Car!nk, Inc. *an ADP company*

10200 Sunset Drive, Miami, FL 33173 Tel: (305) 630-1700 Fax: (305) 630-1701

User Guide

F&I Security Standards

CFIC CLCI

February 2007

Notes

Table of Contents

Notes

Introduction

The F&I Security Standards (CFIC) application enhances the F&I application's control over adding financial institutions to deals in progress, protects the assigned salesperson data with a password, and reports on update and access activity within F&I (and within CFIC).

CFIC runs in the F&I application account (*name*-FI) and can be turned on or off as needed.

Related Function Codes

CFIC has a companion program, Lender Code Import (CLCI), which allows you to update your list of approved lenders using a separate Microsoft Excel spreadsheet file.

Overview

This guide provides information for accessing, setting up, and using the features of the F&I Security Standards application.

Previous Versions of F&I Security Standards

Earlier versions of the CFIC application ran under different function code names in the Advanced Elite environment, including FIC and CI-FIC.

The function code *CFIC* replaces any earlier code names used on your ADP system. CFIC 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.
- Use the arrow keys to move between fields.
- After typing data into a field, press **Enter** to move to the next field.
- Use **F1** to view the available online help.

Accessing CFIC

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

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

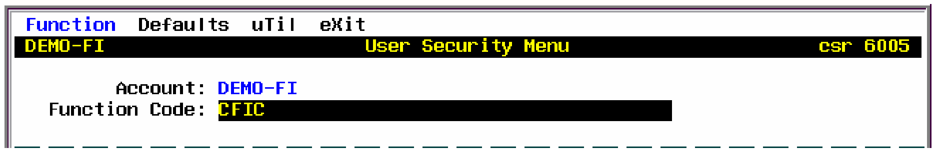

Figure 1. Application Account and CFIC Function Code

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

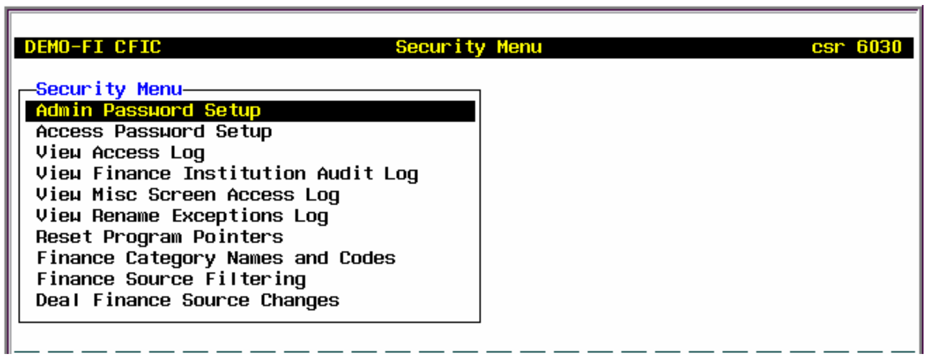

Figure 2. CFIC Menu

The Car!nk (CI) Menu

CFIC 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**.

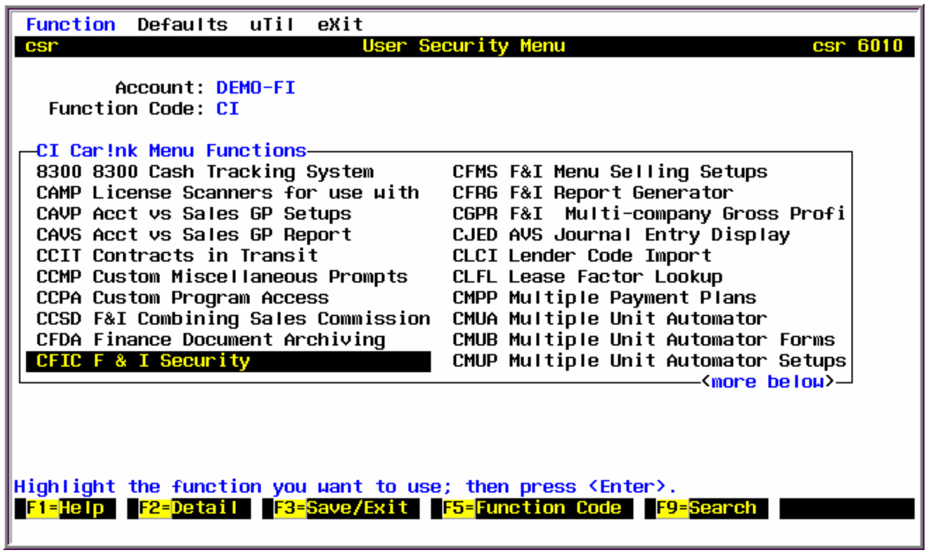

Figure 3. Car!nk (CI) Menu

3. Choose CFIC from the menu.

CFIC Setup Functions and Utilities

The CFIC setups and utilities allow you to customize CFIC. This section describes how to set up the application to best fit the needs of your dealership and to turn the F&I Security Standards application features on and off.

