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User Guide

Floor Plan Analysis

CFPA

Notes

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Notes

Introduction

The Floor Plan Analysis (CFPA) application provides a set of detailed reports comparing deals in your F&I application to your dealership's flooring plan schedule(s) and inventory accounts.

You can customize your CFPA setups to list deals with a specific status, such as those that have been sold but not yet paid off, or deals that have been assigned specific event codes.

CFPA supports multi-company Accounting configurations, so that you can define different CFPA setups for unique flooring plan account numbers under different GL companies.

Overview

This guide provides information for accessing the Floor Plan Analysis application, creating custom CFPA setups for your dealership's accounts and schedules, and generating analysis reports.

Floor Plan Analysis and ADP w.e.b.Suite

As noted in the section on *Accessing CFPA* on page 2, the CFPA 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 Floor Plan Analysis

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

The function code *CFPA* replaces any earlier code names used on your ADP system. CFPA also appears on the Car!nk (CI) menu on all updated ADP systems (in the Accounting 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 extensive online help.

Accessing CFPA

The CFPA 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 Floor Plan Analysis 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 CFPA application.

CFPA in Advanced Elite

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

1. Log on to your Accounting (*name-A*) application account.

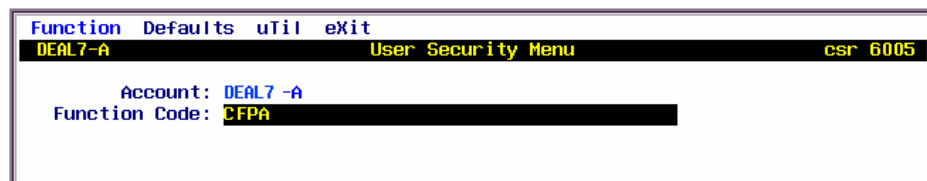


Figure 1. Application Account and CFPA Function Code

2. At the Function Code field, enter **CFPA**.

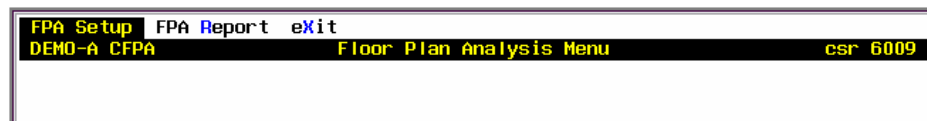


Figure 2. CFPA Menu

The Car!nk (CI) Menu

CFPA can also be reached through the CI menu on your Accounting application account.

