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User Guide

Schedule Aging Report

CSAR

Notes

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Notes

Introduction

The Schedule Aging Report (CSAR) application provides a way for you to print an aging report for any account on a standard Accounting schedule. You can produce an aging detail report, a summary version, and a detail version for specific automotive makes.

The features in CSAR let you customize the range of dates for aging buckets, the report captions, and the contents of each report you generate.

Overview

This guide provides information for accessing, setting up, and generating the Schedule Aging Report.

Schedule Aging Report and ADP w.e.b.Suite

As noted in the section on *Accessing CSAR* on page 2, the CSAR 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 Schedule Aging Report

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

The function code *CSAR* replaces any earlier code names used on your ADP system. CSAR 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 CSAR

The CSAR 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 Schedule Aging Report 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 CSAR application.

CSAR in Advanced Elite

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

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

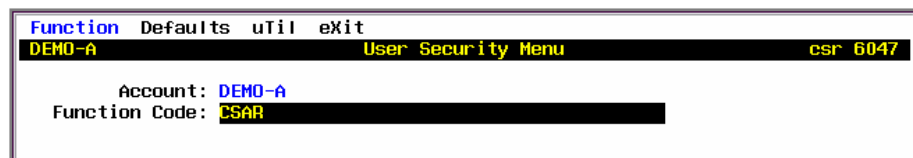


Figure 1. CSAR Login and Function Code

2. At the Function Code field, enter CSAR.

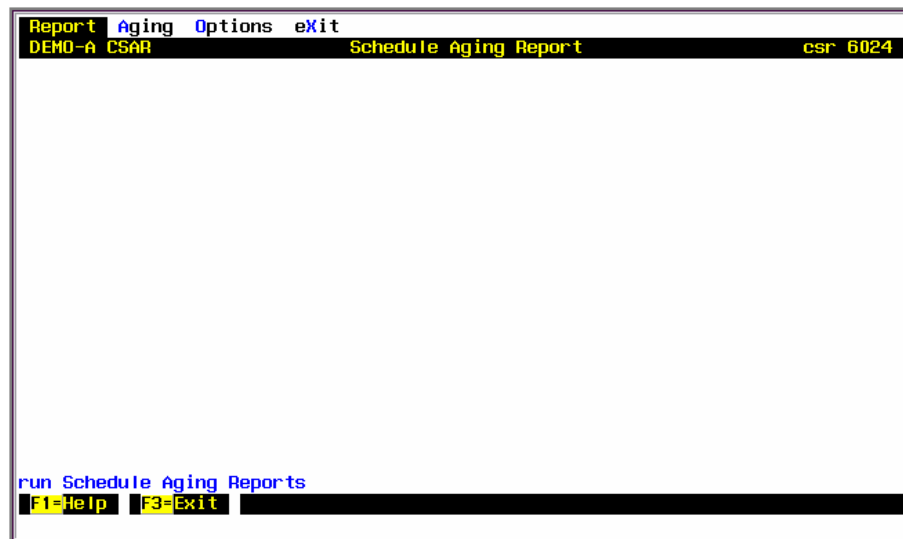


Figure 2. CSAR Main Menu

The Car!nk (CI) Menu

CSAR 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.