Setting Application Passwords

CFIC maintains two passwords:

- The Admin password controls which users can run the CFIC and CLCI functions.
- The Access password controls the override feature within the F&I Purchase and Lease screens (for the financial institution field) and the Misc screen (for the salesperson fields).

To update passwords:

1. Log on to your *name*-FI account and enter **CFIC** at the Function Code field.
2. Enter the current password for CFIC.
3. At the Security Menu, select the option for the application password you want to change:
   - To change the password that allows users to run the CFIC and CLCI functions, choose **Admin Password Setup**.
   - To change the password used to confirm financial institution overrides when working in the F&I application, choose **Access Password Setup**.

   For each option, the system displays a window for entering the new password value.

```
Current Password: ******

New Password     :
Confirm Password:

Last Updated By : csr            01/01/05
```

Figure 4. New Password Entry Window

4. At the New Password field, enter a new value for the selected password.
5. Enter the new password again to confirm.
6. Press **F3** to return to the Security Menu.

Managing Finance Category Names and Codes

The Finance Category feature of the F&I Security Standards application lets you control how finance lenders are grouped into categories for reporting purposes.

Important! *This setup must be completed before you import Finance Institution codes or use your F&I system to add Finance Institutions using the 'Other' option.* *See* Selecting a Lender in F&I *page 12 (step 3).*

To set up finance lender categories:

1. Log on to your *name*-FI account and enter **CFIC** at the Function Code field.
2. Enter the current password for CFIC.
3. Select the **Finance Category Names and Codes** option.

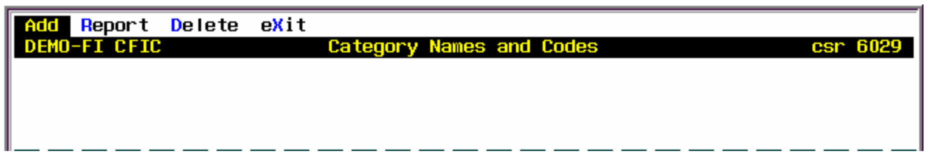

Figure 5. Category Names and Codes Screen

4. Select the **Add** command from the menu.

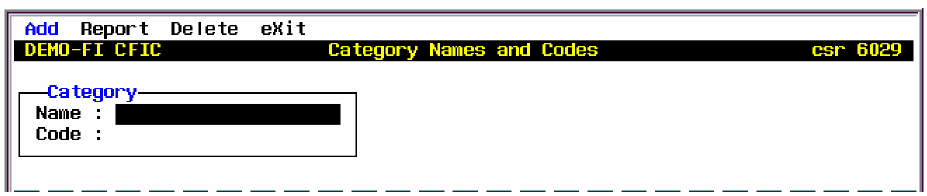

Figure 6. Adding a Finance Category

5. Enter a descriptive name for the category.
6. Enter a short code that corresponds to the category name, up to 4 characters.
7. Repeat as needed or press **F3** to exit.

Deleting Codes

To delete a finance category code:

1. At the CFIC main menu, choose the **Finance Category Names and Codes** option.
2. Select the **Delete** command from the menu.

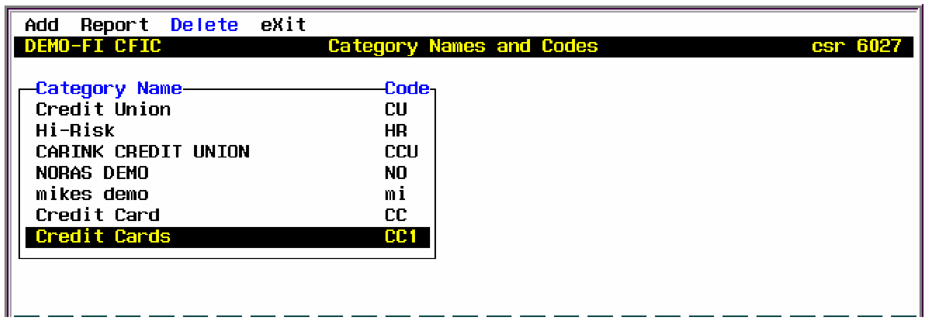

Figure 7. Deleting Category Codes

3. Use the Up and Down arrow keys or the F9=Search command key to find any code(s) you want to remove from the list of finance categories, and then press **Enter** to flag them with an asterisk.
4. Review the list of codes to make sure you have selected only those you wish to delete.
5. Press **F3=Exit**. The program deletes the codes (no confirmation step) and returns you to the Finance Category Names and Codes menu.

Note. *To cancel this command without removing any codes, clear all flagged code selections before pressing F3.*

Finance Category Reports

Use the commands on the Report menu option to review your defined finance categories and the deals in which they have been used.

