

## PRESETS MODULE

Presets are recurring information such as Lenders, Lessors, Employees, etc. They are designed to help speed up customer entry and perfect deal calculations. Double check and verify information entered into presets are correct and accurate since this information will be used again and a again.

The Preset screen has a row of tabs across the top representing different system presets. Click a tab to access it's information. Below is list of the tabs and the order that the tabs appear on the screen. For the order in which to set up the system see *System Setup*.

1. Vendor List
2. Finance - These setting are used for the F&I Finance Screen. Set anything from the default Lender to fee default values.
3. Lender
4. Lessor
5. SubPrime - Enter the special financing plans.
6. Extended Service / GAP
7. Insurance
8. Accounting - Set the type of check to print and how far to allow ahead posting. Print Transaction Summary allows you to set wether to print, not to print, or prompt to print a posted transaction. Also set payroll default accounts.
9. BHPH - Enter the late fee percent, min., and max. late fee amounts. Also Grace Period, Print Receipt, an Next Due Method is entered in this section.
10. Inventory - Set the inventory to default to New Cars, the age flag days, and wether the F&I used the cost entered into inventory. Settings for the Floorplan Expense, After Sale Cost account, and up to 4 constant vehicle costs. Buyer's Guides are also set in inventory presets.
11. Employee
12. System - Set the desired forms printer and the drives for the server, credit bureau, and accounting. Also the Notary presets are set here along with the default group. Set which bureau or bureau's the sets as a default when entering credit bureau
13. Dealer - Maintain the phone number, Fax number, email address, and D-Tag number.

### Vendor List

Vendors are kept and maintained in the Preset Module under the “Vendor List” tab. The following is the screen that will appear.

The screenshot displays the 'Vendor List' screen. At the top, there is a navigation bar with tabs: Vendor List, Finance, Lenders, Lessors, SubPrime, Ext Svc/Gap, Insurance, Acct, BhpH, Invent, Employee, System, Dealer. Below the navigation bar is a search field 'Find By Name' and a list of vendors. The selected vendor, 'Accounting Matters, LLC', is shown in a detailed form with the following fields:

- Name: Accounting Matters, LLC
- Address: P.O. Box 7843
- CSZ: Columbia MO 66899
- Contact: [Empty]
- Phone #: 5738357893 Fax #: 5732652892
- E-mail: [Empty]
- web Page: [Empty]
- Tax ID: 486651234
- Terms: [Empty]
- Print 1099
- Type: General
- Default: [Dropdown]
- Unused: [Dropdown]
- Unused: [Dropdown]
- Unused: [Dropdown]
- Floor Plan Create AR

At the bottom of the screen, there are buttons for Print, Add, and Delete. The status bar at the very bottom shows 'User - IDS User' and 'Mon, Aug 04, 2003 02:59 PM'.

Enter anyone you write checks or receive funds.

1. Click the “Add” button to enter additional vendors or to edit and existing vendor click on the desired vendor in the display grid. Now complete the information located on the right half of the screen.
2. Check the Print 1099 checkbox to include the vendor on the 1099 report located in Reports.
3. Set the Type to General or Floorplan (drop down menu) Only those vendors that you have a Floorplan agreements with should be set up as Floorplan.
4. If Type = General then enter the primary account number used for this vendor in the default line. Example: If the vendor is the Phone Company then put the telephone expense account number in for the default. Next time the Phone Company is entered in Write Check the expense account will be inserted automatically. If Type = Floorplan then enter in the Floorplan Liability Account Number, Accounts Payable Account number, and the Accounts Receivable Account Number. A default Floorplan rate can also be entered. If you pay for vehicles when purchased and afterwards receive the floorplan amount from the Floorplan vendor then click the box for "Floor Plan Create AR". This will create an Accounts Receivable when you floor the vehicle.

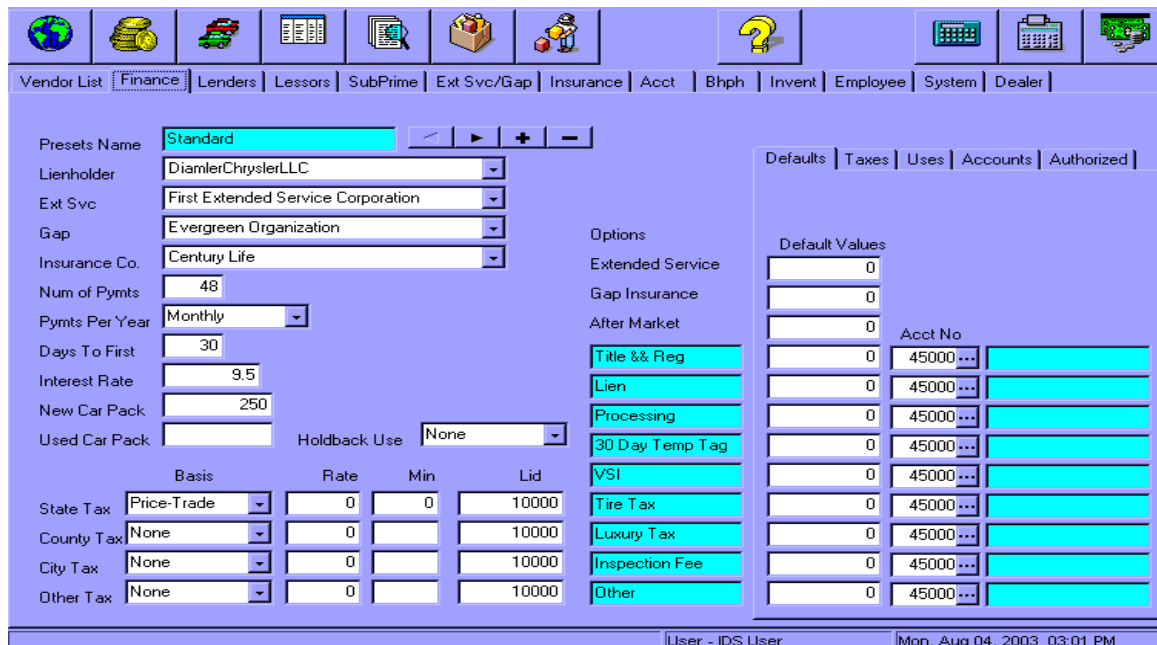
Wholesale List - Enter your Wholesaler's into the Vendor List.

