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User Guide

Cash Transactions Tracking System

8300

June 2005

Notes

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Introduction

The Cash Transactions Tracking System (8300) application provides an easy way for you to track cash payments from customers in large amounts (based on a default threshold of $10,000, or a value you define if you choose not to use the default). The Internal Revenue Service requires cash payment types in amounts of $10,000.00 or more to be reported on Form 8300.

The 8300 application uses data from the ADP Cash Receipts program (CRE) to maintain a list of customers and transactions that meet the I.R.S. criteria for reporting on the form. (If you do not have or use CRE, you can use the 8300 features to add qualifying transactions manually.)

8300 also provides customizable reports for individual customers, individual payments, and 8300 audit data on file, as well as a report of specific F&I deal transactions with cash down payments that meet a pre-defined threshold.

Overview

This guide provides information for accessing, setting up, and using the features of the Cash Transactions Tracking System application.

The 8300 application does not print data onto the I.R.S. form directly. Use the information provided by the various 8300 reports when filling in the official form required by the Internal Revenue Service.

Note. *To use the Cash Transactions Tracking System application effectively, you must complete the setups before using the other functions on the 8300 menu. For information on setups, see* Setting Up 8300 *on page 3.*

Using 8300 in Multi-Company Environments

As a reminder: If your dealership is set up for multiple-company General Ledger Accounting, you must run the CCS function to define a default company number for each CRE cashier **before you generate reports in the 8300 application.** For more information, see *Setting Up the Cashier/Company Cross-Reference* on page 12.

Additional Notes About Form 8300

From the I.R.S. web site:

Automotive dealers are required to file Form 8300, Report of Cash Payments Over $10,000 Received in a Trade or Business*, with the IRS when they receive more than $10,000 in cash in one transaction (or two or more related transactions).*

The Form 8300 is an information return that assists the government in its anti-money laundering efforts and must be filed by the 15th day after the date the cash transaction occurs.

Navigation

- Make sure that the Caps Lock feature is on.
- After typing data into a field, press **Enter** to move to the next field.

Accessing 8300

Follow these steps to access 8300 from the User Security Menu.

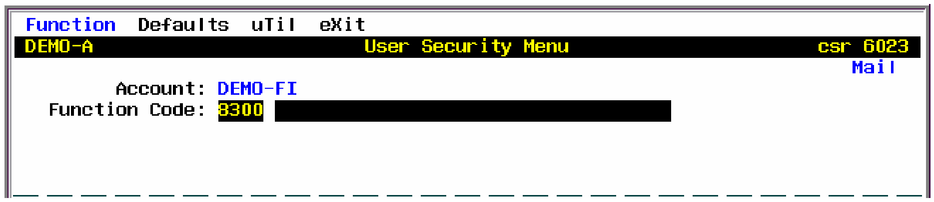


Figure 1. Application Account and 8300 Function Code

1. Log on to your F&I (*name*-FI) account.*
2. At the Function Code field, enter **8300**.
3. At the 8300 menu, choose the option for the task you want to perform.

8300 Menu

The main Cash Transactions Tracking System menu provides a list of all functions and submenus used to set up the application, enter and manage 8300 audit information, and produce reports.

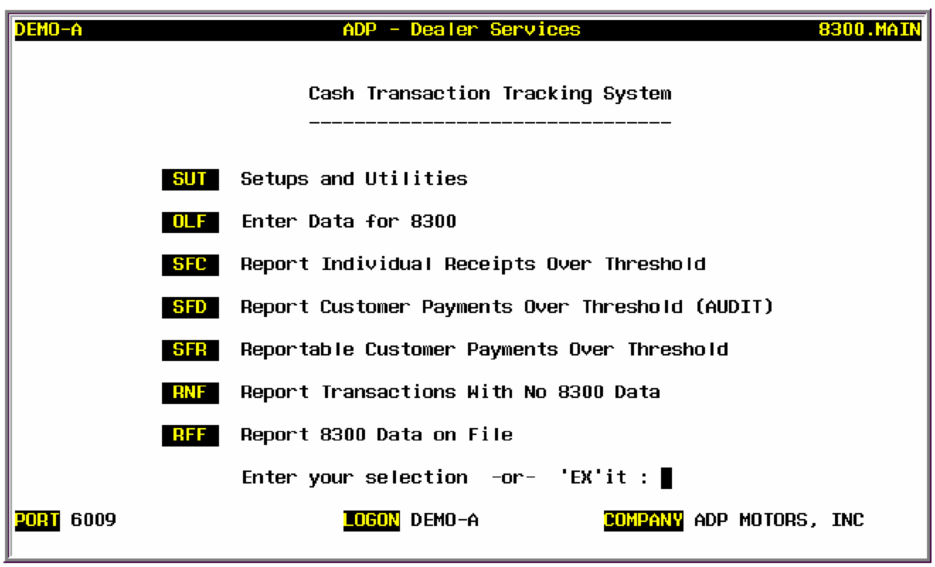


Figure 2. 8300 Menu

* In some circumstances, the 8300 application may be installed on an Accounting (*name*-A) application account rather than on F&I accounts. If this circumstance applies to your business, you would log on to your -A account to run 8300. *Other than that, the instructions in this document are the same.*

Setting Up 8300

This section describes how to set up the 8300 application to match your Cash Receipts application settings and to suit the specific needs of your dealership.

Perform these setups before working with the rest of the 8300 functions.

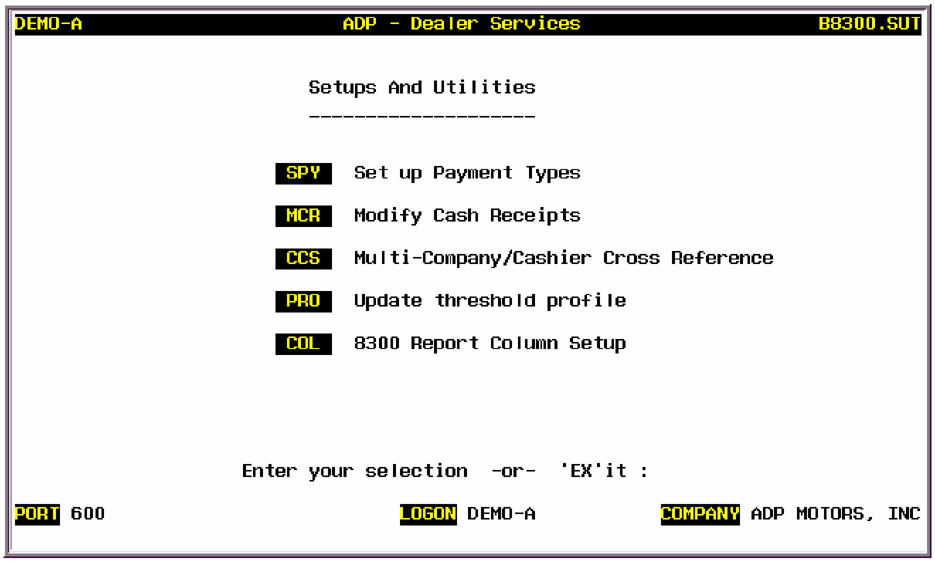


Figure 3. SUT - 8300 Setups and Utilities Menu

Setting Up Payment Types

Use the procedure in this section to match the 8300 form's reporting categories to the payment type categories used in your Cash Receipts (CRE) application.

The 8300 category codes (by description) are used in the 8300 application reports. As a rule, this setup need only be done once (or whenever a new CRE payment type is added in CRE SAM).

To set up payment types:

1. From the main 8300 menu, enter **SUT**.
2. At the Setups and Utilities menu, enter **SPY**.

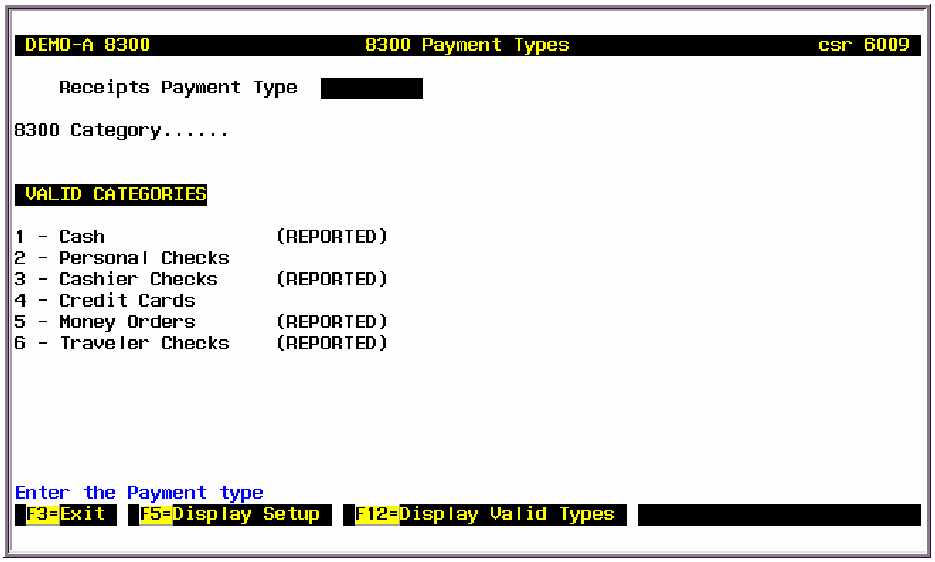


Figure 4. SPY - Set Up Payment Types Screen

3. Enter the exact code for a payment type used in your Cash Receipts (CRE) application, or press **F12=Display Valid Types** to select one from the list.