To generate a category report:

1. At the CFIC main menu, choose the **Finance Category Names and Codes** option.
2. Select the **Report** command.

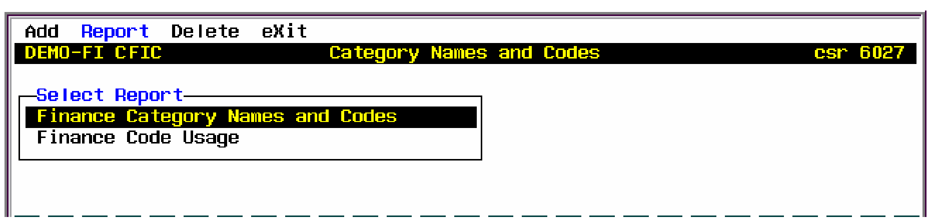

Figure 8. Report Commands

3. Select the **Finance Category Names and Codes** report. The program displays a complete list of defined codes.
4. (Optional) To print the listing, use the F7=Print command key.
5. Press **F3=Exit** to exit. Continue pressing F3 to return to the CFIC menu.

To review the deals that use each approved/defined finance code within a specified date range:

1. At the CFIC main menu, choose the **Finance Category Names and Codes** option.
2. Select the **Report** command.
3. Select the **Finance Code Usage** report option.

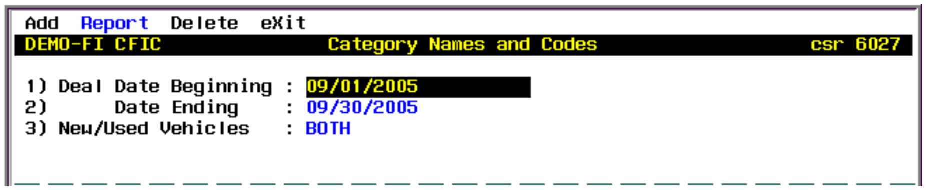

Figure 9. Finance Code Usage Report Definition Screen

4. Enter the date range for deals you want to show on the report. For these two fields you can also use the F12=Calendar command key to select date values.
5. At the New/Used Vehicles field, press the **spacebar** to switch among the types of cars you want to include: New, Used, or Both.
6. Press **F5=Process**.

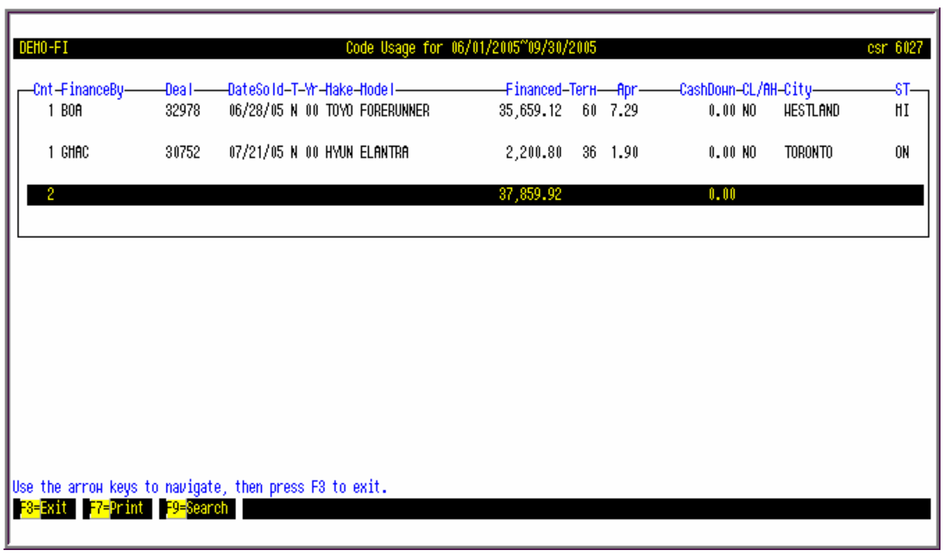

Figure 10. Finance Code Usage Report (example data)

7. Press **F3** to exit. Continue pressing F3 to return to the CFIC menu.

Using CLCI to Manage Financial Institutions

Lender Code Import (CLCI) is a companion program to CFIC that allows a secured user to import a list of approved finance institution codes and names into the F&I application, using a Microsoft Excel spreadsheet file.

Note. *Be sure to set up your finance category names and codes before running CLCI. See* Managing Finance Category Names and Codes *on page 5.*

CLCI also runs in the F&I application account (*name*-FI).

Important! *Run the CLCI function only as often as you change the approved list of lenders. To review any processing errors, see* Reviewing Import Processing Errors *on page 9.*

To import approved finance lenders:

1. On your Reflection PC: Use the file-management features of your operating system to place the spreadsheet in a C:\TEMP directory on your disk.
2. **Using Reflection:** Log on to your *name*-FI account and enter **CLCI** at the Function Code field.
3. Enter the current password for CLCI.

