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User Guide

Contracts in Transit

CCIT

Notes

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Notes

Introduction

The Contracts in Transit (CCIT) application helps you track and manage booked, interim (in-process), and finalized contracts as they move through the financing and funding process.

CCIT also lets you add comments for individual customers through the stages of the process, and enter important dates related to the contract financing.

Overview

This guide provides information for accessing, setting up, and using the features of the Contracts in Transit application.

Note. To use the Contracts in Transit application effectively, you must complete the setups before using the other functions on the CCIT menu. For information on setups, see Setting Up CCIT on page 5.

Contracts in Transit and ADP w.e.b.Suite

As noted in the section on *Accessing CCIT* on page 2, the CCIT function runs under w.e.b.Suite as well as Advanced Elite. This document describes how to use the application in both environments.

Previous Versions of Contracts in Transit

Earlier versions of the CCIT application ran under a different function code name (CIT) in the Advanced Elite environment.

The function code *CCIT* replaces any earlier function code names used on your ADP system. CCIT also appears on the Car!nk (CI) menu on all updated ADP systems (in the F&I application account).

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 CCIT

The CCIT function runs on ADP Advanced Elite systems *and* on w.e.b.Suite 2006 (and higher) systems. This section describes how to access the application in each environment.

The screen and field functionality of Contracts in Transit is essentially the same in the Advanced Elite and in the w.e.b.Suite environments except that w.e.b.Suite supports navigation with a mouse and allows you to switch to other windows (for additional ADP w.e.b.Suite functions) without exiting the CCIT application.

CCIT in Advanced Elite

Follow these steps to access CCIT from the User Security Menu, in the ADP Advanced Elite environment.

1. Log on to your Finance & Insurance (*name-FI*) account.

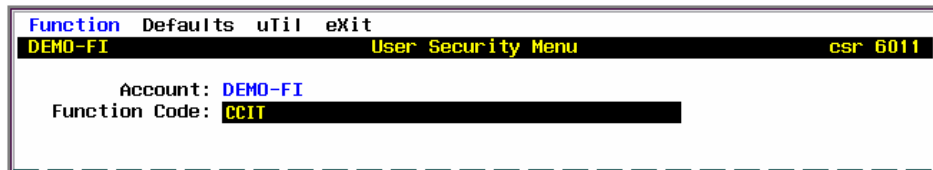


Figure 1. Logon and CCIT Function Code

2. At the Function Code field, enter **CCIT**.
3. At the CCIT menu, choose the option for the task you want to perform.

The Car!nk (CI) Menu

CCIT can also be reached through the CI menu on your F&I application account.

Note. The CI menu appears on several application accounts (Accounting, Service, Parts, and so on) and contains a related group of function codes for ADP Car!nk custom applications.

