have an empty space on the screen in which it can be displayed.

Reviewing and Applying Scenarios

Reviewing scenarios with a prospect is easy. You can either view the Scenarios screen with the prospect or print a hardcopy for review.

Printing Scenarios

You can print a printer-friendly, side-by-side hardcopy of the scenarios you've laid out to review with prospects.

1. Click the **Print** link in the top right corner of the Scenarios screen.
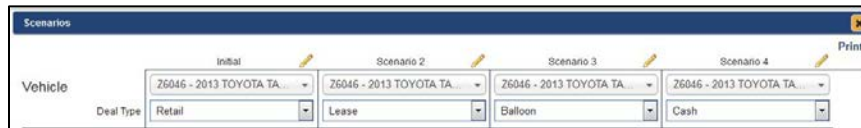
2. A printer-friendly version of the scenarios will open in a new Web browser tab.

3. To print, click the **printer** icon in the browser you're using, select the appropriate printer, and click **OK**.

4. After printing, you can close the printer-friendly version by closing only the tab in which the document opened on your Web browser.

Applying a Scenario

Once the customer has decided on a scenario, you can easily apply the scenario to the deal.

1. Click the **Apply to Deal** button at the bottom of the scenario the customer has selected.

2. A pop-up box will verify that you wish to apply the scenario to the deal and remove any unchecked adds and coverages, as well as allowances and payoff values of any unchecked trades. Click **Apply**.

3. The selected scenario will be applied to the deal, and the deal screen will reflect the options and numbers established in the scenario.

Switching Scenarios on a Deal

If at any point before finalizing the deal the customer chooses a different scenario, you can easily apply one of the other scenarios you've established for the deal.

1. While working in the deal in the **Deals** tab, click the **Scenarios** option in the left navigation panel. The range of scenarios you've created for the deal will open, and the applied scenario will be highlighted in gold.

2. Repeat the steps outlined in the previous section, "Applying a Scenario," to apply a different scenario to the deal.

Inventory Roll

Inventory Roll is a useful tool if you've added a vehicle to a deal but find that the consumer isn't able to secure financing to cover the price of the vehicle. Using this tool, you can easily search your inventory for a vehicle that matches the appropriate specified payment range and sort results based on gross profit. This will allow you to arrive at a vehicle that meets the customer's needs while maximizing your profits.

1. In an established deal, click on the **Vehicle** option in the left navigation panel.

2. Click **Remove** to remove the current vehicle from the deal.

3. A confirmation window will ask you to confirm that you wish to remove the vehicle. Click **Yes**.

4. The Inventory list will open. To search based on vehicle price or payments, check the box next to **Filter** and choose to filter using either **Payment** or **Price**.

5. If searching based on vehicle price (the default search option), enter a minimum price in the **Min Price** field and a maximum price in the **Max Price** field.

   If filtering inventory based on payment, enter a minimum payment in the **Min Payment** field and a maximum payment in the **Max Payment** field.

6. Click **Filter**.

7. The results meeting your search criteria will populate the Inventory list below. If the list is blank, the inventory does not contain any vehicles meeting your search criteria.

    If you search based on price, the results will be arranged by default in ascending order of price in the **Price** column. To rearrange in descending order, click on **Price** in the column header.

    When you search based on payment, the results can be sorted by either **Payment** or **Gross** by clicking on either column header. The vehicles, by default, will be arranged in ascending order. Clicking either the **Payment** or **Gross** header twice arranges the results by payment or gross in descending order, respectively.

8. Select and apply a vehicle to the deal by double-clicking on the vehicle from the results list.

9. The new vehicle's Information tab will open. Click **Save** to retain the vehicle information.

Sales Tools

The suite of Sales Tools provides you with easy access to features that may help to demonstrate to a customer that a vehicle is within his or her price range or allow a sales manager or finance manager to quickly estimate payments on a vehicle without navigating away from the deal on which he or she is currently working. The suite is comprised of Fuel Comparison, Refund Calculator, and Payment Estimator.

Sales Tools is available from the **Sales Tools** link at the top of every page.

Fuel Comparison

Fuel Comparison provides a quick estimate of a vehicle's fuel usage and a comparison against the customer's current vehicle's gas usage. This sales tool may help to encourage a sale by demonstrating a vehicle's long-term value and cost savings.

Setting Up Fuel Comparison

To make using Fuel Comparison easier, a user with administrative access to FLEX DMS F&I can set up the day's fuel price, a default estimate for annual inflation and a default for the estimated miles driven per year. These figures will auto-populate the Fuel Comparison tool when it's opened from the Sales Tools link. However, the default figures can be changed within the tool to achieve the most accurate snapshot of cost-savings possible for a customer.

