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Finance & Insurance User's Manual

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1. Introduction

Congratulations on choosing Total Control Software's Dealer Solutions for your company.

This manual covers the Finance & Insurance module of the software program only. References are made to other available modules and their manuals where necessary. If you have purchased other modules of this software system, please refer to the Parts, Service & Inventory (including the Wet/Dry Storage add-on module), Supervisor/Network Administrator, and the Accounting (General Ledger) manuals for specific information about these modules.

You may make photocopies of any portion or all of this manual or any other manual for use at your dealership by your employees. If you wish to reprint this manual for use at your dealership by your employees, the files are available on initial install and update CDs included with this software in Microsoft Word format. If you do not have Word installed at your dealership, Microsoft Corporation has available the Microsoft Word Viewer, a freeware program (available in several formats depending on your dealership's operating system) that can be installed at your dealership for viewing and printing these manuals. Please contact our office or Microsoft for information about the Word Viewer.

MOVING THROUGH FIELDS AND KEYSTROKE COMMANDS:

Use the **TAB** keys, the **ENTER** key or your **mouse** (by moving the cursor to the item and clicking the left mouse button) to move through fields in the browse boxes throughout the program. As this is done, the field or button will be highlighted. After information has been entered into each field on a form box, you can press the **TAB** or **ENTER** key down to either save the information or cancel the information.

Throughout this manual whenever a command can be entered by keystroke and using the mouse, the keystroke command will appear in parenthesis after the button or item description. Items that can be accessed by using keystroke commands appear on the menus or buttons with an underlined letter. For example, From the **Main Menu**, **F**ile may be accessed by holding down the **ALT** key and pressing the **F** key on the keyboard at the same time.

Highlighting a line item using the up or down arrow keys on the keyboard and then pressing the **ENTER** key will open that item so that it may be changed.

Highlighting a line item using the up or down arrow keys on the keyboard and then pressing the **DELETE** key will bring up a box, "**You've selected to delete the highlighted record. Press OK to confirm deletion of this record.**" If you do not want to delete the item press the **Cancel** button or press the **ESC** key on the keyboard.

On any screen with multiple tabs holding down the **CTRL** key and the **TAB** key on the keyboard at the same time will move to the next tabbed item.

RESIZING BOXES:

Any browse box on the screen can be resized (made larger or smaller) to suit your personal preference by moving your mouse cursor to an edge on the browse box until an arrow (↔) appears. By holding down the left mouse button while the arrow is visible and dragging the mouse you can resize the screen.

MOVING SCREENS:

Occasionally a box will appear to be chopped off at the bottom. To move the box up or down simply move your mouse cursor to the dark blue bar at the top of the box and holding down the left mouse button move the drag the mouse until the box is where you want it.

TECHNICAL SUPPORT:

For technical support contact Total Control Software at 501-833-3281. You can also e-mail your questions, comments or suggestions to support@tcsoft.com or fax us at 501-819-7017.

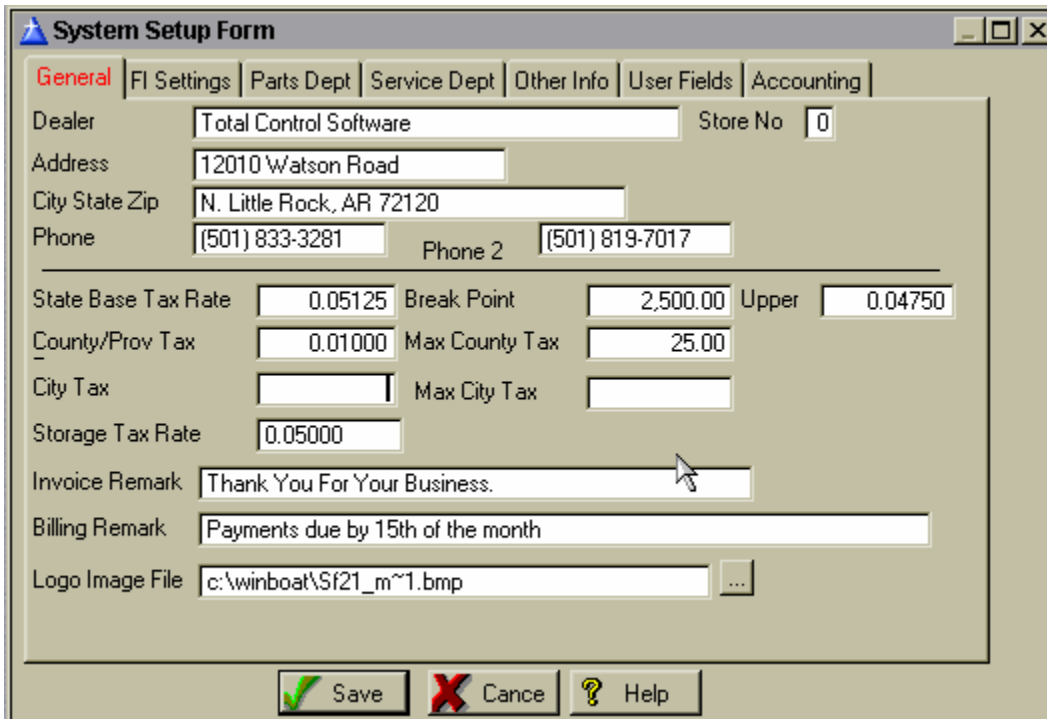
2. System Setup:

This is where your company sets up its company information, labor rates, tax rates, and other customized information applicable to your company.

IMPORTANT NOTE: System Setup and List Information MUST BE COMPLETELY ENTERED PRIOR TO USING THE PROGRAM. If this information has not been entered the program will not work properly.

On the **Main Menu** select **File**, then select **System Setup**.

GENERAL INFORMATION:



The screenshot shows the 'System Setup Form' with the 'General' tab selected. The form contains the following fields and values:

Field	Value
Dealer	Total Control Software
Store No	0
Address	12010 Watson Road
City State Zip	N. Little Rock, AR 72120
Phone	(501) 833-3281
Phone 2	(501) 819-7017
State Base Tax Rate	0.05125
Break Point	2,500.00
Upper	0.04750
County/Prov Tax	0.01000
Max County Tax	25.00
City Tax	
Max City Tax	
Storage Tax Rate	0.05000
Invoice Remark	Thank You For Your Business.
Billing Remark	Payments due by 15th of the month
Logo Image File	c:\winboat\Sf21_m~1.bmp

At the bottom of the form are three buttons: 'Save' (with a green checkmark icon), 'Cancel' (with a red X icon), and 'Help' (with a question mark icon).

If you have already installed the Parts, Service & Inventory System, the General Information has already been completed. Otherwise, type in the dealership information and tax rates for general sales at this screen. Remember, some states have a maximum sales tax based on the amount of the sale. If your state has that maximum, type in that amount in the Break Point field.

Remarks 1 and Remarks 2 under the **General** tab allow a personalized statement that will be printed on invoices, statements and other printed forms.

If your dealership uses a logo that is stored on your computer as a bitmap image, the location of this file can be listed under Logo Image File and will be printed on forms.

F & I DEFAULT SETTINGS:

After completing the information required under the **General** tab of **System Set-up** it is necessary to complete all default information for your F&I Settings. These settings can be overridden for any individual inventory item or customer deal (See sections on Current Inventory, Active Deals, and Sold Deals).

The screenshot shows the 'System Setup Form' window with the 'FI Settings' tab selected. The form is divided into two columns of fields. The left column contains: Credit Life Type (dropdown menu set to 'NONE'), A H Type (dropdown menu set to 'NONE'), Filing Fees (text box with '15.00'), Default Interest Rate (text box with '8.891'), Default Loan Years (text box with '5.00'), A + H Commission Percent (text box with '0.400'), Credit Life Commission Percent (text box with '0.500'), Accessories Mark Up Average (text box with '0.500'), Special Sales Tax Rate (text box), Title/Registration Fee (text box with '170.00'), Default County For Sales Tax (text box with 'VIRGINIA'), and Default Credit Life Co (text box with 'Arkansas Bankers Life'). The right column contains: Sales Tax Charged On Used Units (checkbox), Deduct Trade In Amount Before Taxing (checkbox), Base Tax Rate (text box), Tax Break Point (text box), Rate After Break Point (text box), Maximum Sales Tax (text box), Sales Tax Charged On Service Contracts (checkbox), Property Tax Rate (text box), Battery Tax Rate (text box), First Payment Days (text box with '30'), and Default Sales Tax State (text box with 'VA'). At the bottom of the form are buttons for 'Regional Sales Taxes', 'City/County Taxes', and 'Document Fees'. The bottom of the window has 'Save', 'Cancel', and 'Help' buttons.

Credit Life Type:

Before entering this information, consult your credit life provider for rates and available plans. Also see section on setting up Credit Life Companies and Rates.

This is where you set your **default** type of credit life insurance that your dealership offers to customers. For ease of entry, the default setting will appear automatically each time a new **Active Deal** is set up. The default setting can be changed within an **Active Deal** by selecting a different credit life insurance plan. If your dealership does not offer credit life insurance, Enter **None**.

- NONE** - None
- SCLD** - Single Credit Life Decreasing
- SCLL** - Single Credit Life Level
- JCLD** - Joint Credit Life Decreasing
- JCLL** - Joint Credit Life Level

Accident and Health (AH):

Before entering this information, consult your credit life insurance provider for rates and available plans. Also see section on setting up Credit Life Companies and Rates.

This is where you set your **default** type of accident and health insurance that your dealership offers to customers. For ease of entry, the default setting will appear automatically each time an **Active Deal** is set up. The default setting can be changed within an **Active Deal** by selecting a different accident and health insurance plan. If your dealership does not offer accident and health insurance, Enter **None**.

- NR14** - Non-retroactive 14 days (takes effect on the 15th day after disability begins).

NR30 - Non-retroactive 30 days (takes effect on the 31st day after disability begins).

R7DAY - Retroactive from the 1st day after 7 days of disability.

R14DAY - Retroactive from the 1st day after 14 days of disability.

R30DAY - Retroactive from the 1st day after 30 days of disability.

Default Interest Rate:

The Default Interest Rate is the average interest rate charged on loans for your dealership. This rate may be changed to a different rate during the deal process.

Default Loan (Term):

Enter the term of loans in months for the average loan term for your dealership. **Note:** If most of your loans are for 10 years use 7 years (84 months) as a default, then adjust the term while entering the deal to lower the monthly payments.

Accident and Health Commission (A+H):

Enter the commission percent that your accident and health insurance provider allows as a commission to your dealership as a decimal (i.e., if the commission is 40% enter .40). This will determine your cost for the accident and health insurance.

Credit Life Commission Percent:

Enter the commission percent that your credit life insurance provider allows as a commission to your dealership as a decimal (i.e., if the commission is 40% enter .40). This will determine your cost for the credit life insurance.

Accessories Mark Up Average:

Enter your dealership's average parts accessories mark up as a decimal (i.e., if the average parts accessories mark up for your dealership is 40% enter .4000).

Special Sales Tax Rate:

Leave Blank.

Title/Registration Fee:

Enter the dollar amount that your state charges for title/registration fees, if this amount is to be included in all new deals.

OTHER INFORMATION:

System Setup Form

General | FI Settings | Parts Dept | Service Dept | **Other Info** | User Fields | Accounting

Day Of Month To Compute Late Fees: 15

Last Computation Date: 4/11/01

Monthly Interest Rate: 1.0000

Cash Drawer Com Port (This Machine):

Program Serial Number: TCS91287377637957

40 Col Receipt Printer:

Date of Next Inventory Update: 5/01/01

This Computer Has NT/Win 2000 Installed:

Cash Drawer Number For This Terminal: 1

Change Supervisor Password

Save Cancel Help

This is where you insert information on generating customer statements. If your dealership has a Cash Drawer attached to one or more computers, enter the Com Port for the cash drawer at this screen from the computer where the cash drawer is attached.

This is also where your **Serial Number** for the program is displayed. Do not change this serial number unless instructed to do so by technical support.

USER FIELDS:

User Fields are specific to the F&I module only. These fields are included with Active and Sold Deals (Additional Information screen) and may be customized in order to generate custom reports or spreadsheets. These fields can also be used for inserting information on bank contracts, title/registration forms, etc. Once these are set up, they should not be changed, especially if these fields are being used for your forms.

System Setup Form

General | FI Settings | Parts Dept | Service Dept | Other Info | **User Fields** | Accounting

Enter the prompts you want to use for you user fields on the deal form.

User 1:

User 2:

User 3:

User 4:

User 5:

Cust Type:

Enter Customer Types Using | to Seperate each type

Save Cancel Help

ACCOUNTING:

This section is used for setting account codes for your dealership. PLEASE CONSULT WITH YOUR ACCOUNTANT before assigning account codes to these accounts. These fields are retroactive and you may set them at any time.

System Setup Form

General | FI Settings | Parts Dept | Service Dept | Other Info | User Fields | **Accounting**

Cash Hold Acct	<input type="text" value="10150"/>	Trade Hold Acct:	<input type="text" value="12050"/>
AR Acct	<input type="text" value="11000"/>	Trade Overallance Acct	<input type="text" value="52005-10"/>
Sales Tax Acct	<input type="text" value="24100"/>	Boat Sales Discount Acct:	<input type="text" value="42000-10"/>
Trailer Tax Acct	<input type="text" value="24300"/>	Service Contract Sales Acct	<input type="text" value="4230-10"/>
Default Parts Acct	<input type="text" value="13100"/>	Service Contract Cost Acct	<input type="text" value="52030-10"/>
Default Parts Sales Acct	<input type="text" value="43100-40"/>	Credit Life Sales Acct	<input type="text"/>
Default Parts COG Acct	<input type="text" value="53100-40"/>	Credit Life Cost Acct	<input type="text"/>
Shop Supplies Acct	<input type="text" value="48900-70"/>	Default AP Acct	<input type="text" value="20100"/>
Default Labor Sales Acct	<input type="text" value="45000-50"/>	Sublet Sales Acct	<input type="text" value="45050-50"/>
Warranty Sales Acct	<input type="text" value="29998"/>	Sublet COG Acct	<input type="text" value="55050-50"/>
Internal Sales Acct (Debit)	<input type="text" value="29997"/>	Document Fess (Sales)	<input type="text" value="48100-70"/>
Internal Sales Acct (Credit)	<input type="text" value="60100"/>	Finance Reserve (Sales)	<input type="text"/>
Deal Setup Acct	<input type="text"/>	Finance Reserves (Cost)	<input type="text"/>

Save Cancel Help

After entering the information specific to your dealership, press the **SAVE** button on the browse box to save this information.

Accounting Information for Parts, Service & Inventory and F&I Modules:

Please note that you will be able to generate all of the reports you need in order to make your general ledger entries into your existing accounting software.

If your dealership is currently using Peachtree or QuickBooks accounting software, export utilities are included with your software package. Please contact technical support for instructions on this export function.

For more complete information on setting up your Chart of Accounts, and related Accounting Codes throughout the program, please see the **Supervisor/Network Administrator Manual**.

Chart of Accounts

A **Chart of Accounts** is included for all customers (whether you have purchased the General Ledger module or not).

From **File** on the **Main Menu** select **Chart of Accounts**. Press the **Insert** button and begin entering your Chart of Accounts numbers and descriptions and its related GL Account Type (Equity, Liability, etc.)

Please consult with your accountant prior to entering your account codes.

Make sure that any Chart of Account code numbers that relate directly to the Accounting Code numbers in your System Setup match exactly.

The chart of accounts is retroactive. Once you have entered these account codes the program will pick up all prior activity for these fields and assign the account codes to the transactions.

Please enter your chart of accounts and accounting codes first before making your other entries.

Accounting Codes

Accounting codes are included for all customers (whether you have purchased the General Ledger module or not).

From **File, System Setup, Accounting** (tab) enter your account codes for each of the fields allowed.

Please consult with your accountant prior to entering your account codes.

Select SAVE to save these new account codes.

These accounting codes are retroactive and directly relate to your Chart of Accounts entries. Once you have entered these account codes the program will pick up all prior activity for these fields and assign the account codes to the transactions.

Other System Accounting Codes (for General Ledger Codes)

Parts Department Codes and Related GL Accounting Codes

You can assign Department Codes and any related accounting codes throughout the system.

From **File** on the **Main Menu** select **Parts Department Codes**. Press the **Insert** or **Change** button for each department, assign the item a Parts Department Code, a description, and assign any corresponding GL Accounting Codes to the item.

Assigning Parts Department Codes to Part Makes

From **Parts** on the **Main Menu** select **Part Makes**. Press the **Change** button for each Part Make, and assign any corresponding **Parts Department Code** to the Part Make.

Assigning GL Accounting Codes to Payment Methods

From **File** on the **Main Menu** select **Payment Methods**. Press the **Change** button for each Payment Method, and assign any corresponding **Cash Account Code** to the payment method item.

Assigning GL Accounting Codes to Vendors/AP/Warranty

From **File** on the **Main Menu** select **Vendors**. Highlight each vendor, then press the **Change** button. Select the **Other Information** tab and make any corresponding accounting codes to the vendor.

F&I GL Accounting Codes

From **Lists** on the **Main Menu** select **Product Lines**. Highlight each product line, then press the **Change** button. Select the **Accounting** tab and assign your corresponding accounting codes to the product line. Repeat this for each of your product lines.

From **Lists** on the **Main Menu** select **Makes**. Highlight each make, then press the **Change** button. Assign your corresponding accounting codes for new and used for each make.

3. Setting Up Sales Taxes and Taxable Items

SINGLE SET OF TAX RATES AND TAXABLE ITEMS:

If your dealership has only one set of sales taxes and its related taxable items to report, collect, and/or charge to your customers, you need only set up your taxes as listed below. Sales Tax and individual taxable items can be overridden in any **Active Deal** by un-checking the Calculate Tax check box in the Active Deal and entering the tax (or no tax) manually.

From **File**, then **System Set Up**, then the **F&I Tab**, enter your tax rates and mark your taxable items as described below.

Sales Tax Charged on Used Units:

If your state charges sales tax on the purchase of used units, check this box.

Deduct Trade-In Amount Before Taxing:

If your state allows a set off for trade-ins against the sales tax charged on the purchase of a new unit, check this box.

Base Tax Rate, Tax Break, Rate After Break Point, Maximum Sales:

This is where any the base sales tax rates for your state are entered. Enter the **Base Tax Rate** as a decimal (i.e., 6.5% sales tax is entered as .06500). Enter the **Tax Break Point** as a dollar amount, the **Rate After Break Point** as a decimal, and the **Maximum Tax Amount** as a dollar amount. See also **Special Tax Rates** under **Product Lines**, below for entering special sales tax rates for particular product lines.

If your state has only one tax rate, enter it in the Base Rate, leave the Break Point and Rate After Break Point blank. Maximum Tax Amount is the maximum sales tax charged by your state.

If your dealership is required to charge and/or collect these taxes, you will need to set up the special sales tax settings under individual **Product Lines** (see, **Lists, Product Lines**).

Sales Tax Charged on Service Contracts

If your state charges sales tax on service contracts, check this box.

Document Fees

If your dealership charges a documentation (document preparation) fee on deals you can set up a default Document Fee. Select the **Document Fees** button on the **F&I Settings** of the **System Setup Form**.

The screenshot shows a dialog box titled "Document Fees". It has a light gray background. At the top, there is a text field labeled "Doc Fee Amount" containing the value "89.00". Below this are two checkboxes. The first is "Doc Fee Is Taxable" and is unchecked. The second is "Charge Document Fee On Cash Deals" and is checked. At the bottom right, there is an "OK" button. A mouse cursor is visible over the "Charge Document Fee On Cash Deals" checkbox.

Enter the Document Fee Amount, check whether or not it is taxable, and whether or not you wish to charge this fee on Cash Deals. This fee can be edited or deleted from an Active Deal (See Active Deals). This fee can be incorporated into your bank contracts and other forms, either as part of a total other charges, or as a separate fee.

Property Tax Rate (Dealer Inventory Tax):

The Property Tax Rate was specifically set up for dealerships in Texas that are charging a Dealer Inventory Tax which is listed and charged on major unit purchases. If your state or region also imposes a similar tax you may enter it here. Enter this tax as a decimal and any corresponding General Ledger Accounting Codes.

Battery Tax:

The Battery Tax was also specifically set up for dealerships in Texas (other states may be charging this tax also) and is again, listed and charged on major unit purchases. If your state or region also imposes a similar tax you may enter it here. Enter this tax as a decimal (the actual deal for the customer purchase will ask for the number of batteries), and any corresponding General Ledger Accounting Codes.

REGIONAL SALES TAX

If your dealership is required to charge and/or collect sales tax for a number of counties, cities, or other tax localities, and the tax rates are different for each, you will need to set up the tax information for each. After you have set the default sales tax settings for your dealership location, select the **Regional Sales Taxes** button from the **F&I Settings** of the **System Setup Form**. Sales Tax and individual taxable items can be overridden in any **Active Deal** by un-checking the Calculate Tax check box in the Active Deal and entering the tax (or no tax) manually.

If your dealership is required to charge and/or collect these taxes, you will not need to set up the special sales tax settings under **Product Lines**, leave those fields blank and use this section to set your taxes.

Enter the Default County/City/Region in the **Default County or Region For Sales Tax** field. This will be the tax rate that displays whenever an **Active Deal** for a customer major unit purchase is started. Selecting the Edit button to the right of the **Sales Tax** amount on the **Deal Information** screen of an **Active Deal** will display all your **Regional Sales Taxes**, highlight the correct region and press the **Select** button to change the tax base.

Select the **Regional Sales Taxes** button.

System Setup Form

General **FI Settings** Parts Dept Service Dept Other Info User Fields Accounting

Credit Life Type: NONE
 A H Type: NONE
 Filing Fees: 15.00
 Default Interest Rate: 8.891
 Default Loan Years: 5.00
 A + H Commission Percent: 0.400
 Credit Life Commission Percent: 0.500
 Accessories Mark Up Average: 0.500
 Special Sales Tax Rate:
 Title/Registration Fee: 170.00
 Default County For Sales Tax: VIRGINIA
 Default Credit Life Co: Arkansas Bankers Life

Sales Tax Charged On Used Units
 Deduct Trade In Amount Before Taxing
 Base Tax Rate:
 Tax Break Point:
 Rate After Break Point:
 Maximum Sales Tax:
 Sales Tax Charged On Service Contracts
 Property Tax Rate:
 Battery Tax Rate:
 First Payment Days: 30
 Default Sales Tax State: VA

Regional Sales Taxes (arrow from Default Credit Life Co)
 City/County Taxes
 Document Fees

Save Cancel Help

Select **Insert**, and enter the county, city, or other locale under County, then enter the tax rates, and select **OK**. Continue to add additional tax locales, then select the **Close** button on the **Regional Sales Taxes** screen.

State/Regional Sales Taxes

State/County/Region/City

ALABAMA
 MARYLAND
 VIRGINIA

Insert
 Change
 Delete
 Close
 Select

Navigation: |<<< < ? > >>>|

Enter the General information for the regional tax, enter the tax as a decimal (i.e., 2% would be entered as 0.0200), any break points (as a dollar amount), upper rates (as a decimal), minimum tax (as a dollar amount), maximum tax (as a dollar amount). If Options/Accessories are taxed at a different percentage than the unit, enter it as a decimal. Check whether the trade is deducted before taxing, and whether Sales Tax is charged on used unit purchases.

Record Will Be Changed

General | Fees | Unit Type 1 | Unit Type 2 | Unit Type 3 | Unit Type 4 | Unit Type 5

County/State: VIRGINIA

Base Rate: 0.02000

Break Point: []

Upper Rate: []

Min Tax: []

Max Tax: []

Opts/Accs Tax Rate: []

Deduct Trade In Amount Before Taxing

Sales Tax Charged On Used Units

OK Cancel

Under the **Fees** tab enter the Registration, Trailer Registration, and Document Fee allowed or charged for this county/city/region/province. If document fees are taxable, check the box. If Service Contracts are taxable, check the box.

