



MIS Download (CI-MIS)



User Guide

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Getting Started

This guide describes the use of your MIS Download (CI-MIS) application on your ADP accounting logon (-A).

Overview

- Downloads the MIS reports into Microsoft Excel spreadsheet using ADP one step Reflection Download.
- Must be using Reflection 7.0 or greater. (Executed on the -A logon)

Typing Conventions

- In all screens through which data is entered, (such as the setup screens), there are a few standardized keystrokes.
- When you read the instructions <Enter> in the steps that follow, hit the *Return* key.
- The slash key "/" will take you out of any screen and will abort all updating.
- The period key "." will take you to the bottom of the screen where you will be prompted for options that will allow you to edit the information on the screen, accept changes that have been made or new information that has been entered, or simply exit without saving.
- The back-slash key "\" will blank out the field that you are currently in.

Start Here

- Make sure that your CI-MIS application is loaded onto your system. You can verify this by typing in CI-MIS at the function prompt while in the Accounting system (-A).
- If the CI-MIS main Menu displays, the application is properly installed.
- If the message "Invalid Routine Name" or "Invalid Function" displays, then call your Customer Service Representative to correct the problem.

Organization of This Manual

The figure below shows the main menu screen of the **CI-MIS** application. Each chapter in this manual will demonstrate a main menu function of the **CI-MIS** application and review prompts and responses for that operation.

```

ENTER OPTION:
 1 = PRINT REPORT
?1

LAST BUILD STARTED.....: 19FEB03 08:13
LAST BUILD COMPLETED.....: 19FEB03 08:14

ENTER OPTION:
 1 = BUILD, CALCULATE, PRINT, AND ROLL
 2 = CALCULATE, PRINT, AND ROLL
 3 = BUILD, CALCULATE, AND PRINT
 4 = CALCULATE AND PRINT
 5 = PRINT
 6 = ROLL
 7 = BUILD AND CALCULATE..... ?3

ENTER REPORT DATE (I.E. 12AUG80)..... ?30SEP02

USE ACTUAL AMOUNTS INSTEAD OF ESTIMATED AMOUNTS (Y/N).. Y?

ENTER REPORT NUMBER(S) (OR 'ALL')..... ?69

EXCEPTION REPORT (Y/N)..... N ?N

NUMBER OF COPIES..... 1 ?1

LINEPRINTER (Y/N)..... N ?

END OF PROMPTS, KEY RETURN WHEN READY ?

```

Figure 1 CI-MIS Menu

ENTER OPTION:

1 = PRINT REPORT:

Enter 1 for the print report.

ENTER OPTION:

1 = BUILD, CALCULATE, PRINT, AND ROLL

2 = CALCULATE, PRINT, AND ROLL

3 = BUILD, CALCULATE, AND PRINT

4 = CALCULATE AND PRINT

5 = PRINT

6 = ROLL

7 = BUILD AND CALCULATE..... ?:

Enter an option.

ENTER REPORT DATE (I.E. 12AUG80)..... ?:

Enter a report date.

USE ACTUAL AMOUNTS INSTEAD OF ESTIMATED AMOUNTS

(Y/N).. Y?

Enter Yes or No to use the actual amounts instead of estimated amounts.

ENTER REPORT NUMBER(S) (OR 'ALL')..... ?

Enter a report number or all.

EXCEPTION REPORT (Y/N).....N ?

Enter Yes or No to include the exception report.

NUMBER OF COPIES.....1 ?

Enter the number of copies.

LINEPRINTER (Y/N).....N ?

Enter Yes or No for line printer.

END OF PROMPTS, KEY RETURN WHEN READY ?

Hit the return key to begin. It will indicate, Building base file.....

Once the process is done building the File Format Selection window will appear. Select Microsoft Excel Worksheet to create the report on this program.

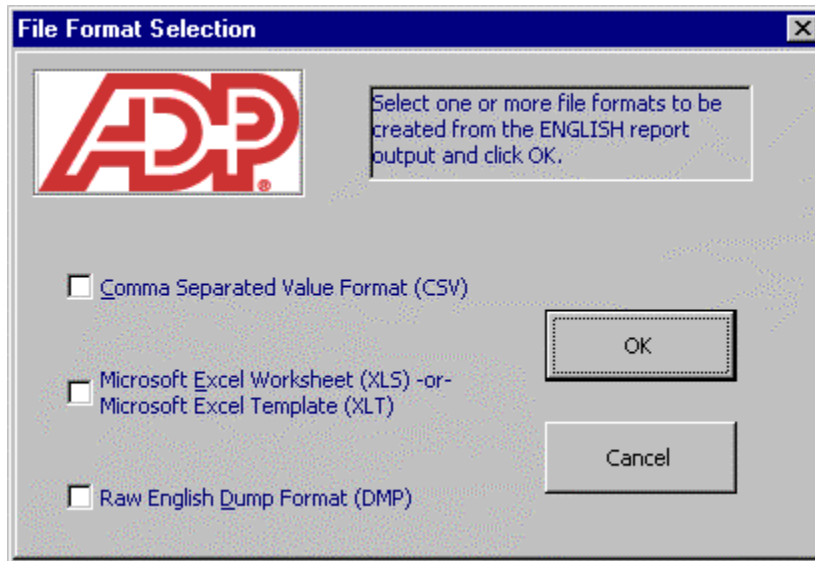


Figure 2 File Format Selection

Once the File Format has been selected, the select name and location of Excel spreadsheet or template will appear. Please select where you would like to save your report.