1. Log on to your F&I (*name-FI*) application account.
2. At the Function Code field, enter **CI**.

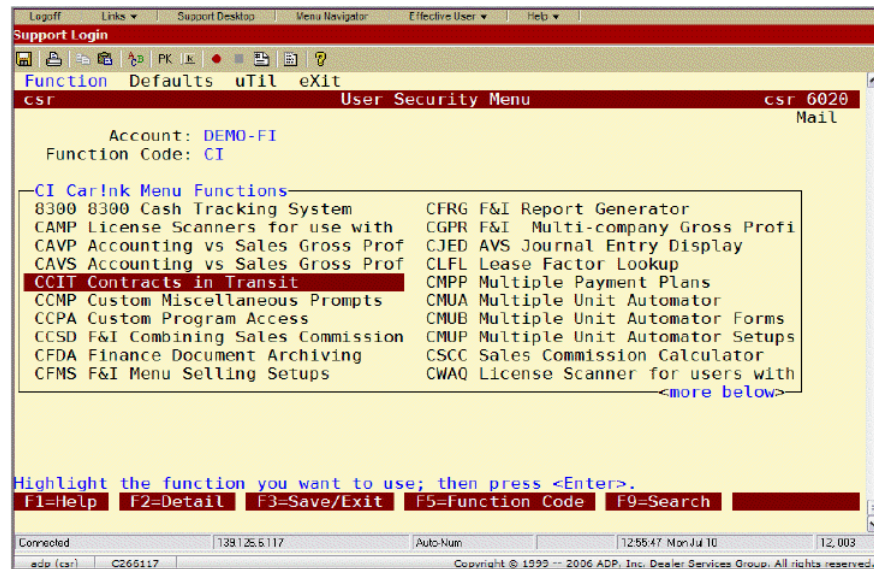


Figure 2. CarInk (CI) Menu - Advanced Elite View

3. Choose CCIT from the menu.

CCIT in w.e.b.Suite

Follow these steps to access CCIT in the w.e.b.Suite environment.

1. At the Welcome page, enter your user ID and password, and then click **Login**.

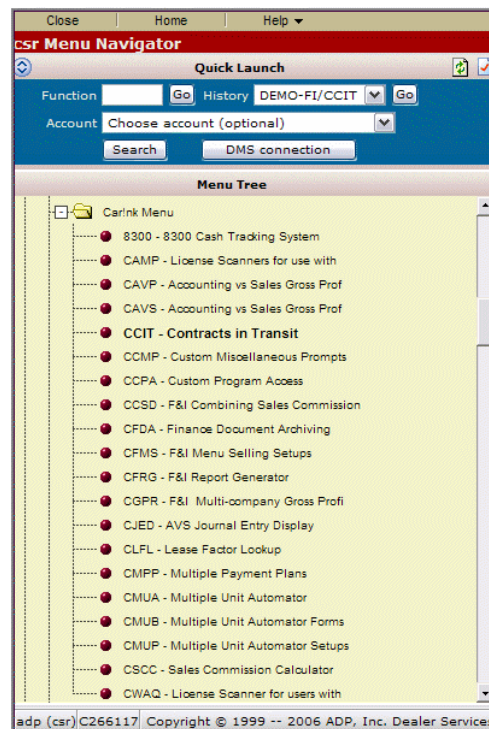


Figure 3. Menu Navigator

2. In the Function field, enter **CCIT**.

-OR-

In the Menu Tree, open the Service (*name-S*) application group, then open the Carlink Menu, and then select **CCIT-Contracts in Transit**.

CCIT Menu

The Contracts in Transit application menu provides a list of all functions used to set up the application, add comments to contracts, and look up and report on the contracts in the system.

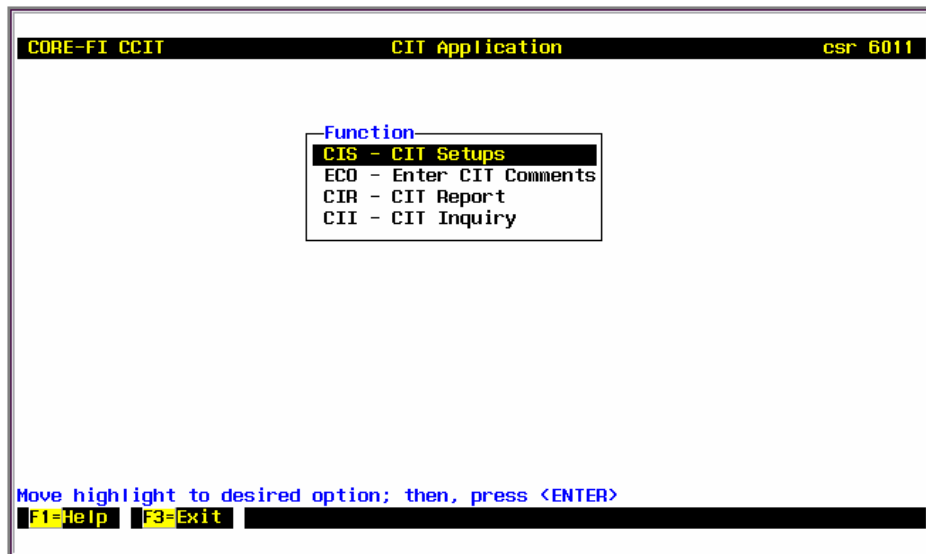


Figure 4. Contracts in Transit Menu

Setting Up CCIT

The CCIT Setups function (CIS) allows you to customize CCIT to suit the needs of your dealership.

