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## **User Guide**

# **Accounting vs. Sales Gross Profit**

CI-AVS/CI-JED

## Notes

# Table of Contents

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<b>Introduction .....</b>	<b>1</b>
Overview .....	1
Navigation .....	1
<b>Accessing the Accounting vs. Sales Gross Profit Functions .....</b>	<b>2</b>
<b>Setting Up the CI-AVS and CI-JED Reports .....</b>	<b>3</b>
Setting Up Accounts.....	3
Printing a Company Setup .....	6
Deleting a Company Setup .....	7
Selecting Gross Profit F&I Fields .....	8
Printing the Gross Profit Setups .....	10
Deleting the Gross Profit Setups .....	10
Selecting a Posting Reference Value .....	10
<b>Generating the Sales/Accounting Exceptions Report .....</b>	<b>12</b>
Sales/Accounting Exceptions Entry Detail .....	14
<b>Generating the Accounting Posted Deals Report .....</b>	<b>15</b>
Accounting Posted Deals Entry Detail .....	15

## Notes

# Introduction

The Accounting vs. Sales Gross Profit (CI-AVS/CI-JED) application provides two customizable reports for comparing the gross profit figures tracked in the F&I and the Accounting applications — for any deal entered in your ADP system.

CI-AVS produces a report of exceptions (variances) between the F&I account balances and the Accounting balances for deals entered on your system. CI-JED produces a listing of F&I vehicle deals that have been posted to Accounting, with data broken out by F&I income grouping.

## Overview

This guide provides information for accessing, setting up, and using the features of the Accounting vs. Sales Gross Profit application.

## 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 the Accounting vs. Sales Gross Profit Functions

The CI-AVS and CI-JED report functions run on your F&I application account (*name-FI*).

To access the functions from the User Security Menu:

1. Log on to your F&I account.
2. At the Function Code field, enter the code that corresponds to the report you want.

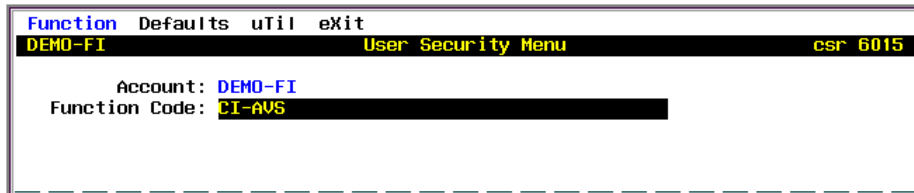


Figure 1. Application Account and CI-AVS Function Code

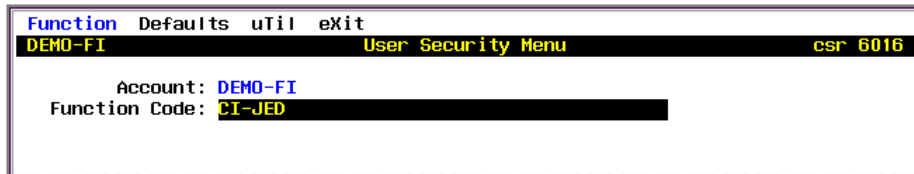


Figure 2. Application Account and CI-JED Function Code

The sections in this Guide describe each major function of the application:

- To define the accounts and F&I fields used in the application reports, see *Setting Up the CI-AVS and CI-JED Reports* on page 3.
- To use CI-AVS, see *Generating the Sales/Accounting Exceptions Report* on page 12.
- To use CI-JED, see *Generating the Accounting Posted Deals Report* on page 15.

## Setting Up the CI-AVS and CI-JED Reports

Use the CI-AVS-SETUP routine to define the account numbers and F&I data fields that are compared and reported in the Sales/Accounting Exceptions and the Accounting Posted Deals reports.

The CI-AVS and CI-JED programs use the setups defined here to generate reports of deal activity in your F&I and Accounting systems.