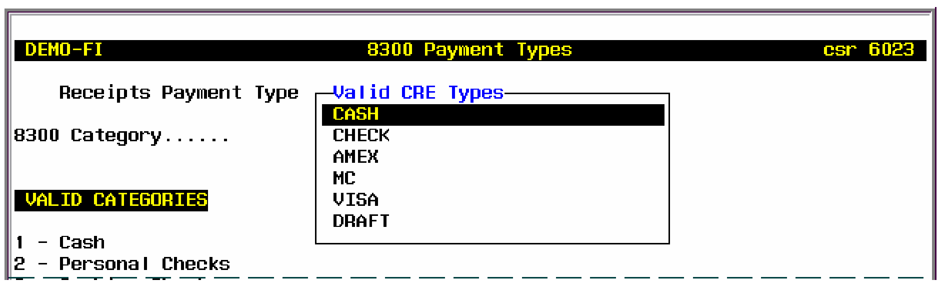


Figure 5. CRE Payment Type Selection List

Use the arrow keys to find the CRE type you want, and then press **Enter** to select it.

4. At the 8300 Category field, enter the number that corresponds to the appropriate category in the list on the left-hand side of the screen. Press **Enter** to continue.

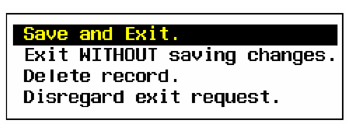


Figure 6. CRE Save/Exit Options

5. Choose **Save and Exit**.
6. At the Receipt Payments Type field, repeat the procedure starting at step 3, or press **F3** or **Enter** to return to the SUT menu.

Viewing the Payment Type Setups

To see how the 8300 payment categories are mapped to your CRE payment types:

1. From the main 8300 menu, enter **SUT**.
2. At the Setups and Utilities menu, enter **SPY**.
3. Press **F5=Display Setup**.

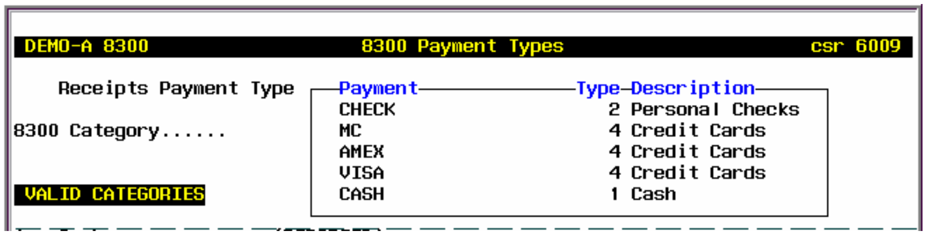


Figure 7. Payment Type Setup Display Window

The setup window shows the CRE payment type code, the 8300 category number, and a short description.

4. Press **F3=Exit** to return to the main SPY screen.

Modifying an Existing Payment Type Setup

To change the setting for a CRE payment type:

1. From the 8300 Payment Types (SPY) screen, enter the code for the payment type you want to modify, or use the F12=Display command key to select it from the list. The program displays the current category number assigned to the CRE type, and automatically opens the Save/Exit options selection list.
2. Select the **Disregard exit request** option to return to the 8300 Category field.
3. Enter the new category number.
4. At the Save/Exit options list, choose **Save and Exit**.
5. At the Receipt Payments Type field, press **F3** or **Enter** to quit and return to the SUT menu.

Deleting a Payment Type Setup

To remove one of the payment type setups you have defined:

1. From the 8300 Payment Types (SPY) screen, enter the code for the payment type you want to delete, or use the F12=Display command key to select it from the list. The program displays the current category number assigned to the CRE type, and automatically opens the Save/Exit options selection list.
2. Select the **Delete record** option.
3. At the confirmation prompt, enter **Y**.
4. Press **F3** to clear the confirmation message and return to the first field in the screen.

Modifying Imported Cash Receipts Data

Use the MCR utility to modify the data imported from your Cash Receipts (CRE) application for purposes of reporting on 8300 forms.

This function provides you with a way to account for any cash transactions recorded in CRE that are not represented correctly for Form 8300 reporting, **before** you record them in the 8300 database, which is done with the OLF function. (For details on OLF, see *Entering and Maintaining Your Form 8300 Records* on page 14.)

For example, you can use MCR to adjust the distribution amounts within a cash transaction, so that the payment types match the actual criteria the I.R.S. uses for Form 8300 reporting. Or, you can use MCR on a transaction that was not technically a cash transaction according to the I.R.S. — such as a $10,000.00 credit card payment — so that it will be screened out of the 8300 application reports.

This function does not modify any data within CRE — only within the Cash Transactions Tracking System application.

To modify cash transaction data imported from CRE:

1. From the main 8300 menu, enter **SUT**.
2. At the Setups and Utilities menu, enter **MCR**.

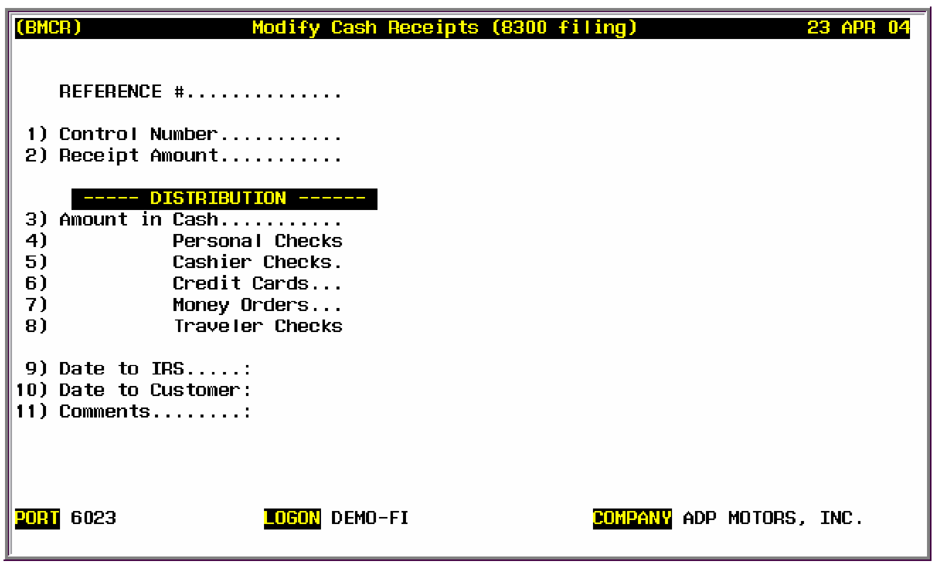


Figure 8. MCR - Modify Cash Receipts Screen

Several fields in this screen support the use of 'shortcut' data-entry commands to make it easy for you to move around in MCR:

- To keep the current settings in the screen and move to the command processing line in step 10, enter a period (**.**).
- To cancel all changes to the screen and return to the first field, enter a slash character (/).
- To clear the contents of the current field, enter a backslash character (\ ).

*Note that the slash and backslash commands are **not** supported at the numeric data-entry fields in MCR* such as the Receipt Amount and the six Distribution fields.

3. Enter the reference number (usually the same as the receipt number) from CRE. The program displays the associated customer number and name (if known).
4. At the Control Number field, press **Enter** to accept the current value, or enter a new valid control number for the receipt. (If you enter an unrecognized control number, the program prompts you to add a new customer name to go with it.)
5. At the Receipt Amount field, press **Enter** to accept the current value, or enter a new cash transaction total.

   Note. *For this field and the other numeric fields in the MCR screen, enter values with two decimal places, but do not enter the decimal point itself. For example, enter **2200000** for a value of $22,000.00.*

6. In each of the Distribution fields, enter the amount of that payment type (the 8300 type, not the Cash Receipts application type) used in the cash transaction, if the CRE data does not show an accurate distribution.

   The values in the Distribution Amount fields must add up to the value in the Receipt Amount field when the record is saved.

   Tip! *To delete an amount for one of these six fields, enter zero (**0**).*

7. **Optional.** At the Date to IRS field, enter the date the Form 8300 for this transaction and customer were filed with the I.R.S.
8. **Optional.** At the Date to Customer field, enter the date the customer was notified that the Form 8300 had been filed with the I.R.S.
9. **Optional.** At the Comments field, enter any note regarding the transaction, deal, or customer that you wish to track within the 8300 application.

   Note. *In some cases, the Comments field may already contain data from the CRE application. Comments entered in this field are printed on the various Cash Transactions Tracking System reports.*

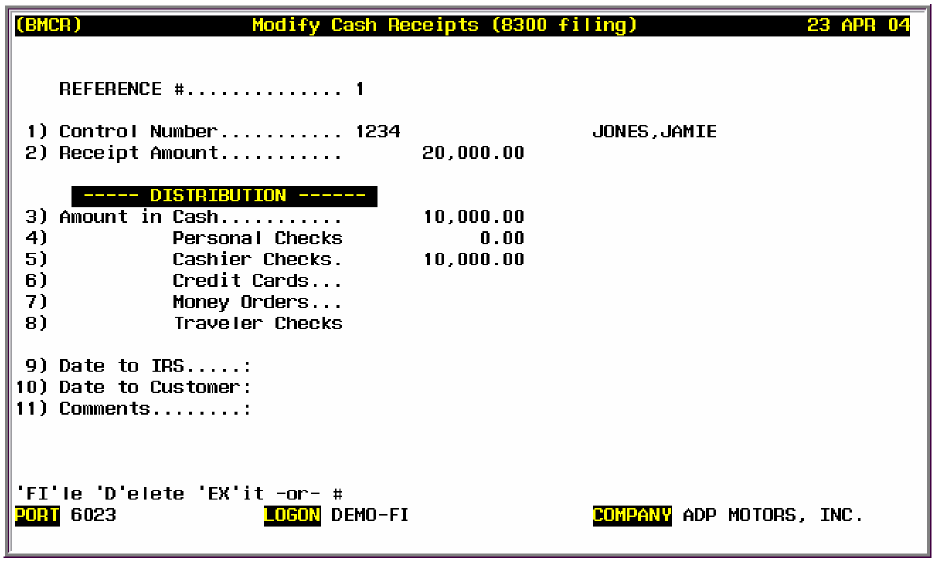


Figure 9. MCR Screen (example data)

10. At the processing command line, enter **FI** to save the modified CRE data in the 8300 application and return to the Reference Number field.