The **Property Tax Rate** was specifically set up for dealerships in Texas that are charging a Dealer Inventory Tax which is listed and charged on major unit purchases. If your state or region also imposes a similar tax you may enter it here. Enter this tax as a decimal and any corresponding **General Ledger Accounting Codes**.

The **Battery Tax** was also specifically set up for dealerships in Texas (other states may be charging this tax also) and is again, listed and charged on major unit purchases. If your state or region also imposes a similar tax you may enter it here. Enter this tax as a decimal (the **Active Deal** for the customer purchase will ask for the number of batteries), and any corresponding **General Ledger Accounting Codes**.

Record Will Be Changed

General | Fees | Unit Type 1 | Unit Type 2 | Unit Type 3 | Unit Type 4 | Unit Type 5

Registration Fee: 18.00

Trailer Registration: 35.00

Document Fee: 42.00

Tax Doc Fees

Tax Service Contracts

Property Tax Rate: []

Prop Tax GL Acct: []

Battery Tax Rate: []

Battery Tax GL Acct: []

OK Cancel

If the taxes are different for different Unit Types for this region, you will need to set the tax rate for each (i.e., Boats with motors attached are taxed at 2%, but trailers are taxed at 3%). The base rate has already been set up at 2%. Only unit types set up separately under each of the 5 available unit types for

each regional setting will be taxed at a different rate from the one set up in the general settings. Select the **Unit Type 1** tab and enter the Product Type (this must match the Product Type set up under **Lists, Product Lines**).

Enter the tax rates as described above. If this is a non-taxable item, or your dealership is not required to collect or charge the tax for this item, check the **Non Taxable** box.

After entering the tax rates for each Unit Type (Product Line), press the OK button to return to the **State/Regional Sales Taxes** screen. Continue inserting your regions and their individual settings, then press the **Close** button.

The screenshot shows a dialog box titled "Record Will Be Changed" with a close button (X) in the top right corner. The dialog has a tabbed interface with tabs for "General", "Fees", "Unit Type 1", "Unit Type 2", "Unit Type 3", "Unit Type 4", and "Unit Type 5". The "Unit Type 1" tab is selected. Inside the dialog, there are several input fields and a checkbox:

- Product Type:** A text box containing "TRAILER".
- Non Taxable:** An unchecked checkbox.
- Base Rate:** A text box containing "0.03000".
- Break Point:** An empty text box.
- Rate Above:** An empty text box.
- Minimum Tax:** A text box containing "35.00".
- Maximum Tax:** An empty text box.

At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

CITY/COUNTY SALES TAX:

If your dealership is required to collect a separate City/County/Provincial Sales Tax, that needs to be reported and/or printed on forms separately, from **File**, then **System Set Up**, then the **F&I Settings** tab, select the **City/County Tax** button.

If your dealership collects a total tax (with no breakdown reported on contracts, forms, or invoices), paid to the same government entity, you should use the Base Tax Rate settings (either for Single Tax or Regional Tax) with any maximums and break points entered.

Enter the tax rate as a decimal (i.e., a 1% tax is entered as 0.0100). If the tax has a maximum dollar amount, enter that amount. If the tax is a flat rate tax for major unit inventory purchases only (i.e., \$20.00 regardless of the amount of the purchase), enter that amount, but do not enter a percentage). Enter the associated General Ledger Account Code and select the **OK** button to save the information.

System Setup Form [Min] [Max] [Close]

General | **FI Settings** | Parts Dept | Service Dept | Other Info | User Fields | Accounting

Credit Life Type: NONE [v] Sales Tax Charged On Used Units
 A H Type: NONE [v] Deduct Trade In Amount Before Taxing
 Filing Fees: 15.00 Base Tax Rate: []
 Default Interest Rate: 8.891 Tax Break Point: []

City and County Taxes

A + H C: 0.00000 0.00 [] [] [] Contracts
 Credit Li: City Tax Rate Max/Flat Rate City Tax City Tax GL
 Access: []
 Special: [] [] []
 Title/Registration Fee: [] First Payment Days: []

Default County For Sales Tax: VIRGINIA Default Sales Tax State: VA
 Default Credit Life Co: Arkansas Bankers Life City/County Taxes

Regional Sales Taxes Document Fees

Save [X] Cancel [?] Help

4. Setting Up Your Lists

LISTS

This is where all information pertaining to your product lines, accessories, options, lenders, credit life, sales persons, is entered prior to beginning to use the system. This is also where you will select the lending institution contracts and other forms required for printing for your dealership. **Remember, you must complete all of this information prior to using your system.**

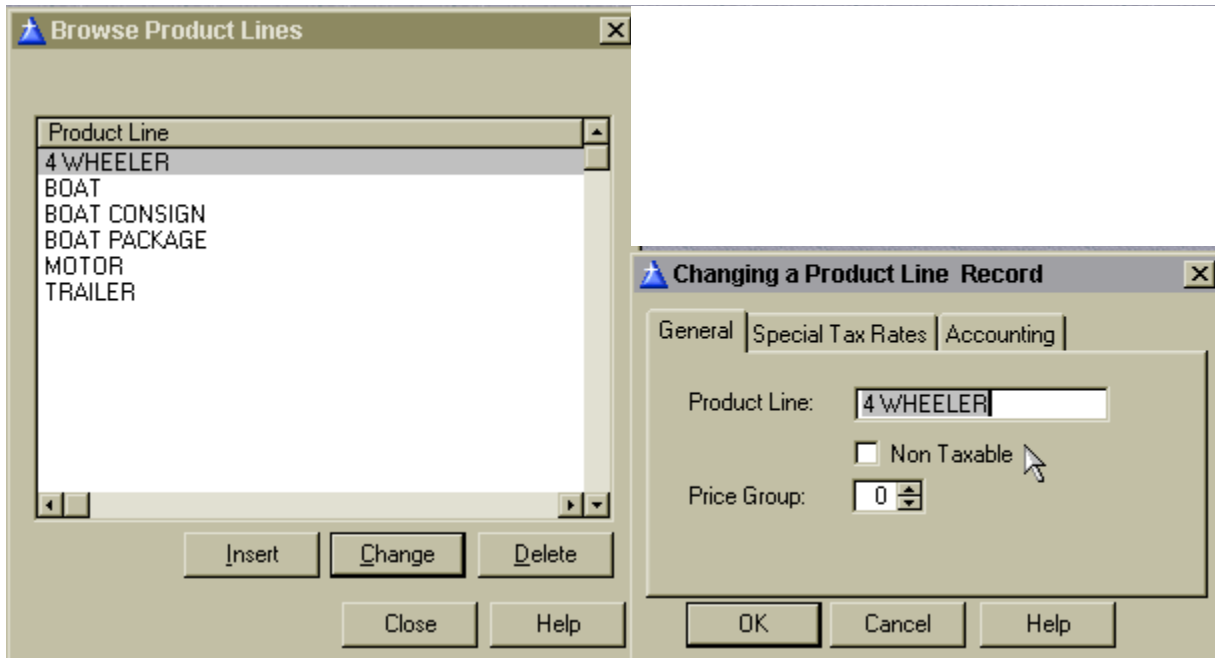
IMPORTANT NOTE:

PRODUCT LINES ARE the products that your dealership sells, i.e., boats, recreational vehicles, ATVs. There are many types of products within each product line. **NOTE: IF YOUR DEALERSHIP SELLS BOATS, DO NOT REMOVE OR CHANGE “BOAT,” “MOTOR,” OR “TRAILER” FROM THE LIST.**

PRODUCT TYPES ARE individual types of products within a Product Line (i.e., Product Line is “Boat” and Product Types are “Fishing,” “Ski,” “Bass”)

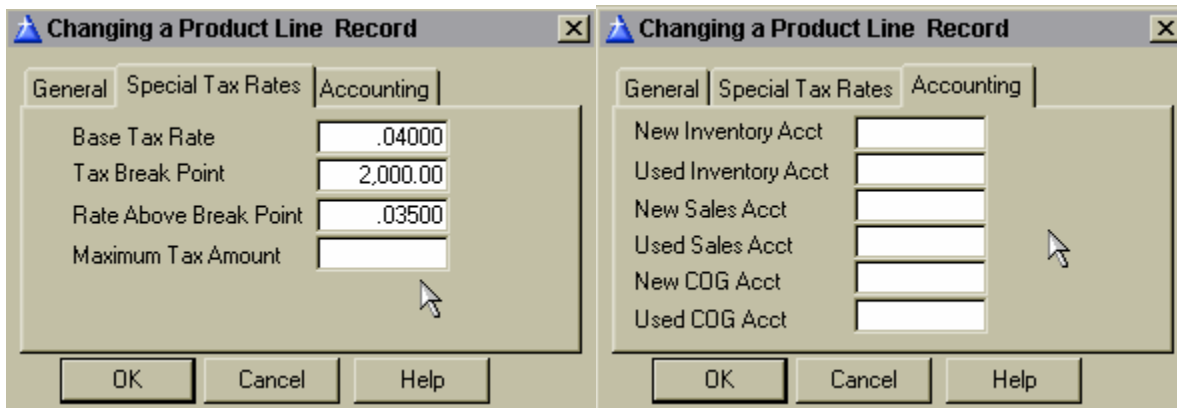
Product Lines:

From the **Lists** Menu select **Product Lines**. The following **Browse the Product File** box will appear:



Select **Insert** to add each Product Type particular to your dealership. **Adding a Products Record** will appear. Enter the name of the type of vehicle you want to add to your Lists. If your state does not charge

Sales Tax for this particular product, check the **Non-Taxable** box. If your state charges a special tax rates for this particular product, select the **Special Tax Rates** tab.

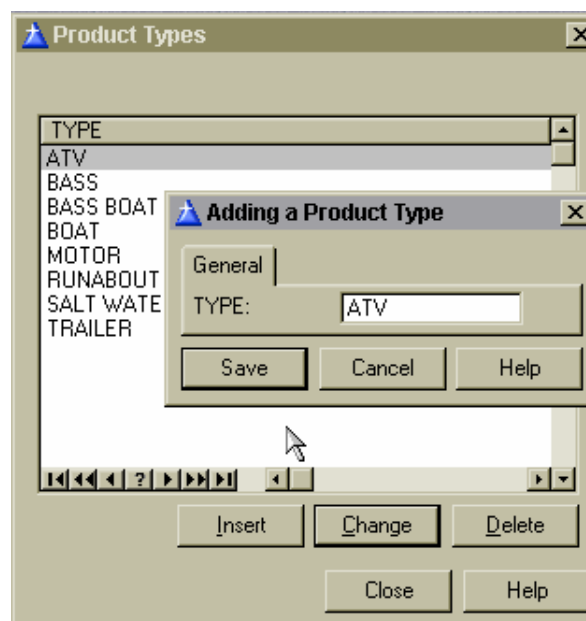


This is where any special tax rates for a particular product is entered, i.e., trailers are taxed at a different rate than the boat and/or motor. **Do Not Complete This Section If This Does Not Apply. Do Not Use This Section If Your Dealership Has Multiple Tax Regions (See Regional Sales Tax Setup Information).** Enter the **Base Tax Rate** as a decimal as shown above. Enter the **Tax Break Point** (if any) as a dollar amount, the **Rate Above Break Point** as a decimal, and the **Maximum Tax Amount** as a dollar amount. **Do Not Enter Any Information under Special Tax Rates if the tax rate is the same as the default rates set in your System Set-Up information.**

Continue adding Product Lines until all products have been entered. You may add new product lines, change or delete existing product lines and their Special Tax Rates at any time.

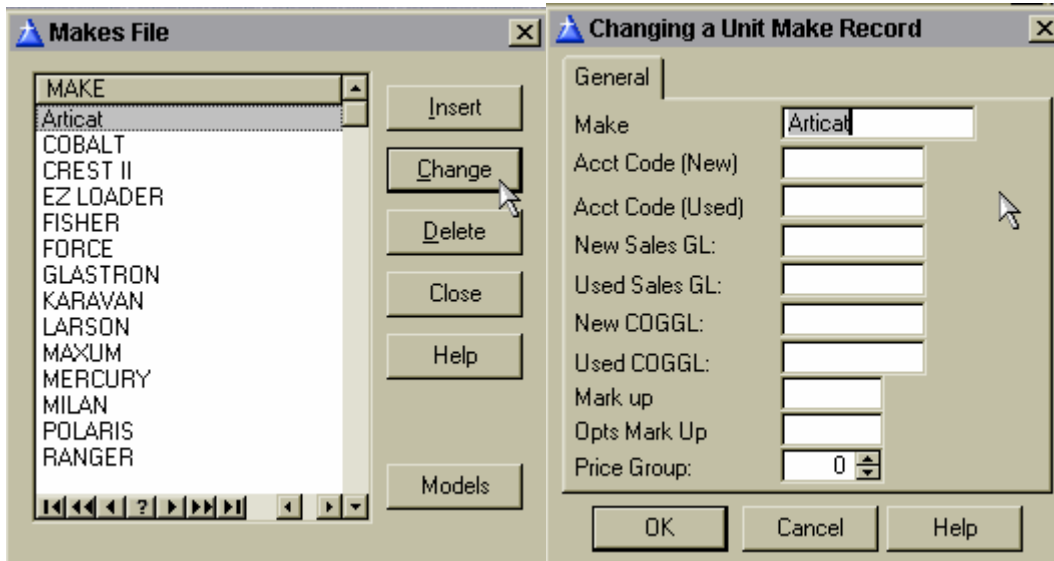
Product Types:

From the **Lists** menu select **Product Types**. The **Product Types** box will appear. To add a Product Type select the **Insert** button and enter the new Product Type at the prompt. To change or delete a make highlight the Product Type and select the **Change** or **Delete** button.



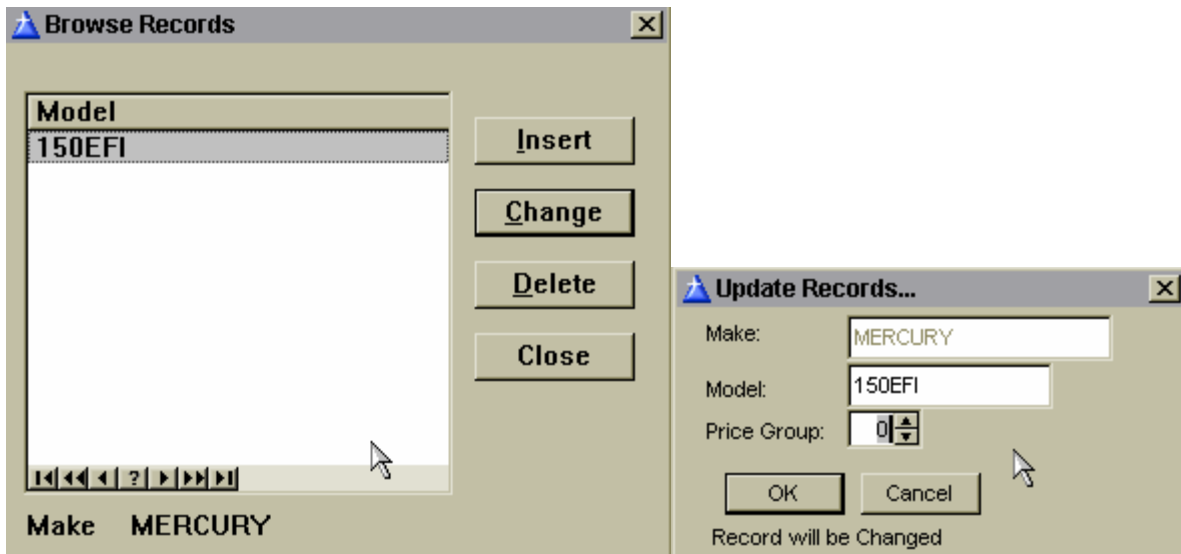
Makes (Manufacturers):

From the **Lists** menu select **Makes**. The **Makes File** box will appear. To add a make select the **Insert** button and enter the new Make at the prompt. To change or delete a make highlight the Make and select the **Change** or **Delete** button.



Assigning Specific Models to a Make:

You can assign specific models to a Make by highlighting the Make (manufacturer) and pressing the **Models** button. Select the **Insert** button and enter the model information. Breaking down a manufacturer make into models allows for selective lists of accessories and/or options to be entered according to make and model designations.



Product Lookup List (Catalog):

The Product Lookup List is where you list all products that are available from various manufacturers that your dealership would stock on order for a customer. **This is not where current inventory is entered.** From the **Lists** Menu select the **Product Lookup List**.

Product	Make	Model	Price
BOAT MOTOR TRAILER	TRITON EVINRUDE TRITON	170SC 115FPL	86,768.29
BOAT MOTOR TRAILER	TRITON EVINRUDE TRITON	170SC 90FPL	15,513.33
BOAT MOTOR TRAILER	TRITON JOHNSON TRITON	170SC 115PL	0.00

Select the **Insert** button, and complete information for the **Unit, Added Options, Motor & Trailer, Features**. You can add an unlimited number of products that are available from various manufacturers.

This table can be filtered by Product, Type, Make or Model, displaying only the product, type, make and/or model selected. The default setting is for all available products. Press the down arrow next to the Product Line, Make, or All to filter the list, and select which items you wish to display. After selecting the filters the display screen will show only those items on the **Product Lookup Table**.

Available Products can be sorted by All or each category (i.e., boats, snow machines, consignment) and a report printed for all products or by category by selecting the **Print** button. You will be asked if you wish to preview the report. Selecting **Yes** will display the report on-screen. You can either review the report and close it, print the entire report, or print only selected pages.

For ease of entry, highlighting an existing product and selecting the **Copy Record** button will create a new record of that product. This record can then be edited (i.e., changing only the year model, cost, options, etc.).

When choosing the Product item such as **Make, Options**, etc., that has already been added to the system a drop down list will appear for the item.

Unit Information Added Options Motor and Trailer Cost/Price Features Picture

Product Line **BOAT** NEW/USED **NEW**
 Year **1999** Make **FISHER**
 Model **T120** Type **FISHING**
 Size **16** Color **RED**
 Trolling:
 Depth Find:

Price	
Unit	15,000.00
Motor	5,000.00
Trailer	1,200.00
Options	720.00
Total Price	21,920.00

Save Cancel Help

If a particular item (such as **Make**) is not already listed, that item can be typed into the list box. An **Adding a Record** box will appear allowing the item to be entered directly. You will then be prompted whether to save the record. Selecting **Save** will add the **Make, Option**, etc., to your permanent records.

Adding Options to a Product Item on the Product Lookup Table.

To add an Option to a Product Item on the Product Lookup Table select the **Added Options** tab. The following box will appear:

Unit Information **Added Options** Motor and Trailer Cost/Price Features Picture

OPTION	COST	PRICE
BOAT SET-UP	150.00	295.00
BOAT FREIGHT	400.00	400.00
MOTOR SET-UP	25.00	25.00

OPTION
ATV FREIGHT
ATV SET UP
BOAT FREIGHT
BOAT SET-UP
FREIGHT CAPS
FREIGHT CHARGES
FREIGHT FOR HAULMA
MOTOR SET-UP
SET UP FOR HAULMAR
SET-UP FOR CAPS
SNOW MACHINE SETU
TRAILER SET-UP

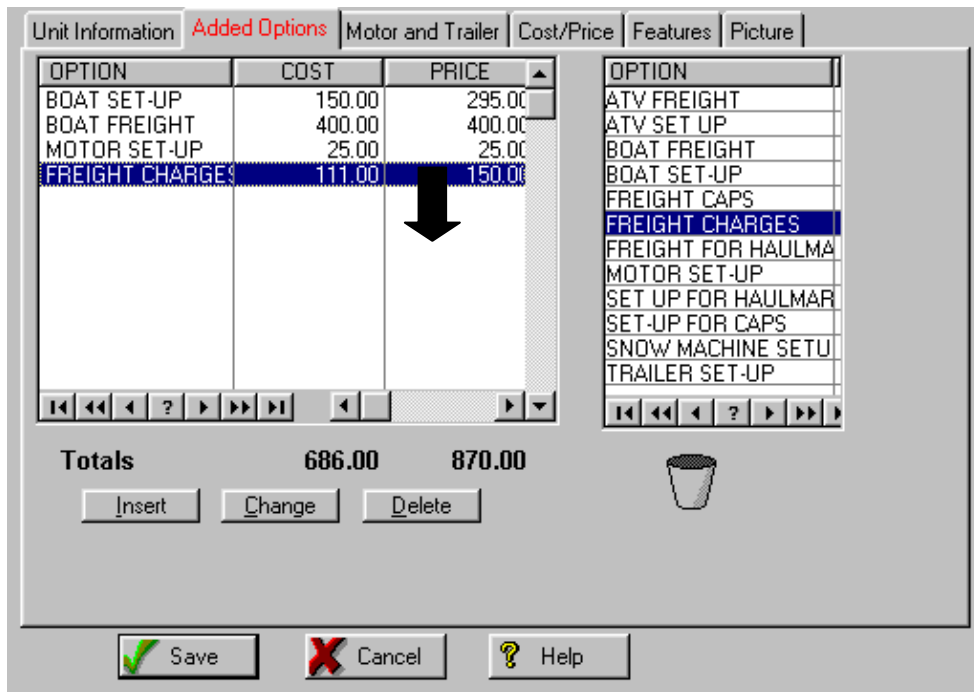
Totals **575.00** **720.00**

Insert Change Delete

Save Cancel Help

To add an Option, select an Option on the right by highlighting it, hold down the left mouse button on the item, and drag it over to the left side of the screen. Options that are not already listed can be added by

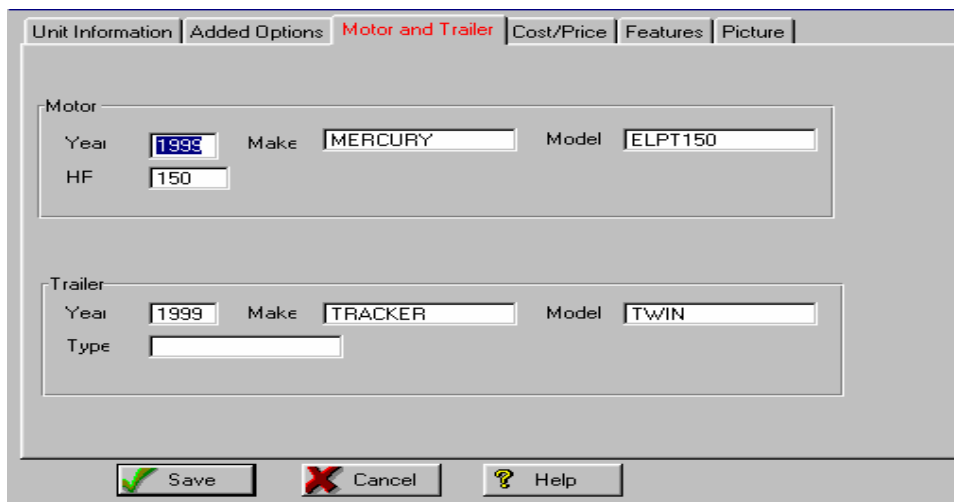
using the **Insert** button. To remove an Option from the Product Item highlight the item on the left side of the screen, hold down the left mouse button on the item, and drag it to the trash can on the lower right side of the screen.



Cost and Price displays the Cost and Retail price for the product item. **Options** (if entered) cost and retail are displayed. The **Total Cost** and **Total Price** include any options, trailers, motors or other items added to this Product.

Motor and Trailer:

If your product item has been listed as a boat, a motor and trailer tab will automatically be displayed when adding or changing the product. If a motor and trailer are included with the product, select the **Motor and Trailer** tab and enter the information for the motor and trailer.



Cost/Price:

Enter the dealer cost and retail price information. Options that have been added will display with the cost and retail price. Totals will update as options are added or cost and retail price information changed for the product.