   Note. *The CLCI password is maintained in CFIC. For details, see* Setting Application Passwords *on page 4.*

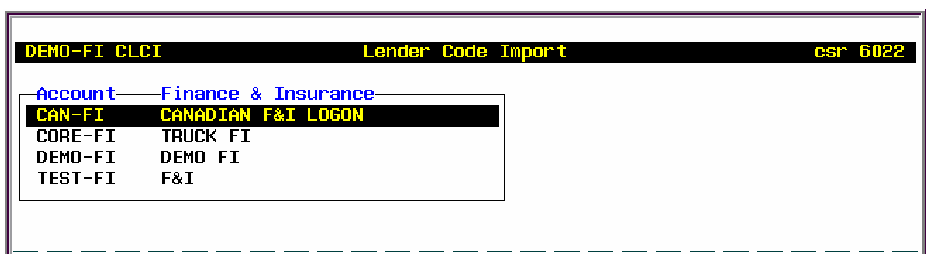

Figure 11. CLCI Account Selection Window

4. In the Lender Code Import screen, use the arrow keys or the F9=Search command key to find the F&I account you want, and then press **Enter**.

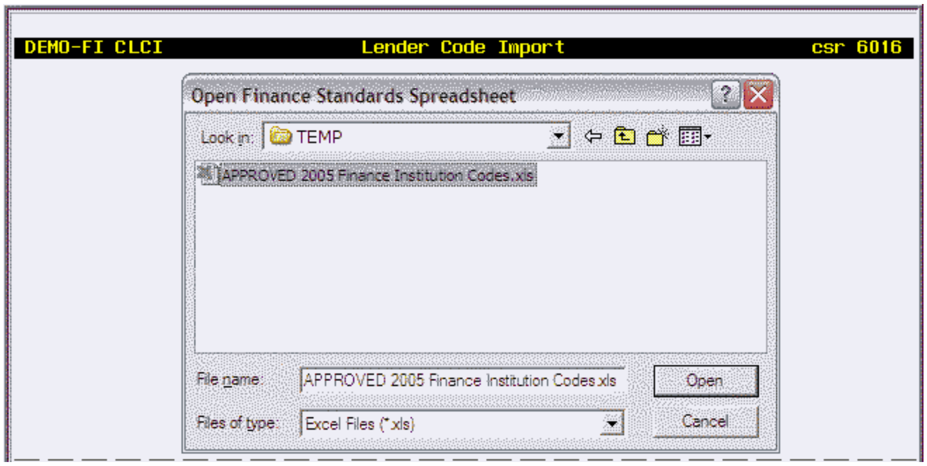

Figure 12. Selecting an Excel File

5. The program prompts for the Excel file to import. Browse to the file on your Reflection PC (in the C:\TEMP directory) and then click **Open**.

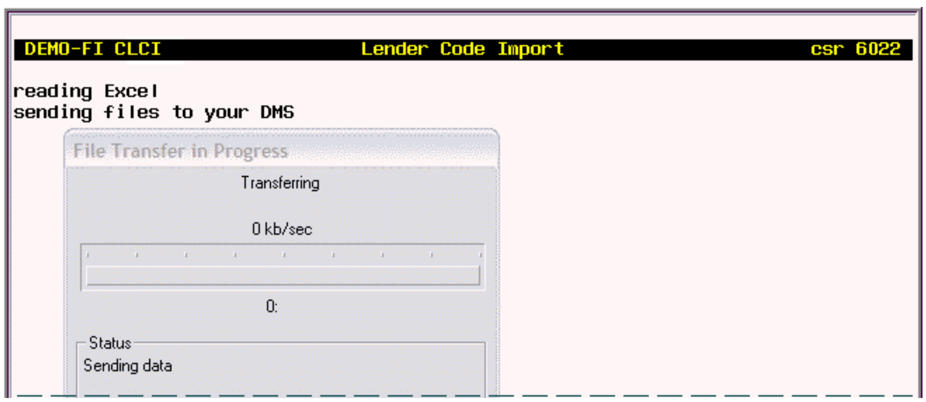

Figure 13. Import File Processing

6. The program imports the selected lender file and processes the data. Follow the screen instructions to close the function and return to the Function Code prompt.

Reviewing Import Processing Errors

To view any processing exceptions generated after running the CLCI command:

1. On your *name*-FI account, enter **CFIC** at the Function Code field.
2. Enter the current password for CFIC.
3. Select the **View Rename Exceptions Log** option.