To access the setups function for the Accounting vs. Sales Gross Profit application:

1. Log on to your F&I account.

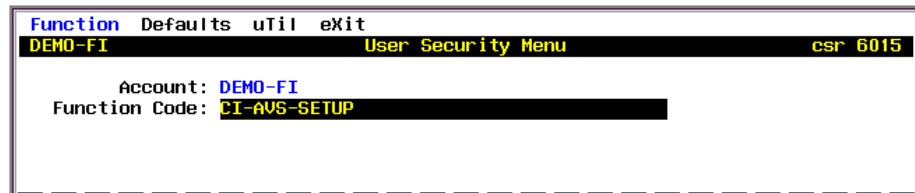


Figure 3. Application Account and CI-AVS-SETUP Function Code

2. At the Function Code field, enter **CI-AVS-SETUP**.

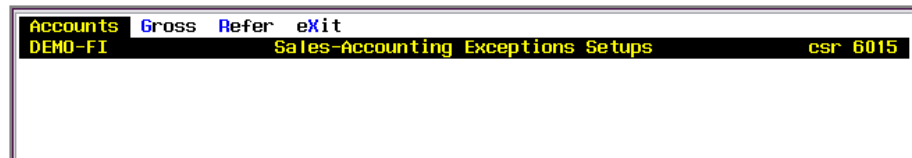


Figure 4. Sales/Accounting Exceptions Setups Menu

At the setups menu, choose the option for the setup you want to review or complete.

## Setting Up Accounts

Use the Accounts option on the CI-AVS-SETUP menu to select the general ledger accounts you want to include in the CI-AVS and CI-JED reports.

The account selections managed by this command are automatically organized into a series of screens categorized by account type. Work through each screen in order, making the appropriate selections for your company chart of accounts.

To define accounts used by CI-AVS and CI-JED:

1. Select **Accounts** from the setups menu.

Figure 5. Company Number Dialog Box

2. Enter the company number whose chart of accounts you want to use.

Figure 6. Accounts Setup - Menu Options

3. At the Accounts setup menu, select **Edit**.

SaleAccountNumber	Description
40000	SLS NEW VEHICLE
4008	LEASE SALE
40100	SLS N/CAR LUMINA
40200	SLS N/CAR RETAIL
40300	SLS N/CAR BERETTA
40400	SLS N/CAR CORSICA
40500	SLS N/CAR CAMARO
40600	SLS N/CAR CAVALIER
40700	SLS N/CAR CORVETTE
40800	SLS N/CAR GEO PRIZM
40900	SLS N/CAR GEO STORM
41000	SLS N/CAR GEO METRO
41100	SLS OTH GM-CADILLAC
41200	SLS OTH GM-PONTIAC
41300	SLS OTH GM-OLDS
41400	SLS OTH GM-BUICK

Use the arrow keys to highlight your selection then press Enter

F3=Exit F4=Cancel F9=Search

Figure 7. Sale Account Selection Window

In the first category screen (sale accounts), the program automatically tags GL accounts with subtype VS (vehicle sale).

4. Each account type category (sale, cost, income, and so on) appears in its own selection window as you edit the setup.

To choose an account, use the Up and Down arrow keys or the F9=Search command key to find the row and then press **Enter** to select the number. To select all accounts displayed in a category screen, press the asterisk key ( \* ).

5. After selecting the accounts you want for the displayed category, press **F3=Exit** to continue.

CostAccountNumber	Description
60000	C/S NEW VEHICLE
6008	LEASE -COST OF SALE
60100	C/S N/C LUMINA
60200	C/S N/C RETAIL
60300	C/S N/C BERETTA
60400	C/S N/C CORSICA
60500	C/S N/C CAMARO
60600	C/S N/C CAVALIER
60700	C/S N/C CORVETTE

Figure 8. Cost Account Selection Window

6. Repeat the selection process (as described in steps 4-5) for cost accounts. In this second screen the program automatically tags cost accounts chained to the VS subtype sale accounts.
7. Repeat steps 4-5 for income accounts.