1. Click on **Admin** at the top of the screen.

2. Under the **Sales Tools** heading in the left navigation panel, click on **Fuel Comparison**.

3. Enter the day's fuel cost in the field labeled **Today's Fuel Cost**.

4. In the **Estimated Annual Inflation** field, type the appropriate percentage for annual inflation.

5. You can also set a default mileage in the **Estimated Miles Driven/Year** field.

6. Click **Save** to save the settings.

Note: You may only need to update the default fuel cost on a weekly basis, rather than daily.
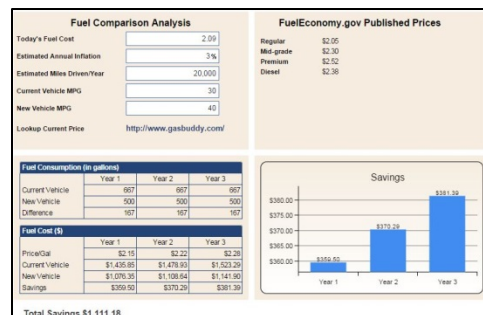
Using Fuel Comparison

1. Click on the **Sales Tools** link in the top right corner of the screen, above the blue toolbar.

2. Because Fuel Comparison appears at the top of the **Tools** list in the left navigation panel, the application will automatically open.

3. Any default figures that you've entered in the Fuel Comparison setup will automatically populate the Fuel Comparison Analysis box when you open the tool. If these figures are incorrect or out of date, you can enter updated figures in the **Today's Fuel Cost** and **Estimated Annual Inflation** fields to override the default figures.

Fuel Comparison Analysis	
Today's Fuel Cost	2.09
Estimated Annual Inflation	3%
Estimated Miles Driven/Year	20,000
Current Vehicle MPG	0
New Vehicle MPG	0
Lookup Current Price	http://www.gasbuddy.com/

4. If you've entered a figure in the **Estimated Miles Driven/Year** field that does not match the customer's driving practices, enter a more accurate estimate in the field to override the default figure.

5. Enter the miles per gallon of the customer's current vehicle in the **Current Vehicle MPG** field.

6. Enter the miles per gallon of the deal vehicle in the **New Vehicle MPG** field.

> **Tip:** If you do not know the current price of gas in your customer's region, click the link to **Gas Buddy** at the bottom of the Fuel Comparison Analysis box to search for gas prices by city and state or ZIP code. A list of national averages for gas prices is also available to the right of the **Fuel Comparison Analysis** in a box titled "**FuelEconomy.gov Published Prices**."

7. The **Fuel Consumption (in gallons)** and **Fuel Cost ($)** tables will populate with the calculations based on the information you've entered. **Total Savings** is also calculated.

> **Note:** The rate of inflation entered in the Fuel Comparison Analysis data is applied to each year in the **Fuel Cost** table, including **Year 1**.
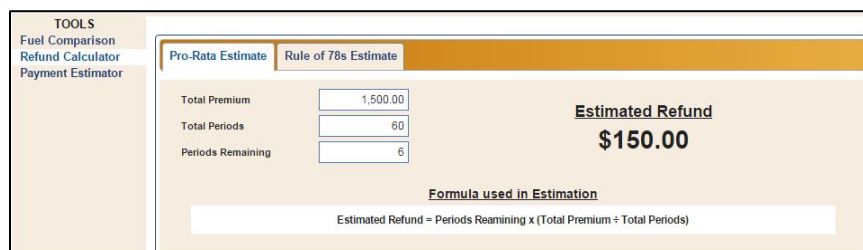
Refund Calculator

The Refund Calculator can provide estimated refund amounts of optional products and/or finance charges due upon early payoff or termination of a previous finance contract. The calculator can use one of two methods to create the refund estimate: Pro-Rata or Rule of 78.

Pro-Rata Estimate

The Pro-Rata Estimate is the more commonly used of the two refund options. To use this method:

1. Click the **Sales Tools** in the top right corner of the screen, above the blue toolbar.

2. From the **Tools** list in the left navigation panel, click the **Refund Calculator** link.

3. The application will default to the **Pro-Rata Estimate** tab.

4. Enter the dollar amount of the insurance premium in the **Total Premium** field.

5. Type total periods in the loan in the **Total Periods** field.

6. Enter the remaining periods of the loan in the **Periods Remaining** field.

7. The **Estimated Refund** will display on the right side of the box.

> **Note:** The formula used to calculate the estimate is displayed in the box at the bottom of the **Refund Calculator** box.

Rule of 78 Estimate

The Rule of 78 Estimate can be used to find a refund of unearned finance charges for a customer's current vehicle if the account pays off before maturity.

1. Click the **Sales Tools** link above the blue toolbar on any page of FLEX DMS F&I.

2. From the **Tools** list in the left navigation panel, click the **Refund Calculator** link.

3. Click on the **Rule of 78s Estimate** tab.

4. Enter the total dollar amount of finance charges in the **Total Finance Charges** field.

5. Type the number of months in the total term of the financing in the **Total Term (Months)** field.

6. Enter the months remaining in the loan in the **Months Remaining** field.

7. The **Estimated Refund** will display on the right side of the box.

Note: The formula used to calculate the estimate is displayed in the box at the bottom of the Refund Calculator box.