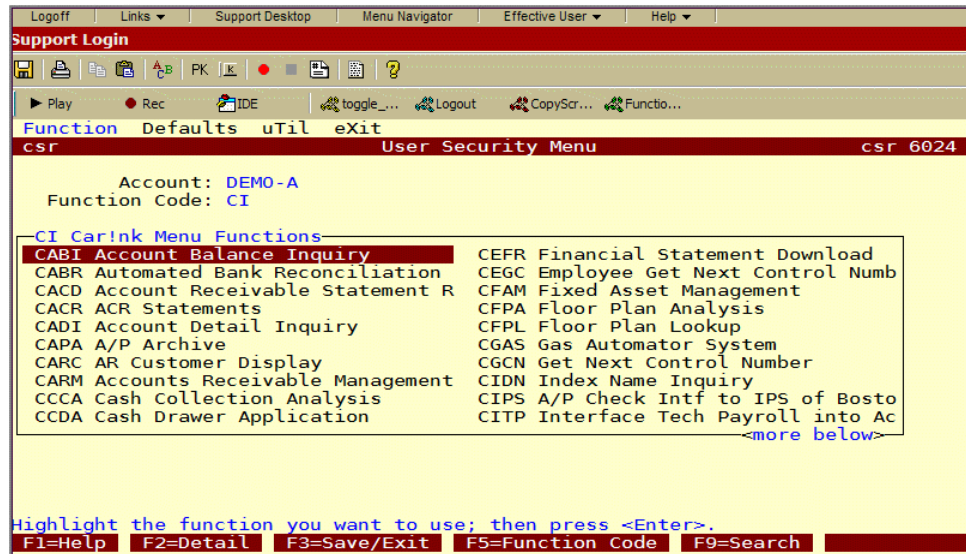


Figure 3. Car!nk (CI) Menu - Advanced Elite View

3. Choose CSAR from the menu.

CSAR in w.e.b.Suite

Follow these steps to access CSAR 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 **CSAR**.

-OR-

In the Menu Tree, open the Accounting (*name-A*) application group, then open the Car!nk Menu, and then select **CSAR-Schedule Aging Report**.

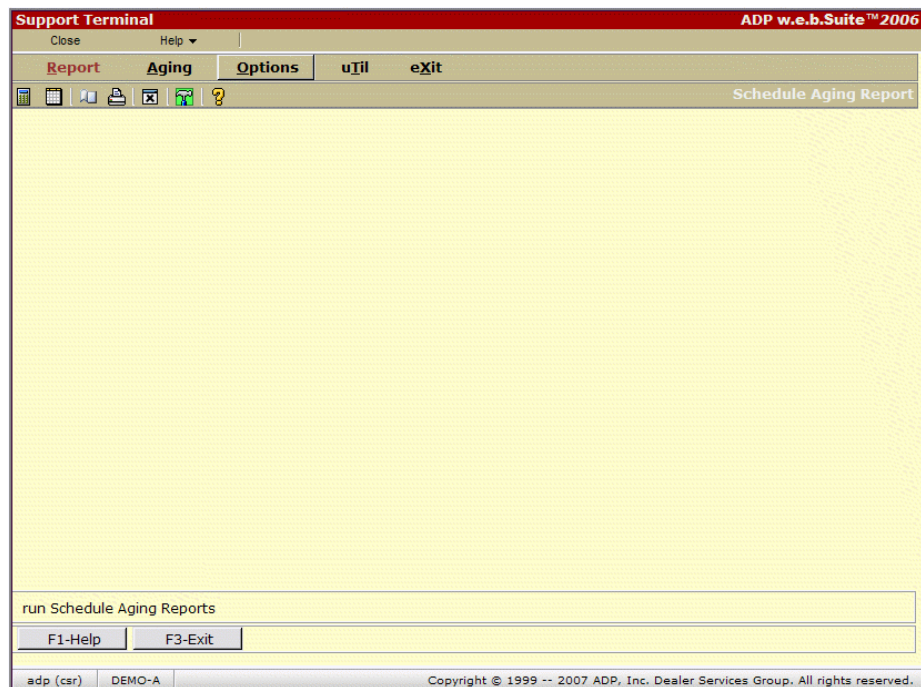


Figure 5. CVLA Menu - w.e.b.Suite Interface

Schedule Aging Report Main Screen

The menu at the top of the Schedule Aging Report screen provides access to each feature of the program.

See the remaining topics in this document to set up your report captions and aging buckets, and to print the summary and detail reports.

Setting Up the Schedule Aging Report

The CSAR setup functions allow you to customize CSAR to best fit the needs of your dealership.

Aging Buckets

To define the report columns and date ranges for aging:

1. Log on to your Accounting (*name-A*) application account.
2. At the Function Code field, enter **CSAR**.
3. Press **A** to open the **Aging** menu command.