SaleJournalNumber	Description
10	NEW VEHICLE SALES
11	NEW VEH OUT-OF-STATE
12	DEALER TRADES
13	TSD SALES JOURNAL
20	USED VEHICLE SALES
21	USE VEH OUT-OF-STATE
22	WHOLESALE VEH SALES
23	LEASE EXPENSE
24	LEASE BILLING
30	SERVICE SALES CASH
31	SERVICE SALES CHG
32	PARTS SALES CASH
33	PARTS SALES CHG
34	PARTS INTERNAL SALES
35	WARRANTY SALES
36	SERVICE INTERNAL SALES

<more below>

Use the arrow keys to highlight your selection then press Enter

F3=Exit F4=Cancel F9=Search

Figure 9. Sales Journal Selection Window

8. Repeat steps 4-5 for sales journals.
9. Repeat steps 4-5 for:
  - a. Front end gross accounts
  - b. Finance reserve accounts
  - c. Warranty accounts
  - d. Credit Life / Accident and Health Insurance accounts
  - e. Insurance accounts
  - f. Gap insurance accounts, and
  - g. After-market product sales accounts.
10. The program automatically displays all your account and journal number selections in a review screen.

Setup	Value	Description
SaleAccount	40000	SLS NEW VEHICLE
SaleAccount	4008	LEASE SALE
SaleAccount	40100	SLS N/CAR LUMINA
SaleAccount	40200	SLS N/CAR RETAIL
SaleAccount	40300	SLS N/CAR BERETTA
SaleAccount	40400	SLS N/CAR CORSICA
SaleAccount	40500	SLS N/CAR CAMARO
SaleAccount	40600	SLS N/CAR CAVALIER
SaleAccount	40700	SLS N/CAR CORVETTE
SaleAccount	40800	SLS N/CAR GEO PRIZM
SaleAccount	40900	SLS N/CAR GEO STORM
SaleAccount	41000	SLS N/CAR GEO METRO
SaleAccount	41100	SLS OTH GM-CADILLAC
SaleAccount	41200	SLS OTH GM-PONTIAC
SaleAccount	41300	SLS OTH GM-OLDS
SaleAccount	41400	SLS OTH GM-BUICK

<more below>

Use the arrow keys to navigate, press F3 to exit

F3=Exit F7=Print F9=Search

**Figure 10. Sales vs. Accounting Exceptions Setups Review**

Use the PageUp and PageDn keys to review the selections you have made.

To print the listing, use the F7=Print command key.

- When you are done reviewing the setup listing, press **F3=Exit**.

Save/Exit Options
Save this setup
Do not save this setup

**Figure 11. Save/Exit Options Dialog Box**

- Choose the **Save this setup** option, and then press **Enter**.

## Printing a Company Setup

To print the Accounts setup for a selected company:

- At the Sales/Accounting Exceptions Setups menu, choose **Accounts**.
- Enter the company number.
- Select the **Print** menu command. The program displays the current account type categories set up for the selected company.

Setup	Value	Description
CostAccount	65501	C/S MRP USED/HONDA
CostAccount	65511	C/S 4SEASON USED/HONDA
IncomeAccount	1303	RADIO GP
IncomeAccount	1304	CRUISE GP
IncomeAccount	1305	ETCHING GP
IncomeAccount	1306	INTERIOR GP
IncomeAccount	80501	INCENTIVES EARNED N/CHEV
IncomeAccount	80511	INCENTIVES EARNED N/HONDA
IncomeAccount	80601	FINANCE INCOME N/CHEV
IncomeAccount	80611	FINANCE INCOME N/HONDA
IncomeAccount	80700	INS COMM EARNED
IncomeAccount	80800	FINANCE INCOME U/CHEV
IncomeAccount	80811	FINANCE INCOME U/HONDA
IncomeAccount	90500	OTHER MISC INCOME
SaleJournal	10	NEW VEHICLE SALES
SaleJournal	11	NEW VEH OUT-OF-STATE

Use the arrow keys to navigate, press F3 to exit

F3=Exit F7=Print F9=Search

Figure 12. Accounts Setup Print Preview

4. Press **F7=Print**, and then follow the usual ADP system printing procedure.

### Deleting a Company Setup

To clear **all** account selections set up for a specific company:

1. At the Sales/Accounting Exceptions Setups menu, choose **Accounts**.
2. Enter the company number.
3. Select the **Delete** menu command.