    Additional commands:

    To modify the values of a field in the screen before you exit, enter the field's line number at the processing command line.

    To cancel any changes made in MCR, enter **EX** at the processing command line.

11. Enter another receipt number, or press **Enter** to return to the SUT menu.

To list the current set of cash receipts that the 8300 application draws from in CRE:

1. At the SUT menu, enter **MCR**.
2. At the Reference Number field, enter a question mark character (**?**). The program displays the list of receipts and customers scanned by 8300.


```
PAGE    3                                                   15:15:35  26 APR 2004

8300.RECEIPTS CUSTOMER....... CONTROL#

139           SMITH,SHARON       12346
140           SMITH,SHARON       12346
141           WILSON,MARDA      7272KS
142           MOORE,STEVE      3400868
143
144           SMITH,FRED          1000
145
146           PARISH,PAT        6182NU
147           EBSEN,BUDDY        23232
148           EBSEN,BUDDY        23232
149           FIELDER,KATRINA    77766
150           SMITH,SHARON       12346
151           SMITH,SHARON       12346
152           PARISH,PAT        6182NU
153           SMITH,FRED          1000
154           SMITH,BILL         330NU
155           FIELDER,KATRINA    77766
156
157
```

Figure 10. Cash Receipts Listing (MCR Reference Number Field)

3. Press **Enter** at each page of the Cash Receipts listing until you return to the MCR screen.

Deleting a Cash Receipts Entry

To remove a CRE entry entirely from the data scanned by the 8300 application:

1. At the SUT menu, enter **MCR**.
2. At the Reference Number field, enter the receipt number you want to delete.
3. The program displays the data for the selected Receipt number. At the Control Number field, enter a period (**.**) to move to the processing command line.
4. Enter **D** to delete the entry.
5. At the confirmation prompt, enter **Y**.

The Delete command does not affect any data in CRE, just in the 8300 application database.

Setting the Report Threshold Profile

Use the procedure in this section to define a reporting threshold (a minimum dollar amount of cash-type payments) for the transactions that appear on the SFC, SFD, and SFR reports. The PRO option allows you to set a threshold for each General Ledger company defined on your system.

By default, the threshold amount is set to $10,000.00, in compliance with federal law for Form 8300 reporting.

Important! *If you adjust the threshold to a* ***higher*** *number, be aware that the 8300 form data you generate with the Cash Transactions Tracking System application may not comply with the standards that federal authorities require for cash-transaction reporting.*

To set the reporting threshold for a company:

1. From the main 8300 menu, enter **SUT**.
2. At the Setups and Utilities menu, enter **PRO**.

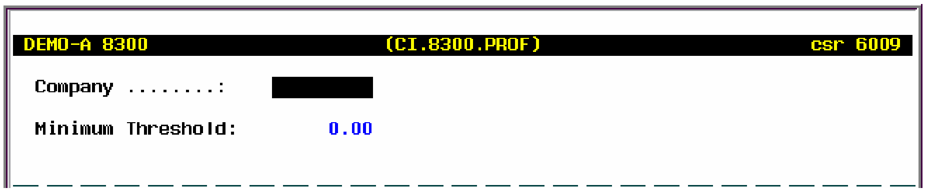


Figure 11. PRO Screen

3. Enter the number of the company for which you want to set a threshold.
   -OR-
   Use the F12=List command key to select a company.
4. If the selected company has been modified from the original setting of $10,000.00, the program automatically displays a table indicating when the threshold was changed, by what user, and to what amount.

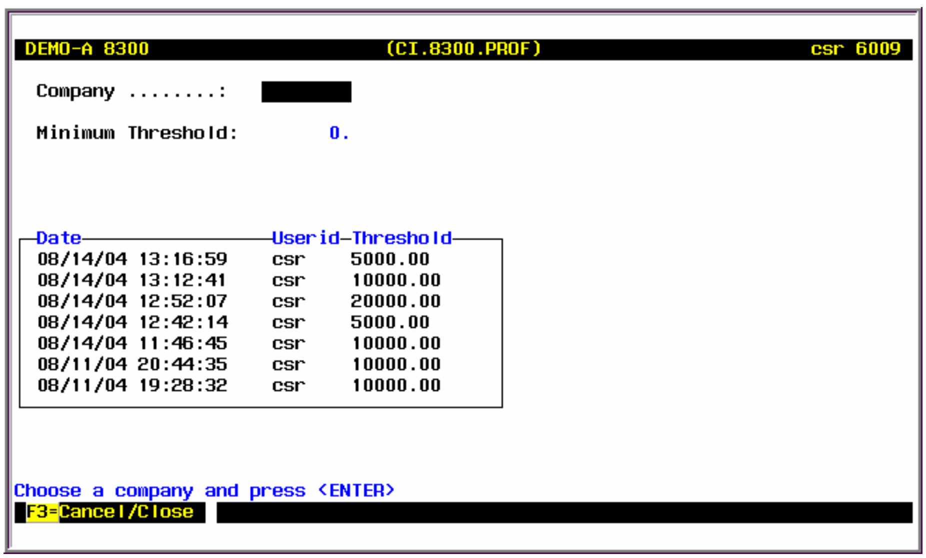


Figure 12. Threshold Update History

   After reviewing the History window, press **F3=Cancel/Close** to continue.

5. At the Minimum Threshold field, enter the value you want to use for the reporting threshold. (The decimal portion is not required.)
6. Press **F3=Save/Exit**, and then select the **Save changes** option.

Selecting 8300 Report Columns

Use the procedure in this section to select the report columns that are to appear on your Individual Receipts Over Threshold (SFC), Customer Payments Over Threshold (SFD), and Reportable Customer Payments Over Threshold (SFR) reports, plus the 8300 Data On File (RFF) report.

To select the report columns:

1. From the main 8300 menu, enter **SUT**.
2. At the Setups and Utilities menu, enter **COL**.

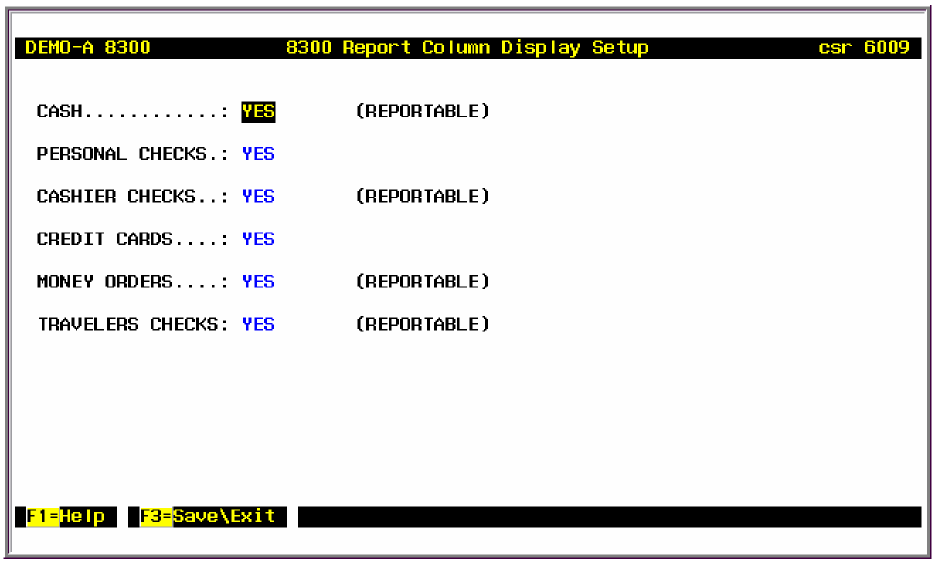


Figure 13. COL - 8300 Report Column Display Setup Screen

3. For each of the report column fields on the screen, press the **spacebar** to choose between settings of Yes or No. Columns marked with a value of 'Yes' appear on your SFC, SFD, SFR, and RFF reports.
4. After you enter the fields, press **F3=Save/Exit**.

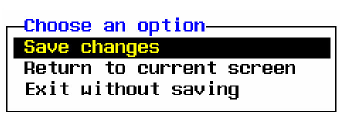


Figure 14. COL Exit Options

5. Choose the **Save changes** option, and then press **F3** to clear the confirmation message.

Setting Up the Cashier/Company Cross-Reference

The CCS function allows you to set up default company numbers for cashiers that are defined in your Cash Receipts (CRE) function.

Important! *In a multi-company environment, the 8300 application needs this default cashier/company setup to know which cashier data to select when you generate reports in the 8300 application.* ***If your dealership is set up for multiple companies, you must run CCS first before generating 8300 reports.***

If your dealership is set up for multiple companies and you run application reports without first having entered each Cash Receipts cashier in the CCS function, the register data file in the 8300 application may not draw the expected records from your CRE register and backup register data files, and therefore you may not get accurate 8300 report data. If this happens, contact Car!nk to have the 8300 register data file reset so that you can set up cashiers and then generate your reports again.