Unit Cost		Unit Selling Price	
Unit Invoice Cost	12,000.00	Unit Price	15,000.00
Cost Of Options	686.00	Options Price	870.00
Motor Cost		Motor Price	5,000.00
Trailer Cost		Trailer Price	1,200.00
Total Cost	12,686.00	Total Price	22,070.00

Service Contract	
S/C Cost	0.00
S/C Price	0.00

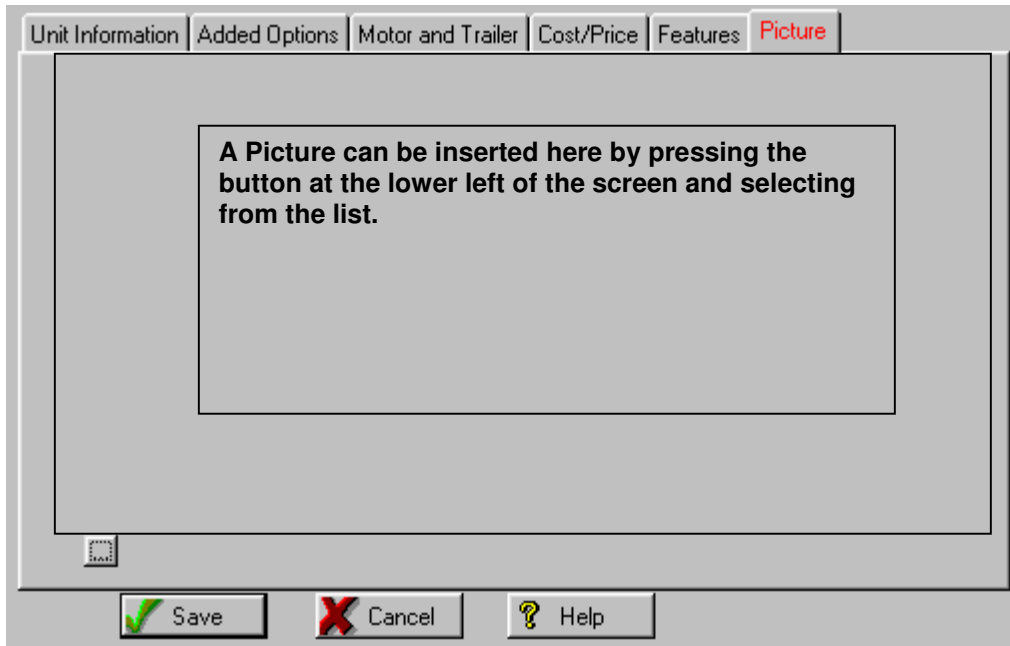
Features:

Features for a particular product can be typed into this screen.

Pin Striping
Livewell

Picture:

If your manufacturer provides pictures of its product in image format, this picture can be inserted here. The program will support jpg, gif, and bmp images. Select the **Picture** tab and follow the instructions on the screen. The procedure for inserting a picture of a product is the same as selecting a **Background Picture** for the main menu screen.



Options/Accessories:

The Options/Accessories list is maintained as a single database in the software. However, **Options** are items added to a product prior to offering it for sale to customers. Unlike Accessories, Options are included with a product regardless of who purchases the product. Any Cost and Retail for Option items for a particular sale can be adjusted or zeroed out.

Accessories are items that are added to a product for a **particular customer deal** and not Options, which are items that have already been included by the dealer for a particular product regardless of who purchases the product.

From the **Lists** Menu select **Options/Accessories List**.

Make	Model	Code / Part N	Description	Cost	Price
TRITON	SW	5410	Courtesy Lights (pair)	50.00	50.00
ARTICAT		5050	Cover	125.00	225.00
TRITON	FW	6550	DELETE Guide-Ons	0.00	0.00
TRITON	FW	4214	Detwiler Hydraulic Jack-f	1,220.00	1,220.00
TRITON	FW	4215	Detwiler Manual Jack-Pl	320.00	320.00
TRITON	FW	6500	Double Bunks	45.00	45.00
TRITON	SW	3550	Down-rigger aluminum m	80.00	80.00
TRITON	FW	4100	Dual-Pro Battery-charger	265.00	265.00
TRITON	FW	4105	Dual-Pro Battery-charger	145.00	145.00
TRITON	FW	5890	Enclosure Canvas Set T	290.00	290.00
TRITON	FW	5880	Enclosure Canvas Set T	290.00	290.00
TRITON	FW	7000	EVINRUDE / JOHNSO	0.00	0.00
TRITON	SW	7000	EVINRUDE / JOHNSO	0.00	0.00

By selecting **Insert** an Option/Accessory Item, its cost and retail, can be added.

The 'Update Records...' dialog box has the following fields and values:

Make	ARTICAT	Leave Blank For All Makes
Model		Complete If Only Used On Certin Models
Code/Part No	5050	
Description	Cover	
Cost	125.00	
Price	225.00	

Buttons: Save, Cancel

Entering a Make and/or specific Model will allow the inserted option/accessory to be made available for only that Product Make and/or Model. Leaving the Make and Model information blank will allow the inserted option/accessory to be made available for all product items and deals. Be careful when entering a Make or Model to

Note: Specific accessory items that are added to an **Active Deal** (see section on Active Deals) that are not normal accessory items (i.e., a free ball cap) can be added while performing an Active Deal and will not be permanently added to the Accessories file.

Option items can be divided by Product Type. Some examples are shown above. Options can be added, changed or deleted at any time. Changing an Options Cost and/or Price on the **Browse Options** menu **will not change Options previously added to particular products**. Options already added to particular Product Items will retain the original pricing, but can be changed from the Product Look-up screen. Options pricing cannot be changed on the **Active Deals** screen.

Lenders (Financial Institutions):

From the **Lists** menu select **Lenders**. This is where financial institutions are added, with all information about the particular lender, including address, mailing address, any filing fees and late charge information is entered.

The 'Browse Lenders' dialog box displays a list of lenders:

Name
Bank One
Bank Two
KeyBank USA
Oklahoma Central Credit Union
Transamerica Retail Financial

Buttons: Insert, Change, Delete, Close

The information entered here will print on contracts. If the Mailing Address is different from the lender's main address, enter it. Otherwise, the main address will be the address that prints on any contracts generated for this lender. Lender information can be changed at any time by highlighting the Lender and selecting the **Change** button.

The screenshot shows a software window titled "Record Will Be Changed" with the following fields and values:

- Lender Name:** KeyBank USA
- Address:** 4910 Tideman Road
- City:** Brooklyn
- State:** OH
- Zip:** 44144
- Mailing Address:** (Empty)
- Loan Fees:**
 - Filing Fee: 0.00
 - Other Fee: 50.00, Description: Loan Processing Fee, Prepaid Finance Charge
 - Other Fee 2: 0.00, Description: (Empty), Prepaid Finance Charge
 - Other Fee 3: 0.00, Description: (Empty), Prepaid Finance Charge
- Late Fees:**
 - Late Fee: 25.00
 - Percent Late Fee: 5
 - Days Before Late Fees Charged: 10
- Accounting:**
 - Ven ID: (Empty)
 - Contracts In Transit Acct: (Empty)
 - Reserve AR GL: (Empty)

Buttons at the bottom: OK, Cancel, Help

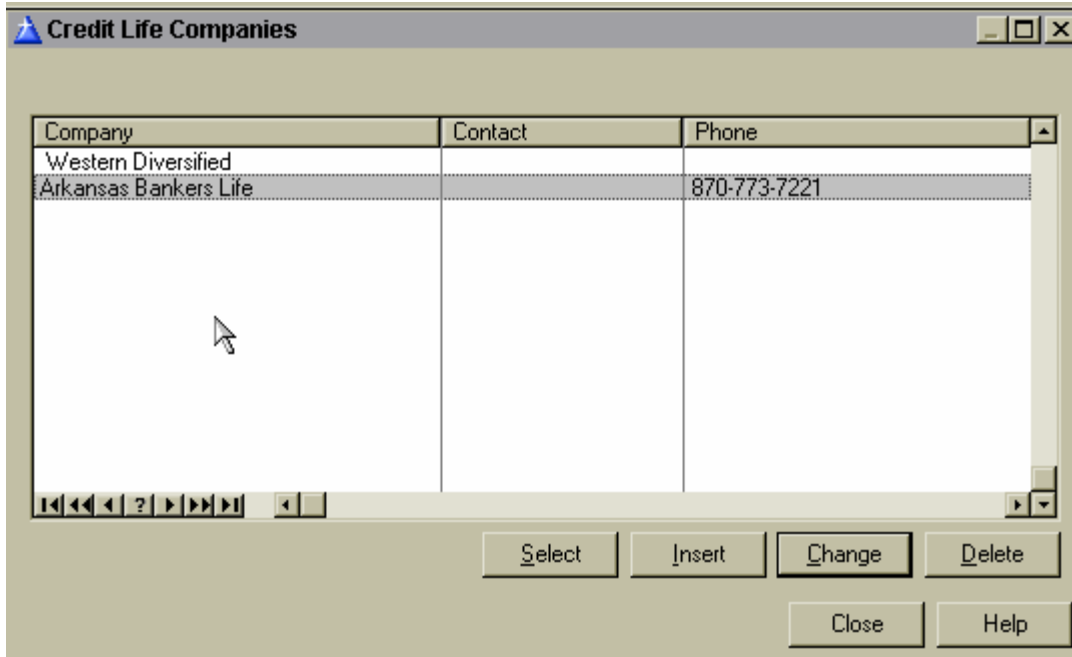
Enter any Filing Fees that this lender charges the customer (UCC Filing Fee), any other fees that this lender may charge to the customer.

Enter any Late Fees, percent, and/or days before late fees are charged as shown above. If you do not enter anything in these boxes, this information will not print on your bank contracts.

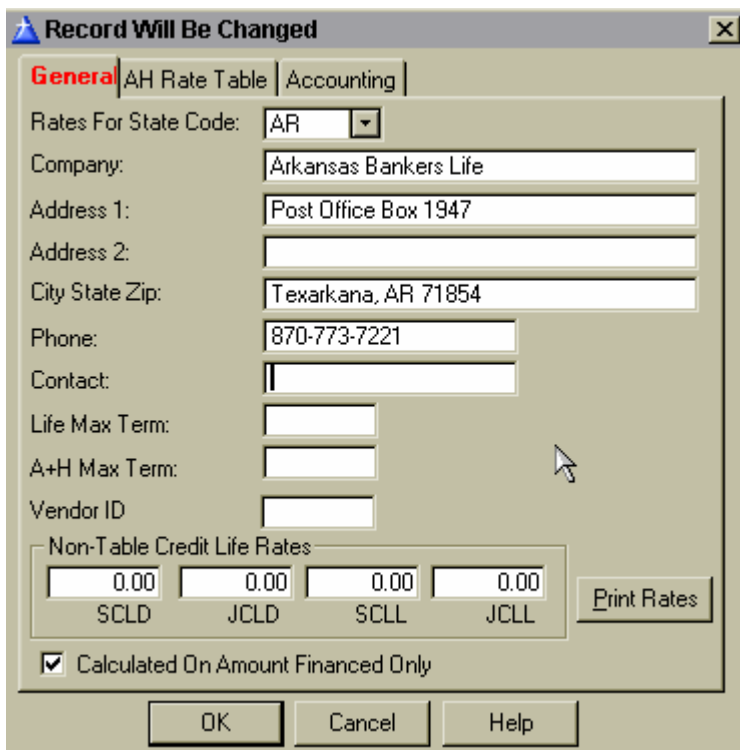
Credit Life Information (Credit Life Companies):

Due to the complex nature of credit life insurance rates, after consulting with your credit life provider and you still have questions, please contact Tech Support. Credit Life Insurance rates are based either on a fixed rate per \$100 financed or taken from a rate table provided by the credit life insurance provider.

To enter information on companies that offer credit life and/or accident and health insurance through your dealership. From the **List** menu select **Credit Life Information**. From the **Credit Life Companies** select the **Insert** button.

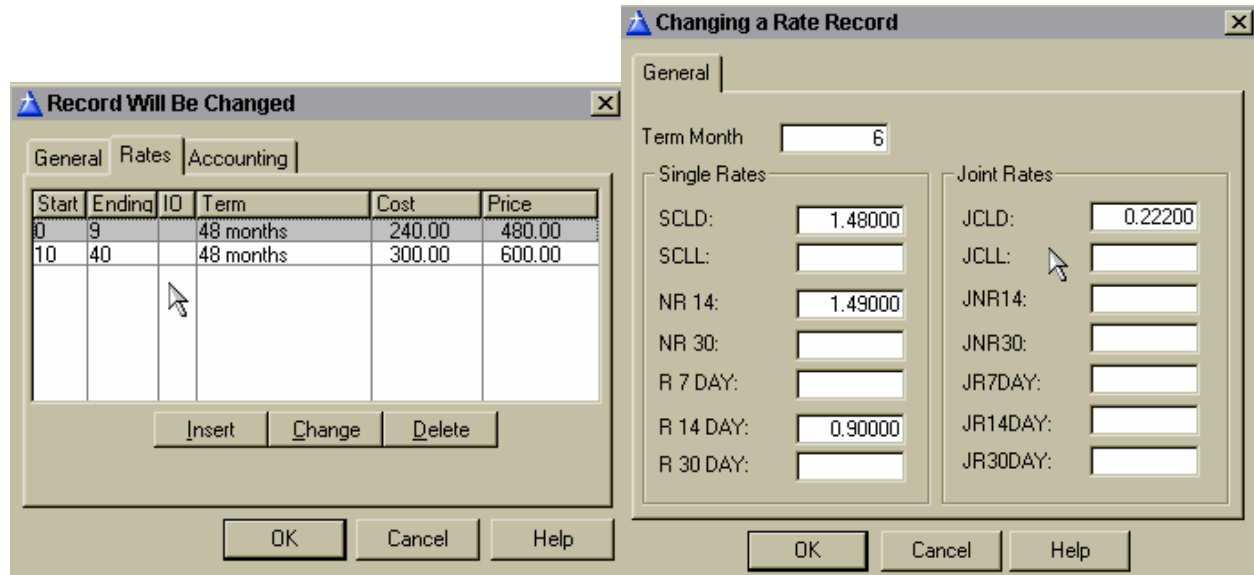


Enter the base information for this insurance provider. If the credit life rates are based on a fixed rate per \$100 financed, enter the rates under the Non-table Credit Life Rates, per \$100 as a decimal. SCLD (Single Credit Life Decreasing); JCLD (Joint Credit Life Decreasing); SCLL (Single Credit Life Level); and JCLL (Joint Credit Life Level).



Credit Life Insurance rates based on a table provided by the insurance provider have a maximum of 60 months (which is then factored into the entire loan, whether it is for 60 months or 84 months, etc.). It is

recommended that the rate tables information be entered only for 12, 24, 36, 48 and 60 months (normal number of months for loans).

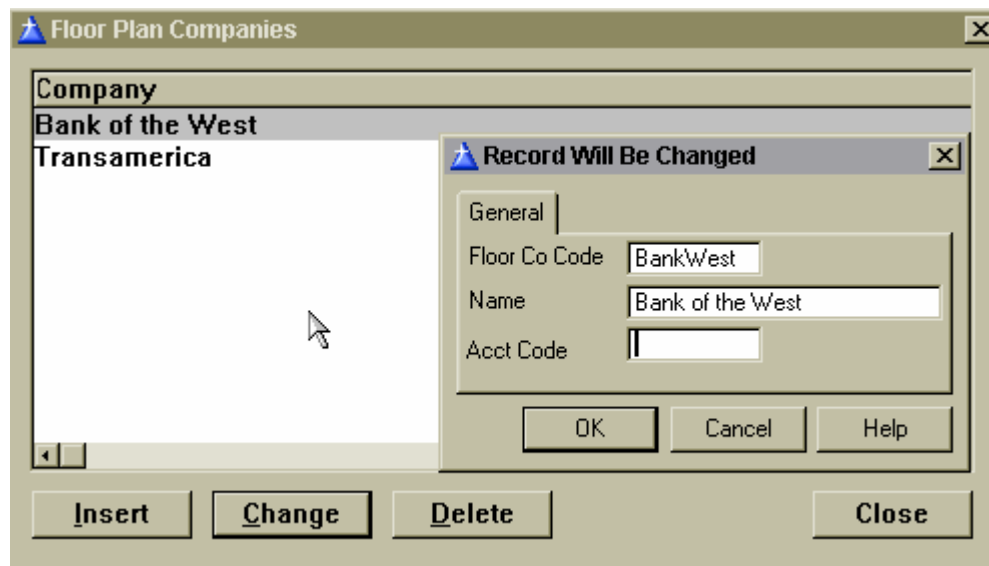


Accident and Health Information (A&H Insurance Companies):

All Accident and Health insurance is based on tables provided by the insurance provider. Use the same procedure for entering Credit Life Insurance information above.

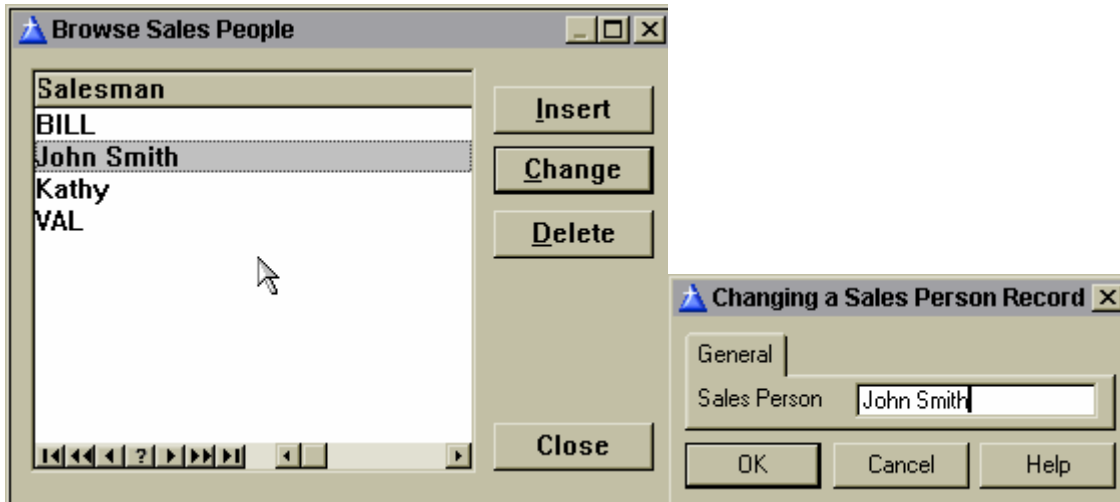
Floor Plan Companies:

From **Lists**, then **Floor Plan Companies**, select the **Insert** button and enter the Floor Plan Company Code (maximum of 8 characters), the name of the floor plan company, and any related Accounting Code for this company.



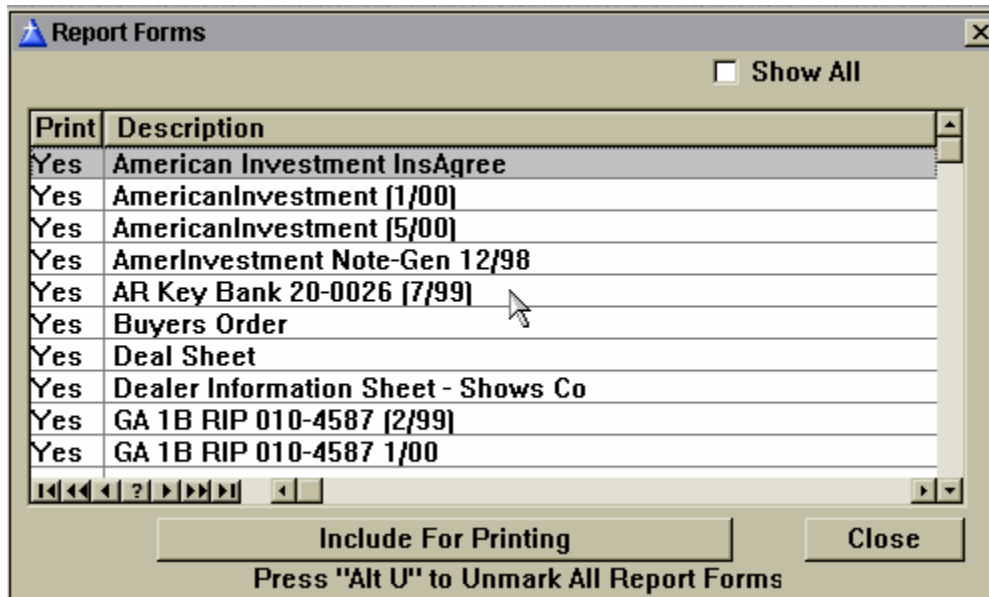
Sales People:

From the **Lists** menu select **Sales People**. Follow the same procedure for adding Sales People as the procedure for adding **Unit Types** above.



Select Forms for Printing:

Contracts, Bill of Sale, UCC Filing Forms, etc., ordered by your dealership prior to purchase, have been included here. From the **Lists** menu select, **Select Forms for Printing**.



Select which forms your dealership requires by highlighting the form and selecting the **Include For Printing** button.

5. Cost Line Pricing/Price Line Matrix

PRICE LINE MATRIX

If your dealership is working with Price Lines and Cost Lines to automatically set levels for selling major units, you can set up a Price Line Matrix and use these settings to automatically calculate pricing for specific Product Lines, Product Makes and Models.

Your dealership will have to determine the price line matrix percentages and which product lines, product makes and/or models will be associated with which groups.

Cost Line is the minimum selling price for any unit, Level 3 is the default selling price when a unit is selected for a customer deal.

From **File** on the Main Menu, select **Set Price Lines**.

	Cost Line	Level 1	Level 2	Level 3	MSRP
Group 1	10.00	15.00	20.00	25.00	30.00
Group 2	18.00	22.00	30.00	36.00	40.00
Group 3					
Group 4					
Group 5					

System Default Price Group: 1

OK Cancel Record will be Changed

Enter your Cost Line and Levels 1 through 3 as percentages (10% markup over cost enter 10.00) and your MSRP.

Set your system Default Price Group. Any Product Lines, Product Makes and/or associated models will default to this setting if a Price Group has not been set. You may leave the Default Price Group setting at 0. If you set the default to 0, items not specifically set for a Price Group will not calculate.

ASSIGNING PRICE GROUPS

You can assign price group levels to Product Lines, Product Makes and/or Models.

If you assign a price group level to a Product Line (i.e., Product Line – Boat, Price Group Level 1), but not to a Make and/or Model, all inventory items set for that Product Line will be priced out at that level.

If you further assign a different price group level to a particular Product Make within that Product Line (i.e., Product Line – Boat, Price Group Level 1, Product Make – Ranger, Price Group Level 2). The settings for the Product Make take precedence over the Product Line settings.

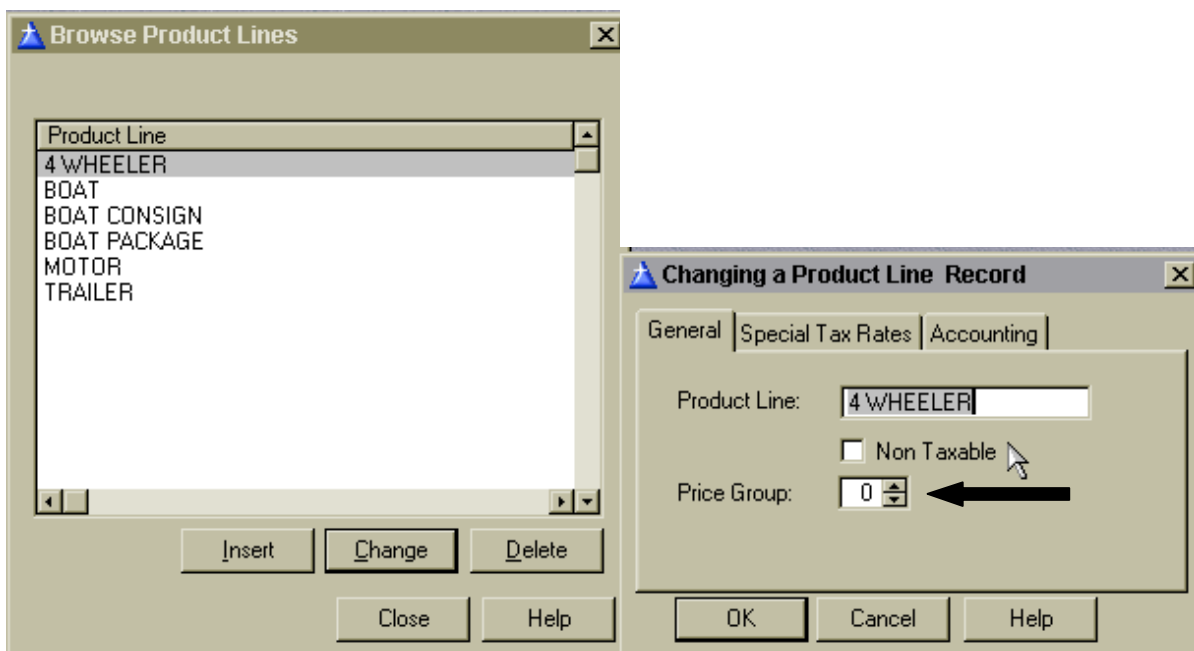
If you further assign a different price group level to a particular Model within a Product Make (i.e., Product Make – Ranger, Price Group Level 2, Model – R-61, Price Group Level 3). The settings for the particular Model take precedence over the Product Line and Product Make settings.