Setup	Value	Description
SaleAccount	40000	SLS NEW VEHICLE
SaleAccount	4008	LEASE SALE
SaleAccount	40100	SLS N/CAR LUMINA
SaleAccount	40200	SLS N/CAR RETAIL
SaleAccount	40300	SLS N/CAR BERETTA
SaleAccount	40400	SLS N/CAR CORSICA
SaleAccount	40500	SLS N/CAR CAMARO
SaleAccount	40600	SLS N/CAR CAVALIER
SaleAccount	40700	SLS N/CAR CORVETTE
SaleAccount	40800	SLS N/CAR GEO PRIZM
SaleAccount	40900	SLS N/CAR GEO STORM
SaleAccount		R GEO METRO
SaleAccount		GM-CADILLAC
SaleAccount		GM-PONTIAC
SaleAccount		GM-OLDS
SaleAccount	41400	SLS OTH GM-BUICK

Save/Exit Options

Do not delete

Delete company 1 setups

Use the arrow keys to highlight your selection and press Enter.

F3=Exit

Figure 13. Accounts Setup Delete Command Confirmation

4. At the Save/Exit Options dialog box, choose the **Delete** command.

## Selecting Gross Profit F&I Fields

Use the Gross option on the CI-AVS-SETUP menu to select the Finance & Insurance fields that you want to include in the CI-AVS and CI-JED reports.

The field selections managed by this command are automatically organized into a series of screens grouped by field type. Work through each screen in order.

To select the F&I fields:

1. Select **Gross** from the setups menu.

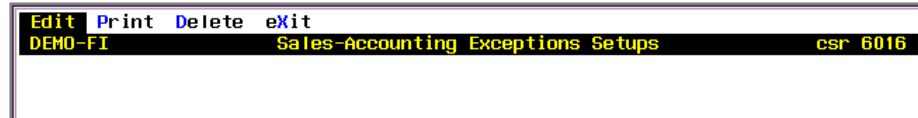


Figure 14. Gross Profit Fields Setup - Menu Options

2. At the setup menu, select **Edit**.

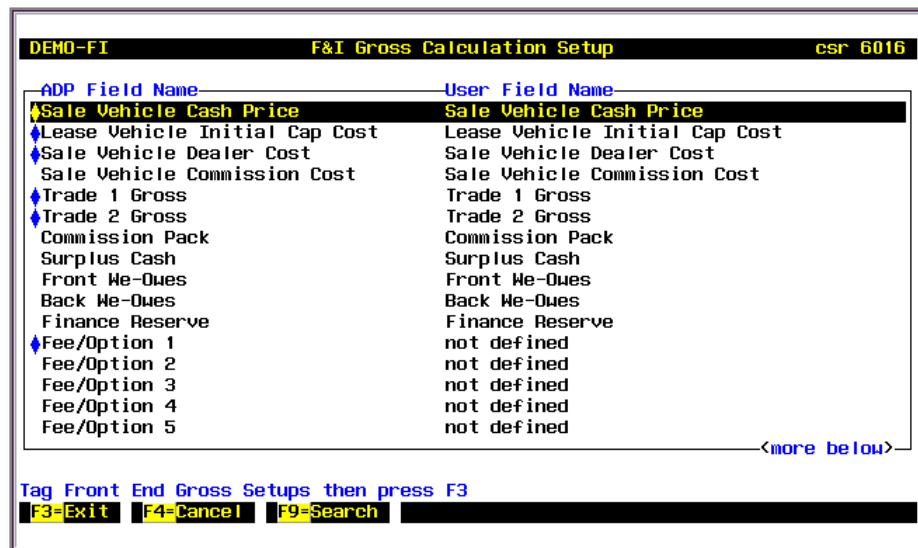


Figure 15. Gross Profit Calculation Fields Selection Screen

The first screen lists front-end gross fields (the sale price of the vehicle, minus the cost of the vehicle).

3. In each setup screen in the sequence, use the Up and Down arrow keys or the F9=Search command key to find the fields you want to include, and press **Enter** to select each one. To select all the displayed fields, press the asterisk key ( \* ).
4. After selecting the fields you want for the displayed category, press **F3=Exit** to continue.

