

***“JUST ASK THE BOSS”***  
***AUTO REPAIR BOSS™***

**Palmer Products, Inc.**

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# **PALMER PRODUCTS, INC.**

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**“JUST ASK THE BOSS”**  
**AUTO REPAIR BOSS™**

**Palmer Products, Inc.**  
**PO Box 11627**  
**Killeen, TX 76547**  
**Technical Support (972) 234-0375**  
**Internet: <http://www.autorepairboss.com>**

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- vendor price sheet updates

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**SETUP**

**POINT OF SALE**

**INVENTORY**

**CUSTOMER ACCOUNTS**

**EMPLOYEE MAINTENANCE**

**REPORTS / UTILITIES**

**ACCOUNTS RECEIVABLE**

**ACCOUNTS PAYABLE**

**PAYROLL**

**GENERAL LEDGER**

**Palmer Products, Inc.**  
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**[www.autorepairboss.com](http://www.autorepairboss.com)**

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# SECTION 1

The **SETUP** section of the program allows you to prepare and customize the program for your use. Set up the following areas before using the program. Select **SETUP** from the **AUTO REPAIR BOSS MAIN MENU** to begin.

**NOTE:** To ensure that any and all changes you make to the following areas take effect, it is recommended that you completely exit out of the Auto Repair Boss program and then restart it.

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## Section 1.1

### HOW TO INSTALL THE AUTO REPAIR BOSS PROGRAM

**NOTE:** Be sure that you have erased the demo from your hard drive.

The following instructions are for CD installation only.

1. Insert the CD into your CD-Rom Drive.
2. Click on the **Start** button to display task bar.
3. Type "RUN" in the search bar and then press ENTER.
4. Type in: d:\setup.exe where D: is the letter of your CD-Rom Drive.
5. Follow directions given on the screen to complete the install.
6. To start the program click on the Auto Repair Boss icon on your desktop.

If the program asks for a password type in the following:

For NAME: type "GP".

For PASSWORD: type "1".

**NOTE:** Always exit the program before turning off your computer.

If you experience any difficulty installing your program, please call Tech Support at 972-234-0375.

### HOW TO REGISTER YOUR PROGRAM

If you received a registration disk with your software package, install the registration disk using the following steps:

1. Insert the CD into your CD-Rom Drive.
2. Click on the **Start** button to display task bar.
3. Type "RUN" in the search bar and then press ENTER.
4. Type in: d:\setup.exe where D: is the letter of your CD-Rom Drive.
5. Follow directions given on the screen to complete the install.

Or, register your program manually using the following steps:

1. Start the Auto Repair Boss program by either clicking on the icon from the desktop or by selecting it from your list of Programs.
2. Select "Register Manually" from the Register menu located at the top of your screen.
3. Included with the manual is a Registration Information paper. Type in all your information exactly (this includes spaces) as it appears on the Registration Information paper.
4. After you have typed in your information, press the **Validate** button. If information is typed in incorrectly, you will not be allowed to access the program. Change any information that has not been typed in correctly and press **Validate** once more.

**NOTE:** If you are still having trouble, call Tech Support at 972-234-0375.

You may also register your program via the internet using the following steps:

1. Start the Auto Repair Boss program by either clicking on the icon from the desktop or by selecting it you're your list of Programs.
2. Select "Register Via the Internet" from the Register menu located at the top of your screen. The "Registration Client" screen will be displayed.
3. Press the **Register Program** button and the "Retrieve Registration Information" screen will be displayed.

**NOTE:** You will need to be connected to the internet before proceeding further.

4. Type in the requested information.

**Serial Number:** You will find this number in the email that was sent to you regarding your order.

**Identification Number:** You will find this number in the email that was sent to you regarding your order.

5. Press the **OK** button to complete your registration. The program will return the message "Registration Information Retrieved Successfully" to show that your registration completed successfully.

## HOW TO INSTALL ADOBE ACROBAT

Also, included on the CD is Adobe Acrobat. You will need this to print out updates to the manual as they become available.

Follow these steps to install:

1. Insert the CD into your CD-Rom Drive.
2. Click on the **Start** button to display task bar.
3. Type "RUN" in the search bar and then press ENTER.
4. Type in: d:\acrobat.exe where D: is the letter of your CD-Rom Drive.
5. Press ENTER.
6. Follow directions given on the screen to complete the install.

## PRINTER

Currently the program uses the Windows default printer for all printing. If you want to change the Invoice Printer, Estimate Printer, Invoice Reprint Printer or the Check Printer, you may select them from the Printer Setup window. To change the printer setup:

1. Either select "Printer Setup" from the Setup menu located at the top of your screen or click on the **Printer** button. The "Printer Setup" screen will be displayed.
2. Press the [...] button beside the printer you wish to change to open the "Choose a Printer" screen.
3. Select the printer you wish to use from the drop down menu then press **OK**.
4. Repeat this process for any other printer you wish to change and once you are done press **F10 – Save**.

## FILE LOCATION

This section allows you to specify where your database files and setup files are located on your hard drive. We suggest that you do not change the default destinations already set up. If, however, you do decide to change the location of your files, we suggest you contact Technical Support.

## Section 1.2

### TAX RATE SETUP

#### HOW TO ADD A TAX RATE

1. Either select "Tax Rate Setup" from the Setup menu located at the top of your screen or press the **Tax Rate** button. The "Browse the Tax Rate File" screen will be displayed.
2. Press **F8 – Add** and the "Adding a Tax Rate Record" screen will be displayed.
3. Type in the requested information.

**Code:** Type in a two character code you want to represent the tax rate. (ex. "DL" for the city of Dallas) This code will be used in various places within the program. For example: when entering parts into inventory, setting up customer's accounts, and so on.

**Description:** Type in a description of the tax rate. (ex. "Dallas")

**Rate:** Type in the tax rate. The tax rate is to be entered in decimal form. For example, if the tax rate were 8½% you would enter 8.50 as the tax rate.

**Tax or Fee (T/F):** If this is a tax, type "T". If it is a fee, type "F".

**Charge Other Tax on This Tax/Fee:** Type "Y" for yes, "N" for no. If yes, then other tax will be charged on this tax/fee.

**Minimum Fee:** This is the minimum amount of fee charged for a specific invoice. This field is only available if you selected "F" under "Tax or Fee".

**Maximum Fee:** This is the maximum amount of fee charged for a specific invoice. This field is only available if you selected "F" under "Tax or Fee".

**Tax/Fee Account:** Type in the chart of accounts number. (Only used if you have the Accounting Module.)

**NOTE:** Type "0" then press Enter to open the "Browse the Chart of Accounts File" screen. Highlight the account you would like to associate with this tax rate then press **Select**.

**Tax/Fee Department:** Type in the Department number. (Only used if you have the Accounting Module.)

4. Once the information has been entered, press **F10 - Save** and the information will be saved.
5. You will be asked if you would like to update your existing customer tax rates. Press **Yes** if you do, press **No** if you do not. The tax codes you entered will now be displayed in the browse window.

#### HOW TO UPDATE TAX CODES

1. Either select "Tax Rate Setup" from the Setup menu located at the top of your screen or press the **Tax Rate** button. The "Browse the Tax Rate File" screen will be displayed.
2. Highlight the tax code to be updated then press **F7 – Edit**. The "Changing a Tax Rate Record" screen will be displayed. Each field is available to be updated
3. Make the necessary changes and then press **F10 - Save**.
4. You will be asked if you would like to update your existing customer tax rates. Press **Yes** if you do, press **No** if you do not.

#### HOW TO DELETE A TAX CODE

1. Either select "Tax Rate Setup" from the Setup menu located at the top of your screen or press the **Tax Rate** button. The "Browse the Tax Rate File" screen will be displayed.
2. Highlight the tax code to be deleted then press **F4 – Delete**.

3. You will be asked to confirm your decision to delete the record. Press **OK** if you want the record deleted, press **Cancel** if you do not.

## Section 1.3

### PAYMENT METHOD SETUP

#### HOW TO ADD PAYMENT METHODS

1. Either select "Payment Method Setup" from the Setup menu located at the top of your screen or press the **Payment Method** button. The "Browse the Payment Method File" screen will be displayed.

**NOTE:** The browse window will contain seven payment methods already set up. We recommend you do not modify them.

2. Press **F8 – Add** and the "Adding a Payment Method Record" screen will be displayed.
3. Type in the requested information.

**Code:** Type a numerical code you want to represent the payment method. This code will be used on the "Customer Checkout" box when invoicing to describe how the customer paid.

**Description:** Type in the description of the payment method. For example: MasterCard, Visa, Check, etc.

**Include In Bank Deposit (Y/N):** Type "Y" for yes or "N" for no. This will affect the amount shown for your bank deposit on the "Daily Closeout Report". If you want money collected from this payment method to be included in the bank deposit, then select "Y". If you do not want money collected from this payment method to be included in the bank deposit, then select "N".

**Authorize Credit Card (Y/N):** Type "Y" for yes or "N" for no. (Credit Card Module must be active to authorize cards. Please call support to activate module.)

**Credit Or Debit (C/D):** Credit Card Module must be active in order to edit this field.

**Credit Card Rate:** Rate charged by your credit card provider. (For display use only.)

4. Press **F10 – Save**. The payment methods you entered will now be displayed in the browse window.

#### HOW TO UPDATE PAYMENT METHODS

1. Either select "Payment Method Setup" from the Setup menu located at the top of your screen or press the **Payment Method** button. The "Browse the Payment Method File" screen will be displayed.
2. Highlight the payment method to be updated then press **F7 – Edit**. The "Changing a Payment Method Record" screen will be displayed. Each field is available to be updated.
3. Make the necessary changes and then press **F10 - Save**.

#### HOW TO DELETE A PAYMENT METHOD

1. Either select "Payment Method Setup" from the Setup menu located at the top of your screen or press the **Payment Method** button. The "Browse the Payment Method File" screen will be displayed.
2. Highlight the payment method to be deleted then press **F4 – Delete**.
3. You will be asked to confirm your decision to delete the record. Press **OK** if you want the record deleted, press **Cancel** if you do not.

## Section 1.4

### PROGRAM DEFAULTS

#### HOW TO SETUP PROGRAM DEFAULTS

1. Either select "Program Defaults" from the Setup menu located at the top of your screen or press the **Defaults** button. The "Default Setup" screen will be displayed.
2. Type in the requested information.

**Markup:** Type in the percentage to add to the cost of an item. The markup is used as a calculator on the Estimates/Invoices in the Point of Sale section.

**Default City:** Type in the city name you would like to automatically be displayed when adding customer and employee records.

**Default State:** Type in the state name you would like to automatically be displayed when adding customer and employee records.

**Default Zip:** Type in the zip code you would like to automatically be displayed when adding customer and employee records.

**Default Phone:** Type in the area code you would like to automatically be displayed when adding customer and employee records.

**Rapid Invoice Mode Y/N:** Typing "Y" will activate the Rapid Invoice Mode. Rapid Invoice Mode has the program go directly to the "Adding an Estimate Record" screen when you select Point of Sale from the Auto Repair Boss Main Menu. If you type "N", then when selecting Point of Sale from the Auto Repair Boss Main Menu the "Estimate/Work Orders" browse window will be displayed.

**Auto Price Y/N:** Change the "N" to "Y" if you want the Qty, Price & Disc fields to automatically be filled in when invoicing.

**Auto Price Quick Part Y/N:** Change the "N" to "Y" if you want the Qty, Price & Disc fields to automatically be filled in when you select an auto quick part button [+].

**Default Labor Code:** This code must have previously been set up in the "How to Add Service Codes" section of the manual. (See Section 3.3) For example, you would set up a generic labor code of "L" and then complete the requested information on the "Adding a Service Record" screen such as description, category and pricing information. Whenever you type this code of "L" onto the estimate/invoice or link it to a particular part, the labor amount charged and the category credited with the labor would be what was typed in on the "Adding a Service Record" screen.

However, when you are adding or updating a part number in your inventory, there is a field entitled "Labor" which allows you to type in an amount you want charged for labor when that part number is used. The description that was given to the labor code "L" on the "Adding a Service Record" screen would be displayed on the invoice. But, the dollar amount and category credited would come from the part number. Also used to create blank lines for Estimates/Invoices.

**NOTE:** If the "Default Labor Code" field is left blank, then any amount typed in the "Labor" field on the "Add & Update Inventory Records" would be ignored.

**Default Part Number:** Used to create blank lines for Estimates/Invoices.

**Default Core Part Number:** If you want to automatically include cores on your invoices, type in the core part number you want printed on the invoice.

**Incl. Core on Invoice:** Change the "N" to a "Y" if you want cores automatically printed on the invoice.

**Default F.E.T. Code:** Type in the Federal Excise Tax you want automatically printed on the invoice.

**Charge Other Tax on F.E.T. Tax:** If you want tax charged to the F.E.T., change the "N" to a "Y".

**Allow Negative On Hand Qty:** If you do not want the On Hand quantity to display below "0", then change the "Y" to an "N". For example, your On Hand quantity of a particular part is 5 and you sell 7. If you have selected not to allow negative On Hand quantity, then your On Hand quantity will display "0" instead of "-2".

**Default Tax Code 1:** Type in the tax code you want to automatically be displayed as Tax1 when adding customer accounts.

**Default Tax Code 2:** Type in the tax code you want to automatically be displayed as Tax2 when adding customer accounts.

**Default Tax Code 3:** Type in the tax code you want to automatically be displayed as Tax3 when adding customer accounts.

**Default Tax Code 4:** Type in the tax code you want to automatically be displayed as Tax4 when adding customer accounts.

**NOTE:** After typing in the tax code the "Tax Rate", "Minimum Fee", "Maximum Fee", "Tax or Fee" and "Charge Other Tax on This Tax/Fee" fields will automatically be filled in for you.

**Reset Tax Buttons:** When you press one of these buttons the "Tax Rate/Fee" information for the associated tax/fee line will be reset for all customers, inventory, service and other tax/fee related information in the program.

**Default Inventory Costing:** There are two options for the Default Inventory Costing -- method "1" and method "2". Method "1" would figure the cost of inventory based on the last cost paid for the part. Method "2" would figure the cost of inventory based on the average cost paid for the part. Type in either "1" or "2" depending on how you want your inventory cost figured.

**Force Advertising Entry Y/N:** Type "Y" and the Advertising Code will be required when filling out the "Customer Checkout" box of an Invoice. Type "N" and the Advertising Code will not be required.

**Preview Daily Report Y/N:** Change the "N" to a "Y" if you want to be able to preview the Daily Report on your screen before printing.

**Assign Estimate Number at Start of Estimate Y/N:** This will allow you to have the Estimate Number assigned at the beginning of the estimate. This will allow you to easily schedule a Customer before the estimate has been saved.

**Retry Times:** Enter the number of computers that you currently have setup on your network.

**Hold Time:** The amount of seconds the computer will wait in between each retry.

**Accounting On Y/N:** Change the "N" to a "Y" if you want your daily sales transactions posted to the General Ledger.

**Deposit On Y/N:** Change the "N" to a "Y" if you want your daily deposit posted to the General Ledger.

**Default Employee Code:** This Code will be used as the default in the "Mechanic" field on the Point of Sale "Customer Checkout" form. This field is usually left blank unless you want it filled in for fast customer checkout.

**Default Manager Code:** This Code will be used as the default in the "Manager" field on the Point of Sale "Customer Checkout" form. This field is usually left blank unless you want it filled in for fast customer checkout.

**Default Payment Method:** This Code will be used as the default in the "How Paid" field on the Point of Sale "Customer Checkout" form. This field is usually left blank unless you want it filled in for fast customer checkout.

**Misc Date Description 1-4:** These description fields will appear on the Auto Record and Estimate/Invoice screens and are used to describe the services that you are currently tracking.

**Date Reset Code 1-4:** These inventory or service codes will be used to reset the service date for the Auto Record while invoicing. For example, if you sell this item on an invoice then the associated service date will be updated by the number of days or months you have set on the Auto Record.

**Misc Part Description 1-5:** These description fields will appear on the Auto Record and Estimate/Invoice screens and are used to describe the type of Inventory or Service codes that you are saving with the auto record.

**Disable Up Arrow Key On Forms:** Change the "N" to a "Y" if you want to disable the use of the up arrow key on forms.

**Disable Up Arrow Key On Buttons:** Change the "N" to a "Y" if you want to disable the use of the up arrow key on buttons.

**Disable Left Arrow Key On Buttons:** Change the "N" to a "Y" if you want to disable the use of the left arrow key on buttons.

**Email Invoice Y/N:** Change the "N" to a "Y" if you want to popup an email window to send the customer a copy of the invoice when completing a sale.

**Email Statement Y/N:** This will be the customer default when adding new customers.

**Default Customer:** This customer will be used to make a Cash Sale from the Estimate/Work Order screen.

**Screen Size & Mode:** Select Small or Large. Large will allow the program to display more information on the screen in certain parts of the program. Choose Auto Service Mode and the Estimate /Invoice screens will display Auto Information or Part Sales Mode for selling of parts without Auto Information being displayed.

**Auto Fill Book Time:** Select "No" if you do not want Book Time updated with Labor/Service code quantity when processing an invoice. Selecting "Default Labor Code" will only update Book Time when you have used the "Default Labor Code". Selecting "All Labor Codes" will update Book Time when any Labor/Service Code is used on the Invoice. Selecting "Skip if Not Zero" will only update Book Time if you have selected "Default Labor Code or "All Labor Codes and you have not set Book Time manually.

**Default Fee 1 and 2:** Used to create a line on the Estimate/Invoice that will calculate a fee based on the subtotal of the Estimate/Invoice. The "Default Fee 1 or 2" field is a part number that you have previously set up in your inventory. The "Fee Percent 1 or 2" field is the percent amount to be charged. The "Fee Button Text 1 or 2" field is the text displayed on the button in the Estimate/Invoice screen. (This fee is calculated at the time you press the fee button. It will not be updated if you add more items to the Estimate/Invoice screen.) You can quickly add an extra fee or discount to the Estimate/Invoice by using this feature.

3. After you have typed in the requested information press **F10 – Save**.

## **HOW TO UPDATE THE PROGRAM DEFAULTS**

To edit the Program Defaults, either select "Program Defaults" from the Setup menu located at the top of your screen or press the **Defaults** button. The "Default Setup" screen will be displayed. Make any necessary changes and press **F10 – Save**.

## Section 1.5

### INVOICE SETUP

#### HOW TO SETUP INVOICE PRINTING

1. Select "Invoice Setup" from the Setup menu located at the top of your screen. The "Invoice Setup" screen will be displayed.
2. Type in the requested information.

##### INVOICE SETUP

**Invoice Type:** At this time there are 13 choices. More types of invoices will be made available at a later date. You also have the option of designing your own invoice using the Report Designer. Refer to the Report Designer section of the help file.

**NOTE:** To view and change your invoice style, select "Invoice Style Preview" from the Setup menu located at the top of your screen. Use the arrow buttons to browse the different styles and once you have found the style that best suits your needs, press **Select**. This will change the style for the Invoice, the Estimate and the Reprint. If you wish the three to be different styles, you will have to manually type in a different style number for the other two.

Style 1 - Plain Paper (Description on 1st line; Qty, Price, Disc, Total on 2nd Line)

Style 2 - Preprinted Forms (Description on 1st line; Qty, Price, Disc, Total on 2nd Line)

Style 3 - Plain Paper (Description, Qty, Price, Disc, Total on same line)

Style 4 - Preprinted Forms (Description, Qty, Price, Disc, Total on same line)

Style 5 - Plain Paper (Shaded Service Invoice; Parts and Services are grouped individually)

Style 6 - Plain Paper (Description, Qty, Price, Disc, Total on same line; Shaded invoice header; Allows for shop logo to be added to top)

Style 7 - Plain Paper (Description, Qty, Price, Disc, Total on same line; Shaded invoice header)

Style 8 - Plain Paper (Same as Invoice 7 but has extended description – up to 1000 characters)

Style 9 - Plain Paper (Shaded Service Invoice with extended description – up to 1000 characters)

Style 10 - Plain Paper (Service Invoice with extended description – up to 1000 characters)

Style 11 - Plain Paper (This Invoice style helps meet certain guidelines of some states)

Style 12 - Plain Paper (Same as Invoice 8 but without shaded header)

Style 13 - Plain Paper (This Invoice style helps meet certain guidelines of some states)

Style 14 - Plain Paper (This Invoice style helps meet certain guidelines of some states)

Style 15 - Plain Paper (This Invoice style helps meet certain guidelines of some states)

##### **Retail Style Invoices do not display Auto Information.**

Retail Style 1 - Plain Paper (Description on 1st line; Qty, Price, Disc, Total on 2nd Line)

Retail Style 2 - Preprinted Forms (Description on 1st line; Qty, Price, Disc, Total on 2nd Line)

Retail Style 3 - Plain Paper (Description, Qty, Price, Disc, Total on same line)

Retail Style 4 - Preprinted Forms (Description, Qty, Price, Disc, Total on same line)

Retail Style 5 - Plain Paper (Shaded Service Invoice; Parts and Services are grouped individually)

Retail Style 6 - Plain Paper (Description, Qty, Price, Disc, Total on same line; Shaded invoice header; Allows for shop logo to be added to top)

Retail Style 7 - Plain Paper (Description, Qty, Price, Disc, Total on same line; Shaded invoice header)

Retail Style 8 - Plain Paper (Same as Invoice 7 but has extended description – up to 1000 characters)

Retail Style 9 - Plain Paper (Shaded Service Invoice with extended description – up to 1000 characters)

Retail Style 10 - Plain Paper (Service Invoice with extended description – up to 1000 characters)

Retail Style 11 - Plain Paper (This Invoice style helps meet certain guidelines of some states)

**Print Credit Card Authorization Y/N:** If Credit Card Module is active, change the "N" to a "Y" and a credit card authorization will print on your invoices.

**Print Invoice Y/N:** You have the option of whether or not you want your invoices printed.

**Preview Invoice Y/N:** Change the "N" to a "Y" if you want to be able to preview the invoices on your screen before printing.

**Print Work Authorization Y/N:** Keep the "Y" if you want the work authorization you type to be printed on the invoice. If you selected Invoice Style 2 or Invoice Style 4 (preprinted forms) in the Invoice Type field, and your preprinted forms already have the work authorization printed on them, you would want to select "N". If your preprinted forms do not have the work authorization printed on them, then you would select "Y" and the work authorization you type will be printed on the invoice.

**Part or Service Invoice P/S:** A Part Invoice lines up the parts and services according to how they are on the invoice. (Invoice styles 1, 2, 3, 4, 6, 7, 8, 11, 12 and 13 are part invoices.) A Service Invoice separates the parts on the top and services below. (Invoice styles 5, 9 and 10 are service invoices.)

**NOTE:** If you choose an Invoice Style that is a Part Invoice (1, 2, 3, 4, 6, 7, 8, 11, 12 or 13), you will need to type "P". If you choose an Invoice Style that is a Service Invoice (5, 9 or 10), you will need to type "S". Otherwise, your invoicing will not work correctly.

**Invoice Copies:** Type in the number of invoice copies you want printed.

**Print Notes on Invoice Y/N:** Change the "N" to a "Y" if you want to print notes on invoices.

**Invoice Message 1:** Type in a message you would like printed on your invoices. (ex. "Have a nice day!")

**Invoice Message 2:** You can type in a second message to be printed on your invoices.

**Invoice Work Authorization Type 1:** Type in your work authorization.

#### INVOICE SETUP 2

**Invoice Work Authorization Type 2:** If you selected Invoice Style 2 or Style 4, click on the Invoice Setup 2 tab and type in your work authorization.

#### RECEIPT PRINTER SETUP

**Receipt Printer Setup:** Please call Tech Support at 972-234-0375 for help with receipt printer setup.

3. After you have typed in the requested information, press **F10 – Save**.

## HOW TO UPDATE THE INVOICE SETUP

To edit the Invoice Setup, select “Invoice Setup” from the Setup menu located at the top of your screen. The “Invoice Setup” screen will be displayed. Make any necessary changes and press **F10 - Save**.

### Section 1.6

## ESTIMATE SETUP

### HOW TO SETUP THE PRINTING OF ESTIMATES

1. Select “Estimate Setup” from the Setup menu located at the top of your screen. The “Estimate Setup” screen will be displayed.
2. Type in the requested information.

#### ESTIMATE SETUP

**Estimate Type:** At this time there are 13 choices. More types of estimates will be made available at a later date. You also have the option of designing your own estimate using the Report Designer. Refer to the Report Designer section of the help file.

**NOTE:** To view and change your estimate style, select “Invoice Style Preview” from the Setup menu located at the top of your screen. Use the arrow buttons to browse the different styles and once you have found the style that best suits your needs, press **Select**. However, this will change the style for your Invoice and Reprint as well, so if you wish the three to be different, use the Invoice Style Preview to browse the various styles, but then type in the different style number in the Estimate Type field.

Style 1 - Plain Paper (Description on 1st line; Qty, Price, Disc, Total on 2nd Line)

Style 2 - Preprinted Forms (Description on 1st line; Qty, Price, Disc, Total on 2nd Line)

Style 3 - Plain Paper (Description, Qty, Price, Disc, Total on same line)

Style 4 - Preprinted Forms (Description, Qty, Price, Disc, Total on same line)

Style 5 - Plain Paper (Shaded Service Estimate, Parts and Services are grouped individually)

Style 6 - Plain Paper (Description, Qty, Price, Disc, Total on same line; Shaded estimate header; Allows for shop logo to be added to top)

Style 7 - Plain Paper (Description, Qty, Price, Disc, Total on same line; Shaded estimate header)

Style 8 - Plain Paper (Same as Estimate 7 but has extended description – up to 1000 characters)

Style 9 - Plain Paper (Shaded Service Estimate with extended description – up to 1000 characters)

Style 10 - Plain Paper (Service Estimate with extended description – up to 1000 characters)

Style 11 - Plain Paper (This Estimate style helps meet certain guidelines of some states)

Style 12 - Plain Paper (Same as Estimate 8 but without shaded header)

Style 13 - Plain Paper (This Estimate style helps meet certain guidelines of some states)

Style 14 - Plain Paper (This Estimate style helps meet certain guidelines of some states)

Style 15 - Plain Paper (This Estimate style helps meet certain guidelines of some states)

**Retail Style Estimates do not display Auto Information.**

Retail Style 1 - Plain Paper (Description on 1st line; Qty, Price, Disc, Total on 2nd Line)

Retail Style 2 - Preprinted Forms (Description on 1st line; Qty, Price, Disc, Total on 2nd Line)

Retail Style 3 - Plain Paper (Description, Qty, Price, Disc, Total on same line)

Retail Style 4 - Preprinted Forms (Description, Qty, Price, Disc, Total on same line)

Retail Style 5 - Plain Paper (Shaded Service Estimate, Parts and Services are grouped individually)

Retail Style 6 - Plain Paper (Description, Qty, Price, Disc, Total on same line; Shaded estimate header; Allows for shop logo to be added to top)

Retail Style 7 - Plain Paper (Description, Qty, Price, Disc, Total on same line; Shaded estimate header)

Retail Style 8 - Plain Paper (Same as Estimate 7 but has extended description – up to 1000 characters)

Retail Style 9 - Plain Paper (Shaded Service Estimate with extended description – up to 1000 characters)

Retail Style 10 - Plain Paper (Service Estimate with extended description – up to 1000 characters)

Retail Style 11 - Plain Paper (This Estimate style helps meet certain guidelines of some states)

**Print Estimate Y/N:** You have the option of whether or not you want your estimates printed.

**Preview Estimate Y/N:** Change the "N" to a "Y" if you want to be able to preview the estimates on your screen before printing.

**Print Work Authorization:** Type "Y" if you want the work authorization that you type to be printed on the estimate. If you selected Estimate Style 2 or Estimate Style 4 (preprinted forms) in the Estimate Type field, and your preprinted forms already have the work authorization printed on them, you would want to select "N". If your preprinted forms do not have the work authorization printed on them, then you would select "Y" and the work authorization you type will be printed on the estimate.

**Part or Service Estimate P/S:** A Part Estimate lines up the parts and services according to how they are on the estimate. (Estimate styles 1, 2, 3, 4, 6, 7, 8, 11, 12 and 13 are part estimates.) A Service Estimate separates the parts on the top and services below. (Estimate styles 5, 9 and 10 are service estimates.)

**NOTE:** If you choose an Estimate Style that is a Part Estimate (1, 2, 3, 4, 6, 7, 8, 11, 12 or 13), you will need to type "P". If you choose an Estimate Style that is a Service Estimate (5, 9 or 10), you will need to type "S". Otherwise, your invoicing will not work correctly.

**Estimate Copies:** Type in the number of estimate copies you want printed.

**Print Notes on Estimate Y/N:** Type "Y" if you want to print notes on estimate. Type "N" if you do not.

**Estimate Message 1:** Type in a message you would like printed on your invoices. (ex. "Have a nice day!")

**Estimate Message 2:** You can type in a second message to be printed on your invoices.

**Estimate Work Authorization Type 1:** Type in your work authorization.

#### ESTIMATE SETUP 2

**Estimate Work Authorization Type 2:** If you selected Estimate Style 2 or Style 4, click on the Estimate Setup 2 tab and type in your work authorization.

#### RECEIPT PRINTER SETUP

**Receipt Printer Setup:** Please call Tech Support at 972-234-0375 for help with receipt printer setup.

3. After you have typed in the requested information, press **F10 – Save**.

## HOW TO UPDATE THE ESTIMATE SETUP

To edit the Estimate Setup, select “Estimate Setup” from the Setup menu located at the top of your screen. The “Estimate Setup” screen will be displayed. Make any necessary changes and press **F10 - Save**.

### Section 1.7

## REPRINT SETUP

### HOW TO SETUP THE REPRINTING OF INVOICES

You have the option to reprint your invoices in a different style than the original invoice. For example, if you selected preprinted invoices as the style to print invoices, you may want to select a plain paper type invoice for reprinting.

1. Select “Reprint Setup” from the Setup menu located at the top of your screen. The “Reprint Setup” screen will be displayed.
2. Type in the requested information.

#### REPRINT SETUP

**Reprint Type:** At this time there are 13 choices. More types of invoices will be made available at a later date. You also have the option of designing your own invoice using the Report Designer. Refer to the Report Designer section of the help file.

**NOTE:** To view and change your reprint style, select “Invoice Style Preview” from the Setup menu located at the top of your screen. Use the arrow buttons to browse the different styles and once you have found the style that best suits your needs, press **Select**. However, this will change the style for your Invoice and Estimate as well, so if you wish the three to be different, use the Invoice Style Preview to browse the various styles, but then manually type in the different style number in the Reprint Type field.

Style 1 - Plain Paper (Description on 1st line; Qty, Price, Disc, Total on 2nd Line)

Style 2 - Preprinted Forms (Description on 1st line; Qty, Price, Disc, Total on 2nd Line)

Style 3 - Plain Paper (Description, Qty, Price, Disc, Total on same line)

Style 4 - Preprinted Forms (Description, Qty, Price, Disc, Total on same line)

Style 5 - Plain Paper (Shaded Service Invoice, Parts and Services are grouped individually)

Style 6 - Plain Paper (Description, Qty, Price, Disc, Total on same line; Shaded invoice header; Allows for shop logo to be added to top)

Style 7 - Plain Paper (Description, Qty, Price, Disc, Total on same line; Shaded invoice header)

Style 8 - Plain Paper (Same as Invoice 7 but has extended description – up to 1000 characters)

Style 9 - Plain Paper (Shaded Service Invoice with extended description – up to 1000 characters)

Style 10 - Plain Paper (Service Invoice with extended description – up to 1000 characters)

Style 11 - Plain Paper (This Invoice style helps meet certain guidelines of some states)  
Style 12 - Plain Paper (Same as Invoice 8 but without shaded header)  
Style 13 - Plain Paper (This Invoice style helps meet certain guidelines of some states)  
Style 14 - Plain Paper (This Invoice style helps meet certain guidelines of some states)  
Style 15 - Plain Paper (This Invoice style helps meet certain guidelines of some states)

**Retail Style Invoices do not display Auto Information.**

Retail Style 1 - Plain Paper (Description on 1st line; Qty, Price, Disc, Total on 2nd Line)  
Retail Style 2 - Preprinted Forms (Description on 1st line; Qty, Price, Disc, Total on 2nd Line)  
Retail Style 3 - Plain Paper (Description, Qty, Price, Disc, Total on same line)  
Retail Style 4 - Preprinted Forms (Description, Qty, Price, Disc, Total on same line)  
Retail Style 5 - Plain Paper (Shaded Service Invoice; Parts and Services are grouped individually)  
Retail Style 6 - Plain Paper (Description, Qty, Price, Disc, Total on same line; Shaded invoice header; Allows for shop logo to be added to top)  
Retail Style 7 - Plain Paper (Description, Qty, Price, Disc, Total on same line; Shaded invoice header)  
Retail Style 8 - Plain Paper (Same as Invoice 7 but has extended description – up to 1000 characters)  
Retail Style 9 - Plain Paper (Shaded Service Invoice with extended description – up to 1000 characters)  
Retail Style 10 - Plain Paper (Service Invoice with extended description – up to 1000 characters)  
Retail Style 11 - Plain Paper (This Invoice style helps meet certain guidelines of some states)

**Print Credit Card Authorization Y/N:** If Credit Card Module is active, change the "N" to a "Y" and a credit card authorization will print on your reprints.