Column No	Heading	Begin	End
1	Current	0	30
2	30-60	31	60
3	61-90	61	90
4	91-120	91	120
5	120+	121	99999

Enter the Column Heading

F1=Help F3=Save/Exit F4=Cancel DEL=Delete field

Figure 6. Aging Setup Screen

4. In the Heading column, enter a title for each of the five aging data columns on your reports.

Note. Unless you change the Begin and End values to adjust the date ranges, use the default values provided in the Heading column.

5. In the Begin and End columns, enter the number of days for the start and the end of each column's aging date range. For report continuity, the Begin date for each row (after the first) should be one greater than the End date in the preceding row.

Tip! For row 1 (default heading: 'Current'), use a value of 0 (zero) in the Begin column. For row 5 (default heading: '120+'), use a value of 99999 in the End column.

6. Press **F3=Save/Exit** to close the screen and return to the CSAR main screen.

Report Content Options

To define what optional data you want to include on your reports:

1. Log on to your Accounting (*name-A*) application account.
2. At the Function Code field, enter **CSAR**.
3. Press **O** to open the **Options** menu command.

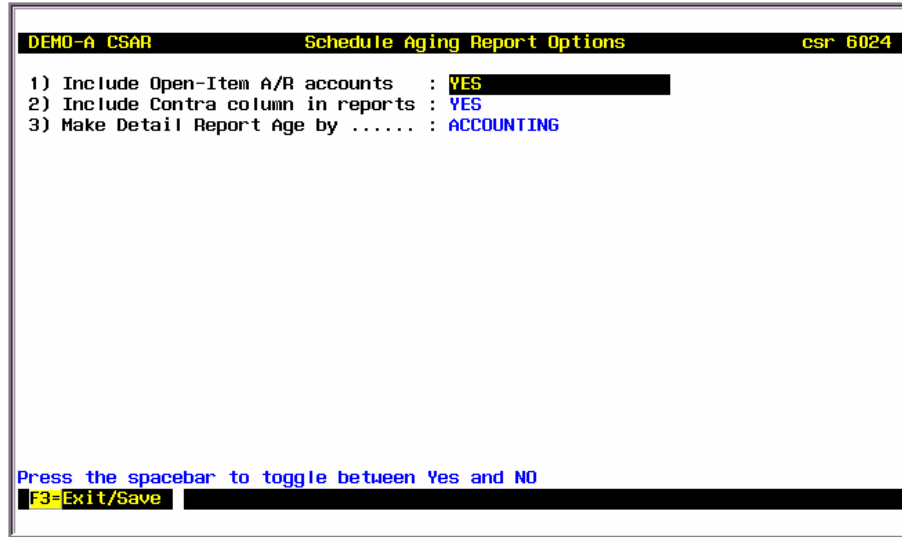


Figure 7. Options Screen

4. In field 1, press the spacebar to switch between the options for Yes and No. Choose **Yes** if you want data from Open-Item Accounts Receivable accounts to appear on your aging report, or **No** if not.
5. In field 2, press the spacebar to switch between the options for YES and NO. Choose **Yes** if you want to include a Contra column (offset balances) on your aging report, or **No** if not.
If used on your reports, the Contra column displays credit entries posted for the control number (for debit-balance type accounts) or debit entries posted for the control number (for credit-balance type accounts).
6. In field 3, press the spacebar to switch between the aging options for the Make Detail report option. Choose ACCOUNTING if you want to calculate the aging of vehicles based on the Accounting date, or choose CAR-INV if you want to calculate aging based on the Inventory date.
7. Press **F3=Exit/Save**, and then select the **Save changes** option.

Running the Report

When running the Schedule Aging Report, you must choose an ending date (for calculating aged schedules), a report style, and the schedules and accounts you want to use. You can also select multiple reports to run in one session.

After each schedule's report is complete, the program returns you to the appropriate selection window so that you can continue running additional reports if you choose.

To run reports:

1. Log on to your Accounting (*name-A*) application account.
2. At the Function Code field, enter **CSAR**.
3. Press **Enter** (or **R**) for the **Reports** menu command.

DEMO-A CSAR Schedule Aging Report csr 6024

Report Ending Date: 10/31/2004

Figure 8. Selecting a Report Date

4. Enter a date against which to calculate aging for the schedules on your report(s).
5. After entering a report date, choose the style of report you want to generate.