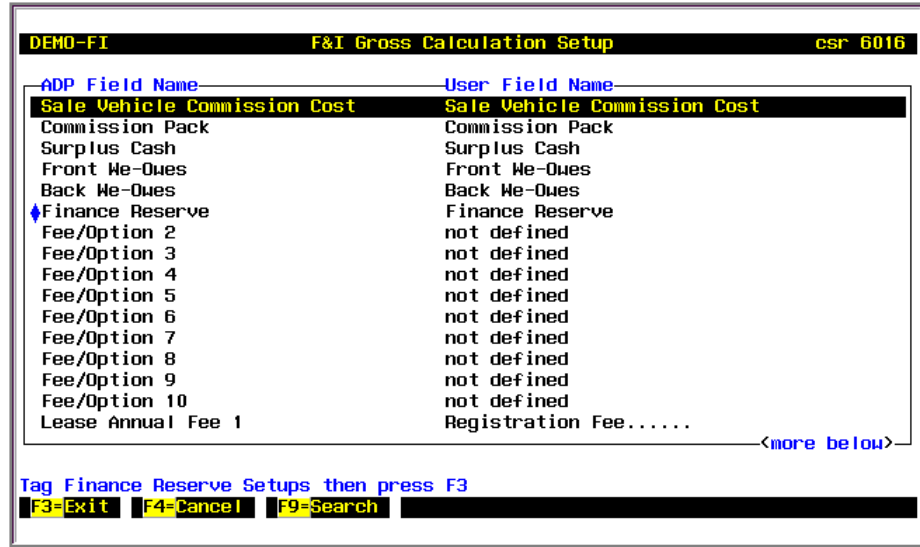


Figure 16. Finance and Reserve Fields Selection Screen

5. Repeat the selection process (as described in steps 3-4) for finance and reserve F&I fields.
6. Repeat steps 3-4 for:
  - a. Warranty fields
  - b. Credit Life / Accident / Health insurance fields
  - c. Other insurance (non-Gap) fields
  - d. Gap insurance fields, and
  - e. After-market product/service fields.
7. After selecting F&I fields in each screen, press **F3** to review a summary of all selections you made.

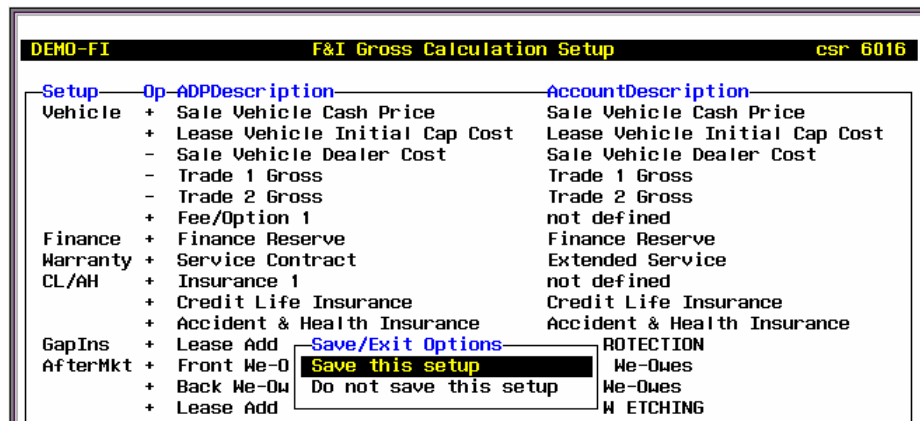


Figure 17. Gross Profit Fields Save/Exit Options

8. Choose the **Save this setup** option, and then press **Enter**.

## Printing the Gross Profit Setups

To print the Gross Profit field setups for the CI-AVS and CI-JED reports:

1. At the Sales/Accounting Exceptions Setups menu, choose **Gross**.
2. At the setup menu, choose **Print**. The program displays the current field selections.
3. Press **F7=Print**, and then follow the usual ADP system printing procedure.