The Contracts in Transit application uses data in the *Contracts in Transit* and *Contracts on Deposit* account numbers from your General Ledger, along with optional information about your sales personnel and financial institutions, to generate the appropriate information on the CCIT report.

Important! Perform these setups before working with the rest of the CCIT functions.

To set up the CCIT application:

1. At the main CCIT menu, choose the option for **CIS - CIT Setups**.

Company-Company-Name	
3	ADP MOTORS
2	ADP MOTORS
1	ADP MOTORS

Figure 5. Company Selection List

2. Select a GL company where you want to perform the CCIT setup. (The company selection list appears only if you have multiple companies defined in your General Ledger application.)

CORE-FI CCIT	CI.CIT.CIS - Setups	csr 6031
Omit Sale(s) Rep	:	
Omit Bank(s)	:	
Deposit on Contract Account(s):		
Contract in Transit Account(s):		20500
Control by	:	C
CIT Lease Field	:	152
Include Booked Deals	:	NO
If entering more than one, separate with spaces.		
F3=Exit		

Figure 6. CIS - CIT Setups Screen

In the Setups screen (CIS), enter the appropriate values for the fields in the order in which they appear.

3. **Optional.** Enter the F&I application codes for salespersons that you want to **omit** from the CIT comments, inquiry, and report functions.
4. **Optional.** Enter the code(s) for financial institutions defined in your Accounting application's Name-File that you want to **omit** from the CIT functions.

5. Enter the account number(s) in your General Ledger system (separated by spaces) for accounts that are used to post deposits made on booked contracts. These account numbers must be on a detail-forward schedule.
6. Enter the account number(s) that are used to post contracts in transit. These account numbers must be on a detail-forward schedule.
7. The Control By field allows you to choose the lookup field for the CIT Inquiry screen and the primary selection mode used to generate the CIT Report. As a rule you should choose the same control method you use in the Accounting application.
Enter **S** to control by the stock number in the deal, **C** by customer number, or **D** by the deal number.
8. Set the CIT Lease Field value to the field number in your FI-LEASE file that is used to track contracts in transit balances for lease deals. If this field is left blank, the program uses field 152 (Finance-Total) in the FI-WIP file by default.
Note. Any field number entered here is used when lease-type deals are processed for the Contracts in Transit report. For purchase-type deals, the program always uses FI-WIP field 152.
9. At the Include Booked Deals field, enter **Y** to set the program to include deals with a status code of *B* (for Booked) on your CIT reports. If you want the reports to show only In-process and Finalized deals (status codes *I* and *F*), enter **N** at this field.
If you leave this field blank, the setting defaults to Yes.
10. Press **F3=Exit**.

Adding Comments to Contracts in Transit

Use the Comments function (ECO) to add comments to a customer contract as it will appear in the CIT report, and to make notes of particular dates related to the contract funding process.

To add a comment:

1. At the main CCIT menu, choose the option for **ECO - Enter CIT Comments**.

```
CORE-FI CCIT          CI.CIT.ECO - Enter Comments          csr 6020
Deal Number           : ██████████
Comment               :
Date Deal in Office   :
Date to Financial Institution :
Date Funded by Financial Inst :

Enter a valid deal number.
F3=Save/Exit  F4=Cancel
```

Figure 7. Enter CIT Comments (initial screen)

2. At the Deal Number field, enter the exact number of the booked deal where you want to enter a comment. The system displays the existing Contracts in Transit data for the deal.

