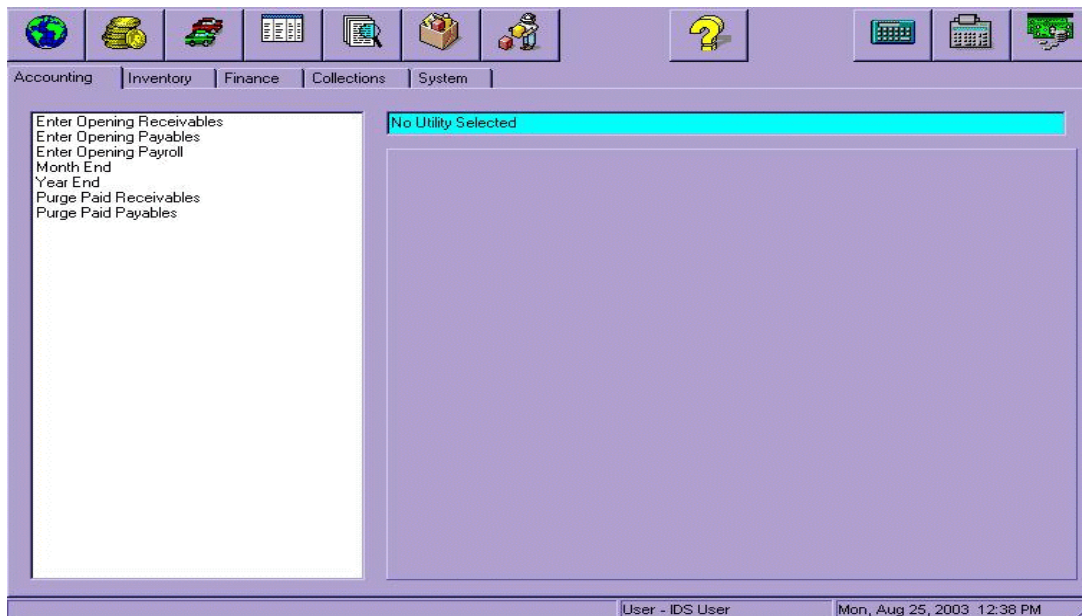


UTILITIES MODULE

The Utilities Module is made up of five sections, the Accounting tab, Inventory tab, Finance tab, Collections tab, and the System tab. This module provides a number of important functions for the program. Certain menu items allow you to set up opening balances, other items allow monthly and yearly maintenance functions and still another function would be downloading information from other industry sources. This section will cover each tab and the menu items contained in each.

Accounting Tab

Enter the “Utilities” module and the “Accounting” tab and the following screen will appear.



Entering Opening Receivables - In this screen the opening receivables at system start up are entered. Click on the “Entering Opening Receivables” menu line and the screen at the top of the following page will appear.

You will note on the right half of the screen only one item is in white and therefore it is the only item that can be changed. (Note: Receivables for Buy Here Pay Here (BHPH) customers will not be entered in this screen, enter them in the “Finance BHPH” screen). Choose the Accounts Receivable account from the drop down menu to be updated and click on the “Add” button. A warning message may appear stating “Careful! The Total Amount of Invoices EQUALS the Receivable Account Balance. Any additions will put them out of balance.” Click OK and the screen that appears directly following the “Enter Opening Receivables” will appear.

1. Enter the Vendor or Customer, (Drop down menu) (If the receivable is from a vendor the drop down menu will contain the name otherwise type in the customers name).
2. Enter the “Invoice #”
3. Enter the invoice “Date”

Accounting : Enter Opening Receivables

Receivable Account: 10120 Accounts Receivable - Trade Balance: \$0.00

Vendor: AR - General

RefNo	Date	DealInfo	AmtDue
			\$0.00

Buttons: Add, Delete

User - IDS User Mon, Aug 25, 2003 01:20 PM

Vendor: [Dropdown]

Invoice #	Date	Description	Amount Due
	08/25/2003		0.00

Buttons: Record, Cancel

4. Enter the "Description"
5. Enter the "Account"
6. Click on the "Record" button to add to the list of Receivables in the list or click on the "Cancel" button to erase the entry.

Continue the process until all receivable for the account are entered. Check the total of the invoices against the total in the Chart of Accounts summary. See Accounting Setup for instructions on verifying totals.