When doing a wholesale deal you can select them from the vendor list by clicking the lookup button beside the Buyer's last name.

**Finance Presets-**

Finance Presets are settings used by the Finance Screen to set default values that load into new deals, determine how fields are taxed, and which account to post. They save deal entry time by pre loading the default values for each new deal. If the accounting system is included in your system then the Account numbers under the “Default” tab and “Accounts” tab and tax calculation defaults in the “Taxes” tab are required to be setup, all other defaults are optional.

1. Enter the Preset Screen and click on the “Finance” tab, the following is the screen that will come up.



2. The Preset Name is automatically set to Standard by Innovative Dealer Services, if more than one default screen is needed for different locations, contact Innovative Dealer Services for setup.
3. Set default "Lienholder" (drop down menu) (Lienholders are set up in the lender screen) if you have a lender who you automatically look at first, you may choose to set that lender in this screen. Changes can be made on a deal by deal basis in the F&I Module in the "Finance" tab.
4. Set default "Ext Svc"(drop down menu) (Extended Service dealers are set up in the "Ext Svc/Gap" tab) if you have a preferential vendor you wish to use, you may choose to set that vendor in this screen.Changes can be made on a deal by deal basis in the F&I Module in the "Finance" tab.
5. Set default "Gap" (drop down menu) (Gap dealers are set up in the "Ext Svc/Gap"tab) if you have a preferential vendor you wish to use, you may choose to set that vendor in this screen. Changes can be made on a deal by deal basis in the F&I Module in the "Finance" tab.
6. Set default "Insurance Co" (drop down menu) (Insurance Co dealers are set up in the "Insurance" tab) if you have a preferential vendor you wish to use, you may choose to set that vendor in this screen. Changes can be made on a deal by deal basis in the F&I Module in the "Finance" tab.
7. Enter the default "Num of Pymts" (this is the number of payments for a loan that you generally start with in a new deal) Changes can be made on a deal by deal basis in the F&I Module in the "Finance" tab.
8. Enter the default "Pymts Per Year" (drop down menu) (this is the payment frequency for a loan that you generally start with in a new deal) Changes can be made on a deal by deal basis in the F&I Module in the "Finance" tab.
9. Enter the default "Days to First" (this is the number of days before the first payment is due) Changes can be made on a deal by deal basis in the F&I Module in the "Finance" tab.
10. Enter the default "Interest Rate"(this is the interest rate that you generally start with in any new deal) Changes can be made on a deal by deal basis in the F&I Module in the "Finance" tab.
11. Enter the default "New Car Pack" (this is generally the amount of administrative costs that you judge it takes to get and keep a new car on the lot for sale) Changes can be made on a deal by deal basis in the F&I Module in the "Finance" tab.
12. Enter the default "Used Car Pack" (this is generally the amount of administrative costs that you judge it takes to get and keep a used car on the lot for sale) Changes can be made on a deal by deal basis in the F&I Module in the "Finance" tab under "Recap button.
13. Enter the "Holdback Use" (drop down menu)

### Sales Tax Settings

1. Sales tax setting are located in the lower left of the screen. Tax 1 is State, Tax 2 is County, Tax 3 is City, and Tax 4 is Other tax. Many areas will enter the combined totals in Tax 1.
2. The "Basis" stores how the base tax amount is figured whether it's Price, Price -Trade, etc. Rate simply holds the tax percentage.
3. If your area requires a minimum tax amount then enter that value in the "Min" column.
4. Lid is simply the maximum amount tax allowed. If there is no Lid then leave it at it's default value of 0.00.

### Default Tab

The default tab holds the itemized fees "Default Values" and to which "Account" in Accounting is posted. Note: Accounts must be entered if the Accounting system is installed. The Itemized Fee "Default Values" are optional. The costs can be enter in the default screen or in the F&I Module "Finance" screen.

Taxes Tab

Itemized fees are set to taxed or not taxed for each tax branch. Enter yes is taxable or no if not taxable.

Uses Tab

1. Sometimes itemized fees are figured from other fee amounts, vehicle price, or some other method. The “Uses” section allows for you to set defaults for each type of configuration. The system will use these configuration to calculate the cost to be loaded into the F&I Module “Finance” tab.
2. Select the Use method next the fee that holds the result.
3. Then enter the factor used to calculate the fee and if applicable a Lid or Maximum amount.

