

MaxxTraxx Pro CE

Getting Started

Workbook

Welcome new MaxxTraxx Pro CE user and congratulations on your decision to use one of the most advanced, comprehensive automotive management systems available today to assist you with making your business a great success. As you will discover, MaxxTraxx Pro CE has hundreds of features that can help you run your business more effectively, but it can be a bit overwhelming! Have no fear, as we at Scott Systems have the reputation of having the most capable and available technical support staff in the industry. We'll do everything we can to help you be successful, but the **burden of preparation is on you**. This Getting Started Workbook is one of the tools to assist you.

The Getting Started Workbook is designed to guide you through the set up process to ensure you have the proper computer hardware, the necessary training, and the tools to set up your software program correctly before you write that first repair order. We have created checklists to follow as well as information collection sections to assist you with gathering and inputting your company data. Completing the Setup Information section of the workbook to record this information can help streamline the process, plus you will have a handy reference guide when you're done. If you are a MotorTraxx user or a MaxxTraxx Pro SE user converting your data to MaxxTraxx Pro CE, this guide will also explain what data is converted and what data is to be entered manually.

Each new user will set up their MaxxTraxx Pro CE system a little bit differently depending on their existing data, whether you are a brand new shop without any data; an existing shop with customer data, or customer data and inventory, or customer data, inventory, and accounting; or a MotorTraxx or MaxxTraxx Pro SE converted user with or without accounting data. The first step in the process is to identify the checklist that applies to your shop then follow the MaxxTraxx Pro CE User Manual in conjunction with the Setup Instructions in the workbook. Please note some checklist tasks must be set up before you write your first repair order, while other sections can be set up along the way.

The workbook is broken down into seven sections: Steps, Hardware Requirements, Off-site Backup, Checklists, Converted Data, Setup Information, and the Release to Install/Convert. Follow the ten steps listed, which will reference the other six sections of the workbook as well as the MaxxTraxx Pro CE User Manual and Order Form. If you have any questions along the way, please feel free to call us. Our goal is to inform you of the process you are about to embark on and prepare you for a smooth transition into using MaxxTraxx Pro CE to run your business.

Let's get started...

Step 1: Verify your Hardware Specifications and Backup

The first step in preparing to use MaxxTraxx Pro CE in your business is to verify your computer hardware meets the specifications needed to run the software. We have listed both recommended and minimum specifications; note that the recommended levels will provide optimal performance. An essential element of your hardware is the backup system. Ensure that you have a reliable, and if possible, redundant daily backup for your data. And last, we will not install MaxxTraxx Pro CE on a computer system that does not meet the minimum hardware requirements listed in this document.

Step 2: Arrange Training and a Practice Version

Once you have the necessary hardware in place, we can load a practice version of MaxxTraxx Pro CE on your system. For MotorTraxx and MaxxTraxx Pro SE users who are converting to MaxxTraxx Pro CE, we can load your existing data so you can view your converted data and practice on it. There are many tools available to assist you with your training including a User Manual, Training Videos, Web Seminars, Over-the-phone Training, and On-site Training for an additional fee. If you do not have a computer that meets the minimum requirements yet, you can practice on our online demo in the meantime. We have found that shops typically get in 12 hours of training and practice before they “go live”.

Step 3: Identify your Checklist and Review Tasks

An essential part of your training is learning about the Setup Process. There are four Checklists in this workbook, a checklist for new shops that have not started operating their businesses; existing shops without data pre-loaded or data converted from another software program; MotorTraxx users; and MaxxTraxx Pro SE users. Identify your checklist which lists each section of MaxxTraxx Pro CE that will require setup, with some tasks requiring setup prior to writing your first require order. You will also notice there are additional setup tasks for shops that intend on using the accounting features in MaxxTraxx Pro CE.

Step 4: Review Setup Tasks

Each task on your checklist references a section of the MaxxTraxx Pro CE User Manual that you can follow to complete that task. Review each task ahead of time while following the procedures in the user manual. And if you have a practice version of MaxxTraxx Pro CE loaded, we recommend that you actually get the practice version completely setup, just as you would your live version. You will accomplish a couple of things by doing this: You will become familiar with the different features and options available in the system; if you have converted data, you will see what and how that data is converted and what needs to be entered manually; and last, you will learn the setup process.

Step 5: Review Conversion Details

For users who will have their MotorTraxx or MaxxTraxx Pro SE data converted to MaxxTraxx Pro CE, the Converted Data sections of the workbook will detail what data is directly converted, what data is converted in a modified version that will require correction, and what data is not converted. Some of your data will need to be manually entered, such as the general ledger beginning balances. Most shops keep a copy of their MotorTraxx program loaded on a single workstation for reference, in case they want to access data that is not converted, such as parts purchase history or financial reports for previous years. As mentioned in step 4, loading a practice version of MaxxTraxx Pro CE with your converted data is a great way to get a firsthand look at your data once it is converted.

Step 6: Gather your Information

The Shop Information for Setup section of the workbook provides space to enter your company information that you will need to complete the setup tasks on your Checklist. You may actually fill in the workbook or just use the sections listed as a guide to ensure that your critical company information is setup in MaxxTraxx Pro CE before you write your first repair order. Note there is an additional section that will need to be completed for shops planning to use the accounting section of MaxxTraxx Pro CE under the section, "For Accounting Users." Some of the accounting information can be loaded in the days and weeks following your "go live" date; simply date your entries the day of your conversion, which should also be the date of the financial documents you are referencing.

Step 7: Complete Order Form and Release

Once you have the necessary computer hardware, have completed training, and fully understand the setup process, you are ready to schedule your "live" MaxxTraxx Pro CE installation and/or data conversion. Fill out the Order Form, noting the number of users, if you will be using the accounting, the amount to convert your data, and if you want the off-site data backup service. In addition, check off each box on the Release stating that you have reviewed and completed each item on the release, sign, and enter your desired "go live" date. Fax all three pages to our office and we will contact you to confirm the date and time of your MaxxTraxx Pro CE installation and/or data conversion.