Entering Opening Payable - In this screen the opening payables at system start up are entered. Click on the "Entering Opening Payables" menu line the screen at the top of the following page will appear.

You will note on the right half of the screen only one item is in white and therefore it is the only item that can be changed. Choose the Accounts Payable account from the drop down menu to be updated and click on the "Add" button. A warning message may appear stating "Careful! The Total Amount of Invoices EQUALS the Payable Account Balance. Any additions will put them out of balance." Click OK and the screen immediately following the "Enter Opening Payables" screen will appear.

1. Enter the Vendor or Customer, (Drop down menu)
2. Enter the "Invoice #"
3. Enter the invoice "Date"
4. Enter the "Description"
5. Enter the "Account"

- Click on the “Record” button to add to the list of Payables in the list or click on the “Cancel” button to erase the entry.

Continue the process until all payables for the account are entered. Check the total of the invoices against the total in the Chart of Accounts summary. See Accounting Setup for instructions on verifying totals.

Entering Opening Payroll - Opening Payroll can only be entered after the “Preset Employee” information has been entered. Entering Opening Payroll will input the amount of gross wages and deductions for each employee for the year-to-date. This information is necessary for W-2's to be accurate at year end. Entry can be accomplished in two ways. You can enter total year to date figures for each individual or you can enter the amounts for each check issued for each employee by pay period. Click on “Entering Opening Payroll” and the screen at the top of the following screen will appear.

To Enter Year to Date Figures:

- Set “Pay Period” to 0. A list of all employees entered in the “Preset Employee” will be shown.
- Click on an employees name in the list
- Enter the “Status” (Drop down menu) (Paid or Unpaid)
- Enter the year to date totals for each applicable line in the right hand column.
- Repeat for each employee
- When entry is complete, click the “Update Totals” button. This will update the totals in the payroll entry screen and these totals will appear in the cumulative amounts paid for the year on each employees check as well as W-2's.

Accounting : Enter Opening Payroll

Pay Period 0

Employee	Status	PayPeriod
Sam Smith	U	0
Sam Smith	U	1
Sam Smith	U	2
Sam Smith	U	3
Sam Smith	U	4
Sam Smith	U	5
Sam Smith	U	6
Terry Apple	U	0
Terry Apple	U	1
Terry Apple	U	2
Terry Apple	U	3
Terry Apple	U	4

Status: [Dropdown]

Gross: 0

Federal Tax: 0

FICA Tax: 0

Medicare Tax: 0

State Tax: 0

City Tax: 0

SDI: 0

SUI: 0

Pension: 0

Caveteria: 0

Misc1: [Field]

Misc2: [Field]

Misc3: [Field]

Misc4: [Field]

Update Totals

User - IDS User Mon, Aug 25, 2003 04:10 PM

Verify the totals for accuracy in the “Reports” Module, “Payroll- W-2 Wage and Tax Statement” preview. See instructions in Reports section for more detailed information. If mistakes are found return to the “Utilities” “Entering Opening Payroll” screen and click the “Update Totals” button.

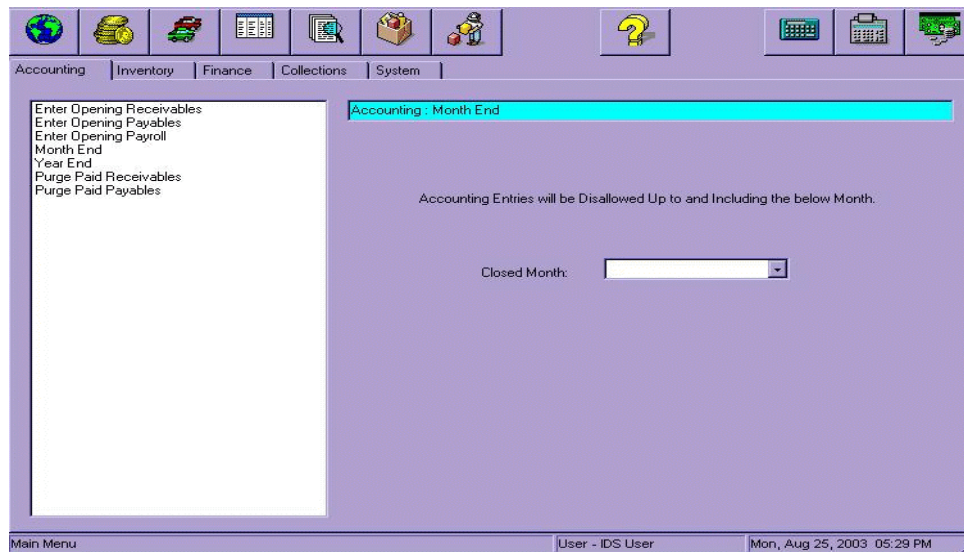
To Enter Each Payroll Period Figures:

1. Enter “Accounting” module, “Payroll Button” and choose the payroll period to be entered.
2. Enter “Utilities” module, “Accounting” tab, “Enter Opening Payroll” option
3. Set “Pay Period” to the number of the period you are entering. A list of all employees entered in the “Preset Employee” will be shown.
4. Click on an employees name in the list
5. Enter the “Status” (Drop down menu) (Paid or Unpaid)
6. Enter the check totals for each applicable line in the right hand column.
7. Repeat steps 3-6 for each employee
8. When all checks for the pay period have been entered, repeat steps 1-6 for the next period to be entered.
9. When all entries are complete, click the “Update Totals” button. This will update the totals in the payroll entry screen and these totals will appear in the cumulative amounts paid for the year on each employees check as well as W-2's.

Verify the totals for accuracy in the “Reports” Module, “Payroll- W-2 Wage and Tax Statement” preview. See instructions in Reports section for more detailed information. If mistakes are found return to the “Utilities” “Entering Opening Payroll” screen and click the “Update Totals” button.

Month-End - Month-end tasks are usually performed at the end of every month but can be performed at any time. The key to success is to perform the following suggested tasks regularly. Check with your accountant before performing month-end tasks.

1. Reconcile checking accounts, and in some cases all asset and liability accounts.
2. Review your Trial Balance report.
3. If the information in the Trial Balance report is acceptable, print the reports you want to keep as part of your permanent business records. If you find mistakes make your corrections and repeat step 2.
4. Print the following and keep as part of your permanent business records.
 - A. Balance Sheet
 - B. Profit & Loss
 - C. All Journals reports
5. Make a backup of your data.
6. Once you have completed the above steps then go to the “Utilities” module “Accounting” tab, select the “Month End” option and the following screen will appear.



7. Change the “Closed Month” field.
8. Now click on the drop down arrow and select the month you're closing. This will prevent you from inadvertently making an entry in a month to which you don't want new entries. This selection merely places a temporary LOCK on the month you selected and all months before it. If you need to make an entry in a month that occurs before your selection, simply change it.

Year End - Year End tasks are usually performed at the end of the year with adjusting entries being made by your accountant. Check with your accountant before performing year-end tasks.

1. Reconcile checking accounts, asset and liability accounts and make adjusting entries as instructed by your accountant.
2. Review your Trial Balance report.
3. If the information in the Trial Balance report is acceptable, print the reports you want to keep as part of your permanent business records. If you find mistakes make your corrections and repeat step 2.
4. Print the following and keep as part of your permanent business records.
 - A. Balance Sheet
 - B. Profit & Loss
 - C. All Journals reports
5. Make a backup of your data.
6. Once you have completed the above steps then go to the “Utilities” module “

Accounting” tab, select the “Year End” option and the following screen will appear.

7. Make sure that the New Fiscal Year is correct.
8. Enter the number of months you wish to be able to post entries ahead.
9. Enter the “Last Month for the New Fiscal Year” for example if your accounting year ends in September then the number to enter would be 9, if your accounting year end is December then 12 would be entered.
10. Enter the “Number of Period for the New Fiscal Year”. Many companies use a 12 period accounting year to coincide with the number of months in the year, but some companies use a 13th period to make the accounting period an equal number of days or to make year end adjustments in. Enter the number of periods as prescribed by your accountant.
11. Click on the “Start New Fiscal Year”