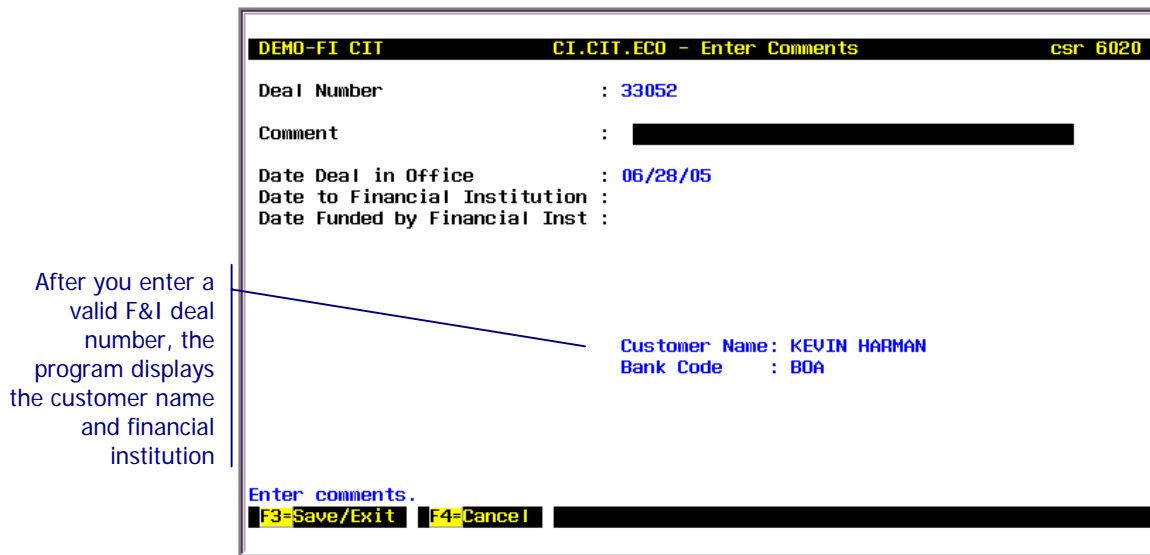


Figure 8. Enter CIT Comments

3. Enter your comment regarding the contract.
Note. This field is limited to 40 characters.
4. Enter the date the booked deal was received in the Accounting office.
5. Enter the date it was forwarded to the selected lending institution.
6. Enter the date the deal was processed for funding by the lending institution.
7. Press **F3=Exit**.

CIT Inquiries

Use the Inquiry function (CII) to look up contract activity for a specific customer.

To start an inquiry:

1. At the main CCIT menu, choose the option for **CII - CIT Inquiry**.

Company-Company Name	
3	ADP MOTORS
2	ADP MOTORS
1	ADP MOTORS

Figure 9. Company Selection List

2. Select a GL company where you want to look up the contract. (The company selection list appears only if you have multiple companies defined in your General Ledger application.)

The prompt for the Inquiry screen is determined by the *Control By* field in the CIT Setups screen

```

CORE-FI CCIT          CI.CIT.CII - INQUIRY          csr 6018
Customer Number.: [redacted]
Deal Number...:
Status...:
Bank Code...:
FI Manager...:
CIT Amount...:
COD Amount...:
  
```

Figure 10. Contracts in Transit Inquiry Screen

3. Enter a number in the lookup field for the contract you want to find.
 The lookup field in the CIT Inquiry screen depends on the *Control By* field in the CIT Setups screen. For example, if you set the program to be controlled by Customer Number, you would enter the customer number on the deal for which you want to look up the status.
 For a valid customer number, the program displays the basic F&I contract data for the customer's deal.

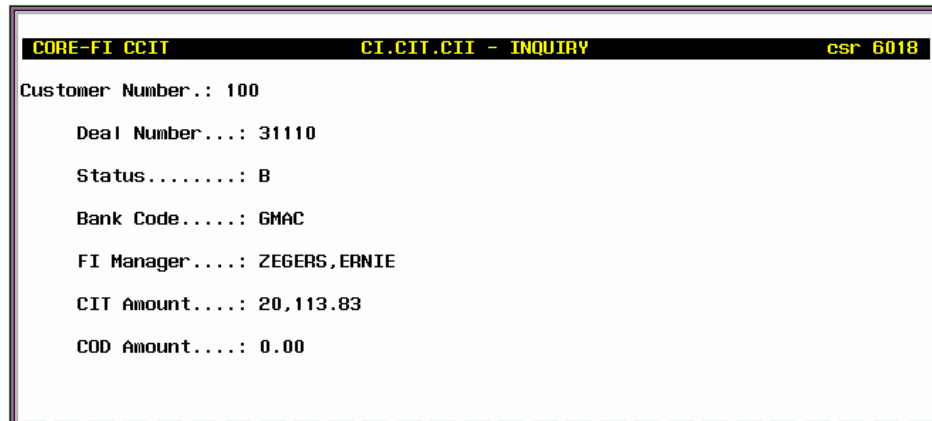


Figure 11. Contracts in Transit Inquiry Screen (example data)

The Status field displays a code indicating where the contract is in the funding process.