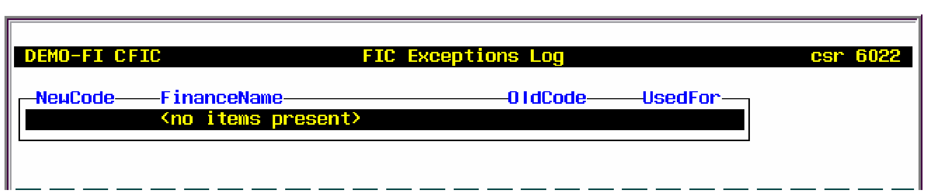

Figure 14. Rename/Import Exceptions Log Viewer Window

The log viewer displays new lender codes (from the Excel file) that were set to replace old codes but were **not** processed due to missing or invalid information (such as a calculation method). Each entry in the log displays the new code as well as the original code that had been selected for replacement.

– To print the contents of the log, use the F7=Print command.

4. Press **F3** to exit.

Displaying Unassigned Finance Source Codes in F&I

The Finance Source Filtering option in CFIC lets you control whether finance codes that do not have assigned names are displayed in the Finance Code window in the FI deal screen.

The Finance Code selection window feature is described in *Selecting a Lender in F&I* on page 12 (step 2).

If this setting is set to Yes, then the Finance Code window includes codes that do not have names. If set to No, those codes are not displayed.

To set the filter:

1. Log on to your *name*-FI account and enter **CFIC** at the Function Code field.
2. Enter the current password for CFIC.
3. Select the **Finance Source Filtering** option.
4. At the *Display Finance Sources without names* field, press the **spacebar** to switch between the Yes and No settings.

   For more details on this program feature, use the F1=Help command key.
5. Press **F3=Exit** to return to the CFIC main menu.

Resetting the F&I Security Standards Program Pointers

The F&I Security Standards application bypasses standard ADP programs to enforce stricter security conditions on selecting and defining a financial institution for a customer deal. The utility described in this section allows you to switch between using the CFIC code and using the standard ADP programs, as need requires.

To reset your program pointers:

1. Log on to your *name*-FI account and enter **CFIC** at the Function Code field.
2. Enter the current password for CFIC.
3. Select the **Reset Program Pointers** option.

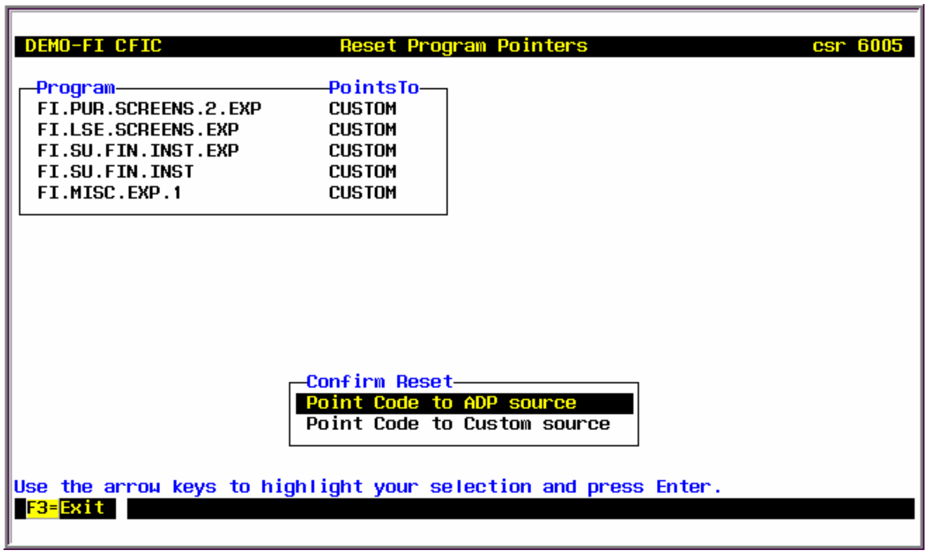

Figure 15. Reset Program Pointers Screen

The window at the top of the screen indicates whether the custom code or the ADP core code is active. The values in the Points To column for each program name are set to 'CUSTOM' when the CFIC application is turned on.

4. In the Confirm Reset dialog box, move to the appropriate *Point Code* selection, and then press **Enter**. (To switch the CFIC application off in the F&I deal and setup screens, choose **Point Code to ADP source**.)

Selecting a Lender in F&I

When the CFIC application is turned on, the financial institution selection feature is activated and the Salesperson fields are protected by a password.

Note. *The Finance Source Filtering option in CFIC allows you to set whether unassigned codes display in the Finance Code selection list. For information on this option, see* Displaying Unassigned Finance Source Codes in F&I *on page 10.*

To choose a lender:

1. Open a deal in the F&I application.

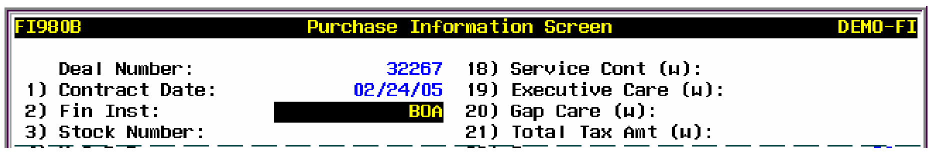

Figure 16. Purchase Information Screen (example data)