Accounts Tab

The “Accounts” tab simply stores which account will receive certain values for posting. This section is required if the Accounting system is install on your system.

Authorized Tab

The Authorized tab are settings used by IDS and unaccessible to the user.

**Lender**

Lenders are kept and maintained in the Preset Module under the”Lender” tab. The following is a representation of the screen at the “Lender” tab.

Abbrev	Desc
Chrysler	DiamlerChryslerLLC
FMCC	FMCC
BHPH	Dealership Financial
Cash Sale	Cash Sale
GMAC	GMAC
Intrust	Intrust Bank
Chase	Chase Manhattan Bank USA
Boeing	Boeing Wichita Credit Union
Commerce	Commerce Bank

Abbrev: Chrysler  
 Desc: DiamlerChryslerLLC  
 Name: DiamlerChryslerLLC  
 Address: 8750 W. 120th St.  
 City: Shawnee Mission ST: KS Zip: 66111  
 Contact: \_\_\_\_\_  
 EMail: \_\_\_\_\_ Ros and  
 Phone: 9132685555 Branch#: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Dealer#: \_\_\_\_\_

Defaults | Accounting | Rate Info |

RSV Method: Difference Retention: 100  
 Odd Days: Yes  Actual Calendar  
 Neg Trade: Total Down  Sub Prime Lender

Add Delete

User - IDS User Mon, Aug 04, 2003 03:02 PM

Click the “Add” button to enter additional lenders or to edit and existing lender click on the desired lender in the display grid. Complete the information located on the right half of the screen.

ROS simply stands for "Right Of Survivorship" and is the designated way of linking the buyer and co-buyer. Most cases it will be &/or (John Q. &/or Sara A. Smith) or another common designation is and (John Q. And Sara A. Smith). ROS can be edited from the Finance Window under the “Lender” and “Lessor” tab. The preset value is stored per lender & lessor and can be changed from the “Lender

Default” tab or “Lessor Company” Tab.

Below are definitions and hint on how to enter the “Default” tab.

*RSV Method* - RSV is short for Reserve. The RSV Method located in Lender presets determines how the finance reserve is calculated. Select the method used by your lender. Below are descriptions of how the four most common work.

1. % Amt Financed - This method figures the finance reserve based off a percent of the Amount Financed. A default percent can be set by entering the percent amount in Retention.
2. Difference - Takes the difference between two finance charges, one figured using the sale rate and other using the buy rate. A default Buy Rate can be entered into Retention.
3. Ratio - The ratio formula takes the Interest Rate less the Buy Rate divided by the Interest Rate and then multiplied by the Finance Charge (  $IR - BR / IR * FC$  ).
4. BHPH - This method simply sets the reserve amount to the finance charge.

*Odd Days* - Odd Days are considered any day(s) after the standard 30 days to first payment. Most Lenders collect interest on the odd days but may offer specials that restrict or waive interest on odd days. Set the default (preset) Odd Days field to that Lenders specifications in the Lenders Preset Screen. If it needs changed for a specific deal goto the Finance Screen and pull up the lender info and change it. There are 3 options available: Yes, No, and Unit Period.

1. Yes figures interest for odd days on a per day basis.
2. No does not figure interest.
3. Unit Period only calculates interest for the payment period selected in 'Pymts Per Year'. So if 'Pymts Per Year' is set to Monthly then the Unit Period is 1 month or if 'Pymts Per Year' is set to Weekly then the Unit Period is 1 Week and the odd days interest is figured accordingly. If 'Days To First' is set to 90 and 'Pymts Per Year' is set to Monthly the odd days interest is only figured for the 1st month.

*Neg Trade* - A negative trade occurs when the value of the trade is less then the amount owed on the trade. The Neg Trade preset located in Lender Presets determines how this system treats a negative net trade amount. This preset does NOT effect the way the payment is calculated but rather the way the negative amount is disclosed. Below is a description of what each option will do when a negative Net Trade occurs.

1. The Net Trade option will zero the net trade amount (which is a negative value), puts the negative value into the Negative Amount to Finance, and total down will be just the cash that was put down.
2. The Total Down option will first apply cash down to the negative net trade amount. If there is enough cash to cover the negative amount then total down will show cash less the negative net trade amount. If there is NOT enough cash to cover the negative net trade amount then the total down field is zeroed and the negative total down amount is placed in Negative Amount to Finance. Normally most lenders will use the Total Down option.

*Retention* - Retention is simply the retained percentage of the calculated reserve amount determined by

the selected RSV(reserve) method. The preset (default) can be set on the Lenders Preset Screen but can be changed per deal from the Finance Screen. So if for example you have a Finance Rsv of \$500.00 with a retention of '0.00'. If retention is set to 75% then 75% of 500 or 375 is now the reserve amount. Check with the lending company for RSV Method and retention settings.

*Actual Calendar* - There are two date methods for figuring when payments are due:

1. The Actual Calendar has 365 days in its calendar year. Most local lenders use this method.
2. The Federal Calendar has 360 days in its calendar year. Every month in the Federal calendar has 30 days. Most major manufacture lenders use this method.

Here is an example of how the different calendar methods effect when the 1st payment is due. If the Date of Sale of January 1, 2001 and the days to 1st payment is 30 then the 1st payment date for the Actual Calendar would be January 31, 2001. The Federal Calendar, since it see's every month as 30 days, will have a 1st payment date of February 1, 2001. If you are uncertain about which method to use contact your lenders.