**Reprint Invoice Y/N:** You have the option of whether or not you want your invoices reprinted.

**Preview Reprint Y/N:** Change the "N" to a "Y" if you want to be able to preview the invoices on your screen before printing.

**Reprint Work Authorization Y/N:** Type "Y" if you want the work authorization to be printed on the invoice.

**Part or Service Reprint P/S:** A Part Invoice lines up the parts and services according to how they are on the invoice. (Invoice styles 1, 2, 3, 4, 6, 7, 8, 11, 12 and 13 are part invoices.) A Service Invoice separates the parts on the top and services below. (Invoice styles 5, 9 and 10 are service invoices.)

**NOTE:** If you choose an Invoice Style that is a Part Invoice (1, 2, 3, 4, 6, 7, 8, 11, 12 or 13), you will need to type "P". If you choose an Invoice Style that is a Service Invoice (5, 9 or 10), you will need to type "S". Otherwise, your invoicing will not work correctly.

**Reprint Invoice Copies:** Type in the number of invoice copies you want reprinted.

**Print Notes on Invoice Y/N:** Change the "N" to a "Y" if you want to print notes on invoices.

**Invoice Message 1:** This field is not available to be edited.

**Invoice Message 2:** This field is not available to be edited.

**Invoice Work Authorization Type 1:** This field is not available to be edited.

REPRINT SETUP 2

**Invoice Work Authorization Type 2:** This field is not available to be edited.

## RECEIPT PRINTER SETUP

**Receipt Printer Setup:** Please call Tech Support at 972-234-0375 for help with receipt printer setup.3. After you have typed in the requested information, press **F10 – Save**.

## **HOW TO UPDATE THE REPRINT SETUP**

To edit the Reprint Setup, select “Reprint Setup” from the Setup menu located at the top of your screen. The “Reprint Setup” screen will be displayed. Make any necessary changes and press **F10 - Save**.

## **Section 1.8**

### **ADVERTISING CODE SETUP**

#### **HOW TO SETUP ADVERTISING CODES**

1. Select “Advertising Code Setup” from the Setup menu located at the top of your screen. The “Browse the Advertising File” screen will be displayed.
2. Press **F8 – Add** and the “Adding an Advertising Record” screen will be displayed.
3. Type in the requested information.

**Code:** Type in a two character code you want to represent the method of advertising. The code will be used in the “Customer Checkout” box of the Invoice. (ex. "NP" for Newspaper)

**Description:** Type in a description of the code. (ex. "Newspaper")

4. Once the information has been entered, press **F10 - Save**. The advertising code you entered will now be displayed in the browse window.

#### **HOW TO UPDATE ADVERTISING CODES**

Select “Advertising Code Setup” from the Setup menu located at the top of your screen. The “Browse the Advertising File” screen will be displayed. Highlight the advertising code to be updated and press **F7 – Edit**. The “Changing an Advertising Record” screen will be displayed. Each field is available to be updated. Make the necessary changes and press **F10 - Save**.

#### **HOW TO DELETE AN ADVERTISING CODE**

Select “Advertising Code Setup” from the Setup menu located at the top of your screen. The “Browse the Advertising File” screen will be displayed. Highlight the advertising code to be deleted and press **F4 – Delete**. You will be asked to confirm your decision to delete the record. Press **OK** if you want the record deleted or press **Cancel** if you do not.

## Section 1.9

### CHECK SETUP

This allows you to align your checks properly for printing. The checks that are compatible with this program can be ordered from NEBS (1-800-328-5140). Order Check# LM260. To alter the alignment of words printed on your checks, select "Check Setup" from the Setup menu located at the top of your screen. The "Check Setup" screen will be displayed. Changing the number in the "Position From Top of Page" and "Position From Left of Page" changes where your printer starts printing on the check. Make the necessary changes and press **F10 – Save**.

### CASH DRAWER SETUP

1. Select "Cash Drawer Setup" from the Setup menu located at the top of the screen. The "Cash Drawer Setup" screen will be displayed.

2. Type in the requested information.

**Cash Register On Y/N:** Select "Y" if you want to activate the cash drawer and "N" if you do not.

**Com Port:** Select the port number.

**Baud Rate:** Select the baud rate.

**Parity:** Select the parity.

**Data Bits:** Select the data bits.

**Stop Bits:** Select the stop bits.

**Cash Drawer String:** Type in the program string that will operate your cash register.

**NOTE:** For the above settings, refer to the setup manual of your cash register.

3. To test if your cash drawer is opening with the settings you just entered, press the **Test** button. If your cash drawer does not open, refer again to your cash register manual, make any necessary changes to the above settings and then test again. If you are still having problems, please call Tech Support at 972-234-0375.

4. After you have typed in the requested information, press **F10 – Save**.

### POLE DISPLAY SETUP

1. Select "Pole Display Setup" from the Setup menu located at the top of the screen. The "Pole Display Setup" screen will be displayed.

2. Type in the requested information.

**Pole Display On Y/N:** Select "Y" if you want to activate the pole display and "N" if you do not.

**Com Port:** Select the port number.

**Baud Rate:** Select the baud rate.

**Parity:** Select the parity.

**Data Bits:** Select the data bits.

**Stop Bits:** Select the stop bits.

**Reset Display Command:** Type in the codes that will reset the display on your pole display.

**Clear Display Command:** Type in the codes that will clear the display on your pole display.

**Message Invoice Line 1:** Type in the message that will appear on the pole display between sales.

**Message Invoice Line 2:** Type in the message that will appear on the pole display between sales.

**Total Message:** This would normally be “TOTAL DUE” or “TOTAL”.

**NOTE:** Please call support at 972-234-0375 for the different commands to work with your pole display.

3. To test if your pole display is working properly with the settings you just entered, press the **Test** button. If your pole display does not work, refer again to your pole display manual, make any necessary changes to the above settings and then test again. If you are still having problems, please call Tech Support at 972-234-0375.
4. After you have typed in the requested information, press **F10 – Save**.

## APPOINTMENT SCHEDULE SETUP

1. Select “Appointment Schedule Setup” from the Setup menu located at the top of the screen. The “Appointment Schedule Setup” screen will be displayed.
2. Type in the requested information.
  - Schedule Start Time:** Select a start time for the daily schedules.
  - Schedule End Time:** Select an end time for the daily schedules.
  - Schedule Time Increment:** Select a time increment for the daily schedules.

**NOTE:** These settings will only take effect for new days that have not been created with a schedule.

3. After you have typed in the requested information, press **F10 – Save**.

## REMOTE PROGRAM SETUP

### HOW TO SETUP REMOTE PROGRAM BUTTONS

1. Select “Remote Program Setup” from the Setup menu located at the top of the screen. The “Remote Program Setup” screen will be displayed.
2. Type in the requested information.

**Button Text:** Type a short description of the program you would like to run.

**Program or Web Site:** You can choose to run a program on your computer or go to a website.

**Run Command:** Type in the command that runs the program or the web address for the web site. (When running a program this info can be found in the program’s shortcut.)

**Program Path:** Type in the path of where the program is run from. (This info can be found in the program’s shortcut.)

**Display Y/N:** Select “Yes” for the button to be displayed on the screen.

**NOTE:** These buttons can be added to various sections of the program. Select from the Main Menu, Payables, Inventory, Point of Sale, Estimate / Work Orders or Purchase Orders tabs located at the top of the “Remote Program Setup” screen and type in the above information. Up to three buttons can be added to each screen.

3. After you have typed in the requested information, press **F10 – Save**.

## REMINDER MESSAGE SETUP

1. Select “Reminder Message Setup” from the Setup menu located at the top of the screen. The “Reminder Message Setup” screen will be displayed.
2. Type in the requested information.

**Daily Checkout Reminder:** This will check to see if a Daily Checkout has been performed before starting a new day.

3. After you have typed in the requested information, press **F10 – Save**.

## PROGRAM THEME

### HOW TO CHANGE THE PROGRAM THEME

Select “Program Theme” from the Setup menu located at the top of your screen.

Select the new theme from the popup list.

**NOTE:** If you are running Windows Vista, you must use the "silver.sty" program theme. If you are running Windows XP, you may use either the "silver.sty" or the "default.sty" program theme.

## PIN PAD SETUP

1. Select “Pin Pad Setup” from the Setup menu located at the top of the screen. The “Pin Pad Setup” screen will be displayed.

2. Type in the requested information.

**Com Port:** Select the port number.

**Baud Rate:** Select the baud rate.

**Parity:** Select the parity.

**Data Bits:** Select the data bits.

**Stop Bits:** Select the stop bits.

**NOTE:** For the above settings, refer to the setup manual of your pin pad.

3. To test if your pin pad is working properly with the settings you just entered, press the **Test** button. If your pin pad does not work, refer again to your pin pad manual, make any necessary changes to the above settings and then test again. If you are still having problems, please call Tech Support at 972-234-0375.

4. After you have typed in the requested information, press **F10 – Save**.

## EMAIL SETUP

1. Select “Email Setup” from the Setup menu located at the top of the screen. The “Email Setup” screen will be displayed.

2. Type in the requested information for each tab.

### EMAIL SETUP

**SMTP Server:** Enter the SMTP server. Contact your email provider for settings.

**SMTP Port:** Enter the SMTP port number. Contact your email provider for settings.

**From:** Put your email address in this field.

**CC:** Most likely leave this field blank.

**BCC:** Most likely leave this field blank.

**Secure Email Always:** Leave unchecked. Consult with Tech Support with questions.

**Secure Email Start TLS:** Leave checked. Consult with Tech Support with questions.

**Username:** Type in your username for your email account.

**Password:** Type in your password for your email account.

**Certificate File:** Leave blank. Consult with Tech Support with questions.

**Private Key File:** Leave blank. Consult with Tech Support with questions.

**CARoot File:** Make sure default info is in field: .\CA\_Roots.pem

**Don't Verify Remote Certificate with CA Root:** Leave checked. Consult with Tech Support with questions.

**Don't Verify Remote Certificate Common Name:** Leave unchecked. Consult with Tech Support with questions.

### **EXTRA**

**Invoice Subject:** Invoice subject line text that will be included in every email.

**Invoice Number Y/N:** Add Invoice number at end of subject line.

**Invoice Text:** Type in text that will be included in every email.

**Estimate Text:** Estimate subject line text that will be included in every email.

**Estimate Number Y/N:** Add Estimate number at end of subject line.

**Estimate Text:** Type in text that will be included in every email.

**Email All Invoices Y/N:** Display popup option to email invoices.

**Statement Subject:** Statement subject line text that will be included in every email.

**Statement Text:** Type in text that will be included in every email.

3. After you have typed in the requested information, press **F10 – Save**.

## **Section 1.10**

### **SECURITY SETUP**

The Security Setup section allows you to select the sections of the program you want to be protected by password entry.

**WARNING:** Do not activate security until you have setup at least one User. Also, do not delete the default Users until you have setup at least one User. Otherwise, you will not be able to operate the program.

### **HOW TO ADD A USER ACCOUNT**

1. Press the **Security** button and the "User Editor" screen will be displayed.
2. Press the **Users** button and the "Users" screen will be displayed.
3. Press **F8 – Add** and the "Adding a User" screen will be displayed.
4. Type in the requested information.

**Last Name:** Type in the user's last name. If when logging on the person only wants to type in his initials instead of his complete name, put his initials in this field instead of his actual last name. The initials cannot contain a space between them.

**First Name:** This field is optional. However, whatever is entered into this field will need to be typed in when the person is logging on. For example, if you typed in "Smith" in the "Last Name" field and "Joe" in the "First Name" field, then whenever this person has to log on he will need to type "Joe Smith" in the "Username" field of the log-on box.

**Password:** Enter any password up to eight characters in length. This will be what is typed into the "Password" field of the log-on box.

**Areas:** This field cannot be edited.

5. The last thing to do is to grant or deny access to each of the areas of the program. You can grant or deny access to individual areas of the program by pressing the **Grant** or **Deny** buttons, or you can grant or deny access to all areas of the program by pressing the **Grant All** or **Deny All** buttons. To clear any mistakes press the **Clear** or **Clear All** buttons.
6. When you are finished, press **F10 – Save**.

## HOW TO UPDATE A USER ACCOUNT

1. Press the **Security** button and the “User Editor” screen will be displayed.
2. Press the **Users** button and the “Users” screen will be displayed.
3. Highlight the user account to be updated and then press **F7 – Edit**. The “Changing a User” screen will be displayed.
5. Make the necessary changes and press **F10 – Save**.

## HOW TO DELETE A USER ACCOUNT

1. Press the **Security** button and the “User Editor” screen will be displayed.
2. Press the **Users** button and the “Users” screen will be displayed.
3. Highlight the user account to be deleted and then press **F4 – Delete**. You will be asked to confirm your decision to delete the record. Press **OK** if you want the record deleted, press **Cancel** if you do not.

## HOW TO ACTIVATE SECURITY

1. Press the **Security** button and the “User Editor” screen will be displayed.
2. Press the **Setup** button and the “Security Setup” screen will be displayed.
3. Type in the requested information.
  - Security Y/N:** Change the "N" to a "Y" if you want the security to be activated.
  - Security Logging Y/N:** Change the "N" to a "Y" if you want a log kept of each person's activities.
4. After you have typed in the requested information, press **F10 – Save**.

## HOW TO VIEW A LOG OF USER ACTIVITY

A log can be kept that will provide an audit trail of user activity if the Security Logging was turned on. Press the **Security** button and the “User Editor” screen will be displayed. Press the **Log** button and a “Browsing Audit Trail” screen will be displayed. There are four combinations of how you can trace a user's activity – by Date, Procedure+Date, Procedure+Action+Date, and User+Date.

## Section 1.11

### SETTING UP THE ACCOUNTS RECEIVABLE

To setup the Accounts Receivable, refer to the Accounts Receivable section of the manual – Section 7.

### SETTING UP THE ACCOUNTS PAYABLE

To setup the Accounts Payable, refer to the Accounts Payable section of the manual – Section 8.

## **SETTING UP PAYROLL**

To setup the Payroll, refer to the Payroll section of the manual – Section 9.

## **SETTING UP THE GENERAL LEDGER**

To setup the General Ledger, refer to the General Ledger section of the manual – Section 10.

## **SETTING UP YOUR INVENTORY**

We suggest that you take the time to read through the Inventory section of the manual. Become familiar with the various “codes” that can be setup to make the program work for you. Two “codes” that need to be set up before you begin adding your inventory into the system is the Category Code and the Group Codes. The other “codes” can be added later. Refer to Section 3.7 in the Inventory section of the manual on how to setup the Category and Group codes.

You will need to add your entire inventory. Refer to the “Adding Inventory Records” (Section 3.2) in the Inventory section of the manual.

## **CUSTOMER ACCOUNT SETUP**

Refer to “Adding Customer Accounts” (Section 4.1) in the Customer section of the manual.

## **EMPLOYEE SETUP**

Refer to “Adding Employee Records” (Section 5.1) in the Employee section of the manual.

## SECTION 2

The **POINT OF SALE** section of the program allows you to prepare an estimate/invoice for a new customer or for a customer already in your database. Credit invoices can be prepared. Estimates can be saved and retrieved. Appointments can be made for customers and an appointment schedule can be printed. Select POINT OF SALE from the AUTO REPAIR BOSS MAIN MENU to begin.

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## Section 2.1

### PREPARING AN ESTIMATE/INVOICE FOR A NEW CUSTOMER

1. Press **F8 – Add** and the “Add Customer Account” screen will be displayed. Fill in the appropriate information for the customer. (For a detailed explanation on how to add a customer refer to Section 4.1, Customer Accounts.) Press **F10 – Save** and the new customer’s information will be saved. You will be taken back to the “Select Customer Account” screen with the new customer highlighted. Press ENTER and the customer’s information will be displayed on the estimate/invoice.
2. Next, press **F8 – Add** and the “Select Auto Record” screen will be displayed. Press **F8 – Add** again and the “Add Auto Record” screen will be displayed. Fill in the appropriate information regarding the customer’s vehicle. (Refer to Section 4.1, Customer Accounts, for detailed information.) Press **F10 – Save** and you will be taken back to the “Select Auto Record” screen with the customer’s vehicle highlighted. Press ENTER and the vehicle information will be displayed on the estimate/invoice.
3. Type in the part number for the job. You can also press **F6 – Search** to search for a part. (See note below regarding this function.) The program will fill in the “Description”, “On Hand”, “Price” and “Disc” fields with the information that was entered for that part in the Inventory section.
5. Type in the quantity used under the “Qty” column. A default quantity can be set up for the part. Refer to Section 3.2, Inventory, for more information.
6. If applicable, type in the discount percent under the “Disc” column. To have a discount always applied to the customer’s estimate/invoice, set up his account to show the percentage amount of the discount. Refer to Section 4.1, Customer Accounts, for more information.
7. The “Total” will automatically be calculated based on the part quantity and discount percent entered.
8. If you have a service code linked to the part number, press ENTER and it will automatically be inserted on the next line number. For example, if a “link” was established when the part RD52 was entered into the inventory the service code FBJ would appear on the next line after the part RD52 was entered on the estimate. Refer to Section 3.2, Inventory, for more information regarding “links”. You will need to type in a quantity amount and any applicable discount percentage for the service code so the program can figure out the total price.

**NOTE: F6 – Search** allows you to search using various methods.

You can search:

**F2 – BY PART NUMBER:** Selecting this method allows you to browse through your inventory by part number.

**F3 – BY SERVICE CODE:** Selecting this method allows you to browse through service codes that have been entered into the service code file.

**F4 – BY PRICE LIST NUMBER:** Selecting this method allows you to browse through parts from price lists you have imported.

**F5 – BY TIRE LOOKUP CODE:** Selecting this method allows you to browse through the tire codes that have been set up.

**F6 – BY KIT CODE:** Selecting this method allows you to browse through the kit codes that have been set up.

**F7 – BY GROUP:** Selecting this method allows you to browse through the group codes that have been set up.

**F8 – BY DESCRIPTION:** Selecting this method allows you to browse through the parts in your inventory by description.

**F9 – BY CATEGORY:** Selecting this method allows you to browse through the parts in your inventory by category code.

**F10 – BY VENDOR:** Selecting this method allows you to browse through the parts in your inventory by vendor.

**F11 – SYSTEM CATALOG:** Selecting this method allows you to browse through past jobs you have completed for specific makes and models of vehicles.

For more specific information regarding Service Codes, Price Lists, Tire Codes, Kit Codes, Group and Category setup refer to the Inventory section of the manual. For more specific information regarding the System Catalog, refer to Section 2.7.

Once you have completed the estimate/invoice you will notice that the Total has been calculated. The subtotal, tax and non-taxable amounts have also been calculated. For information on setting up your tax refer to Section 1.2, Tax Rate Setup.

9. The final step is to either save the information as an estimate or print the information as an invoice. Press **F5 – Estimate** to save as an estimate. The option is given to print the estimate. Once you have saved the estimate you will be returned to the “Adding an Estimate Record” screen. If, however, you are ready to print the estimate as an invoice, press **F9 – Invoice** and the “Customer Checkout” window will be displayed. Complete each field with the appropriate information. Pressing ENTER on blank fields will display a browse window from which you can select the desired information.

The screenshot shows a window titled "CUSTOMER CHECKOUT" with the following fields and buttons:

- Mechanic: GP [Search]
- Manager: SS [Search]
- How Paid: 3 [Search] Amt: 350.82 [Authorize]
- How Paid: [Search] Amt: 0.00 [Authorize]
- How Paid: [Search] Amt: 0.00 [Authorize]
- Check Number: [Text]
- P.O. Number: [Text]
- Mileage: 85854
- Advertisement: [Search]
- Amount Tendered: 0.00
- Change: 0.00
- F10 - Save
- Esc - Abort

**Mechanic:** Enter the employee code for the mechanic who performed the job or press ENTER for a browse window from which you can select the correct employee code.

**Manager:** Enter the employee code for the manager or press ENTER for a browse window from which you can select the correct employee code.

**How Paid:** Enter the method of payment or press ENTER and the “Browse the Payment Method File” screen will be displayed. The payment can be split into three different payment methods.

**Amt:** Amount paid with the payment method selected.

**Check Number:** Enter the number of the check the customer is paying with.

**P.O. Number:** Enter the Purchase Order Number.

**Mileage:** The mileage that was entered on the customer’s invoice will be displayed.

**Advertisement:** Type in the advertising code. See Section 1.8, Advertising Code Setup, for more information on advertising codes. If the “Force Advertising Entry” is turned on, the advertising code will be required. See Section 1.4, Program Defaults, for more information.

**Amount Tendered:** Enter the amount paid. (optional)

**Change:** The program will calculate the change due to the customer. The Amount Tendered would have to have been entered.

10. After completing the “Customer Checkout” box, press **F10 – Save** and the program will print the invoice.

**NOTE:** If code “6 – Charge” is selected as a method of payment and the customer does not already have an accounts receivable record set up, the program will automatically set one up for the customer.

## Section 2.2

### PREPARING AN ESTIMATE/INVOICE FOR AN EXISTING CUSTOMER

1. Press ENTER while the cursor is in the “Last Name” field and the “Select Customer Account” browse window will be displayed.

**NOTE:** There are many ways to cycle through your list of customer accounts. Use the UP and DOWN arrow keys to move the highlight bar one record at a time. Use the PAGE UP and PAGE DOWN keys to move the highlight bar a page at a time. Press CTRL+PAGE UP to be taken to the top of the list. Press CTRL+PAGE DOWN to be taken to the bottom of the list. You can type the customer’s last name in the **Last Name** search field located at the bottom left of the browse window. You can also type as little as the first letter of the customer’s last name to move the highlight bar to the last names beginning with that letter. You can also search by the customer’s home or work phone number by selecting the appropriate tab and typing the number in the search field.

Alternatively, you can press **F6 – Search** while the cursor is in the “Last Name” field and you will be allowed to search for a customer by Last Name, Home Phone, Work Phone, License Plate, VIN Number or View Phone Book. Type in the information for the selected field and press ENTER to locate the customer’s record.

2. Once the correct customer has been highlighted, press ENTER to have the customer’s information displayed on the “Adding an Estimate Record” screen.

**NOTE:** To edit any of the customer’s information you can press **F7 – Edit** from either the “Select Customer Account” browse window or after the customer has been selected and is displayed on the “Adding an Estimate Record” screen. For more information on how to update a customer’s account refer to Section 4.1, Customer Accounts.

3. The next section of the estimate/invoice to fill in is the Auto Information section. (Press ENTER again if you want to skip the auto information section and go directly to the Parts & Service section.) Press **F6 – Search** when the “License” field is blank and the “Select Auto Record” browse window will be displayed. Move the highlight bar using the UP and DOWN arrow keys to select the customer’s vehicle. Once the correct vehicle has been highlighted, press ENTER to have the vehicle information displayed on the “Adding an Estimate Record” screen.

**NOTE:** To edit the vehicle information you can press **F7 – Edit** from either the “Select Auto Record” browse window or after the vehicle has been selected and is displayed on the “Adding and Estimate Record” screen. **You will need to update the mileage field each time you work on a customer’s vehicle.**

4. The final section of the estimate/invoice is the Parts & Service section. Type in the part number and press ENTER. You can also search for a part number using the **F6 – Search** function. (See note below regarding **F6 – Search**.) The program will fill in the Description, On Hand, Price and Disc fields with the information that was entered for that part in Section 3.2, Inventory.

5. Type in the quantity used under the “Qty” column. A default quantity can be set up for the part. Refer to Section 3.2, Inventory, for more information.

6. If applicable, type in the discount percent under the “Disc” column. To have a discount always applied to the customer’s estimate/invoice set up his account to show the percentage amount of the discount. Refer to Section 4.1, Customer Accounts, for more information.

7. The “Total” will automatically be calculated based on the part quantity and discount percent entered.

8. If you have a service code linked to the part number, press ENTER and it will automatically be inserted on the next line number. For example, if a “link” was established when the part RD52 was entered into the inventory the service code FBJ would appear on the next line after the part RD52 was entered on the estimate. Refer to Section 3.2, Adding Inventory Records, for more information. You will need to type in a quantity amount and any applicable discount percentage for the service code so the program can figure the total price.

**NOTE: F6 – Search** allows you to search using various methods.

You can search by:

**F2 – BY PART NUMBER:** Selecting this method allows you to browse through your inventory by part number.

**F3 – BY SERVICE CODE:** Selecting this method allows you to browse through service codes that have been entered into the service code file.

**F4 – BY PRICE LIST NUMBER:** Selecting this method allows you to browse through parts from price lists you have imported.

**F5 – BY TIRE LOOKUP CODE:** Selecting this method allows you to browse through the tire codes that have been set up.

**F6 – BY KIT CODE:** Selecting this method allows you to browse through the kit codes that have been set up.

**F7 – BY GROUP:** Selecting this method allows you to browse through the group codes that have been set up.

**F8 – BY DESCRIPTION:** Selecting this method allows you to browse through the parts in your inventory by description.

**F9 – BY CATEGORY:** Selecting this method allows you to browse through the parts in your inventory by category code.

**F10 – BY VENDOR:** Selecting this method allows you to browse through the parts in your inventory by vendor.

**F11 – SYSTEM CATALOG:** Selecting this method allows you to browse through past jobs you have completed for specific makes and models of vehicles.

For more specific information regarding Service Codes, Price Lists, Tire Codes, Kit Codes, Group and Category setup refer to the Inventory section of the manual. For more specific information regarding the System Catalog, refer to Section 2.7.

Once you have completed the estimate/invoice you will notice that the Total has been calculated. The subtotal, tax and non-taxable amounts have also been calculated. For information on setting up your tax refer to Section 1.2, Tax Rate Setup.

9. The final step is to either save the information as an estimate or print the information as an invoice. Press **F5 – Estimate** to save as an estimate. The option is given to print the estimate. Once you have saved the estimate you will be returned to the “Adding an Estimate Record” screen. If, however, you are ready to print the estimate as an invoice, press **F9 – Invoice** and the “Customer Checkout” window will be displayed. Complete each field with the appropriate information. Pressing ENTER on blank fields will display a browse window from which you can select the desired information.

The screenshot shows a 'CUSTOMER CHECKOUT' window with the following fields and values:

- Mechanic: GP
- Manager: SS
- How Paid: 3, Amt: 350.82
- How Paid: , Amt: 0.00
- How Paid: , Amt: 0.00
- Check Number:
- P.O. Number:
- Mileage: 85854
- Advertisement:
- Amount Tendered: 0.00
- Change: 0.00

Buttons include 'Authorize' (three), 'F10 - Save', and 'Esc - Abort'.

**Mechanic:** Enter the employee code for the mechanic who performed the job or press ENTER for a browse window from which you can select the correct employee code.

**Manager:** Enter the employee code for the manager or press ENTER for a browse window from which you can select the correct employee code.

**How Paid:** Enter the method of payment or press ENTER and the “Browse the Payment Method File” screen will be displayed. The payment can be split into three different payment methods.

**Amt:** Amount paid with the payment method selected.

**Check Number:** Enter the number of the check the customer is paying with.

**P.O. Number:** Enter the Purchase Order Number.

**Mileage:** The mileage that was entered on the customer’s invoice will be displayed.

**Advertisement:** Type in the advertising code. See Section 1.8, Advertising Code Setup, for more information on advertising codes. If the “Force Advertising Entry” is turned on, the advertising code will be required. See Section 1.4, Program Defaults, for more information.

**Amount Tendered:** Enter the amount paid. (optional)

**Change:** The program will calculate the change due to the customer. The Amount Tendered would have to have been entered.

10. After completing the “Customer Checkout” box, press **F10 – Save** and the program will print the invoice.

**NOTE:** If code “6 – Charge” is selected as a method of payment and the customer does not already have an accounts receivable record set up, the program will automatically set one up for the customer.

## Section 2.3

### FUNCTION KEYS AVAILABLE

Functions can be selected by either using the mouse to point and click or by pressing the function key on the keyboard.

### FUNCTION KEYS AVAILABLE ON THE “ADDING AN ESTIMATE RECORD” SCREEN

Part/Service	Description	On Hand	Catg	Vendor	Book Time	Tax1	Tax2	Tax3	Tax4	Qty	Price	Disc	Total
B203	BFGOODRICH T/A P215/70SR15	4.00	TI	SAM	0.00	Y	Y	N	N	4.00	60.99	0	243.96
MT	MOUNT TIRE	0.00	TI	INHOUSE	0.00	Y	Y	N	N	4.00	3.00	0	12.00
BT	BALANCE TIRE	0.00	T	INHOUSE	0.00	Y	Y	N	N	4.00	6.00	0	24.00
VS	VALVE STEM	85.00	TI	P	0.00	Y	Y	N	N	4.00	1.99	0	7.96
RH	ROAD HAZARD WARRANTY	0.00	TI	INHOUSE	0.00	Y	Y	N	N	4.00	3.00	0	12.00
FPH30	OIL FILTER	12.00	O	W	0.00	Y	Y	N	N	1.00	3.95	0	3.95
OC	OIL CHANGE	0.00	O	INHOUSE	0.00	Y	Y	N	N	1.00	18.95	0	18.95
FCA326	AIR FILTER	6.00	T	W	0.00	Y	Y	N	N	1.00	8.95	0	8.95
		0.00			0.00					0.00	0.00	0	0.00
<b>Subtotal</b>					<b>329.77</b>	<b>Dallas Tax</b>	<b>23.91</b>	<b>Shop Fee</b>	<b>2.00</b>	<b>Total</b>	<b>356.68</b>		

**F2 – Sales:** Pressing F2 will display the “Daily Sales” screen.

**F3 – Outside Purchase:** Pressing F3 will allow you to add non-inventory items or outside purchases to the invoice.

**F4 – Delete:** Pressing F4 is only available while in the “Part#” section. It will allow you to delete an item from the estimate.

**F5 – Estimate:** Pressing F5 will allow you to save the information as an Estimate/Work Order.

**F6 – Search:** Pressing F6 will allow you to search for information. If the cursor is in the “Last Name” field and F6 is pressed, you will be allowed to search for customer information. If the cursor is in the “License” field and F6 is pressed you will be allowed to search for vehicle information. In the “Part#” section, pressing F6 will allow you to search for parts.

**F7 – Edit:** Pressing F7 will allow you to edit information. If the cursor is in any of the fields located in the “Customer” section, then pressing F7 will allow you to edit the customer information. If the cursor is in any of the fields located in the “Auto” section, then pressing F7 will allow you to edit the vehicle information. If the cursor is in the “Part#” section, then pressing F7 will allow you to edit the current line item.

**F8 – Add:** Allows you to add Customer, Auto and Inventory information. If the cursor is in any of the fields located in the “Customer” section, then pressing F8 will allow you to add a customer. If the cursor is in any of the fields located in the “Auto” section, then pressing F8 will allow you to add a vehicle. If the cursor is in the “Part#” section, then pressing F8 will allow you to add a part to your inventory.

**F9 – Invoice:** Pressing F9 will print the estimate as an invoice.

**F11 – Schedule:** Press F11 to schedule and view appointments.

**F12 – History or H:** Pressing F12 will allow you to view a particular customer’s history or allow you to view a history of all invoices. You must first have the customer’s name in the customer section to view a history for that customer or have the vehicle information in the auto section to view the history for that particular vehicle.

**Esc – Previous:** Pressing Esc will take you to the previous section of the estimate.

**Alt+F3 – Markup:** Pressing Alt+F3 will allow you to calculate a percentage markup for an item.

**Alt+F4 – Offsite Inventory:** Pressing Alt+F4 will allow you to check inventory at other store locations.

**Alt+F6 – Set Options:** Pressing Alt+F6 will allow you to set the “Time In” and “Time Out” fields and it will also allow you to choose the Mechanic and Manager as well as filling in the Mileage for the vehicle.

**Alt+R – Open Register:** Pressing Alt+R will open a cash register drawer.

**Alt+B – Customer Balance/Inquiry:** Pressing Alt+B will allow you to look at a customer’s receivable balance.

**Search Buttons:** Pressing the Search button will pop up a search window.

**+ Button:** Pressing the + button will add the Misc Part or Service to the estimate.

**- Button:** Pressing the - button will delete the Misc Part or Service from the estimate.

**Pencil Button:** Pressing the pencil button will edit the Misc Part or Service on the estimate.

**UP Button:** Pressing the UP button will move the highlighted line item up in the order.

**DN Button:** Pressing the DN button will move the highlighted line item down in the order.

**Notes Button:** Pressing the Notes button will allow you to add or edit Estimate/Work Order or Auto notes.

**Email Button:** Pressing the Email button will allow you to send an email to the customer.

**Text Button:** Pressing the Text button will allow you to send a text to the customer.

**Clipboard Button:** Pressing the Clipboard button will copy the field information to the windows clipboard for use in other programs.