2. At the Fin Inst field, enter **W** to open the window.

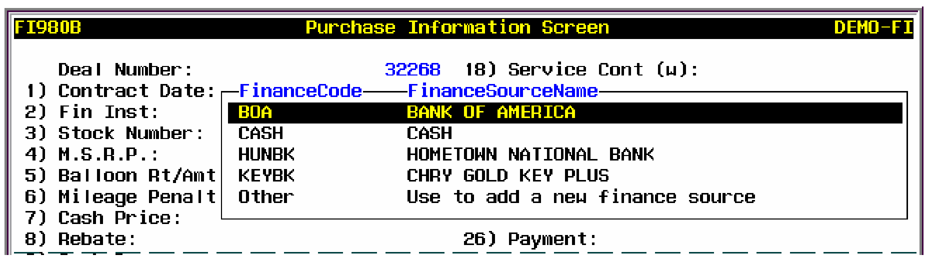

Figure 17. Lender Selection List

The selection list displays the approved lender codes and the corresponding lender names.

3. Use the Up and Down arrow keys or the F9=Search command key to find the lender you want to apply, and then press **Enter**. (Skip to step 7.)

   -OR-

   To temporarily add a financial institution that is not on the displayed selection list, move to the bottom of the list (to the *Other* option), and press **Enter**.

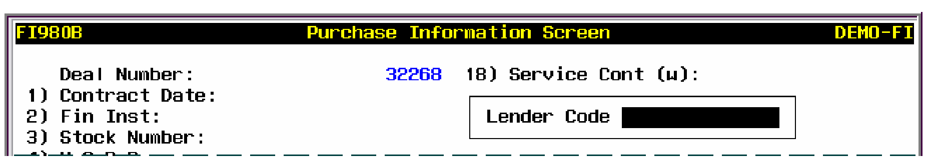

Figure 18. Lender Code Dialog Box

4. At the Lender Code field, enter a new code for a lender that was not on the selection list. *This lender will be added temporarily for purposes of the F&I deal, and then purged by the Job Stack.*

5. The program opens the Add/Update Names screen.

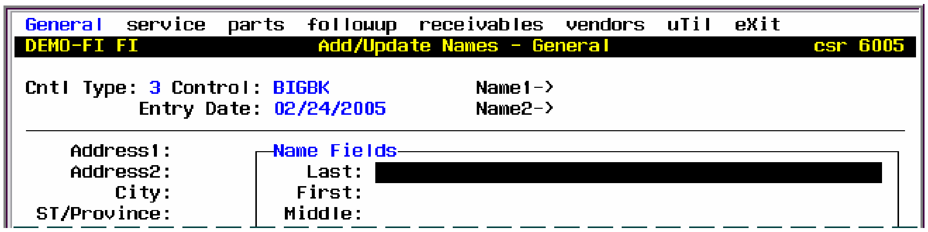

Figure 19. Add/Update Names Screen (Bank/Lender Type)

Press **Enter** to select the General name option.

6. Complete the Names screen as usual to add the temporary entry for the lender.
7. Continue working with the F&I deal as usual.

Using the F&I Miscellaneous Screen While CFIC Is Installed

The Misc/Sales/Lender screen in the F&I application lets you identify the salesperson(s) who will be earning commission on the deal. The F&I Security Standards application protects this data by requiring you to enter an access password if the salesperson data is changed later.

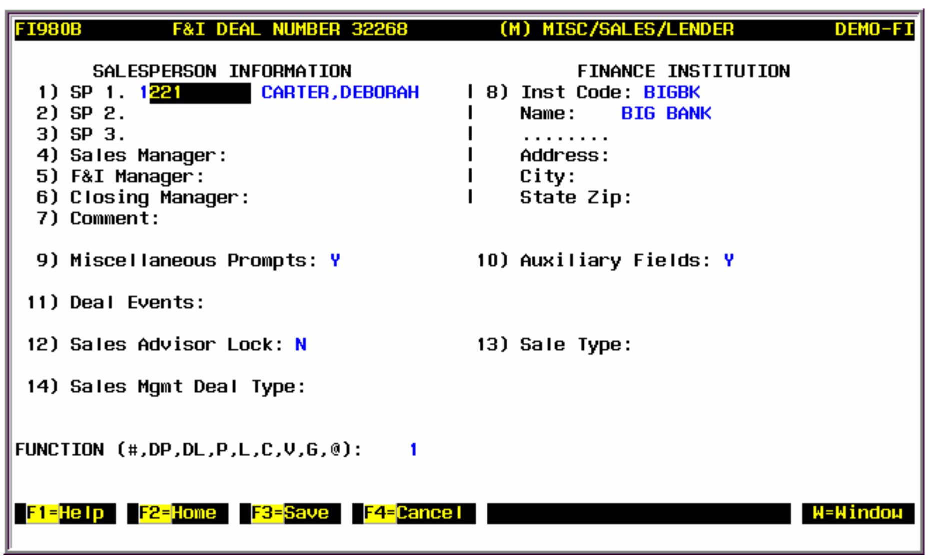

Figure 20. F&I Misc Screen (example data)

When in this screen:

- Move to the three SP fields or any of the Manager fields and enter or select a personnel number as usual. To update this field later, you must supply the Access password maintained in CFIC.