*Accounting* - In the "Accounting" tab enter the "AR Acct"(Drop down menu) and the "Rsv Income Acct" (Drop down menu).

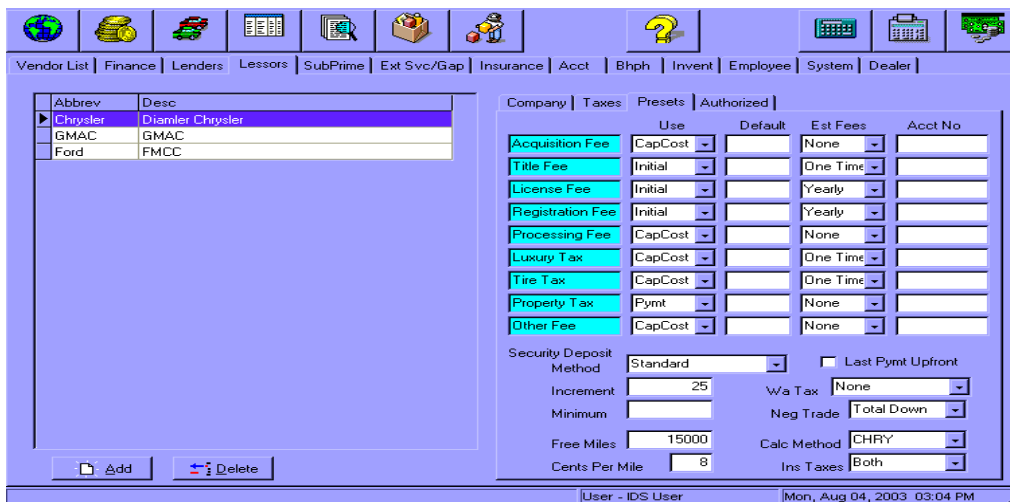
*Rate Info* - Optional, these would be notes about each lenders rates and terms.

Changing Lender's

To change Lender's on a deal, goto the Finance Screen in the Lender tab, click the drop down box to the right of the lender's name, and select the desired lender.

**Lessor**

Lease Companies are kept and maintained in the Preset Module under the "Lessor" tab. The following is a representation of the screen that will appear.



Click the "Add" button to enter additional lease companies or to edit and existing one click on the

desired lessor in the display grid. The right half of the screen has four tabs; Company, Taxes, Presets, & Authorized.

Company - In the “Company” tab enter the lessor's name, address, city, state, zip, contact, phone number, fax number, e-mail address, ROS (see “Preset Lender” for description) and Dealer #.

Taxes - The Taxes tab simply holds what is and what is not taxed for this lessor. This section must be completed to insure accurate tax calculations.

1. Enter the “Sales Tax Rate” (Rate to be provided by Leasing Company) and the “Local Tax Rate” (Dealers Sales Tax Rate).
2. Enter the Tax Method (Drop down menu)
3. Enter “Price Not Taxed” by checking those items that are not taxed.
4. Enter the “Down Tax Rate” (Drop down menu) (sets whether the “Sales or Local Rate” is used on the down payment).
5. Enter the “Down Tax Use”(Drop down menu) (set as “Initial or Capitalized”)
6. Check those items that are “Taxable Down”
7. Set each item on the far right side of the screen to yes or no to determine whether tax should be calculated on each item in the list.

Presets - The “Presets” tab determines how each fee is used, it’s default amount, how often it is applied and in which account the fee will post to.

1. In the “Use” column (Drop down menu) set the use for each item. In the “Default” column set the default costs (optional). In the “Est Fees” column (Drop down menu) set the frequency of cost application. In the “Acct No.” column enter the account number that the fee should post to.
2. In the lower right side of screen set the default terms of the lessor.

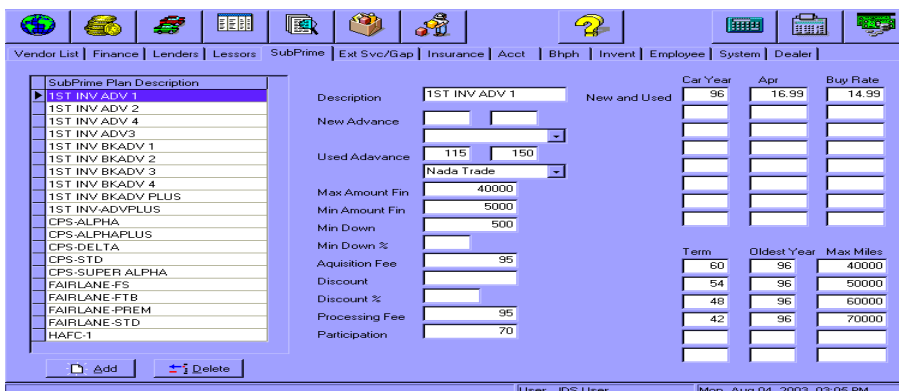
Authorized - The Authorized tab is for settings used by IDS and is unaccessible to the user.

*Changing Lessor's*

To change Lessor's on a deal, goto the Lease Screen in the Lessor tab, click the drop down box to the right of the lessor's name, and select the desired lease.

**SubPrime**

The following is a representation of the screen that will appear at the “SubPrime” tab.