To set up cashier/company cross-references:

1. From the main 8300 menu, enter **SUT**.
2. At the Setups and Utilities menu, enter **CCS**.

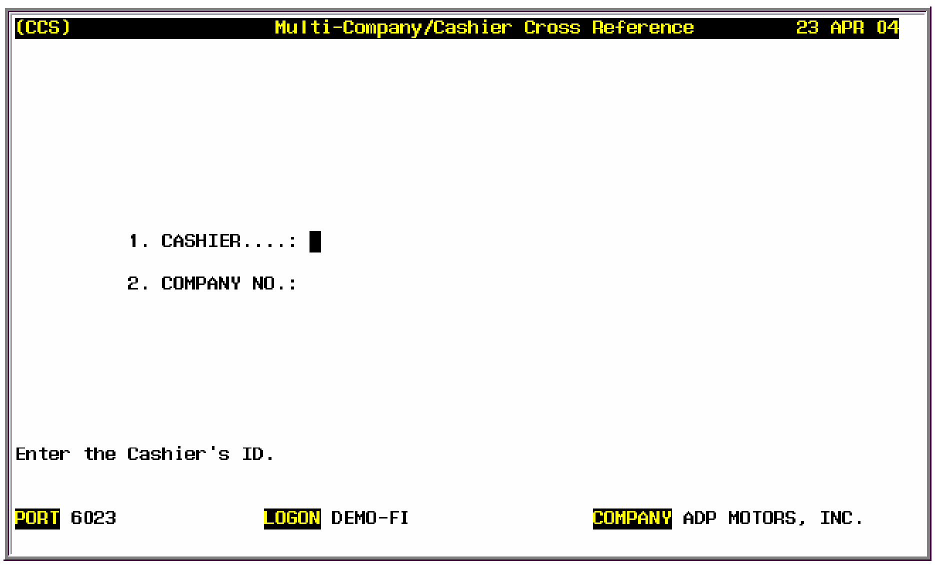


Figure 15. CCS - Multi-Company/Cashier Cross-Reference Screen

3. At the Cashier field, enter the code (usually a name) for a cashier you have defined in CRE SAM.
4. At the Company Number field, enter the number for the GL company with which you want to associate the cashier in the previous step.

   Important! *If you want the same cashier code to be associated with more than one GL company, you must enter the cashier code (in CCS) with a unique numeric suffix, one for each company with which you want to associate the cashier data, to the original code defined in CRE SAM. For example, if the code*

'PAT' is defined as a cashier and Pat records cash receipts in both company 10 and company 20, enter PAT1 *with company* 10 *here and* PAT2 *with company* 20*.*

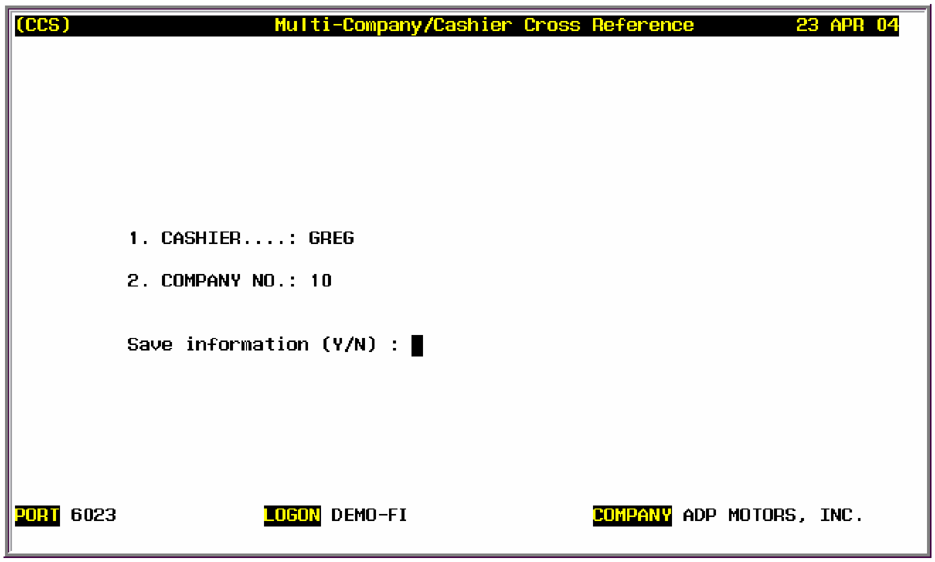


Figure 16. CCS Screen (example data)

5. Enter **Y** at the `Save information` prompt to save the cross-reference and return to the Cashier field.
6. At the confirmation message, press **Enter**.
7. Repeat the above procedure to set up more cross-references, or press **Enter** to return to the SUT menu.

Entering and Maintaining Your Form 8300 Records

The Enter Data for 8300 (OLF) function allows you to track customer cash payments that meet the I.R.S. criteria for reporting on Form 8300. When you run OLF on a specific receipt number and save the new record, the 8300 application records it in a specific database of 8300 file information (which is distinct from your Cash Receipts database).

Run this function for **each cash transaction** made for purchases at your dealership that you have determined you must report to the I.R.S. — and **for which you have also properly filled out and submitted the official 8300 form.**

OLF saves your 8300 files permanently, in electronic form, to aid you in either a self-audit or a government audit of your compliance with the Form 8300 reporting requirements.

Recording 8300 File Data from Cash Receipts (CRE) Records

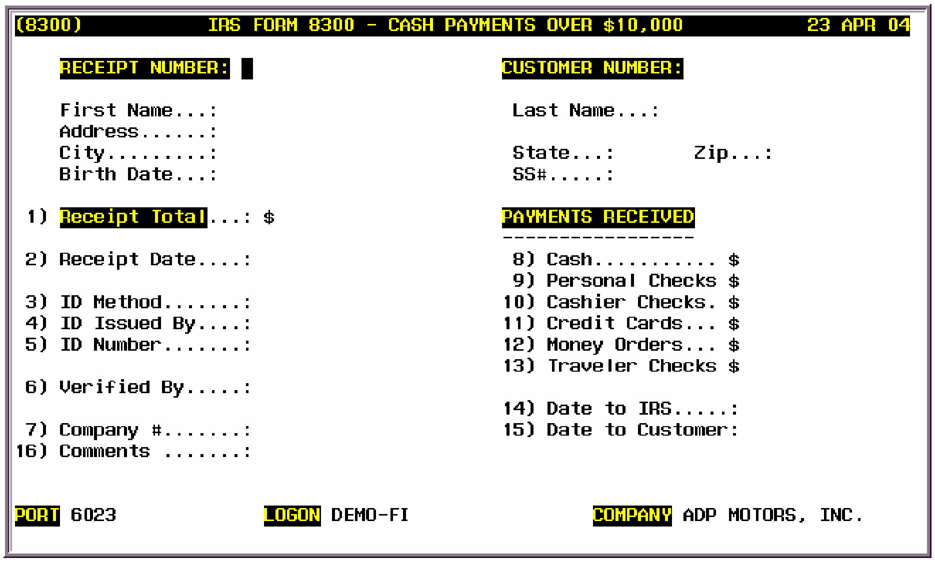
Use OLF in combination with your ADP Accounting application's CRE programs to automate and simplify 8300 data entry.

When used in combination with the Cash Receipts application, OLF also allows you to edit the data imported from CRE, much like the Modify Cash Receipts (MCR) function on the SUT setups menu within 8300. For example, you can adjust the distribution amounts for cash payment types, or make a note of when the Form 8300 was filed with the I.R.S., just as you can with MCR.

This function does not modify any data within CRE — only within the Cash Transactions Tracking System application.

To file an 8300 record from CRE data:

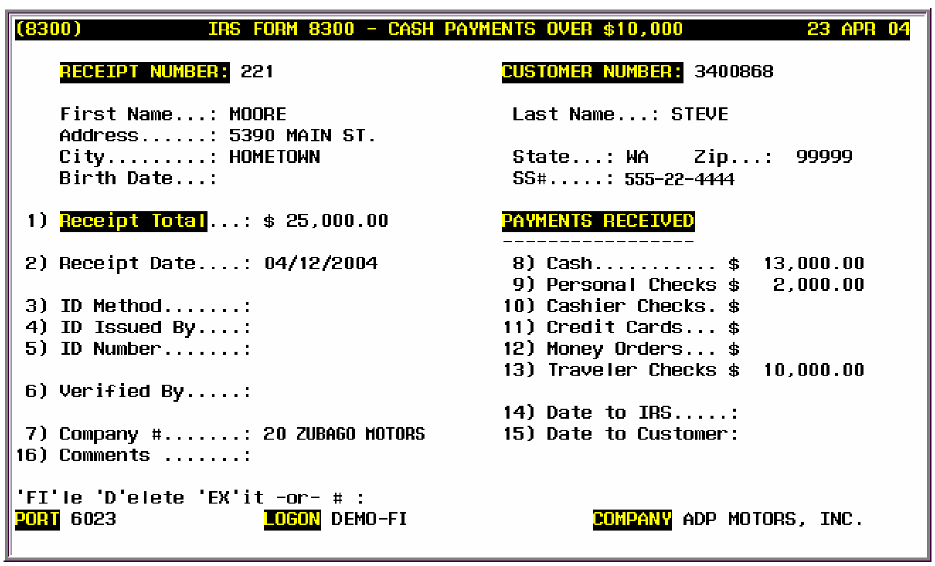
1. From the main 8300 menu, enter **OLF**.



```
(8300)          IRS FORM 8300 - CASH PAYMENTS OVER $10,000          23 APR 04

    RECEIPT NUMBER:                          CUSTOMER NUMBER:

    First Name...:                            Last Name...:
    Address......:
    City.........:                            State...:       Zip...:
    Birth Date...:                            SS#.....:

 1) Receipt Total...: $                      PAYMENTS RECEIVED
                                             -----------------
 2) Receipt Date....:                         8) Cash.......... $
                                              9) Personal Checks $
 3) ID Method.......:                        10) Cashier Checks. $
 4) ID Issued By....:                        11) Credit Cards... $
 5) ID Number.......:                        12) Money Orders... $
                                             13) Traveler Checks $
 6) Verified By.....:
                                             14) Date to IRS.....:
 7) Company #.......:                        15) Date to Customer:
16) Comments .......:


PORT 6023              LOGON DEMO-FI               COMPANY ADP MOTORS, INC.
```