Step 8: Install and/or Convert to MaxxTraxx Pro CE

On the scheduled install/data conversion date, you will need to connect to our technical support representative via a high-speed internet connection who will install MaxxTraxx Pro CE, load your converted data, and set up your basic company information. If you are going to enter financial data from another system, you will close out your financials for that day just prior to the conversion, and print all your financial reports at that time to use in the accounting setup of MaxxTraxx Pro CE. The installation and/or data conversion can take anywhere from two to four hours to complete.

Step 9: Follow Setup Procedures

Once your MaxxTraxx Pro CE installation and/or data conversion is complete, you will need to get your system setup. Complete each task on your Checklist, referencing the applicable procedure in the User Manual as needed. Note that there are items on the Checklist designated with an asterisk that must be completed prior to creating a repair order. Other items can be set up as you go, just be sure to date any beginning balance transactions the same date as your initial installation and/or conversion. You may find that the vast majority of the setup procedures are left on the default settings. Most shops use these defaults; however, we want to ensure that any customizations that you would like to have in the system are setup at the onset if possible; not to say that you cannot make changes to your system setup at a later date, you can. And remember, if you have questions or need assistance along the way, please do not hesitate to call us as we are here for you!

Step 10: Go Live! With MaxxTraxx Pro CE

After completing all the necessary tasks on your Checklist, you are ready to start using MaxxTraxx Pro CE to run your business. You will probably find your training and setup of MaxxTraxx Pro CE to be an evolutionary process. As you become more familiar with the various features and functions throughout MaxxTraxx Pro CE, you might want to start to take advantage of some of these features and make more customizations to the system to match your workflow. Please plan on reviewing the user manual and training videos after running the system for a couple months, as there is a wealth of information about the various features. Also, please feel free to give us a call if you would like to know more about a particular feature or how to best utilize a function. We have found most shop owners only use a portion of their software system capabilities, often times because they get the basics down to run their business and then never go back to find out more. MaxxTraxx Pro CE is one of the most advanced, comprehensive automotive management systems available today and we want you to get the most you can out of your investment. So in a few months, give us a call, and let us review how you are using the system. We can provide suggestions on how to use more features in MaxxTraxx Pro CE to help make your business a great success!

Hardware Requirements

The following are the recommended (and minimum) hardware requirements to install and operate MaxxTraxx Pro CE. Note the recommended specifications will give you optimal performance.

Server:

- | | |
|---------------------|---|
| 1. Operating System | Microsoft Windows XP Professional, Vista Business, or Microsoft Windows 2003 Server-Standard Edition. For networks with more than six workstations, we recommend Microsoft Windows 2003 Server. Be aware that Small Business server will not support Terminal Services or Citrix. (Minimum – Microsoft Windows XP Home) |
| 2. CPU | 3.0 GHz or better (Minimum – 1.5 GHz) |
| 3. Memory | 3 GB or better (Minimum – 2 GB) |
| 4. Hard drive | 80 GB or better. We also recommend, <i>but do not require</i> , RAID 1 or RAID 5 (mirrored drives) using at least two identical hard drives. (Minimum – 40 GB) |
| 5. Network | 100 MBit or faster (No wireless networks unless you use Terminal Service or Citrix) |
| 6. Backup | USB drive, DVD, CD, Tape, or off-site upload. (Scott Systems offers off-site backup for a nominal fee) |
| 7. Internet | Broadband, either DSL, T1, or Cable with Router/Firewall |

Workstations:

- | | |
|---------------------|---|
| 1. Operating System | Microsoft Windows XP Professional, Media Center or Home, Vista (all versions), Microsoft Windows 2000, ME or 98 (in that order) |
| 2. CPU | 3.0 GHz or better (Minimum – 1.0 GHz) |
| 3. Memory | 2 GB or better (Minimum – 1 GB) |
| 4. Hard drive | 40 GB or better (Minimum – 40 GB) |
| 5. Network | 100 MBit or faster (<i>No wireless networks</i> unless you use Terminal Service or Citrix) |

WE WILL NOT INSTALL MAXXTRAXX PRO CE ON A COMPUTER SYSTEM THAT DOES NOT MEET THE MINIMUM HARDWARE REQUIREMENTS LISTED ABOVE.

Off-site Data Backup

For anyone who has ever suffered significant (or even minor) data loss from their primary business software, they know the amazing inconvenience and frustration, as well as the time and money loss involved in trying to recover and reconstruct that lost data, sometimes with little or no success. As those of you who have been with us for many years know, we have always suggested that you have a reliable backup system for your company data, preferably one with redundancy. After a data loss, we spend a significant portion of our time searching for an archive of information that we can use to start the recovery process. Our data backup mantra has always been, "It's not IF you will suffer a hardware failure, it's WHEN."

After so many years of watching our customers forget to do their backups or realize that their backup system had not been working as they thought, we decided to develop an alternative for them. MaxxTraxx Pro CE now has a built-in ability to schedule and perform automatic backups and deliver them to any device you choose. That new feature has been a big step forward and has already proven to be a valuable safety net for several of our MaxxTraxx Pro CE users.

However, when we hear the horror stories of one shop who suffered a ship fire earlier this year that destroyed not only all his computer hardware, but his backups as well, and another who was inundated with a flood, not once but twice, it became apparent we needed to offer more options. Off-site backup was the solution where fire, flood and theft in the shop cannot affect them.

Scott Systems is now able to offer all MaxxTraxx Pro CE users the ability to automatically send their backups to our secure, off-site servers. We will store seven successful copies, one for each day of the week, for you. The advantage to having Scott Systems backup and store your data for you is that we can restore your SQL database to a fully operational status in short order, not a job everyone knows how to do. We know your software, we know your business, and we know you.