Payment Estimator

The Payment Estimator can be used to provide an on-the-spot estimate of monthly payments for a customer without fully desking a deal. This is just an estimate, and a range option may be enabled to provide a payment range when presenting the estimate to a customer. The tool can be used to estimate monthly retail, balloon, and lease payments or to display different monthly payment options based on the terms of the financing.

Retail Estimate

1. Click the **Sales Tools** link above the blue toolbar on any page of FLEX DMS F&I.

2. From the **Tools** list in the left navigation panel, click the **Payment Estimator** link.

3. The application will open to the **Retail Estimate** tab as a default.

4. Enter a rough estimate of the amount to be financed in the **Amount Financed** field. Remember to take into account tax, title, add ons, and fees, not merely the price of the vehicle and adds.

5. In the **APR** field, enter the APR at which the loan will most likely be financed.

6. Enter the number of months the customer wishes to take to pay off the loan in the **Term (months)** field.

7. The **Estimated Monthly Payment** will display on the right side of the screen.

8. If you would like to provide the customer with a payment range to help him or her understand this is not the exact monthly payment they should expect, click to check the box next to **Range**.

9. Next to **Type**, select either **$** or **%** to determine if the range will be calculated by dollar amount or percentage, respectively.

10. In the **Amount** field, type the dollar amount or percentage on which to base the payment range.

11. The **Estimated Monthly Payment** range will display on the right side of the screen.

Balloon Estimate

1. Click the **Sales Tools** link above the blue toolbar on any page of FLEX DMS F&I.

2. From the **Tools** list in the left navigation panel, click the **Payment Estimator** link.

3. Click the **Balloon Estimate** tab.

4. Enter the estimated vehicle MSRP in the **MSRP** field.

5. Type the amount the customer would need to finance in the **Amount Financed** field.

6. In the **Balloon ($)** field, type the dollar amount of the balloon payment that would remain at the end of the payment term. The **Balloon (%)** field will then calculate automatically. If you prefer, you can instead enter the percentage of the MSRP that will remain at the end of the finance terms in the **Balloon (%)** field, and the **Balloon ($)** field will calculate automatically.

7. Enter the interest rate at which the loan will be financed in the **APR** field.

8. In the **Term (months)** field, enter the length of the loan.

9. The **Estimated Monthly Payment** will display on the right side of the screen.

10. If you would like to provide the customer with a payment range to help him or her understand this is not the exact monthly payment they should expect, click the check box next to **Range**. More options appear.

11. Next to **Type**, select either **$** or **%** to determine if the range will be calculated by dollar amount or percentage, respectively.

12. In the **Amount** field, type the dollar amount or percentage on which to base the payment range.

13. The **Estimated Monthly Payment** range will display on the right side of the screen.

Lease Estimate

1. Click the **Sales Tools** link above the blue toolbar on any page of FLEX DMS F&I.

2. From the **Tools** list in the left navigation panel, click the **Payment Estimator** link.

3. Click the **Lease Estimate** tab.

4. Enter the vehicle's estimated MSRP in the **MSRP** field.

5. Type the dollar amount of the gross cap cost in the **Gross Cap Cost** field.

6. In the **Residual ($)** field, type the dollar amount of the residual value of the vehicle at the end of the lease term. The **Residual (%)** field will then calculate automatically. If you prefer, you can instead enter the percentage of the MSRP associated with the value of the vehicle at the end of the lease terms in the **Residual (%)** field, and the **Residual ($)** field will calculate automatically.

7. Enter the rate at which the lease will be financed in the **Rate/Money Factor** field.

8. Type the length of the lease in the **Term (months)** field.

9. The **Estimated Monthly Payment** will display on the right side of the screen.

10. If you would like to provide the customer with a payment range to help them understand this is not the exact monthly payment they should expect, click the check box next to **Range**. More options appear.

11. Next to **Type**, select either **$** or **%** to determine if the range will be calculated by dollar amount or percentage, respectively.

12. In the **Amount** field, type the dollar amount or percentage on which to base the payment range.

13. The **Estimated Monthly Payment** range will display on the right side of the screen.

Payment Schedule

With Payment Schedule, you can show customers their payments over the life of the lease agreement or loan. The functionality is available on the main Desking screen within the **Deals** tab.

1. While in the **Deals** tab in the blue toolbar, click **Payment Schedule** in the bottom left corner of the Desking screen.

2. When viewing the Payment Schedule for a retail deal, a pop-up screen will default to an Amortization Payment Schedule, with which many consumers are familiar. To switch to the Simple Payment Schedule, click **Simple**. If the deal is a lease, a single lease payment schedule will open.

3. To exit the Payment Schedule, click the **X** in the top right corner.