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

1. Log on to your Accounting (*name-A*) application account.
2. At the Function Code field, enter **CI**.

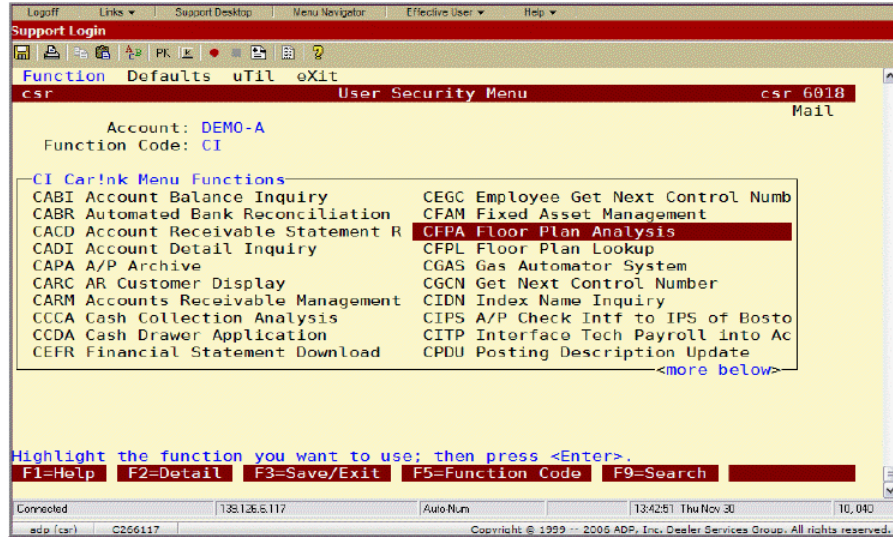


Figure 3. Car!nk (CI) Menu - Advanced Elite View

3. Choose CFPA from the menu.

CFPA in w.e.b.Suite

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

1. At the Welcome page, enter your user ID and password, and then click **Login**.
2. Open the Menu Navigator panel.

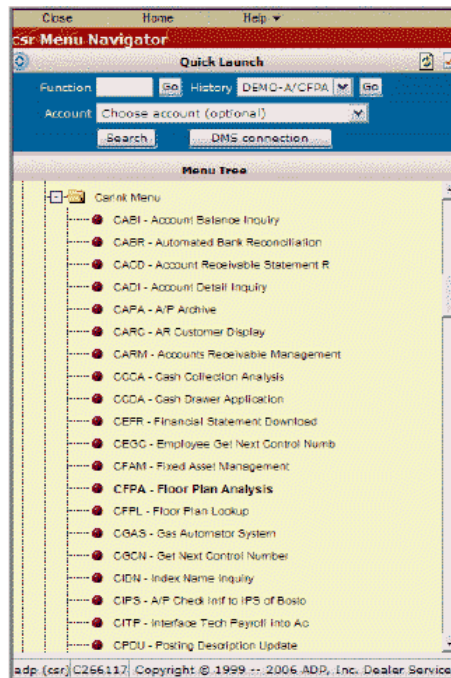


Figure 4. Menu Navigator

3. In the Function field, enter **CFPA**.

-OR-

In the Menu Tree, open the Accounting (*name-A*) application group, then open the Car!nk Menu, and then select **CFPA-Floor Plan Analysis**.

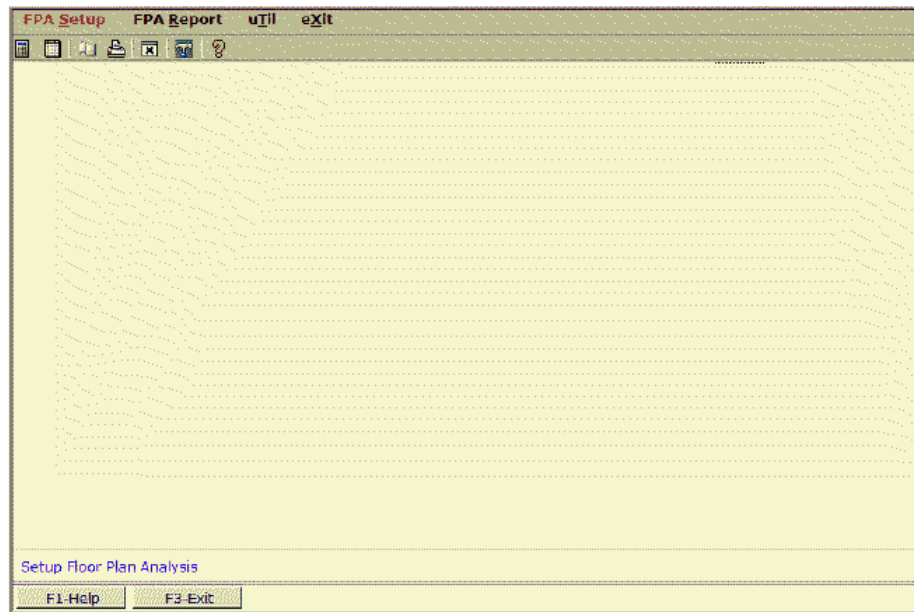


Figure 5. CFPA Screen - w.e.b.Suite Interface

Floor Plan Analysis Menu

At the CFPA screen, choose the option for the task you want to perform.

- To create a CFPA setup for your flooring plan and inventory accounts, see *Defining Floor Plan Analysis Setups* on page 5.
- To generate a report from one or more of your CFPA setups, see *Floor Plan Analysis Reports* on page 14.

Defining Floor Plan Analysis Setups

The FPA_Setup option on the CFPA menu allows you to create individual reports that are customized for your chart of accounts and your F&I logons.

Creating a New CFPA Setup

To create a new Floor Plan Analysis setup:

1. From the initial CFPA screen, choose the **FPA_Setup** menu option.

```

CORE-A CFPA          Floor Plan Analysis Setup          csr 6044
-----
Company Number.....: ██████████
Report Code.....:
-----
Report Desc.....:
F&I Logon.....:

Floor Plan Accounts:
Floor Plan Min Bal.:
Inventory Min Bal.:

Length of Vehid.....: 8
-----
Payoff Sheet Options

F&I Status/Event...:STATUS
F&I Codes.....:
Include accounting only items: Y

Enter a company number or press F12 for a list of available companies.
F1=Help  F3=Exit  F12=List
  
```

Figure 6. Floor Plan Analysis Setup Screen

2. At the Company Number field, enter a valid GL company number.

-OR-

Press **F12=List** to select a company from the group defined on your ADP system.