- The Inst Code field and its related name and address information are automatically protected from any modification in this screen, and no banks can be added here.

Reviewing Deals with Modified Finance Codes

The CFIC program provides a special feature for listing any deals that have had their original finance codes changed to different institutions.

To review modified deals:

1. Log on to your *name*-FI account and enter **CFIC** at the Function Code field.
2. Enter the current password for CFIC.
3. Select the **Deal Finance Source Changes** option.

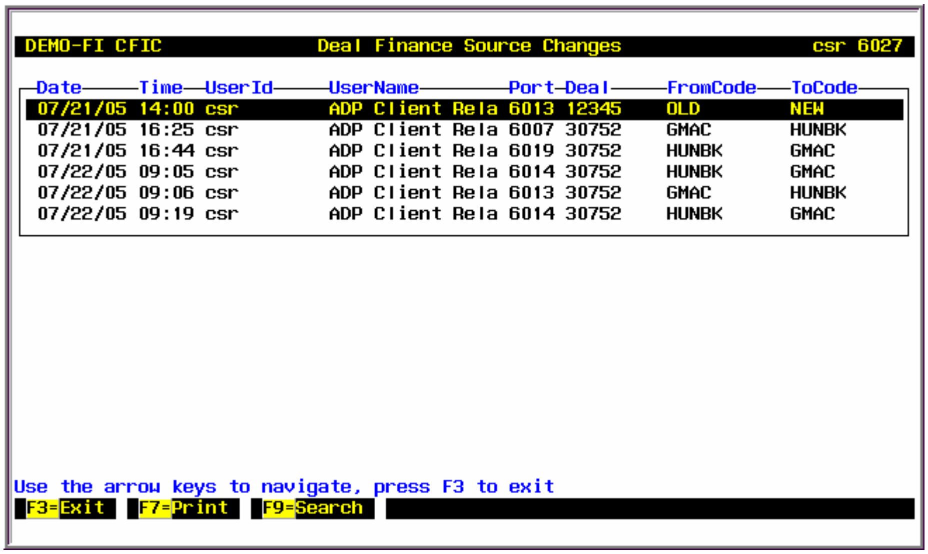

Figure 21. Deal Finance Source Changes Screen

The FromCode and ToCode columns show the original and the new financial institution codes for each deal in the listing. Use the F9=Search command key to find specific deal numbers, user IDs, or other information.

4. (Optional) Use the F7=Print command key to print the contents of the listing.
5. Press **F3=Exit**.

Viewing Application Logs

The CFIC program menu provides several reporting-log options that let you see lists of updates or access attempts made on privileged F&I data.

To view application logs:

1. On your *name*-FI account, enter function code **CFIC**
2. Enter the current application password.
3. At the Security Menu, select a log file option.
   - The **View Access Log** option shows user activity within CFIC on a selected date. After choosing this option, select a log file by date to proceed.
   - The **View Finance Institution Audit Log** option shows data updates for your list of banks and other lenders. After choosing this option, use the Log File table to select one or more bank sources/log dates that you want to view.

     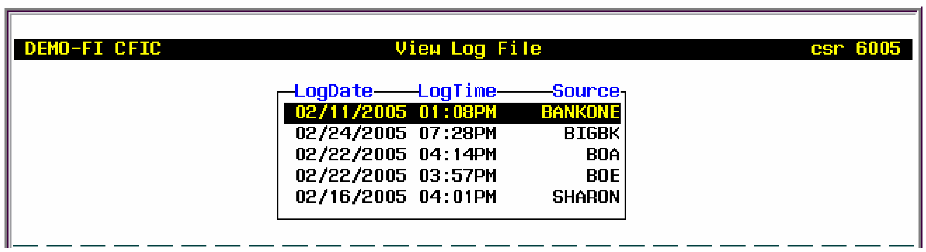

     Figure 22. Log File Selection List (Finance Institution Audit)

     Use the Up and Down arrow keys or the F9=Search command key to find the bank sources you want to view, and then press **Enter** to select them. To proceed, press **F3=Exit**.
   - The **View Misc Screen Access Log** option shows any updates or update attempts on one or all selected F&I deals, and the user performing the update. After choosing this option, use the Select Print Style dialog box to choose whether you want to print the access log for a single deal or for all deals. If you view a single deal, use the Recall command to select the deal number from your F&I records.

CFIC application log files are organized by the date of the recorded activity or the bank code.