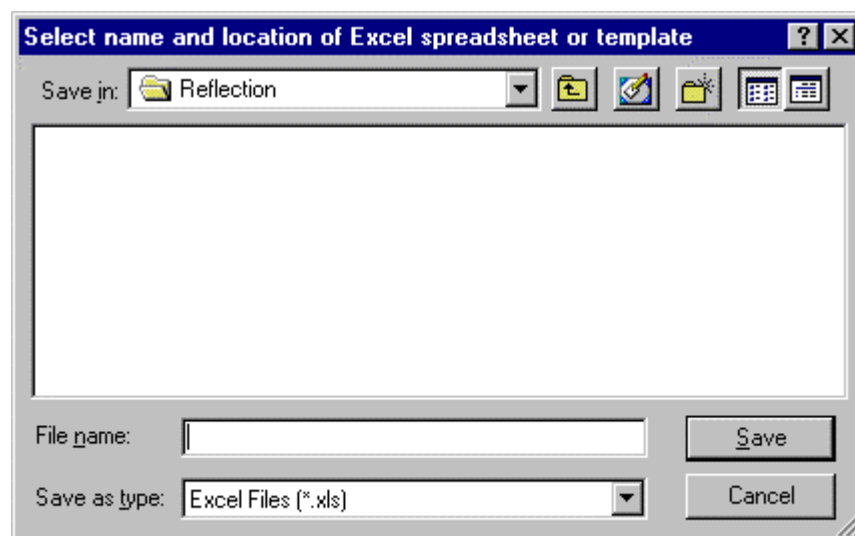


Figure 3 Select name and location of Excel spreadsheet or template

MIS DOWNLOAD 1									
MIS Date: 02/19/2003									
LINE.		PLAN	MTD	YTD	LAST-YTD	AUG	JUL	JUN	MAY
7130	ASSETS								
7150	CASH IN BANK		-45645	22940209	13388164	22985954	22001244	20085946	18653497
7170	FINANCE CONTRACTS-NEW		-1421646	630297	1987706	2051944	1261238	1446087	844359
7200	A/R-VEHICLE		-474604	-183994	206153	290610	403102	626488	405873
7210	A/R PARTS/SVC/BODY		-29334	1513105	1365497	1542439	1555730	1559699	1503974
7220	A/R-OTHER		-14658	1487	-24803	16145	1246	1010	371
7230	FORD REC W&P CLAIMS		7782	19717	68046	11935	37280	28777	45908
7240	FORD REC W&P-CR ADV		7782	19717	68046	11935	37280	28777	45908
7250	FORD REC VEH HOLDBACK		135967	487019	112151	351052	78069	463586	277038
7270	CARRYOVER ALLOWANCES		34887	396273	515323	361387	426829	358661	327480
7310	OTHER		-17585	148508	72105	166093	114250	88649	51750
7320	FIN REC-CURRENT		-79842	100737	152187	180579	153261	120093	162420
7330	INV. NEW CAR		-12318	2262437	1025906	2274755	1929026	2046599	2042898
7340	INV. NEW TRUCK		894789	7828715	9706096	6933926	7284923	9310807	9260801
7350	INV. DEMO		-69199			69199	69199		
7360	INV. USED CAR		83720	776977	775251	693257	801539	812654	1076268
7370	INV. USED TRUCK		455006	2009126	764927	1554120	1487769	1511304	1530847
7380	INV. PARTS		-158479	2301101	2467391	2459580	2141438	2418324	2372244
7400	OTHER INVENTORIES		-44389	9152	68530	53540	44804	55795	44921
7440	PREPAID EXPENSES				23923		3500	1750	1750
7460	ASSETS		-711159	41231714	32582100	41942875	39746143	40878684	38555728
7480	RENTAL VEH NET		-75804	990627	1039046	1066431	1094505	1096055	1113521
7490	LAND & IMPR NET		-1472	1291576	1305627	1293048	1294520	1295992	1297464
7510	COST			153405		153405	153405	153405	153405
7540	COST			1528244	1393637	1528244	1512629	1511601	1511601
7550	(DEPRECIATION)		-17304	-543918	-365174	-526614	-520015	-502955	-485929
7560	LEASEHOLD								
7570	COST			4408919	4294063	4408919	4408919	4403035	4403035
7580	(AMORTIZED)		-9955	-418478	-310029	-408522	-398567	-388636	-378706
7600	DEFERRED NET							9316	
7630	OTHER - ASSETS		-1950	8050	10000	10000	10000	10000	10000
7640	TOTAL ASSETS		-815694	48642089	39939270	49457786	47291539	48456497	46170119

Figure 4 Sample of MIS Download Report