## Extended Service / GAP

Extended Service companies are maintained from the “Ext Svc/Gap” Preset screen. The following is a representation of the screen.

Abbrev	Desc
Chrysler	Chrysler Service Contract
Smart	Smart Choice
GAP	Evergreen Organization
First	First Extended Service Corporation

Abbrev: Chrysler  
 Name: DaimlerChrysler Service Contract  
 Description: Chrysler Service Contract  
 Address: PO Box 2700  
 City: Troy  
 State: MI Zip: 480072700  
 Phone: 8005219922  
 Fax:   
 Type: Extended Service  
 Dealer Code: 68621  
 Cost Acct: 53000...  
 Sale Acct: 43000...  
 Payable Acct: 24200...

Click the “Add” button to enter additional companies or to edit an existing company just click on that company in the display grid and make your changes on the right half of the screen.

1. Enter the “Abbreviation, Name, Description, Address, Phone, Fax” of each vendor that provides Extended Service or GAP.
2. Enter the “Type” (Drop down menu) as whether vendor provides GAP or Extended Service.
3. Enter the “Dealer Code”
4. Enter the “Cost Acct”, “Sales Acct” and “Payable Acct” (Drop down menu), these are the accounts that will post in the accounting system.

Changing Extended Service Companies when working a deal is done from the Finance Screen or Lease Screen under the 'ExtSvc' tab. Click the drop down button to the right of “Desc” and select the desired company.

Note: Be sure to enter the In Service Date, Term, and Miles on the Finance Screen. These entries are used when printing the Extended Service Contract. If not entered then these sections on the contract will be left blank.

Changing GAP Companies when working a deal is done from the Finance Screen or Lease Screen under the 'Gap' tab. Click the drop down button to the right of “Desc” and select the desired company.



## Insurance

Insurance Companies are maintained in the Insurance Preset section. The following is a representation of the screen at the "Insurance" tab.

Abbrev	Desc
Century	Century Life

Abbrev: Century  
 Desc: Century Life  
 Name: Century Life Assurance Company  
 Address: 101 N. Broadway Ste. 950  
 City: Oklahoma City ST: OK Zip: 73102  
 Phone: 8006591751 Fax: 4056018237  
 Group: Method: Std  
 Dlr Life Rsv %: 55  
 Dlr A&H Rsv %: 55  
 Payable Acct: 24200  
 Income Acct: 42500  
 Credit Life Amt: 100000 CI Term: 120  
 Level Life Amt: 100000 Level Term: 120  
 A&H Max Amt: 100000 A&H Term: 120  
 Max Payment: 1000  
 Lid Method: Std

Click the 'Add' button to enter a new Insurance Company or click on a company in the display grid to edit or view current settings.

The upper section is for company information name, address, city, state, etc.

The middle section allows for the dealer to set Credit Life and A&H reserve percentages. Also enter the Payable and Commission account numbers (Account numbers are only needed if using IDS accounting module).

The bottom section deals with the insurance lids. These are the maximum amounts and terms allowed by the insurance company. Failure to enter the lids will result in incorrect premiums and/or term when the deal exceeds the insurance companies maximum coverage!

When working a deal the insurance company can be changed from the Finance Screen or Lease Screen in the 'Ins' tab. Also if the insurance coverage term is shorter than the loan or lease it can be changed from here as well.

## Accounting

Payroll set-up requires that defaults be established for the posting of payroll to the Chart of Accounts and the set up of employee information for each employee to be paid.

*Payroll Default Settings:*

1. Enter “Pre-sets Module”, click on “Acct” tab. The following screen will appear.

Account Type	Account Number	Account Name	Pay Plan
Checking	11000	Cash - Savings	BiWeekly
Federal	22600	Accrued - Fed. W/H	
FICA	22500	Accrued - FICA	
Medicare	10500	Cash - Checking	
State	23000	Accrued - State	
City	23000	Accrued - State	
SDI	23500	Accrued - Unemployment	
SUI	23500	Accrued - Unemployment	
Pension	24500	A/P - Pension Plan	
KPlan	24500	A/P - Pension Plan	
Cafeteria	24500	A/P - Pension Plan	
Misc1	28500	Garnishments	
Misc2	28500	Garnishments	
Misc3	28500	Garnishments	
Misc4	28500	Garnishments	