Note. *The View Rename Exceptions Log option is described in the section titled* Using CLCI to Manage Financial Institutions *on page 8.*

The Act column indicates what action (*update, add,* and so on) was performed on the selected bank

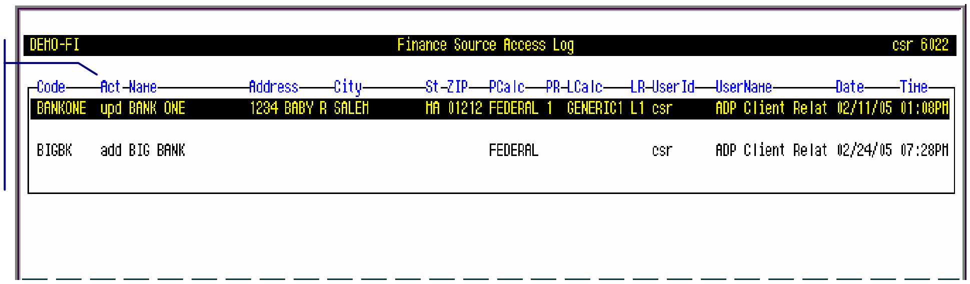

Figure 23. Log Viewer Window (example data)

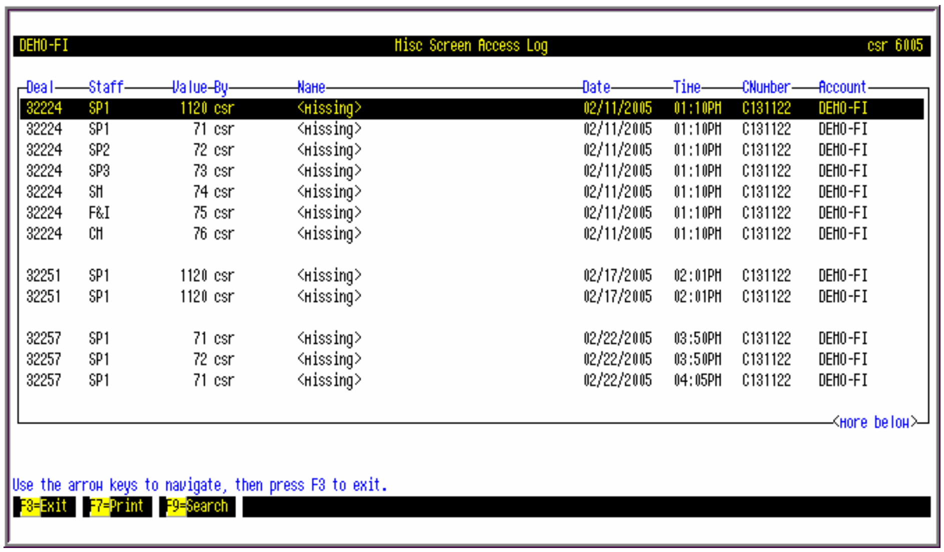

Figure 24. Misc Screen Access Log (example)

4. The Log viewer window displays data for the selected financial institution(s), and the activity tracked for each.
5. Press **F7** to print or **F3** to exit.

Technical Reference for CLCI and CFIC

This section provides information on two reports that appear on the Security Menu in CFIC.

Lender Code Import (data file layout)

The **Finance Institution Audit Log** reports any changes made to the list of banks in the F&I application. The data in this log is generated by the CLCI application. The layout for this log file is:

Filename: FIC-FINANCE-UPDATES

Item ID: Finance source code, e.g. CHASEM

For new codes, the file layout includes:

Attr. 1: Financial institution code

Attr. 2: C-number (ADP system ID number)

Attr. 3: F&I logon (*name*-FI)

Attr. 4: Update action (add, update, delete)

Attr. 5: Bank name

Attr. 6: Address

Attr. 7: City

Attr. 8: State

Attr. 9: ZIP code

Attr. 10: Purchase calculation method

Attr. 11: Purchase reserve method

Attr. 12: Lease calculation method

Attr. 13: Lease reserve method

Attr. 14: Updating user's system ID

Attr. 15: Updating user name

Attr. 16: Today's date (internal format)

Attr. 17: Update time (internal format)

For updated codes, the layout in attributes 4-17 includes a value mark (\ ) and the original value being updated.

Screen Access Log (data file layout)

The **Misc Screen Access Log** reports the activity (update attempts and changes) in F&I fields on the Misc screen that are secured by the CFIC application. The layout for this log file is:

Filename: CI-FIC-MISC

Item ID: F&I deal number

Attr. 1: Deal number

Attr. 2: C-number (ADP system ID number)

Attr. 3: F&I logon (*name*-FI)

Attr. 4: (reserved)

Attr. 5: Salesperson 1

Attr. 6: Salesperson 2

Attr. 7: Salesperson 3

Attr. 8: Salesperson 4 (Sales Manager)

Attr. 9: Salesperson 5 (F&I Manager)

Attr. 10: Salesperson 6 (Closing Manager)