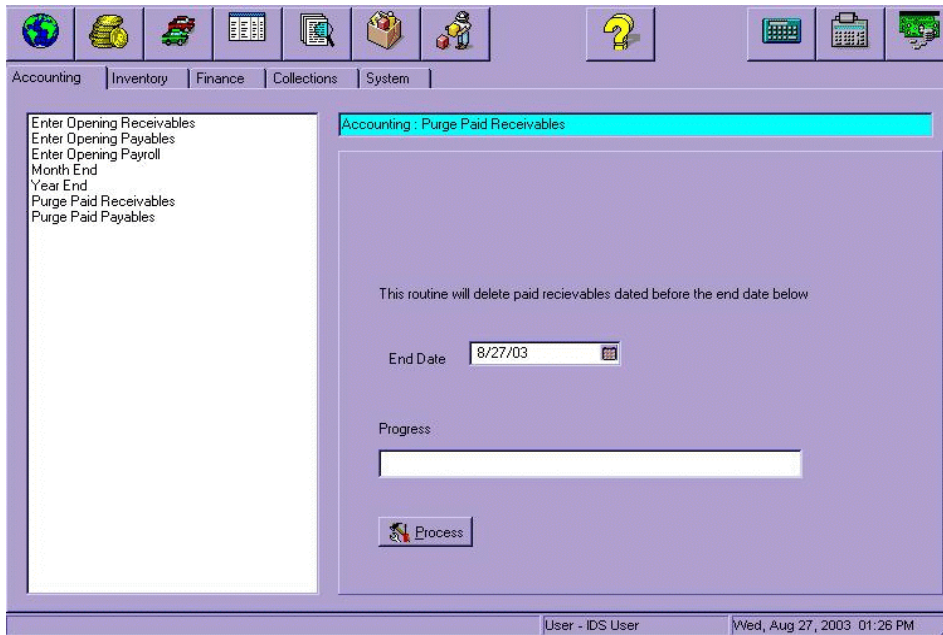
Purge Paid Receivables - In order to maximize space on your computer system you may wish to purge paid receivables. Check with your accountant before undertaking this task. When it is determined that a purge is necessary, enter the “Utilities” module, “Accounting” tab and choose “Purge Paid Receivables” option, and the screen at the top of the following page will appear.

1. Choose the “End Date” Note: choose a date that will leave current paid receivables in the system. Check with your accountant or bookkeeper to determine the best date.
2. Click the “Process” button to complete the process.

Purge Paid Payables - Purging paid payables is the same process used in purging paid receivables. The same rules and process is used except you will enter the “Purge Paid Payables” option.

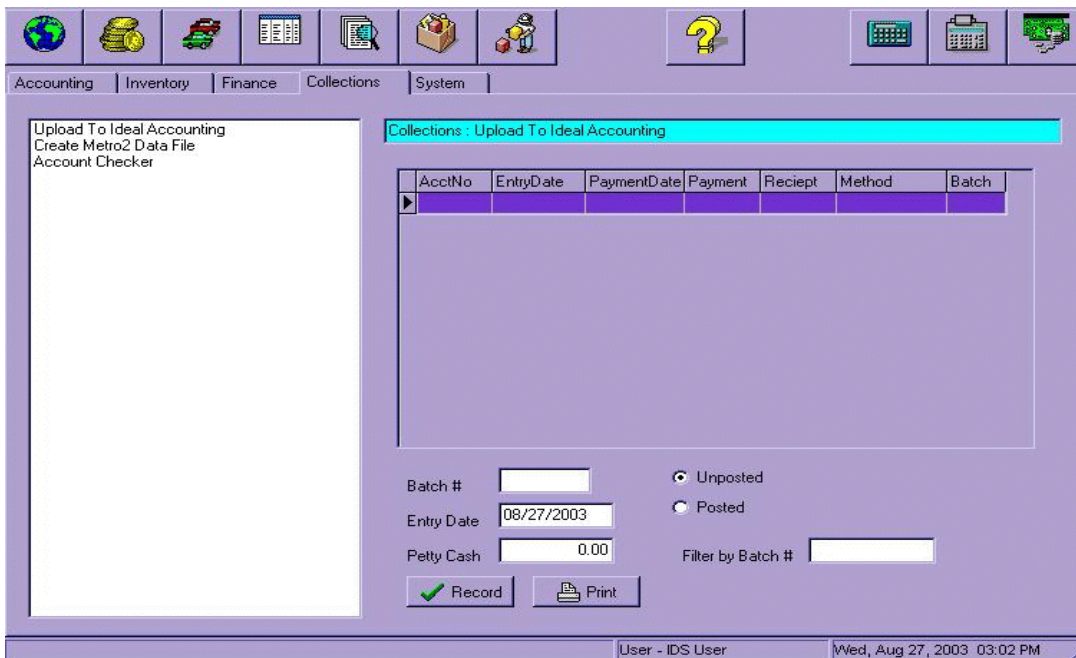
Inventory & Finance Tabs - These tabs have been establish to assist the programers with downloading information from other systems.