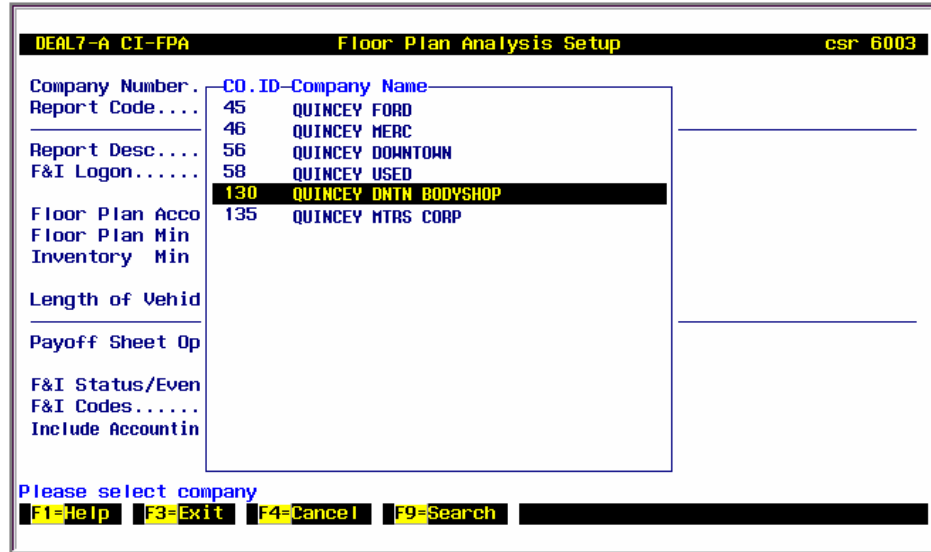


Figure 7. Company Selection List

Use the arrow keys or the F9=Search command key to find the company you want, and then press **Enter** to select it.

3. At the Report Code field, enter a new, unique code for the CFPA setup you are creating.
4. At the Report Desc field, enter a brief description for this report code.
5. At the F&I Logon field, enter the name of the F&I application account (*name-FI*) from which you want to select deal data for this CFPA report, or use the F12=List command key to select one from the F&I accounts defined on your system.
6. At the Floor Plan Accounts field, press **F2=Detail**.

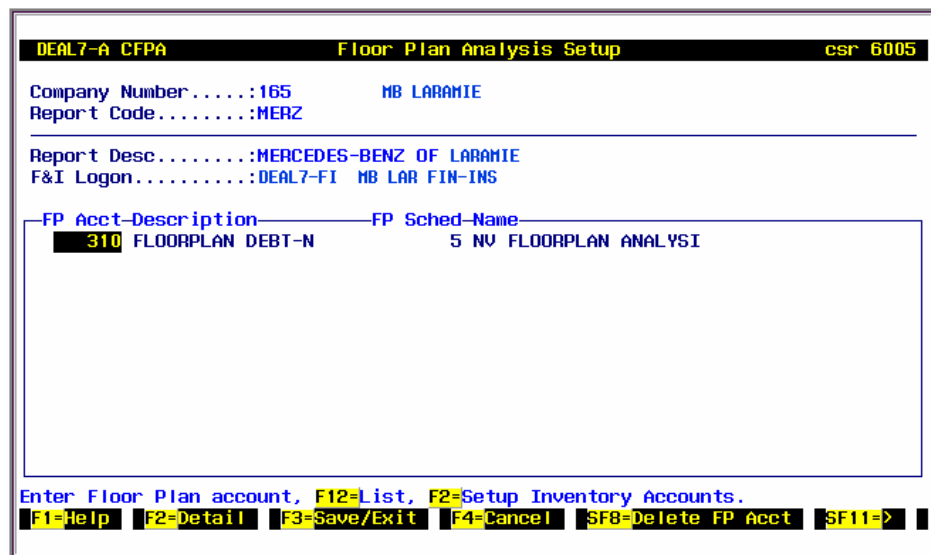


Figure 8. Floor Plan Accounts Detail Window

To add floor plan accounts to the CFPA setup:

- a. At the FP Acct column, enter an account number you use for vehicle flooring balances.

-OR-

Press **F12=List** to select an account number from the chart of accounts (type L, liability) on your system.