- **B** for Booked
- **I** for Interim, or Work in Process
- **F** for Finalized.

4. When you are done reviewing the deal data, press **F3=Exit** to return to the CCIT menu.

Creating the CCIT Report

Use the Reports function (CIR) to generate a report showing complete details on all contracts in transit for a specified GL company.

To create the report:

1. At the main CCIT menu, choose the option for **CIR - CIT Report**.

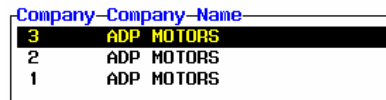


Figure 12. Company Selection List

2. Select a GL company where you want to look up the contract. (The company selection list appears only if you have multiple companies defined in your General Ledger application.)

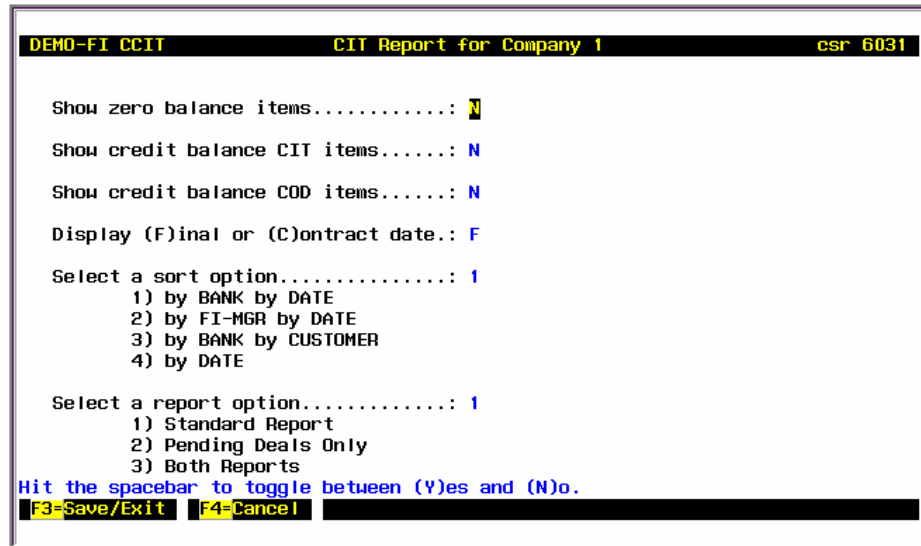


Figure 13. Contracts in Transit Report Screen

3. At the Show Zero Balance Items field, press the **spacebar** to choose Y for Yes if you want your report to include contracts that have a balance of zero (in other words, are already fully paid). If you do not want these contracts on the report, choose N for No.

Note. Choosing option 'Y' displays contract entries for which the sum of the COD and CIT amounts equals zero, but does not display entries in which the COD and the CIT amounts are both equal to zero.

4. At the next two fields, use the spacebar to choose Y for Yes or No for No for whether credit balance CIT and COD items, respectively, should appear on the generated report.

- The finished CCIT report displays a column containing **either** the dates on which each contract was finalized, or the dates on which the contracts were entered/booked in F&I.

At the Display Final or Contract Date field, enter **F** to list finalize dates on the report, or **C** to list contract/booking dates.

- At the Sort Option prompt, enter **1** to sort the report by bank/financial institution, and then by date. Enter **2** to sort by the F&I manager, and then by date. Enter **3** to sort by bank/financial institution, and then by the customer's last name. Enter **4** to sort simply by finalized/contract date.