Collections



Upload to Ideal Accounting - This screen is used by the accountant or bookkeeper to record the daily collection of BPHH payments.

1. Enter the “Utilities” module, “Collection” tab and click the “Upload to Ideal Accounting” option. The following screen will appear.



2. As payments are made on BPHH transactions the entries transfer to this screen to await deposit preparation and posting by the bookkeeper. To record the deposit of these funds or the addition to petty cash you will enter the “Batch #”. The batch number may be the deposit number if other fund receipts are being included in the same deposit, or you may have developed another tracking number.
3. Enter the “Entry Date”

4. Enter the amount to be held out of the deposit in “Petty Cash”
5. Click “Record” to post the transactions to the General Ledger. You can choose the print the transaction by clicking the “Print” button.
6. To print or view a selected transaction by choosing whether the item has been posted or unposted and enter the batch number in “Filter by Batch#” Then you can choose whether to view or print.

Create Metro2 Data File and Auto Checker - These options have been establish to assist the programers with downloading information from other systems.

System

Enter Inventory Opening Balances - As stated in “Accounting Setup” the inventory information except for cost and RO’s are entered in the Inventory Module. This section is to enter the costs and RO’s.

1. Enter the “Utilities” module, “System” tab, “Enter Inventory Opening Balances” option and the following screen will appear.

StockNo	Nud	Year	Model	Body
100L	U	2003	lkjh	lkjh
982903	N	2002	DURANGO	4X4
C261	N	2001	PROWLER	Coupe
C285	N	2002	PT CRUSIEF	4DR
C295	N	2002	PT CRUISEF	4DR
C297	N	2002	CONCORDE	LXI
D1051A	U	2000	DAKOTA	QUAD CAB
D1061C	U	1996	CONCORDE	4DR
D1061D	U	1990	Astrovan	Minivan
D1063A	U	1998	LESABRE	4DR
D1066A	U	2001	1500	QUAD CAB
D1072	N	2002	CARAVAN	VAN
D1072A	U	1995	Explorer	
D1078	N	2002	1500	PU
D1084	N	2002	DAKOTA	EXT CAB
D1084A	U	1998	DAKOTA	EXT CAB
D1084B	U	1989	Elite	

Inv Account: 13500
 Inv Amount: 5603.75
 Base Cost: 5025
 Internals: 578.75

Floorplan Vendor: Boone County National Bank
 Amount: 310
 Date: 7/22/03
 Rate: 5.75
 Interest Paid: 5.25
 Interest Paid Thru: 7/22/03

User - IDS User Fri, Aug 15, 2003 02:15 PM

2. The list of inventory items entered in the “Inventory” module will appear. Highlight the inventory item you will be entering.
3. Enter the “Inv Account” (Inventory Account Number)
4. Enter the “Inv Amount” this is the total value of the vehicle.
5. Enter the “Base Cost” this would be the price paid for the vehicle not including repairs or upgrades.
6. Enter the “Internals” these are the repair costs and upgrades done to the vehicle after purchase.
7. If the vehicle was purchased through a Floorplan Vendor and an amount is still due to the Floorplan Vendor then the bottom right hand column will need to be entered.
8. Enter the “Floorplan Vendor” (Drop down menu)
9. Enter the “Amount” this is the principle amount still owed to the Floorplan vendor.
10. Enter the “Date” the floorplan was set up.

11. Enter the “Rate” of interest that was set for the Floorplan.
12. Enter the “Interest Paid” this would be the amount of interest that has already been paid.
13. Enter the “Interest Paid Thru” date.
14. When all information has been entered, click on the “Update COA” button to record the amounts.
15. Highlight the next inventory item and repeat steps 3-14. When all items have been entered verify the amounts entered by running the Trial Balance report . For instructions on running this report see the Reports section.

Enter Parts Inv Opening Balances - Section open for further updates to system.

Adjust Checkbook Balance - These options have been establish to assist the programers with maintenance of information for the system.

Edit Journal Entry - These options have been establish to assist the programers with maintenance of information for the system.

Opening Payroll - Section Replaced, option to be removed.