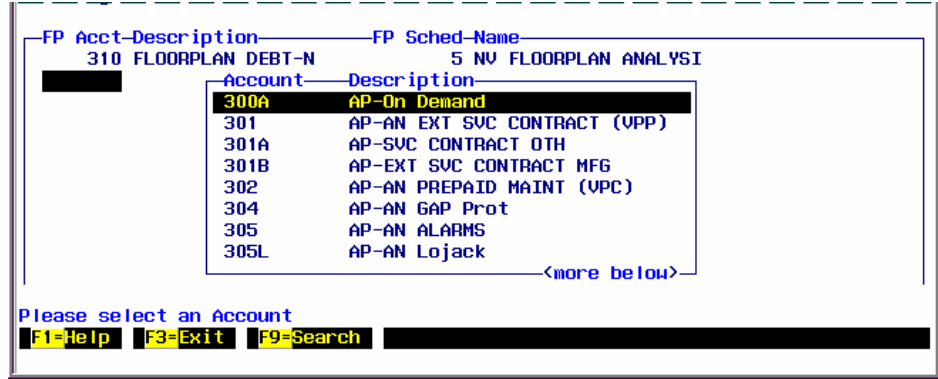


Figure 9. Flooring Account Selection List

Use the arrow keys or the F9=Search command key to find the account number you want to use, and then press **Enter** to select it.

- b. The program displays the description of the selected flooring account.

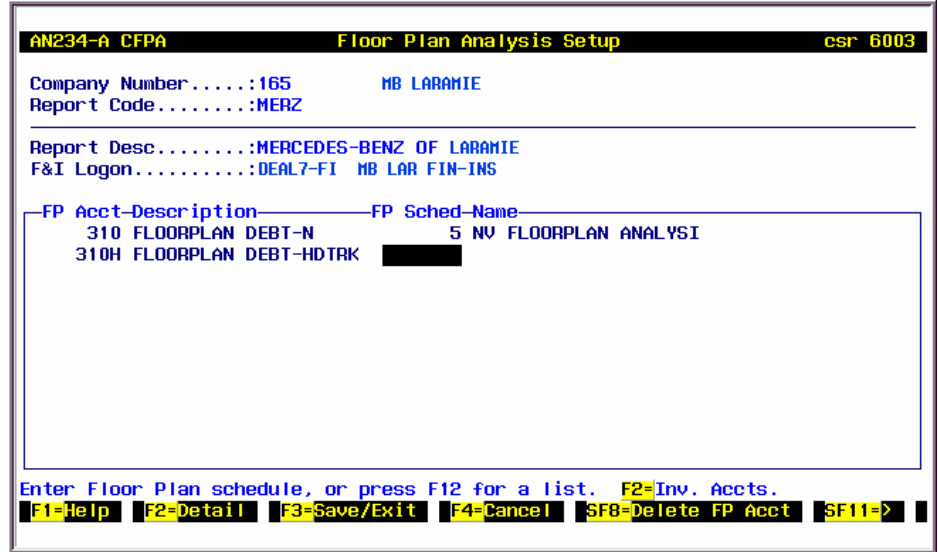


Figure 10. Floor Plan Accounts Detail Window (example data)

- c. At the FP Sched column, enter the number for the General Ledger schedule for this flooring plan account.

-OR-

Press **F12=List** to select from the schedules that are associated with the flooring plan account number.

The screenshot shows a terminal window titled "AN234-A CFPA Floor Plan Analysis Setup csr 6003". It displays the following information:

```

Company Number.....:165      MB LARAMIE
Report Code.....:MERZ

Report Desc.....:MERCEDES-BENZ OF LARAMIE
F&I Logon.....:DEAL7-FI  MB LAR FIN-INS

FP Acct-Description-----FP Sched-Name
310 FLOORPLAN DEBT-N          5 NV FLOORPLAN ANALYSI
310H FLOORP-----Schedule-Description
                          35 Svc Loaner Inv (249, 249R)
    
```

The 'Schedule Selection List' is highlighted with a box around the row containing '35 Svc Loaner Inv (249, 249R)'.

Figure 11. Schedule Selection List

Use the arrow keys or the **F9=Search** command key to find the schedule you want, and then press **Enter** to select it.

- d. Repeat these steps to add more flooring plan accounts and schedules to your CFPA setup, as needed.

To modify a row in the table, move to the appropriate column and enter the new account number or schedule number (or select them with the **F12** command key).