Figure 17. OLF - Enter Data for 8300 Screen

2. Enter the receipt number for the transaction. The program populates the screen with all the data known from CRE (and MCR, if it had been used for this cash receipt).



```
(8300)          IRS FORM 8300 - CASH PAYMENTS OVER $10,000          23 APR 04

    RECEIPT NUMBER: 221                      CUSTOMER NUMBER: 3400868

    First Name...: MOORE                      Last Name...: STEVE
    Address......: 5390 MAIN ST.
    City.........: HOMETOWN                   State...: WA    Zip...:  99999
    Birth Date...:                            SS#.....: 555-22-4444

 1) Receipt Total...: $ 25,000.00            PAYMENTS RECEIVED
                                             -----------------
 2) Receipt Date....: 04/12/2004              8) Cash.......... $  13,000.00
                                              9) Personal Checks $   2,000.00
 3) ID Method.......:                        10) Cashier Checks. $
 4) ID Issued By....:                        11) Credit Cards... $
 5) ID Number.......:                        12) Money Orders... $
                                             13) Traveler Checks $  10,000.00
 6) Verified By.....:
                                             14) Date to IRS.....:
 7) Company #.......: 20 ZUBAGO MOTORS       15) Date to Customer:
16) Comments .......:

'FI'le 'D'elete 'EX'it -or- # :
PORT 6023              LOGON DEMO-FI               COMPANY ADP MOTORS, INC.
```

Figure 18. OLF Screen (example data)

3. Review the imported data for accuracy. If you need to modify the values for any of the numbered fields in the screen, enter the line number for that field, and then press **Enter** to move to it.

   Several fields in this screen support the use of 'shortcut' data-entry commands to make it easy for you to move around in OLF:

   – To keep the current settings in the screen and move to the command processing line, enter a period (**.**).

- To cancel all changes to the screen and return to the first field, enter a slash character (/).
- To clear the contents of the current field, enter a backslash character (\ ). *This command is not fully supported by the numeric entry fields in the Payments Received section. To clear the values in those fields, simply enter a zero (**0**) in the field.*

After making any revisions needed for the 8300 record, press the period key (**.**) and then **Enter** to go to the processing command line.

4. At the command line, enter **FI** to save the 8300 record electronically.

   Important! *When saving a customer record in OLF, be sure you have also completed and submitted the Form 8300 to the I.R.S. for that transaction.* ***Refer to the I.R.S. official web site at*** http://www.irs.gov/ ***for complete instructions.***

5. At the Receipt Number field, continue processing your 8300 records, or press **Enter** to return to the main 8300 menu.

Recording 8300 File Data Without Using Cash Receipts (CRE)

If you do not have the Cash Receipts application, or you want to enter a transaction that was not entered in CRE, you can use OLF to enter an 8300 record manually.

To file an 8300 record without CRE data:

1. From the main 8300 menu, enter **OLF**.
2. Enter a receipt number for the transaction. The program displays a prompt that reads `RECEIPT DOES NOT EXIST IN 'CRE', DO YOU WISH TO MANUALLY ENTER (Y/N)`.
3. To continue adding the 8300 data, enter a **Y** at the prompt.
4. At the Customer Number prompt, enter a customer number that exists on your system. The program populates the top section of the OLF screen with the existing customer information.
5. Enter the receipt total.

   Note. *For this field and the other numeric fields in the OLF screen, enter values with two decimal places, but do not enter the decimal point itself. For example, enter* ***2200000*** *for a value of $22,000.00.*

6. Enter the date the cash receipt total was paid.
7. Enter the identification method (such as a driver's license or passport), the issuing agency (state or country), and ID number collected at the time of payment.
8. At the Verified By field, enter the name of the dealership person(s) who reviewed and approved the ID provided by the customer.
9. Enter a valid GL company number for this transaction.
10. In the Payments Received section (fields 8–13), enter the values of each applicable payment type the customer used in the cash transaction. Note that the field labels in this section are the 8300 payment types, not the Cash Receipts application payment types.

The values in the Distribution Amount fields must add up to the value in the Receipt Amount field when the record is saved.

Tip! *To delete an amount for one of these six fields, enter zero (**0**).*

11. At the Date to IRS field, enter the date the Form 8300 for this transaction and customer were filed with the I.R.S.
12. At the Date to Customer field, enter the date the customer was notified that the Form 8300 had been filed with the I.R.S.
13. At the Comments field, enter any note regarding the transaction, deal, or customer that you wish to track within the 8300 application.

    Note. *Comment lines entered in field #16 appear on the various Cash Transactions Tracking System reports.*
14. At the processing command line, enter **FI** to save the modified CRE data in the 8300 application and return to the Receipt Number field. From that field, press **Enter** again to return to the main 8300 menu.

Modifying an Existing Form 8300 Record

To modify an 8300 record that you have on file:

1. From the main 8300 menu, enter **OLF**.
2. Enter the receipt number for the transaction.
3. At the processing command line, enter the line number for the field you want to modify.
4. Make the necessary change to the selected field value, and then press **Enter**.
5. At the next field (unless you also want to modify its value), enter a period (**.**) to return to the processing command line.
6. Repeat this procedure from step 3 for additional fields, or enter **FI** to save the updated record and return to the Receipt Number field. From that field, press **Enter** again to return to the main 8300 menu.

Deleting an Existing Form 8300 File Record

To delete an 8300 record that you have on file:

1. From the main 8300 menu, enter **OLF**.
2. Enter the receipt number for the transaction.
3. At the processing command line, enter **D** for Delete.
4. At the confirmation prompt, enter **Y**.
5. Press **Enter** to return to the Receipt Number field. From that field, press **Enter** again to return to the main 8300 menu.

Creating 8300 Data Reports

Use the procedures in this section to generate reports on the cash transactions and customer payments that have been recorded in your F&I or Cash Receipts applications, or that you have recorded in your 8300 application database.

Individual Receipts Over Threshold

To generate a report of Cash Receipts (CRE) activity that includes transactions that may meet the I.R.S. criteria for Form 8300 reporting, use the Report Individual Receipts Over Threshold (SFC) function.

Note. *This report produces a list of cash receipts on your system that exceed the defined threshold for the selected company ($10,000.00 by default), whether or not they were made by a single cash transaction as defined by the I.R.S. Use this report in combination with the Report Customer Payments Over Threshold (SFD) function to help identify potential transactions for which you will need to file Form 8300.*

1. From the main 8300 menu, enter **SFC**.

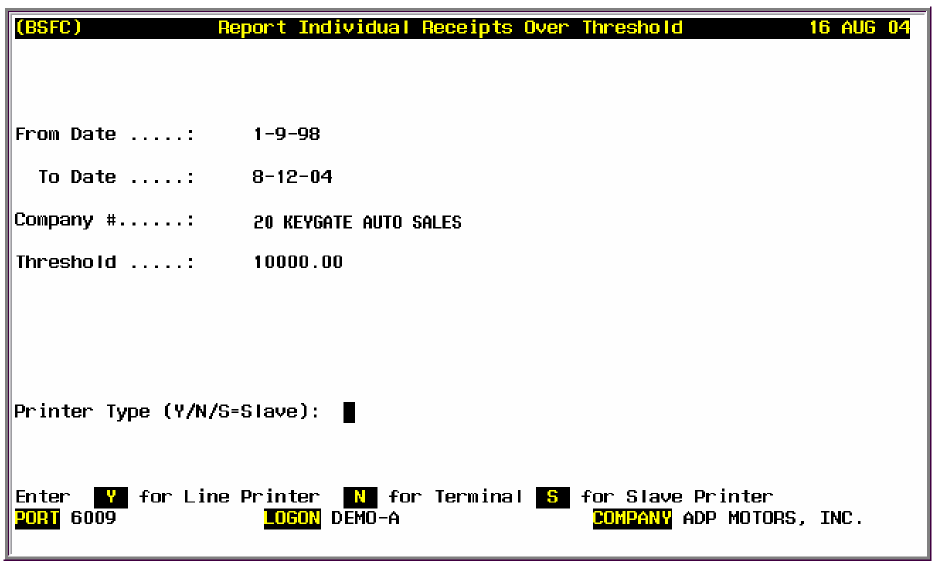


Figure 19. SFC - Individual Receipts Over Threshold Report Definition Screen

2. Enter the beginning and ending dates for the range of receipts you want to include on the report.
3. Enter the number for the GL company you want to use, or enter a question mark character (**?**) to select a company from the numbers available on your system.

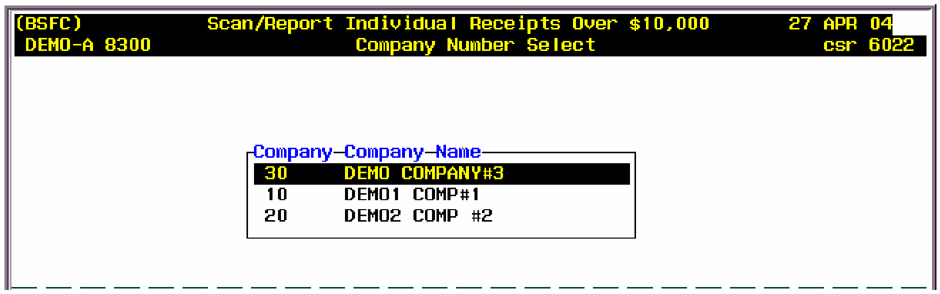


Figure 20. Company Selection Window

Use the arrow keys to move to the company you want, and then press **Enter** to select it and return to the report definition screen.

The threshold amount for the selected company (as defined in the PRO routine) appears as a display-only value. (For more information, see *Setting the Report Threshold Profile* on page 9.)

4. At the Printer Type field, enter **Y** to send the SFC output to a system printer, enter **N** to send the output to your terminal screen, or enter **S** to print the output on your local (slave) printer.