## Deleting the Gross Profit Setups

To clear **all** gross profit field selections for the CI-AVS and CI-JED reports:

1. At the Sales/Accounting Exceptions Setups menu, choose **Gross**.
2. At the setup menu, choose **Delete**.

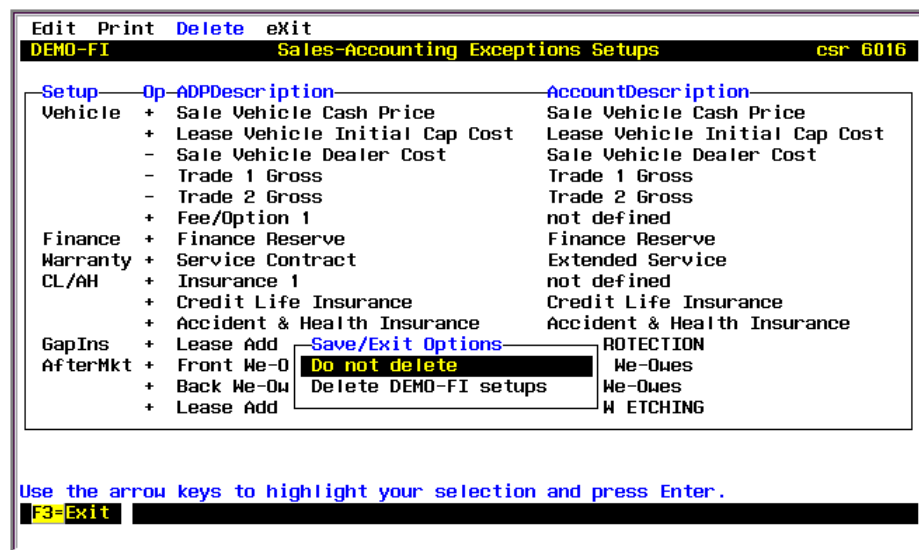


Figure 18. Delete Command Options

3. At the Save/Exit Options dialog box, choose the **Delete [name]-FI Setups** option and then press **Enter**.

## Selecting a Posting Reference Value

Use the Refer option on the CI-AVS-SETUP menu to select the field you want to use as a reference field (from General Ledger postings) in the CI-AVS and CI-JED reports.

1. At the Sales/Accounting Exceptions Setups menu, choose **Refer**.

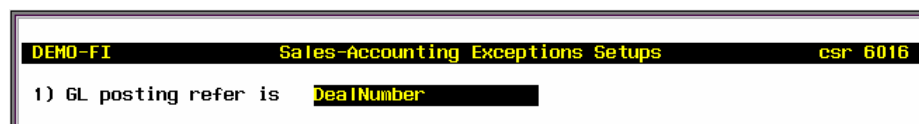


Figure 19. GL Posting Reference Setup

2. At field #1, press the **spacebar** to switch between the Deal Number and Stock Number options.
3. Press **F3=Exit** to save the setting.

# Generating the Sales/Accounting Exceptions Report

Use the **CI-AVS** function code on your F&I application account to generate the Sales/Accounting Exceptions report. This report shows any gross-profit discrepancies between your Accounting balances and your F&I application data fields (as defined in the CI-AVS-SETUP program).

To create the report:

1. Log on to your F&I account.
2. At the Function Code field, enter **CI-AVS**.

```

*** SPECIAL USER ROUTINE BEING USED ***
DEMO-FI Sales/Accounting Exceptions csr 6015
1) Deal Date Beginning :
2) Date End:
3) New/Used Vehicle

```

OCTOBER of 2004						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

```

Command :
Select the report starting date
Use the navigation keypad to select a date.
F1=Help F2=Notes F3=Save/Exit F5=Goto F6=Del Notes

```

Figure 20. Date Selection Window

3. The program automatically displays a selection window for the starting date of the report.  
Use the arrow keys or the other Calendar command keys to move to the date you want to use, and then press **F3=Save/Exit**.
4. The program displays a window for the ending date of the report. (Repeat the operation in the previous step to select a date, and then press **F3** again.)