Product Lines Price Group Levels

After you have created and set up your **Price Line Matrix** you will need to assign a price group level to specific **Product Lines**, **Product Make** and/or their associated **Models** for the Cost Line calculations to take effect

To Assign Price Group Levels to a Product Line: From **Lists** on the Main Menu, select **Product Makes**. Highlight the Product Line you wish to assign a price group level to and select the **Change** button.

If you set a Product Line Price Group Level (i.e., 1 for all 4 wheelers), and subsequently set a different Price Group Level for a particular make within that product line (i.e., 2 for all Polaris), the setting for the Product Make, or for a model within that make, will override the setting for the Product Line.



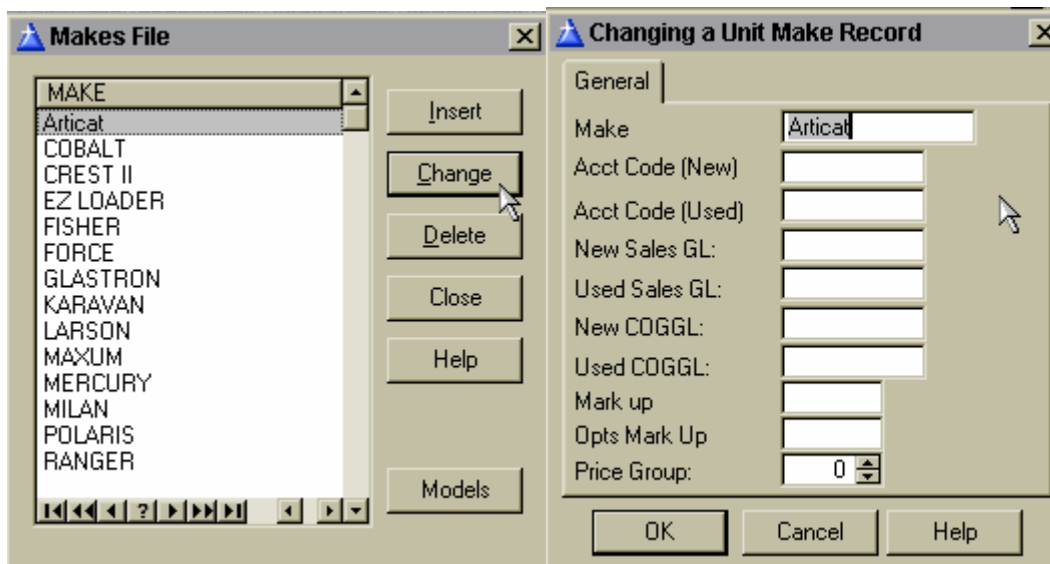
Product Makes Price Group Levels

After you have created and set up your **Price Line Matrix** you may wish to assign a price group level to specific **Product Lines**, **Product Make** and/or their associated **Models** for the Cost Line calculations to take effect

To Assign Price Group Levels to a Product Make: From **Lists** on the Main Menu, select **Product Makes**. Highlight the Product Make you wish to assign a price group level to and select the **Change** button.

If you set a Product Line Price Group Level (i.e., 1 for all 4 wheelers), and subsequently set a different Price Group Level for a particular make within that product line (i.e., 2 for all Polaris), the setting for the Product Make will override the setting for the Product Line.

If you set a different Price Group Level for a particular Model (i.e., 3 for all Model X) within a Product Make (i.e., 2 for all Polaris), the setting for the model will override the setting for the make.



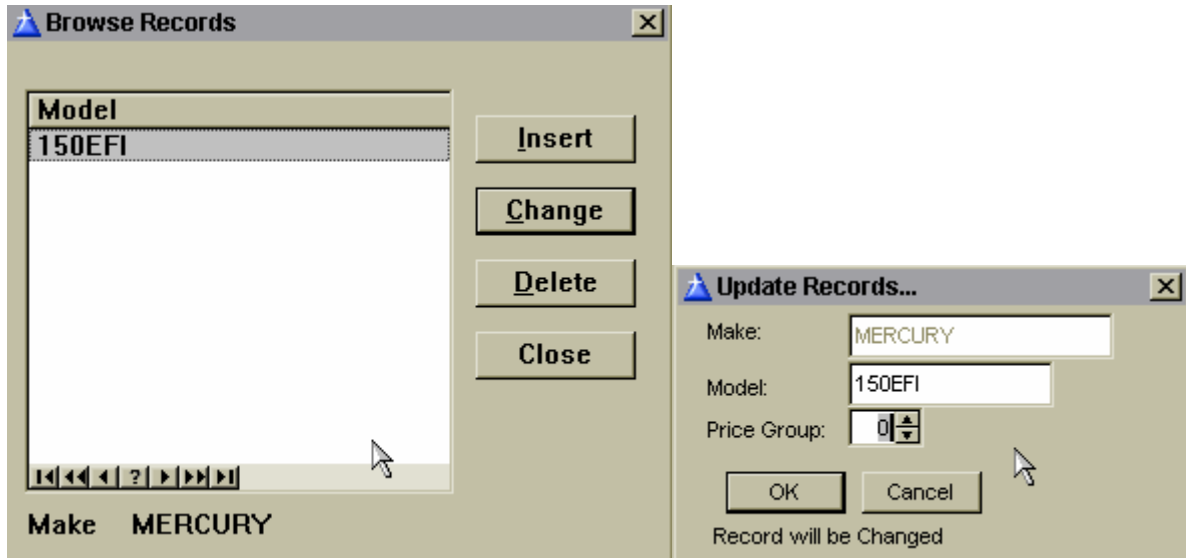
Product Models Price Group Levels

After you have created and set up your **Price Line Matrix** you may wish to assign a price group level to specific **Product Lines**, **Product Make** and/or their associated **Models** for the Cost Line calculations to take effect

To Assign Price Group Levels to Specific Models within a Product Make: From **Lists** on the Main Menu, select **Product Makes**. To assign a price group level to a specific model for a make, highlight the Product Make, then select the **Models** button, highlight the specific **Model** and select the **Change** button.

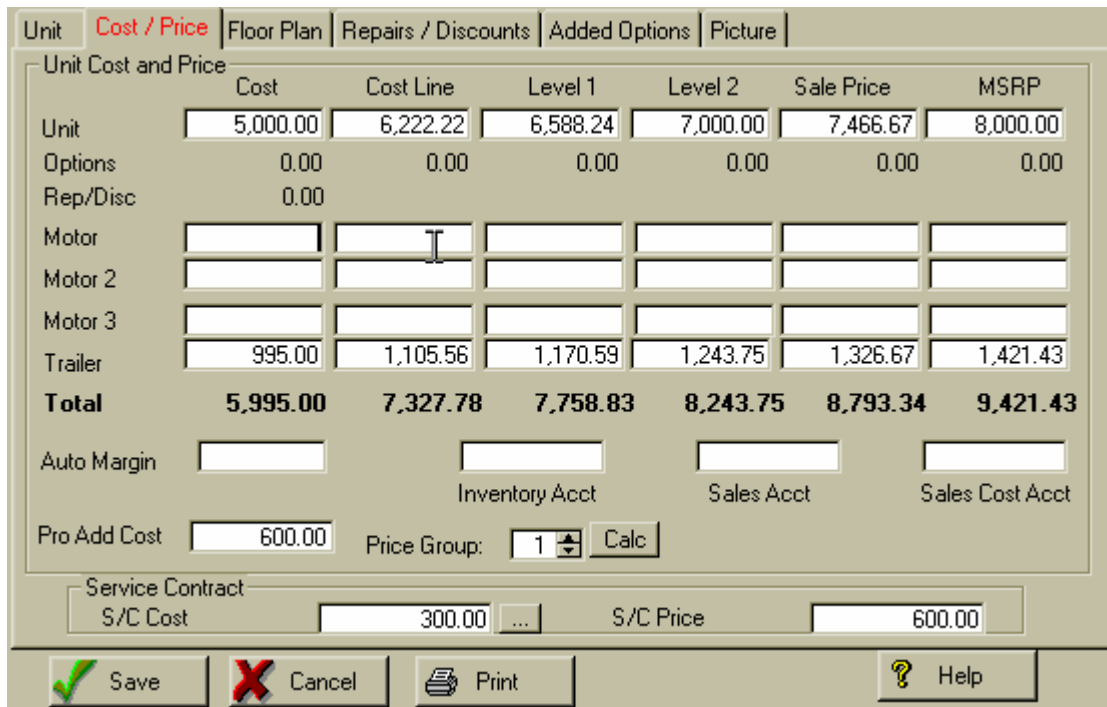
If you set a Product Line Price Group Level (i.e., 1 for all 4 wheelers), and subsequently set a different Price Group Level for a particular make within that product line (i.e., 2 for all Polaris), the setting for the Product Make will override the setting for the Product Line.

If you set a different Price Group Level for a particular Model (i.e., 3 for all Model X) within a Product Make (i.e., 2 for all Polaris), the setting for the model will override the setting for the make.



Setting a Price Group Level for a Single Inventory Item

You may not wish to set price group levels for certain specific makes and/or models, etc., but set the Cost Line Price Group for a particular inventory item(s). From **Current Inventory** on the Main Menu, highlight the inventory item and select the Change button. When the inventory item displays select the Cost/Price tab.



Set the Price Group level and press the Calc button. You will be prompted whether you wish to include Added Options to this pricing. If the retail pricing of Added Options will remain the same at the Cost Line or any subsequent Level setting, select No, otherwise select Yes.

Manually Entering Cost Line and Level Pricing for a Single Inventory Item

You may not wish to set price group levels for certain specific makes and/or models, etc., but manually enter the Cost Line Price Group for a particular inventory item(s). From **Current Inventory** on the Main Menu, highlight the inventory item and select the Change button. When the inventory item displays select the Cost/Price tab.

Enter the Cost Line and Levels in each field.

6. Current Inventory:

SETTING UP AND ENTERING CURRENT INVENTORY:

Once all information for the **System Set-up** and **Lists** has been completed, **Current Inventory** must be entered.

CURRENT INVENTORY

From the **Main Menu**, select **Current Inventory**. A **Browse the Units in Stock** box will appear.

Stock No	Year	Make	Model	Color	Serial No	Price
P344	1999	TRITON	XXTest		12345	24,264.70
	1999	ANGLER	XXTEST			
T334						
TEST 1	1998	COBALT	190	RED	US-FGE290681798	18,000.00
MOTOR	1998	VOLVO	5.0 GI DP		4110159530	
TRAILER	1998	DORSEY	190 COBALT		4TB8T1918wK000060	
TR856	2001	TRITON	170SC		X908404045	21,246.98
MOTOR	2001	MERCURY	150EFILT		X8590604594M	
TRAILER	2001	LARSON	STANDARD		C.DLRTIEHEL;	

Units already entered into current inventory can be sorted by **Stock No.**, **Make**, or by **Serial Number** by selecting the appropriate tab. To add a new unit, select **Insert**. A **Changing the Unit** screen will appear. If the unit to be added to Current Inventory has already been entered as a Product in the Product Look Up Table, it may be selected by pressing the **Select Unit from Product List** button. Once the unit has been selected the **Select Unit from Product List** button will disappear. It will not show on units already entered in Current Inventory. Finish entering the information for the unit, including Stock Number and Date In (date received into inventory). The **Date In** field will default to today's date, but may be changed by highlighting the date and typing in the actual date received. Enter the **Location** of the unit if units are held in more than one location (i.e., Storage, Floor, Bldg. #1).

Note: **Stock Number** and **Serial Number** are required fields and you will not be able to save your work until these fields have been entered.

Unit Information

If you are entering the Current Inventory unit for the first time here (not selecting the unit from the Product Look Up List), enter the information for any motor and/or trailer, Features, Cost/Price, Added Options now. If the unit does not have a separate motor (such as an ATV or Snow Machine) after the information is entered the tab for **Motor/Trailer** will not appear.

Unit	Cost / Price	Floor Plan	Repairs / Discounts	Added Options	Picture		
Unit	Motor + Trailer	Motor 2	Motor 3	Features	Package	Consignment	
Status	IN-STOCK	Ord Date		Projected Arvl			
Product Line	BOAT						
Stock No	TR856	Date	12/08/00	NEW/USED	NEW		
Serial No	X908404045	Year	2001	Make	TRITON		
Model	170SC	Type	BASS BOAT				
Size	17	Color	BLUE	<input type="checkbox"/> Non-Taxable			
Mileage/Hours		Location					
T-Mot/Other No							
Depth Finder							
Fuel	GAS						
Material	FIBERGLASS						
<input type="checkbox"/> Consignment							
				Price			
				Unit	7,352.94		
				Motor			
				Motor 2			
				Motor 3			
				Trailer	1,463.24		
				Options			
				Total Price	8,816.18		
	Save		Cancel		Print		Help

Motor & Trailer Information

Unit	Cost / Price	Floor Plan	Repairs / Discounts	Added Options	Picture		
Unit	Motor + Trailer	Motor 2	Motor 3	Features	Package	Consignment	
Motor Information			Trailer Information				
Year	2001	Year	2001				
Make	MERCURY	Make	LARSON				
Model	150EFILT	Model	STANDARD				
HP	150	Type	DUAL				
Serial	X8590604594M	Serial No	C.DLRTIEHEL;				
Type	<input checked="" type="radio"/> O/B <input type="radio"/> I/O <input type="radio"/> I/B	Trailer Weight	1200				
Transom Serial:							
Out Drive Serial:							
Out Drive Make:							
	Save		Cancel		Print		Help

Unit | Cost / Price | Floor Plan | Repairs / Discounts | Added Options | Picture

Unit | Motor + Trailer | Motor 2 | Motor 3 | Features | Package | Consignment

Motor 2

Year: Make:

HP: Model:

Serial: Transom Serial:

Out Drive: Outdrive Make:

Save Cancel Print Help

Unit | Cost / Price | Floor Plan | Repairs / Discounts | Added Options | Picture

Unit | Motor + Trailer | Motor 2 | Motor 3 | Features | Package | Consignment

Year

Make

Model

HP

Serial No

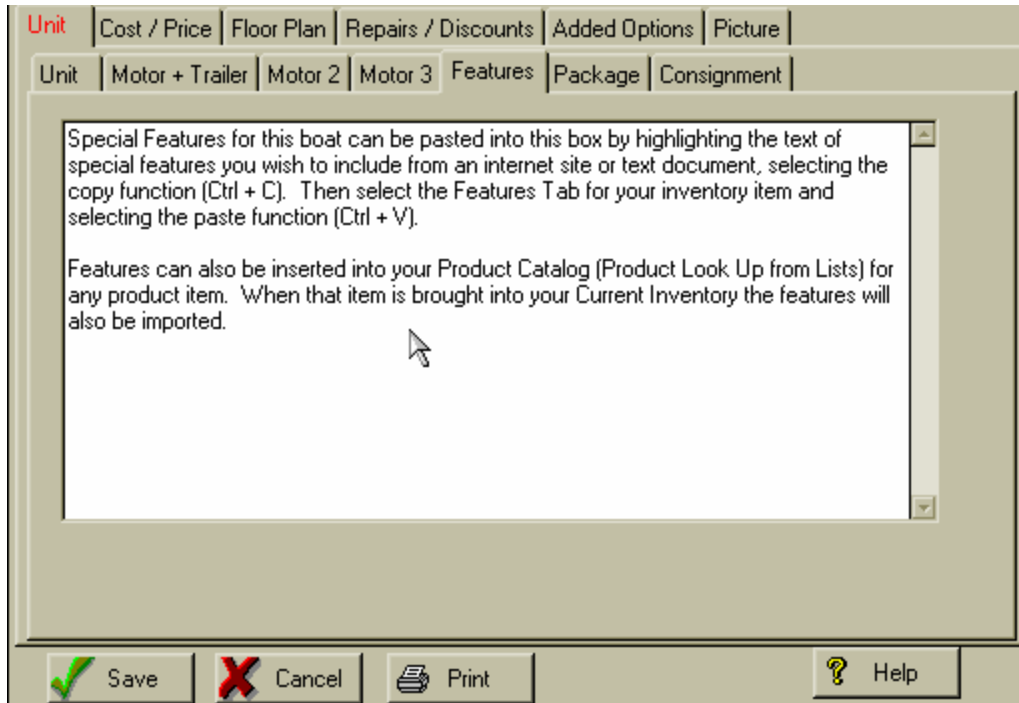
Outdrive Make

Out Drive Serial No

Transom Serial No

Save Cancel Print Help

Features



Cost/Price

If you are working with the Price Line Matrix, Price Level Groups, and associated cost lines, please see **Section 5 – Cost Line Pricing and Price Line Matrix** of this manual for instructions on setting price line matrixes and levels.

Unit Cost

Enter your costs as shown below. If you are working with a packaged (single stock number for more than one item) unit (i.e., hull, motor and trailer, or hull and motor, etc.) you may enter the cost for that combination under the Unit Cost. If your state requires separate pricing for DMV, sales tax, etc., you should enter the costs for the hull (unit), motor(s), and/or trailer separately.

If you are working with separate inventory items (separate stock numbers for each hull, motor and/or trailer) and are tying the stock numbers to a hull later (See **Package** tab instructions), enter your cost under the **Unit** cost.

Service Contract

If you wish to include an extended warranty (service contract) in the pricing for the inventory item, press the button next to **SC Cost** under **Service Contract** and select the category you wish to include with this inventory item.

Projected Additional Costs

When an inventory item is entered you probably will not have done any repair work orders, or rigging for the unit. You may enter a projected additional costs under **Pro Add Costs**. This can be removed at a later time once rigging work orders or repair work orders have been completed and invoiced, or you have made entries under the **Repairs/Discounts** tab

Changing a Unit

Unit | **Cost / Price** | Floor Plan | Repairs / Discounts | Added Options | Picture

Unit Cost and Price

	Cost	Cost Line	Level 1	Level 2	Sale Price	MSRP
Unit	1,518.00	1,800.00			3,000.00	3,299.00
Options	0.00	0.00	0.00	0.00	0.00	0.00
Rep/Disc	270.00					
Motor	800.00	900.00			1,000.00	
Motor 2						
Motor 3						
Trailer	500.00	600.00			700.00	
Total	3,088.00	3,300.00	0.00	0.00	4,700.00	3,299.00

Auto Margin: Inventory Acct: 12110 Sales Acct: 40000-10 Sales Cost Acct: 50000-10

Pro Add Cost: Price Group:

Service Contract: S/C Cost S/C Price

Floor Plan Company Information:

Enter any Floor Plan information here, including the Floor Plan Company. If the Floor Plan Company has not been previously entered, you will be prompted to add it. Enter the date the plan starts (the date you start paying interest on this unit), the Interest Rate as a decimal, and any reference number and/or Invoice number. An approximate to-date interest amount will automatically display.

Unit | Cost / Price | **Floor Plan** | Repairs / Discounts | Added Options | Picture

Floor Plan Information

Floor Plan Company:

Date Plan Starts:

Rate:

Reference No:

Invoice No:

Amount On Floor Plan:

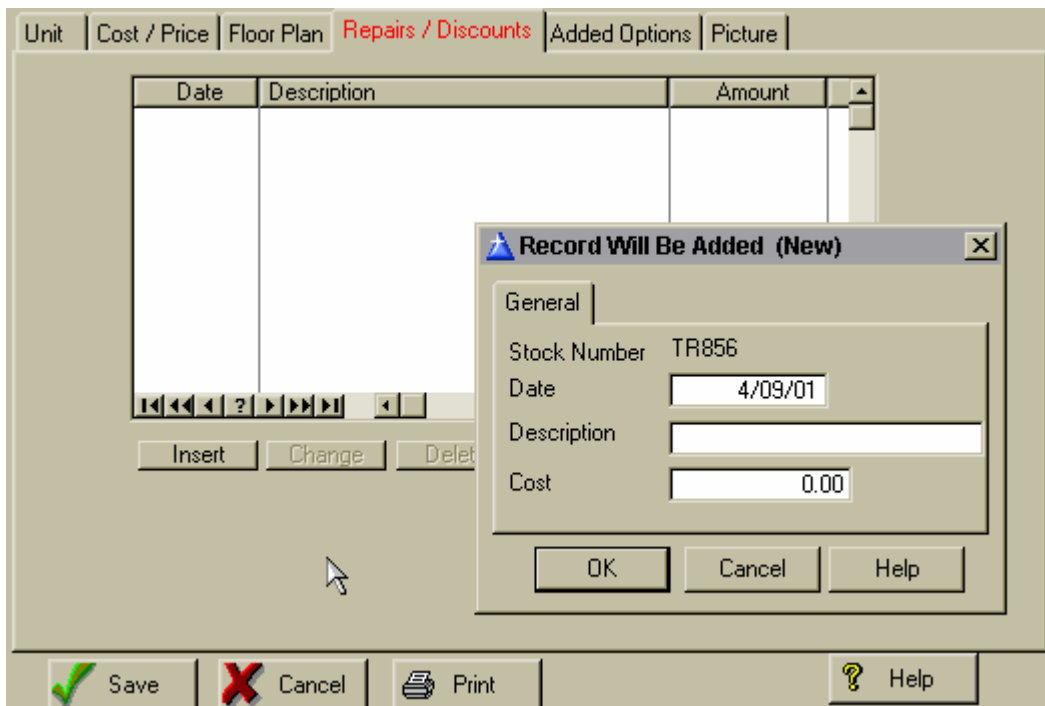
Approximate Intrest: 60.64

Date Floor Plan Paid:

Floor GL:

Repairs and Discounts:

Next, enter any repairs or discounts for this unit. Discounts are entered as a negative number (i.e., -35.00). These amounts will be added to or subtracted from the total for the unit.



To add a new repair item or discount item press the **Insert** button and a **Record Will Be Added (New)** box will appear with the Stock Number for the Unit. Type in the date, description of the repair or discount, and the cost. Select **OK** to return to the **Repairs/Discounts** box. To change an item, highlight the item, select **Change** and make the correction in the **Record Will Be Changed** box.

If you have the **Parts, Service & Inventory** module installed on your system, any work orders for repairs and rigging will post to the inventory item after it has been invoiced (if the correct stock number has been selected and the work order is set for Internal) under **Repairs/Discounts**.

Added Options:

If you wish to add factory installed or dealer added options to this inventory item you can insert them here. These items will be included with the unit no matter who purchases it. Customer Added Accessories are pulled from the same lists, but are selected by the Customer and included with the Active Deal. See instructions under **Lists, Options/Accessories** for specific instructions in setting up your Option and Accessories lists.

The Option List will display only those options that have been set for All in your filters or for the specific Make and Model if you have so defined your options. You can select an Option from the list displayed to the right by clicking on it with your mouse and dragging it to the left side of the screen under Option. You can also insert options by pressing the **Insert** button and either manually entering the option or using the **Select from List** button for a complete listing of all Options/Accessories.

If the cost or price of the option you are adding to the inventory item are to be included (either with the cost or the retail) you may enter zero for either or both. If you are using Work Orders for rigging and/or options and these items will be included (for parts inventory and/or labor purposes), entering \$0.00 (zero) for the cost will allow the work order costs to be used. If you are going to include the factory/dealer added

options to the total selling price of the inventory item, enter \$0.00 (zero) for the price will display the item as "Included" on all buyer's orders, deal sheets, purchase agreements.