To remove a flooring plan account from the table, move to that row and then press **Shift-F8=Delete FP Acct**.

- e. Proceed to the next step to add inventory accounts, or, press **F3=Save/Exit** to return to the main setup screen.
7. At the Floor Plan Accounts detail window, use the Up and Down arrow keys to move to the row for the account for which you want to set up inventory accounts. Each flooring account in the table can have one or more associated inventory accounts.

To add inventory accounts:

- a. Press **F2=Detail** to open the Inventory Accounts detail window.

```

AN234-A CFPA          Floor Plan Analysis Setup          csr 6003
Company Number.....:165          MB LARAMIE
Report Code.....:MERZ

Report Desc.....:MERCEDES-BENZ OF LARAMIE
F&I Logon.....:DEAL7-FI  MB LAR FIN-INS

FP Acct Description          FP Sched Name
310 FLOORPLAN DEBT-N          5 NV FLOORPLAN ANALYSI

Inv Acct-Description
  231 Inventory New Cars

Enter Inventory account, F12=List.
F1=Help  F2=CIT Account Entry  F3=Save/Exit  F4=Cancel  Shift11=>
    
```

Figure 12. Inventory Accounts Detail Window

- b. At the Inv Acct column, enter an inventory account number.

-OR-

Press **F12=List** to select one from the chart of accounts (type L, liability) on your system.

```

AN234-A CFPA          Floor Plan Analysis Setup          csr 6003
Company Number.....:165          MB LARAMIE
Report Code.....:MERZ

Report Desc.....:MERCEDES-BENZ OF LARAMIE
F&I Logon.....:DEAL7-FI  MB LAR FIN-INS

FP Acct Description          FP Sched Name
310 FLOORPLAN DEBT-N          5 NV FLOORPLAN ANALYSI

Inv Acct-Description
  231 Inven Account-Description
    230 DEMONSTRATORS
    230R DEMONSTRATORS RESERVE
    231 Inventory New Cars
    237 Inventory New Trucks
    240 Inventory Used Car-Franchise
    240A Inventory Used Car-Other
    <more below>

Please select an Account
F1=Help  F3=Exit
    
```

Figure 13. Inventory Account Selection List

Use the arrow keys to find the account you want, and then press **Enter**.

- c. Repeat these steps to add more inventory accounts, as needed.

To change an inventory account in the window, move to that row and enter the new account number, or use F12 to select it from the list.

To remove an inventory account from the window, move to that row and then press **Shift-F8=Del Inv Acct**.

- d. To enter the Contracts In Transit account number associated with an inventory account, move to the inventory account row, and then press **F2=CIT Account Entry**.

The program displays the CIT entry window.

Figure 14. Contracts In Transit Account Entry Window

At the CIT Acct column, enter a contracts-in-transit account number, **or** use the F12=List command key to select a CIT account from the chart on your system.

At the CIT Jrnl column, enter the number for the GL journal for contracts in transit, **or** use the F12=List command key to select a journal.

Press **F3=Save/Exit** to return to the Inventory Accounts entry window.

- e. When you are done adding or updating inventory and contracts-in-transit accounts, press **F3=Save/Exit** to return to the flooring plan account detail window.
 - f. Press **F3** again to return to the main Floor Plan Analysis Setup screen.
8. At the Floor Plan Min Bal and Inventory Min Bal fields, enter the values for the minimum balance for posting entries in the flooring account(s), and inventory account(s), respectively, needed to select the entry for inclusion on the reports generated by CFPA. The value you enter assumes two decimal places.

Note that you may want a negative value (credit) in these fields.

Note. Entering values in the two Minimum Balance fields is not required. The CFPA report does not show vehicles that do not meet the values entered here. For example, if you enter any positive value here (or a value of \$0.00), the CFPA report does not show vehicles that have a credit balance. Leave the fields blank if you do not want to omit any vehicles from the report.

- 9. At the Length of Vehid field, enter a value for the number of characters in each vehicle's VIN number you want to display on the Floor Plan Analysis reports. The default setting is 8 alphanumeric characters, but the field can be set to display up to 17 characters.
- 10. Use the fields in the Payoff Sheet Options section to define the contents of the Payoff Sheet report type in the FPA_Report option of the Floor Plan Analysis application.

For each CFPA setup you define, the Payoff Sheet option can be used to list only the F&I deals that match a specific set of status codes, or a specific set of event codes.