The option you choose for the *Control By* field in the CIT Setups screen also determines how the CIT report is sorted. (See *Setting Up CCIT* on page 5.)

- At the Report Option prompt, enter **1** to generate the standard Contracts in Transit report (for booked and finalized contracts), **2** to generate the report of pending contracts, or **3** to generate both.
- Press **F3=Save/Exit** to run the report. (To cancel and return to the CCIT menu at this point, use the F4=Cancel command key.)

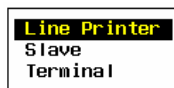


Figure 14. Print Output Options

- Use the arrow keys to select the desired print output option, and then press **Enter**.

The first Date value (Contract or Finalized) is from the F&I application; other dates are as entered in ECO

Comments entered using CIT appear below the customer name and status

I	CUST #	Final Date	Deal. In	Date. To	Date. Fund	Bank	Age	Stock#	Deal#	CUSTOMER	S	FI-MGR	CIT Amount	COO Amount	TOT Amount
	733029							0 1104	34342	POLLARD,JEFF	B	ZEGERS,ERN	96,952.35	0.00	96,952.3
													96,952.35	0.00	96,952.3
	1					BOA	25	1069	33452	NEEDAYM,PIPI	B	ZEGERS,ERN	12,514.58	0.00	12,514.5
	733105					BOA	7	2020	34318	HOEHS,CATHY	B	ZEGERS,ERN	74,975.87	0.00	74,975.8
										VIP CUSTOMER					
													87,490.40	0.00	87,490.4
													184,442.75	0.00	184,442.7

Key Return when Ready

Figure 15. Contracts in Transit Report (example)

```
(CIT-CIR) Contracts In Transit Analysis for Company 1 ADP HOTORS
Run 03:09:34 02 AUG 2006 Page 1
Pending Deals Only
```

I CUST #.....	Final Date	Deal In	Date To	Bank Fund	Age..	Stock#... Deal#	CUSTOMER.....	S FI-NGR....	CIT..... Amount	COD..... Amount	TOT..... Amount
100				BOA	41	1234 34155	SMITH,SHARON	P	48,375.31	0.00	48,375.3
123456				BOA	44	2188 34139	HORLEY,ERNIE	P	17,099.75	0.00	17,099.7
1547				BOA	50	ADUPRICE 34136	SAVACCOOL,PETER P	ZEGERS,ERN	84,968.68	0.00	84,968.6
				***					150,443.74	0.00	150,443.7
									150,443.74	0.00	150,443.7

Key Return when Ready

Figure 16. Pending Contracts Report (example data)

- 10. (Terminal display option only) The report displays one screen of data at a time. Press **Enter** to move through each screen. (To quit before seeing each screen, press **Ctrl-X** or **F3**).

Report Column Descriptions

The title block on each report shows the date the report was run and the selected company number. The remaining portion of each report shows the contract data under the customized column headings.

I	Deal type 'I' status flag (an asterisk in this column marks deals that are in process)
Cust #	Customer number (in F&I)
Cont Date / Final Date	The date the contract was booked in the F&I application / the date the contract was finalized (depends on response to second prompt in CIT Report screen)
Deal in Off	From ECO, the date the deal was received in the office
Date to Fin	From ECO, the date the deal was forwarded to the lending/financial institution
Date Fund	From ECO, the date the deal was funded by the lending/financial institution
Bank	Name or code for the lending/financial institution
Age	Number of days since the contract was booked in the F&I application / Number of days since the contract was finalized (depends on response to second prompt in CIT Report screen)
Stock # / Deal #	The stock number of the vehicle and deal number for the contract
Customer	Customer's full name
S	Status code: B for Booked, I for Interim/Work in Process, <i>or</i> F for Finalized <i>Note. If you enter 'N' in the Include Booked Deals field in the CIT Setups screen, deals with a status of B do not appear on your CIT reports.</i>
FI-Mgr	Approving F&I manager's name
CIT Amount	(Unpaid) amount of the contract
COD Amount	Amount paid on deposit for the contract
TOT Amount	The total account balance (CIT amount plus COD amount)