OPTION	COST	PRICE

Option	Price
1400 SKIFF Center Console	700.00
Test of Options for All Models ar	35.00

Totals **0.00** **0.00**

Insert Change Delete

Save Cancel Print Help

Adding a OPTIONS Record

General

Stock Number TR856

OPTION:

COST:

PRICE:

OK Cancel Help

7. Consignment Inventory

Entering your **Consignment Inventory** is the same as entering your **Current Inventory** (see above) with one addition. You must enter your consignment information.

If your dealership has set up passwords for your employees, and this access is excluded, they will not have access to this information.

When initially entering the inventory item, mark the **Consignment check box** on the Unit tab. Select the **Consignment** tab on the inventory item, then select the **View Consignment Information**.

Cost/Price should be entered only as a total under the Unit Cost and Unit Price for this inventory item. It is generally not necessary to break the costs and pricing down by hull, motor, and/or trailer.

OWNER/LIEN INFORMATION:

Enter the owner's name, address, telephone information under the Owner tab.

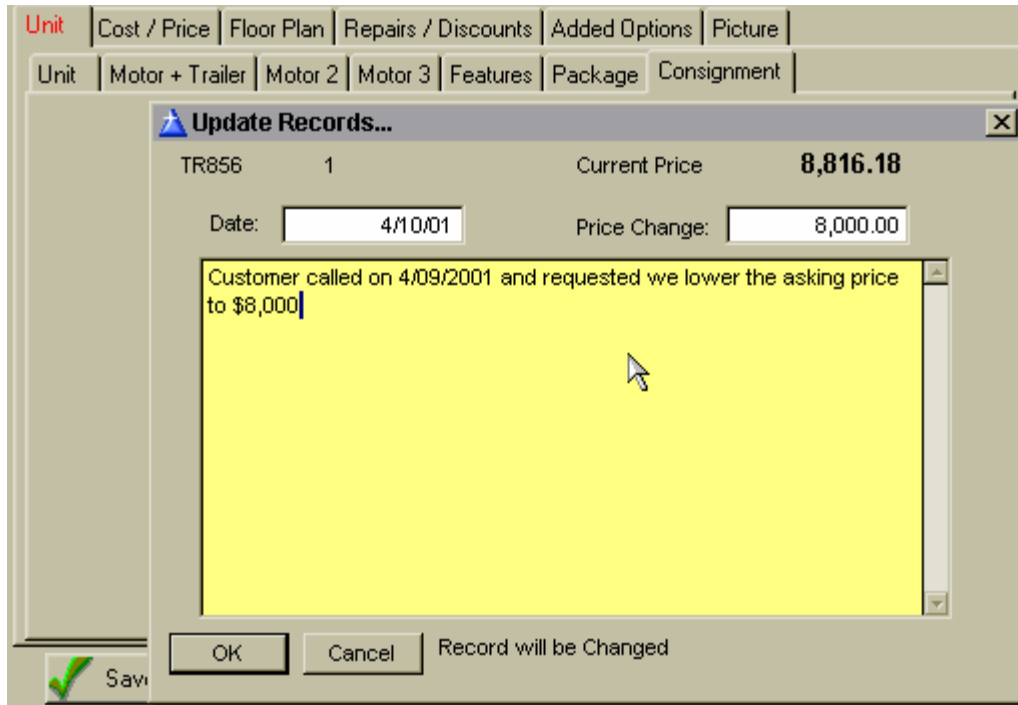
Enter the Lien information (if any) under the Lien Information tab.

The screenshot displays two overlapping windows from the 'TR856 Unit On Hold - Deposit Collected' application. The top window shows the 'Unit' tab with sub-tabs for 'Motor + Trailer', 'Motor 2', 'Motor 3', 'Features', 'Package', and 'Consignment'. The bottom window is titled 'Record will be Changed (TR856)' and has two tabs: 'Owner' and 'Lien Information'. The 'Owner' tab is active, showing fields for Last Name (Goss), First Name (Daniel), Address 1 (5074 Edgemere), Address 2, City (North Little Rock), State (AR), Zip (72116), Phone 1 (501-555-1212), Phone 2, and Phone 3. Below these fields are 'Asking Price' (12,000.00) and 'Date of Last Contact' (4/10/01). The 'Lien Information' tab is also visible, with fields for Payoff Amt, Loan Number, Lendor (No lien on this unit), Address, City St Zip, and Phone. Both windows have 'OK', 'Cancel', and 'Print Consignment Record' buttons at the bottom.

TRACKING CONTACT(S) WITH THE OWNER:

You can keep a record of all contact (telephone, mail, in person) with the owner, including authorized price changes, new telephone numbers, etc. by selecting the **Contacts** tab and then selecting the **Insert** button.

Enter the information about the telephone call, letter sent or received, any price changes to the inventory item, and select **OK**. If you have entered a Price Change in that field and saved the Contact information, the Cost/Price tab displaying the sale price for the unit will reflect this correction.



You can print a consignment record report for the inventory item at any time by selecting the **Print Consignment Record** button:

Consignment Record

Date 4/10/01

Customer: Goss, Daniel 5074 Edgemere North Little Rock, AR 72116 501-555-1212	Lein Information: No lien on this unit Loan No Payoff: \$0.00
---	--

Date In	12/08/00	Initial Asking Price	12,000.00	Current Price	8,000.00
---------	----------	----------------------	-----------	---------------	----------

<u>Unit Information</u>						
Boat	TR856	2001 TRITON	170SC	17	BLUE	X908404045
Motor 1		2001 MERCURY	150EFILT	150		X8590604594M
Motor 2						
Trailer		2001 LARSON	STANDARD			C.DLRTIEHEL;

Contacts

Date	4/10/01	Price Change	8,000.00
Customer called on 4/09/2001 and requested we lower the asking price to \$8,000			

8. Active Deals

From the Main Menu select **Deals** then select **Active Deals**. The Active Deals screen will appear. To add a new deal, press the **Insert** button at the bottom of the screen. If there are pending active deals in the system these will display. A customer can be selected by highlighting the customer and pressing the **Change** button at the bottom of the screen.

Pressing the **Quick Find** button will locate records that contain the text you type into the box at the left side of the screen. A partial text entry will display any or all units with that text (i.e., the last 6 digits of a serial number). Pressing the **Reset** button will return the display to all units.

Customer	Unit Information	Phone	OPHONE
Doe John	TRITON 170SC X908404045	(501) 434-1111	(501) 599-1
McFarland John	TRITON 18 BAYFLIGHT 8596040	(828) 687-0905	(504) 894-3

ADDING A NEW ACTIVE DEAL:

There are seven (7) tabbed categories for adding a new active deal: **General**, **Deal Information**, **Options/Accessories**, **Trade**, **Dealer Screen**, **Print Menu**, and **Sales Information**. Select the tab at the top of the screen or press the **Next** or **Back** button at the bottom of the screen to move through the categories.

General Information:

Today's date will automatically display for a New Active Deal. Check the Cash Deal box if this is a cash sale. Select the salesperson from the drop down box or enter a new salesperson's name. Enter the customer information by tabbing through each field.

Telephone numbers are entered as a 10 digit number (including area code) with no dashes or parentheses. The telephone number will automatically format as (000) 000-0000 after entry and pressing the tab or **Save** button.

Changing A Deal - John Doe

General | Deal Information | Options/Accessories | Trade | Dealer Screen | Print Menu | Sales Information

Cash Deal? Sales Person: John Smith

Date: 3/07/01 Store: Location No: 0

Last Name: Doe First: John Co-Buyer: Mary Jane Doe

Address: 100 Main Street

City: Cato State: AR Zip: 72120

Phone 1: (501) 434-1111 Phone 2: (501) 599-1212

Stock No	Description	Price
TR856	TRITON 170SC X908404045	8,793.34

Monthly Payment: 209.98 Total: 8,793.34

Buttons: Save, Cancel, Help, Deposits, Acct Posting, Calculate Credit Life?, Calculate Tax?

Selecting the Inventory Item or Special Order Item

To add the unit the customer has chosen, press the **Insert** button.

Record Will Be Changed

General

Item: 1

Stock No: TR856 Select Unit From List

Description: TRITON 170SC X908404045

Hull Price: 7,466.67

Motor Price: 0.00

Motor 2 Price: 0.00

Motor 3 Price: 0.00

Trailer Price: 1,326.67

Price: 8,793.34

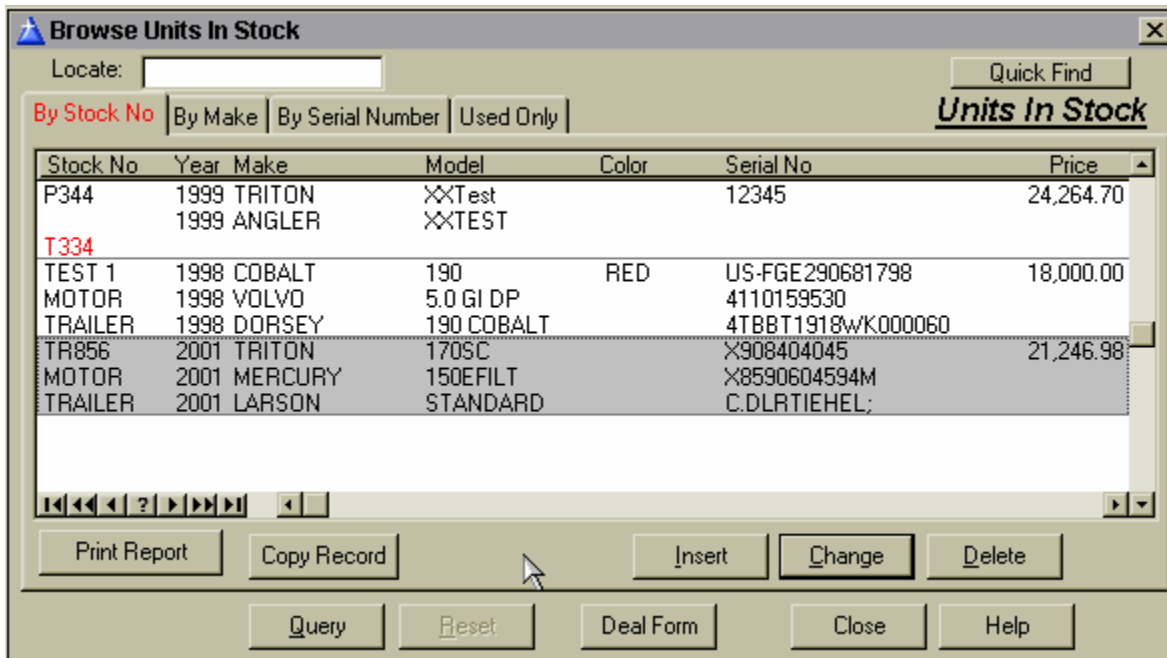
Buttons: OK, Cancel, Help

Enter the stock number of the unit or select a unit from the **Select Unit From List** box by pressing the button. You will be prompted whether this is an **In Stock** or **Special Order** item. If you select the **Special Order** button the **Product Lookup List** (catalog) will display. If you select the **In Stock** button a listing of all units in stock will display. Highlight the item and press the **Select** button.

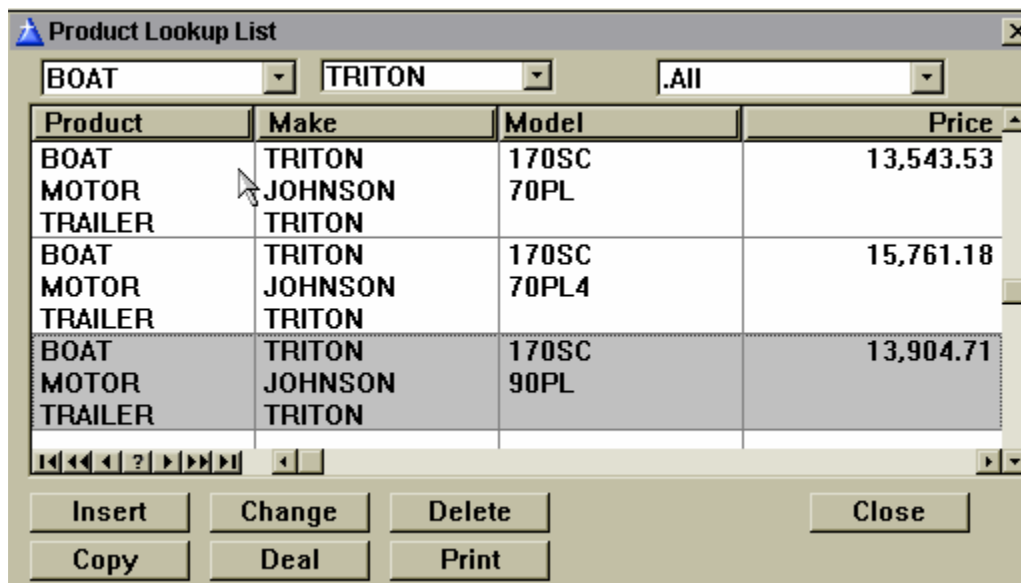
If the stock number of the unit is known and has been entered into the system, the information for that unit will display. If the information is correct, press the **OK** button and the unit will added to the deal. If more units (i.e., a second ATV, snow machine, etc.) is also being purchased, press the **Insert** button at the bottom of the screen again and continue with each additional unit until all have been entered.

If the stock number is not known, press the **Select Unit From List** button. You will be prompted whether this unit is **From Stock** or a **Special Order**.

Selecting the **From Stock** button will display a list of all available units in stock. Select the unit by pressing the **Select** button on screen. The unit will then be added to the deal.



Selecting the **Special Order** button will display a listing of all products available from the **Product Look Up** lists.



Find the unit to be special ordered, highlight it, and press the **Select** button to add it to the deal.

Deal Information:

The **Deal Information** screen keeps track of prices, sales tax, deposits (cash down payments), and other financial information and changes automatically as items, accessories, options, insurance, etc., are added, deleted or changed. Any default settings (from System Setup) can be overridden here.

As changes to the deal are made (adding customer added accessories, factory rebates, dealer discounts, trade-in amounts, cash down payments, etc.) the information on this screen adjusts the totals, monthly payments, sales taxes. When a lender is selected any bank charges are calculated into the deal. If a different lender is selected the bank charges are adjusted and the deal recalculates.

The selling price for the unit can also be edited on this screen by pressing the **Edit** button next to the Total Price.

Changing A Deal - John Doe

General **Deal Information** Options/Accessories Trade Dealer Screen Print Menu Sales Information

Total Price	<input type="button" value="Edit"/>	<input type="text" value="8,793.34"/>
Installed Options		0.00
Other Options	<input type="button" value="Edit"/>	0.00
Customer Accessories		0.00
Factory Rebate	<input type="button" value="Edit"/>	<input type="text" value="0.00"/>
Sub Total		8,793.34
Dealer Discount	<input type="text" value="0.00"/>	
Total Cash Price		8,793.34
Trade Allowance	<input type="text" value="0.00"/>	
Trade Payoff	<input type="text" value="0.00"/>	
Net Trade	<input type="text" value="0.00"/>	
Cash Down	<input type="text" value="0.00"/>	
Balance		8,793.34

Lendor	<input type="text" value="Bank Two"/>	
Sales Tax	VIRGINIA	<input type="text" value="209.38"/> <input type="button" value="Edit"/>
Service Contract	<input type="button" value="Battery Tax"/>	<input type="text" value="600.00"/>
Filling Fee + Other Bank Fees		<input type="text" value="57.50"/> <input type="button" value="Edit"/>
Registration/Title/Doc Fees		<input type="text" value="147.00"/> <input type="button" value="Edit"/>
Other Insurance & Fees		<input type="text" value="0.00"/> <input type="button" value="Edit"/>
Credit Life	<input type="text" value="NONE"/>	<input type="text" value="0.00"/>
Accident_Health	<input type="text" value="NONE"/>	<input type="text" value="0.00"/>
Total Due/Finance		9,807.22
Payments	<input type="button" value="Buy Down"/>	<input type="text" value="12"/> <input type="text" value="48"/>
Rate	<input type="text" value="3.9000"/>	<input type="text" value="8.891"/>
Days To First Payment		<input type="text" value="30"/>
Monthly Payment		180.17 198.55

Calculate Credit Life? Calculate Tax ?

Adding GAP, Other Insurance or Optional Services to a Deal

Other insurance, GAP, or Optional Services can be added on a per deal basis by selecting the **Edit** button next to **Other Options** or **Other Insurance & Fees**. **GAP** and **Other Insurance** items will display with **Other Insurance & Fees** as non-taxable items. **Other Optional Services** (such as tire guard protection) will display under Installed Options and can be set as taxable or non-taxable.

The screenshot shows two instances of the 'Other Insurance Options' dialog box, both with the 'Optional Services' tab selected. Each instance contains a table with the following columns: Description, Cost, Price, Tax, and Ven ID. Below each table are input fields for Sales GL, Cost GL (set to 0.00), and AP GL. An 'OK' button is located at the bottom of each dialog box.

If GAP coverage is sold the provider will need to be included with your list of Vendors. If the provider is not in your Vendor list (it will pop-up when you enter a name for the GAP provider) you will need to insert the provider and then select it.

The screenshot shows the 'Other Insurance Options' dialog box with the 'GAP' tab selected. It contains the following fields: Gap Company (text input), Gap Cost (0.00), Gap Price (0.00), Gap Sales GL, Gap Cost GL, and Gap AP. An 'OK' button is at the bottom.

Credit Life Insurance Banded Rates

If your state bases its credit life and accident and health insurance coverage on Banded Rates, and the customer is purchasing credit life and/or accident and health coverage, enter the rate and the customer's age at the time of this purchase.

The screenshot shows the 'Other Insurance Options' dialog box with the 'Banded Rates' tab selected. It contains two fields: CL Banded Rate (0.000) and Age (0). An 'OK' button is at the bottom.

Factory/Deal Rebates

You can enter up to three factory/deal rebates by pressing the Edit button next to Factory Rebates on the Deal Information screen. Enter the rebate description and amount for each.

Rebate Description	Rebate Amount
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

OK

Enter any dealer discounts, Trade Allowance, Trade Payoff (Net Trade will automatically adjust), Cash Down. As these items are entered the Balance, Total Due/Finance, and Monthly Payment will adjust automatically.

Selecting a Lender

Select the lending institution from the drop down box. Filing fees already entered for that lending institution that have been previously entered from the **Lists, Lenders**, will display, but may be edited for this particular active deal if necessary.

Filing Fee	<input type="text" value="35.00"/>
VSI Insurance	<input type="text" value="10.00"/>
	<input type="text" value="7.50"/>
	<input type="text" value="5.00"/>

OK

If you have checked the **Cash Deal** check box on the General tab of this deal, you will not be able to select a lender unless you uncheck the Cash Deal box. Often the customer is obtaining financing through a credit union or other lending institution and you will need to print registration and titling forms with that lending institution's information on the paperwork. Although it is a cash deal for the dealership, a lender will have to be selected to properly print these forms.

If the lender does not appear in the drop-down list you will need to insert the lender and its related information.

Registration, Title, and Documentation Fees

Registration/Title Fees required by your state and which have already been entered in your **System Set Up; F&I** information will display. To edit any registration, titling, or documentation fees, press the Edit button to the right of the Registration/Title/Doc Fee amount and make your corrections.

Registration & Documentation Fees	
Hull Title/Registration Fees	29.00
Trailer Registration Fees	18.00
Total Registration Fees	47.00
Documentation Fees	100.00
<input type="button" value="Exit"/>	

Service Contract/Extended Warranty

Enter any Service Contract fees if purchased. If you have previously entered service contract information under the Unit in Stock, or in the Product Look-up List, the selling price of the service contract will automatically be added to the active deal.

Credit Life/Accident and Health Insurance

The Active Deal will default for credit life and/or accident and health insurance settings you have set up in your default setting (See System Set Up). Select any changes to Credit Life Insurance and/or Accident and Health Insurance being purchased or waived.

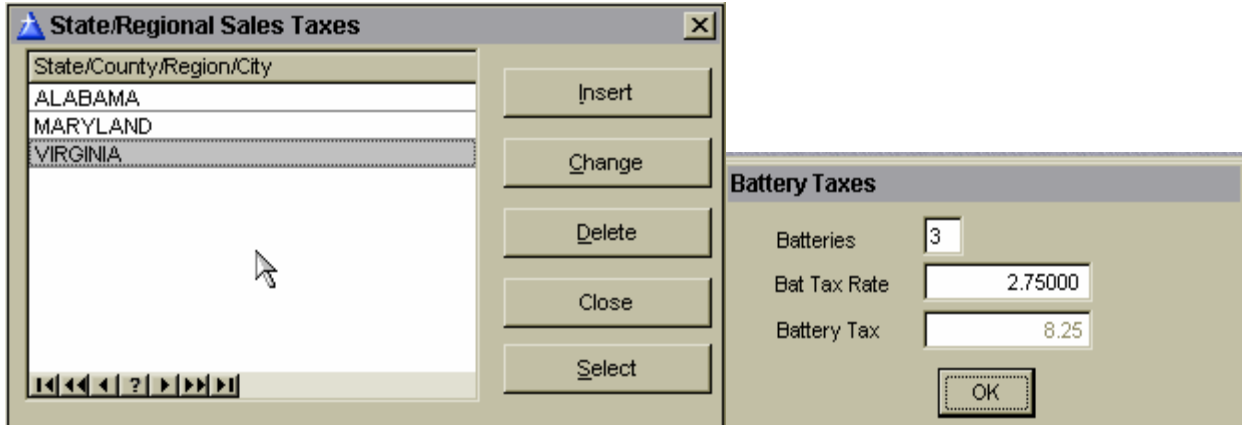
To manually enter a Credit Life and/or Accident and Health insurance premium, uncheck the box marked **Calculate Credit Life?** at the bottom of the screen and enter the corrected amounts.

Sales Tax/Battery Taxes

If your dealership is only set up for a single taxing base, the program will calculate the sales tax for this deal at you default settings.

If you have set up regional or multi-state sales taxes in your System Set Up, you can edit the sales tax for this deal by pressing the Edit button to the right of the Sales Tax amount and selecting the correct tax region.

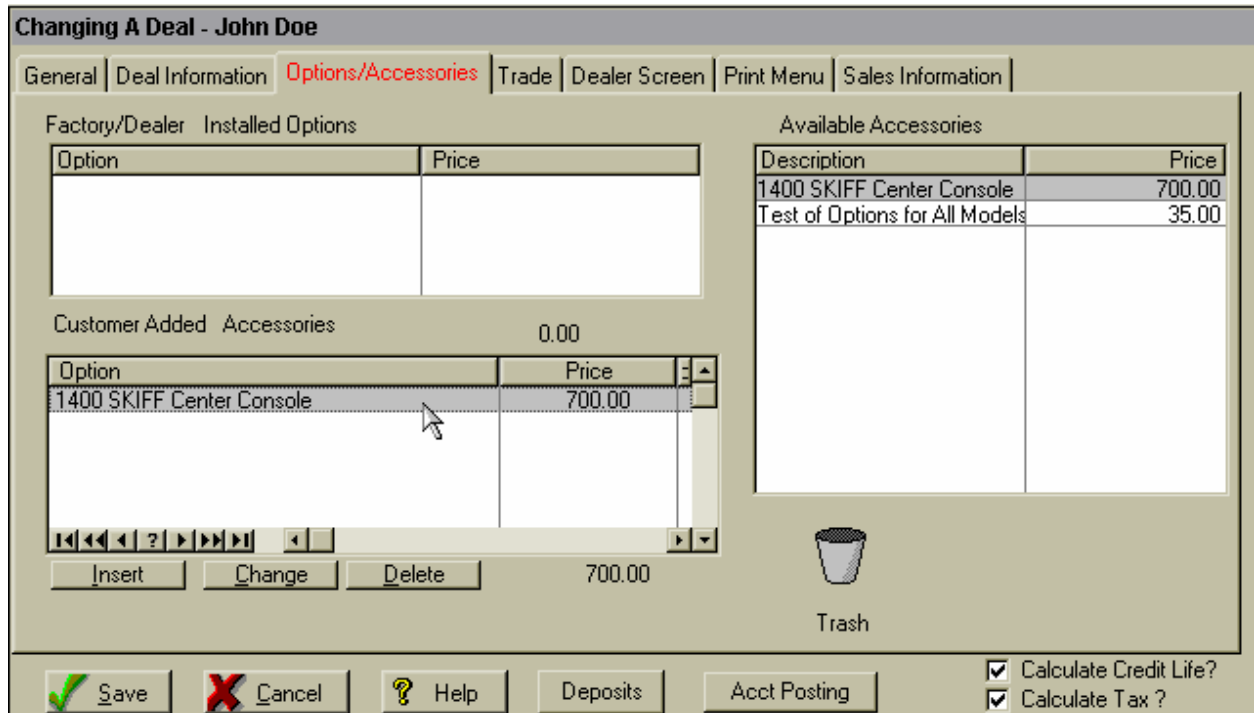
If your state requires a separate **Battery Tax** (specifically for dealerships in Texas, however, other states may be charging this tax also) you will have entered the tax setting default in the System Set Up. Select the Battery Tax button and enter the number of batteries included with this deal along with any adjustments to the rate, if necessary.