**PO Button:** Pressing the PO button will allow you to create a PO from selected items on the invoice.

**Vendor Button:** Pressing the Vendor button will pop up the Vendor list.

**Fee Buttons 1 and 2:** Press the Fee Button will create a line on the Estimate/Invoice that will calculate a fee based on the subtotal of the Estimate/Invoice. (This fee is calculated at the time you press the fee button. It will not be updated if you add more items to the Estimate/Invoice screen.) You can quickly add an extra fee or discount to the Estimate/Invoice by using this feature.

## FUNCTION KEYS AVAILABLE ON THE ESTIMATE / WORK ORDERS SCREEN

**Queries:** From this drop down menu, choose a Query/Filter to view only estimates, work orders or completed work orders. You can also create a custom Query/Filter your estimate/work orders for easier viewing (i.e. by date, name, etc.).

**Email:** Select this function to email directly from the program. This will allow you to quickly send an estimate or invoice to a customer.

**Text:** Select this function to Text directly from the program. This will allow you to quickly send a text message to a customer.

**F8 – Add:** Press F8 to add new Estimate/Work Orders.

**F7 – Edit:** Press F7 to edit an existing Estimate/Work Order.

**F4 – Delete:** Press F4 to delete an existing Estimate/Work Order.

**Copy:** Select this function to copy an estimate/work order. Allows for creation of default estimates for regular repairs.

**PDF:** Select this function to create an Invoice or Estimate .pdf file that can then be emailed to customers.

**Time Clock:** Select this function for employees to clock in and clock out for work.

**Status:** Select this function to change from Estimate, Work Order, or Completed. “Estimate” would be used when pricing out the job. “Work Order” is used when you want the parts to be pulled out of your inventory because you are working on the job. And “Completed” would be used when the job has been completed; therefore, it is ready to be invoiced.

**Statement:** Select this function to print a statement after receiving payment from a customer.

**Status Report:** Select this function to print a status report of Estimate/Work Orders.

**Payment on Account:** Select this function to apply a payment to a customer’s account. See Section 7.4, Payments, for more information on how to apply a payment to a customer’s account.

**F11 – Schedule:** Press F11 to schedule and view appointments.

**Esc – Quit:** Press Esc to exit the Estimate/Work Order screen.

## Section 2.4

### HOW TO SPLIT AN INVOICE BETWEEN EMPLOYEES

When you are ready to print the invoice, before pressing **F9 – Invoice** to print, highlight the line you want credited to a particular employee. Press **F7 – Edit** on the line item that you would like to assign to an employee and fill in the “Employee Code” field. The selected employee will be credited for that particular part of the invoice. After the employee has been credited with his part of the invoice, press **F9 – Invoice** to print the invoice. The “Customer Checkout” box will be displayed. In the “Mechanic” field enter the code for the employee who is to receive credit for all other lines of the invoice. The sale will then be “split” between the two employees. Each employee’s record will be updated to reflect the sale.

Should the invoice need to be split between more than two employees, continue to edit the line items on the invoice and choose the correct employee for each line. The last employee to be credited for part of the sale should have his code inputted into the “Mechanic” field of the “Customer Checkout” box.

### CREATING A CREDIT INVOICE

You would need to create a credit invoice in the event an error was discovered on a completed invoice that had already been printed or when issuing a refund.

### HOW TO CREATE A CREDIT INVOICE

1. Recreate the invoice using the information from the completed invoice. However, put in a negative (-) quantity instead of a positive. This will make the quantity used a negative and the dollar amounts when calculated will also be negative (or a credit amount).
2. Once the invoice has been recreated (except that the quantity is negative), press **F9 – Invoice** to have the credit invoice printed. All records will be updated to reflect the credit. That is, the part will be placed back in inventory, if the type of payment method selected was charge the customer’s account will be credited, and so on.

**NOTE:** If you have set up the program to have a fee calculated on each invoice, the fee will not be credited if you set the fee up to have a minimum amount.

## Section 2.5

### RETRIEVING A SAVED ESTIMATE

1. After selecting **POINT OF SALE** from the AUTO REPAIR BOSS MAIN MENU the “Estimate/Work Order” screen will be displayed. All saved estimates will be listed on this screen. (Unless the “Rapid Invoice Mode” is activated – then you will be taken directly to the “Adding an Estimate Record” screen. You would then need to close the “Adding an Estimate Record” screen by clicking on the “X” in the upper right hand corner or by pressing ESC.)
2. Either move the highlight bar to the desired estimate or type in the estimate number that you want to retrieve in the “Estimate” search field located in the lower left of the “Estimate/Work Orders” screen. Press **F7 – Edit** to open the selected estimate. The program will display the estimate on the screen.
3. You can now edit the estimate and/or print as an invoice. If necessary, you can also re-save the estimate by pressing **F5 – Estimate**.

## DELETING A SAVED ESTIMATE

1. After selecting **POINT OF SALE** from the AUTO REPAIR BOSS MAIN MENU the “Estimate/Work Order” screen will be displayed. All saved estimates will be listed on this screen. (Unless the “Rapid Invoice Mode” is activated – then you will be taken directly to the “Adding an Estimate Record” screen. You would then need to close the “Adding an Estimate Record” screen by clicking on the “X” in the upper right hand corner or by pressing ESC.)
2. Either move the highlight bar to the desired estimate or type in the estimate number that you want to delete in the “Estimate” search field located in the lower left of the “Estimate/Work Orders” screen.
3. Press **F4 – Delete** to have the estimate deleted. You will be asked to confirm if you want this estimate deleted. Press **OK** if you do or **Cancel** if you do not.

## Section 2.6

### HOW TO USE THE APPOINTMENT SCHEDULE

#### ADDING AN APPOINTMENT

1. Pressing **F11 – Schedule** on either the “Estimate/Work Orders” or the “Adding an Estimate Record” screen will display to display the current day’s schedule.
2. Select the Employee and time of day for the appointment. Press the **Add** button. If you already have a customer entered on the “Adding an Estimate Record” screen or have a particular estimate highlighted on the “Estimate/Work Orders” screen, you will be asked if you would like to schedule the current customer. Pressing **Yes** will pull the information from the customer’s account and will fill in the appropriate fields on the “Adding an Appointment Record” screen. Press **No** and all fields will be left blank.
3. Type in the requested information or press the **Retrieve Current Customer** button to retrieve current customer’s information.

**Time Start:** Select the start time for the appointment.

**Time End:** Select the end time for the appointment.

**Date:** Select the date the appointment is to be scheduled.

**Estimate Number:** If you’d like to reference a particular estimate for this appointment, enter it here.

**Appt. Type:** The reason for the appointment.

**Last Name:** Enter the customer’s last name.

**License:** License plate of vehicle.

**Notes:** Add any additional notes you might have.

3. After entering the requested information press **F10 – Save**.

#### EDITING OR DELETING AN APPOINTMENT

Pressing **F11 – Schedule** on either the “Estimate/Work Orders” or the “Adding an Estimate Record” screen will display the current day’s scheduler.

If you need to update a particular appointment, highlight it and press the **Edit** button. The “Changing an Appointment Record” screen will be displayed. Make the necessary changes and then press **F10 – Save**.

If you need to delete a particular appointment, highlight it and press the **Delete** button. The appointment will be deleted.

You can move an appointment by selecting the appointment time that needs to be moved and then press the **Move** button. Select the new appointment time and press the **Paste** button and the appointment will

be moved to the new time. You can also use the mouse to drag and drop the appointment to the new time.

You can copy an appointment by selecting the appointment time that needs to be copied and then press the **Copy** button. Select the new appointment time and press the **Paste** button and the appointment will be copied to the new time.

## **PRINTING A DAY'S SCHEDULE**

To print a particular day's appointments, select the day from the monthly calendar by clicking on it. The "Browse the Appointment File" screen will be displayed. Press **F9 – Print** and the day's appointments will be printed.

## **Section 2.7**

### **SYSTEM CATALOG**

The System Catalog is a unique feature of the Auto Repair Boss program. The purpose of the System Catalog is to build a database of parts and services that were used for a particular make and model of vehicle. This information can then be retrieved to help you prepare a future estimate quicker.

The System Catalog is automatically built. Items are automatically stored after each invoice is printed. Items are saved according to year, make, model, cylinder and motor size of vehicle.

The System Catalog is only used while creating an estimate/invoice.

1. Complete the customer and vehicle information of the estimate invoice.
2. Press **F6 – Search** when the cursor is located in the Parts section. The "Part Number Search" box will be displayed.
3. Press **F11 – System Catalog**. The "Browse the Catalog Database" screen will be displayed. Select the particular vehicle that matches your customer's vehicle. (Use the PAGE UP, PAGE DOWN, and the UP and DOWN arrow keys to help you select the desired vehicle.)
4. A list of all items that have ever been used for this particular type of vehicle will be listed. At this point you need to type in the quantity of each item you will use for this customer's job. Use your UP and DOWN arrow keys to move from one line to the next.
5. After the quantity has been typed in for each item that you want to use, press **F10 – Retrieve**. You will be asked if you want to update to current prices. Answer either **Yes** or **No**.
6. The items will be placed on your current customer's invoice.

## SECTION 3

Selecting **INVENTORY** from the AUTO REPAIR BOSS MAIN MENU allows you to maintain your inventory records.

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## Section 3.1

### INTRODUCTION TO THE INVENTORY SECTION

The INVENTORY section is where you manage your inventory; when first setting up your program you will enter your inventory here. Once your inventory has been set up, you can add those occasional parts to your inventory from the estimate/invoice section.

When setting up your inventory you can assemble “kits” that allow you to assign a kit code that represents all the parts needed for a particular job. For example, you could set up a kit for dual jobs. When filling out an estimate/invoice for a customer you would only have to type in the kit code for the dual job rather than each part and/or service needed to complete the dual job.

For those who inventory tires, Tire Lookup Codes can be set up to group tires. For example, all the 13” tires can be grouped under one Tire Lookup Code. This makes finding the exact tire you need for the job much easier.

Part numbers can be “linked” to service codes. Typically when a brake job is done the part is listed as well as the labor for the brake job. Therefore, the brake pad can be linked to a “service code” for the labor and when the brake part is typed onto the estimate/invoice the linked service code for the labor will automatically be placed onto the estimate/invoice.

From the INVENTORY section you will be able to reorder your inventory as well as receive shipments. With the Global Inventory Price Change you can change the price of your entire inventory with the push of one button.

You can also import vendor price sheets. These parts will not become part of your inventory but the part information will be available to help you price out jobs.

## Section 3.2

### INVENTORY

#### ADDING INVENTORY RECORDS

1. Either select “Add & Update Inventory Records” from the Inventory menu located at the top of your screen or press the **Inventory** button. The “Browse the Inventory File” screen will be displayed.
2. Press **F8 - Add** and the “Adding an Inventory Record” screen will be displayed.
3. Included on the “Adding an Inventory Record” screen are three tabs: INVENTORY, EXTRA and STATISTICS. Type in the requested information for each tab.

#### INVENTORY

**Part Number:** Type the part number. We recommend you add a prefix code to your part number. For example: Adding a “R” in front of the brake part number D52 lets you know that RD52 is a Raybestos© brake pad. (Parts from the same vendor should have the same prefix.) If the part number that is being added to inventory is already in the Price Sheet database, info will be automatically transferred to the inventory database without you having to type in all the info.

**Short Description:** Type a description of the part. Limited to 66 characters. Select the EXTRA tab and you can add a Longer Description.

**Category:** Type the category code that corresponds to this part number. For example: Part# RD52 is a brake part. The letter B was the code for brakes that was established in Section 3.7, Inventory Setup – “How to Add & Update Category Codes”. Therefore, “B” would be the category code. To view the “Category Code” browse window, press ENTER while the field is blank.

**Cost or Price F:** Type in the amount that you pay for the part.

**List or Price A:** Type in the amount that you want the part to sell for. If you desire a multi-level pricing you must first set up the category and activate the multi-level pricing. (The multi-level pricing is activated in Section 3.7, Inventory Setup – “How to Add & Update Category Codes”.) There are six different price levels available with “F” (Cost) being the lowest price level and “A” (List) being the highest.

**Minimum Level:** Type the lowest level that you will allow the part number to get before the program puts the part number on the reorder list.

**Normal Quantity:** Type the normal quantity that you want to stock. (When the program adds the part to the reorder list it will order up to the normal quantity. For example: If the minimum level of part RD52 was 16 and the normal quantity was 24, the program would add the part to the reorder list when the quantity on hand reached 16 and would order 8 more of this part number to bring your inventory up to its normal quantity.)

**Quantity on Hand:** Type the quantity that is presently in stock.

**Vendor:** Type the vendor name/code. To view the Vendor Code browse window press ENTER while the field is blank. If you need to add a new vendor press **F8 – Add**. The “Vendor Maintenance Form” will be displayed. Enter the requested information.

**NOTE:** The vendor code is used to identify the vendor. It could be the first initial of the vendor's name or some other variation.

**Barcode (Y/N):** Type “Y” if you would like barcode labels printed for this part when printing barcode labels.

**Last Cost:** This field will automatically update with the last cost for this part when received through the Purchase Order system.

**Group:** Type the group code that corresponds to this part number. A group code is similar to a category code, however the group code is a more specific classification of the part. For example, a muffler could have the “category” of “E” for exhaust, but a more specific “group” code of “Muff” could be assigned to the part number. The group code would be useful when you desire to access inventory items by group code. See Section 3.7, Inventory Setup – “How to Add & Update Group Codes”, for more information on Group Code setup.

**Last Received:** This field will automatically update when receiving through the Purchase Order system.

**Last Sale:** This field will automatically update with the last sales date on record.

**Taxable1 (Y/N):** Most parts are taxed; therefore, this field is automatically setup to tax the part on an invoice. However, if the part is never to be taxed, change the “Y” to “N”.

**Taxable2 (Y/N):** If you are required to charge more than one tax you would need to change the “N” to “Y” to have the other taxes added.

**Taxable3 (Y/N):** If you are required to charge three taxes you would need to change the “N” to “Y” to have the third tax added.

**Taxable4 (Y/N):** If you are required to charge four taxes you would need to change the “N” to “Y” to have the fourth tax added.

**NOTE:** The tax rates used to tax the part are determined by the individual tax rates set up for a particular customer. Refer to Section 4.1, Customer Accounts, for more information on individual customer tax rates.

**Link:** If applicable type the service code or additional part number that should be linked with this part. For example, the part RD52 is used when doing a Front Brake Job. If the service code for the Front Brake Job was setup to be FBJ you would type FBJ in the link field. Every time the part number RD52 is typed on an invoice the program will automatically pull up the service code FBJ along with the labor explanation and cost related to the service and put it on the invoice. (See Section 3.3, Service Codes, for more information regarding service codes.)

**NOTE:** A "link" can be a very efficient and time saving tool. It was designed to shorten the time it takes to write estimate/invoices. Linking the labor performed with the major part number used in a job saves time when preparing the estimate/invoice. Also, you can link part numbers to other part numbers or service codes with other service codes. For example, if you sell a tire you could link the service code for mounting the tire to the tire part number itself and link the service code for balancing the tire to the mounting service code. Once you experiment with this feature you will appreciate its benefits.

**Be careful not to link a part number or service code to itself.**

**On Hold:** Indicates how many of this item are "on hold" for a particular estimate/work order.

**On Order:** Not used at this time. Please refer to open Purchase Orders for "On Order" parts.

**Labor:** Some parts may have a standard labor amount that is charged. Type in the amount that you want charged as labor every time this part is used on the invoice. You must have first set up a "Default Service Code" in the "Program Defaults" section. Refer to Section 1.4, Program Defaults, for more information.

**F.E.T.:** Enter the Federal Excise Tax for Tires.

**Core:** Type in the core value of the part if applicable.

**Incl. Core on Invoice (Y/N):** If "Y", then the core will be included on the Invoice.

**Default Sales Qty:** Type in the default quantity to be sold. The quantity to be sold will automatically be inserted into the "Qty" field of the Estimate/Invoice.

**Pop:** Type in the popularity code if applicable.

**Sales Account:** Type in the General Ledger sales account number for this item. (ex: 4010)

**Sales Department:** Type in the General Ledger sales department number for this item.

## **EXTRA**

**Beginning Sale Date:** Type in the date you would like for this part to go on sale.

**Ending Sale Date:** Type in the date you would like for this part to go off sale.

**Sale Price:** Type in the amount you would like this part to sell for during the sale.

**Location:** Type in the inventory location.

**Bin:** Type in the inventory bin number.

**Kit Code:** Type in a kit code that you would like to assign to this part number. When preparing an Estimate/Invoice, only the part number will display on the Estimate/Invoice. However, when you invoice the customer, all part numbers assigned to the Kit will be subtracted from your inventory.

**Use Kit Cost (Y/N):** If "Y", the kit cost (total cost of all items included in the kit) will be used instead of the part cost.

**Long Description:** If you need more than 66 characters for the part description type in the rest of the part description here.

## **STATISTICS**

This section lists the sales for this part by month, this year, and last year.

4. After you have finished entering the information for the part press **F10 – Save**.

**NOTE:** Some part numbers have the same information. (i.e. same description, same category, etc.) It is possible to copy this information to a new part number by highlighting the part to be copied on the “Browse the Inventory File” and then pressing the **Copy** button. The “Adding an Inventory Record” screen will open with all the fields populated with the copied information, giving you the opportunity to change only what is necessary for the new part, such as the part number.

## UPDATING INVENTORY RECORDS

1. Either select “Add & Update Inventory Records” from the Inventory menu located at the top of your screen or press the **Inventory** button. The “Browse the Inventory File” screen will be displayed.

To update a part in your inventory, first locate the particular part that is to be updated. You can browse through your inventory by part number, description, vendor, category, or group. After deciding which method you want to use to locate the part number, you can either scroll through the parts using the UP and DOWN arrow keys, use the PAGE UP and PAGE DOWN keys to move through your inventory page by page or you can also use the search field located at the bottom left hand corner of the browse window. When browsing by Part Number, you can type in a part number or even part of a part number and press ENTER and you will be taken to the closest match in your inventory. When browsing by description, type in all or part of a description, press ENTER and you will be taken to the closest match in your inventory. Use the same method for the Vendor, Category and Group browse windows.

2. After locating the part number press **F7 – Edit**. The “Changing an Inventory Record” screen will be displayed. All of the fields may be edited.
3. Make the necessary changes and press **F10 – Save**. You will then be returned to the “Browse the Inventory File” screen.

**NOTE:** The sales statistics for each part are located on the “Changing an Inventory Record” screen. Select the Statistics tab to view. These fields cannot be edited.

## DELETING A PART FROM INVENTORY

1. Either select “Add & Update Inventory Records” from the Inventory menu located at the top of your screen or press the **Inventory** button. The “Browse the Inventory File” screen will be displayed.

To delete a part in your inventory, first locate the particular part that is to be deleted. You can browse through your inventory by part number, description, vendor, category, or group. After deciding which method you want to use to locate the part number, you can either scroll through the parts using the UP and DOWN arrow keys, use the PAGE-UP and PAGE-DOWN keys to move through your inventory page by page or you can also use the search field located at the bottom left hand corner of the browse window. When browsing by Part Number, you can type in a part number or even part of a part number and press ENTER and you will be taken to the closest match in your inventory. When browsing by description, type in all or part of a description, press ENTER and you will be taken to the closest match in your inventory. Use the same method for the Vendor, Category and Group browse windows.

2. Once the part has been located press **F4 – Delete**. You will be asked to confirm the fact that you want this record deleted. Select **OK** if you do, or **Cancel** if you don't.

## PRINTING AN INVENTORY LIST

1. Select “Inventory List” from the Inventory menu located at the top of your screen. The “Inventory Selection” screen will be displayed. You are given five different ways to print an inventory list:

BY VENDOR  
BY PART NUMBER  
BY CATEGORY  
BY DESCRIPTION  
BY GROUP

2. Select the type of inventory list you desire and then select the range you want included on the list. Do this by pressing ENTER in the "Beginning" and "Ending" fields to have a browse window opened. Make your selection and then press ENTER.
3. Once the desired range has been selected, press **F10 – Start**. The list will be generated and a preview will be displayed.

**NOTE:** When reviewing the inventory list you may think that some of the part numbers are out of order, but they are not. The following is an example of how computers arrange numbers:

1  
10  
100  
1000  
2  
20  
200  
2000  
and so on.

Therefore, part number RD52 would be listed after part number RD120.

4. Press the printer icon in the upper left of the preview screen to have your list printed.

### EXPLANATION OF INVENTORY LIST

**Part Number:** Part numbers requested.

**Description:** The description column is a description of the part.

**On Hand:** The On Hand column is the amount of the part you presently have in inventory.

**Net:** The Net column is the net price of the part.

**List:** The List column is the list or selling price of the part.

**MU:** The MU column is the markup you receive on this part.

**1Qtr:** First quarter sales statistics for the part.

**2Qtr:** Second quarter sales statistics for the part.

**3Qtr:** Third quarter sales statistics for the part.

**4Qtr:** Fourth quarter sales statistics for the part.

**Year:** Current year sales statistics for the part.

**Lst Y:** Last year sales statistics for the part.

This format is the same regardless of which method you choose to print the inventory list.

### PRINTING AN INVENTORY COUNT SHEET

1. Select "Inventory Count" from the Inventory menu located at the top of your screen. The "Inventory Selection" screen will be displayed. You are given five different ways to print an inventory list:

BY VENDOR  
BY PART NUMBER  
BY CATEGORY  
BY DESCRIPTION  
BY GROUP

2. Select the type of Inventory Count Sheet you desire and then select the range you want included on the list. Do this by pressing ENTER in the “Beginning” and “Ending” fields to have a browse window opened. Make your selection and then press ENTER.
3. Once the desired range has been selected, press **F10 – Start**. The list will be generated and a preview will be displayed.

**NOTE:** When reviewing the inventory list you may think that some of the part numbers are out of order, but they are not. The following is an example of how computers arrange numbers:

1  
10  
100  
1000  
2  
20  
200  
2000  
and so on.

Therefore, part number RD52 would be listed after part number RD120.

4. Press the printer icon in the upper left of the preview screen to have your list printed.

### EXPLANATION OF INVENTORY COUNT PRINT OUT

**Part Number:** Part numbers requested.

**On Hand:** The On Hand column is the amount of the part you presently have in inventory.

**Count:** The Count column is where you put the actual amount of the part that you physically counted.

**Description:** The description column is a description of the part.

**Vendor:** The Vendor column displays the vendor name/code from which the part is purchased.

**Remarks:** The Remarks column is for you to make any comments that are necessary.

This format is the same regardless of which method you choose to print the inventory count sheet.

### HOW TO REORDER INVENTORY

1. Select “Reorder Inventory” from the Inventory menu located at the top of your screen. The “Inventory Selection” screen will be displayed. You are given five different ways to print an inventory list:

BY VENDOR  
BY PART NUMBER  
BY CATEGORY  
BY DESCRIPTION  
BY GROUP

2. Select the method of how you want to reorder your inventory and then select the range you want included on the list. Do this by pressing ENTER in the “Beginning” and “Ending” fields to have a browse window opened. Make your selection and then press ENTER.
3. Once the desired range has been selected, press **F10 – Start**. An Inventory Reorder List will be generated and a preview will be displayed. The program determines which items to reorder based on the “Minimum Level” that was set when you originally entered the item into your inventory.

**NOTE:** When reviewing the inventory list you may think that some of the part numbers are out of order, but they are not. The following is an example of how computers arrange numbers:

1  
10  
100  
1000  
2  
20  
200  
2000  
and so on.

Therefore, part number RD52 would be listed after part number RD120.

4. Press the printer icon in the upper left of the preview screen to have your list printed.
5. After the reorder list is printed you will be asked: "Would You Like to Create a Purchase Order?" The purchase order is necessary when receiving the inventory order therefore it is advisable to answer "Yes".

### **EXPLANATION OF REORDER INVENTORY PRINT OUT**

**Order:** The order column is the amount of the part number that needs to be reordered.

**Part Number:** The part number column is the part number that is to be reordered.

**Description:** The description column is a description of the part.

**On Hand:** The On Hand column is the amount of the part you presently have in inventory.

**Net:** The Net column is the net price of the part.

**1Qtr:** First quarter sales statistics for the part.

**2Qtr:** Second quarter sales statistics for the part.

**3Qtr:** Third quarter sales statistics for the part.

**4Qtr:** Fourth quarter sales statistics for the part.

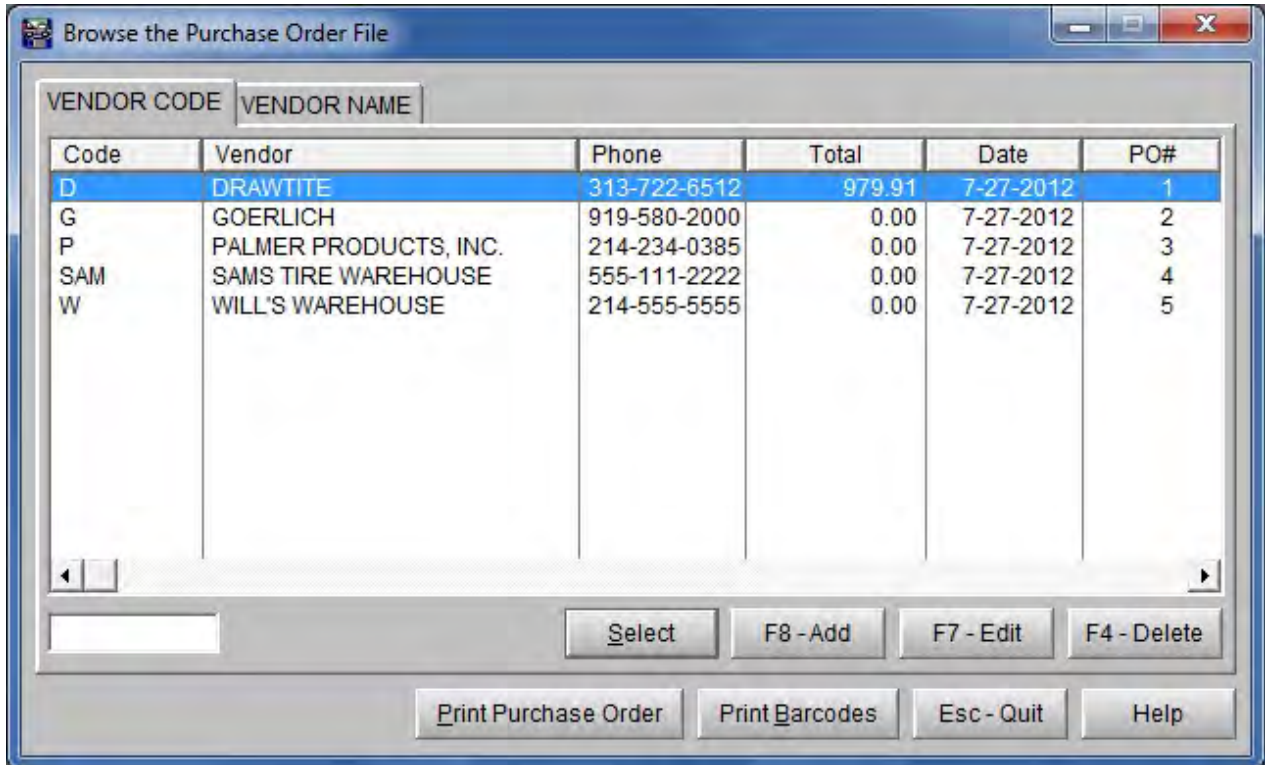
**Year:** Current year sales statistics for the part.

**Lst Y:** Last year sales statistics for the part.

This format is the same regardless of which method you choose to reorder by.

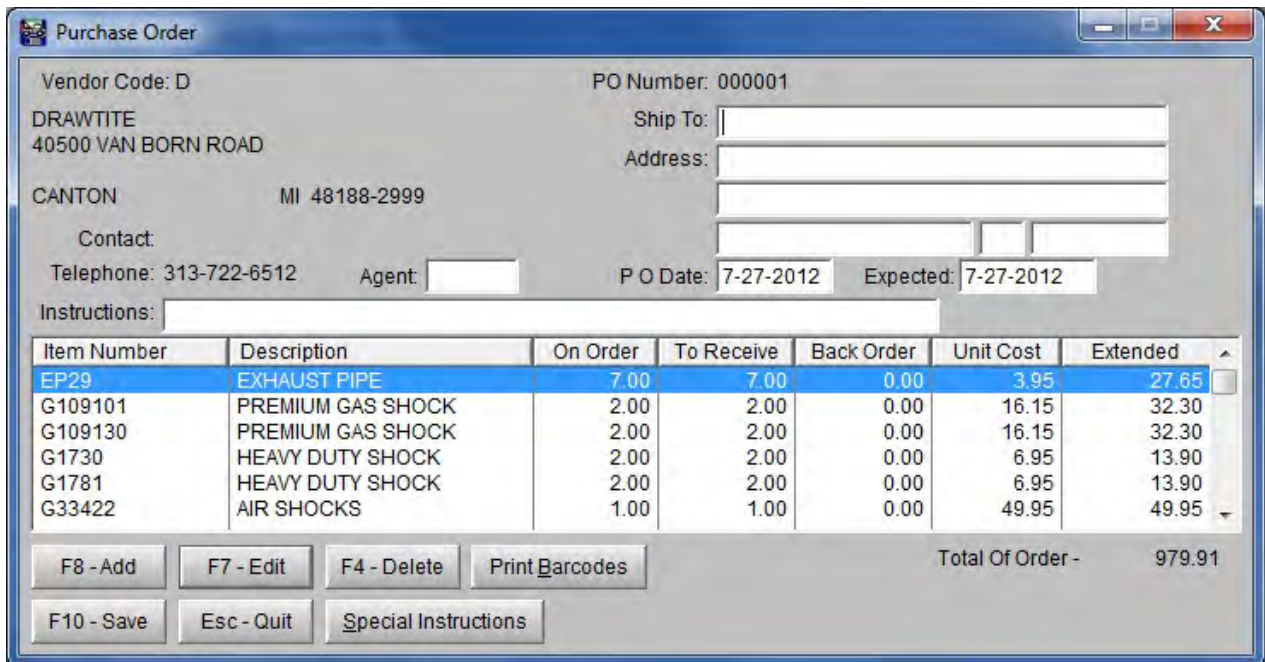
### **HOW TO RECEIVE AN INVENTORY ORDER**

1. Select "Receive Inventory/Purchase Orders" from the Inventory menu located at the top of your screen. You will be taken to the Purchase Order section of the program.
2. Press the **Receive Order** button. The "Browse the Purchase Order File" screen will be displayed. This screen lists all purchase orders that have been previously created when reordering inventory.



**NOTE:** If when you reordered your inventory you did not create a purchase order, you will need to first go back and create one. See “How to Manually Create a Purchase Order”.

3. Most inventory shipments are not complete so before you can receive the inventory you will need to adjust the purchase order. From the “Browse the Purchase Order File” screen select the purchase order that needs adjusting by highlighting it. Next, press **F7 – Edit**. The selected purchase order will be displayed.



4. Highlight the line of the purchase order that needs to be adjusted. Press **F7 – Edit** and the “Record will be Changed” screen will be displayed.

Record will be Changed

P O Number: 000001

Purchase Type:  Inventory  Outside Purchase

Item Number: EP29

Description: EXHAUST PIPE

On Order: 7.00 To Receive: 7.00 Back Order: 0.00

Unit Cost: 3.95 Barcode Y/N: Y

Discount: 0.00 On Hand: 18.00

Total: 27.65

F10 - Save Esc - Abort F7 - Edit Inventory

5. Use the **Tab** key to move the cursor to the line that needs adjusting. Once the adjustment has been made, press **F10 – Save** and the record will be changed. If need be, adjust other line items on the purchase order.
6. Press **F8 – Add** if you need to add a line item to the purchase order.
7. Press **F4 – Delete** if you need to delete a line item from the purchase order.
8. After all adjustments have been made, press **F10 – Save**. You will be returned to the “Browse the Purchase Order File” screen. Now you are ready to receive the inventory and have it added to your inventory database.
9. Select the purchase order that is ready to be received by highlighting the line. Press the ENTER key or the **Select** button and the “Inventory to Receive” screen will be displayed.

Inventory to Receive

Purchase Order 000001

Vendor Name DRAWTITE

Item Number	Description	Ordered	Received	Back Order
EP29	EXHAUST PIPE	7.00	7.00	0.00
G109101	PREMIUM GAS SHOCK	2.00	2.00	0.00
G109130	PREMIUM GAS SHOCK	2.00	2.00	0.00
G1730	HEAVY DUTY SHOCK	2.00	2.00	0.00
G1781	HEAVY DUTY SHOCK	2.00	2.00	0.00
G33422	AIR SHOCKS	1.00	1.00	0.00
G6533	MUFFLER	3.00	3.00	0.00
G6535	MUFFLER	2.00	2.00	0.00
G6537	MUFFLER	1.00	1.00	0.00
G6542	MUFFLER	1.00	1.00	0.00
G6544	MUFFLER	2.00	2.00	0.00

Create Payable Invoice Receive Inventory Print Barcodes Quit

10. Press the **Receive Inventory** button located at the bottom of the screen and the items listed on the purchase order will be added to your inventory database.