For only \$12.50 per month, you cannot beat the peace of mind of knowing your data is safe and can be restored to make your business operational in a matter of hours. How much is your data worth? Be sure to indicate on your MaxxTraxx Pro CE Order Form if you would like to subscribe to the off-site data backup service for a monthly fee of \$12.50 billed with your support subscription.

New Shop Checklist

Shops starting to use MaxxTraxx Pro CE as of their first day of business

*These sections **MUST BE COMPLETED PRIOR TO WRITING YOUR FIRST INVOICE**

<input type="checkbox"/>	*Company Information (see under Setup)
<input type="checkbox"/>	*Repair Order and Parts Invoice Setup (see under Setup)
<input type="checkbox"/>	*This Workstation Printing and Miscellaneous Info Setup (see under Setup)
<input type="checkbox"/>	*Sales Tax Rates (see under New User Setup)
<input type="checkbox"/>	*Employees and Employee Permissions (see Add An Employee under Payroll)
<input type="checkbox"/>	Security Groups Setup (see under Setup)
<input type="checkbox"/>	Customer Sources Setup (see under Setup, Marketing Setup)
<input type="checkbox"/>	Repair Order Status Setup (see under Setup, Lists)
<input type="checkbox"/>	Parts Invoice Status Setup (see under Setup, Lists)
<input type="checkbox"/>	Cancellation Reasons Setup (see under Setup, Lists)
<input type="checkbox"/>	Cash Drawers (see under New User Setup)
<input type="checkbox"/>	Departments (see under New User Setup)
<input type="checkbox"/>	Product Codes (see under New User Setup)
<input type="checkbox"/>	Payment Methods (see under New User Setup)
<input type="checkbox"/>	Database Backup Setup (see under Setup)
<input type="checkbox"/>	Enter Vendors (see Add A Vendor under Accounts Payable)
<input type="checkbox"/>	Enter Custom Labor Services (see Add A New Labor under Service Counter)
<input type="checkbox"/>	Enter Custom Kits (see Add A New Kit under Service Counter)
For Accounting Users:	
<input type="checkbox"/>	*Fiscal Year Start Date (see under New User Setup)
<input type="checkbox"/>	*Default Account Posting (see under New User Setup)
<input type="checkbox"/>	*Product Codes (see under New User Setup)
<input type="checkbox"/>	Company Payroll (see under New User Setup)
<input type="checkbox"/>	Beginning Checking Balances (see under New User Setup)
<input type="checkbox"/>	Beginning General Ledger Balances (see under New User Setup)
<input type="checkbox"/>	Order computer checks**

**Computer checks for MaxxTraxx can be ordered through All Valley Printing at (559) 453-6950

Existing Shop Checklist

Shops already in business starting to use MaxxTraxx Pro CE

*These sections **MUST BE COMPLETED PRIOR TO WRITING YOUR FIRST INVOICE**

<input type="checkbox"/>	*Company Information (see under Setup)
<input type="checkbox"/>	*Repair Order and Parts Invoice Setup (see under Setup)
<input type="checkbox"/>	*This Workstation Printing and Miscellaneous Info Setup (see under Setup)
<input type="checkbox"/>	*Sales Tax Rates (see under New User Setup)
<input type="checkbox"/>	*Employees and Employee Permissions (see Add An Employee under Payroll)
<input type="checkbox"/>	Security Groups Setup (see under Setup)
<input type="checkbox"/>	Customer Sources Setup (see under Setup, Marketing Setup)
<input type="checkbox"/>	Repair Order Status Setup (see under Setup, Lists)
<input type="checkbox"/>	Parts Invoice Status Setup (see under Setup, Lists)
<input type="checkbox"/>	Cancellation Reasons Setup (see under Setup, Lists)
<input type="checkbox"/>	Cash Drawers (see under New User Setup)
<input type="checkbox"/>	Departments (see under New User Setup)
<input type="checkbox"/>	Product Codes (see under New User Setup)
<input type="checkbox"/>	Payment Methods (see under New User Setup)
<input type="checkbox"/>	Database Backup Setup (see under Setup)
<input type="checkbox"/>	Enter Customers (see Add A Customer under Service Counter)
<input type="checkbox"/>	Enter Vehicles (see Add A Vehicle under Service Counter)
<input type="checkbox"/>	Enter Inventory (see Add New A Part under Service Counter)
<input type="checkbox"/>	Enter Vendors (see Add A Vendor under Accounts Payable)
<input type="checkbox"/>	Enter Custom Labor Services (see Add A New Labor under Service Counter)
<input type="checkbox"/>	Enter Custom Kits (see Add A New Kit under Service Counter)
<input type="checkbox"/>	Enter Existing Repair Orders and Parts Invoices (see all procedures under Service Counter)
For Accounting Users:	
<input type="checkbox"/>	*Fiscal Year Start Date (see under New User Setup)
<input type="checkbox"/>	*Default Account Posting (see under New User Setup)
<input type="checkbox"/>	*Product Codes (see under New User Setup)
<input type="checkbox"/>	Company Payroll (see under New User Setup)
<input type="checkbox"/>	Beginning Checking Balances (see under New User Setup)
<input type="checkbox"/>	Beginning Accounts Receivable Balances (see under New User Setup)
<input type="checkbox"/>	Beginning Accounts Payable Balances (see under New User Setup)
<input type="checkbox"/>	Beginning Payroll Balances (see under New User Setup)
<input type="checkbox"/>	Beginning General Ledger Balances (see under New User Setup)
<input type="checkbox"/>	Order computer checks**