To override **Calculate Sales Tax**, uncheck the box **Calculate Tax?** and enter the sales tax amount in the **Sales Tax** field.

Options/Accessories:

This is where your salesperson can add additional options or accessories for the unit being purchased. **Installed Options** that have been added to a unit by the dealer from the **Lists, Product Look Up Lists** cannot be deleted here. Installed Options must be removed from the inventory item itself (Current Inventory, select the unit, make your corrections, and save your changes), and the inventory item reselected on the General screen of the Active Deal.



Added Accessories or other options may be added by highlighting the item at the right of the screen, holding down the left mouse button, and dragging the item to the **Customer Added Accessories**. Accessories that are to be deleted can be highlighted and select the **Delete** button or dragged to the trash can with the mouse.

Customer Added Accessories that are not listed can be manually added to the Active Deal by pressing the Insert button and entering the accessory.

Trades:

Enter any trade-ins (multiple items are accepted) here. Once the deal has been completed and sold, any trade-ins will move to the dealership's current inventory (for more information, see **Sold Deals** in the next section).

Changing A Deal - John Doe

General | Deal Information | Options/Accessories | **Trade** | Dealer Screen | Print Menu | Sales Information

Product	Year	Make	Model	Trade Value
BOAT	1987	TRITON	170SC	4,000.00

Insert Change Delete

Total ACV 4,000.00
Trade Allowance 4,000.00
Overallance **0.00**

Lein Holder:

Calculate Credit Life?
 Calculate Tax ?

Save Cancel Help Deposits Acct Posting

At the **Trade** screen select **Insert**. Enter the Product Line (i.e., 4-Wheeler, Consignment, Boat) and information specific to this used unit. Enter the **Cash Value** (trade-in amount allowed by the dealer) and specific information about any motor or trailer (if a boat). Press the **Save** button to save the trade. The cash value will determine the over-allowance or under-allowance for the deal and affects the overall profit of the deal.

Changing a Trade

Product Line	BOAT	Year	1987
Make	TRITON	Model	1705C
Type		NEW/USED	USED
Size	17	Color	RED
Serial No	89X8495	Cash Value	4,000.00

Motor			
1987	JOHNSON	90PL	IR0586
Year	Make	Model	Serial No

Motor2			
Year	Make	Model	Serial No

Trailer			
1987	TRITON	STANDARD	9485GLEOR50484222
Year	Make	Model	Serial No

Inventory Acct

The trade information, including the Cash Value will now be displayed in the Active Deal. Upon completion of the active deal and moving the trade into inventory, you will be prompted for a Stock Number (see below).

Dealer Screen:

Service Contract cost will be automatically inserted if the information has been previously entered in the Product Look Up or Unit Lists, and the inventory item was pre-set with a service contract. The Service Contract cost can be overridden as needed.

Credit Life and **Accident & Health** insurance costs will calculate for the deal at the commission rates preset in your System Set Up.

Enter the **Bank Reserve** you will receive from the lending institution used in the deal.

Enter any **Dealer Pack**, **Deal Setup Charge** and **Commissions** (for up to three salespersons).

Changing A Deal - John Doe

General | Deal Information | Options/Accessories | Trade | **Dealer Screen** | Print Menu | Sales Information

	Cost	Price	Profit		
Units Total	5,995.00	8,793.34	2,798.34	Dealer Pack	
Options	0.00	0.00	0.00	Commission Base	3,198.34
Other Options	0.00	0.00	0.00	Salesman 1	John Smith
Accessories	700.00	700.00	0.00	Commission 1	
Credit Life	0.00	0.00	0.00	Salesman 2	
Accident & Health	0.00	0.00	0.00	Commission 2	
Service Contract	300.00	600.00	300.00	Salesman 3	
Bank Reserve			0.00	Commission 3	
Doc Fees		100.00	100.00	Total Commissions	0.00
Other Insurance	0.00	0.00	0.00		
Trade Profit/Loss			0.00		
Dealer Discount		0.00	0.00		
Deal Setup Charges:			0.00		
Totals	6,995.00	10,193.34	3,198.34	Dealer Gross Profit	
				31%	3,198.34

Save Cancel Help Deposits Acct Posting Calculate Credit Life? Calculate Tax ?

Print Menu:

You should have already selected your forms for printing from the **Lists, Select Forms for Printing** (described previously).

To print any or all of these forms for the active deal, select the **Print Menu** tab. The **Print Menu** screen will display all forms your dealership has selected for printing.

Changing A Deal - John Doe

General | Deal Information | Options/Accessories | Trade | Dealer Screen | **Print Menu** | Sales Information

Form Description
American Investment InsAgree
AmericanInvestment (1/00)
AmericanInvestment (5/00)
AmerInvestment Note-Gen 12/98
AR Key Bank 20-0026 (7/99)
Buyers Order
Deal Sheet
Dealer Information Sheet - Shows Co
GA 1B RIP 010-4587 (2/99)
GA 1B RIP 010-4587 1/00
GA 1B RIP 10-37-0267 (6/99)
GA BankAmerica 010-4587 1/00
GA RS-SI-GS-GA 6/6/2000
GA RS-SI-GS-GA(7/28/98)

Print Form

Save Cancel Help Deposits Acct Posting Calculate Credit Life? Calculate Tax ?

When you select each of your forms to print from an Active Deal (no sale date entered and the deal saved), you will get a pop-up box asking for a Contract Date. Enter the date so that it will print on your forms. You may also enter a Sales Date on the Sale Information tab, however, if you have entered the sales date and save the Active Deal, the deal and all its related information will transfer to the Sold Deals, and the inventory item will transfer to your Sold Inventory.

Highlight the form you require and press the **Print Form** button at the bottom of the screen. You will be prompted whether you wish to preview the form prior to sending it to the printer. (See, **Printing Forms and Reports**, for more information on setting up your printers, reviewing printed reports and forms, and making adjustments to your forms).

Continue selecting and printing forms for this deal as required.

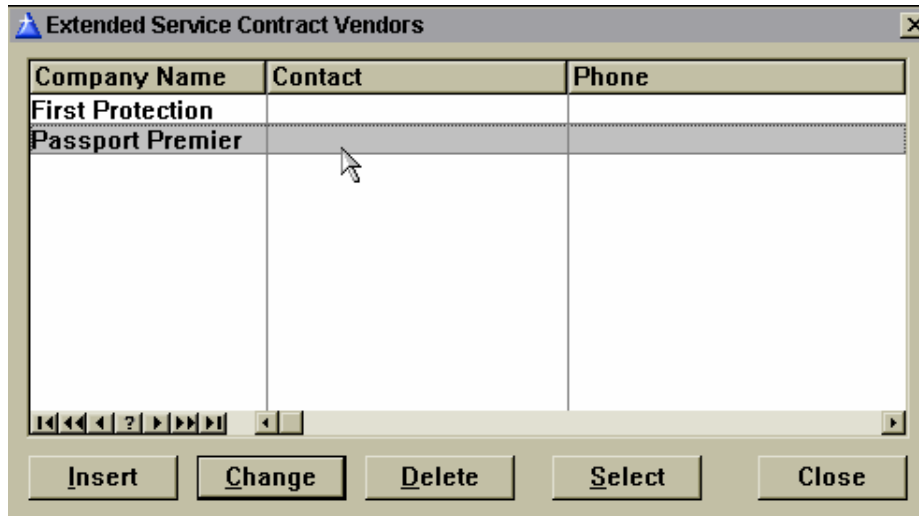
Sales Information:

After all information for an active deal is complete, the sale approved by both the customer, dealership, lending institution (if any), select the **Sales Information** tab. Complete the information for the sale on this screen and on the **Additional Information** screen (see below).

Customer Information

At the Sales Information tab you can enter the customer's driver's license number, social security number, County of residence and other information that may be required for registration or title forms. Co-Buyer information is entered in the **Additional Information** screen (see below).

If a **Service Contract (Extended Warranty)** has been purchased by the customer, enter the Service Contract Company's name in the Service Contract Co. field. If the provider is not listed under Extended Service Contract Vendors (Lists – Extended Service Companies), the listing of providers will display. Either select the correct provider or insert a new one.



If **Credit Life Insurance** or **Accident & Health Insurance** coverage has been purchased by the customer, enter the insurance provider's name in the Credit Life Co. field. If the provider is not listed under Credit Life Companies (Lists – Credit Life Companies), the listing of providers will display. Either select the correct provider or insert a new one.

Sales Information - Additional:

To enter Co-buyer, property insurance, storage, or User Defined field (see System Set-Up, User Fields) information, select the Additional Information button on the Sales Information screen.

Co-Buyer Information

Enter any necessary co-buyer information. If the co-buyer's address is different from the information on the General screen of this deal, enter it here.

Property Insurance Information

Enter the necessary information for the customer's property insurance company. This information will print when you select Agreement to Provide Insurance forms required by most lending institutions, along with necessary information about the unit being purchased.

CUSTOMER DEPOSITS

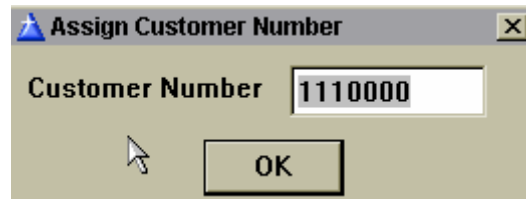
You may record customer deposits for a deal by selecting the **Deposit** button on any of the deal screens. **This deposit record will transfer to Accounts Receivable in the Parts, Service & Inventory module (if your dealership has it installed) for tracking your cash receipts and accounts receivable.**

Because you may take multiple deposits from a customer for a deal over a period of time, and the total cash down payment that will show on bank contracts and other forms, will probably be different at any given time, the system does not transfer the total of deposits to the Total Cash Down on the Deal Information Screen. This amount must be entered manually.

Entering the First Deposit – Customer Information

Upon accepting and entering your first deposit payment for a deal and selecting the Deposit button, you will be prompted to Assign a Customer Number for that customer. If your dealership has the Parts, Service & Inventory module installed you will need to assign this number in accordance with what you have set up in that module. The prompt will default to the customer's seven (7) digit telephone number entered on the General screen of this deal.

If the customer is already in your Parts, Service & Inventory system, replace this default number with the one already in the system. Otherwise, enter the customer number you have assigned this customer.



After selecting the **OK** button, the **Adding a Customer Record** screen will be displayed. Make any corrections or additions to the customer record, set a Customer Type, etc.

By adding the customer to the Customer Records service work and information on all units owned by that customer are already entered and up to date for any warranty, routine service, repairs needed for the customer's units. Press the **Save** button to save the information.

Adding a CUSTOMER Record

General | Credit/Tax Info | Units | Other Addresses | Notes

Cust No: 5014341111 Type: [dropdown] Inactive

Last Name: Doe

First: John

Address: 100 Main Street

Address: [empty]

City: Cato

State: AR Zip Code: 72120

e Mail: [empty]

Ord	Type	Phone No	Ext
1	Home	(501) 434-1111	

Buttons: Insert, Change, Delete, Save, Cancel, Help

Entering Deposits, Customer Receipts, Deposit Records

After you have entered the customer number and reviewed and/or corrected the customer information, and saved the customer record, you can accept a deposit payment for this deal. At the **Browse Deal Deposits/Payments** screen select the **Insert** button.

Complete the information for the deposit in the **Deposit Ticket** screen. Select the **OK** button to save the deposit record. This information is now part of the Parts, Service & Inventory module of your software if you have it installed. The deposit has been recorded to the customer's Accounts Receivable account as a credit balance. The Cash Report (cash register reconciliation) for the day's transactions have recorded the payment for cash reconciliation.

Deposit Ticket

Date: 4/01/01 Amount: 0.00

Cust No: 5014341111

Name: Doe John

Description: Deposit

Pay Type: [dropdown] Check No.: [empty]

GI Code: [empty]

Bank GLC ode: [empty] Register No: 1

Buttons: OK, Cancel, Record will be Added

You can print a record of all deposits for this customer/deal at any time by selecting the print button. This report can be used for a customer receipt, reviewing total deposits for this customer/deal for bookkeeping or cash drawer reconciliation.

Date	Cust No	Description	Amount
4/11/01	5014341111	Deposit	250.00

Total Control Software
12010 Watson Road
N. Little Rock, VA 72120
(501) 833-3281

Customer Deposit Report

Customer No: 5014341111
Doe, John
100 Main Street
Cato AR 72120

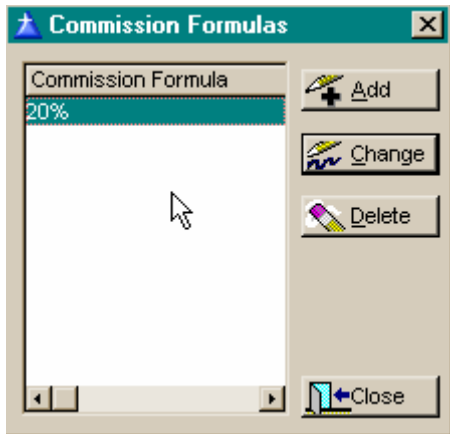
Date 4/14/01

Stock No	Year	Make	Model	Serial No
TR856	2001	TRITON	170SC	X908404045
TR856	2001	MERCURY	150EFILT	X8590604694M
TR856	2001	LARSON	STANDARD	C.DLRTIEHEL;

Date	Description	Pay Type	Amount
4/11/01	Deposit	CHCK	250.00
4/01/01	Deposit	CASH	100.00
Total			350.00

COMMISSION BASE

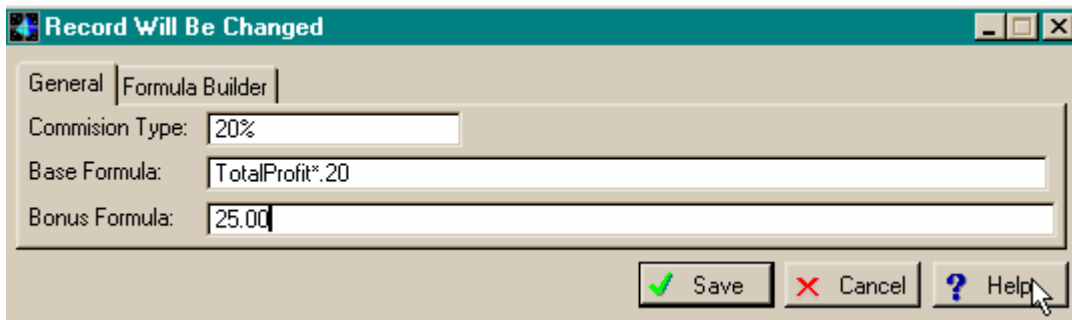
A Commission Base formula setup can be found from the Main Menu under **File**, then **Commission Base**. This has been set up to allow dealers to set up formulae for any number of commissions based on any criteria found on the Dealer Information tab of any deal (See also, **Active Deals**).



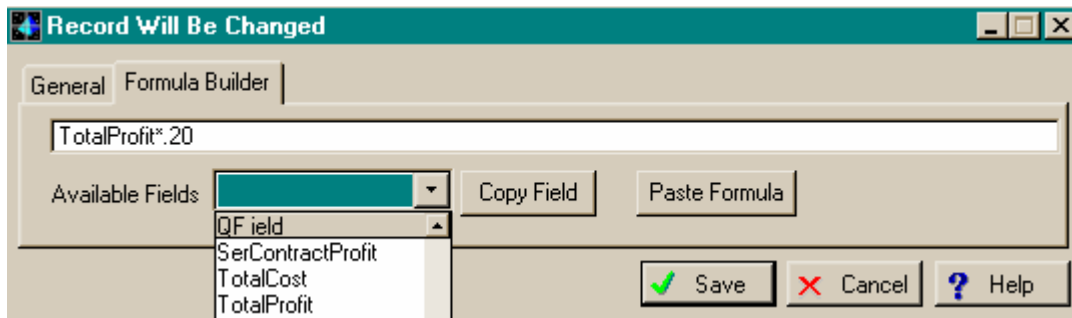
Setting up the formulae follows basic spreadsheet formula calculations:

- + symbol is for addition
- sign for subtraction
- * symbol is for multiplication
- / symbol is for division
- (and) symbols enclose a set of fields

To Add a formula for calculating a Commission Base click on the Add button.



Under the **Commission Type** assign a name for this commission formula calculation. To set up the **Base Formula** for this commission base record select the **Formula Builder** tab.



Every field that is located on the **Dealer Information** screen for any **Active Deal** is located in the drop down list under Available Fields.

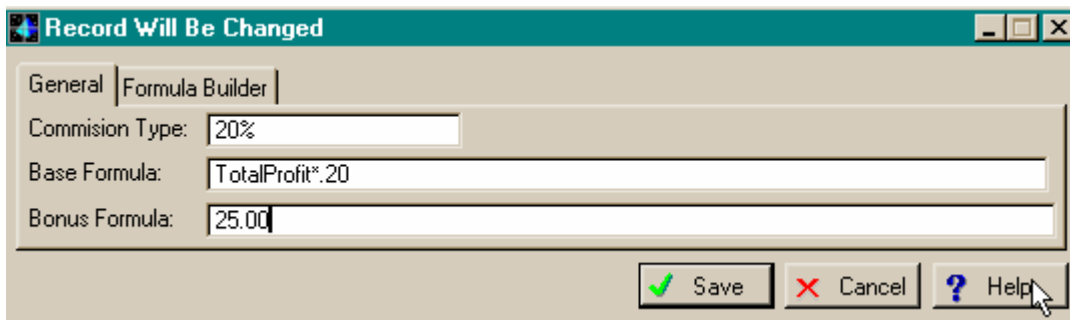
Highlight the field you wish to use to base this commission base formula on and select the **Copy Field** button. The field you selected will copy to the line above. The example shows this commission base set for a commission of 20% based on the total profit for any deal where this commission is selected.

$\text{TotalProfit} * .020$ (total profit multiplied by .020)

If this commission base were to be based upon the Total Profit minus the Service Contract Profit the formula would read:

$(\text{TotalProfit} - \text{SerContractProfit}) * .020$ (total profit minus service contract profit with the result multiplied by .20)

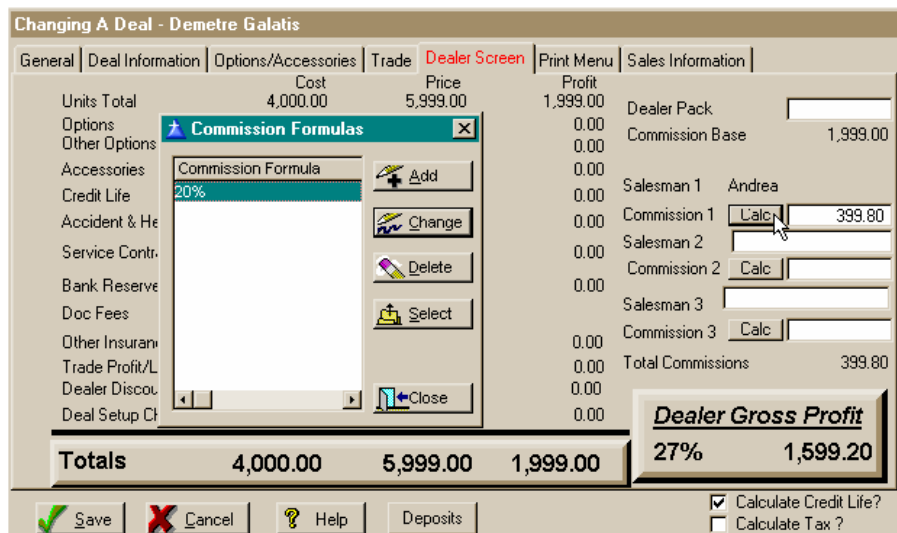
After you have entered the formula to be used, click on the **Paste Formula** button, the formula will transfer to the Base Formula field on the General tab.



You can also add a Bonus Formula to any commission base either in conjunction with the base formula or as a single item. The Bonus Formula can be a flat dollar amount or another formula. This is added to the base formula when this commission base item is used in any deal.

Adding a Commission Base Item to an Active Deal

To insert your commission base formulae for any active deal, select the deal from the Main Menu, **Deals**, then **Active Deals**, and select the Change button (or double-click on the deal). Go to the **Dealer Information** tab of the deal. You must have a primary salesperson entered on the General screen of the deal.



Click on the **Calc** button for the salesperson. The Commission Formulas screen will appear. Highlight the commission base you wish to use for this salesperson and click on the **Select** button. The commission will calculate according to the figures in this deal. If you wish to override the commission calculations, highlight the commission amount and type in manually the amount of the commission for this deal.

9. Printing Bank Contracts and Other Forms

Setting Up Your Printer:

- All forms are initially set up on Epson series impact printers using Windows 98 as an operating system. The following instructions are for this printer series. If your dealership uses a different brand of impact printers or you have Windows 2000 installed as an operating system, please contact technical support for further information.
 - With the program closed at the workstation where you will be printing contracts, select Start, then Settings, then Printers. Highlight your impact printer (i.e., Epson LQ570+). Right click your mouse button on the printer icon, then go to the Properties and left click.
 - Go to the Paper tab.
 - For paper size, select Custom
 - At the prompt box for your paper size, select 850 for width and 2400 for length (the setting should be in inches). Select OK
 - For paper source, select Sheet Feeder Bin 1 (if available) or Manual, do not select Tractor.
 - Click on the Unprintable Area button below the paper source selection
 - At the prompt box for your unprintable area type in as follows:
 - Right: 250
 - Left: 250
 - Top: 0
 - Bottom: 0
 - Make sure you enter a number in each box, even if the number is already there and correct. Select OK
 - At the paper screen, click the Apply button at the bottom, when it grays out, click the OK button, then close your printer screen.
- Start the F&I module of the software and go to File, Print Setup. Make sure that the impact printer is selected as your Specific Printer and that the paper size shows User Defined and the paper source shows either Sheet Feeder or Manual.
- On the printer itself, make sure that the paper thickness setting is at approximately the middle range (3 on the Epson—blue lever on the left side of the printer), and that your paper selection lever is set for paper feed not tractor feed. Check your left paper guide on the sheet feeder.

Test Printing your Completed Form:

- You should have set up a sample deal with all possible information completed, including unit information, pricing, a lender selected, credit life insurance purchased, a co-buyer, insurance information, and a sale date, etc. You should also have a sample deal for Cash Deal set up.
- In the F&I, go to Deals, then Sold Deals and highlight your sample customer, and select Change. Go to the Print Menu Tab. If your form is not showing on the Print Menu, it has not been included for printing (return to the User Report Designer, highlight the form and press the Include for Printing button).
- Highlight the form and press the **Print** button, when prompted whether you wish to preview, select **Yes**.
- If any **User Fields** have been incorporated into the form the appropriate pop-up boxes with the prompt will appear. Enter a sample answer to the prompt and press **OK** or the **Enter** key.