**NOTE:** If you want to create a Payable Invoice or Print Barcodes you must do so by pressing the **Create a Payable Invoice** or **Print Barcodes** buttons before receiving the inventory.

## HOW TO MANUALLY CREATE A PURCHASE ORDER

In the event that you did not create a purchase order when you reordered your inventory, you will need to create one before you check in the inventory shipment.

1. Select "Receive Inventory/Purchase Orders" from the Inventory menu located at the top of the screen. You will be taken to the Purchase Order section of the program.
2. Press the **Purchase Order** button. The "Browse the Purchase Order File" screen will be displayed.
3. Press **F8 – Add**. The "Browse the Vendor File" screen will be displayed. Highlight the vendor you want the purchase order made for and press **Select**.
4. Use the TAB key to move the cursor to the "Item Number" column. Next, press **F8 – Add**. The "Record will be Added" screen will be displayed.

Record will be Added

P O Number: 000006

Purchase Type:  Inventory  Outside Purchase

Item Number:

Description:

On Order:  To Receive:  Back Order:

Unit Cost:  Barcode Y/N:

Discount:  On Hand:

Total: 0.00

F10 - Save Esc - Abort F7 - Edit Inventory

5. Use the TAB key to move the cursor to the "Item Number" field. Type in the part number for the first item listed on your packing slip. Press ENTER and the description for this part along with the unit cost that you entered when first entering this part into your inventory will be displayed.
6. Type in the quantity you ordered in the "On Order" field and then the actual quantity you received in the "To Receive" field.
7. Press **F10 – Save** and the item will be added to the Purchase Order.
8. Follow steps 4 – 7 to continue adding items from your packing slip to the Purchase Order.
9. When complete, press **F10 – Save**. You will be taken back to the "Browse the Purchase Order File" screen.
10. Press ESC and you will be returned to the "Purchase Orders" screen and are now ready to receive the shipment into your inventory. Follow the steps given under "How to Receive an Inventory Order".

## PURCHASE ORDER REPORT

Selecting "Receive Inventory/Purchase Orders" from the Inventory menu takes you to the Purchase Order section of the program. Next, select Reports from the menu options located across the top of the "Purchase Orders" screen. The following menu items are available:

**Purchase Order Report:** Select this menu item to have a list of purchase orders printed by vendor. The report gives you the Vendor Name, Purchase Order number and date, Date the order is expected, and the Date completed.

**Purchase Order Detail:** Select this menu item to have a list of purchase orders printed by vendor. Listed on the report is Item (Part) Number, Description, Quantity Ordered, Quantity Received, Unit Cost and Date Received.

**Purchase Order History:** Select this menu item to view a history of your purchase orders by vendor.

**Purchase History Report:** Select this menu item to print a report that gives the order history for a particular inventory item that you select.

**Receiving Exceptions:** Select this menu item to print a report that lists the inventory items that were adjusted during the receiving of an inventory order.

## **INV ADJUSTMENT/CHECK-IN**

This will allow you to adjust your inventory count after taking a physical inventory or to check-in a purchase order.

### **To Make Inventory Adjustments:**

1. Select "Inv Adjustment/Check-In" from the Inventory menu. The "Browse the Inventory Adjustment/Check-In" window will be displayed.
2. Press **F8 – Add** and the "Update the Inventory Adjustment/Check-In File" window will be displayed.
3. In the "Description" field, type in a description for the inventory adjustment. For example: "Inventory Adj for 5-10-08".
4. Type the part manually in the empty field in the lower left corner of the screen then press **F2 – Start Scanning**, or use a bar code scanner to add parts to the adjustment.
5. After making adjustment, press **F10 – Save**. You will be taken back to the "Browse the Inventory Adjustment/Check-In" window.
6. At this point you can either add another inventory adjustment, edit an existing inventory adjustment or print a report to view.
7. When all is correct, press **F10 – Process Records** to process the inventory adjustment that is highlighted.

**NOTE:** Once an adjustment has been processed it cannot be edited. A "Y" in the "Processed" column of the "Browse the Inventory Adjustment/Check-In" window indicates that the adjustment has been processed.

### **To Check-In a Purchase Order:**

1. Select "Inv Adjustment/Check-In" from the Inventory menu. The "Browse the Inventory Adjustment/Check-In" window will be displayed.
2. Press **F8 – Add** and the "Update the Inventory Adjustment/Check-In File" window will be displayed.
3. Type in a description for the Purchase Order. For example: "Purchase Order #32".
4. Switch the Type to "Purchase Order".
5. Use the Purchase Order look up button to select the desired Purchase Order to check-in.
6. Type the part manually in the empty field in the lower left corner of the screen then press **F2 – Start Scanning**, or use a bar code scanner to check-in all items received on Purchase Order.
7. After checking in the Purchase Order, press **F10 – Save**. You will be taken back to the "Browse the Inventory Adjustment/Check-In" window.
8. At this point you can either check-in another Purchase Order, edit a Purchase Order already checked in or print a report to view.
9. When all is correct, press **F10 – Process Records** to process the checked in Purchase Order.

**NOTE:** Once a checked in Purchase Order has been processed it cannot be edited. A "Y" in the "Processed" column of the "Browse the Inventory Adjustment/Check-In" window indicates that the Purchase Order check-in has been processed.

## GLOBAL INVENTORY PRICE CHANGE

Select "Global Inventory Price Change" from the Inventory menu then follow directions on screen.

## IMPORT PRICE SHEETS

1. Select "Import Inventory Price Sheets" from the Inventory menu. The "Import Price Sheet" screen will be displayed.

**\*\*\*WARNING! ONLY FILES SUPPLIED BY PALMER PRODUCTS, INC. CAN BE IMPORTED INTO THE SYSTEM WITHOUT DAMAGING DATABASES.\*\*\***

2. Type in the requested information.

**File Location:** Type in the file name. The file name should be on the disk label.

**Prefix:** Type in the prefix you want added to the part number. The prefix usually refers to the vendor the parts are purchased from. For example: Adding an "R" in front of the brake part number D52 lets you know that RD52 is a Raybestos© brake pad. All parts imported from the disk will have the prefix added to it.

**Vendor:** Type the vendor name/code. To view the Vendor Code browse window press ENTER while the field is blank.

**Category:** Type the category code that corresponds to this part number. For example: Part# RD52 is a brake part. The letter B was the code for brakes that was established in Section 3.7, Inventory Setup – "How to Add & Update Category Codes". Therefore, "B" would be the category code. To view the Category Code browse window press ENTER while the field is blank.

**Taxable1 (Y/N):** Most parts are taxed; therefore, this field is automatically setup to tax the part on an invoice. However, if the part is never to be taxed, change the "Y" to "N".

**Taxable2 (Y/N):** If you are required to charge two taxes you would need to change the "N" to "Y" to have the second tax added.

**Taxable3 (Y/N):** If you are required to charge three taxes you would need to change the "N" to "Y" to have the third tax added.

**Taxable4 (Y/N):** If you are required to charge four taxes you would need to change the "N" to "Y" to have the fourth tax added.

**NOTE:** The tax rates used to tax the part are determined by the individual tax rates set up for a particular customer. See Section 4.1, Customer Accounts, for more information on individual customer tax rates.

**Update Prices Only:** When a vendor has a price change and issues a new price sheet to reflect that price change an updated price sheet disk can be imported. (Once again, the updated price sheet disk must be supplied by Palmer Products, Inc.) If "Y" is in the field then the program will import the price sheet and only change the prices of the parts stored as price sheet part numbers. (That is, if the part is already in your price sheet database it would already have the prefix, vendor code, category, and taxing information assigned. If "Y" is in the "Update Prices Only" field then only the price would be changed. If "N" is in the "Update Prices Only" field then when you import the price sheet whatever you have typed in the prefix, vendor code, category, and taxing information fields will overwrite any preexisting information.)

**Add New Numbers:** If the "Y" is in the field the program will add any new part numbers the vendor may have added to the inventory. Change the "Y" to a "N" if you do not want the new part numbers added.

3. Press **F10 – Save** and the price sheet will be imported.

## INVENTORY BARCODE LABELS

1. Select "Inventory Barcode Labels" from the Inventory menu located at the top of your screen. (You can also print barcodes for a specific purchase order by pressing the **Print Barcodes** button on the purchase order screen when receiving that order.) You are given five different ways to print barcode labels:

BY VENDOR  
BY PART NUMBER  
BY CATEGORY  
BY DESCRIPTION  
BY GROUP

2. Select the method of how you want to print inventory barcode labels and then select the range of barcodes you want printed. Do this by pressing ENTER in the "Beginning" and "Ending" fields to have a browse window opened. Make your selection and then press ENTER.

3. Once the desired range has been selected, press **F10 – Start**. You will be asked if you would like to include inventory prices on the barcodes. Press **Yes** if you do or **No** if you do not.

4. A preview of the barcode labels will be displayed on your screen. Press the printer icon in the upper left of the preview screen when you are ready to print.

**NOTE:** When reviewing the barcode labels you may think that some of the part numbers are out of order, but they are not. The following is an example of how computers arrange numbers:

1  
10  
100  
2  
20  
200  
and so on.

Therefore, part number RD52 would be listed after part number RD120.

## Section 3.3

### SERVICE CODES

#### HOW TO ADD SERVICE CODES

1. To add a service code either select "Add & Update Service Codes" from the Service Codes menu located at the top of the screen or press the **Service** button. The "Browse the Service File" screen will be displayed.

2. Press **F8 – Add** and the "Adding a Service Record" screen will be displayed.

3. Type in the requested information.

**Service Code:** Type in the code you want to represent the service. For example, if the service to be performed is a Front Brake Job the service code could be "FBJ".

**Short Description:** Type in the description you want to appear on the invoice to describe the service performed. Limited to 66 characters. If you need more than 66 characters for the service code description, type in the rest using the "Long Description" under the EXTRA tab.

**Category:** Type in the category code that corresponds with this service or press ENTER while the field is blank to view the "Category Code" browse window. For example, the service code "FBJ" corresponds with the category code "B" for brakes. See Section 3.7, Inventory Setup – "How to Add & Update Category Codes", for more information on Category setup.

**Cost or Price F:** Type in your cost for the service.

**List or Price A:** Type in the amount that you want to charge for the service. If you desire multi-level pricing you must first set up the category and activate the multi-level pricing (See Section 3.7). There are six different price levels available with "F" (Cost) being the lowest price level and "A" (List) being the highest.

**Group:**

**Taxable1 (Y/N):** This field is automatically setup to tax the service on the invoice. However, if the service is never to be taxed, change the "Y" to "N".

**Taxable2 (Y/N):** If you are required to charge two taxes you would need to change the "N" to "Y" to have the second tax added.

**Taxable3 (Y/N):** If you are required to charge three taxes you would need to change the "N" to "Y" to have the third tax added.

**Taxable4 (Y/N):** If you are required to charge four taxes you would need to change the "N" to "Y" to have the fourth tax added.

**NOTE:** The tax rates used to tax the part are determined by the individual tax rates set up for a particular customer. See Section 4.1, Customer Accounts, for more information on individual customer tax rates.

**Link:** If applicable, type in a part number or additional service code that should be linked with this service.

**NOTE:** A "link" can be a very efficient and time saving tool. It was designed to shorten the time it takes to write estimate/invoices. Linking the labor performed with the major part number used in a job saves time when preparing the estimate/invoice. Also, you can link part numbers to other part numbers or service codes with other service codes. For example, if you sell a tire you could link the service code for mounting the tire to the tire part number itself and link the service code for balancing the tire to the mounting service code. Once you experiment with this feature you will appreciate its benefits.

**Be careful not to link a service code or part number to itself.**

**Default Quantity:** Type in the default quantity to be sold. The quantity to be sold will automatically be inserted in the "Qty" field of the Estimate/Invoice.

**Sales Account:** Type in the General Ledger sales account number for this item. (ex: 4010)

**Sales Department:** Type in the General Ledger sales department number for this item.

4. When you are finished, press **F10 – Save**. You will be taken back to the "Browse the Service File" screen. If you need to add more service codes, press **F8 – Add** and repeat the above steps.

## UPDATING SERVICE CODES

To update a service code select "Add & Update Service Codes" from the Service Codes menu located at the top of the screen. The "Browse the Service File" screen will be displayed. You can browse the service codes by "Service Code", "Category", or "Group". Select the desired tab to have the service codes sorted by the desired method. Highlight the service code that needs to be changed. Next, press **F7 – Edit** and the "Changing a Service Record" screen will be displayed. Make the necessary changes and then press **F10 – Save**. You will then be taken back to the "Browse the Service File" screen.

## DELETING SERVICE CODES

To delete a service code select "Add & Update Service Codes" from the Service Codes menu located at the top of the screen. The "Browse the Service File" screen will be displayed. Highlight the service code that you want to delete. Next, press **F4 – Delete**. You will be asked to confirm the deletion of the record. To have the record deleted press **OK**.

## PRINTING A SERVICE CODE LIST

To print a service code list select "Service Code List" from the Service Codes menu located at the top of the screen. You are given three options on how to have the service list printed:

BY SERVICE CODE  
BY CATEGORY  
BY GROUP

Select in which order you want the service code list printed and then select the range of service codes you want printed. Do this by pressing ENTER in the "Beginning" and "Ending" fields to have a browse window opened. Make your selection and then press ENTER. Once the desired range has been selected, press **F10 – Start**. The list will be generated and a preview displayed on your screen. Press the printer icon in the upper left corner of the preview to print the service code list.

We suggest that you print out your service codes and place them next to your computer. This will help you keep track of the different service codes when preparing estimate/invoices.

## Section 3.4

### PRICE LIST

Price sheet information can be stored within the program making the information available, if needed, when pricing out a job. The information from the price sheet is stored separately from and does not affect your inventory. There are two ways to enter price sheet information – manually, or importing the information from a disk supplied by Palmer Products, Inc.

### HOW TO ADD PRICE LISTS

#### MANUALLY ADDING PRICE SHEETS

1. Either select "Add & Update Price List Records" from the Price List menu located at the top of the screen or press the **Price List** button. The "Browse the Price Lists File" screen will be displayed.
2. Press **F8 – Add** and the "Adding a Price List Record" screen will be displayed.
3. Type in the requested information.

**Part Number:** Type the part number. We recommend you add a prefix code to your part number. For example: Adding an "R" in front of the brake part number D52 lets you know that RD52 is a Raybestos© brake pad. (Parts from the same vendor should have the same prefix.)

**Description:** Type a description of the part.

**Category:** Type the category code that corresponds to this part number. For example: Part# RD52 is a brake part. The letter B was the code for brakes that was established in Section 3.7, Inventory Setup – "How to Add & Update Category Codes". Therefore, "B" would be the category code. You can press ENTER while the field is blank to view the "Category Code" browse window.

**Cost or Price F:**

**Price E:**

**Price D:**

**Price C:**

**Price B:**

**List or Price A:**

Enter the pricing information from the price sheet.

**Vendor:** Type the vendor name/code. To view the "Vendor Code" browse window press ENTER while the field is blank. If you need to add a new vendor press **F8 – Add**. The "Vendor Maintenance Form" screen will be displayed. Enter the requested information.

**NOTE:** The vendor code is used to identify the vendor. It could be the first initial of the vendor's name or some other variation.

**Group:** A group code is similar to a category code. The group code is a more specific classification of the part. For example, a muffler could have the "category" of "E" for exhaust. A more specific "group" code of "Muff" could be assigned to the part number. The group code would be useful when printing certain lists or reports that allow you to print the report by Group.

**Taxable1 (Y/N):** Most parts are taxed; therefore, this field is automatically setup to tax the part on an invoice. However, if the part is never to be taxed, change the "Y" to "N".

**Taxable2 (Y/N):** If you are required to charge two taxes you would need to change the "N" to "Y" to have the second tax added.

**Taxable3 (Y/N):** If you are required to charge three taxes you would need to change the "N" to "Y" to have the third tax added.

**Taxable4 (Y/N):** If you are required to charge four taxes you would need to change the "N" to "Y" to have the fourth tax added.

**NOTE:** The tax rates used to tax the part are determined by the individual tax rates set up for a particular customer. See Section 4.1, Customer Accounts, for more information on individual customer tax rates.

**F.E.T.:** Enter the Federal Excise Tax for Tires.

**Core:** Type in the core value of the part if applicable.

**Include Core on Invoice (Y/N):** If "Y", then the core will be included on the Invoice.

**Pop:** Type in the popularity code.

**Sales Account:** Type in the General Ledger sales account number for this item. (ex: 4010)

**Sales Department:** Type in the General Ledger sales department number for this item.

4. After you have finished entering the information for the price list press **F10 – Save**.

## UPDATING PRICE LIST RECORDS

Select "Add & Update Price List Records" from the Price List menu located at the top of the screen. The "Browse Price List File" screen will be displayed.

To update a price list record, first locate the particular part that is to be updated. You can browse through your inventory by part number, description, vendor, category, or group. After deciding which method you want to use to locate the part number, you can either scroll through the parts using the UP and DOWN arrow keys, use the PAGE UP and PAGE DOWN keys to move through your inventory page by page or you can also use the search field located at the bottom left hand corner of the browse window. When browsing by Part Number, you can type in a part number or even part of a part number and press ENTER and you will be taken to the closest match in your inventory. When browsing by description, type in all or part of a description, press ENTER and you will be taken to the closest match in your inventory. Use the same method for the Vendor, Category and Group browse windows.

After locating the part number press **F7 – Edit**. The "Changing a Price List Record" screen will be displayed. All of the fields may be edited. Make the necessary changes and then press **F10 – Save**. You will then be returned to the "Browse Price List File" screen.

**NOTE:** The sales statistics for each part are located in the F7 – Edit section. Select the Statistics tab to view. These fields cannot be edited.

## DELETING A PRICE LIST RECORD

Select "Add & Update Price List Records" from the Price List menu located at the top of the screen. The "Browse Price List File" screen will be displayed.

To delete a price list record, first locate the particular part that is to be deleted. You can browse through your inventory by part number, description, vendor, category, or group. After deciding which method you want to use to locate the part number, you can either scroll through the parts using the UP and DOWN arrow keys, use the PAGE UP and PAGE DOWN keys to move through your inventory page by page or you can also use the search field located at the bottom left hand corner of the browse window. When browsing by Part Number, you can type in a part number or even part of a part number and press ENTER and you will be taken to the closest match in your inventory. When browsing by description, type in all or part of a description, press ENTER and you will be taken to the closest match in your inventory. Use the same method for the Vendor, Category and Group browse windows.

Once the part has been located, press **F4 – Delete**. You will be asked to confirm the fact that you want this record deleted. Select **OK** if yes or **Cancel** if no.

## IMPORT PRICE SHEETS

1. Select "Import Price Sheets" from the Price List menu located at the top of the screen. The "Import Price Sheet" screen will be displayed.

**\*\*\*WARNING! ONLY FILES SUPPLIED BY PALMER PRODUCTS, INC. CAN BE IMPORTED INTO THE SYSTEM WITHOUT DAMAGING DATABASES.\*\*\***

2. Type in the requested information.

**File:** Type in the file name. The file name should be on the disk label.

**Prefix:** Type in the prefix you want added to the part number. The prefix usually refers to the vendor the parts are purchased from. For example: Adding an "R" in front of the brake part number D52 lets you know that RD52 is a Raybestos© brake pad. All parts imported from the disk will have the prefix added to it.

**Vendor:** Type the vendor name/code. To view the Vendor Code browse window press ENTER while the field is blank.

**Category:** Type the category code that corresponds to this part number. For example: Part# RD52 is a brake part. The letter B was the code for brakes that was established in Section 3.7, Inventory Setup – "How to Add & Update Category Codes". Therefore, "B" would be the category code. To view the Category Code browse window press ENTER while the field is blank.

**Taxable1 (Y/N):** Most parts are taxed; therefore, this field is automatically setup to tax the part on an invoice. However, if the part is never to be taxed, change the "Y" to "N".

**Taxable2 (Y/N):** If you are required to charge two taxes you would need to change the "N" to "Y" to have the second tax added.

**Taxable3 (Y/N):** If you are required to charge three taxes you would need to change the "N" to "Y" to have the second tax added.

**Taxable4 (Y/N):** If you are required to charge four taxes you would need to change the "N" to "Y" to have the second tax added.

**NOTE:** The tax rates used to tax the part are determined by the individual tax rates set up for a particular customer. See Section 4.1, Customer Accounts, for more information on individual customer tax rates.

**Update Prices Only:** When a vendor has a price change and issues a new price sheet to reflect that price change an updated price sheet disk can be imported. (Once again, the updated price sheet disk must be supplied by Palmer Products, Inc.) If "Y" is in the field then the program will import the price sheet and only change the prices of the parts stored as price sheet part numbers. (That is, if the part is already in your price sheet database it would already have the prefix, vendor code, category, and taxing information assigned. If "Y" is in the "Update Prices Only" field only the price would be changed. If "N" is in the "Update Prices Only" field then when you import the

price sheet whatever you have typed in the prefix, vendor code, category, and taxing information fields will overwrite any preexisting information.)

**Add New Numbers:** If the “Y” is in the field the program will add any new part numbers the vendor may have added to the price sheet. Change the “Y” to a “N” if you do not want the new part numbers added.

3. Press **F10 – Save** and the price sheet will be imported. Remember, price sheet information **does not affect your inventory**.

## GLOBAL PRICE SHEET CHANGE

Select “Global Price Sheet Change” from the Price List menu then follow directions on screen.

### Section 3.5

## TIRE LOOKUP CODES

This feature is very helpful since there are many different types of a particular tire. A “Tire Lookup” code could be set up to group the sub-part numbers under a main part number. The Tire Lookup code could be R13 to stand for 13” radial tires. Then all the different 13” radial tires that are stocked could be entered in under this Tire Lookup code.

The Tire Lookup is used in the Estimate/Invoice section. When preparing an estimate/invoice for a customer press **F6 – Search** while in the Parts & Service section. The “Part Number Search” screen will be displayed. Press **F5 – By Tire Lookup Code**. The “Browse the Tire Lookup Code File” screen will be displayed. Select the Tire Lookup code that is needed. The part numbers that are grouped under the selected tire lookup code will be displayed. The final thing to do is to select the part number that is needed for the customer’s estimate/invoice.

## HOW TO ADD TIRE LOOKUP CODES

1. Either select “Add & Update Tire Lookup Codes” from the Tire Lookup Codes menu located at the top of the screen or press the **Tire Codes** button. The “Browse the Tire Lookup Code File” screen will be displayed.
2. Press **F8 – Add** and the “Adding a Tire Lookup Code Record” screen will be displayed.
3. Type in the requested information.

**Tire Lookup Code:** Type the code you want to represent this group of parts.

**Description:** Type a description to describe this group of parts.

**Number:** Type in the part numbers that are to be associated with this part lookup code. You can add up to 60 part numbers.

4. When you have finished, press **F10 – Save**. You will be taken back to the “Browse the Tire Lookup Code File” screen.

## HOW TO UPDATE A TIRE LOOKUP CODE

1. Select “Add & Update Tire Lookup Codes” from the Tire Lookup Codes menu located at the top of the screen. The “Browse the Tire Lookup Code File” screen will be displayed.
2. Locate the particular tire lookup code that is to be updated. You can either scroll through the tire lookup codes using the UP and DOWN arrow keys or use the PAGE UP and PAGE DOWN keys to move through the records page by page. You can also use the search field located at the bottom left hand corner of the browse window.

3. After locating the tire lookup code press **F7 – Edit**. The “Changing a Tire Lookup Code Record” screen will be displayed. All of the fields may be edited.
4. Make the necessary changes then press **F10 – Save**. You will then be returned to the “Browse the Tire Lookup Code File” screen.

## HOW TO DELETE A TIRE LOOKUP CODE

1. Select “Add & Update Tire Lookup Codes” from the “Tire Lookup Codes” menu located at the top of the screen. The “Browse the Tire Lookup Code File” screen will be displayed.
2. Locate the particular tire lookup code that is to be updated. You can either scroll through the tire lookup codes using the UP and DOWN arrow keys or use the PAGE UP and PAGE DOWN keys to move through the records page by page. You can also use the search field located at the bottom left hand corner of the browse window.
3. Once the tire lookup code has been located press **F4 – Delete**. You will be asked to confirm the fact that you want this record deleted. Select **OK** if yes or **Cancel** if no.

## HOW TO PRINT A TIRE LOOKUP CODE LIST

Select “Tire Lookup Code List” from the Tire Lookup Codes menu. You will be asked if you would like to preview the report. Select **Yes**, **No**, or **Cancel**. Should you choose to preview it, the report will be printed to the screen and then you can either exit or print.

## Section 3.6

### KIT CODES

A unique feature of the program is the kit code. “Kits” can be very useful for jobs that require a group of parts. For example, a dual job usually requires two mufflers, two exhaust pipes, two tailpipes, and various other parts. The kit code would be used in the Estimate/Invoice section. When preparing an estimate/invoice for a customer press **F6 – Search** while in the Parts & Service section. A “Part Number Search” browse window will be displayed. Press **F6 – By Kit Code**. The “Browse the Kit File” screen will be displayed. Select the desired kit code and the kit will now be displayed on the customer’s estimate/invoice.

### HOW TO ADD A KIT CODE

1. Either select “Add & Update Kit Codes” from the Kit Codes menu located at the top of the screen or press the **Kit Setup** button. The “Browse the Kit File” screen will be displayed.
2. Press **F8 – Add** and the “Adding a Kit Record” screen will be displayed.
3. Type in the requested information.

**Kit Code:** Type in the Kit Code. Choose a code that will characterize the part numbers that will be grouped together. For example, "DK" for dual kit. If you do exhaust, you know that there are several part numbers involved in a dual kit. Kit codes can be very useful by speeding up the writing of estimate/invoices.

**NOTE:** Do not use a code that is already being used either as a Service Code or Part Number.

**Description:** Type in a description for the Kit Code.

**Number:** Type in the part numbers that belong to the group or press ENTER. A pop up window will display to allow you to either select an inventory item or a service item. Make the appropriate selections for this kit. Continuing with our example of the dual kit, you would type in the part numbers and service codes that are used when installing duals.

**Quantity:** Type in the quantity to be sold. Going on with our dual kit example, you would type in quantity 2 for the tailpipes, 2 for the mufflers, and 2 for the exhaust pipes. You would also want to include your service code for the labor, such as ML for muffler labor.

**List:** The list price is currently displayed. If applicable, change the price to reflect the price for the part when it is to be included in a particular "kit". (The price of the part is not permanently changed.)

4. After entering all information for the kit press **F10 – Save**.

## UPDATING A KIT CODE

1. Either select "Add & Update Kit Codes" from the Kit Codes menu located at the top of the screen or press the **Kit Setup** button. The "Browse the Kit File" screen will be displayed.
2. Locate the particular kit code that is to be updated. You can either scroll through the kit codes using the UP and DOWN arrow keys or use the PAGE UP and PAGE DOWN keys to move through the records page by page.
3. After locating the kit code press **F7 – Edit**. The "Changing a Kit Code Record" screen will be displayed. All of the fields may be edited.
4. Make the necessary changes and press **F10 – Save**.

## HOW TO DELETE A KIT CODE

1. Either select "Add & Update Kit Codes" from the Kit Codes menu located at the top of the screen or press the **Kit Setup** button. The "Browse the Kit File" screen will be displayed.
2. Locate the particular kit code that is to be updated. You can either scroll through the kit codes using the UP and DOWN arrow keys or use the PAGE UP and PAGE DOWN keys to move through the records page by page.
3. Once the kit code has been located select **F4 – Delete**. You will be asked to confirm the fact that you want this record deleted. Select **OK** if yes or **Cancel** if no.

## HOW TO PRINT A KIT CODE LIST

Select "Kit Code List" from the Kit Codes menu. You will be asked if you would like to preview the report. Select **Yes**, **No**, or **Cancel**. Should you choose to preview it, the report will be printed to the screen and then you can either exit or print.

## Section 3.7

### INVENTORY QUERY

What is a Query?

A query is simply a specialized detailed search. Therefore, an Inventory Query would be a specialized detailed search of your inventory records. (With the exception of the Inventory Query section, all other inventory searches can only be performed by: Vendor, Part Number, Category, Description, or Group Code.) After the query is performed the information can be printed as: an Inventory List, a Reorder List, an Inventory Count Sheet, or an Inventory Price Sheet. You can also use the query to run a search for unwanted or unused inventory records and use the **Purge** button to delete these records from your hard drive.

**NOTE:** It is recommended you create a backup before completing this process.

The Inventory Query also allows you to export your inventory information. Simply press the **Export** button and choose the options that meet your needs.

Additional reasons for using the Inventory Query are:

You might want to know:

- What the top 100 selling inventory items are.
- What inventory items were sold after a particular date.
- What inventory items are not selling.

You might want to print:

- An Inventory List that only contains a particular brand of an inventory item. (For example, an Inventory List that only contained Michelin® tires.)
- An Inventory Count Sheet that only contains a specified type of inventory.
- An Inventory Price Sheet of particular items you sell to a wholesale account.

You might want to edit a select group of inventory items:

- By changing the price amount.
- By adding a Group Code to each of the selected items. (For example, in order to access inventory information through the F6 – Search feature on the Estimate/Invoice screen entitled "By Group", the inventory item must have the code entered in the "Group" field. See Section 3.7, Inventory Setup – How to Add & Update a Group Code, for more information regarding the "Group" field.)

The above are just a few examples. The Inventory Query will allow you to manipulate your inventory records so that you can maximize your in-stock inventory.

### HOW TO ADD A QUERY

Either select "Inventory Query" from the Inventory menu or press the **Query** button. The "Browse the Inventory File" screen will be displayed. Press the **Query** button located at the bottom of the "Browse the Inventory File" screen and the "Saved Queries" screen will be displayed. Finally, press the **New** button. The "Query Wizard Field Selection" screen will be displayed.

As an example, we will insert a query entitled "Popular Inventory Items".

1. Select "Year to Date" from the Field Selection menu and press the **Next** button. The Query Operations menu will be displayed.
2. Select "Is Greater Than or Equal to" and press the **Next** button. The Query Value Entry screen will be displayed.

3. Type in "20" and press the **Next** button.
4. Press the **Finish** button.
5. You will be asked if you would like to save the query. Press **Yes**.
6. You will then be asked to enter the Query Description. Type in "Popular Inventory Items" and press the **OK** button. The query will then run and the results displayed for your review.
7. After you have finished viewing the query, press the **ESC – Quit** button.

**NOTE:** As the Query selects the records you indicated, this may be a timely process. You will see an hour glass indicating the Query is working.

The best way to learn is to experiment.

## Section 3.8

### INVENTORY SETUP

#### HOW TO ADD CATEGORY CODES

1. Select "Add & Update Category Codes" from the Inventory Setup menu located at the top of the screen. The "Browse the Category File" screen will be displayed.
2. Press **F8 – Add** and the "Adding a Category Record" screen will be displayed.
3. Type in the requested information.

#### CATEGORY

**NOTE:** When adding new parts to your inventory you are requested to select a category code. After selecting the category code, all the information that was set up for that particular category code will be automatically entered for the inventory part.

**Code:** Type in a code that will represent the category. The code can be up to five characters in length. For example, a code that could represent the category for brakes could be the letter "B". The code to represent the category for tires could be "TIRES".

**Category:** Type in the actual name of the category.

**Multi-level Pricing (Y/N):** The default is "N". If you would like to turn on the multi-level pricing, change the "N" to a "Y". If the multi-level pricing is turned on it can then be used for all part numbers that have this category. For example, you are entering information for the category of brakes (category code "B") and you turn on the multi-level pricing. Now whenever you enter a new part number or edit an existing part number that has the category code "B" you can setup up multi-level pricing for the part.

**Auto Pricing when Adding (Y/N):** The default is "N". Change the "N" to a "Y" if you want the auto pricing activated. If this function is turned on the multi-level pricing information will automatically be filled in for you when you are entering a new part number with this category. The prices will be determined by the percentages you set up in the price level code fields listed below.

**Auto Pricing when Updating (Y/N):** The default is "N". If you want the multi-level prices to automatically be filled in for you when you are editing an existing part, change the "N" to a "Y".

**Auto Pricing when Receiving (Y/N):** The default is "N". If you want the multi-level prices to automatically be filled in for you when you are receiving inventory from a purchase order, change the "N" to a "Y".

**Cost or Jobber (C/J):** The default is "C" which will base the multi-level pricing on the cost. If you want the multi-level pricing based on Jobber/Price E you would change the "C" to a "J".

**Cost & Jobber Same (Y/N):** The default is "N". If you want the cost price to always be the same as the jobber price change the "N" to a "Y".

**NOTE:** The following fields are for setting up the multi-level pricing structure. “Cost” would be the lowest the part would be sold for and List/Price A would be the highest amount the part would be sold for. Jobber/Price E up through List/Price A would mark the part up by the percentage you type in the fields below.