**Computer checks for MaxxTraxx can be ordered through All Valley Printing at (559) 453-6950

MotorTraxx Converted Data Shop Checklist

Shops with converted data from MotorTraxx pre-loaded into MaxxTraxx Pro CE

*These sections **MUST BE COMPLETED PRIOR TO WRITING YOUR FIRST INVOICE**

<input type="checkbox"/>	*Company Information (see under Setup)
<input type="checkbox"/>	*Repair Order and Parts Invoice Setup (see under Setup)
<input type="checkbox"/>	*This Workstation Printing and Miscellaneous Info Setup (see under Setup)
<input type="checkbox"/>	*Sales Tax Rates (see under New User Setup)
<input type="checkbox"/>	*Employees and Employee Permissions (see Add An Employee under Payroll)
<input type="checkbox"/>	Security Groups Setup (see under Setup)
<input type="checkbox"/>	Customer Sources Setup (see under Setup, Marketing Setup)
<input type="checkbox"/>	Repair Order Status Setup (see under Setup, Lists)
<input type="checkbox"/>	Parts Invoice Status Setup (see under Setup, Lists)
<input type="checkbox"/>	Cancellation Reasons Setup (see under Setup, Lists)
<input type="checkbox"/>	Cash Drawers (see under New User Setup)
<input type="checkbox"/>	Departments (see under New User Setup)
<input type="checkbox"/>	Product Codes (see under New User Setup)
<input type="checkbox"/>	Payment Methods (see under New User Setup)
<input type="checkbox"/>	Database Backup Setup (see under Setup)
<input type="checkbox"/>	Correct Custom Kits (see Manager, Manage Kits)
<input type="checkbox"/>	Correct Marketing Letters (see under New User Setup)
<input type="checkbox"/>	Enter Existing Repair Orders and Parts Invoices Detail (Parts, labor, and add-on charges on all open invoices need to be re-selected and added under a Reason for Service in MaxxTraxx.)
For Accounting Users:	
<input type="checkbox"/>	*Fiscal Year Start Date (see under New User Setup)
<input type="checkbox"/>	*Default Account Posting (see under New User Setup)
<input type="checkbox"/>	*Product Codes (see under New User Setup)
<input type="checkbox"/>	Company Payroll (see under New User Setup)
<input type="checkbox"/>	Beginning Checking Balances (see under New User Setup)
<input type="checkbox"/>	Beginning Accounts Receivable Balances Detail (see under New User Setup)
<input type="checkbox"/>	Beginning Accounts Payable Balances Detail (see under New User Setup)
<input type="checkbox"/>	Beginning Payroll Balances (see under New User Setup)
<input type="checkbox"/>	Beginning General Ledger Balances (see under New User Setup)
<input type="checkbox"/>	Order computer checks**

**Computer checks for MaxxTraxx can be ordered through All Valley Printing at (559) 453-6950

MaxxTraxx Pro SE Converted Data Shop Checklist

Shops with converted data from MaxxTraxx Pro SE pre-loaded into MaxxTraxx Pro CE

*These sections **MUST BE COMPLETED PRIOR TO WRITING YOUR FIRST INVOICE**

<input type="checkbox"/>	*Verify Company Information (see under Setup)
<input type="checkbox"/>	*Verify Repair Order and Parts Invoice Setup (see under Setup)
<input type="checkbox"/>	*This Workstation Printing and Misc. Info Setup on each workstation (see under Setup)
<input type="checkbox"/>	*Verify Sales Tax Rates (see under New User Setup)
<input type="checkbox"/>	Employees and Employee Permissions (see Add An Employee under Payroll)
<input type="checkbox"/>	Security Groups Setup (see under Setup)
<input type="checkbox"/>	Product Codes (see under New User Setup)
<input type="checkbox"/>	Database Backup Setup (see under Setup)
For QuickBooks Users:	
<input type="checkbox"/>	*Manage Chart of Accounts (see under Accounting)
<input type="checkbox"/>	*Default Account Posting (see under New User Setup)
<input type="checkbox"/>	*Product Codes (see under New User Setup)
For Accounting Users:	
<input type="checkbox"/>	*Fiscal Year Start Date (see under New User Setup)
<input type="checkbox"/>	*Default Account Posting (see under New User Setup)
<input type="checkbox"/>	*Product Codes (see under New User Setup)
<input type="checkbox"/>	Company Payroll (see under New User Setup)
<input type="checkbox"/>	Beginning Checking Balances (see under New User Setup)
<input type="checkbox"/>	Beginning Accounts Receivable Balances (see under New User Setup)
<input type="checkbox"/>	Beginning Accounts Payable Balances (see under New User Setup)
<input type="checkbox"/>	Beginning Payroll Balances (see under New User Setup)
<input type="checkbox"/>	Beginning General Ledger Balances (see under New User Setup)
<input type="checkbox"/>	Order computer checks**

**Computer checks for MaxxTraxx can be ordered through All Valley Printing at (559) 453-6950

MotorTraxx Converted Data

Due to changes in file and field formatting, there is some information in MotorTraxx that does not translate into the structure in MaxxTraxx. These items are minimal, but it is important that you are aware of what they are, so that you are not surprised or unprepared to re-enter the information after the conversion.

Since you will still have access to your old MotorTraxx program, you will not lose any information, but you may have to return to it to view or print it. Daily book is entirely different in MaxxTraxx, and MaxxTraxx will not be able to run end of day information for anything prior to the conversion.

Company Information, i.e. company name, address, BAR #, etc., needs to be entered. Some of the Repair Order or Parts Invoice setup is converted, i.e. labor rates, supply charges, etc., however these entries need to be verified and the rest of the setup completed.

Customer records are converted. In MaxxTraxx, a customer is either a company or a person. If there is information in the MotorTraxx Company Name field, their record is converted with their Company Name for search and report purposes, and the customer first and last name are entered as the contact. All paid invoices are converted and are in the customer history.

Vehicle records are converted. In MotorTraxx, you were allowed to modify the field names to accommodate information that the defaults did not allow for. If you have changed the name of any of the fields, those field entries will be converted, but with the default field names in MaxxTraxx. Let us know if you have made changes to your vehicle field names, and we may be able to run a utility to move your data into the appropriate fields. The Vehicle Tag ID, A/C designation, and Drive Type are not converted.