   Note. *To return to any previous field in this definition screen in order to make corrections, simply press **Enter** at any field without entering a value. The program moves you back to the previous field.*

5. At the `Key Return to Process` prompt, press **Enter** to proceed.

The settings in the COL function control which of the distribution payment types (CASH, PERSONAL CHECKS, CASHIER CHECKS, etc.) appear on the SFC and SFD reports

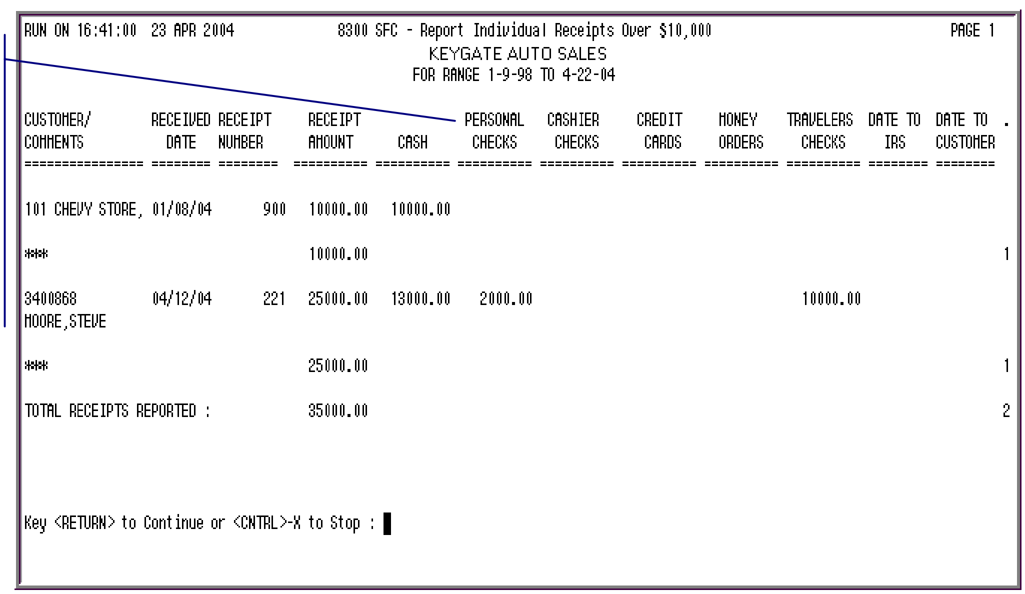


Figure 21. Individual Receipts Over Threshold Report (example)

6. The report displays each customer transaction and the payment type distribution, along with related date information entered with MCR or OLF.

   Press **Enter** to move through the pages of the screen and return to the first field in the report definition screen.

Customer Payments Over Threshold

To generate a report of customer payment activity that includes single transactions that may meet the I.R.S. criteria for Form 8300 reporting, use the Report Customer Payments Over Threshold (SFD) function.

Use the listing produced by this report to help determine amounts that will need to be reported on Form 8300, based on the cash payment types that the customer used.

Tip! *Run the Report Individual Receipts Over Threshold (SFC) function before running SFD.*

1. From the main 8300 menu, enter **SFD**.

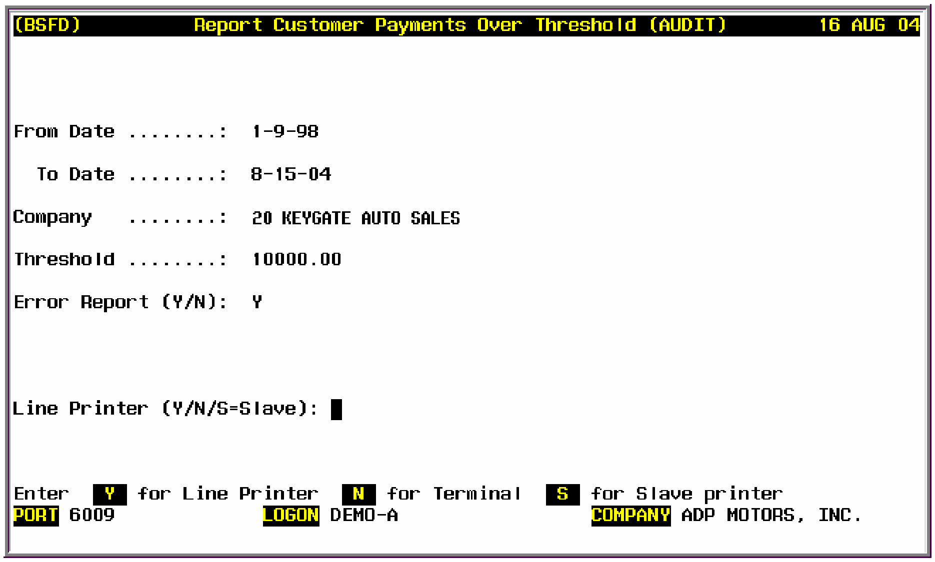


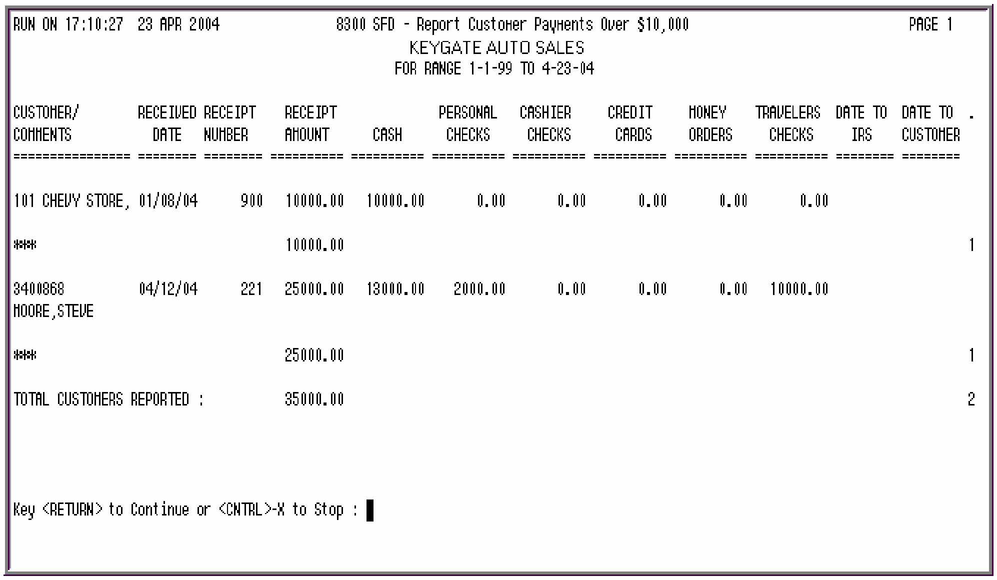
Figure 22. SFD - Customer Payments Over Threshold Report Definition Screen

2. Enter the beginning and ending dates for the range of payments you want to include on the report.
3. Enter the number for the GL company you want to use, or enter a question mark (**?**) to choose one in a selection window.

   The threshold amount for the selected company (as defined in the PRO routine) appears as a display-only value. (For more information, see *Setting the Report Threshold Profile* on page 9.)
4. At the Error Report field, enter **Y** to generate a listing of any 8300 error data immediately following the main SFD report. (The error report displays all cash receipts that do not include a control number.)
5. At the Line Printer field, enter **Y** to send the SFD output to a system printer, enter **N** to send the output to your terminal screen, or enter **S** to print the output on your local (slave) printer.

   Note. *To return to any previous field in this definition screen in order to make corrections, simply press **Enter** at any field without entering a value. The program moves you back to the previous field.*

6. At the `Key Return to Process` prompt, press **Enter** to proceed.



RUN ON 17:10:27 23 APR 2004 8300 SFD - Report Customer Payments Over $10,000 PAGE 1
KEYGATE AUTO SALES
FOR RANGE 1-1-99 TO 4-23-04

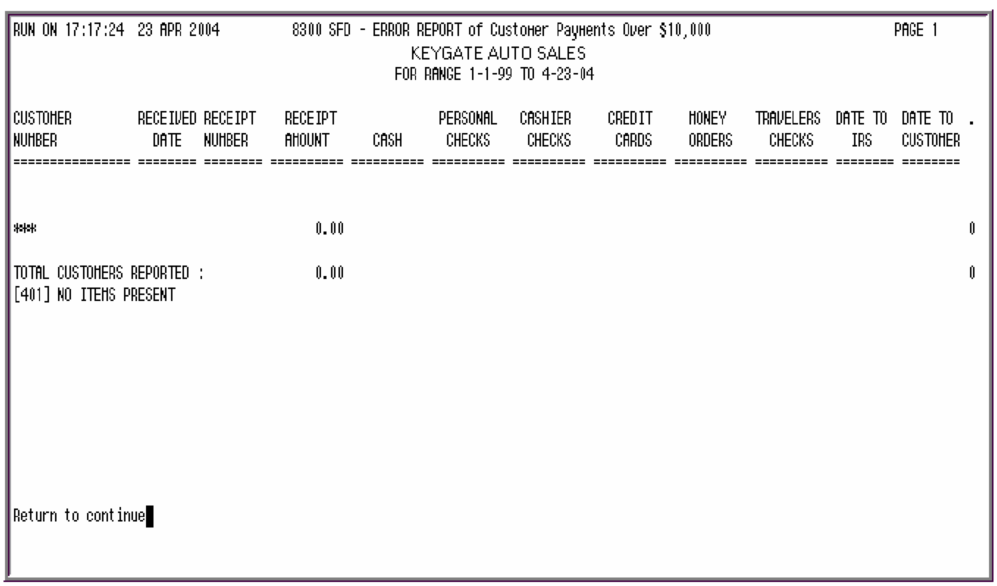
CUSTOMER/ COMMENTS	RECEIVED DATE	RECEIPT NUMBER	RECEIPT AMOUNT	CASH	PERSONAL CHECKS	CASHIER CHECKS	CREDIT CARDS	MONEY ORDERS	TRAVELERS CHECKS	DATE TO IRS	DATE TO CUSTOMER	.
101 CHEVY STORE,	01/08/04	900	10000.00	10000.00	0.00	0.00	0.00	0.00	0.00			
***			10000.00									1
3400868 MOORE,STEVE	04/12/04	221	25000.00	13000.00	2000.00	0.00	0.00	0.00	10000.00			
***			25000.00									1
TOTAL CUSTOMERS REPORTED :			35000.00									2

Key <RETURN> to Continue or <CNTRL>-X to Stop :

Figure 23. Customer Payments Over Threshold Report (example)

7. The report displays each customer transaction and the payment type distribution, along with related date information entered with MCR or OLF.