**Jobber or Price E:** Type in the percentage amount you want the part marked up. The mark up would be based either on your cost price or jobber price depending on what was selected in the “Cost or Jobber” field above. (Obviously, if you selected to base your multi-level pricing on “Jobber” then there is no need to enter anything in this field.)

**Price D:** Type in the percentage amount you want the part marked up. The mark up would be based either on your cost price or jobber price depending on what was selected in the “Cost or Jobber” field above.

**Price C:** Type in the percentage amount you want the part marked up. The mark up would be based either on your cost price or jobber price depending on what was selected in the “Cost or Jobber” field above.

**Price B:** Type in the percentage amount you want the part marked up. The mark up would be based either on your cost price or jobber price depending on what was selected in the “Cost or Jobber” field above.

**List or Price A:** Type in the percentage amount you want the part marked up. The mark up would be based either on your cost price or jobber price depending on what was selected in the “Cost or Jobber” field above.

**Sales Account:** Type in the General Ledger sales account number.

**Sales Department:** Type in the General Ledger sales department number.

**Royalty Percent Parts:** Royalty percent for parts.

**Royalty Percent Labor:** Royalty percent for labor.

**Ad Percent Parts:** Ad percent for parts.

**Ad Percent Labor:** Ad percent for labor.

## **MATRIX PRICING**

**NOTE:** Activating matrix pricing will override any auto-pricing levels currently being used for this category.

**Activate Matrix (Y/N):** The default is “N”. If you would like to turn on matrix pricing, change the “N” to a “Y”. If the matrix pricing is turned on it can then be used for all part numbers that have this category. For example, you are entering information for the category of tires (category code “TI”) and you turn on matrix pricing. Now whenever you enter a new part number or edit an existing part number that has the category code “TI” matrix pricing will take effect for the part.

**When Adding (Y/N):** The default is “N”. Change the “N” to a “Y” if you want matrix pricing activated. If this function is turned on the matrix pricing information will automatically be filled in for you when you are entering a new part number with this category. The prices will be determined by the percentages you set up in the fields listed below.

**When Updating (Y/N):** The default is “N”. If you want matrix prices to automatically be filled in for you when you are editing an existing part, change the “N” to a “Y”.

**When Receiving (Y/N):** The default is “N”. If you want matrix prices to automatically be filled in for you when you are receiving inventory from a purchase order, change the “N” to a “Y”.

**Starting Cost:** Enter the starting cost price.

**Ending Cost:** Enter the ending cost price.

**Percent to Add:** Enter the markup percentage to add to the cost prices that fall within the range entered into the starting and ending cost fields.

4. After you have entered the information press **F10 – Save**.

## HOW TO UPDATE A CATEGORY CODE

1. Select "Add & Update Category Codes" from the Inventory Setup menu located at the top of the screen. The "Browse the Category File" screen will be displayed.
2. Locate the particular category code that is to be updated. You can either scroll through the category codes using the UP and DOWN arrow keys or use the PAGE UP and PAGE DOWN keys to move through the records page by page. You can also use the search field located at the bottom left hand corner of the browse window.
3. After locating the category code press **F7 – Edit**. The "Changing a Category Record" screen will be displayed. All of the fields may be edited.
4. Make the necessary changes and press **F10 – Save**.

## HOW TO DELETE A CATEGORY CODE

1. Select "Add & Update Category Codes" from the Inventory Setup menu located at the top of the screen. The "Browse the Category File" screen will be displayed.
2. Locate the particular category code that is to be updated. You can either scroll through the category codes using the UP and DOWN arrow keys or use the PAGE UP and PAGE DOWN keys to move through the records page by page. You can also use the search field located at the bottom left hand corner of the browse window.
3. Once the category code has been located press **F4 – Delete**. You will be asked to confirm the fact that you want this record deleted. Select **OK** if yes or **Cancel** if no.

## HOW TO ADD A GROUP CODE

1. Select "Add & Update Group Codes" from the Inventory Setup menu located at the top of the screen. The "Browse the Group File" screen will be displayed.
2. Press **F8 – Add** and the "Adding a Group Record" screen will be displayed.
3. Type in the requested information.
  - Group:** Type in the code that will represent a specific type of inventory. The code can be up to eight characters in length. For example, you could use the group code "MUFF" for mufflers.
  - Description:** Type in a description for the group code.
4. Press **F10 – Save**.

## HOW TO UPDATE A GROUP CODE

1. Select "Add & Update Group Codes" from the Inventory Setup menu located at the top of the screen. The "Browse the Group File" screen will be displayed.
2. Locate the particular group code that is to be updated. You can either scroll through the group codes using the UP and DOWN arrow keys or use the PAGE UP and PAGE DOWN keys to move through the records page by page. You can also use the search field located at the bottom left hand corner of the browse window.
3. After locating the category code press **F7 – Edit**. The "Changing Group Code Record" screen will be displayed. All of the fields may be edited.
4. Make the necessary changes and press **F10 – Save**.

## HOW TO DELETE A GROUP CODE

1. Select "Add & Update Group Codes" from the Inventory Setup menu located at the top of the screen. The "Browse the Group File" screen will be displayed.
2. Locate the particular group code that is to be updated. You can either scroll through the group codes using the UP and DOWN arrow keys or use the PAGE UP and PAGE DOWN keys to move through the records page by page. You can also use the search field located at the bottom left hand corner of the browse window.
3. Once the group code has been located press **F4 – Delete**. You will be asked to confirm the fact that you want this record deleted. Select **OK** if yes or **Cancel** if no.

## SECTION 4

Selecting **CUSTOMER** from the AUTO REPAIR BOSS MAIN MENU allows you to maintain your customer's accounts.

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## Section 4.1

### CUSTOMER ACCOUNTS

#### ADDING CUSTOMER ACCOUNTS

1. Either select “Add & Update Customer Accounts” from the Customer menu located at the top of your screen or press the **Customer** button. The “Select Customer Account” screen will be displayed.
2. Press **F8 – Add** and the “Add Customer Account” screen will be displayed.

**NOTE:** If you have imported information from Delorme® you can access the online phone book. Press **F6 – Phone Book** and the Online Phone Book screen will be displayed. Select the desired customer and press ENTER. The customer’s information will automatically be filled in for you.

3. Type in the requested information.

**Last Name:** Enter the customer’s last name.

**First Name:** Enter the customer’s first name.

**Address:** Enter the customer’s address. (The city, state, and zip code will automatically be filled in if you entered them in the Program Defaults section. See Section 1.4, Program Defaults, for more information.)

**Home Phone:** Enter the customer’s home phone number.

**Work Phone:** Enter the customer’s work phone number.

**Mobile/Fax:** Enter the customer’s mobile or fax number.

**Tax Code 1:** This field will already be filled in if you entered the tax code in the Program Defaults section. See Section 1.4, Program Defaults, for more information.

**NOTE:** If the customer is to be tax exempt enter "EX" for Exempt. The Sales Tax Report will report the amount of tax collected for each tax code/fee.

**Tax Code 2:** If you are required to charge two different taxes, use this field to indicate the second tax to be charged. This field can also be setup to automatically be filled in if you enter the tax code in the Program Defaults section. See Section 1.4, Program Defaults, for more information.

**NOTE:** If you are not required to charge this second tax enter "NT" for Non Taxable. If the customer is to be tax exempt enter "EX" for Exempt. The Sales Tax Report will report the amount of tax collected for each tax code/fee.

**Tax Code 3:** An additional tax code field.

**Tax Code 4:** An additional tax code field.

**Tax Number:** Enter the customer’s tax number if applicable.

**Misc:** Enter miscellaneous customer’s info if applicable.

**Notes:** This field is for any remarks you wish to add. Any information entered here will appear in the “Note” field on the Estimate/Invoice screen.

**Email Address:** Enter the customer’s email address.

**Charge (Y/N):** This field allows you to set up a customer as a charge customer. The default setting is “N”. If you desire a customer to be a charge customer change the “N” to a “Y”. Once the customer is set up as a charge customer the “How Paid” field of the “Customer Checkout” information box will automatically have the code “6 – Charge” selected.

**Finance Charges (Y/N):** Finance charges will be applied if “Y” is in field and will not be applied if “N” is in the field. The default setting is “Y”.

**Credit Limit:** This field is to set a customer charge limit.

**Last Sales Date:** The date of the customer’s last sale. (Reference only)

**Part Price Level:** Enter the price level code. There are six price levels available using A, B, C, D, E, and F as the code. See Section 3.2 or Section 3.7 for more information on setting price levels.

**Part Disc:** Enter the percentage amount of discount you want the customer to always receive on parts. The discount will automatically be applied to the customer's invoice.

**Service Price Level:** Enter the price level code. There are six price levels available using A, B, C, D, E, and F as the code. See Section 3.2 or Section 3.7 for more information on setting price levels.

**Service Disc:** Enter the percentage amount of discount you want the customer to always receive on services. The discount will automatically be applied to the customer's invoice.

**Email Statement (Y/N):** A statement can be sent to the customer through email from Accounts Receivable.

**Email Invoice (Y/N):** You will be asked to send an invoice to customer through email when invoicing.

**CarFax History Upload (Y/N):** History will be uploaded to Carfax when processing 'Daily Close Out'.

**NOTE:** If at any time you want to stop entering the customer's information and **do not** want any of the information saved, press **Esc – Abort**.

4. To enter the customer's vehicle information, select the "Customer Autos" tab. Press **F8 – Add** and the "Add Auto Record" screen will be displayed.

5. Type in the requested information.

**License:** License plate of vehicle. **\*Required field.**

**Year:** Year of vehicle.

**Make:** Make of vehicle.

**Model:** Model of vehicle. Should the model not be recognized, the "Browse the Model File" screen will open. Press **F8 – Add** to add the new model of vehicle.

**Mileage:** Mileage of vehicle.

**Motor:** Motor size of vehicle.

**Manuf:** Manufactured date of vehicle.

**Vin:** Vin number of vehicle.

**Unit #:** Unit number of vehicle.

**Oil Change Due:** Press the calendar button to select the date the oil change is due.

**Misc Due Dates 2-4:** These fields will appear on the Estimate/Invoice screen and are used to track the next service date for the vehicle. (Example: If you sell this service on an invoice then the associated service date will be updated by the number of days or months you have set on the auto record.)

**NOTE:** The title of these fields (as well as the "Oil Change Due" field) can be changed to whatever services are most often performed. This would be done in the Setup section. See Section 1.4, Program Defaults, for more information.

**Every:** Enter the number that corresponds to how many days or months should pass between services.

**Day/Months:** Type "D" for Day or "M" for Months.

**Last Service Date:** The date the particular service was last performed. (Reference only.)

**Oil Filter:** This is a generic field that can be used to store common parts or services for the customer's auto. The field name can be set following setup instructions in Section 1.4, Program Defaults. Press the [...] button to select the part or service.

**Air Filter:** This is a generic field that can be used to store common parts or services for the customer's auto. The field name can be set following setup instructions in Section 1.4, Program Defaults. Press the [...] button to select the part or service.

**Misc Part 3-5:** These fields will appear on the Estimate/Invoice screen and are used to save common parts or service codes that are used on the vehicle. The field name can be set following setup instructions in Section 1.4, Program Defaults. Press the [...] button to select the part or service.

**Notes:** Vehicle specific notes.

6. After entering the requested information press **F10 – Save**.

## UPDATING CUSTOMER ACCOUNTS

Either select "Add & Update Customer Accounts" from the Customer menu located at the top of your screen, or press the **Customer** button and the "Select Customer Account" screen will be displayed. Select the customer account to be updated.

**NOTE:** There are many ways to cycle through your list of customer accounts. Use the UP and DOWN arrow keys to move the highlight bar one record at a time. Use the PAGE UP and PAGE DOWN keys to move the highlight bar a page at a time. Press CTRL+PAGE UP to be taken to the top of the list. Press CTRL+PAGE DOWN to be taken to the bottom of the list. You can type the customer's last name in the **Last Name** search field located at the bottom left of the browse window. You can also type as little as the first letter of the customer's last name to move the highlight bar to the last names beginning with that letter. You can also search by the customer's home or work phone number by selecting the appropriate tab and typing the number in the search field.

Once the correct customer has been highlighted either press ENTER or **F7 – Edit** and the "Update Customer Account" screen will be displayed. Three "tabs" are displayed: CUSTOMER RECORD, CUSTOMER AUTOS and STATISTICS. Make the necessary changes and then press **F10 – Save** to have the information saved. You will then be returned to the "Select Customer Account" browse window.

## DELETING CUSTOMER ACCOUNTS

Either select "Add & Update Customer Accounts" from the Customer menu located at the top of your screen, or press the **Customer** button and the "Select Customer Account" screen will be displayed. Select the customer account to be deleted.

**NOTE:** There are many ways to cycle through your list of customer accounts. Use the UP and DOWN arrow keys to move the highlight bar one record at a time. Use the PAGE UP and PAGE DOWN keys to move the highlight bar a page at a time. Press CTRL+PAGE UP to be taken to the top of the list. Press CTRL+PAGE DOWN to be taken to the bottom of the list. You can type the customer's last name in the **Last Name** search field located at the bottom left of the browse window. You can also type as little as the first letter of the customer's last name to move the highlight bar to the last names beginning with that letter. You can also search by the customer's home or work phone number by selecting the appropriate tab and typing the number in the search field.

Once the correct customer has been highlighted, press **F4 – Delete**. You will be asked to confirm the decision to have the record deleted. Pressing **OK** will have the customer's information deleted. However, the auto information can never be deleted. After deleting a customer's account you will need to reassign the license plate number to: (1) another customer or (2) a dummy customer. Read Section 4.5 for detailed instructions on reassigning a license plate number.

## Section 4.2

Click on the List menu located at the top of your screen and you have the following options:

**Customer List Standard**  
**Customer List Statistics**  
**Customer Auto History**  
**Customer Invoice History**  
**Custom Report**

A Customer List Standard contains:

- Name
- Address
- Phone Numbers

A Customer List Statistics contains:

- Name
- Address
- Phone Numbers
- Monthly Statistics

A Customer Auto History contains:

- Name
- Address
- Phone Numbers
- Vehicle license, year, make, model, mileage, motor  
(information given for each vehicle assigned to customer)
- Invoice number, date, mileage reported on invoice, total sale amount and manager
- Part number, description, tech, vendor, qty, price, disc and total.  
(invoices are listed by vehicle)

A Customer Invoice History contains:

- Name
- Address
- Phone Numbers
- Invoice number, date; Vehicle license, year, make, model, mileage; Invoice total
- Part number, description, tech, vendor, qty, price, disc and total.  
(invoices are listed by customer and in numerical order)

**NOTE:** The Customer Auto History and Customer Invoice History lists will only contain customers that have a sales history.

## HOW TO PRINT A CUSTOMER LIST

If you desire a Standard List press the **List** button. However, if you want a detailed list or statistics, click on the List menu located at the top of your screen and choose the option that best suits your needs. Next, select the range of customers you want included on the list. Press the ENTER key and the "Select Customer Account" browse window will be displayed.

**NOTE:** There are many ways to cycle through your list of customer accounts. Use the UP and DOWN arrow keys to move the highlight bar one record at a time. Use the PAGE UP and PAGE DOWN keys to move the highlight bar a page at a time. Press CTRL+PAGE UP to be taken to the top of the list. Press CTRL+PAGE DOWN to be taken to the bottom of the list. You can type the customer's last name in the **Last Name** search field located at the bottom left of the browse window. You can also type as little as the first letter of the customer's last name to move the highlight bar to the last names beginning with that letter. You can also search by the customer's home or work phone number by selecting the appropriate tab and typing the number in the search field.

Once the correct customer has been highlighted press ENTER. Repeat the above step to select the customer you want the list to end with.

After the customer range has been selected you will be asked if you want to preview the report. Select **Yes** if you would like to preview the report on your screen. You can then press the printer icon to print the customer list. Select **No** and the report will automatically begin to print without you being able to preview it. Select **Cancel** if you decide not to print the customer list after all.

## Section 4.3

Click on the Labels menu located at the top of your screen and you have the following options:

**Customer Labels**  
**Envelope - #10**

### Product Codes for Avery® Labels

Two across labels: Avery® #5161

Two across labels: Avery® #5162

Three across labels: Avery® #5160

## HOW TO PRINT LABELS

Either select “Customer Labels” from the Labels menu located at the top of your screen or press the **Labels** button. The next step is to select the range of customers you want labels printed for. Press the ENTER key and the “Select Customer Account” browse window will be displayed.

**NOTE:** There are many ways to cycle through your list of customer accounts. Use the UP and DOWN arrow keys to move the highlight bar one record at a time. Use the PAGE UP and PAGE DOWN keys to move the highlight bar a page at a time. Press CTRL+PAGE UP to be taken to the top of the list. Press CTRL+PAGE DOWN to be taken to the bottom of the list. You can type the customer’s last name in the **Last Name** search field located at the bottom left of the browse window. You can also type as little as the first letter of the customer’s last name to move the highlight bar to the last names beginning with that letter. You can also search by the customer’s home or work phone number by selecting the appropriate tab and typing the number in the search field.

Once the correct customer has been highlighted press ENTER. Repeat the above step to select the last customer you want labels printed for.

After the customer range has been selected a “Select Design to Print” box will be displayed. Select the type of label you desire to be printed then press **OK**. A preview will be sent to your screen. Press the printer icon to have labels printed.

**NOTE:** Every customer within the selected range will have a label printed. **Even accounts that do not have complete addresses will have labels printed.**

## PRINTING TEST LABELS

Print one page to regular paper to see if the names are lining up correctly.

## PRINTING ENVELOPES

Select "Envelope - #10" from the Labels menu located at the top of your screen. The next step is to select the range of customers you want envelopes printed for. Press the ENTER key and the "Select Customer Account" browse window will be displayed.

**NOTE:** There are many ways to cycle through your list of customer accounts. Use the UP and DOWN arrow keys to move the highlight bar one record at a time. Use the PAGE UP and PAGE DOWN keys to move the highlight bar a page at a time. Press CTRL+PAGE UP to be taken to the top of the list. Press CTRL+PAGE DOWN to be taken to the bottom of the list. You can type the customer's last name in the **Last Name** search field located at the bottom left of the browse window. You can also type as little as the first letter of the customer's last name to move the highlight bar to the last names beginning with that letter. You can also search by the customer's home or work phone number by selecting the appropriate tab and typing the number in the search field.

Once the correct customer has been highlighted press ENTER. Repeat the above step to select the last customer you want an envelope printed for.

Once the range has been selected you will be asked if you want to preview before printing. Select **Yes** to have the list displayed to your screen. You can then press the printer icon to print your envelopes. Select **No** and your envelopes will automatically begin to print without you being able to preview them. Select **Cancel** if you decide not to print the envelopes after all.

## Section 4.4

### PRINTING MAILOUTS

Either select "Customer Mailouts" from the Mailouts menu located at the top of your screen or press the **Mailouts** button. The "Customer Mailout" screen will be displayed. This lists all customer invoices. Follow the steps to complete your mailout.

Step 1: If you want your mailout to only go to certain customers, press the **Query** button. Next, either select a saved query description or create a new one. (See Section 4.6 for more information on how to set up queries.)

Step 2: After the query has been selected, press the **Customer Letters** button. You will then be asked if you want to preview the report. Press **Yes** if you do. Next, the query screen will again be displayed. Select the same query that was selected in Step 1. The "Select Design to Print" screen will be displayed. Make your desired selection.

Step 3: Press **OK** and the letter will be displayed to your screen if you answered "Yes" to preview. After previewing the letter, press the printer icon to have the letters printed. If, however, you selected "No" when asked to preview, then at this point your letters will begin to print without you having a chance to preview.

Step 4: You will then want to press the **Customer Labels** button. You will be asked if you want to preview the report. Press **Yes** if you do. Next, the query screen will again be displayed. Select the same query that was selected in Step 1. Finally, select the appropriate labels.

### PRINTING POSTCARDS

Step 1: Press the **Mailouts** button.

Step 2: Press the **Customer Labels** button. You will be asked if you want to preview, press **Yes** if you do.

Step 3: Select the Query that will determine the customers that the postcard will be sent to. The "Select Design to Print" screen will be displayed.

Step 4: Finally, select the postcard you desire.

## Section 4.5

Click on the Auto menu located at the top of your screen and you have the following options:

**Edit License Plate**  
**Reassign Auto**

**\*\*\* We suggest you backup your files before either editing a license plate or reassigning an auto. This will prevent losing data in the event an error is made. \*\*\***

### HOW TO EDIT LICENSE PLATES

If a vehicle's license plate number needs to be changed you would select "Edit License Plate". Next, you will need to enter the old license plate number or press ENTER and the "Select Auto Record" browse window will appear displaying all of the license plate numbers. Select the license plate number you want to change. Finally, type in the new license plate number and press **OK**. The files will then be updated.

### HOW TO REASSIGN AUTOS

If you need to reassign a vehicle to a different customer you would select "Reassign Auto". Type in the last name of the customer you want to assign the license plate number to or press ENTER and the "Select Customer Account" browse window will be displayed. Select the correct customer and press ENTER. Next, type in the license plate number to be reassigned or press ENTER and the "Select Auto Record" browse window will be displayed. Select the license plate number you want to assign to the selected customer and press ENTER. Finally, press **OK** and the files will update. The vehicle information as well as the vehicle history will be reassigned to the new customer.

## Section 4.6

### CUSTOMER AND INVOICE QUERIES

What is a Query? A query is simply a specialized detailed search, and within the Customer Section of the Auto Repair Boss program there are two types of detailed searches you can run – a Customer Query or an Invoice Query. A Customer Query (accessed from the Query menu or the **Query** button) is a detailed search of your customer records. An Invoice Query (accessed from the "Customer Mailout" screen) is a detailed search from your Invoice history.

The next question one might ask is "Why would I want a Customer Query or an Invoice Query?". There are many possibilities. For example,

You may want to know:

- How many customers live within a certain zip code.
- How many customers have a charge account.
- How many brake jobs have been done in the last month.
- How many customers spent over \$200 so you can send a Thank You letter.
- How many '88 Monte Carlos were worked on.

The above are just a few examples. The Customer Query will allow you to get information from your customer records and the Invoice Query will allow you to get information from your Invoice database files.

The Customer Query also allows you to export your customer information. After you print a report in the Query section you will be given the option to export the information. If you choose "Yes" a file called ExpCust.csv will be created in the arbwin directory.

The best way to learn is to look at some of the existing queries and experiment with creating your own.

## HOW TO ADD A CUSTOMER QUERY

To add a Customer Query, either select "Customer Query" from the Query menu located at the top of your screen or press the **Query** button. The "Customer Query" screen will be displayed. Next, press the **Query** button located at the bottom of the "Customer Query" screen. Finally, press the **New** button. The "Query Wizard Field Selection" screen will be displayed.

## HOW TO ADD AN INVOICE QUERY

To add an Invoice Query, either select "Customer Mailouts" from the Mailouts menu located at the top of your screen or press the **Mailouts** button. The "Customer Mailout" screen will be displayed. Next, press the **Query** button located at the bottom of the "Customer Mailout" screen. Finally, press the **New** button. The "Query Wizard Field Selection" screen will be displayed.

As an example, we will insert an Invoice Query entitled "Brake Job customers from 09/01/07 to 09/30/07".

1. Select "Invoice Date" from the "Fields to Evaluate" menu and press the **Next** button. The "Query Operations" menu will be displayed.
2. Select "Is Greater Than or Equal to" and press the **Next** button.
3. Type in "9-01-2007" and press the **Next** button.

**NOTE:** You can also press the [...] button next to the field to bring up a calendar to select the date desired. If you are having problems with the query pulling results, try doing this instead of typing in the date.

4. Press the **AND** button and the "Fields to Evaluate" menu will again be displayed.
5. Select "Invoice Date" and press the **Next** button.
6. Select "Is Less Than or Equal to" and press the **Next** button.
7. Type in "9-30-2007" and press the **Next** button.

**NOTE:** You can also press the [...] button next to the field to bring up a calendar to select the date desired. If you are having problems with the query pulling results, try doing this instead of typing in the date.

8. Press the **AND** button and the "Fields to Evaluate" menu will again be displayed.
9. Select "Part Number" and press the **Next** button.
10. Select "Is Equal To" and press **Next**.
11. Type in "FBJ" or your front brake job code and press the **Next** button.
12. Press the **OR** button and the "Fields to Evaluate" menu will again be displayed.
13. Select "Part Number" and press the **Next** button.
14. Select "Is Equal To" and press **Next**.
15. Type in "RBJ" or your rear brake job code and press the **Next** button.
16. Press **Finish**.

You will be asked if you would like to save the query. Select "Yes". You will then be asked to enter the Query Description. Type in "Brake Job customers from 09/01/07 to 09/30/07" and press the **OK** button. The query will then run and the results displayed for your review.

**NOTE:** As the Query selects the records you indicated, this may be a timely process. You will see an hour glass indicating the Query is working.

After you have finished viewing the query, you can press the **Esc – Quit** button to exit the screen or you have the option of exporting the data to Excel for further manipulation. Simply press the **Export** button to do so.

## **Section 4.7**

### **IMPORT PHONE BOOK**

The Online Phone Book can prove to be very useful. Once you have imported the information from Delorme® it will be available for use when adding new customers or for just looking up a phone number. If you require additional help when importing from Delorme® , call the Technical Support Line at 972-234-0375.

Before you can import the information into the Auto Repair Boss program, you must first export the data from Delorme®. Refer to the instructions included with Delorme® on how to export the files.

#### **IMPORTING THE DELORME® INFORMATION INTO THE AUTO REPAIR BOSS**

Select "Import Phone Book" from the Import menu located at the top of your screen.

Type in the File name if you know its location or press the browse button to locate it.

Press **F10 – Start** and the information will be imported into the phone book database.

### **IMPORT CUSTOMER RECORDS**

This will allow you to import customer records from other programs.

Select "Import Customer Records" from the Import menu located at the top of your screen.

Please follow directions on screen.

If you require additional help when importing Customer Records please call the Technical Support Line at 972-234-0375.

## SECTION 5

The **EMPLOYEE** section of the program allows you to maintain your employee records. Select **EMPLOYEE** from the **AUTO REPAIR BOSS MAIN MENU**.

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## Section 5.1

### ADDING EMPLOYEE RECORDS

1. Either select “Add & Update Employee Records” from the Employee menu located at the top of your screen or press the **Employee** button. The “Select Employee Records” screen will be displayed.
2. Press **F8 – Add**. The “Add Employee Record” screen will be displayed.
3. Type in the requested information.

**Employee Code:** Enter a code up to six digits that will be used to identify the employee. The employee code is used to track sales. This is a required field.

**Last Name:** Enter the employee’s last name. This is a required field.

**First Name:** Enter the employee’s first name.

**Address:** Enter the employee’s address. The city, state, and zip code will automatically be filled in if you entered them in the “Program Defaults” section. See Section 1.4, Program Defaults, for more information.

**Home Phone:** Enter the employee’s home phone number.

**Contact Phone:** Enter the phone number of the person the employee has given you to contact in case of an emergency.

**Emergency Contact:** Enter the name of the person the employee gave as an emergency contact.

**License:** Enter the employee’s driver’s license number.

**Social Security:** Enter the employee’s Social Security number.

**Notes:** Enter any notes you may want to make regarding the employee.

4. Press **F10 – Save** and the information will be saved.

### UPDATING EMPLOYEE RECORDS

1. Either select “Add & Update Employee Records” from the Employee menu located at the top of your screen or press the **Employee** button. The “Select Employee Records” screen will be displayed.
2. You may either move the highlight bar using the UP and DOWN arrow keys to select the employee or type the employee’s last name in the “Last Name” field located at the bottom of the screen.
3. Once the correct employee has been highlighted, press **F7 – Edit**. The “Update Employee Record” screen will be displayed.
4. All of the fields may be edited. Make the necessary changes and press **F10 – Save**. You will then be returned to the “Select Employee Record” screen.

### DELETING EMPLOYEE RECORDS

1. Either select “Add & Update Employee Records” from the Employee menu located at the top of your screen or press the **Employee** button. The “Select Employee Records” screen will be displayed.
2. You may either move the highlight bar using the UP and DOWN arrow keys to select the employee or type the employee’s last name in the “Last Name” field located at the bottom of the screen.
3. Once the correct employee has been highlighted, press **F4 – Delete**.
4. You will be asked to confirm that you want the record deleted. If you press **OK**, the record will be deleted. If you decide not to delete the employee record, press **Cancel** to be returned to the “Select Employee Record” screen.

## Section 5.2

### PRINTING AN EMPLOYEE LIST

This section allows you to print a list of all of your employees or a select portion of your employees.

1. Either select "Employee List" from the List menu located at the top of your screen or press the **List** button. The "Select Employee" screen will be displayed.
2. In the "Starting Employee" field type in the last name of the employee you want the list to begin with or press ENTER and the "Select Employee Records" screen will be displayed. Highlight the employee you want to begin with and press ENTER.
3. Repeat the above step to select the employee you want the list to end with.
4. After the employee range has been specified, press **F10 – Start**. The report will be displayed to your screen to be previewed.
5. To print the report, use your mouse to select the printer icon located at the top of the screen.

### PRINTING EMPLOYEE LABELS

This section allows you to print mailing labels for your employees.

1. Either select "Employee Labels" from the Labels menu located at the top of your screen or press the **Labels** button. The "Select Employee" screen will be displayed.
2. In the "Starting Employee" field type in the last name of the employee you want the list to begin with or press ENTER and the "Select Employee Records" screen will be displayed. Highlight the employee you want to begin with and press ENTER.
3. Repeat the above step to select the employee you want the list to end with.
4. After the employee range has been specified, press **F10 – Start**. The "Select Design to Print" screen will be displayed.
5. Highlight the desired labels to be printed and then press **OK**. The labels will be displayed on your screen for preview.
6. To print the labels, use your mouse to select the printer icon located at the top of the screen.

### PRINTING EMPLOYEE SALES REPORTS

This section allows you to print sales reports for your employees. A separate sales summary is printed for each employee. The sales are broken down by category. Each category's sales are broken down by part, labor, and total sales for each individual employee.

1. Either select "Employee Sales Report" from the Sales menu located at the top of your screen or press the **Employee Sales** button. The "Select Date Range" screen will be displayed.
2. In the "Starting Employee" field type in the last name of the employee you want the list to begin with or press ENTER and the "Select Employee Records" screen will be displayed. Highlight the employee you want to begin with and press ENTER.
3. Repeat the above step to select the employee you want the list to end with.
4. In the "Beginning Date" field type in the date you want the sales report to start with or press ENTER and a browse window containing all of the dates a Daily Checkout was done will be displayed. Select the date you want the sales report to start printing from.
5. Repeat the above step to select the date you want the list to end with.
6. Press **F10 – Start**.

7. You will be asked if you would like to preview the report. If **Yes** is selected the report will be displayed on your screen. To print the report, use your mouse to select the printer icon located at the top of the screen. If **No** is selected the report will automatically begin printing without it being displayed on your screen for preview.

## **PRINTING MANAGER SALES REPORTS**

This section allows you to print sales reports for your managers. A separate sales summary is printed for each manager. The sales are broken down by category. Each category's sales are broken down by part, labor, and total sales for each individual manager.

Manager sales reports only include those employees whose employee code has been typed in the "Manager" field within the Customer Checkout box. (The Customer Checkout box is located in the Estimate/Invoice section. It appears when you select to print an invoice. See Section 2.1 or Section 2.2 for more details.)

1. Either select "Manager Sales Report" from the Sales menu located at the top of your screen or press the **Manager Sales** button. The "Select Date Range" screen will be displayed.
2. In the "Starting Employee" field type in the last name of the employee you want the list to begin with or press ENTER and the "Select Employee Records" screen will be displayed. Highlight the employee you want to begin with and press ENTER.
3. Repeat the above step to select the employee you want the list to end with.
4. In the "Beginning Date" field type in the date you want the sales report to start with or press ENTER and a browse window containing all of the dates a Daily Checkout was done will be displayed. Select the date you want the sales report to start printing from.
5. Repeat the above step to select the date you want the list to end with.
6. Press **F10 – Start**.
7. You will be asked if you would like to preview the report. If **Yes** is selected the report will be displayed on your screen. To print the report, use your mouse to select the printer icon located at the top of the screen. If **No** is selected the report will automatically begin printing without it being displayed on your screen for preview.

## **Section 5.3**

### **EMPLOYEE TIME CLOCK**

An employee "clocks-in" by pressing the **Time Clock** button. The "Time Clock" screen will be displayed. The employee would enter his employee code. The current date and time will be automatically filled in. Press **F10 – Save**. At the end of his shift, he would again press the **Time Clock** button. The "Time Clock" screen will be displayed. The employee would enter his employee code. The current date, time he "clocked-in" and time of "clocking-out" will automatically be filled in. Press **F10 – Save**.

The Time Clock can also be accessed from the "Estimate/Work Orders" screen by press the **Time Clock** button located at the bottom of the screen.