DEMO-A CSAR Schedule Aging Report csr 6024

Report Ending Date: 4-30

Report Style

- Detail Report
- Summary Report
- Detail and Summary
- Make Detail

Figure 9. Report Style Dialog Box

Use the arrow keys to select the report style you want, and then press **Enter**.

- The *Detail* option generates a report of aged balances for each item on the schedule, by control number.
- The *Summary* option generates aging data for each account selected in the steps that follow.
- The *Detail and Summary* option generates both of the above report styles.

Note. If you have set the option for open-item A/R accounts to appear on the aging report, those transactions are automatically selected for the Summary report format. For more information on setup options, see Report Content Options on page 7.

- The *Make Detail* option generates a report of aged account balances by vehicle stock number, and includes the age, in days, of the inventory.

6. In the Company Number dialog box, move to the company you want to run the report against and then press **Enter** to select it. You can select more than one company for aging reports. Press the asterisk key (*) to select all company numbers.
7. Press **F3=Accept/Continue** to proceed to the Schedule selection window.

DEMO-A CSAR		Schedule Aging Report		csr 6024	
Comp-Sched-Description	Accounts				
1	1 MISC. ACCTS PAYABLE (30001)	30001			
1	2 SALES COMMISSION PAYABLE 32100	32101			
1	3 FACT REC CHEV HOLDBACK (26100)	26100			
1	4 FACT REC NEW VEH INSP (26102)	26102			
1	5 Sublet Repairs (24600)	24600			
1	6 SERVICE WRITERS PRODUCTIVITY	46000	46001	46010	46011 46100
1	7 DEALER FINANCE RESERVE DUE	26202	26203	26204	26205 26206
1	8 WARRANTY REC. CHEV. (26300)	26300			
1	9 LIEN PAYOFFS (30100)	30100			
1	10 WARRANTY REC HONDA (26301)	26301			
1	11 NEW VEH INV/FLOORING	23100	23000	23700	31000
1	12 FACTORY REC. - CHEV. REBATES	26104			
1	13 RESERVE - CUST WE-OWES (33201)	33201			
1	14 VEH REC/CONTRACT IN TRANSIT	21000	20500	22002	
1	15 30800 LICENSE & TITLE PAYABLE	30800			

<more below>

Tag the schedule(s) to report then press F3 to continue

F3=Accept/continue **F4=Cancel/exit** **F9=Search**

Figure 10. Selecting Schedules for Detail and/or Summary Reports

The Schedule window displays the schedule numbers, descriptions, and corresponding account numbers that have been set up for each company. (Not all companies will necessarily use every available schedule.)

DEMO-A CSAR		Schedule Aging Report		csr 6004	
Comp-Sched-Description	Accounts				
1	9 LIEN PAYOFFS (30100)	30100			
1	11 NEW VEH INV/FLOORING	23100	23000	23700	31000
1	13 RESERVE - CUST WE-OWES (33201)	33201			
1	16 USED VEHICLE INV FLOORING	24000	24100	31200	
1	17 NEW VEH FLOORING - HONDA	23200	23001	31100	
1	19 INV (23100)	23100			
1	20 FLOORING BY LAST 8	31000			

Figure 11. Selecting Schedules for the Make Detail Report

The Schedule window for the Make Detail report style is limited to accounts based on inventory and vehicle-make data.

8. Press **Enter** for each schedule you want to include in your report. Use the Up and Down arrow keys to move around the window, or look for specific text strings in the list using the **F9=Search** command key.
9. When you are done selecting schedules, press **F3=Accept/Continue** to proceed.

10. At the Printing Options dialog box, select **Line Printer** to print the report or **Screen** to display it on your terminal. (To browse through a screen report, use the **Enter** key.)
11. When each report is complete, press **F3** to continue to the next selected report. When the final selected schedule report is complete, press **F3** to return to the company prompt.
12. Repeat the report process starting at step 6, or press **F3** three more times to return to the CSAR main screen.

Report Examples

This section shows a few example Schedule Aging Report runs.