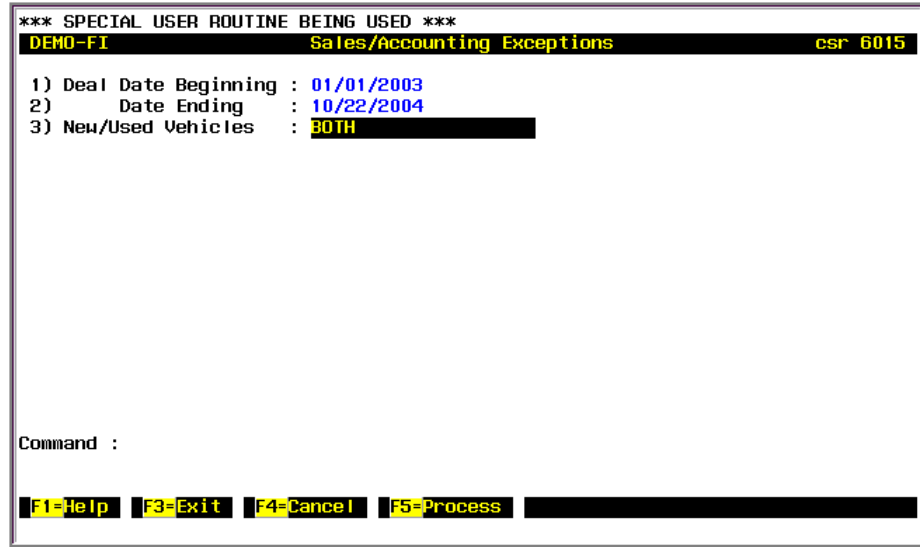


Figure 21. Sales/Accounting Exceptions Report Definition Screen

5. At the New/Used Vehicles field, press the **spacebar** to switch among the types of vehicle deals you want to include in the report (New, Used, or Both).  
(To return to the date fields and make a new selection at this point, use the Up arrow key to move to the Beginning or Ending field and then press **F12** to open the selection window.)
6. When you have made the appropriate selections in the definition screen, press **F5=Process**.

Src-Dea I Number-Stock	SaleDate-Yr-Make-Model-U-SoldTo	SoldBy	FrontEnd	Finance	Warranty	Other	Total F&I	Gross
AC 31372 2166	07/26/04 03 PONT GRAND N SMITH JR, F FALLS, VICT		6262.73	0.00	0.00	0.00	0.00	6262.73
FI 31372			4185.22	2901.87	1500.00	240.00	4641.87	8827.09
			2077.51	-2901.87	-1500.00	-240.00	-4641.87	-2564.36
**	TOTAL PONT		2077.51	-2901.87	-1500.00	-240.00	-4641.87	-2564.36
**	TOTAL ***		2077.51	-2901.87	-1500.00	-240.00	-4641.87	-2564.36

Use the arrow keys to navigate, then press F3 to exit.

F2=Detail F3=Exit F7=Print F9=Search

Figure 22. Exceptions Report (example)

The report content appears in a scrolling table, organized by deal number (at left). Each pair of lines on the report indicate a transaction in which the posted Sales balances (first line) and the posted Accounting balances (second line) may

indicate a discrepancy that needs to be reconciled. The top line in the pair shows the vehicle make and model and the sale date.

To print the report content, use the F7=Print command key.

- To close the report screen, press **F3=Exit**.

## Sales/Accounting Exceptions Entry Detail

To see the detail on specific lines in the Sales/Accounting Exceptions report, first use the instructions in the previous section to generate the report.

Use the Up and Down arrow keys or the F9=Search command key to find the line of the report for which you want more information, and then press **F2=Detail**.

DEMO-FI Sales/Accounting Exceptions Detail											csr 6022				
Src-Dea	Number	Stock	SaleDate	Yr	Make	Model	U	SoldTo	SoldBy	FrontEnd	Finance	Warranty	Other	TotalF&I	Gross
AC	30534	1740	01/26/02	02	CHRY	SEBCV	N	PETERSON,D	LIESSE,ERI	5941.14	0.00	0.00	0.00	0.00	5941.14
FI	30534									2005.52	418.92	150.00	470.05	1038.97	3044.49
										3935.62	-418.92	-150.00	-470.05	-1038.97	2896.65