### **UPDATING AN EMPLOYEE TIME CLOCK RECORD**

Occasionally you may need to update an employee's time clock record. To do so:

1. Select "Add & Update Employee Time" from the Employee Time menu located at the top of your screen. The "Browse the Time Clock File" screen will be displayed.
2. Select the particular record you need to update. You can type in the employee code in the blank field located at the bottom of the screen to be taken to the beginning of that employee's time files. Use the UP and DOWN arrow keys to highlight the particular record that you need to update.

3. Press **F7 – Edit**. The “Update a Time Clock Record” screen will be displayed showing that particular employee’s time worked.
4. Every field can be updated. Make the necessary changes and then press **F10 – Save**.

## **ADDING AN EMPLOYEE TIME CLOCK RECORD**

Occasionally you may need to add an employee’s time clock record. To do so:

1. Select “Add & Update Employee Time” from the Employee Time menu located at the top of your screen. The “Browse the Time Clock File” screen will be displayed.
2. Press **F8 – Add**. The Add a Time Clock Record screen will be displayed.
3. Fill in the requested information and then press **F10 – Save**.

## **EMPLOYEE TIME SHEET**

The Employee Time Sheet is the record of hours worked by each employee. A record is then kept of his hours worked which can then be printed and signed by the employee.

## **PRINTING AN EMPLOYEE TIME REPORT**

1. Select the needed “Employee Time Report” from the Employee menu located at the top of your screen. The “Select Employee” screen will be displayed.
2. In the “Starting Employee” field type in the last name of the employee you want the list to begin with or press ENTER and the “Select Employee Records” screen will be displayed. Highlight the employee you want to begin with and press ENTER.
3. Repeat the above step to select the employee you want to end with.
4. Select the date range for the time sheets.
5. Press **F10 – Start**.
6. You will be asked if you would like to preview the report. If **Yes** is selected the report will be displayed on your screen. To print the report, use your mouse to select the printer icon located at the top of the screen. If **No** is selected the report will automatically begin printing without it being displayed on your screen for preview. A separate time sheet is printed for each employee.

## SECTION 6

The **REPORTS** section of the program allows you to perform the daily checkout as well as provide you with sales statistics. Select REPORTS from the AUTO REPAIR BOSS MAIN MENU.

The **UTILITIES** section of the program allows for the creation of backups of all relevant records from which a restoration or repair can be run. This section also provides a single location from which all month end and year end procedures can be completed. Select UTILITIES from the AUTO REPAIR BOSS MAIN MENU to begin.

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## Section 6.1

### REPORTS

The **REPORTS** section of the program allows you to perform the daily checkout as well as provide you with sales statistics. Select **REPORTS** from the **AUTO REPAIR BOSS MAIN MENU**.

### DAILY CLOSE OUT

**NOTE:** Be sure and perform a Daily Close Out on a daily basis or at least each day you have sales.

This section allows you to run your daily close out. Either select "Daily Close Out" from the Daily Close Out menu located at the top of the "Reports" screen or press the **Daily Close Out** button. There are five pages to the Daily Close Out.

**NOTE:** The Daily Close Out can be customized to reflect your particular reporting needs. See the help file on how to customize reports using the Report Designer.

**Page 1** (titled Daily Sales) displays the day's total sales. The sales are broken down by category and each category is broken down into parts and labor. (Use the PAGE UP, PAGE DOWN, or the UP and DOWN arrow keys to scroll through the categories.) You are also given the total amount of sales collected for Parts, Labor, Net Sales, Tax 1, Tax 2, Tax 3 and Tax 4. The sales information is taken from the invoices entered during that day's business. After reviewing the sales for the day press **F10 – Next Page** to go to the next page of the Daily Close Out.

**Page 2** of the Daily Close Out (titled Charge/Layaway Sales) is a breakdown of charge sales. The last name of the charge customer along with the invoice number and amount are displayed. After reviewing the charge sales press **F10** to go to the next page.

**Page 3** of the Daily Close Out is the Daily Cash Payouts screen. Press **Insert** to add a payout record. The "Account" and "Department" fields are only used when the General Ledger is activated. (The General Ledger is included in the optional Accounting Module.)

Field by field description for "Adding a Payout Record" screen.

**Account:** Press ENTER and the "Select Account Number" browse window will be displayed. Scroll through the account numbers until the account number you want the payout to be assigned to is highlighted. Press ENTER and the selected account number will be displayed in the field. If Accounting Module is active, then you will be required to select a General Ledger account, otherwise you can leave 0s in this field.

**Department:** Type in the department number.

**Name:** The name of the account will be displayed in the field. You can modify the name if you need to.

**Description:** Type in a description for the payout.

**Amount:** Type in the amount of the payout.

After you have typed in the requested information press **OK** and the information will be displayed on the Daily Cash Payout page. After completing the Daily Cash Payout page press **F10** to go to the next page of the Daily Close Out.

**Page 4** of the Daily Close Out is the Daily Receivables screen. Any payments received from charge customers will be displayed on this screen. After reviewing the Daily Receivables screen press **F10** to go to the final page of the Daily Close Out.

**Page 5** of the Daily Close Out is the completed Daily Report.

The program automatically brings forward the Total Sales, Payment Methods Excluded, Charge/Layaway Sales, Acct's. Rec. Income, and Cash Paid Out that was displayed on the previous pages of the Daily Close Out. All you have to enter are the Opening Operating Cash, any Cash Over or Cash Short, and Operating Cash Retained. Once you have entered those amounts the program calculates the Net Bank Deposit.

If you want to add any comments on the Daily Report, type them in the Comment box. Anything typed in this area will be displayed on the Daily Report printout. Press **F9** to print the daily report and close out the daily records.

## **Section 6.2**

### **REPORTS**

The **REPORTS** section of the program allows you to perform the daily checkout as well as provide you with sales statistics. Select **REPORTS** from the **AUTO REPAIR BOSS MAIN MENU**.

#### **SALES REPORT**

To print a Sales Report for any specified date range, either select "Sales Report" from the Reports menu located at the top of the "Reports" screen or press the **Sales Report** button. Type in the date you want the sales report to begin with in the "Beginning Date" field and the date you want it to end with in the "Ending Date" field.

After the date range has been selected, press **F10 – Start** and the report will be generated. Remember, sales reports are compiled from the Daily Close Outs. Therefore, if there was a day that the Daily Close Out was not completed, the sales figures for that day will appear on whatever day the Daily Close Out was actually performed.

#### **SALES TAX REPORT**

The Sales Tax Report includes the amount of tax collected for each tax code. Each tax rate has a code. The code for the tax rate was set up in the Tax Rate Setup section. See Section 1.2 for more information on setting up tax codes.

To print a Sales Tax Report for any specified date range, either select "Sales Tax Report" from the Reports menu or press the **Sales Tax Report** button. Type in the date you want the sales report to begin with in the "Beginning Date" field and the date you want it to end with in the "Ending Date" field. After the date range has been selected, press **F10 – Start** and the report will be generated.

#### **SALES SUMMARY**

This report will give you a five year sales summary. Each year's sales are compared to the previous year's sales. The percent of increase or decrease is calculated. Either select "Sales Summary" from the Reports menu or press the **Sales Summary** button to generate the report.

#### **ADVERTISING SUMMARY**

This report will allow you to see which advertisements are bringing in your business. The summary includes a breakdown of sales by advertising code. Each method of advertising has a code. See Section 1.8, Advertising Code Setup, for more information on setting up advertising codes.

To print an Advertising Summary for any specified date range, either select "Advertising Summary" from the Reports menu or press the **Advertising Summary** button. Type in the date you want the advertising summary to begin with in the "Beginning Date" field and the date you want it to end with in the "Ending Date" field. Once the dates have been selected press **F10 – Start** and the report will be generated.

#### **ROYALTY SUMMARY**

This report is helpful in analyzing sales statistics by job instead of invoice. For example, you may want to know how many brake jobs you have done for a particular time period.

To print a Royalty Summary for any specified date range, either select “Royalty Summary” from the Reports menu or press the **Royalty Summary** button. Type in the date you want the royalty summary to begin with in the “Beginning Date” field and the date you want it to end with in the “Ending Date” field. Once the dates have been selected press **F10 – Start** and the report will be generated.

## **PARTS & SERVICE USAGE**

This report is helpful in analyzing parts and service usage by date range. For example, you may want to know how many oil changes you have done for a particular time period.

To print a Parts & Service Usage report for any specified date range, either select “Parts & Service Usage” from the Reports menu or press the **Parts & Service Usage** button. Type in the date you want the report to begin with in the “Beginning Date” field and the date you want it to end with in the “Ending Date” field. Once the dates have been selected press **F10 – Start** and the report will be generated.

## **DAILY INVOICES**

This report is helpful by being able to see a list of invoices for a particular time period.

To print a Daily Invoices report for any specified date range, either select “Daily Invoices” from the Reports menu or press the **Daily Invoices** button. Type in the date you want the report to begin with in the “Beginning Date” field and the date you want it to end with in the “Ending Date” field. Once the dates have been selected press **F10 – Start** and the report will be generated.

## **CHARGE/LAYAWAY REPORT**

This report is helpful by being able to see a list of charge and layaway invoices for a particular time period.

To print a Charge/Layaway Report for any specified date range, either select “Charge/Layaway Report” from the Reports menu or press the **Charge/Layaway Report** button. Type in the date you want the report to begin with in the “Beginning Date” field and the date you want it to end with in the “Ending Date” field. Once the dates have been selected press **F10 – Start** and the report will be generated.

## **CASH PAYOUT REPORT**

This report is helpful by being able to see a list of cash payouts for a particular time period.

To print a Cash Payout Report for any specified date range, either select “Cash Payout Report” from the Reports menu or press the **Cash Payout Report** button. Type in the date you want the report to begin with in the “Beginning Date” field and the date you want it to end with in the “Ending Date” field. Once the dates have been selected press **F10 – Start** and the report will be generated.

## **CORE USAGE REPORT**

This report is helpful by being able to see a list of cores used for a particular time period.

To print a Core Usage Report for any specified date range, either select “Core Usage Report” from the Reports menu or press the **Core Usage Report** button. Type in the date you want the report to begin with in the “Beginning Date” field and the date you want it to end with in the “Ending Date” field. Once the dates have been selected press **F10 – Start** and the report will be generated.

## KIT USAGE REPORT

This report is helpful by being able to see a list of kits used for a particular time period. This report only contains kits that are assigned to a part number.

To print a Kit Usage Report for any specified date range, either select “Kit Usage Report” from the Reports menu or press the **Kit Usage Report** button. Type in the date you want the report to begin with in the “Beginning Date” field and the date you want it to end with in the “Ending Date” field. Once the dates have been selected press **F10 – Start** and the report will be generated.

## Section 6.3

### UTILITIES

The **UTILITIES** section of the program allows for the creation of backups of all relevant records from which a restoration or repair can be run. This section also provides a single location from which all month end and year end procedures can be completed. Select UTILITIES from the AUTO REPAIR BOSS MAIN MENU to begin.

### BACKUP AND REPAIR

Selecting **Backup & Repair** from the Utilities menu will close the Auto Repair Boss program and open the “Backup & Restore” screen. From this screen you can create a backup and restore data from an existing backup.

**NOTE:** This backup only backs up Auto Repair Boss data files so we recommend you get an external backup program to create a backup of your whole computer.

### BACKUP

Press the **Backup** button to open the “Back Up Data” screen. Select the drive where the backup disk is located as well as the disk size and then press **Start** to begin backing up the Auto Repair Boss data files.

**NOTE:** All terminals must be turned off before proceeding. This process should not be interrupted.

### RESTORE

Press the **Restore** button to open the “Restoring Data” screen. On this screen there are two tabs that will need to be completed before proceeding with the restore – **Restore FROM** and **Restore TO**.

#### **Restore FROM:**

Select the drive where the backup disk can be found and if a file path other than the default was created when making the backup, enter that file path into the “Path to restore FROM:” field.

#### **Restore TO:**

Select where to restore the data.

Finally, press **Start** to begin restoring the Auto Repair Boss data files.

**NOTE:** All terminals must be turned off before proceeding. This process should not be interrupted.

## Section 6.4

### UTILITIES

The **UTILITIES** section of the program allows for the creation of backups of all relevant records from which a restoration or repair can be run. This section also provides a single location from which all month end and year end procedures can be completed. Select UTILITIES from the AUTO REPAIR BOSS MAIN MENU to begin.

### MONTHEND / YEAR END

Selecting **Month End / Year End** from the Utilities menu will open the “Month End / Year End” screen from which all month end and year end procedures can be run.

**NOTE:** While it is possible to run these procedures within the individual accounting sections, it is highly recommended they be run here so as to complete everything for every section at one time.

### MONTHEND

Selecting “Month End” from the Month End menu located at the top of the “Month End / Year End” screen or pressing the **Month End** button will display the “Month End” screen. Completing this screen will reset all accounting sections to begin a new period. Fill in the requested information and then press **F10 – Start**.

**NOTE:** If you are using QuickBooks® you must export General Ledger information to QuickBooks® before closing the current period or year.

**Fiscal Year:** Enter the current fiscal year for financial reporting.

**Next G/L Period:** Enter the next processing period for General Ledger processing and reporting.

**Next G/L Period End Date:** Enter the ending date for the next General Ledger processing period.

**Next P/R Period:** Enter the next payroll period.

**Next P/R Period End Date:** Enter the date the next payroll period ends.

**Is this Quarter End?:** Select “Yes” or “No”. If “Yes” is selected, this will close the current quarter and begin the new quarter for all accounting sections.

**Is this Year End?:** Select “Yes” or “No”. If “Yes” is selected, this will close the current year and begin the new year for all accounting sections.

### YEAR END

Selecting “Year End” from the Year End menu located at the top of the “Month End / Year End” screen or pressing the **Year End** button will display the “Year End” screen. Completing this screen will reset yearly statistics to zero.

**NOTE:** If you are using QuickBooks® you must export General Ledger information to QuickBooks® before closing the current period or year.

### PURGE HISTORY

Selecting “Purge History” from the Purge History menu located at the top of the “Month End / Year End” screen or pressing the **Purge History** button will display a screen to select the beginning and ending dates of the period you wish to delete sales and invoice history. It is recommended you create a backup before completing this process.

## **PURGE ESTIMATES**

Selecting “Purge Estimates” from the Purge Estimates menu located at the top of the “Month End / Year End” screen or pressing the **Purge Estimates** button will display a screen to select the beginning and ending dates of the period you wish to delete saved estimates. It is recommended you create a backup before completing this process.

# SECTION 7

The **RECEIVABLES** section of the program allows you to maintain your accounts receivables. Select RECEIVABLES from the AUTO REPAIR BOSS MAIN MENU.

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## Section 7.1

### INTRODUCTION

#### AN INTRODUCTION TO THE ACCOUNTS RECEIVABLE SYSTEM

Accounts Receivable records charges, payments, and adjustments to customer accounts and produces follow-up billings on accounts with outstanding balances. The system also provides a full complement of management and audit trail reporting.

Features of the Accounts Receivable system include:

- Cycled billing for uniform processing throughout the month.
- Open item processing.
- Automatic dunning messages based on account age.
- Detail customer inquiry.
- Request and demand statements.
- Scrolling tables for easy lookup and viewing of files.
- Comprehensive receivable management reports.
- General Ledger account editing with lookup tables.
- Automatic pricing from Service Master.
- Automatic billing hold on small and credit balance accounts.
- Automatic posting to General Ledger.
- Customer Layaway.
- Customer list and labels capability.
- Flexible processing periods.

#### THE ACCOUNTS RECEIVABLE PROCESSING CYCLE

The Accounts Receivable system can be run as frequently as desired. Normally a receivables system is operated and processed on a daily or weekly basis.

The processing cycle for the Accounts Receivable system follows closely the sequence of the menu items listed on the main menu.

#### THE ACCOUNTS RECEIVABLE MAIN MENU

**Data Entry:** Displays a menu allowing the selection of transaction entry and daily processing procedures.

**Inquiry:** Allows the viewing of customer accounts and the viewing and printing of customer follow-up recall notes.

**Statements:** Prints a list of charge and layaway follow-up statements generated this processing.

**Reports:** Displays a menu listing the reports available for printing.

**Monthly:** Displays a menu listing the month end processing procedures.

**Maintenance:** Displays a menu listing the file maintenance procedures. From this menu the Accounts Receivable system master files can be modified and listed to the printer.

## Section 7.2

### MINIMUM PROCESSING REQUIREMENT

The following describes the required steps for completing an Accounts Receivable system processing cycle. Each of the steps must be completed in the sequence indicated.

#### 1. Data Entry

Enter transactions and payments to be applied to customer accounts. These processes can be entered and exited as often as desired. At the end of the processing day, the remainder of the procedures should be run.

#### 2. Statements

Statements are printed on a cycled basis based on the next statement date in the customer file. Cycles are regenerated when a statement is printed. If you wish to send month-end statements, then the items in this menu should be run at month end only. If you wish to spread the statement process over the month, then the Statements menu items should be run more frequently. Remember that only accounts with a next statement date equal to or prior to the current processing date will be sent statements.

#### 3. Monthly

The procedures on this menu are executed at month end.

**Generate Finance Charges:** Generate finance charges for customers.

**End of Month:** Clears month-to-date accumulators and, at year-end, clears year-to-date accumulator.

## Section 7.3

### GETTING STARTED

#### GATHERING NECESSARY DATA

In order to set up the system files you will need:

1. A list of the types of payments and adjustments to be used by the Accounts Receivable system.
2. A listing of current customer names and addresses and balances.
3. The return address information for your company.

You should have this information in hand prior to continuing.

#### LOADING INITIAL DATA

Select "System Information" from the Maintenance menu and follow the directions found under System Information in Section 7.9.

Select "Customer Information" from the Maintenance menu and follow the directions found under Customer Information in Section 7.9.

## Section 7.4

### DATA ENTRY

An example of when you would use the data entry function is when first setting up the program and you need to enter the beginning account balance for your customers.

### CHARGES AND ADJUSTMENTS

1. Select "Charges and Adjustments" from the Data Entry menu located at the top of your screen. The "Customer Selection Table" will be displayed.
2. Select the customer for whom you wish to enter transactions and then press the **Show Invoices** button. The "Invoice Selection Table" will be displayed.
3. To apply transactions, select the desired invoice and then press the **Show Detail** button. The "Charge/Adjustment Entry" screen will be displayed. (You can also add new invoices from this screen by pressing the **Insert** button.)
4. Press the **Insert** button to add a new transaction. "The Charge/Adjustment Entry Form" is displayed.
5. Type in the requested information.

"Customer Number" and "Invoice Number" are displayed for verification.

**Item Number:** Enter the item number from the service master that identifies the type of transaction being processed. If an invalid item number is entered or no item number is entered, the transaction "Service Selection Table" is displayed.

**NOTE:** The Service Master identifies the different types of charges, adjustments and payments received in the receivables system. You use the UP and DOWN arrow keys to highlight the item desired and then press the ENTER key or **Select** button to select that item. If a new item needs to be added, press the **Insert** button to display the "Service Maintenance Form".

**Date:** Enter the transaction date.

**Quantity:** Enter the total number of units involved in this transaction.

**Description:** This field is used to enter a description of the transaction. The description defaults to the description for the "Item Number" as listed in the service master but can be changed if desired.

**Amount:** Invoice amount.

**Reference:** This is a free form reference or comment field.

6. Press **OK** to save and you will be taken back to the "Charge/Adjustment Entry" screen.
7. Repeat steps 4 – 6 to add additional transactions.
8. Press the **Close** button and you will be taken back to the "Invoice Selection Table".
9. Repeat steps 3 – 7 to modify additional invoices.
10. Press the **Close** button to exit the "Invoice Selection Table" and again to exit the "Customer Selection Table".

### PAYMENTS

1. Select "Payments" from the Data Entry menu located at the top of your screen. The "Customer Selection Table" will be displayed.
2. Select the customer for whom you wish to enter payments and then press the ENTER key or the **Select** button. The "Payment Entry Form Table" is displayed. The "Payment Entry Form" is used to apply payments to customer accounts.

3. Type in the requested information.

**Payment Date:** Enter the transaction date.

**Description:** This field is used to enter the description of the transaction. The description defaults to the description from the Service Master but can be changed if desired.

**Payment Amount:** Enter the amount of the payment. **Do not use the minus Entry for normal payments** – only for payment reversals. The system will handle the sign for normal payments.

**Discount Amount:** Enter the payment discount, if any. Signs are handled in the same way as payments.

**Check Number:** This is a free form field used to enter a check number, comment, or the like.

4. Press **Auto Distribute to Charge Invoices** and your payment will automatically be applied to outstanding invoices and create an open credit if needed or Press **OK** and the “Apply Payment” screen will be displayed. This screen displays the original payment and discount amounts and the remaining (undistributed) payment and discount amounts.

5. To apply a portion of the payment to a specific invoice, use the UP and DOWN arrow keys to highlight the invoice desired and then press the ENTER key or the **Apply Payment** button to complete the selection. The “Apply Payment” entry form is displayed.

6. Type in the requested information.

The “Customer Number”, “Invoice Number” and “Invoice Balance” are displayed for your information.

**Payment Amount:** Enter the portion of the payment that is to be applied to this invoice.

**Discount Amount:** Enter the portion of the discount that is to be applied to this invoice.

7. Press **OK** and the payment will be applied.

8. If there is a payment amount remaining, repeat steps 5 – 7 to apply the remaining balance.

9. Press the **Close** button to exit the “Apply Payment” screen.

## DAILY TRANSACTIONS

Select “Daily Transactions” from the Data Entry menu located at the top of your screen to preview a printable list of the day’s transactions in customer sequence.

## Section 7.5

### INQUIRY

Either select “Customer Inquiry” from the Inquiry menu located at the top of your screen or press the **Customer Inquiry** button. The “Customer Selection Table” will be displayed. Highlight the customer for whom you would like to run an inquiry and then either press the ENTER key or the **Select** button to run the inquiry.

The “Customer Inquiry” screen lists the open invoices for the customer selected. To view the detail for a specific invoice, highlight the invoice desired and then either press the ENTER key or the **View Invoice Detail** button. The “Invoice Detail Inquiry” screen is displayed.

The **Print Demand Statement** button (also located on the “Customer Inquiry” screen) is used to request a demand statement. Demand statements do not affect the normal statement cycle. You will be asked which message to print at the bottom of the statement. Enter the Message Number then press **OK**. A preview of the demand statement will open on your screen. Use your mouse to click on the printer icon and the statement will begin printing.

The **Payment History** button (also located on the “Customer Inquiry” screen) is used to view and print past customer payments. Does not include current Accounts Receivable period.



## **Section 7.6**

### **STATEMENTS**

Customer Statements reads the customer file and generates follow up statements for all accounts due based on the next statement date on the account. Statements are printed for all accounts whose next statement date is equal to or prior to the current processing date.

### **CHARGE STATEMENTS**

Charge Statements prints a list of the follow up statements generated this processing. You have the option of printing or emailing the statements. (The '**Email Statement Y/N**' field on the customer record must be 'Y' for the statement to be emailed.)

### **LAYAWAY STATEMENTS**

Layaway Statements prints a list of the follow up statements generated this processing. You have the option of printing or emailing the statements. (The '**Email Statement Y/N**' field on the customer record must be 'Y' for the statement to be emailed.)

## **Section 7.7**

### **REPORTS**

#### **INVOICE AGING REPORT**

The Invoice Aging report lists accounts with balances due and ages the individual invoices on each account.

#### **A/R AGING REPORT**

The A/R Aging Report lists all accounts with balances due sequenced by number of statements unanswered with totals for each category.

#### **SMALL BALANCE REPORT**

The Small Balance Report prints accounts whose balance falls within the small balance range defined in the "System Information Maintenance Form".

#### **CREDIT BALANCE REPORT**

The Credit Balance Report prints accounts whose balance is less than the lower limit of the small balance range.

#### **CASH FORECAST**

Prints a forecast or estimate of when cash can be expected based on statement dates.

## Section 7.8

### MONTHLY

Monthly displays a menu listing the end of month processing procedures.

### GENERATE FINANCE CHARGES

Generates finance charges for customers.

### END OF MONTH

Selecting “End of Month” from the Monthly menu will zero the month-to-date accumulators in all applicable files as well as delete invoice and transaction detail for all zero balance orders that have passed the zero suspense period. The user is asked if this is year-end and, if so, the year-to-date accumulator is also zeroed.

**NOTE:** While it is possible to run month end procedures within the individual accounting sections, it is highly recommended they be run in Utilities so as to complete everything for every section at one time. See Section 6.4, Month End/Year End, for more information.

## Section 7.9

### MAINTENANCE

#### GENERAL INFORMATION

Selecting “General Information” from the Maintenance menu will display the “General Information Maintenance Form”. This form is used to set your company name and address information. This information is used on report headings and as the return address for your company.

**Name:** Enter the company name as you wish it to appear on report headings and correspondence.

**Address:** Enter the company's street address.

**Suite:** If applicable, enter the company's suite number.

**City, State:** Enter the return address city and state.

**Zip Code:** Enter the company's zip or postal code.

**Telephone:** Enter the company's telephone number.

**Employer Id:** Enter the company's Federal Identification Number. This number is used for federal reporting forms.

#### SYSTEM INFORMATION

Selecting “System Information” from the Maintenance menu opens the “System Information Maintenance Form”. This form is used to set the Accounts Receivable default accounts.

**A/R Account:** Enter the General Ledger account number identifying the accounts receivable account. If the account number entered does not exist in the chart of accounts, the “Chart of Accounts Lookup Table” will be displayed for selection of the proper account.

**Checking Account:** Enter the General Ledger account number for Checking.

**Discounts Account:** Enter the General Ledger account number for payment discounts.

**Discounts Adj Code:** Enter the Adjustment code from the service master that identifies payment discounts. If payment discounts are not utilized you can skip this field.

**Fiscal Year:** Enter the year for financial reporting.

**G/L Period:** Enter the current processing period for posting to General Ledger.

**Finance Charge Delay Days:** Enter the number of days before finance charges will begin to be charged on receivables.

**Zero Suspense Days:** Enter the number of days to keep a customer order on file after the order is paid.

**Finance Charges?:** Charge finance charges Yes or No.

**Compound Interest:** Select yes or no.

**Minimum Finance Charge:** Minimum finance charge.

**Finance Charge Rate:** Finance charge rate.

**Finance Charge Code:** Default finance charge code.

**G/L Period End Date:** Enter the date the current period ends.

**Small Balance Positive:** Enter the customer balance at which you no longer wish to process statements.

**Small Balance Negative:** Enter the customer credit at which you will issue refund checks.

**Charge Statement Message:** This message will appear on the bottom of charge statements.

**Layaway Statement Message:** This message will appear on the bottom of layaway statements.

**Demand Statement Message:** This message will appear on the bottom of demand statements.

## CUSTOMER INFORMATION

See Section 4.1, Customer Accounts, for more information on adding and updating customer accounts.

## SERVICE INFORMATION

Selecting “Service Information” from the Maintenance menu opens the “Service Selection Table” from which you can edit or add to the Service Master. The Service Master is used to identify the different types of payments received in the Accounts Receivables system.

You can use the UP and DOWN arrow keys to highlight the item desired and then press the **Change** button to select that item for modification. If a new item needs to be added, press the **Insert** button. In either case, the “Service Maintenance Form” is displayed. The “Service Maintenance Form” is used to add new entries to the Service Master or to modify data on existing entries in the Service Master.

**Item Number:** Item number is a code assigned to each item in the service master.

Examples of payment codes might be:

- DIS      DISCOUNT
- FIN      FINANCE CHARGE
- INV      INVOICE
- PAY      PAYMENT

**Description:** Enter the description of the item identified by this code.

**G/L Account:** G/L Account is the General Ledger account number that this item type is posted to. If account is entered incorrectly the “Chart of Accounts Selection Table” will be displayed.

**Category:** Category identifies the type of service item.

## **MESSAGE INFORMATION**

Selecting “Message Information” from the Maintenance menu opens the “Message Selection Table”. These messages are printed on customer statements.

To modify a message, use the UP and DOWN arrow keys to highlight the message to be modified and then press the **Change** button to complete your selection. Press the **Insert** button to add a new message. In both cases the “Message Maintenance Form” is displayed.

**Message Number:** Enter the message number.

**Message Title:** Enter a title or description for the message.

**Message Text:** Enter the message to print on the statement.

## **CHART OF ACCOUNTS**

See Section 10.8, Chart of Accounts, for more information on adding new accounts to the General Ledger.

## **DEPARTMENT MAINTENANCE**

See Section 10.8, Department Maintenance, for more information on adding and updating departments.

## SECTION 8

Selecting **PAYABLES** from the AUTO REPAIR BOSS MAIN MENU allows you to maintain your accounts payables.

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## Section 8.1

### INTRODUCTION

#### AN INTRODUCTION TO THE ACCOUNTS PAYABLE SYSTEM

Accounts Payable records and distributes purchases via the vendor's invoice and disburses and records payments either by manual or system generated check.

The system will process invoices, credit memos and debit memos for payment and posting to the General Ledger. Voids and pre-paid transactions are also processed.

Features of the Accounts Payable system include:

- Establishment of permanent and one-time vendors.
- Optional invoice line item detail.
- Partial payment support.
- Mixing of manually paid and system generated checks.
- Checks summarized by payee.
- Invoice distribution to multiple general ledger accounts.
- Establish and process recurring invoices.
- Check previewing and control via check candidate processing.
- Supports future period expense posting.
- Vendor 1099 support.
- Paid invoice history sub-system.

#### THE ACCOUNTS PAYABLE PROCESSING CYCLE

The Accounts Payable system can be run using any frequency desired from daily to once a month.

The processing cycle for Accounts Payable follows closely the sequence of the menus and menu items listed on the Accounts Payable screen. However, the simplest way to process a check for any vendor is to print a Quick Check. See Section 8.5 for more information.

#### MINIMUM PROCESSING REQUIREMENT

**NOTE:** If you wish to simply print a check to pay a vendor invoice, we recommend the Quick Check function of the Accounts Payable system (See Section 8.5). However, if you wish to enter vendor invoices in detail, complete the following steps.

The following describes the required steps for completing an Accounts Payable processing cycle. Each of the steps must be completed in the sequence indicated.

- 1. Process Invoices:** Enter new invoices, credit memos or debit memos.
- 2. Process Checks:** Determine checks to be generated, edit check candidates and print the system generated checks.
  - 2.1 Check Setup:** Set the processing check date, starting check number for printing checks and General Ledger posting information.
  - 2.2 Select and Revise Invoices:** Select the invoices and amounts to be paid.
  - 2.3 Print Checks:** Print the actual checks.
  - 2.4 Check Register:** Print the check register, update the invoices with the payment information, and create the posting entries for the disbursements.
- 3. Post Payables:** Create the expense posting entries for un-posted invoices and print the General Ledger Posting Summary.

The remaining functions, while important, are not required for the successful completion of the Accounts Payable processing cycle.

## Section 8.2

### GETTING STARTED

#### GATHERING NECESSARY DATA

In order to set up the system files you will need:

1. A copy of the Chart of Accounts.
2. A listing of current vendor names and addresses.
3. The return address information for your company.

You should have this information in hand prior to continuing.

#### LOADING INITIAL DATA

Select "System Information" from the Maintenance menu and follow the directions found under System Information in Section 8.10.

Select "Vendor Information" from the Maintenance menu and follow the directions found under Vendor Information in Section 8.10.

## Section 8.3

### DATA ENTRY

#### INVOICE DATA ENTRY

The Invoice Data Entry menu item allows you to enter invoices as you receive them from your vendors. Invoices can be entered in summary or in line item detail. When entering line item detail for an invoice, you also have the option of distributing each line item to a separate General Ledger account and updating the Inventory system if these systems are interfaced with Accounts Payable.

To process invoices, select "Invoice Data Entry" from the Data Entry menu. A table listing the open invoices on file is displayed. If adding a new invoice, press the **Insert** button. The "Adding a Payables Invoice Record" form is displayed. This form is used to add new invoices. If modifying an existing invoice, highlight the invoice desired and either press the ENTER key or the **Change** button to select that invoice. The "Changing a Payables Invoice Record" form is displayed. This form is used to modify existing invoices.

#### ENTERING INVOICE DATA

**Vendor Code:** Enter the vendor's code as it appears on the Vendor List, or press the ENTER key while the field is blank to display a table listing the current vendors on file. If the vendor is not on file, press **F8 – Add** while displaying the "Browse the Vendor File" screen and a form will be displayed for the entry of new vendor information. See Section 8.10, Vendor Information, for more information on adding new vendors.

**Vendor Name:** Once you've selected a vendor code, the vendor's name is automatically entered here.

**Invoice Type:** Specifies the type of invoice being processed. Invoice Type can be Regular, Special or Prewritten.

**Regular:** Indicates a normal invoice to be paid to the vendor indicated and that vendor's name and address will be used as the payee name and address.

**Special:** Indicates that this invoice is being paid to a vendor marked special and that the payee name and address must be entered for this invoice.