Open invoices on the Service Counter and Parts Counter are converted with correct RO and Invoice numbers without the parts and labors on them that were in MotorTraxx. You will need to re-enter labor and parts, select a reason for service, enter any add-on charges, and **RESELECT THE SALES TAX DESIGNATION. THE DEFAULT SALES TAX RATE WILL BE AUTOMATICALLY APPLIED TO ALL OPEN REPAIR ORDERS CONVERTED FROM MOTORTRAXX BY DEFAULT. After you setup your sales tax rate under setups, reselect the sales tax code under the Miscellaneous Link on all open repair orders and parts invoices.** Going forward, all newly created repair orders and parts invoices will have the sales tax rate you select in the sales tax setup applied automatically.

Labor service records are converted; except MaxxTraxx does not have a field for approximate parts.

Sublet labors are converted; the sublet codes will default to SUBLET which can be edited as needed.

Parts inventory and all the parts records, except the parts purchase history, are converted.

Kits are converted in a modified version. All the labor and parts from the kit are converted, but a labor placeholder line is created that all the parts are listed under. You will need to move the parts under each the appropriate labor service line.

Employee records are partially converted with employee information. Pay type, commissions, tax, and security permissions settings as well as payroll year-to-date information need to be entered. Each employee address must have a state and country selected in order to activate the tax tables.

Employees can also be a customer or a vendor and in MaxxTraxx Pro CE these three records can be linked together. If you have converted employee records from MotorTraxx, and those employees have a customer record with an outstanding balance on it from MotorTraxx, delete the employee record that converts from MotorTraxx and re-created that employee record using the Edit Record Type feature. Open their customer record, select Make an Employee from the View and Edit Record Type feature under Customer Options, and the system will create a new employee record which you can then continue to set up with their payroll information. By re-creating the employee record this way, you have linked the records to automatically deduct their AR payment from their paycheck.

Accounts Receivables and Accounts Payables are converted by adding up all outstanding invoices and credits in each account and converting a single amount due under each respective customer or vendor record. If you are interested in manually entering the details of the outstanding invoices, on each account write a credit for the balance due **DATED THE DAY OF YOUR CONVERSION** and post it to 19900 and re-enter each individual invoice posted to 19900. The total AR and AP amounts due are entered on the general ledger under the 12000 Receivables, Sales account, the 20000 Payables, Trade account, with the offsetting amount to the 19900 System Balance / Initial Setup account.

Bank balances are not converted; these need to be entered through the bank reconciliation feature.

General ledger account numbers are reset to the defaults; all descriptions and any custom general ledger accounts as well as the balances need to be entered, except the AR and AP account balances.

Custom product codes from MotorTraxx are converted; however, you must re-select the actual G/L account assignment you had in MotorTraxx for each product code if you have changed their G/L assignments from the default in MotorTraxx.

Default Account Postings which detail where automated transactions are posted on the general ledger need to be verified and modified as needed as they are reset to their default accounts.

Important: Close the Daily Book then print all your financial reports from MotorTraxx before your data conversion starts.

- *Income & Expense Statement*
- *Balance Sheet*
- *Trial Balance*
- *AR Aging Report*
- *AP Aging Report*
- *Payroll Reports*
- *All Open Repair Orders & Parts Invoices*

MaxxTraxx Pro SE Converted Data

Due to changes in file and field formatting, there is some information in MaxxTraxx Pro SE that does not translate into the structure in MaxxTraxx Pro CE. These items are minimal, but it is important that you are aware of what they are, so that you are not surprised or unprepared to re-enter the information after the conversion.

You will still have access to your MaxxTraxx Pro SE program, so you will not lose any information, but you may have to return to it to view or print it. Daily book is entirely different in MaxxTraxx Pro CE, and you will not be able to run end of day information for anything prior to the conversion.

In MaxxTraxx Pro CE, all activity is posted in the system in real time, so there is no more end of day closing required to post cash drawer reconciliations to accounting. The End of Day – Cash Drawer Reconciliation that you needed to run in MaxxTraxx Pro SE to post your sales numbers, now is used only to *reconcile* your payment activity to ensure all payments and cash payouts were posted in the system; this report no longer posts any information to accounting, again, because all payments are posted in real time to the accounting whenever you enter that payment.

Company Information, Customer Records, Vehicle Records, Vendor Records, open Repair Orders and Parts Invoices, Labor Services, Sublets, Kits, and Parts Inventory are all converted, now with additional fields and features. RO and Parts Invoice Setup settings should be verified.

Employee records are partially converted with employee information. Pay type, commissions, tax, and security permissions settings need to be entered. Each employee address must have a state and country selected in order to activate the tax tables.

Accounts Receivable information is not converted at all; no A/R invoice history, payment history, and any outstanding invoices that are due. All outstanding Accounts Receivable invoices and/or credits will need to be re-entered in MaxxTraxx Pro CE.

General Ledger Chart of Account numbers are reset to the defaults; all descriptions and any custom accounts you may have created in MaxxTraxx Pro SE need to be re-created in MaxxTraxx Pro CE.

Custom product codes from MaxxTraxx Pro SE are converted; however, you must re-select the actual Chart of Accounts assignment you had in MaxxTraxx Pro SE for each product code if you have changed their Chart of Accounts assignments from the default in MaxxTraxx Pro SE.

Default Account Postings which detail where automated transactions are posted to the Chart of Accounts need to be verified and modified as needed as they are reset to their default accounts.

Workstation settings will need to be re-entered.

Important: Close and Post your End of Day – Cash Drawer Reconciliation and print your AR Aging Report before your data conversion starts.

Shop Information for Setup

Company Information

Setups>>Company Information

Note: Do not remove the checkmark from TURN OFF SYSTEM SECURITY until you have set up your employees, created passwords, and selected security groups!