- Your form should now appear in the **Report Preview** screen. The information displayed is what will print in the blank spaces of the form you will print. Look over the preview for any obvious mistakes (overlapping information, numbers out of line, etc.).
- Insert your form in your dot matrix printer and let it feed to its load position. Press the Printer icon button at the top of the **Report Preview**, make sure that the correct printer is set (use the Setup button to switch from the Specific Printer to the Default Printer – or vice versa).
- Print the form, check it for errors or measurements that need to be corrected. If corrections need to be made, return to the **User Report Designer, New User Reports**, select the form, and press the **Change** button. Make the corrections in the appropriate fields. Call technical support for assistance in changing field formatting or formulas.

Troubleshooting and Error Messages:

- **Form does not appear in the Print Menu for Active or Sold Deals in F&I**
If your form is not showing on the Print Menu, it has not been included for printing (return to the User Report Designer, highlight the form and press the Include for Printing button).
- **Error 800 Evaluate (displays the entire user formula) (displays the field name)**
An error was made in spelling or formatting out the user formula in the field. Generally, a field was spelled wrong; a double quotation mark instead of single quotation mark was typed in to contain text; a comma or parenthesis is missing. Recheck the formula for spelling, syntax, formatting.
- **Report Preview displays the form either at 202% or 50% and only part of the form displays.**
The specific printer for the F&I has been changed to a laser or inkjet printer. Cancel the print (Red X in upper corner), go to File, Print Setup and make sure that the dot matrix printer is set for Specific Printer.
- **No error messages, however the wrong information prints on form.**
Check the information for the deal. Make sure that all information has been entered and/or entered correctly.
Check the User Report Worksheet for incorrect field names (Customer Name where CoBuyer should be, etc.)

CONVERTING AN ACTIVE DEAL TO SOLD

Once you, the customer, and the lending institution have completed all the requirements for your active deal, you are ready to close out the deal, move the inventory to the sold inventory, add the customer to your permanent customer records and the trade (if any) to your current inventory.

From the Active Deal, select the Sales Information tab and enter your **Sale Date**. Select the **Save** button and the deal will move from the Active Deal menu to the Sold Deals menu.

Adding the Trade-In to Current Inventory

If you have taken a trade-in during this deal, when you select the **Save** button, you will be prompted to enter a Stock Number for the deal and any Serial Numbers you have not already entered the serial numbers for the boat, motor and/or trailer.

If you select the Cancel button on this screen, the Trade will NOT BE ADDED TO YOUR CURRENT INVENTORY. You will need to go to Sold Deal, highlight the deal, select the Change button to bring the Sold Deal up, and Re-Save the deal.

Adding the Customer Record

If no deposits were taken for this customer during the deal process, once you have entered a sale date and saved the deal, the **Adding a Customer Record** screen will be displayed and you will be prompted to enter a customer number. As discussed in the Parts, Inventory and Service Manual, generally the seven (7) or ten (10) digit telephone number is a recommended customer number for customer.

By adding the customer to the Customer Records service work and information on all units owned by that customer are already entered and up to date for any warranty, routine service, repairs needed for the customer's units. Press the **OK** button to save the information.

10. Sold Deals

REVIEWING SOLD DEALS:

Once an Active Deal has been completed and the unit sold, units are removed from inventory, but can be viewed, edited, or deleted by selecting Deals from the Main Menu and then selecting Sold Deals.

Pressing the **Quick Find** button will locate records that contain the text you type into the box at the left side of the screen. A partial text entry will display any or all units with that text (i.e., the last 6 digits of a serial number). Pressing the **Reset** button will return the display to all units.

Sell Date	Customer	Phone	OPHONE
3/05/01	Beal, Brian and Andrea Ferricher	(501) 753-0688	
5/10/00	Brown, Virginia	(757) 721-9725	
6/14/99	Ferricher, Josh	(501) 982-4852	
3/14/01	Ferricher, Andrea	(000) 764-6539	
3/30/01	Ferricher, Matthew and Kim	(501) 833-8425	
2/14/00	Halloran, Patrick Joseph and Hallor	(612) 471-9279	(612) 934-3048
3/02/00	Henry, Bud and Budette Henry		
6/20/00	Jones, Jessie and Sheila	(501) 834-3542	(501) 835-9573
2/14/01	Jones, George	(501) 335-1212	
6/28/00	Mason, Brandon	(888) 298-0007	
4/28/00	McGuillicutty, Horatio and Irene Mc		
3/27/01	Rollins, Val		
4/26/00	Simpson, Bert	(504) 656-8585	
7/09/99	Smith, John William and Mary Ellen	(501) 555-1212	(501) 555-1313

CREATING A SALES INVOICE FOR A DEAL:

Once a deal has been finalized you can create an Invoice which will transfer to the **Parts, Service & Inventory module** for tracking accounts receivable, payments, and your cash drawer reconciliation reports at the end of a period.

If you do not want to track these purchases and payments through the Accounts Receivable of the Parts, Service & Inventory module, DO NOT RECORD DEPOSITS OR CREATE SALES INVOICES.

From **Deals**, then **Sold Deals**, highlight the deal for which you are creating an invoice record. Press the **Sales Invoice** button.

Item	Description	Amount
UNITS	FISHER 897 UFISHER84593	29,000.00
DOC	Document Fees	50.00
REG	Registration Fees	40.00

Total Due 29,090.00

This will generate a Boat Deal Customer Invoice. You can print and/or preview the invoice by pressing the **Print** button. Once you have pressed the **OK** button, the invoice will be saved in the Parts, Service & Inventory module of the software. The invoice total will be transferred to the A/R in the Parts, Service & Inventory module for this customer.

Recording a Payment for a Sold Deal

Once you have completed a deal and created an invoice for this deal, you can record any payments received from the customer, the lending institution, etc. From the Parts, Service & Inventory module of the software program, select A/R, Customer Payments.

Insert a customer payment, select the customer who purchased the unit, enter the amount of the payment from the customer or the lending institution, any notations (name of the lending institution, etc.), highlight the invoice displayed on the screen, mark it, and save the customer payment.

This payment will be recorded in the Cash Report for the date received and the customer A/R balance will reflect the payment.

Changing or Voiding a Sales Invoice

To correct or change an invoice created for a deal please see the **Supervisor/Network Administrator Manual**.

VIEW ONLY OPTION FOR SOLD DEALS – REPRINT FORMS

If your dealership has password protection set up for F&I (See **Supervisor/Network Administrator Manual**) and sales people have limited access to deal and inventory information, they can still review a deal and reprint contracts or other forms. From the Main Menu select Deals, then Sold Deals, by highlighting the deal, and selecting the **View** button, the sales person can review the deal or select the **Print Menu** tab and reprint any forms or contracts. No information can be changed without a log-in by someone with full access to the program.

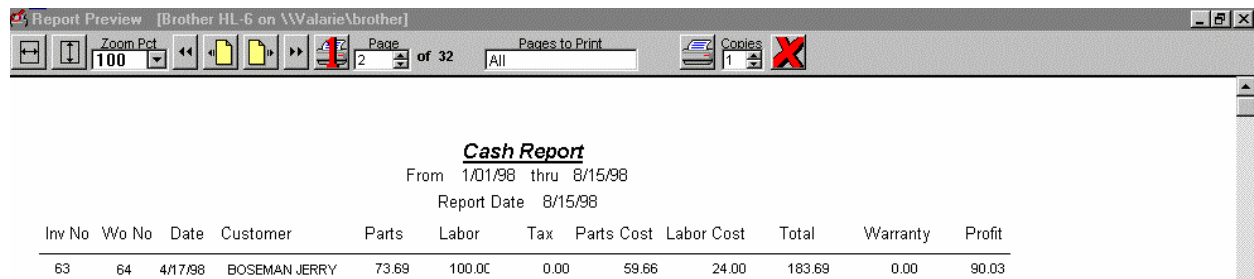
11. Creating and Printing Reports

Reports are displayed on the **Main Menu** or on screens throughout the program. Once you have decided to print a report, select the report you wish to print.

Many of the reports have a date range that can be selected so that only the items within a certain time period are displayed for printing. Whenever this option is available key in the dates you want the report to print and continue with the print procedure.

Once you have selected a report to print a box will appear, **Do You Wish to Preview This Report**. Selecting **Yes** will bring up a box similar to the one below:

USING THE REPORT PREVIEW



You may view each page of the report by using the icons on the window heading. If you wish to print the entire report simply press the printer icon to the right of the **Pages to Print** box. If you only want to print selected pages, select the page number to be printed and then press the printer icon to the left of the **Pages to Print** box that has a number superimposed on it

The following are examples of some of the reports available.

UNITS IN STOCK REPORT

The **Units in Stock Report** may be filtered prior to printing by **Product Line**, **Make**, **New Only**, **Used Only** or **All**. If you want the report to display all units in stock, select **All** for both **Product Line** and **Make**. The report can be set to show cost by checking the **Show Cost**, and to print the **Option List** for the units by checking the boxes on the Report Filter.

The screenshot shows a dialog box titled "Report Filter". It contains the following controls:

- Product Line: .ALL
- Make: .ALL
- New/Used: NEW ONLY
- Show Cost
- Print Option List
- OK button

Units In Stock Report

As of 2/17/99

Make	Description	Serial No	Stock No	Price	Cost
<u>4 WHEELER</u>					
<u>ARCTIC CAT</u>					
	NEW 1998 ATV 400 4X4 RED	4UFACAT71WT033079	ATV62	5,999.00	4,859.00
			Added Options	190.00	151.00
			Total Price	6,189.00	5,010.00
	NEW 1999 ATV 250 2X4	4UF99ATB3XT420966	ATV76	3,799.00	3,215.00
			Added Options	190.00	151.00
			Total Price	3,989.00	3,366.00
	NEW 1999 ATV 500 4X4 GREEN	4UF99AT86XT414440	ATV68	6,449.00	5,224.00
			Added Options	190.00	151.00
			Total Price	6,639.00	5,375.00
	NEW 1999 ATV 500 4X4 GREEN	4UF99AT88XT419591	ATV77	6,499.00	5,224.00
			Added Options	190.00	150.00
			Total Price	6,689.00	5,374.00
	NEW 1999 ATV 500 4X4 GREEN	4UF99AT83XT419580	ATV78	6,499.00	5,224.00
			Added Options	150.00	150.00
			Total Price	6,649.00	5,374.00
	NEW 1999 ATV 500 4X4 GREEN	4UF99AT87XT419548	ATV79	6,499.00	5,224.00
			Added Options	150.00	150.00
			Total Price	6,649.00	5,374.00

DEALER SALES REPORT

Select the date range from the screen, press **OK**.

Report Date Range

Starting Date: 1/01/01

Ending Date: 3/31/01

OK

Unit Sales Report from 1/01/99 thru 2/28/99

Report Date 2/28/99

Report Totals

	Price	Cost	Profit
Units	114,153.70	104,341.70	9,812.00
Factory Options	5,343.00	4,262.87	1,080.13
Customer Added Accessories	275.96	1,334.46	-1,058.51
Service Contract			
Dealer Discount			
Credit Life Insurance	178.62		80.38
Accident & Disability	301.96		135.88
Filing Fees			
Sales Tax			
Totals	120,253.23	110,203.35	10,049.88

Trade Information

Payoff		Total Actual Cash Value	
Net Trade	2,548.00	Trade Allowance	2,548.00
		Trade Overallowance	-2,548.00
Dealer Gross Profit (Gross Profit + Overallowance)			7,501.88
Dealer Pack			
Commission Base			7,501.88

Commissions Paid

Total Commissions

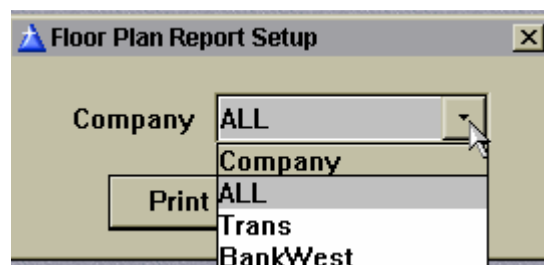
Cash & Finance Information

Total Amount	120,253.23
Cash Down Payment	21,300.70
Net Trade	2,548.00
Amount Financed	96,404.53

Dealer Net Profit (Dealer Gross Profit - Total Commissions) 7,501.88

FLOOR PLAN REPORT

From the **Floor Plan Report Set Up Form** select the Floor Plan Company or select **All** to print all.



Units In Stock Floor Plan Report

As of: 2/28/99

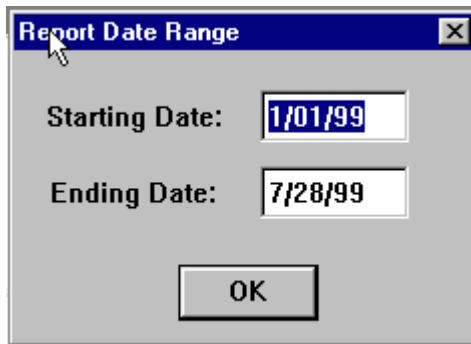
Stock No	Make	Model	Serial No	Ref No	Invoice No	Date In	Plan Dt	Cost	Interest
S1516	SKI DOO	GR TOUR 583	1371-00005		80957612	10/08/98		6,139.00	
S1518	SKI DOO	GR TOUR 583	1371-00569		80957612	10/08/98		6,139.00	
S1521	SKI DOO	FORM DLX 670	1383-00316		80957612	10/08/98		6,394.00	
S1522	SKI DOO	FORM DLX 670	1383-00475		80957612	10/08/98		6,394.00	
S1523	SKI DOO	FORM DLX 670	1383-00487		80957612	10/08/98		6,394.00	
S1524	SKI DOO	FORM DLX 670	1383-00359		80957612	10/08/98		6,394.00	
S1525	SKI DOO	FORMULA Z 670	1394-00615		80957612	10/08/98		5,884.00	
S1537	SKI DOO	GR TOUR 700	1373-00535		80983360	10/23/98		7,329.00	
S1538	SKI DOO	GR TOUR SE	1375-00747		80983360	10/23/98		8,094.00	
S1539	SKI DOO	FORM III 600	1397-00134		80983360	10/23/98		6,309.00	
S1540	SKI DOO	FORM III 600	1397-00016		80983360	10/23/98		6,309.00	
S1552	SKI DOO	MXZ 600	1337-01938			11/06/98		5,714.00	
S1554	SKI DOO	MXZ X 440 LC	1343-00436			11/06/98		6,394.00	
S1561	SKI DOO	TUNDRA	3274-00728			11/06/98		3,254.00	
S1578	SKI DOO	MXZ 600	1337-03141		81040612	11/25/98		5,714.00	
S1579	SKI DOO	MXZ 600	1337-02997		81040612	11/25/98		5,714.00	
S1580	SKI DOO	MXZ 600	1337-03162		81040612	11/25/98		5,714.00	
S1581	SKI DOO	MXZ 600	1337-03153		81040612	11/25/98		5,714.00	
S1582	SKI DOO	MXZ 600	1337-02761		81040612	11/25/98		5,714.00	
<hr/>									
DEUT/ARC									
ATV56	ARCTIC CAT	ATV 400 4X4	4UFACAT70WT032022	0012971801		4/07/98	4/07/98	4,859.00	
ATV62	ARCTIC CAT	ATV 400 4X4	4UFACAT71WT033079	0013106701		4/25/98	4/25/98	4,859.00	
ATV68	ARCTIC CAT	ATV 500 4X4	4UF99AT86XT414440	0013681901		7/22/98	10/31/99	5,224.00	

12. User Defined Report Designer

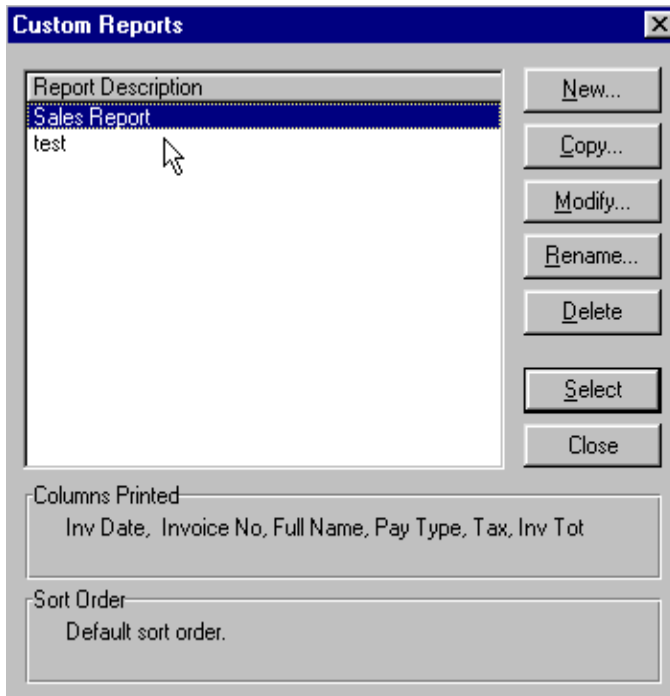
User defined reports and spreadsheets are available from **Reports** on the **Main Menu** and allow you to custom design any number of reports and spreadsheets. From the **Main Menu** select either **Reports** and then **User Defined Reports**. The following is a step-by-step instruction for creating and sorting a simple report or spreadsheet. Instructions for using the Query Wizard follow these instructions.

REPORTS

If you are designing a report for **Sold Inventory**, a **Select a Date Range** box will display. Type in the date range for the report and press the **OK** button..



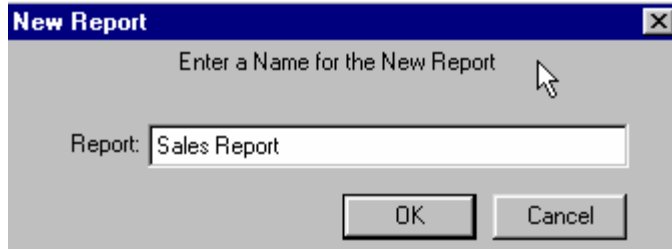
A **Custom Reports** box will display.



- **New:** Create a new report. At times the **Copy** command may be a better alternative.
- **Copy:** Copies the highlighted report and then asks for a new report name.
- **Modify:** Modifies the highlighted report's layout options.
- **Rename:** Changes the highlighted report's name.
- **Delete:** Deletes the highlighted report.
- **Select:** Selects the highlighted report for printing.
- **Columns Printed:** Display the list of columns selected for the highlighted report in the order to be printed on the report.
- **Sort Order:** Displays the list of fields selected for the highlighted report's custom sort order.

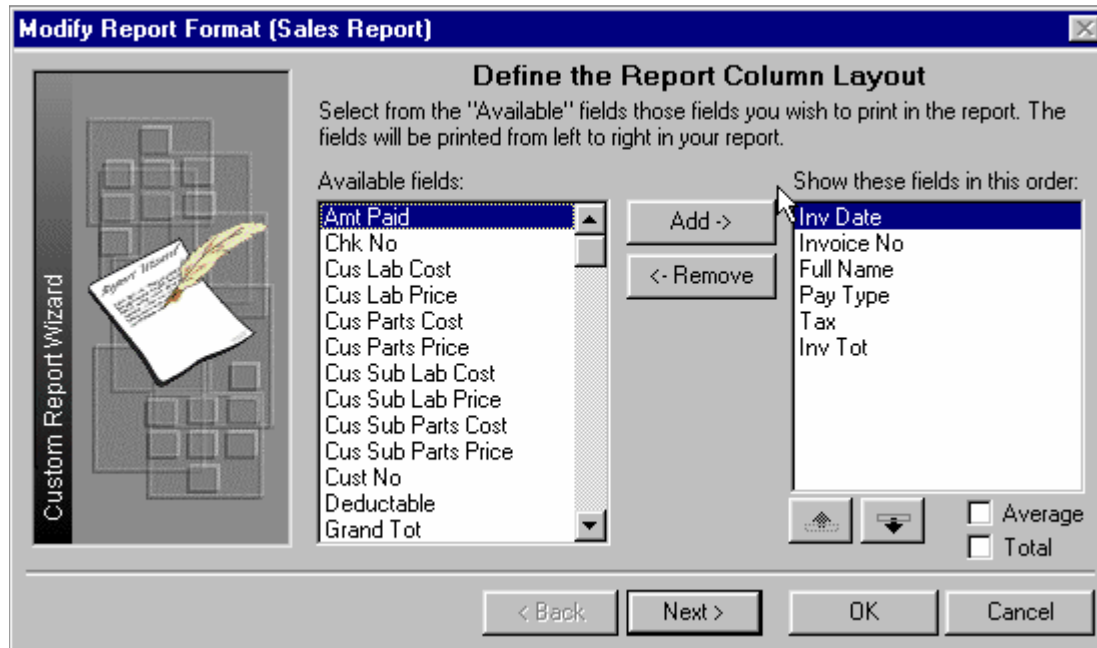
To Create a New Report

After selecting a date range for your report and the **Custom Report** box is displayed, select **New**. At the prompt enter a report name.



Defining the Report Column Layout:

This is the first of three steps when creating or modifying a report. This is where you select the columns to appear in the report, the column order and which columns will be totaled or averaged.



The list on the left side of the box are available fields (columns) and the list on the right side of the box are those fields (columns) which you have selected for your report. The name of the field will become the column heading in the report. Selected fields will print from left to right as they appear from top to bottom on the right side of the box.



To add fields to the report:

- Highlight a field in the left list and press the **Add ->** button to move the field from the available field list to the selected field list.
- Double click any field in the available field list to move the field to the selected field list.
- Drag-and-drop any field from the available field list to the selected field list.

To remove field from the report:

- Highlight a field in the right list and press the **<-Remove** button to move the field from the selected field list back to the available field list.
- Double-click any field in the selected field list to move the field back to the available field list.
- Drag-and-drop any field from the selected field list back to the available field list.

To change the column layout:

- Selected fields will be printed from left to right as they appear from top to bottom in the selected field list.
- To move a column up (or to the left in the report, highlight the field you wish to move and click the  button.
- To move a column down (or to the right in the report, highlight the field you wish to move and click the  button.

To add column totals or averages:

- The Average and Total checkboxes will normally be enabled if the highlighted column is numeric.
- Highlight the **Total** checkbox to enable column totaling or the **Average** checkbox to average all values in the column.

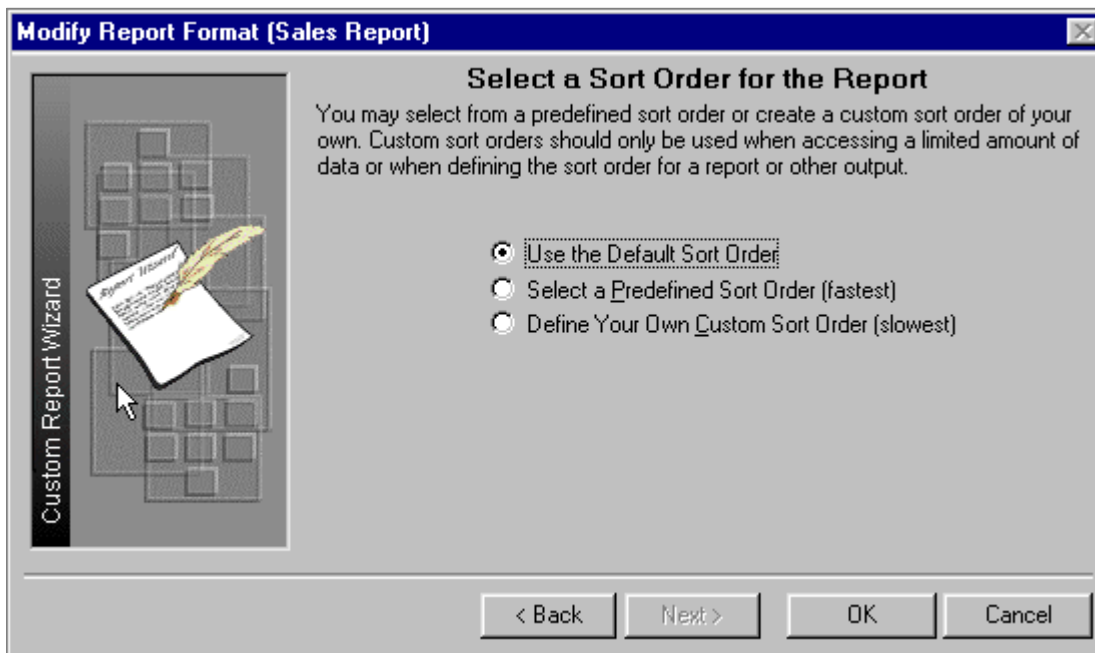
Press the **Next** button on the screen to continue.