   Press **Enter** to move through the pages of the screen. When you have reached the end of the main SFD report, the program displays the error listing (if you selected the 'Yes' option in step 4).



RUN ON 17:17:24 23 APR 2004 8300 SFD - ERROR REPORT of Customer Payments Over $10,000 PAGE 1
KEYGATE AUTO SALES
FOR RANGE 1-1-99 TO 4-23-04

CUSTOMER NUMBER	RECEIVED DATE	RECEIPT NUMBER	RECEIPT AMOUNT	CASH	PERSONAL CHECKS	CASHIER CHECKS	CREDIT CARDS	MONEY ORDERS	TRAVELERS CHECKS	DATE TO IRS	DATE TO CUSTOMER	.
***			0.00									0
TOTAL CUSTOMERS REPORTED :			0.00									0

[401] NO ITEMS PRESENT

Return to continue

Figure 24. Customer Payments Over Threshold Errors Report (example)

8. Press **Enter** to move through the pages of the error screen and return to the first field in the report definition screen.

Reportable Customer Payments over Threshold

To generate a report of cumulative customer payments (one or more receipts) that may meet the I.R.S. criteria for Form 8300 reporting, use the Reportable Customer Payments Over Threshold (SFR) function.

This function, unlike the SFD report, combines all cash or cash-equivalent payments made by each customer to determine if the sum of all the customer's transactions are equal to or higher than the defined threshold.

Use the listing produced by this report to help determine amounts that may need to be reported on Form 8300.

1. From the main 8300 menu, enter **SFR**.

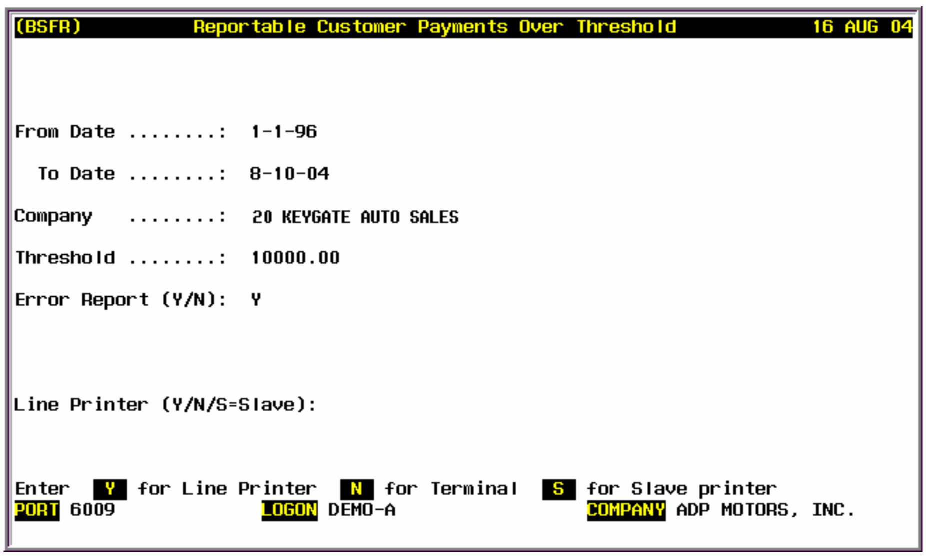


Figure 25. SFR Report Definition Screen

2. Enter the beginning and ending dates for the range of payments you want to include on the report.
3. Enter the number for the GL company you want to use, or enter a question mark (**?**) to choose one in a selection window.

   The threshold amount for the selected company (as defined in the PRO routine) appears as a display-only value. (For more information, see *Setting the Report Threshold Profile* on page 9.)
4. At the Error Report field, enter **Y** to generate a listing of any 8300 error data immediately following the main SFR report. (The error report displays all cash receipts that do not include a control number.)
5. At the Line Printer field, enter **Y** to send the SFD output to a system printer, enter **N** to send the output to your terminal screen, or enter **S** to print the output on your local (slave) printer.

   Note. *To return to any previous field in this definition screen in order to make corrections, simply press* ***Enter*** *at any field without entering a value. The program moves you back to the previous field.*

6. At the `Key Return to Process` prompt, press **Enter** to proceed.

```
RUN ON 17:45:54  16 AUG 2004              8300 SFR - Reportable Customer Payments Over $10000.00              PAGE 1
                                                            ADP MOTORS
                                                      FOR RANGE 1-1-96 TO 8-10-04

CUSTOMER/        RECEIVED RECEIPT    RECEIPT              PERSONAL    CASHIER     CREDIT      MONEY   TRAVELERS      TOTAL   .
COMMENTS           DATE   NUMBER     AMOUNT        CASH     CHECKS     CHECKS      CARDS     ORDERS     CHECKS  REPORTABLE
================ ======== ======== ========== ========== ========== ========== ========== ========== ========== ==========
                                              (REPORTED)            (REPORTED)            (REPORTED) (REPORTED)

1 ADP,JOE        07/05/02      105     450.00     450.00       0.00       0.00       0.00       0.00       0.00  10,450.00
                 05/28/04      106       5.00                  5.00
                 08/10/04      198   10000.00   10000.00

***                                  10455.00                                                                   10,450.00 1

601 FRANKIE      08/06/04      182   25000.00   25000.00       0.00       0.00       0.00       0.00       0.00  25,000.00
LOTTO

***                                  25000.00                                                                   25,000.00 1

8921 NORTHSIDE   08/06/04      167    6352.44       0.00    6352.44       0.00       0.00       0.00       0.00
AUTO CENTER
Key <RETURN> to Continue or <CNTRL>-X to Stop :
```

Figure 26. Reportable Customer Payments Over Threshold Report (example)

7. The report displays the total reportable amount for each customer, along with each individual payment made.

   Press **Enter** to move through the pages of the screen.

8. When you have reached the end of the main SFR report, the program displays the error listing (if you selected the 'Yes' option in step 4). Press **Enter** to move through the pages of the error screen and return to the first field in the report definition screen.

Transactions With No 8300 Data

To generate a report of cash down-payment amounts on your F&I application account that may meet the I.R.S. criteria for Form 8300 reporting, use the Report Transactions With No 8300 Data (RNF) function.

Note. *This function reports on* finalized *deals in F&I (independent of any Cash Receipts activity) for which the F&I cash-down field (#111) exceeds a set amount of $10,000.00.*

1. From the main 8300 menu, enter **RNF**.

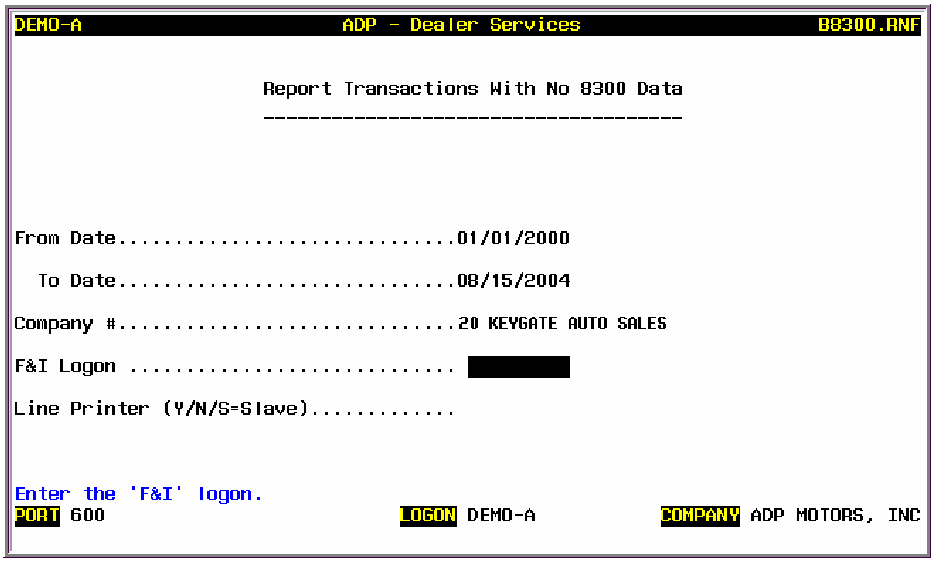


Figure 27. RNF - Transactions Without 8300 Data Report Definition Screen

2. Enter the beginning and ending dates for the range of cash receipts you want to include on the report.

   Note. *This report does not allow you to enter any dates in the future.*

3. Enter the number for the GL company you want to use, or enter a question mark (**?**) to choose one in a selection window.
4. Enter the F&I application account name where you want to run the query.
5. At the Line Printer field, enter **Y** to send the RNF output to a system printer, enter **N** to send the output to your terminal screen, or enter **S** to print the output on your local (slave) printer.