11. At the first field in the Payoff Sheet Options section, press the **spacebar** to toggle between *Status* and *Event*.
12. At the F&I Codes field, press **F12=List** to open the list of available status codes or event codes.

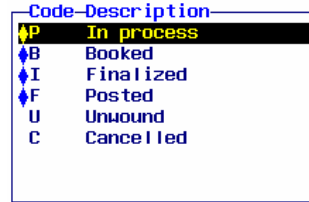


Figure 15. F&I Status Codes List

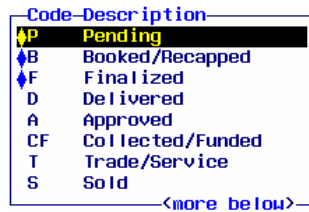


Figure 16. F&I Event Codes List

Event codes can include both ADP standard status codes and dealership-defined event codes.

***Note.** Selecting code P in the Codes field (Status code = In Process and Event code = Pending) may, in some cases, cause the FPA_Report option to include vehicle stock units that appear in multiple deals with different status codes. For example, if a particular stock number is entered in both a deal with an In Process status code and a deal with a Booked status code, the deal in process may appear on the CFPA report, rather than the booked deal.*

Use the arrow keys and the PageUp and PageDown keys to find the code(s) you want to include on the Payoff Sheet report, and press **Enter** to flag each one.

13. When you have selected the codes you want, press **F3=Exit**.
14. At the Include Accounting Only Items field, use the spacebar to switch between values of *Y* for Yes or *N* for No. Choose Yes if you want reports generated from this CFPA setup to include GL entries that do not have a deal record (such as wholesale or dealer trade entries).
15. At the main Floor Plan Analysis Setup screen, press **F3=Save/Exit**, and then choose the **Save changes** option.

Modifying an Existing CFPA Setup

To update a CFPA setup that has already been defined:

1. From the initial CFPA screen, choose the **FPA_Setup** menu option.
2. Enter the company number where the report is defined, or use the F12=List command key to select the company from a list.
3. At the Report Code field, enter the code for the setup you want to modify.

-OR-

Press **F12=List** to select the code from the list of defined CFPA setups.

CO.ID-RPT.CODE	DESCRIPTION
165 MERZ	MERCEDES BENZ OF LARAMIE
165 HDTK	HEAVY DUTY TRUCK ACCOUNTS
165 USED	USED VEHICLE FLOORING

Choose an FPA Control Setup and press <ENTER>

F1=Help F3=Exit F9=Search

Figure 17. Floor Plan Analysis Report Code Selection Window

Use the arrow keys or the F9=Search command key to find the CFPA setup you want, and then press **Enter** to select it.

4. Edit the report description as appropriate.
5. Enter or select a different F&I application account (*name-FI*), if needed.
6. To add, modify, or delete flooring plan accounts for this setup, see the instructions in step 6 in *Creating a New CFPA Setup* starting on page 5.
7. To modify the inventory account(s) or contracts-in-transit account(s) for the flooring plan accounts, continue on to step 7 in *Creating a New CFPA Setup*.
8. Enter a new value (with two decimal places assumed) for the Floor Plan minimum balance and the Inventory minimum balance.
9. At the Length of Vehid field, enter a new value for the number of VIN characters you want to display on the CFPA reports.
10. At the F&I Status/Event field, press the **spacebar** to toggle between the two options.
11. At the F&I Codes field, use the F12=List command key to open the list of status codes or event codes. Press **Enter** to select the codes you want to use in the Payoff Sheet report, and then press **F3**.

Note. Selecting code P in the Codes field (Status code = In Process and Event code = Pending) may, in some cases, cause the FPA_Report option to include vehicle stock units that appear in multiple deals with different status codes. For example, if a particular stock number is entered in both a deal with an In Process status code and a deal with a Booked status code, the deal in process may appear on the CFPA report, rather than the booked deal.

12. At the Include Accounting Only Items field, use the spacebar to switch between values of *Y* for Yes or *N* for No. Choose Yes if you want reports generated from this CFPA setup to include GL entries that do not have a deal record (such as wholesale or dealer trade entries).
13. At the main CFPA Setup screen, press **F3=Save/Exit**, and then choose the **Save changes** option.