Report Sort Order

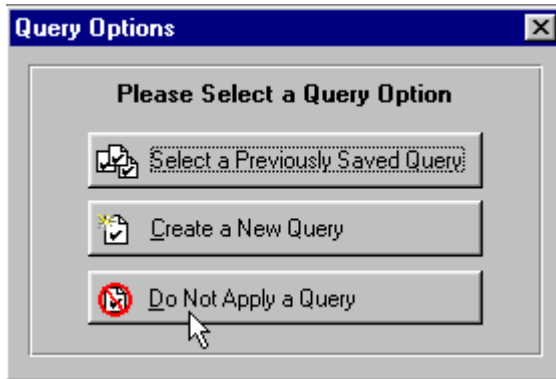
Defining the sort order for your report is the next step in creating your user defined report.

Default Sort Order

This option uses a preset sort order and generally is sufficient for most reporting purposes. When this option has been selected, however, **group heading and footing options** are not available.



After pressing the **Next** button your will be prompted for any **Query Options**. For information on how to use the **Query Wizard**, see below. For this report example and instructions, select **Do Not Apply a Query**.



After selecting your query option, your custom report will be generated.

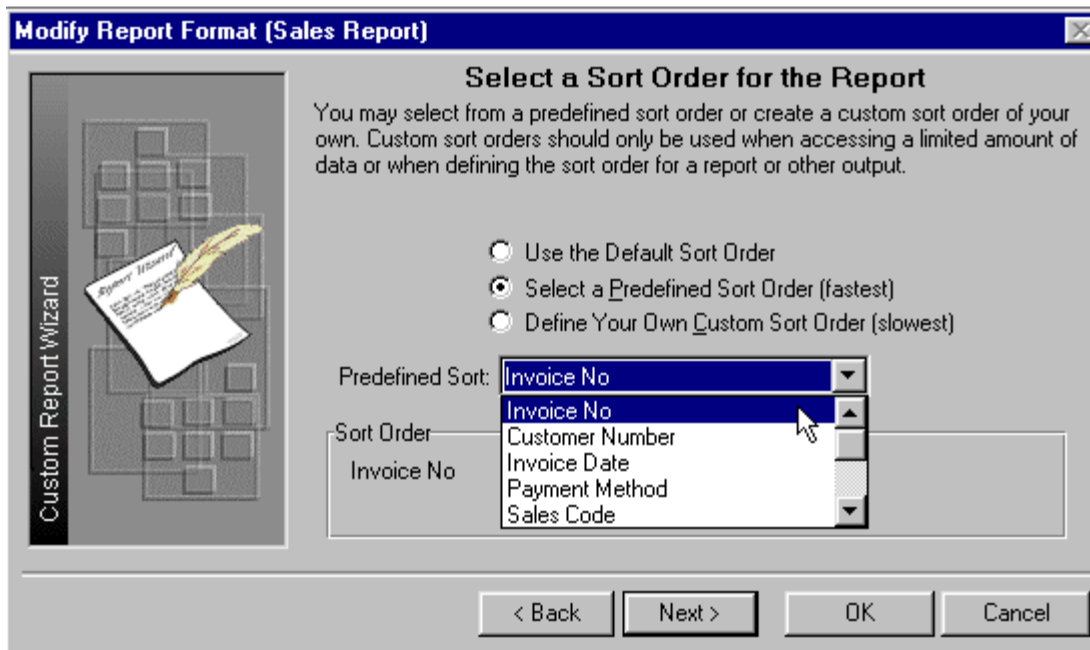
Sales Report

Date: Date/Time 7/28/99 / 10:23:05

Inv Date	Invoice No	Full Name	Pay Type	Tax	Inv Tot
6/15/99	1	Cash Sale	CASH	36.71	587.34
6/17/99	2	Val Rollins	CASH	0.00	49.99
6/23/99	3	Cash Sale	CASH	-0.33	-5.99
7/13/99	4	Cash Sale	CASH	15.08	268.00
7/16/99	5	John Smith	EXPR	9.62	232.99
7/22/99	6	Josh Ferricher	CASH	0.00	118.00
7/22/99	7	Val Rollins	CASH	0.00	143.77
7/22/99	8	Napa	CASH	6.26	111.20

Predefined Sort Order

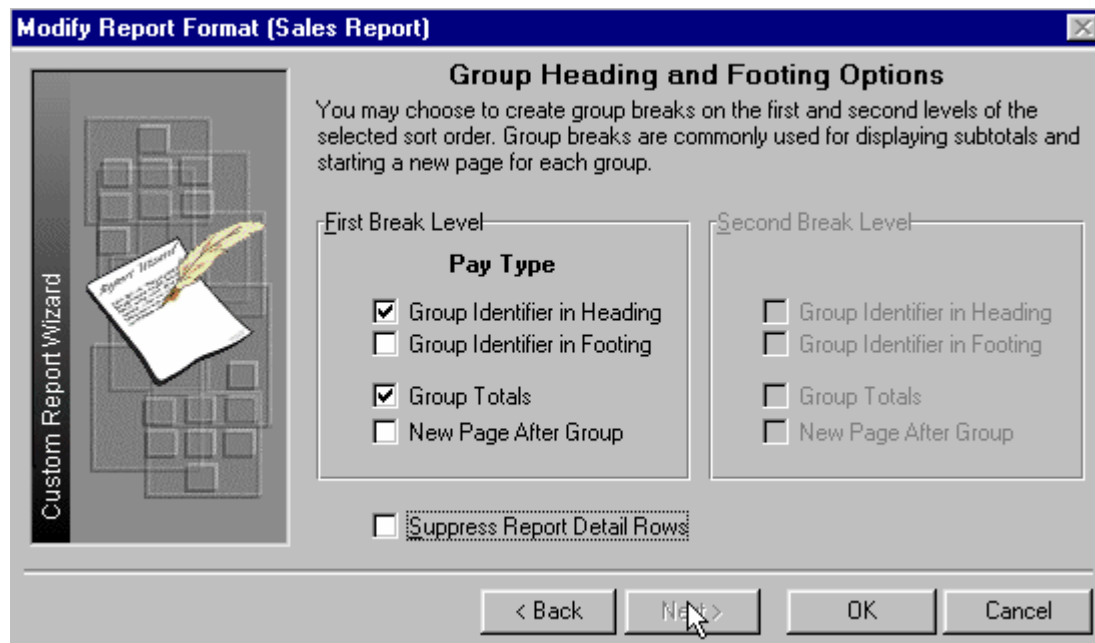
This option provides a list of sort orders that have been pre-defined.



Select the sort order (example by **Payment Method**). Press the **Next** button.

Group Heading and Footing Options

After selecting the sort order for your **Predefined Sort Order** you can control how you want your report to group together items.



When selecting a Predefined Sort Order you can select group breaks for your report. When selecting a Custom Sort Order you can select up to two group breaks for your report (see below for Custom Sort Order instructions).

A group break occurs each time the breaking field's value changes. This enables the report to subdivide itself into sections (with subtotals and/or to start a new page) as the report pertains to a specific group.

Group Break Levels

- Group Identifier in Heading: When enabled, this option creates a group heading break and prints the value of the group field in the group heading.
- Group Identifier in Footing: When enabled, this option creates a group footing break and prints the value of the group field in the group footing.
- Group Totals: When enabled, this option creates a group footing break and prints the totals (or averages) for those fields where you have selected totaling (or averaging).
- New Page After Group: When enabled, this option forces a new page after the group break.

Suppress Report Detail Rows

Selecting this option prevents report detail rows from printing (thereby printing group footings and/or headings only). This feature is useful for producing summary level reports.

As shown in the picture above, the sort setting is now set for **Payment Method** (Pay Type). By selecting **Group Identifier in Heading** and **Group Totals** and then pressing the **Next** button the following report will be generated.

Sales Report

Date: Date/Time 7/30/99 / 11:10:38

Inv Date	Invoice No	Full Name	Pay Type	Tax	Inv Tot
<u>CASH</u>					
6/15/99	1	Cash Sale	CASH	36.71	587.34
7/22/99	8	Napa	CASH	6.26	111.20
7/22/99	7	Val Rollins	CASH	0.00	143.77
7/22/99	6	Josh Ferricher	CASH	0.00	118.00
6/17/99	2	Val Rollins	CASH	0.00	49.95
7/13/99	4	Cash Sale	CASH	15.08	268.00
6/23/99	3	Cash Sale	CASH	-0.33	-5.95
<u>EXPR</u>					
7/16/99	5	John Smith	EXPR	9.62	232.95

Custom Sort Order

The Custom Sort Order option allows you to display the report in any desired order. When this option is selected the sort designed allows you to create up to three sort levels. Each level may be ascending or descending and the entire sort may be case sensitive or insensitive.

After selecting the **Define Your Own Custom Sort Order** checkbox from the **Select a Sort Order** screen, the following **Sort Designer** box will display:

Sort Designer

Sort View by: Invoice No Ascending Descending

Then by: (none) Ascending Descending

Then by: (none) Ascending Descending

Then by: (none) Ascending Descending

Ignore Distinction Between Upper and Lower Case

OK
Cancel
Clear All

Select the **Sort View by**, for up to three levels, choosing from the available fields in the drop down box.

Then select each sort for **Ascending** or **Descending**. When viewing alphabetic data, Ascending will start with A and end with Z and Descending would start with Z and end with A. When viewing numeric data, Ascending will start with 1 and progressively move higher, while Descending would start with the highest value and progressively move toward 1.

Checking the **Ignore Distinction Between Upper and Lower Case** will sort both upper and lower case letters in the same manner.

Proceed with creating your report as explained in **Predefined Sort Order** instructions above to complete your report.

SPREADSHEETS

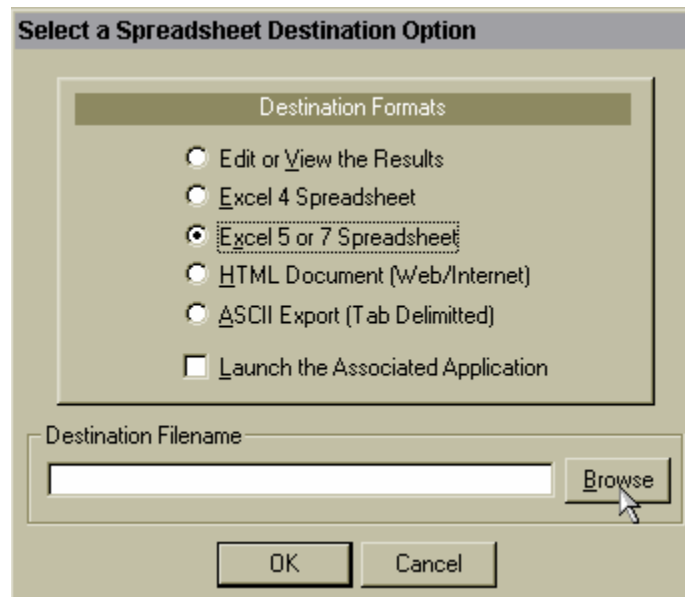
The procedures for creating and sorting a user designed custom spreadsheet are the same as for creating a report. Once you have created and saved your spreadsheet, you can save the spreadsheet in another spreadsheet format for use with other applications.

EXPORTING AND SAVING YOUR SPREADSHEET

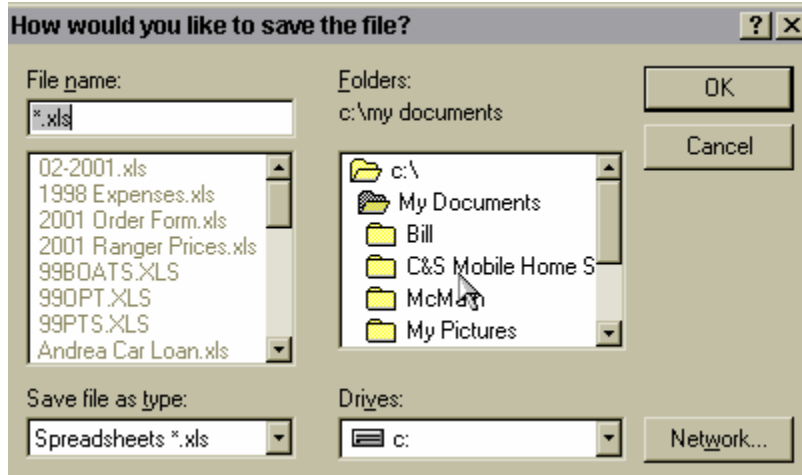
After creating and saving your spreadsheet, or selecting an existing spreadsheet format, and setting any queries, you will be prompted for a destination and application option.

Microsoft Excel

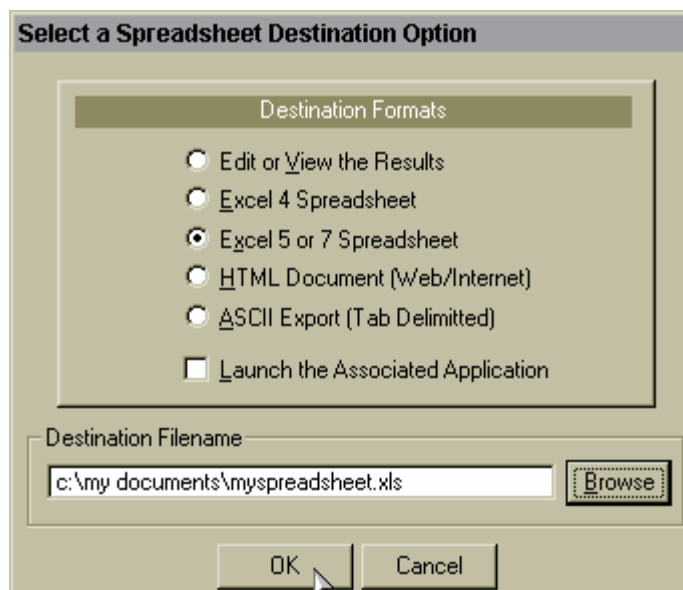
You can save your spreadsheet in Microsoft Excel format for use in Microsoft Excel. Select the Excel software version you have installed.



Select the format, then select the Browse button to set a location where you wish to save your file.



Saving the file into the My Document directory on your local computer makes the file easier to find at a later time. Enter a name and the file extension for your new spreadsheet in the File Name box, change drives if necessary by selecting the down arrow to the right of the Drives field, then the folder where you wish to save the file. Select the OK button.



If you want to open the program where you will be saving the file check the box **Launch the Associated Application**. Your screen will return to the main F&I screen, the application program will be minimized at the bottom of your computer screen.

Saving Your Excel Spreadsheet for Use With Microsoft Works

If you do not have Microsoft Excel, but have Microsoft Works, you can save you spreadsheet in Excel format and import it into your Works program.

You must have Microsoft Works 5.0 or later to do this.

After saving your spreadsheet in Excel format:

- Open the Works Spreadsheet

- On the menu bar, click File then Open and select an Excel file (.xls) that you want to open. Functions and formats created in Excel are converted to Works functions and formats. All data is retained, but objects such as charts are not.

If you have an earlier version of Works (4.x) you can obtain a special filter from Microsoft.

13. Query Wizard

The **Query Wizard** allows you to customize access to your dealership's data from various browse box screens and reports throughout the program. Whenever a **Query** button is displayed in a screen or a prompt for using a query when you generate a report is displayed these instructions will apply.

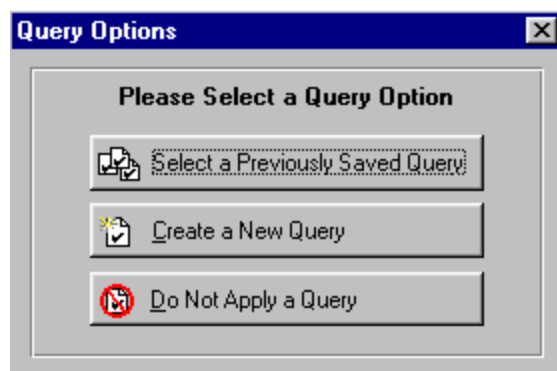
A query is a question you ask your computer program (i.e., to only find data about customers who have made a purchase within the past 6 months; or only find and print a report about customers who have an outstanding balance, etc.).

Each query may consist of one or more questions, logically connected with an AND or an OR logical operator. In order to complete your query the **Query Wizard** must collect three components of information: **Field**, **Operator** and **Value**.

Whenever a **Query** button has been activated (these buttons are directly displayed in certain screens in the system), information will remain activated (displayed) according to the query selected. Pressing the **Reset** button will inactivate the chosen query.

QUERY OPTIONS

When beginning a query procedure you will be prompted whether you wish to select an already existing query, create a new query, or not apply a query at all. Select the option you wish to use.



CREATING OR MODIFYING A QUERY

Field Selection

The **Field** is information contained within the database and is the "subject" of the question. A few examples of fields would be Customer Name, Account Balance, or Zip Code.



To select the field, simply highlight it and press the **Next** button.

Operation Selection

The Operator is the comparison to be made between the Field you have selected and the Value you will select in the next step. Operator selections for numbers are limited when compared to operator selections for text.



Common Operators (numeric and text)

- **Equal To:** The field and the value must have the same value.

- **Greater Than:** The field must be greater than the value.
- **Less Than:** The field must be less than the value.

Text Operators

- **Begins With:** The field must begin with the value.
- **Contains:** The field must contain the value at any position within the text.

To select an operator, simply highlight the desired operator and press the **Next** button.

Value Entry

This is the last step in creating your query. The value will be compared to the field in your database.



The Field you previously selected plus the Operator you selected will display. Type in what you wish to query, i.e., Bin (field) Is Equal To (operator) A-1 (value) (this will generate a report of all parts located in Bin A-1).

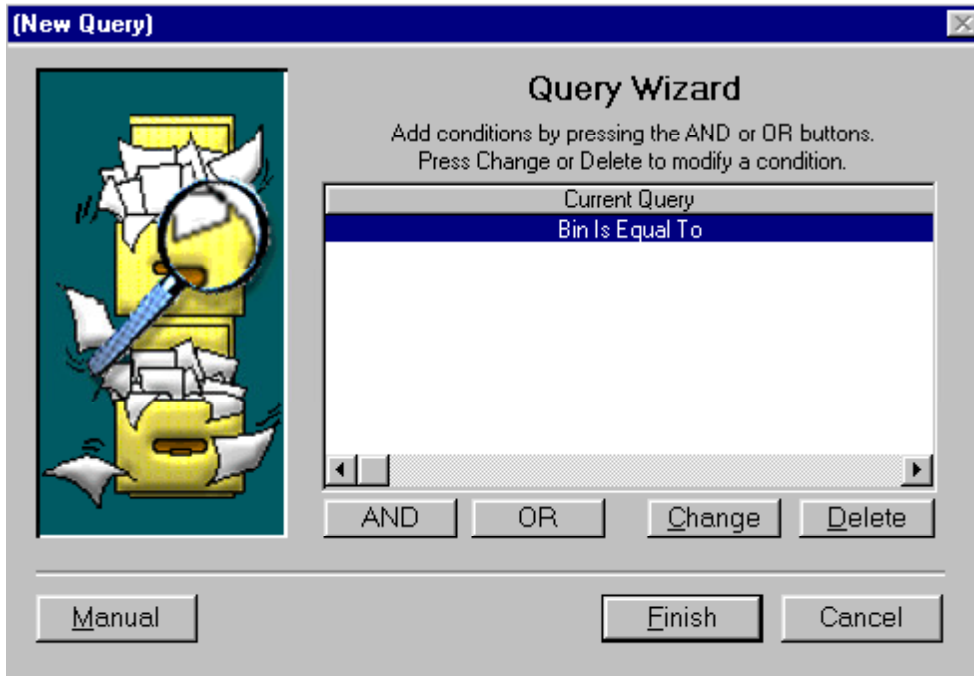
Value Options

- **Constant Value:** This option allows you to type the value directly into the query. This is the default option and is normally used with most queries.
- **Another Field:** This option is used for comparing two existing database elements. If you select this option a second list of all available fields will display identical to the list for your first Field selection. Select the second field and its value will be compared to the first field you selected.
- **Expression:** This is an advanced option requiring a general knowledge of computer language.

After selecting your value option press the **Next** button.

Query Review

The query review allows you to modify, add, or delete your existing query.

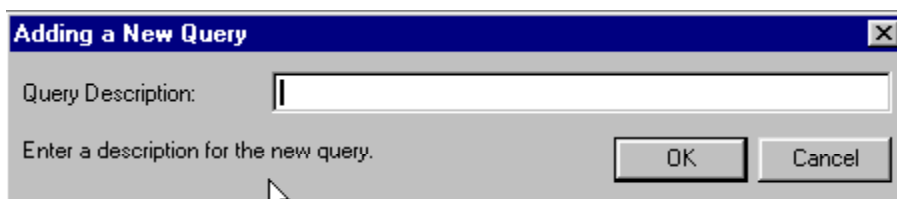
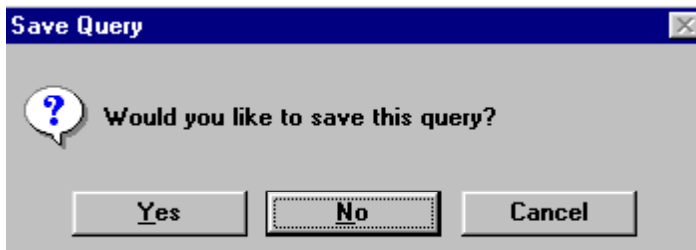


To create a query with more than one question within the same query (compound query), press the AND or the OR button. You will be guided back to step one of the Query Wizard. Upon completing the three steps, a new sentence will appear in the review list.

When formulating a compound query, please be sure that you do not mix an AND with an OR, use all ANDs or all Ors, but never an AND and OR together in the same query.

When the query is complete, press the **Finish** button to apply the query.

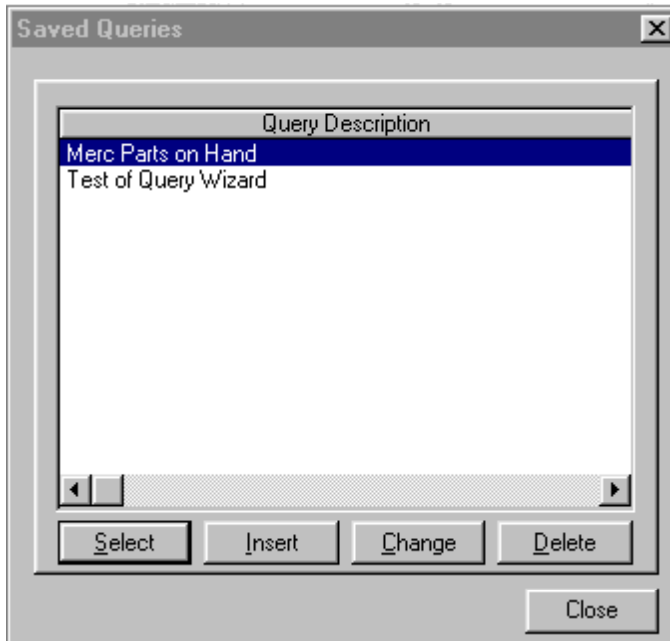
You will be prompted whether to save the query. Press the **Yes** button and you will then be prompted for a description (name) for your new query.



Selecting a Saved Query

All saved queries with the same classification throughout the system are displayed in this box in alphabetic order. To select a previously saved query, from the **Query Options** box, press the **Select a**

Previously Saved Query. From the **Saved Queries** screen, highlight the specific description, then press the button for the action you wish to perform.



- **Select:** This button selects the highlighted query for use with the current report or screen you are using.
- **Insert:** This button allows the creation of a new query.
- **Change:** This button selects the highlighted query for modification. Upon completion of the modification, the query may be saved with a new description, creating a modified copy of the selected query, or you can overwrite the existing query.
- **Delete:** This button will permanently delete the currently highlighted query.