   Note. *To return to any previous field in this definition screen in order to make corrections, simply press* ***Enter*** *at any field without entering a value. The program moves you back to the previous field.*

REPORT TRANSACTIONS WITH NO 8300 DATA
FOR COMPANY KEYGATE AUTO

PAGE 1 17:23:00 23 APR 2004

DEAL-NO	YEAR	DATE SOLD	CUSTOMER #	BUYER-NAME	CASH-DOWN	VEHICLE STOCK-NO
30117	2000	28NOV00	9	ALECIA MULLEN	13,344.77	1059
23680	2000	29SEP00	112	KEN LARSON	13,198.85	1163
23709	2000	20OCT00	134	SALLY PURCHASE	23,472.74	1207
30206	2000	15DEC00	177	GREG SWIECH	10,000.00	1132
30070	2000	16NOV00	205	BOBBIE WILLIAMS	17,464.86	1118
30157	2000	12OCT00	288	KATIE CUSTOMER	10,000.00	1349
23581	2000	18JUL00	402	JOHN SMITH	10,000.00	1236
					97,481.22	

key RETURN to proceed <CONTROL-X> to stop

Figure 28. Transactions Without 8300 Data Report (example)

6. The report displays customer transactions that include a cash-down component of at least $10,000.00, along with the deal number and the vehicle stock number.

   Press **Enter** to move through the pages of the screen and return to the first field in the report definition screen.

8300 Data On File

To generate a report of 8300 form data that you have filed on your system, use the Report 8300 Data on File (RFF) function.

1. From the main 8300 menu, enter **RFF**.

(BRFF) Report 8300 Data on File 16 AUG 04

From Date .....: 1-1-98

To Date .....: 8-15-04

Company #......: 20 KEYGATE AUTO SALES

Sort ....: 2
1 - By Name
2 - By Cust No
3 - By Date

Printer Type (Y/N/S=Slave):

Enter Y for Line Printer N for Terminal S for Slave Printer
PORT 6009 LOGON DEMO-A COMPANY ADP MOTORS, INC.

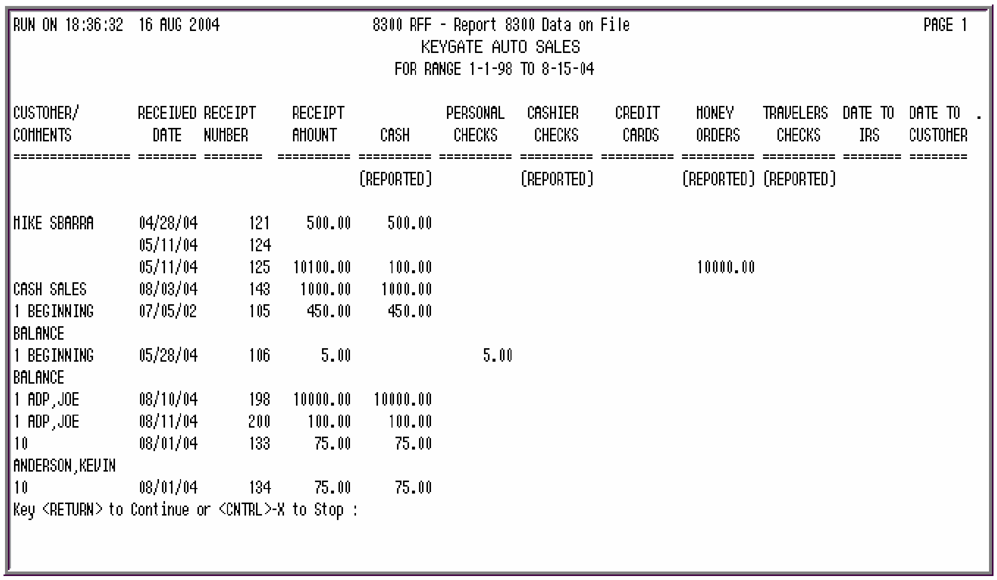
Figure 29. RFF - 8300 Data on File Report Definition Screen

2. Enter the beginning and ending dates for the range of receipts you want to include on the report.

   ***Note.** This report does not allow you to enter any dates in the future.*

3. Enter the number for the GL company you want to use.
4. Enter the number that corresponds to the sorting option you want to use.
5. At the Printer Type field, enter **Y** to send the RFF output to a system printer, enter **N** to send the output to your terminal screen, or enter **S** to print the output on your local (slave) printer.

   ***Note.** To return to any previous field in this definition screen in order to make corrections, simply press **Enter** at any field without entering a value. The program moves you back to the previous field.*



```
RUN ON 18:36:32  16 AUG 2004                 8300 RFF - Report 8300 Data on File                                     PAGE 1
                                                   KEYGATE AUTO SALES
                                                FOR RANGE 1-1-98 TO 8-15-04

CUSTOMER/        RECEIVED RECEIPT     RECEIPT              PERSONAL   CASHIER    CREDIT     MONEY      TRAVELERS  DATE TO  DATE TO  .
COMMENTS           DATE   NUMBER      AMOUNT       CASH     CHECKS     CHECKS     CARDS     ORDERS      CHECKS     IRS    CUSTOMER
================ ======== ========  ========== ========== ========== ========== ========== ========== ========== ======== ========
                                               (REPORTED)            (REPORTED)            (REPORTED) (REPORTED)

MIKE SBARRA      04/28/04      121      500.00     500.00
                 05/11/04      124
                 05/11/04      125    10100.00     100.00                                    10000.00
CASH SALES       08/03/04      143     1000.00    1000.00
1 BEGINNING      07/05/02      105      450.00     450.00
BALANCE
1 BEGINNING      05/28/04      106        5.00                  5.00
BALANCE
1 ADP,JOE        08/10/04      198    10000.00   10000.00
1 ADP,JOE        08/11/04      200      100.00     100.00
10               08/01/04      133       75.00      75.00
ANDERSON,KEVIN
10               08/01/04      134       75.00      75.00
Key <RETURN> to Continue or <CNTRL>-X to Stop :
```

Figure 30. 8300 Data on File Report (example)

6. The report displays customer transactions that have been added to your set of Form 8300 files (in electronic form). Press **Enter** to move through the pages of the screen and return to the first field in the report definition screen.

Form 8300 (Revised, December 2001)

The form on the following page is a copy of the Form 8300 required by the I.R.S. It is provided here for your reference.

For detailed instructions from the I.R.S. on completing Form 8300, see the official government web site.

http://www.irs.gov/

IRS Form **8300** (Rev. December 2001) OMB No. 1545-0892 Department of the Treasury Internal Revenue Service

Report of Cash Payments Over $10,000 Received in a Trade or Business

▶ See instructions for definition of cash.

▶ Use this form for transactions occurring after December 31, 2001. Do not use prior versions after this date.

For Privacy Act and Paperwork Reduction Act Notice, see page 4.

FinCEN Form **8300** (December 2001) OMB No. 1506-0018 Department of the Treasury Financial Crimes Enforcement Network

1 Check appropriate box(es) if: a ☐ Amends prior report; b ☐ Suspicious transaction.

Part I Identity of Individual From Whom the Cash Was Received

2 If more than one individual is involved, check here and see instructions . . . ▶ ☐

3 Last name	4 First name	5 M.I.	6 Taxpayer identification number
Smith	Jane	A	333-00-3333

7 Address (number, street, and apt. or suite no.)	8 Date of birth (see instructions) MMDDYYYY
100 Main Street	10061963

9 City	10 State	11 ZIP code	12 Country (if not U.S.)	13 Occupation, profession, or business
Hometown	PA	10101		Cosmetic Distributor

14 Document used to verify identity: a Describe identification ▶ Driver's License

b Issued by PA c Number 333-00-3333

Part II Person on Whose Behalf This Transaction Was Conducted

15 If this transaction was conducted on behalf of more than one person, check here and see instructions . . . ▶ ☐

16 Individual's last name or Organization's name	17 First name	18 M.I.	19 Taxpayer identification number

20 Doing business as (DBA) name (see instructions)	Employer identification number

21 Address (number, street, and apt. or suite no.)	22 Occupation, profession, or business

23 City	24 State	25 ZIP code	26 Country (if not U.S.)

27 Alien identification: a Describe identification ▶

b Issued by c Number

Part III Description of Transaction and Method of Payment

28 Date cash received MMDDYYYY	29 Total cash received	30 If cash was received in more than one payment, check here . . . ▶ ☐	31 Total price if different from item 29
01072003	$ 18,000 .00		$ .00

32 Amount of cash received (in U.S. dollar equivalent) (must equal item 29) (see instructions):

a U.S. currency $ 18,000 .00 (Amount in $100 bills or higher $ .00)

b Foreign currency $ .00 (Country ▶)

c Cashier's check(s) $ .00

d Money order(s) $ .00

e Bank draft(s) $ .00

f Traveler's check(s) $ .00

Issuer's name(s) and serial number(s) of the monetary instrument(s) ▶

33 Type of transaction

a ☒ Personal property purchased
b ☐ Real property purchased
c ☐ Personal services provided
d ☐ Business services provided
e ☐ Intangible property purchased
f ☐ Debt obligations paid
g ☐ Exchange of cash
h ☐ Escrow or trust funds
i ☐ Bail received by court clerks
j ☐ Other (specify) ▶

34 Specific description of property or service shown in 33. (Give serial or registration number, address, docket number, etc.) ▶ Go - Fast 4 - door sedan serial no xx - ABCDEFG - 1234567

Part IV Business That Received Cash

35 Name of business that received cash	36 Employer identification number
Small Town Cars	10-1234567

37 Address (number, street, and apt. or suite no.)	Social security number
5000 Industrial Avenue	

38 City	39 State	40 ZIP code	41 Nature of your business
Hometown	PA	10101	Car Dealership

42 Under penalties of perjury, I declare that to the best of my knowledge the information I have furnished above is true, correct, and complete.

Signature ▶ Pat Brown Authorized official Title ▶ Sales Manager

43 Date of signature MMDDYYYY	44 Type or print name of contact person	45 Contact telephone number
01082003	Pat Brown	(999) 555 - 0555