AC Field	T	Amount	Description	FI Field	T	Amount	Description
40000	S	28887.52	SLS NEW VEHICLE	110,1	H	28887.52	Sale Vehicle Cash Price
60000	C	-27047.00	C/S NEW VEHICLE	174,1	H	-26892.00	Sale Vehicle Dealer Cost
45500	S	110.00	Sls F&I Aftermarket	221,1	H	10.00	
45400	S	550.00	Sls Srv Contract				
45500	S	840.00	Sls F&I Aftermarket			2005.52	Front End Gross
65500	C	-369.95	C/S F&I Aftermarket				
40000	S	28887.52	SLS NEW VEHICLE	216,1	H	418.92	Finance Reserve
60000	C	-27047.00	C/S NEW VEHICLE				
45500	S	110.00	Sls F&I Aftermarket	271,1	H	150.00	Extended Service
45400	S	550.00	Sls Srv Contract				

Use the arrow keys to navigate then press F3 to exit Detail

F3=Exit F7=Print F9=Search

Figure 23. Sales/Accounting Exceptions Detail Window

The detail report indicates the balances posted to each account number, and each F&I database field, for the selected deal.

To print the detail data, use the F7=Print command key.

Press **F3** to close the detail window.

## Generating the Accounting Posted Deals Report

Use the **CI-JED** function code on your F&I application account to generate the Accounting Posted Deals report. This report shows F&I deals that have been posted to Accounting, broken down by F&I income grouping (as defined in the CI-AVS-SETUP program).

To create the report:

1. Log on to your F&I account.
2. At the Function Code field, enter **CI-JED**.
3. The program automatically displays a selection window for the starting date of the report. Use the arrow keys or the other Calendar command keys to move to the date you want to use, and then press **F3=Save/Exit**.
4. Repeat the selection process for the ending date.
5. At the New/Used Vehicles field, press the **spacebar** to switch among the types of vehicle deals you want to include in the report (New, Used, or Both).
6. When you have made the appropriate selections in the definition screen, press **F5=Process**.

Cnt	Deal Number	Stock	Sale Date	Yr	Make	Model	U	Sold To	Sold By	Front End	Finance	Warranty	Other	Total F&I	Gross
1	31372	2166	07/26/04	03	PONT	GRAND N		SHITH JR, F FALLS, VICT		6262.73	0.00	0.00	0.00	0.00	6262.73
1										6262.73	0.00	0.00	0.00	0.00	6262.73

Use the arrow keys to navigate, then press F3 to exit.

F2=Detail F3=Exit F7=Print F9=Search

**Figure 24. Posted Deals Report (example)**

The report content appears in a scrolling table, organized by deal number (at left). Each line on the report indicates a deal transaction that has been posted to Accounting.

To print the report content, use the **F7=Print** command key.

7. To close the report screen, press **F3=Exit**.

## Accounting Posted Deals Entry Detail

To see the detail on specific lines in the Accounting Posted Deals report, first use the instructions in the previous section to generate the report.

Use the Up and Down arrow keys or the F9=Search command key to find the line of the report for which you want more information, and then press **F2=Detail**.

Accounting Posted Deals Detail															
Cnt	DealNumber	Stock	SaleDate	Yr	Make	Model	U	SoldTo	SoldBy	FrontEnd	Finance	Warranty	Other	TotalF&I	Gross
1	31372	2166	07/26/04	03	PONT	GRAND N		SHITH JR, F	FALLS, VICT	6262.73	0.00	0.00	0.00	0.00	6262.73

Acct	T	Amount	Description
40000	S	21362.58	SLS NEH VEHICLE
60000	C	-19820.00	C/S NEH VEHICLE
45500	S	199.99	Sls F&I Aftermarket
45400	S	2980.00	Sls Srv Contract
45400	S	1040.16	Sls Srv Contract
		-----	
		6262.73	Front End Gross

Use the arrow keys to navigate then press F3 to exit Detail

F3=Exit F7=Print

**Figure 25. Posted Deals Detail Window**

The detail report indicates the balances posted to the account numbers in the Accounting system, for each F&I category (as they appear in the Posted Deals table).