**Prewritten:** Indicates that this invoice has already been paid. General Ledger postings for prewritten invoices are between the expense account and the cash account with no entry to the accounts payable account. (Not available at this time.)

**Vendor No:** Automatically entered once vendor code is selected.

**Invoice Number:** Enter the invoice number from the vendor's invoice. If no invoice number is available you must create one. Invoice numbers must be unique. If creating an invoice number, use something like the first three characters of the payee name and the date.

**Invoice Date:** Date of the invoice.

**Transaction Type:** Transaction Type tells the Accounts Payable system what type of invoice transaction to process. Transaction Type can be an Invoice, a Credit Memo, or a Debit Memo.

**Payee:** Payee is the person or company that will receive the check as payment. For regular invoices the payee information is captured from the vendor file. For special invoices this information must be entered.

**NOTE:** Correct entry of payee name is important in that checks are summarized by payee and a single check will be generated for a payee with multiple invoices due to be paid.

**Address:** Enter the vendor's address. The address is captured from the vendor file for regular vendors, but must be entered for special invoices.

**City/State:** Enter the vendor's city and state.

**Zip Code:** Enter the vendor's zip or postal code.

**PO Number:** Enter your purchase order number if one is associated with this invoice.

**Gross:** Enter the gross dollar amount of the invoice less the amount allowed for freight, if shown separately.

**Freight:** Enter the freight (shipping) cost if this is kept separate.

**Net:** Calculated as Gross + Freight and displayed.

**Disc Terms %:** Enter the discount terms for any discount to be taken. Terms are initially set to the default discount terms from this vendor's record. Terms are entered as a percent discount and a number of days (10.00% Net 10) indicating that a ten percent discount is allowed if paid within ten days of the invoice date.

**Net:** Enter the number of days for which the discount is valid.

**Period:** Enter the General Ledger period that this invoice is to be posted to. Invoices can be posted to prior periods and future periods, as well as, the current period. Making no entry in this field will default to the current General Ledger period from the control file.

**Fiscal Year:** Enter the current financial reporting year.

**Due Date:** Due Date is the date that this invoice is scheduled to be paid. Invoices are selected for payment when their due date is equal to or prior to the check date specified for the payable run. When setting the due date be sure to consider discounts for early payment.

**Line Detail:** Line Detail indicates whether or not you will be entering line item detail for this invoice. Line item detail should be used when you wish to distribute the invoice to multiple General Ledger accounts.

If you answer "Yes", the "Browse the Invoice Detail File" will be displayed. This screen is used to show the item detail entered for this invoice. If no previous detail has been entered, press **F8 – Add** and the "Line Item Entry Form" is displayed.

**NOTE:** Notice that the "Total to Distribute" is displayed in the upper right portion of the table and the "Remaining Undistributed" amount is displayed in the lower right portion. The "Remaining Undistributed" amount must equal 0.00 before you can close this screen.

**Line Item Entry Form:** The vendor, invoice number and transaction type are repeated from the Invoice form.

**Line Number:** Enter the line number for this entry. Must be in sequential order.

**Account:** Enter the General Ledger account number that this item is posted to. If the number is not known or entered in error the "Browse the Chart of Accounts File" is displayed for account selection.

**Department:** Enter the department account this item is posted to.

**Description:** Enter the description of the line item or transaction.

**Amount:** The total cost of all units for this line item.

**Account:** If you selected "No" for Line Detail, then the General Ledger account number that this invoice will be expensed to must be entered here. If the number is not known or entered in error the "Browse the Chart of Accounts File" is displayed for account selection.

**Department:** If you selected "No" for Line Detail, enter the department account for this invoice.

## POSTING PREVIEW

Prints a report of those items that are ready to post.

## REVISE INVOICE

Selecting "Revise Invoice" from the Data Entry menu will display a table listing the invoices available for revision. Highlight the invoice you wish to revise and then either press the ENTER key or the **Revise** button. The "Revise Invoice Form" will be displayed. Payee Name and Address, PO Number, Discount Terms and Invoice Due Date are all available for revision.

## VOID CHECK

Void Check allows you to void a previously written check. Voiding a check will reverse the cash and payable accounting entries generated when the check was printed.

Selecting "Void Check" from the Data Entry menu will display the "Void Check Selection" table. This table lists all posted checks. To void a check, position the highlight bar over the number of the check to be voided and then either press the ENTER key or the **Select** button to select that check. The "Void Check Verification Form" is displayed. Check Number and Payee are displayed for verification.

**Void all invoices for this check and Apply transactions to G/L Period:** Select the G/L period to reapply check amount to.

To void the check displayed, press the **OK** button. To exit the form with no action, press the **Cancel** button or the ESC key.

## Section 8.4

### CHECK RECON

Selecting "Check Recon" from the Data Entry menu located on the top of your screen will open the Check Reconciliation section of the program. Check Reconciliation is used to clear checks and deposits as well as give you a quick look at your checkbook balance.

### BALANCE

By selecting "Checkbook Balance" from the Balance menu located at the top of the Check Reconciliation screen or by pressing the **Balance** button you will be able to view a quick balance of the individual Accounts Payable or Payroll checkbooks or All, which includes both Accounts Payable and Payroll as well as any check data entered within the Check Reconciliation system itself.

## DATA ENTRY

By selecting "Check Entry" from the Data Entry menu located at the top of the Check Reconciliation screen or by pressing the **Check Entry** button a form for the entry of check data will be displayed. Checks written by the Accounts Payable and Payroll systems are automatically passed to the Check Reconciliation system. This form is used to enter check data on checks not passed through those systems.

By selecting "Deposit Entry" from the Data Entry menu or by pressing the **Deposit Entry** button a form for the entry of deposit data will be displayed.

## CLEAR ENTRY

Selecting "Clear Checks" from the Data Entry menu located at the top of the Check Reconciliation screen provides a method of viewing outstanding checks and marking those that have been cleared by the bank.

Selecting "Clear Deposits" from the Data Entry menu provides a method of viewing outstanding deposits and marking those that have been cleared by the bank.

## REPORTS

Reports displays a menu listing the Check Reconciliation reports available for printing.

## MAINTENANCE

### GENERAL INFORMATION

Selecting "General Information" from the Maintenance menu will open the "General Information Maintenance Form". This form is used to set the company name and address information. This information is used on report headings and as the return address for your company.

### CHECK MAINTENANCE

Selecting "Check Maintenance" from the Maintenance menu will open a selection table displaying all check and deposit entries regardless of status. From this table you will be able to modify or delete any existing entry.

**NOTE:** If the status of an entry needs to be changed from "cleared" to "open", not only will the "Status" field on the "Check Maintenance Form" need to be changed from "C" to "O", but the "Date Cleared" field will also need to be cleared.

### PURGE HISTORY

Selecting "Purge History" from the Maintenance menu allows you to purge cleared Recon data within the date range and source selected.

## Section 8.5

### QUICK CHECK

Quick Check allows the entry and printing of a demand check with a minimal amount of data entry. Quick Checks enter the Accounts Payable system as a pre-written check.

To print a quick check, select "Quick Check" from the Quick Check menu. Type in the requested information.

**Vendor Code:** Enter the vendor's code as it appears in the Vendor file or press the ENTER key to display a table listing the current vendors on file.

**Vendor Name:** Automatically entered after selecting a vendor code.

**Vendor Number:** Automatically entered after selecting a vendor code.

**Payee:** Payee is the person or company that will receive the check as payment. For regular invoices the payee information is captured from the vendor file. For special invoices this information must be entered.

**NOTE:** Correct entry of payee name is important in that the checks are summarized by payee and a single check will be generated for a payee with multiple invoices due to be paid.

**Address:** The vendor's address is captured from the vendor file for regular vendors, but must be entered for special invoices.

**City/State:** The vendor's city and state are captured from the vendor file for regular vendors, but must be entered for special invoices.

**Zip Code:** The vendor's zip code is captured from the vendor file for regular vendors, but must be entered for special invoices.

**Check Amount:** Enter the gross dollar amount of the invoice.

**Invoice Number:** Enter the invoice number from the vendor's invoice. If no invoice number is available you must create one. Invoice numbers must be unique. If creating an invoice number, use something like the first three characters of the payee name and the date.

**Purchase Order:** Enter your purchase order number if one is associated with this invoice.

**Fiscal Year:** Enter the current financial reporting year.

**Reporting Period:** Enter the General Ledger period that this invoice is to be posted to. Invoices can be posted to prior periods and future periods, as well as, the current period. Making no entry in this field will default to the current General Ledger period from the control file.

**Line Detail:** Line Detail indicates whether or not you will be entering line item detail for this check. Line item detail should be used when you wish to distribute check amount to multiple General Ledger accounts.

If you answer "Yes", the "Browse the Invoice Detail File" will be displayed. This screen is used to show the item detail entered for this invoice. If no previous detail has been entered, press the **Insert** button and the "Line Item Entry Form" is displayed.

**NOTE:** Notice that the "Total to Distribute" is displayed in the upper right portion of the table and the "Remaining Undistributed" amount is displayed in the lower right portion. The "Remaining Undistributed" amount must equal 0.00 before you can close this screen.

**Line Item Entry Form:** The vendor, invoice number and transaction type are repeated from the Invoice form.

**Line Number:** Enter the line number for this entry. Must be in sequential order.

**Account:** Enter the General Ledger account number that this item is posted to. If the number is not known or entered in error the "Browse the Chart of Accounts File" is displayed for account selection.

**Department:** Enter the department account this item is posted to.

**Description:** Enter the description of the line item or transaction.

**Amount:** The total cost of all units for this line item.

**Check Number:** Enter the check number to be printed.

**Expense Account:** If you selected "No" for Line Detail, then the General Ledger account number that this quick check will be expensed to must be entered here. If the number is not known or entered in error the "Browse the Chart of Accounts File" is displayed for account selection.

**Department:** Enter the department account for this check.

## Section 8.6

### CHECK PROCESSING

The items found in the Check Processing menu will allow you to select candidates to be paid this processing, defer payment or change the amount to be paid, mark invoices manually paid, and generate the checks for the invoices remaining.

### CHECK SETUP

Selecting "Check Setup" from the Check Processing menu will display the "Check Setup" screen.

**Checking Account:** Select the General Ledger account you will be using for this check processing.

**Payables Check Date:** Payables Check Date is the date that will appear on system generated checks. This date also determines which invoices will be selected as candidates for payment. All invoices with a due date equal to or prior to the check date will be selected as check candidates.

**Next Check Number:** This is the check number to be printed on the first system generated check of the run. This number will be incremented by 1 for each subsequent check printed by the system.

### SELECT INVOICES

Selecting "Select Invoices" from the Check Processing menu will display the "Check Candidate Selection Setup" window. Check candidates can be selected by Due Date or by Vendor.

If you choose to select candidates by Due Date, pressing the **OK** button will cause the system to read the invoice file and select for payment all invoices that have a due date equal to or prior to the check date specified in Check Setup. This process also insures that negative and zero net checks are bypassed as well as quick checks.

### REVISE INVOICES

Selecting "Revise Invoices" from the Check Processing menu will display a table listing the invoices selected for payment. From this list, invoices can be deferred for later payment or payment amounts can be changed to make partial payments.

To revise the amount to be paid on an invoice, highlight the invoice to be revised and then either press the ENTER key or the **Revise Amount** button to select that invoice. The "Revise Check Candidate Form" will be displayed. Check Payee, Invoice Number, Invoice Date, Invoice Type and Net Amount are captured from the invoice.

**Amount to Pay:** Enter the amount to be paid this processing. The amount to be paid must be equal to or less than the Net Amount shown. The balance due on the invoice will be adjusted.

To defer payment of an invoice, highlight the invoice to be deferred and press the **Defer Payment** button. This will remove the invoice from the check candidate list for this processing only. The invoice will remain active and will be selected for payment with the next processing.

### LIST INVOICES

Selecting "List Invoices" from the Check Processing menu will print a list of all check candidates that will be printed after revising invoices.

## MANUAL CHECKS

Manual Check processing allows the user to mark checks as paid manually so that those marked will be bypassed during system check generation.

Selecting "Manual Checks" from the Check Processing menu will display the "Browse the Manual Check Payment File". To mark a check as paid manually, highlight the invoice desired and then either press the ENTER key or the **Manually Pay** button to select that invoice. The "Manual Check Payment Form" will be displayed. Check Payee, Invoice Number, Invoice Date, Invoice Type and Net Amount are captured from the invoice.

**Check Date:** Enter the date the invoice was paid.

**Check Number:** Enter the Check Number from the check issued to pay this invoice.

**Check Amount:** Enter the amount of the check.

## REVIEW MANUAL CHECKS

Selecting "Review Manual Checks" from the Check Processing menu will print a report of all manual checks entered.

## PRINT CHECKS

Selecting "Print Checks" from the Check Processing menu will print the system generated checks.

**NOTE:** Checks should be loaded into the printer prior to selecting this menu item.

## CHECK REGISTER

Selecting "Check Register" from the Check Processing menu prints a check register for system generated and manually paid checks. This procedure updates the invoices based upon the end result of the check candidate file. Paid invoices are marked so and partial payments are recorded. An entry is passed to Check Reconciliation for each check generated.

## Section 8.7

### POST PAYABLES

Posting Payables creates the posting transactions, reflected in the Accounts Payable Posting Report, for processing by the General Ledger system. This procedure also clears the posting accumulators for the next Accounts Payable Processing.

## **Section 8.8**

### **INQUIRY**

Accounts Payable Inquiry allows you to view paid invoices. You can run an inquiry either by vendor or by check number.

#### **INQUIRY BY VENDOR NAME**

Selecting "Inquiry by Vendor" from the Inquiry menu will display the "Vendor Selection" table. This table lists all vendors on file. Highlight the vendor for which you would like to run the inquiry and select it by either pressing the ENTER key or the **Select** button. The "Browse Payable Invoices" screen will be displayed. This screen lists all paid invoices for the selected vendor and allows you to view the invoices in sequence of Invoice Number, Invoice Date or Check Date. Selecting an item from this list will display the "Checks by Vendor" screen. This screen lists all invoices paid by the given check number. To view the detail of an invoice, highlight the desired invoice then select it by either pressing the ENTER key or the **Select** button.

#### **INQUIRY BY CHECK NUMBER**

Selecting "Inquiry by Check Number" from the Inquiry menu will display the "Paid Invoice Inquiry" screen. This screen lists all paid invoices in check number sequence. To view the detail of an invoice, highlight the desired invoice and select it by either pressing the ENTER key or the **Show Invoice** button. The "Paid Invoice Inquiry" form will be displayed showing the invoice detail information.

## **Section 8.9**

### **REPORTS**

The Reports menu displays a list of the Accounts Payable reports available for printing.

#### **VENDOR LIST**

Prints a list of all vendors.

#### **OPEN PAYABLES LIST**

Prints a list of open payables thru date entered.

#### **UNPAID INVOICE LIST**

The Unpaid Invoice List provides a listing of all unpaid invoices that remain on file for selected vendors.

#### **INVOICE HISTORY LIST**

This procedure causes the "Paid Invoice History Report" to print for selected vendors. This report lists all paid invoices in the history file.

#### **INVOICE DETAIL LIST**

Prints a list of all open invoices and, where applicable, the line item detail that goes with the invoice.

## **AGING BY DUE DATE**

Prints a list of unpaid invoices in due date sequence.

## **AGING BY INVOICE DATE**

This report lists unpaid invoices in invoice date sequence.

## **PREWRITTEN CHECK REGISTER**

This report lists Prewritten checks.

## **MONTHLY CHECK REGISTER**

This report lists checks within the date range selected.

## **CASH FORECAST**

The Cash Forecast lists all unpaid invoices, accumulating future payment requirements based on the invoice's due date, and shows the cash requirement for the next ten weeks.

## **VENDOR USAGE REPORT**

This report lists vendors showing their dollar volume usage for the past four quarters.

## **Section 8.10**

### **MAINTENANCE**

#### **GENERAL INFORMATION**

Selecting "General Information" from the Maintenance menu will open the "General Information Maintenance Form". This form is used to set the company name and address information. This information is used on report headings and as the return address for your company.

**Name:** Enter the company name as you wish it to appear on report headings and correspondence.

**Address:** Enter the company's address.

**Suite:** Enter the company's suite number, if applicable.

**City, State:** Enter the company's city and state.

**Zip Code:** Enter the company's zip or postal code.

**Employer Id:** Enter the company's Federal Identification Number. This number is used for federal reporting forms.

**Telephone:** Enter the company's telephone number.

## SYSTEM INFORMATION

Selecting "System Information" from the Maintenance menu will open the "A/P System Control Information" form. This form provides data used by the Accounts Payable system during processing.

**Accounts Payable Account:** Accounts Payable Account is the accrued payable liability account. Expenses posted and payable are accrued to this account. Checks disbursed reduce this liability.

**Checking Account:** Checking Account is the General Ledger account number to which Checking disbursements will be posted.

**Freight Account:** Freight Account is the General Ledger account that freight charges will be posted to if they are to be posted separately. If freight charges are not posted separately, leave this field blank.

**Discounts Account:** Discounts Account is the General Ledger account number to which discounts will be posted.

**Discount Grace Days:** Discount Grace Days are the number of days past the due date that the system should still take any discount indicated.

**Fiscal Year:** Enter the current fiscal year.

**G/L Reporting Period:** This is the current processing period for General Ledger reporting. General Ledger Periods normally range from 1 to 12 and reflect the posting period.

**NOTE:** If the company's fiscal period ends on December 31 then January would be period 1 and December would be period 12. Likewise, if the fiscal year ends September 30 then October would be period 1.

**Period End Date:** Enter the date the current General Ledger reporting period ends.

**Payables Check Date:** Payables Check Date is the date that will appear on system generated checks. This date also determines which invoices will be selected for payment. All invoices with a due date equal to or prior to the check date will be selected as check candidates.

**Next Check Number:** This is the check number to be printed on the first system generated check of the run. This number will be incremented by 1 for each subsequent check printed by the system.

## VENDOR INFORMATION

Selecting "Vendor Information" from the Maintenance menu will open the "Browse the Vendor File" screen. This screen lists all vendors on file. Pressing **F8 – Add** or **F7 – Edit** will display the "Vendor Maintenance Form". This form is used to enter new or modify existing data on a vendor.

**Code:** Enter a unique code for this vendor.

**Name:** This name will be used as the payee name for regular vendors. For one-time (special) vendors this field is used as a descriptive (Ex. Employee Expenses).

**Address:** Enter the vendor's address.

**City:** Enter the vendor's city.

**State:** Enter the vendor's state.

**Zip:** Enter the vendor's zip or postal code.

**Remit to Address:** If applicable, enter the remit to address.

**Telephone:** Enter the vendor's telephone number.

**Fax:** Enter the vendor's fax number, if available.

**Contact:** This is your primary contact or salesperson at the vendor's location.

**Vendor Type:** Select whether this is a Regular or a Special vendor. Regular vendors are permanent type vendors and Special vendors are one time vendors. Invoices for regular vendors will use the vendor name and address from this entry as the payee name and address. Invoices for special invoices require the entry of the payee name and address.

**Discount Percent:** Enter this vendor's standard payment terms as a discount percent if paid within a certain number of days. An example is 10.00% net 10 days.

**Net Days:** Enter the number of days for the discount.

**Due Date Delay:** Due Date Delay is the default number of days beyond invoice date that the payment due date will be set at.

**Default Expense Account:** Enter the General Ledger expense account used for this vendor.

**Department:** Enter the department used for this vendor.

**Federal Id:** This is the vendor's Federal Identification Number.

**Supply 1099:** This entry tells the system whether or not to generate a 1099 form for this vendor.

## **END OF QUARTER PROCESSING**

Selecting "End of Quarter" from the Maintenance menu resets the accumulators in the vendor records. The system keeps track of the payment amounts for four running quarters for each vendor.

## **PRINT 1099S**

Select "Print 1099" from the Maintenance menu to print 1099s for those vendors that have this option selected on their vendor file.

## **PURGE PAID INVOICES**

Selecting "Purge Paid Invoices" from the Maintenance menu displays a form requesting a date range to be purged and then lists and deletes all invoices falling within that range. Enter the beginning and ending check date range to be purged and then press the **OK** button to begin the purge process. A report listing the invoices deleted is printed as part of the purge process.

## **CHECK SETUP**

Selecting "Check Setup" from the Maintenance menu will display the "Check Setup" form. This form is used for setting at what position on your Accounts Payable checks your printer will start printing. We recommend printing a test page to ensure proper positioning before printing your Accounts Payable checks.

## SECTION 9

Selecting **PAYROLL** from the AUTO REPAIR BOSS MAIN MENU allows you to maintain your payroll.

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## Section 9.1

### INTRODUCTION

#### AN INTRODUCTION TO THE PAYROLL SYSTEM

The Payroll system is a collection of menus, tables, forms and reports used to enter employee hours and pay information as well as generate payroll checks. The system will process hours and pay entries, tax calculations, deduction withholdings, and provide reporting by employee and tax. Payroll distributions are automatically posted to the General Ledger. Payroll records employee hours and pay information and generates payroll checks. Payroll also distributes employee costs and provides payroll and tax reporting. The Payroll system can interface with the General Ledger, Job Cost, Work Order and Check Reconciliation systems. Interfacing is accomplished through the use of common files.

Features of the Payroll system include:

- Timeslip entry for detailed time and pay recording.
- Multiple rates per employee.
- Hours worked in multiple departments.
- Differentials.
- Individual employee earnings report.
- Scrolling tables for file viewing and lookup.
- Pre-check payroll verification.
- Manual checks adjustments.
- Current and year-to-date pay information on check stub.
- Labor distribution reporting.
- Employee inquiry.
- General Ledger account number editing with lookup tables.
- Automatic tax calculations.
- Quarterly tax reporting support.
- Year End & W2 generation.
- Miscellaneous Deduction support with variable frequencies.
- Handles tax exempt deductions and wages.
- Automatic payroll expense distribution to the General Ledger.
- Flexible processing periods.

#### THE PAYROLL PROCESSING CYCLE

The Payroll system can be run using weekly, bi-weekly, semi-monthly and monthly frequencies. Pay templates can be set up for multiple frequencies. The processing cycle for Payroll follows closely the sequence of menus listed on the Payroll screen.

**Employee:** Employee Maintenance provides the method for the entry of new employee information and the modification of existing employee information.

**Checks:** This menu lists the hours and pay entry, check previewing and payroll check generation procedures.

**Inquiry:** Employee Inquiry provides on-screen viewing of individual employee's quarterly and year-to-date hours and pay information.

**Reports:** This menu lists the payroll reports available for printing.

**Maintenance:** Maintenance displays a menu listing the payroll system file maintenance and listing procedures.

## Section 9.2

### MINIMUM PROCESSING REQUIREMENT

The following describes the required steps for completing a Payroll processing cycle. Each of the steps must be completed in the sequence indicated.

- 1. Employee Maintenance:** Add any newly hired employees.
- 2. Check Processing:** Enter employee hours and pay information, preview checks and then generate payroll checks.
  - 2.1 Payroll Setup:** Enter General Ledger reporting period information, payroll period information, check date and starting number and miscellaneous deductions to be taken this pay period.
  - 2.2 Hours/Pay Entry:** Enter payroll hours and pay data and any manual adjustments (issues or voids) to correct prior payroll information.
  - 2.3 Calculations Worksheet:** Print the Calculations Worksheet and verify the hours and pay-to-gross calculation.
  - 2.4 Checks Preview:** Print the Check Preview report and verify the gross-to-net calculation.
  - 2.5 Payroll Update:** The Payroll Update applies data entered through adjustments and pay entry to the employee record.
  - 2.6 Print Payroll Checks:** Print the Payroll checks.
- 3. Closing:** If this payroll run completes the quarter or the year, execute the appropriate closing procedures.

The remaining functions, while important, are not required for the successful completion of the Payroll processing cycle.

## Section 9.3

### GETTING STARTED

Before you can run the Payroll system, you must first create the data files and enter the required information into the system files.

### GATHERING NECESSARY DATA

In order to set up the system files you will need:

1. A copy of the Chart of Accounts.
2. The employer guide for each taxing body with current tax tables.
3. A list of the allowable miscellaneous deductions.
4. A list of the allowable additional pay types.
5. The return address information for your company.
6. A list of the employee's quarter-to-date and year-to-date hours work and pay received information if the payroll is being loaded other than at the beginning of a year.

You should have this information in hand prior to continuing.

## LOADING INITIAL DATA

To load the initial system data start the Payroll system. Choose the Maintenance menu and select each item and setup as needed. (See Section 9.8 for further information.) Then choose the Employee menu and set up each of your employees. (See Section 9.4 for further information.)

### Section 9.4

## EMPLOYEE MAINTENANCE

Selecting “Employee Maintenance” from the Employee menu or pressing the **Employee Maintenance** button will open the “Employee Selection Table”. This table lists your employee. Pressing the **Insert** or **Change** buttons will display the “Employee Maintenance Form”. This form is used to enter or modify employee general, payroll, tax and miscellaneous deduction information – each category having its own tab.

### General

**Employee Code:** Enter a unique code identifying this employee.

**Last Name:** Enter the employee's last name.

**First Name:** Enter the employee's first name.

**Initial:** Enter the employee's middle initial.

**Address:** Enter the employee's street address. The address can be two lines.

**City:** Enter the employee's city.

**State:** Enter the employee's state.

**Zip (Postal) Code:** Enter the employee's zip (postal) code.

**Telephone:** Enter the employee's telephone number.

**Emer Contact:** Enter the name of the person to be contacted in case of an emergency.

**Contact Ph:** Enter the emergency contact's telephone number.

**Employment Status:** Select the employee's current employment status.

**Sex:** Select the sex of the employee.

**Marital Status:** Select the marital status of the employee.

**Birthdate:** Enter the employee's date of birth.

**Hire Date:** Enter the date that this employee was hired.

**Physical Date:** The date of the employee's last physical.

**Review Date:** The date of the employee's last review.

**EEOC Code:** Enter the employee EEOC code.

### Payroll

**Social Security No.:** Enter the employee's social security number.

**Standard Hours:** Enter the number of hours in the standard pay period for this employee. This field is used as the hours worked for a salaried employee and for informational purposes for hourly employees.

**Rate Type:** Select whether the employee is hourly or salaried.

**Pay Rates:** The pay rate for salaried employees is the amount of salary for the pay period. For hourly employees it is the hourly rate. Up to three rates can be entered for each employee.

**Account:** Enter the General Ledger account number for salaries for this employee.

**Department:** Enter the General Ledger department number that the payroll expense for this employee will be reported to.

**Last Increase Date:** Enter the date of the employee's last pay increase.

**Amount:** Enter the amount of the employee's last pay increase.

**Personal Hours Benefit Plan:** Identifies the benefit type for this employee.

**Accrual Rate:** The benefit accrual rate from the benefit accrual file.

**Start Date:** Enter the date the benefit is to start.

**Pay Group:** Pay Group identifies the group this employee will be paid with. Payroll hours and pay are entered by pay group.

**Work Shift:** Enter the employee's standard work shift.

**Work Location:** Used to specify the state the employee works in if different than the resident state for the payroll.

**Pay Frequency:** Select the frequency at which this employee is paid.

## Taxes

**FICA Exempt:** Select whether or not this employee is exempt from FICA taxes. If you select "Yes", no FICA tax will be deducted from the employee's pay.

**SDI Exempt:** Select whether or not this employee is exempt from the SDI deduction. If you select "Yes", no SDI deduction will be taken from the employee's pay.

**NOTE:** Most states do not have an SDI deduction and therefore the employee should be indicated as exempt.

**Tax Id:** Enter the Id of the tax to be deducted from this employee's pay.

**NOTE:** The sequence of the taxes applied to employees, while not critical, should be maintained for consistent viewing of employee information. The suggested sequence is Federal, followed by any state taxes, followed by any local or city taxes.

**Dependents:** Enter the number of dependents specified for this tax.

**Fixed Deduction:** Enter any fixed amount of withholding for this tax. This field is used for taxes where the withholding is a fixed amount plus a percentage.

**Additional Withholding:** Enter the amount of withholding to be deducted in addition to the calculated withholding.

**Status:** Select whether this tax is active or inactive.

## Deductions

**Deduction:** The Id of the miscellaneous deduction.

**Rate:** Rate can be a fixed amount or a percentage of gross.

**Rate Type:** Select the rate type for this deduction.

**Limit:** Indicates the total amount to be deducted for the life of the deduction. If there is no limit for this deduction then enter all 9s in the limit field. For one-time deductions set the rate and the limit equal to each other.

## Section 9.5

### CHECKS

Checks displays a menu listing the payroll data entry and check processing procedures.

### PAYROLL SETUP

Payroll Setup is used to enter the current payroll check processing criteria – pay group to pay, deductions to take, starting check number, etc. Selecting “Payroll Setup” from the Checks menu opens the “Payroll Setup Information” form. This form must be completed prior to entering payroll data for the current check processing.

**G/L Reporting Period:** Enter the current General Ledger reporting period.

**G/L Period End Date:** Enter the date the current General Ledger period ends.

**Current Fiscal Year:** Enter the current fiscal year.

**Payroll Period:** Enter the current pay period number.

**P/R Period End Date:** Enter the date the current pay period ends.

**Payroll Check Date:** Enter the date to appear on the checks.

**Starting Check Number:** Enter the starting check number to be printed on the payroll checks.

**Current Pay Group:** Enter the pay group to be processed. If the pay group entered is invalid, the “Pay Group Selection Table” is displayed for selection of a valid pay group.

**Misc Deductions to be taken with this payroll:** Enter the Id of the miscellaneous deductions to be taken this check processing.

### HOURS/PAY ENTRY

Selecting “Hours/Pay Entry” from the Checks menu will open the “Employee Timeslip Selection Table”. This table lists employees for whom data exists in the batch. Pressing the **Insert** or **Change** buttons will display the “Payroll Timeslip Entry Form”. This form is used to enter payroll data for an employee.

**Employee Code:** Enter the employee code for the employee for whom the timeslip is being entered.

**Check Type:** Select the type of check this timeslip is being entered for. “Regular” is a regular payroll check. “Special” indicates an entry for which no miscellaneous deductions are taken. Pay Period and Pay Group are displayed for informational purposes.

#### Hours Entries:

**Type:** Enter the Id for the type of hours being entered.

**Hours:** Enter the number of hours, of this type, worked this pay period.

**Rate:** Rate defaults to the hourly rate from the employee file. This rate can be changed.

**Diff:** Enter the Id for the differential type being entered.

**Rate:** The Differential Rate defaults to the rate associated with this differential type. This rate can be changed.

#### Pay Entries:

**Type:** Enter the Id for the type of pay being entered.

**Amount:** Enter the amount of pay for this type.

## ADJUSTMENTS

Selecting "Adjustment Entry" from the Checks menu will open the "Adjustment Selection Table". Pressing the **Insert** or **Change** buttons will display the "Payroll Adjustment" form. This form is used to enter manual adjustments to the employee record.

**Employee Id:** Enter the employee code for the employee for whom the adjustment is being entered.

**Adjustment Type:** Select the type of adjustment being entered. Issue increases the accumulators in the employee record and Void reduces the accumulators in the employee record.

### Hours Entries:

**Type:** Enter the Id for the type of hours being entered.

**Hours:** Enter the number of hours, of this type, worked this pay period.

**Rate:** Rate defaults to the hourly rate from the employee file. This rate can be changed.

**Diff:** Enter the Id for the differential type being entered.

**Rate:** The Differential Rate defaults to the rate associated with this differential type. This rate can be changed.

### Pay Entries:

**Type:** Enter the Id for the type of pay being entered.

**Amount:** Enter the amount of pay for this type.

Press the **Taxes and Deductions** button to open the "Adjustment Form 2". This form is used to enter tax and miscellaneous deduction information. Employee Id, Name and Adjustment Type are displayed for informational purposes.

**FICA Taxable:** Enter the FICA taxable amount.

**FICA Withheld:** Enter the amount of the FICA deduction withheld.

**Medicare Taxable:** Enter the Medicare taxable amount.

**Medicare Withheld:** Enter the amount of the Medicare deduction withheld.

**SDI Taxable:** Enter the SDI taxable amount.

**SDI Withheld:** Enter the amount of the SDI deduction withheld.

### Tax Deductions:

**Tax Id:** Enter the Id of the tax withheld.

**Taxable:** Enter the taxable amount for this tax.

**Withheld:** Enter the amount of the deduction withheld for each tax listed.

### Deductions:

**Id:** Enter the Deduction Id for any deduction taken. If the Deduction Id entered is in error, the "Deduction Selection Table" is displayed.

**Amount:** Enter the amount of the deduction.

**Check Number:** Enter the check number if voiding or issuing a check.

**Check Date:** Enter the date of the check if voiding or issuing a check.

**Check Net:** Enter the net amount of the adjustment.

## **CALCULATION WORKSHEET**

Selecting "Calculations Worksheet" provides a preview of the payroll showing the calculations to gross pay.