Deleting a CFPA Setup

To remove a CFPA setup from the available list on your system:

1. From the initial CFPA screen, choose the **FPA_Setup** menu option.
2. Enter the company number where the setup you want to remove has been saved, or use the F12=List command key to select the company from a list.
3. At the Report Code field, enter the code for the setup you want to remove, or select it from the defined CFPA setups using the F12=List command key.
4. The program displays the settings for the selected Floor Plan Analysis setup. Press **Shift-F8** to delete it.
5. At the prompt to proceed, enter **Y**.
6. Press **F3** to clear the confirmation message, and then press **F3** again to return to the CFPA menu.

Floor Plan Analysis Reports

The FPA_Report option on the CFPA menu produces three distinct reports based on the setups defined in your Floor Plan Analysis application.

The three report types contain the same kinds of data but are different in scope:

- **Payoff Sheet** lists the F&I deals on your system that match the status codes or event codes you have selected in the report codes for the current CFPA report.
- **Audit Report** lists all the current F&I deals on your system that are tracked in the flooring plan accounts for the current CFPA report.
- **Individual Vehicle** lists the deal details for a specified stock number.

To generate a CFPA report:

1. From the initial CFPA screen, choose the **FPA_Report** menu option.

Figure 18. Floor Plan Analysis Report Screen

2. At the Company Number field, enter the company number where the CFPA report you want is defined, or use the F12=List command key to select one or more company numbers from the companies on your system.
3. At the Report Code field, enter the code defined for the CFPA setup you want, or use the F12=List command key to select it from those defined for the selected company.

Note. This field is only active if you are running reports for a single company. If you select more than one company number in the previous field, you must run all report codes defined for those companies.

4. At the Report Type field, enter **P** for Payoff Sheet, **A** for Audit Report, or **I** for Individual Vehicle.

You can also press **F1** to choose a report type from the selection list.

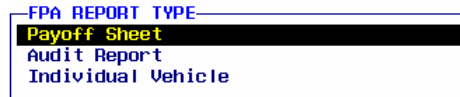


Figure 19. Report Type Selection List

5. (Individual Vehicle type only) At the Stock field, enter the stock number for the vehicle you want to display or print.
6. At the Sort Option field, press **F1=Help** to open the selection list of report sorting options. Use the arrow keys to select the sort option you want, and then press **Enter** to continue.

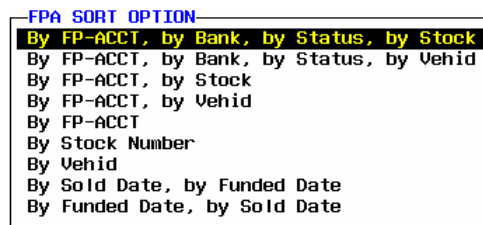


Figure 20. Sort Option Selection List

You can also enter a numeric value (1–9) corresponding to the sort option you want to use.

7. At the Output To field, enter **S** for Screen or **P** for Printer.
8. At the Break By field, press **F1=Help** to open the selection list of options for grouping the report contents by date (choose from breaking the report by sold date, breaking by funded date, or not breaking the report into groups).

Use the arrow keys to select the break option you want, and then press **Enter** to continue.

-OR-

Enter a numeric value (1–3) corresponding to the break option you want to use.

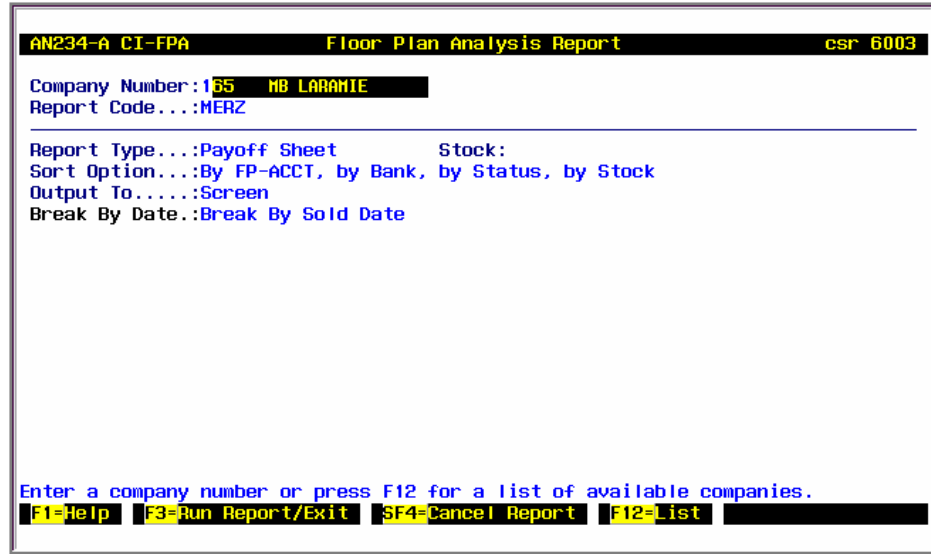


Figure 21. CFPA Report Screen (example selections)

9. Press **F3=Run Report/Exit**.

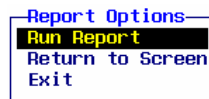


Figure 22. Run/Exit Options

10. Select the **Run Report** option. The program displays or prints the CFPA data. For screen reports, press **Enter** to page through each screen of data until you return to the CFPA menu.