Company Name _____

Print Name (as it appears on ROs) _____

Address _____

City _____ State _____ Zip _____

Phone 1 _____ Phone 2 _____

Comment 1 _____

Comment 2 _____

(Comments can be Bureau of Automotive Repair number, EPA number, Business License number, etc.)

Select the accounting system to be used: _____ (MaxxTraxx, QuickBooks, or None)

If your Report Printer will be different than your Repair Order printer, and is not your default printer, indicate the correct printer in the Default Report Printer box. _____

Beginning of workday time _____ End of workday time _____

Repair Order and Parts Invoice Setup

Setups>>RO and Part Invoice Setup

Shop Labor Rate A _____ Shop Labor Rate D _____

Shop Labor Rate B _____ Shop Labor Rate E _____

Shop Labor Rate C _____ Shop Labor Rate F _____

Average Labor Cost Per Hour (if known) _____

Repair Order Miscellaneous Supply Charge Description _____

Parts Charge Percentage _____ Labor Charge Percentage _____ Maximum Charge \$ _____

Part Invoice Miscellaneous Supply Charge Description _____

Parts Charge Percentage _____ Labor Charge Percentage _____ Maximum Charge \$ _____

Tax Miscellaneous Supply Charges? ☐ Yes ☐ No

Add-On Charges: Part Charge 1 – Description _____

Product Code _____ Taxable? ☐ Yes ☐ No

Add-On Charges: Part Charge 2 – Description _____

Product Code _____ Taxable? ☐ Yes ☐ No

Add-On Charges: Part Percentage – Description _____

Product Code _____ Taxable? ☐ Yes ☐ No

Add-On Charges: Labor Charge 1 – Description _____

Product Code _____ Taxable? ☐ Yes ☐ No

Add-On Charges: Labor Charge 2 – Description _____

Product Code _____ Taxable? ☐ Yes ☐ No

Add-On Charges: Labor Percentage – Description _____

Product Code _____ Taxable? ☐ Yes ☐ No

Select Printed Invoice Style: _____ (Default, Florida, Michigan, or Wisconsin)

Repair Order Starting Number _____ (automatically assigned in MotorTraxx conversions)

Estimate Disclaimer _____

Repair Order Warranty _____

Purchase Order Starting Number _____ Part Invoice Starting Number _____

Part Invoice Disclaimer _____

Part Invoice Warranty _____

Quote Starting Number _____ Quotes expire after _____ days

Default New and Free Form Labors As Taxable ☐ Yes ☐ No

Default New Parts and Buyouts As Taxable ☐ Yes ☐ No

Default New Sublets As Taxable ☐ Yes ☐ No

Link Flat and Billed Rate Labors Together ☐ Yes ☐ No

Profit Percentage Target for Labor _____ Profit Percentage Target for Repair Order _____

If your Tech Worksheet Printer will be different than your Repair Order printer, and is not your default printer, indicate the correct printer in the Tech Worksheet Printer box. _____

This Workstation Setup

Setups>>This Workstation>>Printing and Miscellaneous Info

If any of your print jobs need to print to other than your default printer, indicate the correct printer.

After printing repair orders or parts invoices, you find the alignment to be off, adjustments can be made.

Sales Tax Rates Setup

Setups>>Accounting and Payroll>>Sales Tax Rates

Sales Tax Rate _____

Security Groups Setup

Setups>>Security Groups

Add as many security groups as you need. The default security groups are Accounting, Administrators, Service Advisors, and Technicians. These default groups already have the security settings selected.

Additional Security Group _____ Additional Security Group _____

Additional Security Group _____ Additional Security Group _____

Employees and Employee Permissions

Payroll>>Employee List

If an employee is already on the list, click Edit, if not, click Add and fill out the information completely. Critical information fields are Last Name, First Name, Employee Code, Password, and Security Group.

Click on Miscellaneous and indicate if the employee is a Technician or a Service Writer. Checking these boxes will add the employee to the Technician and/or the Service Writer lists for assignment on ROs.

Customer Sources Setup

Setups>>Marketing>>Customer Sources

(Sources already preloaded include COUPON, DRIVEBY, EXISTING, REFERRAL, and YELLOW PAGES.)

Customer Source _____ Parts Discount _____ Labor Discount _____

Customer Source _____ Parts Discount _____ Labor Discount _____

Customer Source _____ Parts Discount _____ Labor Discount _____

Customer Source _____ Parts Discount _____ Labor Discount _____

Repair Order Status Setup

Setups>>Miscellaneous Lists>>Repair Order Status

(Statuses already preloaded include Appointment, Managers Hold, Waiting for Authorization, Waiting for Parts, Work in Progress, and Work Not Started)

Status _____ Background Color _____

Status _____ Background Color _____

Status _____ Background Color _____

Part Invoice Status Setup

Setups>>Miscellaneous Lists>>Part Invoice Status

(Statuses already preloaded include Open, Special Order, and Waiting for Parts)

Status _____ Background Color _____

Status _____ Background Color _____

Cancellation Reasons Setup

Setups>>Miscellaneous Lists>>Cancellation Reasons

(Reasons already preloaded include Employee Mistake, No reason given, Decided no to do service, Decided price was too much, and No Show)

Reason _____

Reason _____

Part Price Matrix Setup

Parts Manager>>Parts Price Matrix Setup

Example: Parts priced using the profit margin method on three pricing levels up to \$100, then just two.

Starting Part Cost 0.00 – Price A 50%; Price B 45%; Price C 40% and check the Profit Margin box on each

Starting Part Cost 25.00 – Price A 45%; Price B 40%; Price C 35% and check the Profit Margin box on each

Starting Part Cost 100.00 – Price A 40%; Price B 35% and check the Profit Margin box on each

Starting Part Cost 250.00 – Price A 35%; Price B 30% and check the Profit Margin box on each

Using this example, a part that costs 30.00 sold at Price A = 54.55 (45% profit margin). Another example, a part that costs 10.00 sold at Price A = 20.00 (50% profit margin); at Price B = 18.18 (45% profit margin).