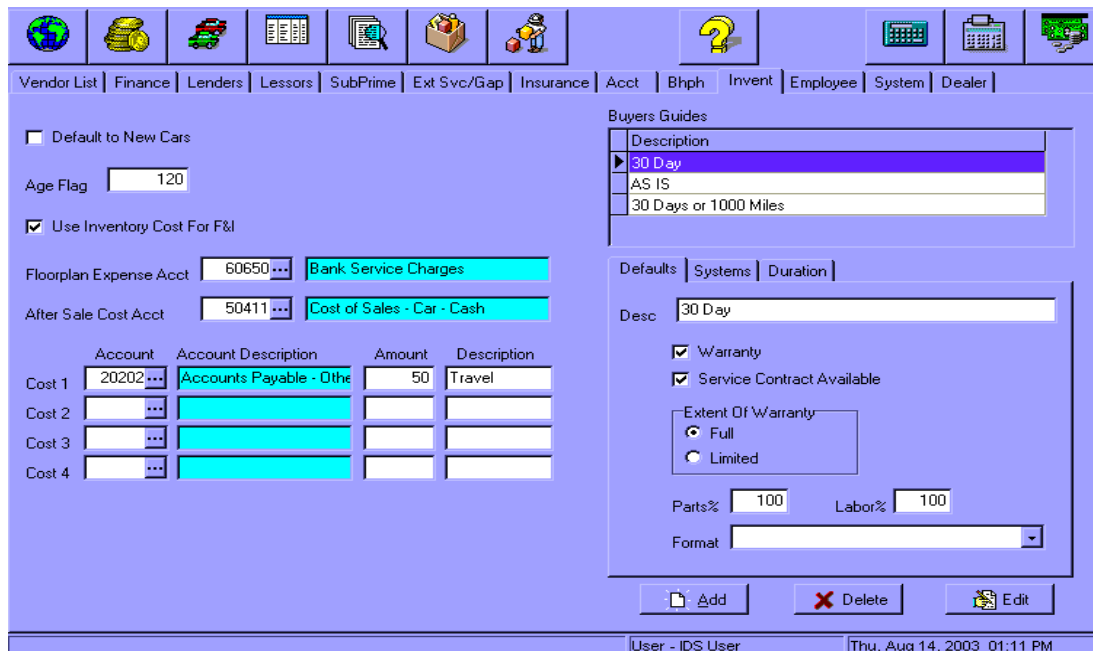
2. In the column marked “Print Transaction Summary” choose whether you would like the transaction summary to print a). after posting b). not the print after posting or c). to prompt before printing after posting.
3. Column marked “Payroll Accounts” enter the “Chart of Accounts” number where you wish for the Checks, expenses and deductions to post. Example: “Checking” you would enter the bank account that you want check to be drawn from, for “Federal” you would enter the account number of the federal withholding account, etc.
4. In the column marked “Pay Plan” choose the payroll period from the drop down menu.

**BHPH** The following is a representation of the screen at the “BHPH” tab.

Late Fee %	5	<input checked="" type="checkbox"/> Interest On Pickups
Late Fee Min	5	
Late Fee Max	20	
Grace Period	3	
Print Receipt	Prompt	
Next Due Method	Recency	
Deposit Account	10103	Sunflower - General
Cash Deposits	10122	Cash Sales in Transit
AR Account	10124	Accounts Receivable - De
WriteOff Account	60554	Cash Over & Short
Interest Account	40390	Interest Income
Late Fee Account	40397	Late Charges
New Charge Acct	40311	Sales - Car - Cash

1. Enter the “Late Fee %” and check “Interest on Pickups” if you will interest to be calculated.
2. Enter the “Late Fee Min” and “Late Fee Max”
3. Enter the number of days “Grace Period”
4. “Print Receipt” (Drop down menu) Choose one of the following:
  1. Yes- Prints automatically
  2. No- Does not print
  3. Prompt- Will ask whether to print
  4. Prompt-Lien - Will prompt with the lien
  5. Yes-Lazer - Prints automatically on a laser printer
  6. Prompt-Lazer - Will ask whether to print on laser printer
  7. Prompt-Lien-Lazer. - Will prompt with the lien and print to laser printer
5. Enter “Next Due Method”(Drop down menu)
  1. Recency- will set due date based upon last payment
  2. Contract- will set due date based on the contract.
6. Enter Account posting data for the following (Drop down menu)
  1. “Deposit Account”
  2. “Cash Deposit”
  3. “AR Account”
  4. “WriteOff Account”
  5. “Interest Account”
  6. “Late Fee Account”
  7. “New Charge Acct”

**Inventory** The following is a representation of the screen at the “Invent” tab.



1. Check if you want to “Default to New Cars”
2. Enter number of days you wish to “Age Flag”
3. Check to “Use Inventory Cost for F&I”
4. Enter “Floorplan Expense Acct” (Drop down menu)
5. Enter “After Sale Cost Acct” (Drop down menu)

6. Enter cost section, these would be costs that are attached to each vehicle sold, such as average travel costs, lot cleaning fees, etc. Enter the “Account” number (Drop down menu), “Amount”, and “Description”.
7. The right side of the screen allows you to enter different “Buyers Guides” (such as - As Is- 30 day warranty). To add a new or edit a “Buyers Guide” category, click on the appropriate button at the bottom of the screen. In the “Default” tab enter the “Desc”, check whether “Warranty” and/or “Service Contract Available”, mark “Extent of Warranty” whether “Full” or “Limited”. Enter “Part%” and “Labor%” and “Format” if applicable.