Floor Plan Analysis Report Examples

The Payoff Sheet report lists only F&I deals that match the status codes (or event codes) selected to appear on this FPA report

Floor-Plan Payoff Sheet for Company 523 ADP TRUCK
TESTHIS
RUN ON 15:04:11 11 APR 2007
PAGE 1

FP... STOCK#.....	YR MODEL.	CUST #.....	F&I... BANK NAME.	ST FI-DATE	..SOLD. CONT...	SOLD INVENTORY...	FLOOR-PLAN..
ACCT /VEHID	/NAME	DEAL#	..DATE. FUNDED	AGE	BALANCE	BALANCE	
31000 1	99 CONU			F	01APR07	10 -202,676.00	161,850.00
1FH89362HB98668							
31000 111	98 CONU	100		P	18MAR07	24 75,533.00	-75,468.00
1FDH470P7PHA12666 RED FOX TRUCKIN							
31000 222	99 FCONU	449		P	24MAR07	18 73,200.00	-73,000.00
1FUYDZY80PP409832 VANCOUVER GROCE							
31000 1003	01 RD688S			P	16MAR07	26 78,083.41	-83,201.41
1H2P267Y31H056110							
						24,140.41	-69,819.41

Press Control-X to terminate report display

Figure 23. Payoff Sheet

The CONT FUNDED column displays the date the deal was funded (from the Accounting transaction)

Floor-Plan Audit Report for Company 523 ADP TRUCK
TESTHIS
RUN ON 15:56:10 11 APR 2007
PAGE 7

FP... STOCK#.....	YR MODEL.	CUST #.....	F&I... BANK NAME.	ST FI-DATE	..SOLD. CONT...	SOLD INVENTORY...	FLOOR-PLAN..
ACCT /VEHID	/NAME	DEAL#	..DATE. FUNDED	AGE	BALANCE	BALANCE	
31000 111	98 CONU	100	479 ASSOC	C	17JUL00 18MAR07	24 75,533.00	-75,468.00
1FDH470P7PHA12666 RED FOX TRUCKIN							
31000 1000	01 CH613		546 ASSOC	C	08NOV01	71,599.75	-75,997.75
1H2AA13V61H133302							
31000 1010	01 RD688S		560 ASSOC	C	26FEB02	62,800.15	-67,810.65
1H2P267Y71H057776							
31000 1051	01 UNL64T		551 ASSOC	C	05DEC01	86,598.00	-87,098.00
4U4ND16H4V251862							
31000 1	99 CONU		495 ASSOC	P	30AUG00 01APR07	10 -202,676.00	161,850.00
1FH89362HB98668							
31000 222	99 FCONU	449	474 ASSOC	P	13FEB02 24MAR07	18 73,200.00	-73,000.00
1FUYDZY80PP409832 VANCOUVER GROCE							
31000 1001	01 RD688S		1001 ASSOC	P	31OCT89	76,811.51	-126,992.51
1H2P267C61H055215							
31000 1003	01 RD688S		12 ASSOC	P	16MAY01 16MAR07	26 78,083.41	-83,201.41

Press Control-X to terminate report display

Figure 24. Audit Report

Floor-Plan Individual Vehicle for Company 523 ADP TRUCK
TESTHIS
RUN ON 16:00:02 11 APR 2007
PAGE 1

FP... STOCK#.....	YR MODEL.	CUST #.....	F&I... BANK NAME.	ST FI-DATE	..SOLD. CONT...	SOLD INVENTORY...	FLOOR-PLAN..
ACCT /VEHID	/NAME	DEAL#	..DATE. FUNDED	AGE	BALANCE	BALANCE	
31000 1041	01 9100		549 ASSOC	P	20NOV01	66,910.38	-71,920.88
2HSCBAHR11C089021							
						66,910.38	-71,920.88

Figure 25. Individual Vehicle