Starting Part Cost _____

Price A _____ ☐ Sales Price \$ ☐ Profit Margin ☐ Fixed \$ Margin ☐ Cost Multiplier

Price B _____ ☐ Sales Price \$ ☐ Profit Margin ☐ Fixed \$ Margin ☐ Cost Multiplier

Price C _____ ☐ Sales Price \$ ☐ Profit Margin ☐ Fixed \$ Margin ☐ Cost Multiplier

Price D _____ ☐ Sales Price \$ ☐ Profit Margin ☐ Fixed \$ Margin ☐ Cost Multiplier

Price E _____ ☐ Sales Price \$ ☐ Profit Margin ☐ Fixed \$ Margin ☐ Cost Multiplier

Price F _____ ☐ Sales Price \$ ☐ Profit Margin ☐ Fixed \$ Margin ☐ Cost Multiplier

Starting Part Cost _____

Price A _____ ☐ Sales Price \$ ☐ Profit Margin ☐ Fixed \$ Margin ☐ Cost Multiplier

Price B _____ ☐ Sales Price \$ ☐ Profit Margin ☐ Fixed \$ Margin ☐ Cost Multiplier

Price C _____ ☐ Sales Price \$ ☐ Profit Margin ☐ Fixed \$ Margin ☐ Cost Multiplier

Price D _____ ☐ Sales Price \$ ☐ Profit Margin ☐ Fixed \$ Margin ☐ Cost Multiplier

Price E _____ ☐ Sales Price \$ ☐ Profit Margin ☐ Fixed \$ Margin ☐ Cost Multiplier

Price F _____ ☐ Sales Price \$ ☐ Profit Margin ☐ Fixed \$ Margin ☐ Cost Multiplier

Starting Part Cost _____

Price A _____ ☐ Sales Price \$ ☐ Profit Margin ☐ Fixed \$ Margin ☐ Cost Multiplier

Price B _____ ☐ Sales Price \$ ☐ Profit Margin ☐ Fixed \$ Margin ☐ Cost Multiplier

Price C _____ ☐ Sales Price \$ ☐ Profit Margin ☐ Fixed \$ Margin ☐ Cost Multiplier

Price D _____ ☐ Sales Price \$ ☐ Profit Margin ☐ Fixed \$ Margin ☐ Cost Multiplier

Price E _____ ☐ Sales Price \$ ☐ Profit Margin ☐ Fixed \$ Margin ☐ Cost Multiplier

Price F _____ ☐ Sales Price \$ ☐ Profit Margin ☐ Fixed \$ Margin ☐ Cost Multiplier

Starting Part Cost _____

Price A _____ ☐ Sales Price \$ ☐ Profit Margin ☐ Fixed \$ Margin ☐ Cost Multiplier

Price B _____ ☐ Sales Price \$ ☐ Profit Margin ☐ Fixed \$ Margin ☐ Cost Multiplier

Price C _____ ☐ Sales Price \$ ☐ Profit Margin ☐ Fixed \$ Margin ☐ Cost Multiplier

Price D _____ ☐ Sales Price \$ ☐ Profit Margin ☐ Fixed \$ Margin ☐ Cost Multiplier

Price E _____ ☐ Sales Price \$ ☐ Profit Margin ☐ Fixed \$ Margin ☐ Cost Multiplier

Price F _____ ☐ Sales Price \$ ☐ Profit Margin ☐ Fixed \$ Margin ☐ Cost Multiplier

Correct Marketing Letters

Marketing>>Edit Letters and Postcards

The data merge fields need to be reselected using the MaxxTraxx merge fields. This only needs to be done if you are converting data from MotorTraxx, not if you are converting from MaxxTraxx Pro SE.

FOR ACCOUNTING USERS:

If you plan on using QuickBooks as your accounting software and want to export the MaxxTraxx Pro CE transactions, the general ledger account numbers must be the same in both programs, so setting up the appropriate accounts in the MaxxTraxx Pro CE Default Account Posting setup is critical. Add the needed account numbers to the Chart of Accounts in MaxxTraxx Pro CE that match your QuickBooks chart of accounts and select the appropriate account numbers following the Default Account Posting procedure.

Fiscal Year Start Date Setup

Setups>>Accounting and Payroll>>Fiscal Year Start Date

Fiscal Year Start Dates _____

Reason _____

Default Account Posting Setup

Setups>>Accounting and Payroll>>Default Account Posting

<u>Cash and System Accounts</u>	<u>Default Account</u>	<u>Custom Account</u>
A/R Account – Charges & Deposits	12000 Receivable, Sales	_____
Funds ready for Deposit (Safe)	11000 Undeposited Funds	_____
Inventory Valuation Balancing	57000 Inventory Valuation	_____
Overs & Shorts-Cash Drawer Close	63550 Financial, Over/Short	_____
Petty Cash – in Cash Drawer(s)	10000 Petty Cash – in Cash	_____
Returned Check Expense	63350 Financial, Returned	_____
Returned Check Income	47250 Income, NSF Check	_____
System Balance / Initial Setup	19900 System Balance / Ini	_____
 <u>R.O. Sales and Cost of Goods Sold</u>	 <u>Default Account</u>	 <u>Custom Account</u>
Discounts, Labor	63400 Financial, Sales Disc.	_____
Discounts, Labor Warranty	63410 Financial, Warranty	_____
Discounts, Parts	63400 Financial, Sales Disc.	_____
Discounts, Parts Warranty	63410 Financial, Warranty	_____

Discounts, Sublet Labor	63400 Financial, Sales Disc.	_____
Inventory Adjustments	56000 Inventory Adjustment	_____
Sales Tax Collected	23600 Sales Tax, State	_____