## Employee

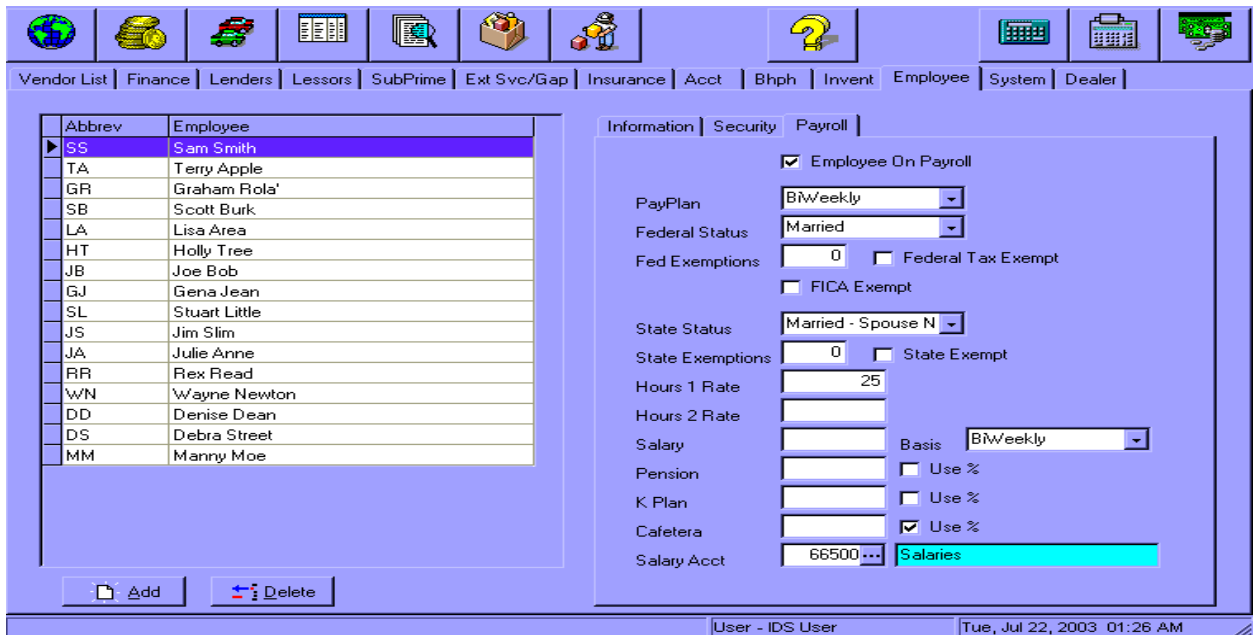
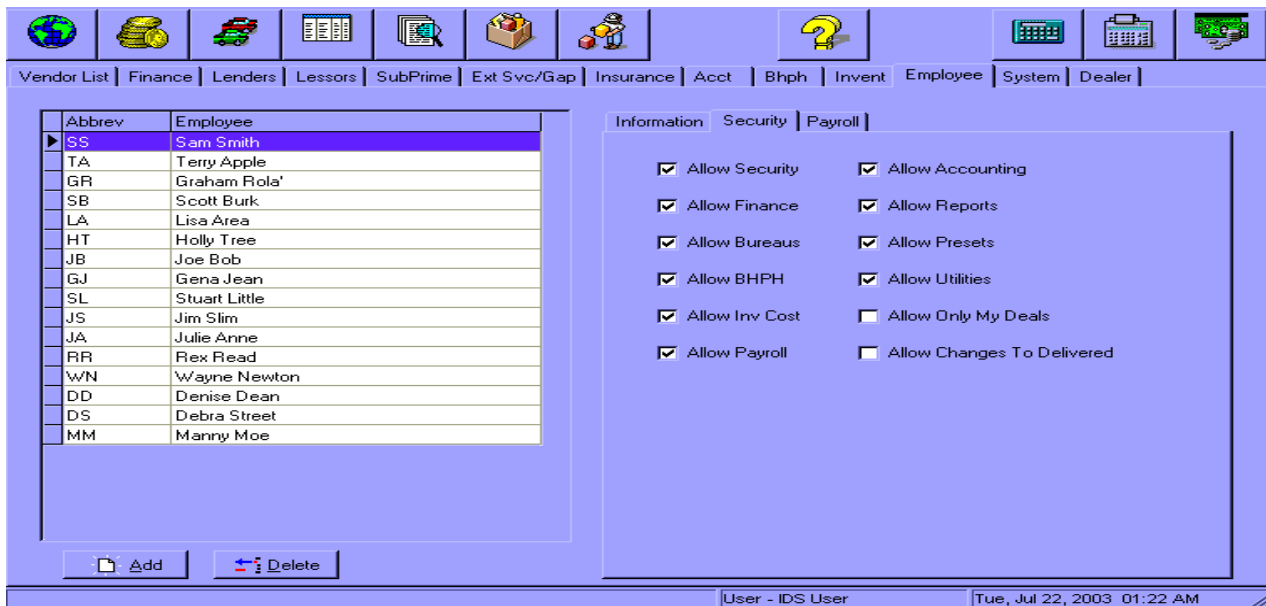
1. Enter “Pre-sets Module”, click on “Employee” tab. The following screen will appear.

Abbrev	Employee
SS	Sam Smith
TA	Terry Apple
GR	Graham Rola'
SB	Scott Burk
LA	Lisa Area
HT	Holly Tree
JB	Joe Bob
GJ	Gena Jean
SL	Stuart Little
JS	Jim Slim
JA	Julie Anne
RR	Rex Read
WN	Wayne Newton
DD	Denise Dean
DS	Debra Street
MM	Manny Moe

Information	Security	Payroll
Abbrev	SS	
Desc	Sam Smith	
Last Name	Smith	
First Name	Sam	
Middle		
Address	1745 SW Long	
City St Zip	Topeka	KS 66610
SSN	515784628	
Phone	7852734565	
Fax		
Cell		
Email		
Password	***	Autosoft ID
Comm %	25	

2. To Add an employee click on the add button at the bottom of the screen. In the “Information” tab enter the initial or nickname of the individual, the name, address, Social Security number, phone, e-mail, password, and commission %.
3. In the “Security” tab the individuals access to different areas of the program are set. To allow an individual to access to a section of the program place a check mark next to the section title listed. To restrict access uncheck the box next to the section title. The screen at the top of the following page is the “Security” screen.
4. In the “Payroll” tab the individuals information for federal & state status and/or exemptions, pay rates, and percentage of deductions are entered. The screen following the “Security” screen is the “Payroll” tab screen.