## **CHECK PREVIEW**

Selecting "Check Preview" calculates the payroll from gross to net and provides a preview check register.

## **ADJUSTMENT PREVIEW**

Selecting "Adjustment Preview" lists entered adjustments for verification prior to the employee records being updated.

## **PRINT PAYROLL CHECKS**

Selecting "Print Payroll Checks" prints payroll checks.

## **Section 9.6**

### **INQUIRY**

Payroll Inquiry allows you to view employee payroll history.

### **EMPLOYEE INQUIRY**

View current payroll history for employees.

### **EMPLOYEE EARNINGS**

Employee Earnings lists Quarter-to-Date and Year-to-Date earnings for each employee.

### **PAYROLL HISTORY**

The Payroll History list prints a listing of payroll data for a range of periods for the employee selected.

## **Section 9.7**

### **REPORTS**

The Reports menu displays a listing of the Payroll reports available for printing.

### **DEDUCTIONS REPORT**

The Deductions Report provides a listing of all miscellaneous deductions showing accumulators for the current period, quarter, and year-to-date amounts withheld.

## **DEDUCTIONS TAKEN REPORT**

The Deductions Taken Report lists, by deduction type, employees and the amount taken for each.

## **TAX LIABILITY REPORT**

The Tax Liability Report provides a listing, by General Ledger account, of the tax liability for the current payroll.

## **DEDUCTION LIABILITY REPORT**

The Deduction Liability Report provides a listing, by General Ledger account, of the miscellaneous deductions liability for the current payroll.

## **ACCRUAL LIABILITY REPORT**

The Accrual Liability Report provides a listing, by General Ledger Account, of the payroll accruals for the current payroll.

## **G/L POSTING SUMMARY**

The General Ledger Posting Summary provides a listing, by General Ledger account, combining all of the distribution reports.

## **DEPARTMENTAL PERSONNEL REPORT**

The Departmental Personnel Report lists employees by home department showing personnel type information on the employee.

## **BENEFIT ACCRUALS SUMMARY**

The Benefit Accrual Summary shows, by department, employee personal hours accrued and the dollar liability to the department.

## **BIRTHDAY LIST**

The Birthday List shows employees whose birthdays fall within in the month specified.

## **ANNIVERSARY LIST**

The Anniversary List shows employees whose employment anniversary falls within the month specified.

## **PHYSICALS DUE**

The Physicals Due List shows employees with physicals due in the month specified.

## **PERSONNEL REVIEWS**

The Personnel Reviews List shows employees whose next evaluation is due in the month specified.

## TERMINATIONS LIST

The Terminations List details terminated employees, by home department, indicating the termination reason and date.

## EEOC REPORT

The EEOC Report lists employees by home department and shows the EEO category for each employee.

## Section 9.8

## MAINTENANCE

Maintenance displays a menu listing the Payroll system files maintenance and listing procedures.

## GENERAL INFORMATION

Selecting "General Information" from the Maintenance menu will open the "General Information Maintenance Form". This form is used to set the company name and address information. This information is used on report headings and as the return address for the company.

**Name:** Enter the company name as you wish it to appear on report headings and correspondence.

**Address:** Enter the company's street address.

**Suite:** Enter the company's suite number, if applicable.

**City, State:** Enter the return address city and state.

**Zip Code:** Enter the company's zip or postal code.

**Telephone:** Enter the company's telephone number.

**Employer Id:** Enter the company's Federal Identification Number. This number is used for federal reporting forms.

## SYSTEM INFORMATION

Selecting "System Information" from the Maintenance menu will open the "System Control Information" form. This form provides data used by the Payroll system during processing.

**State Id Number:** Enter the State Id.

**Checking Account:** Enter the payroll checking account.

**Department:** Enter the payroll department.

**Accrual Account:** Enter the payroll accrual account.

**Department:** Enter the payroll accrual department.

**G/L Reporting Period:** Enter the current reporting period for entries to the General Ledger.

**G/L Period End Date:** Enter the date the current G/L Period ends.

**Current Fiscal Year:** Enter the current fiscal year.

**Payroll Period:** Enter the current payroll period.

**P/R Period End Date:** Enter the date the current pay period ends.

**Current Pay Group:** Enter the group being paid this processing.

**Pay Frequency:** Enter the pay frequency to be paid this check processing. Pay Frequency indicates the frequency of pay (Weekly, Bi-weekly, Semi-monthly, Monthly) and tells the system which pay templates to use.

**Overtime Rate:** Enter the Overtime. Example 1.5 = time and one half. This rate will be multiplied by the hourly rate to calculate the overtime hourly rate.

**Social Security:**

**Rate:** Enter the withholding FICA Rate.

**Expense:** Enter the General Ledger account number for the FICA employer expense.

**Liability:** Enter the General Ledger account number for the FICA liability.

**Limit:** Enter the FICA tax wage limit from the Federal Employer's Guide.

**Medicare:**

**Rate:** Enter the Medicare withholding rate.

**Expense:** Enter the General Ledger account number for the Medicare employer expense.

**Liability:** Enter the General Ledger account number for the Medicare liability.

**Limit:** Enter the Medicare tax wage limit from the Federal Employer's Guide.

**Additional/Over:** Refer to Federal Employer's Guide for Additional and Over tax rates.

**SDI:**

**Rate:** Enter the SDI withholding rate.

**Liability:** Enter the General Ledger account number for the SDI liability.

**Limit:** Enter the SDI tax wage limit.

**FUTA:**

**Rate:** Enter your federal unemployment comp rate.

**Expense:** Enter the FUTA expense account for General Ledger reporting.

**Liability:** Enter the G/L account for FUTA taxes payable.

**Limit:** Enter the gross wage limit for FUTA Taxes.

**SUTA:**

**Rate:** Enter your state unemployment comp rate.

**Expense:** Enter the SUTA expense account for General Ledger reporting.

**Liability:** Enter the G/L account for SUTA taxes payable.

**Limit:** Enter the gross wage limit for SUTA Taxes.

## TAX TABLES

Selecting "Tax Tables" from the Maintenance menu will open the "Payroll Tax Selection Table". This table displays a list of the taxes on file. Pressing the **Insert** or **Change** buttons will display the "Payroll Tax Maintenance Form". This form is used to add new or modify existing taxes.

**Tax Id:** Enter a text description of the tax. Examples are: "MARRIED", "SINGLE", "STATE", etc.

**Description:** Enter a meaningful description for this tax. Examples are: "Federal Married", "Federal Single", etc.

**G/L Account:** Enter the General Ledger expense account the deductions for this tax are to be reported to.

**G/L Department:** Enter the Department account the deductions for this tax are to be reported to.

**Round to Nearest Dollar:** Select whether or not this tax should round to the nearest dollar.

**Withholding Allowance:** Enter the standard deduction, if any, from the employer guide for this tax.

**Deduct From:** Select whether the dependent factor is deducted from the employee gross or the taxable amount.

**Tax Table:** Enter the percentage tables brackets from the employer guide for this tax.

**Over:** Enter the “Over” amount from the employer tax guide.

**But Not Over:** Enter the “But Not Over” amount from the employer tax guide.

**Fixed Amount:** Enter the fixed withholding amount from the employer tax guide.

**Plus % Over:** Enter the plus % from the employer tax guide.

**NOTE:** On the final bracket, set the “But Not Over” field to all 9s.

## DEDUCTIONS

Selecting “Misc Deductions” will open the “Deduction Selection Table”. This table lists all the miscellaneous deductions on file. Pressing the **Insert** or **Change** buttons will display the “deductions Maintenance Form”. This form is used to add new or modify existing deductions.

**Deduction Id:** Enter a descriptive Id of the deduction.

**Description:** Enter a meaningful description for this deduction.

**G/L Account:** Enter the General Ledger account number that deduction expenses should be applied to.

**G/L Department:** Enter the Department account number that deduction expenses should be applied to.

**Use Employee Department:** Select whether or not to use employee department.

**Exempt From FICA:** Select whether or not this deduction is exempt from FICA taxes.

**Exempt From Taxes:** Enter the tax id for any taxes that this deduction is exempt from.

## HOURLY TYPES

Selecting “Hour Types” from the Maintenance menu will display the “Hours Type Selection Table”. This table lists the types of hours on file. Pressing the **Insert** or **Change** buttons will display the “Hour Types Maintenance Form”. This form is used to add new or modify existing hour types.

**Hours Type:** Enter a unique code to identify this type of hours.

**Description:** Enter a name or description for this type of hours.

**Benefit Hours:** Select whether or not benefit hours are to be reduced by this type of hour.

**Accrue Benefits:** Select whether or not benefit hours are to be accrued for this type of hours.

**Productive Hours:** Select whether or not this type of hour is productive.

**Rate Type:** Select whether this type of hour is at regular rate or overtime rate.

## PAY TYPES

Selecting “Pay Types” from the Maintenance menu will open the “Pay Type Selection Table”. This table lists the types of pay on file. Pressing the **Insert** or **Change** buttons will display the “Pay Types Maintenance Form”. This form is used to add new or modify existing pay types.

**Pay Type:** Enter a unique code to identify this type of pay.

**Description:** Enter a name or description for this type of pay.

**Non Taxable Pay:** Select whether or not this type of pay is non-taxable.

## DIFFERENTIALS

Selecting “Differentials” from the Maintenance menu will open the “Differentials Selection Table”. This table lists the types of differentials on file. Pressing the **Insert** or **Change** buttons will display the “Differentials Maintenance Form”. This form is used to add new or modify existing differentials.

**Differential:** Enter a unique code to identify this type of differential.

**Description:** Enter a name or description for this type of differential.

**Differential Rate:** Enter the hourly rate for this type of differential.

## PAY GROUPS

Selecting “Pay Groups” from the Maintenance menu will open the “Pay Group Selection Table”. This table lists the pay groups on file. Pressing the **Insert** or **Change** buttons will display the “Pay Group Maintenance Form”. This form is used to add new or modify existing pay groups.

**Pay Group:** Enter a unique code to identify this specific pay group.

**Description:** Enter a name or description for the pay group.

## BENEFIT TYPES

Selecting “Benefit Types” from the Maintenance menu will open the “Benefit Selection Table”. This table lists the types of benefit accrual plans on file. Pressing the **Insert** or **Change** buttons will display the “Benefits Maintenance Form”. This form is used to add new or modify existing benefit accrual plans.

**Benefit Code:** Enter a unique code to identify a specific benefit accrual.

**Description:** Enter a name or description for the benefit.

**Accrual Rate:** Enter the rate of accrual per hour.

**Months Active:** Enter the number of months that this benefit rate is to remain active before progressing to the next level.

**Next Benefit Code:** Indicates the next progressive benefit level.

## EEOC CODES

Selecting “EEOC Codes” from the Maintenance menu will open the “EEOC Selection Table”. This table lists the types of EEOC Codes on file. Pressing the **Insert** or **Change** buttons will display the “EEOC Maintenance Form”. This form is used to add new or modify existing EEOC codes.

**EEOC Code:** Enter a unique code to identify a specific EEOC grouping.

**Description:** Enter a name or description for the EEOC Code.

## TERMINATION CODES

Selecting “Termination Codes” from the Maintenance menu will open the “Termination Reason Selection Table”. This table lists the types of termination reasons on file. Pressing the **Insert** or **Change** buttons will display the “Termination Reason Maintenance Form”. This form is used to add new or modify existing termination reasons.

**Termination Code:** Enter a unique code to identify a specific termination reason.

**Description:** Enter a name or description for the termination reason.

## **CHECK SETUP**

Selecting “Check Setup” from the Maintenance menu will display the “Check Setup” form. This form is used for setting at what position on your payroll checks your printer will start printing. We recommend printing a test page to ensure proper positioning before printing your payroll checks.

## **QUARTER END PROCESSING**

Selecting “Quarter End Processing” from the Maintenance menu displays an additional menu listing the Quarter End procedures and reports.

## **FEDERAL WAGE REPORT**

The 941 Report is the quarterly federal wage report.

## **SDI WAGE REPORT**

The SDI Wage Report is the quarterly wage report for State Disability reporting.

## **FEDERAL U/C REPORT**

Selecting “Federal U/C Report” displays a form asking for the reporting criteria and then prints the report based upon the criteria entered.

## **STATE U/C REPORT**

Selecting “State U/C Report” displays a form asking for the reporting criteria and then prints the report based upon the criteria entered.

## **CLOSE QUARTER**

Selecting “Close Quarter” clears the Quarter-to-Date accumulators and prepares the system for the new quarter.

## **YEAR END PROCESSING**

Selecting “Year End Processing” from the Maintenance menu displays an additional menu listing the Year End procedures and reports.

## **PRINT W2S**

Selecting “Print W2s” prints W2 wage reports for all employees on file.

## **CLOSE YEAR**

Selecting “Close Year” clears the year-to-date accumulators and prepares the system for the next year’s processing.

## **CHECK RECON**

Selecting “Check Recon” from the Maintenance menu located on the top of your screen will open the Check Reconciliation section of the program. Check Reconciliation is used to clear checks and deposits as well as give you a quick look at your checkbook balance. See Section 8.4, Check Recon, for more information.

## SECTION 10

Selecting **LEDGER** from the AUTO REPAIR BOSS MAIN MENU allows you to maintain the General Ledger.

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## Section 10.1

### INTRODUCTION

#### AN INTRODUCTION TO THE GENERAL LEDGER SYSTEM

The General Ledger system processes data from other systems along with manually entered data, updates account accumulators and prints user formatted financial reports.

#### THE GENERAL LEDGER PROCESSING CYCLE

The General Ledger system can be run at any frequency desired. It is suggested that financial reports be run at a frequency to reflect the operating periods of the company.

The Processing Cycle for General Ledger follows closely the sequence of the menu items listed on the General Ledger screen.

#### THE GENERAL LEDGER MAIN MENU

**Data Entry:** Data Entry displays a menu listing the data entry and data processing procedures.

**Inquiry:** Account Inquiry allows the viewing of individual account information, as well as, a display of the detail transactions that make up the account balance.

**Reports:** Reports displays a menu listing the General Ledger reports available for printing.

**Budget:** Budget displays a menu listing the budget maintenance and budget list procedures.

**Maintenance:** Maintenance displays a menu listing the General Ledger file maintenance and list procedures as well as the closing procedures.

## Section 10.2

### MINIMUM PROCESSING REQUIREMENTS

The following describes the required steps for completing a General Ledger processing cycle. Each of the steps must be completed in the sequence indicated.

**1. Process Entries:** Enter and edit General Ledger data transactions, post those transactions to the data files and accumulate account balances for reporting purposes.

**1.1 Data Entry:** Enter data in batch form, clone new batches from previously entered data and modify batches generated by other systems.

**1.2 Print Edit List:** Verifies that batches balance and marks balanced batches as ready for update.

**1.3 Post General Ledger:** Applies transactions to the General Ledger data files, prints the Posting Summary report, and accumulates account balances for reporting purposes.

**2. Print Reports:** Print General Ledger financial reports. While this step is not mandatory, it is recommended.

The remaining functions, while important, need only be run at a time deemed appropriate and are not required for the successful completion of the General Ledger processing cycle.

**NOTE:** Before running the General Ledger system for the first time, you must create the data files and enter the required information into the system files.

## Section 10.3

### GETTING STARTED

#### GATHERING NECESSARY DATA

In order to set up the system files you will need:

1. A copy of the Chart of Accounts.
2. Any budget information to be entered.
3. A sketch or instructions for the layout of the Balance Sheet, Operating Statement and any other financial reports to be formatted.
4. Your return address information.

You should have this information in hand prior to continuing.

#### LOADING INITIAL DATA

To load the initial system data, start the General Ledger system.

1. Select "System Information" from the Maintenance menu and setup your default information.

**NOTE:** We recommend you not change the default General Ledger account numbers, only add new ones. If, however, you wish to change the default account numbers, please call Technical Support at 972-234-0375.

2. Select "Chart of Accounts" from the Maintenance menu and add those accounts necessary to the Chart of Accounts. From here you can also print a list of the Chart of Accounts for reference.
3. Select "Report Format Maintenance" from the Maintenance menu, then select "Rebuild Financial Reports" to build your default set of financial reports. You will need to repeat this step any time you add new accounts to the Chart of Accounts.

## Section 10.4

### DATA ENTRY

#### BATCH DATA ENTRY

Either select "Batch Data Entry" from the Data Entry menu located at the top of the screen or press the **Batch Data Entry** button. The "Batch Selection Table" will open. This table displays the batches on file and allows the entry of new batches as well as the modification of existing batches. Pressing the **Insert** button will display the "Batch Maintenance Form" used to add new batches.

**Fiscal Year:** Enter the financial year that this batch is to be posted to.

**Period No:** Enter the General Ledger period number that this batch of transactions is to be posted to.

**Batch Id:** Enter a unique identifier for this batch.

**Batch Date:** Enter the date to be associated with this batch.

**Description:** Enter a meaningful description so the batch is easily recognized.

New batches can be created from existing batches thereby reducing the amount of manual entry. This process is called cloning. When cloning one batch from another, each transaction in the "Clone From Batch" is copied to the "Clone To Batch".

Press the **Clone From Existing Batch?** button to clone an existing batch. Enter an existing batch number or press ENTER while the field is blank to select from a list.

## PROCESS BATCH DETAIL

To modify an existing batch of data or add new transactions to a batch, select the batch to modify and press the **Process Batch Detail** button. The "Batch Detail Selection Table" will open. This table displays batch identifying data, a running balance and the detail transactions associated with the batch. Batch Balance (shown on the lower right of the screen) displays the sum of all the transactions within the batch. A batch must balance to zero in order to pass the edit and be eligible for posting.

Transactions within the batch may be added, modified, or deleted. In each case the "Batch Detail Maintenance Form" is displayed. This form is used to add transactions to a batch or to modify existing transactions within a batch.

**Account Number:** Enter the General Ledger account number to which the transaction is to be applied.

**Department:** Enter the General Ledger department number that this transaction is to be applied to.

**NOTE:** After the account and department are entered, the combined number is verified against the Chart of Accounts. If an account number is not entered, or the account number entered is not in the Chart of Accounts, the "Chart of Accounts Selection Table" is displayed.

**Date:** Enter the date of the transaction.

**Amount:** Enter the dollar amount of the transaction. Credits should be entered using the minus (-) key.

**Source:** Source identifies where the transaction came from (i.e.: AR, AP, GL, PR, DR, etc.).

**Description:** Enter the description of the transaction.

## PRINT EDIT LIST

Print Edit List verifies that batches balance and marks balanced batches ready for posting.

Select "Print Edit List" from the Data Entry menu to run the "Batch Edit List" report.

## POST GENERAL LEDGER

Post General Ledger posts the batch transactions to the General Ledger files, prints the Posting Summary and accumulates account balances for financial reporting.

To Post the General Ledger, select "Post General Ledger" from the Data Entry menu.

## Section 10.5

### INQUIRY

Account Inquiry provides a detailed look at an individual account.

To view an account, select either "Inquiry By Account" or "Inquiry By Department" from the Inquiry menu. A table listing the Chart of Accounts is displayed. Select an account number to view the current information.

## Section 10.6

### REPORTS

This menu displays a listing of the General Ledger reports available for printing.

#### PRINT GENERAL LEDGER

The General Ledger report is a detail listing, in account number sequence, of the journal entry transactions on file. For each account, the report shows a previous balance, the detail transactions for the periods specified and an account balance. The periods of detail to itemize can range from one period to the entire year. The range is specified prior to the start of printing by completing the "General Ledger Setup" form.

**Show Detail for Period:** Enter the beginning period number for which you wish detail printed.

**Thru Period:** Enter the ending period number for which you wish detail printed.

#### PRINT TRIAL BALANCE

The Trial Balance is a listing of all accounts in the Chart of Accounts showing current period and year-to-date posted amounts.

**Print Trial Balance for Period:** Enter the period number which you wish to be printed.

#### PRINT FINANCIAL STATEMENTS

Print financial statements for any period of the year.

#### PRINT SUPPORTING SCHEDULES

Supporting Schedules provide the detail to support accumulated print lines on the financial reports. When multiple accounts are accumulated into a single print line on a financial report, a supporting schedule can be requested for that print line. The Supporting Schedule then lists the account detail that makes up the print line.

#### PRINT YEARLY SUMMARY

Prints a yearly summary.

## Section 10.7

### BUDGET

#### BUDGET MAINTENANCE

Select "Budget Maintenance" from the Budget menu and the "Budget Selection Table" is displayed. This table lists the account numbers and descriptions for the accounts on file. Select an account number to be modified. The "Budget Maintenance Form" is displayed. This form is used to modify budget data on existing accounts.

The account number, account description and fiscal year are displayed for verification.

**Period 01 – 12:** Enter the budget amount for each period.

## PRINT BUDGET

Selecting "Print Budget" from the Budget menu prints a list detailing period budgets as well as annual budgets for each account.

## Section 10.8

## MAINTENANCE

The Maintenance menu displays a listing of the General Ledger file maintenance and list procedures. The items in this menu allow the initial entry and continued maintenance of General Ledger system files as well as providing print procedures for each file.

## GENERAL INFORMATION

Selecting "General Information" from the Maintenance menu will open the "General Information Maintenance Form". This form is used to set your company's name and address. This information is used on report headings and as the return address for your company.

**Name:** Enter the company name as you wish it to appear on report headings and correspondence.

**Address:** Enter the company's mailing address.

**Suite:** Enter the company's suite number if applicable.

**City, State:** Enter the return address city and state.

**Zip Code:** Enter the company's zip or postal code.

**Telephone:** Enter the company's telephone number.

**Employer Id:** Enter the company's Federal Identification Number. This number is used on federal reporting forms.

**Next Batch Number:** Next Batch Number is the next batch id number to be assigned.

## SYSTEM INFORMATION

Selecting "System Information" from the Maintenance menu displays the "System Control Information Form". This form provides data used by the General Ledger system during processing. We recommend that you keep the default General Ledger account numbers. If, however, you wish to change them, please call Technical Support at 972-234-0375 before doing so.

**Checking Account:** Checking Account is the General Ledger account number that checking account amounts are posted to.

**Retained Earnings Account:** Enter the Retained Earnings account number from the Chart of Accounts. The net of revenues and expenses is posted to this account at year end.

**Current Earnings Account:** Enter the Current Earnings account number from the Chart of Accounts. The net of revenues and expenses is posted to this account for financial reporting.

**Fiscal Year:** Enter the current fiscal year for financial reporting.

**Current Period:** Enter the current processing period for General Ledger processing and reporting.

**Period End Date:** Enter the ending date for the current General Ledger processing period.

**Periods in Fiscal Year:** Enter the total number of processing periods in the fiscal year.

## CHART OF ACCOUNTS

Selecting “Chart of Accounts” from the Maintenance menu will display a table listing the accounts on file. Pressing the **Insert** or **Change** buttons will display the “Chart of Accounts Maintenance Form”. This form is used to modify data on existing accounts or to add new accounts to the Chart of Accounts.

**Account Number:** The account number to be added to the Chart of Accounts or the account to be modified.

**Department Number:** This field is for the department number or sub account. If the department entered in not on file the “Department Selection Table” is displayed. This table lists the department numbers and descriptions for the departments on file.

**Account Type:** Use the cursor movement keys to position the pointer bar over the appropriate account type and then press the Enter key to select that type.

**Account Description:** Enter the account description.

**Account Status:** Indicates whether this account is Active or Inactive.

**NOTE:** After adding new accounts you will need to select “Rebuild Financial Reports” from the “Report Format Maintenance” menu under Maintenance to update financial reports to include the new accounts.

## DEPARTMENT MAINTENANCE

Selecting “Department Maintenance” from the Maintenance menu will display a table listing the departments on file. Pressing the **Insert** or **Change** buttons will display the “Department Maintenance Form”. This form is used to add new departments or to modify data on existing departments.

**Department Number:** The department number to be added or the department to be modified.

**Description:** Enter a description for the department.

**NOTE:** We recommend **not** using departments. If, however, you wish to do so, please call Technical Support at 972-234-0375 for help in setting them up.

## REPORT FORMAT MAINTENANCE

Selecting “Report Format Maintenance” from the Maintenance menu will display an additional menu listing the report format maintenance procedures. The Report Format Maintenance menu lists the procedures for adding or modifying report format descriptions. When adding a report, you must first add the report title and then the formatting detail can be added.

**Report Maintenance:** Selected to add new reports or to change the comparison specification on an existing report.

**Format Maintenance:** Selected to modify report format detail on an existing report or to add format detail for a new report.

**Rebuild Financial Reports:** Selected to update financial reports after changes are made relating to those reports, such as the addition of new accounts to the Chart of Accounts.

**NOTE:** **Rebuild Financial Reports** must be run each time a new account is added to the Chart of Accounts.

## REPORT MAINTENANCE

Selecting "Report Maintenance" from the Report Format Maintenance menu displays a table listing the previously defined reports. To modify data on an existing report, position the highlight bar over the report to be modified and then press the ENTER key or the **Change** button to select it. If adding a new report, press the **Insert** button. In both cases the "Report Maintenance Form" is displayed. This form is used to modify the title or comparison data type for an existing report or to add data for a new report.

**Report:** Enter a unique name for the report.

**Title:** Enter the report title as it should appear on the report.

**Type:** Use the cursor movement keys to select the type of comparison data to appear on the report.

**BALANCE:** Show balances only, no comparison data.

**CHANGES:** Show prior period figures for comparison purposes.

**LAST YEAR:** Show the same period from last year for comparison purposes.

**BUDGET:** Show budget figures for comparison purposes.

## FORMAT MAINTENANCE

Selecting "Format Maintenance" from the Report Format Maintenance menu will display a table listing the reports available for formatting. To add or modify report format data for a report, position the highlight bar over the report to be modified and then press the ENTER key or the **Select** button to select that report. The "Report Format Selection Table" will be displayed. The "Report Format Selection Table" lists the Report Id, Title and Type for informational purposes and displays a table showing the report format entries for the report selected. From this table, report format data can be added, modified or deleted.

To modify existing format data, position the highlight bar over the data to be modified and then press the ENTER key or the **Change** button. The **Insert** button is used to add data to the format and the **Delete** button is used to remove data from the format. In all cases the "Report Format Maintenance Form" is displayed. This form is used to define print lines for the financial reports. Format definitions include: identifying the accounts that accumulate into a print line, the description to print on the line, the characteristics of the print line, and total to accumulators.

The screenshot shows a Windows-style dialog box titled "Report Format Maintenance Form". It contains several input fields and radio button options:

- Report Id:
- Entry Type:  Accumulate  Print
- Amount Comes From:  Account  None  Subtotal
- Get From:
- Total to:
- Sign Control:  Normal  Reverse
- Under Lines:  None  Single  Double
- Supporting Schedule:
- Line Description:

At the bottom, there are three buttons: "Ok", "Cancel", and "Record will be Added".

**Report Id:** The identifier from the report title definition shown for verification.

**Entry Type:** Select appropriate type.

**Accumulate:** This entry is to accumulate into the next print line.

**Print:** This is a print line.

**Amount Comes From:** Select where to pull amount from.

**Account:** The dollar amount comes from the account specified under "Get From".

**None:** There is no dollar amount associated with this entry. (Ex. Printing a blank line or a line with under lines.)

**Subtotal:** The dollar amount comes from the subtotal whose label is specified under "Get From".

**Get From:** Specifies the account number or subtotal label that the dollar amount is to be retrieved from. If Account is selected under "Amount Comes From" then the appropriate account number is entered. If "Subtotal" is selected under "Amount Comes From" then the label of the subtotal is entered.

**Total To:** Total To is the label of a total or subtotal that this print line is to be accumulated to. Total To labels are user defined and can be up to eight characters. Meaningful labels are suggested.

**Sign Control:** Sign Control tells the system whether to print the amount with its natural (Normal) sign or to reverse (Reverse) the sign for printing purposes. As an example, most Balance Sheets show liabilities as positive figures. Since the natural sign on a liability is a credit, the signs would be reversed for printing.

**Under Lines:** Under Lines specifies that under lines are to be printed in the positions that are normally occupied by dollar amounts. Under lines cannot be printed on the same line as dollar amounts.

**None:** Do not print under lines.

**Single:** Print a single line as the under line.

**Double:** Print a double line as the under line.

**Supporting Schedule:** Supporting Schedules can be requested for print lines that are an accumulation of multiple accounts. The Supporting Schedule details the individual amounts that went into the print line. To request a supporting schedule, enter the schedule number that the supporting detail will be printed on. If the schedule does not exist, the "Supporting Schedule Selection Table" is displayed. If no supporting schedule is required, leave this field at zero.

**Line Description:** Enter the text description to be printed on this print line.

## REBUILD FINANCIAL REPORTS

Selecting "Rebuild Financial Reports" from the Report Format Maintenance menu will update all financial reports to reflect any changes made to the Chart of Accounts, such as adding a new account.

**NOTE:** This process **must** be run after any changes are made to the Chart of Accounts to ensure accuracy in financial reporting.

## SUPPORTING SCHEDULES

Selecting "Supporting Schedules" from the Maintenance menu will display a table listing the schedules on file and allow selection of a schedule for maintenance or the addition of a new schedule. Pressing the **Insert** or **Change** buttons will display the "Supporting Schedule Maintenance Form". This form is used to add new supporting schedules or to modify data on existing schedules.

**Schedule No:** Enter a unique number for the schedule.

**Description:** Enter a description for the schedule.

## CLOSE CURRENT PERIOD

Selecting “Close Current Period” from the Maintenance menu purges posted batches of transactions that are prior to the current General Ledger processing Period. Current period batches are retained for cloning purposes.

## CLOSE FISCAL YEAR

Selecting “Close Fiscal Year” purges the prior year detail, balance forwards the current year detail, and changes the current year detail status making it prior year detail. This prepares the General Ledger system for the start of a new year.

## CHECK RECON

Selecting “Check Recon” from the Maintenance menu located on the top of your screen will open the Check Reconciliation section of the program. Check Reconciliation is used to clear checks and deposits as well as give you a quick look at your checkbook balance. See Section 8.4, Check Recon, for more information.

## QUICKBOOKS® EXPORT

Selecting “QuickBooks® Export” from the Maintenance menu will export data that can then be imported to QuickBooks®.

Before data is exported the first time, the *Auto Repair Boss* Chart of Accounts must be updated to prepare it for exporting. (This step needs to also be completed any time the QuickBooks® Chart of Accounts is changed.)

Follow these steps to update the *ARB* Chart of Accounts:

First, export Chart of Accounts from QuickBooks®:

- Open QuickBooks®.
- Select “File”.
- Select “Utilities”.
- Select “Export”.
- Select “List to IIF files”.
- Check “Chart of Accounts” and press “OK”.
- Save file to arbwin folder.
- Name file “chartofaccounts.iif”. **NOTE:** Be sure “.iif” is the file extension.

Next, update the *Auto Repair Boss* Chart of Accounts:

- From *ARB* Main Menu select LEDGER.
- Select Maintenance from the General Ledger screen.
- Select “QuickBooks® Export”.
- Press **Chart of Accounts**. The “Chart of Accounts Selection Table” will be displayed.

Finally, update each item in the *Auto Repair Boss* Chart of Accounts.

- Select Account name from list.
- Press the **Change** button. The “Changing a CHART Record” screen will be displayed.
- Click on the “QuickBooks® Account” Lookup [...] button. The “Open File” window will be displayed. (This will only display this the first time to allow you to import the QuickBooks® Chart of Accounts.)

- Select the “chartofaccounts.iif” file that was previously saved to the arbwin folder. Select Open. The “Select QuickBooks® Account” window will be displayed.
- Highlight the QuickBooks® Account name that corresponds to the *Auto Repair Boss* Account Name and then press Select.
- Fill in the “QuickBooks® Optional” field if necessary. (See Note Below)
- Press **OK** to save.
- Update each of the Accounts in this same manner.

**NOTE:** If in QuickBooks® a Vendor or Customer has been assigned to a particular Account, you must assign a name to the corresponding Account in *Auto Repair Boss*. Use the “QuickBooks® Optional” field to do this. For example, when updating the Accounts Receivable account in *Auto Repair Boss* you will need to fill in the “QuickBooks® Optional” field using “ARB Customer”. This will allow the information to be imported to QuickBooks®.

To Export Data from *Auto Repair Boss*:

- Select “QuickBooks® Export” from the Maintenance Menu.
- Press **Export**. The “QuickBooks® Exports” window will be displayed.
- Select either:

**Export New Only** – this will export any new info since last export.

**Export New, plus Re-export any on or after the highlighted ‘Cutoff Date/Time’** – this will export new info and the info from the previous export file you have highlighted.

To Import Data into QuickBooks®:

- Select “File”.
- Select “Utilities”.
- Select “Import”.
- Select “IIF Files”. The “Import” window will be displayed.
- Select from the arbwin folder the desired IIF file exported from *Auto Repair Boss*. The file will be imported.

**NOTE:** When importing file, if QuickBooks® pops up a warning message you will need to research to resolve the indicated problem. Also, you will need to review the General Journal entries to see if any part of the file was imported. If it was, delete the Journal Entry, resolve the problem and then re-import the data.