<u>Cash Payout Disbursements</u>	<u>Default Account</u>	<u>Custom Account</u>
Employee Advance – Loan	12300 Receivable, Employee	_____
Freight Charge Expense	67500 shipping, Freight	_____
Gas for Company Vehicles	66150 Maintenance, Auto/Trk	_____
Maintenance Exp. – Building	66900 Maintenance, Building	_____
Maintenance Exp. - Equipment	66500 Maintenance, Equip.	_____
Misc. Supplies – Cost to Expenses	50800 COGS, Misc. Supplies	_____
Office Meals Expense	67110 Office, Meals	_____
Office Supplies Expense	67100 Office, Supplies	_____
Postage Expense	66100 Mail/Postage	_____
Sales Tax on Purchases	68500 Tax, Sales	_____

<u>Misc. Cash Income Disbursements</u>	<u>Default Account</u>	<u>Custom Account</u>
Capital Investment – from Owner	39000 Capital	_____
Income – Miscellaneous	49000 Income, Miscellaneous	_____

Product Codes Setup

Setups>>Accounting and Payroll>>Product Codes

PARTS

<u>Product Code</u>	<u>Description</u>	<u>Asset Acct</u>	<u>Income Acct</u>	<u>COGS</u>
GI	General Inventory	13000	40000	50000
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

LABOR

<u>Product Code</u>	<u>Description</u>	<u>Asset Acct</u>	<u>Income Acct</u>	<u>COGS</u>
GL	General Labor	N/A	41000	N/
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SUBLETS

<u>Product Code</u>	<u>Description</u>	<u>Asset Acct</u>	<u>Income Acct</u>	<u>COGS</u>
SUBLET	Sublet Repair	13300	40300	50300
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

CORES

<u>Product Code</u>	<u>Description</u>	<u>Asset Acct</u>	<u>Income Acct</u>	<u>COGS</u>
CORES	Cores	13200	40200	50200
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

ADD ON CHARGES

<u>Product Code</u>	<u>Description</u>	<u>Asset Acct</u>	<u>Income Acct</u>	<u>COGS</u>
FET	Federal Excise Tax	N/A	42220	N/A
HAZWASTE	Hazardous Waste Disposal Fee	N/A	42210	N/A
TIREDISP	Tire Disposal Fee	N/A	42230	N/A
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Company Payroll Setup

Setups>>Accounting and Payroll>>Company Payroll

Hours per day before Overtime Starts _____

Hours per day before Double Time Starts _____

Hours per week before Overtime Starts _____

SUTA Percentage _____

SDIF Percentage _____

Beginning General Ledger Balances***

Setups>>Accounting and Payroll>>Enter Beginning General Ledger Balances

11000 Undeposited Funds _____

11010 Checking #1 _____

11110 Savings #1 _____

12000 Receivables, Sales _____

13000 Inventory, Parts _____

15000 Vehicles #1, Original Value _____

15300 Mach & Equip, Original Value _____

16300 Office Equipment, Original Value _____

16500 Office Furniture, Original Value _____

16700 Building, Original Value _____

19000 Deposit, Rent _____

19400 Deposit, Utility _____

20000 Payables, Trade _____

20300 Payables, Credit Card _____

23400 Federal Income Tax – Accrual _____

23410 FICA, Employee – Accrual _____

23420 Medicare, Employee Accrual _____

23430 FUTA Employer – Accrual _____

23440 SUTA Employer – Accrual _____

23450 State Income Tax – Accrual _____

23460 Local Income Tax – Accrual _____

23470 Disability Insurance – Accrual _____

23510 FICA, Employer – Accrual _____

23520 Medicare, Employer – Accrual _____

23600 Sales Tax, State – Accrual _____

37000 Owner’s Draw or 39000 Capital _____

*** These are a few of the “common” general ledger accounts that are set up in an auto repair shop. This is not meant to be an exhaustive list, rather a starting point if you don’t currently have a balance sheet. Please see your accountant for more information about setting up a general ledger.

Release to Install and/or Convert from MotorTraxx to MaxxTraxx Pro CE

Prior to scheduling the installation of your "Live" version of MaxxTraxx Pro CE, we need to ensure that you have completed the necessary tasks and are both informed and prepared to use MaxxTraxx Pro CE. Please check off the following items, complete, and sign the bottom section and fax to (866) 863-0777.

- ☐ I have read and understand each task required on the Setup Checklist that applies to my shop
- ☐ I have received the User Manual and understand how to access and read the procedures
- ☐ I understand that I need to setup up certain sections of MaxxTraxx Pro CE prior to writing my first repair order, and I will need to manually set up my general ledger and banking information
- ☐ All employees that will be using MaxxTraxx Pro CE have received training in their specific areas
- ☐ I have read, understand, and meet the minimum hardware requirements for MaxxTraxx Pro CE
- ☐ I understand that I need to have a backup system in place to backup my MaxxTraxx Pro CE data
- ☐ I read and understand that off-site data backup is available from Scott Systems for a monthly fee

For MotorTraxx Converted Users:

- ☐ I understand that MaxxTraxx Pro CE does not have all the features that MotorTraxx has
- ☐ I have read the Converted Data section and understand what is converted and what is not
- ☐ I understand that there is some information converted from MotorTraxx in a modified version
- ☐ I understand that I should keep a copy of my MotorTraxx to access non-converted information
- ☐ I understand that dot matrix printers are not recommended and I should use a laser or inkjet printer for all reports, checks and repair orders

For MaxxTraxx Pro SE Converted Users:

- ☐ I have read the Converted Data section and understand what is converted and what is not
- ☐ I understand that I should keep a copy of my MaxxTraxx Pro SE to access past financial data

Shop Name: _____ Phone: _____

Owner Name: _____

Owner's Signature: _____

Date and Time Requesting Installation and/or Conversion: _____

(Must start between 8 a.m. and 3 p.m. Pacific Standard Time, Monday through Friday. Please note that the installation and/or conversion may take up to three hours, not all times available as requested.)