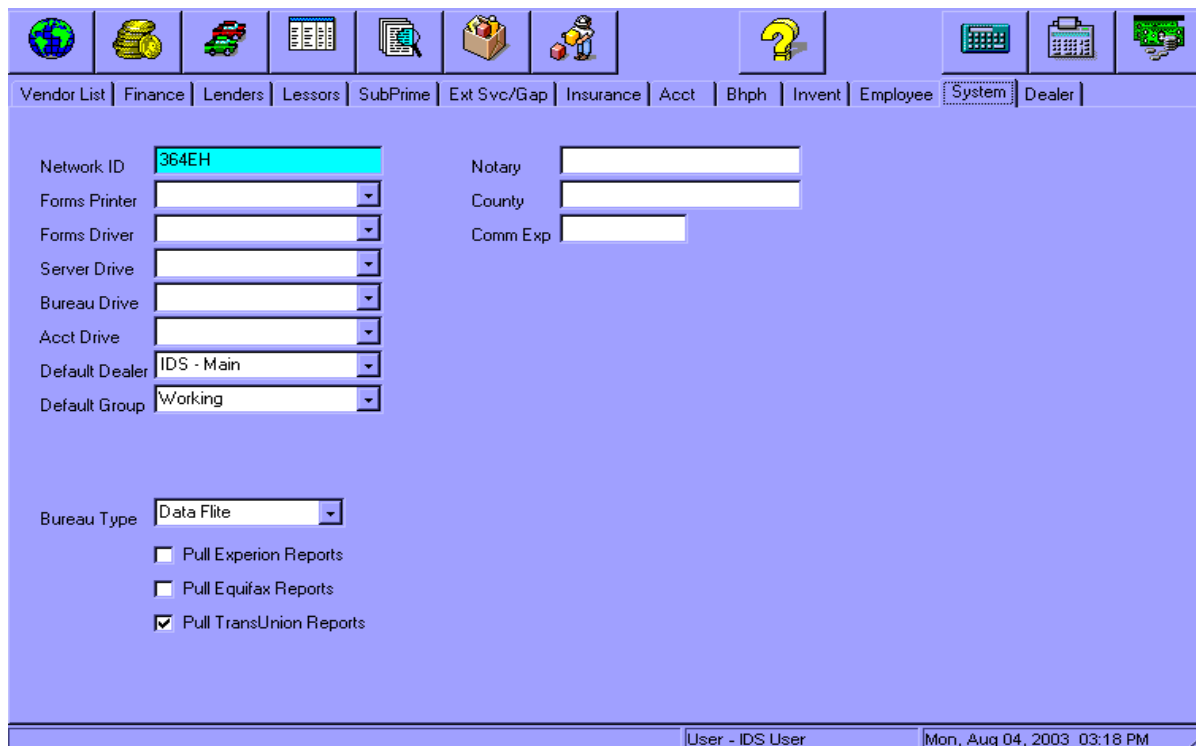
- A). Employee On Payroll must be checked in order to write a check.
- B). The "PayPlan" will be the same for all employees. The "PayPlan" is the frequency of payroll.
- C). Fill out "Federal Status, Fed Exemption, Federal Tax Exempt, FICA Exempt, State Status, State Exemptions and State Exempt according to the W-4 filled out by the individual.
- D). Enter the individuals rate of pay in under "Hours 1 Rate, Hours 2 Rate, or Salary based upon how you will be paying the individuals. (Note: persons paid on commission will show no hourly rate or salary, the commission percentage is entered in the "Information" tab, the boxes to show rate of pay are left empty). Salary amounts should show what basis was used, example if the individual was enter as being paid \$35,000 annually then annually should be placed in basis.

- E). Enter the percentage being deducted for “Pension, K-Plan and/or Cafeteria” the “Use %” box should be checked.
  - F). Enter the Chart of Accounts number of the account you wish the expense to be posted to.
5. To make changes to an existing employee highlight the individuals name and make changes. Changes are automatically saved.
  6. To Delete highlight the individuals name and press delete. An individual can not be deleted if a check has been written to them. At year end you will be able to delete individuals no longer on payroll.

Note: By checking the Allow Security checkbox that gives that employee access to the security tab for all employees/users.








### System


The “System” tab sets the defaults for hardware and some software features. IDS will set up most of the defaults during installation , although some element such as the Notary information may need to be set by the dealer. The following is a representation of the “System” tab screen.






### Dealer

The “Dealer” tab contains information about the dealership and its branches. IDS will set up during installation but changes can be made by the dealer at any time as needed. The following is a representation of the “Dealer” tab screen.



Vendor List
Finance
Lenders
Lessors
SubPrime
Ext Svc/Gap
Insurance
Acct
Bhph
Invent
Employee
System
Dealer

DealerNo	Description
1	IDS - Main
2	IDS - Branch

DealerNo

Desc

Name

Address

City

ST

Zip


County


Phone

Fax

E-Mail

Tag Number

 Sys Config

 Add

User - IDS User
Mon, Aug 04, 2003 03:19 PM