Schedule Aging Report (Detail Report)										
Aged thru 04/02/04 Run On - 20:54:08 02 APR 2004										
Company 1										
Schedule 8										
Control	Control	Age	Account	Total	Contra	Current..	30-60...	61-90...	91-120...	120+....
	Description			Balance						
92450	CASH HC SHITH, TOH	0	26300	57.20	0.00	57.20	0.00	0.00	0.00	0.00
91978		1	26300	14.40	0.00	14.40	0.00	0.00	0.00	0.00
92054		1	26300	9.60	0.00	9.60	0.00	0.00	0.00	0.00
92057		1	26300	14.40	0.00	14.40	0.00	0.00	0.00	0.00
92058		1	26300	72.00	0.00	72.00	0.00	0.00	0.00	0.00
92061		1	26300	14.40	0.00	14.40	0.00	0.00	0.00	0.00
92062		1	26300	41.45	0.00	41.45	0.00	0.00	0.00	0.00
92063		1	26300	84.00	0.00	84.00	0.00	0.00	0.00	0.00
92064		1	26300	85.75	0.00	85.75	0.00	0.00	0.00	0.00
92065		1	26300	427.20	0.00	427.20	0.00	0.00	0.00	0.00
92078		1	26300	24.00	0.00	24.00	0.00	0.00	0.00	0.00
92081		1	26300	38.62	0.00	38.62	0.00	0.00	0.00	0.00
Press <ENTER> to continue...										

Figure 12. Detail Report - Example

Aged thru 04/02/04 Run On - 21:03:17 02 APR 2004
Company 1
Schedule 1, 2, 3, 4

T Account Description	Contra	Current..	30-60...	61-90...	91-120...	120+....	Total
A 26100 FAC/REC HOL	-24,500.00	386,575.65	0.00	4,925.61	0.00	0.00	391,501.26
A 26102 FAC/REC NEH		0.00	0.00	7,497.60	0.00	0.00	7,497.60
*	-24,500.00	386,575.65	0.00	12,423.21	0.00	0.00	398,998.86
* *							
L 30001 ACCOUNTS PA	107,644.92	0.00	0.00	107,644.92	0.00	0.00	107,644.92
L 32101 SALES COMMI		0.00	0.00	-20,165.29	0.00	0.00	-20,165.29
* * *	107,644.92	0.00	0.00	87,479.63	0.00	0.00	87,479.63
	83,144.92	386,575.65	0.00	99,902.84	0.00	0.00	486,478.49

Press <ENTER> to continue...

Figure 13. Summary Report - Example

Schedule Aging Report (Detail and Summary)
Aged thru 04/02/04 Run On - 21:05:01 02 APR 2004
Company 1
Schedule 3

Control	Control Description	Age	Account	Total Balance	Contra	Current..	30-60...	61-90...	91-120...	120+....
1276	01 CHEV 1500	0	26100	961.54	0.00	961.54	0.00	0.00	0.00	0.00
1277	01 CHEV S10 1	0	26100	371.34	0.00	371.34	0.00	0.00	0.00	0.00
1278	01 CHEV TRAC	0	26100	542.17	0.00	542.17	0.00	0.00	0.00	0.00
1279	01 CHEV S10 1	0	26100	371.34	0.00	371.34	0.00	0.00	0.00	0.00
1310	01 TOYO COROL	0	26100	542.17	0.00	542.17	0.00	0.00	0.00	0.00
1311	01 TOYO SIEN	0	26100	768.29	0.00	768.29	0.00	0.00	0.00	0.00
1312	01 TOYO SIEN	0	26100	768.29	0.00	768.29	0.00	0.00	0.00	0.00
1313	01 TOYO COROL	0	26100	542.17	0.00	542.17	0.00	0.00	0.00	0.00
1314	01 TOYO COROL	0	26100	542.17	0.00	542.17	0.00	0.00	0.00	0.00
1315	01 TOYO COROL	0	26100	542.17	0.00	542.17	0.00	0.00	0.00	0.00
1316	01 TOYO CAHR	0	26100	961.54	0.00	961.54	0.00	0.00	0.00	0.00
1317	01 TOYO CAHR	0	26100	768.29	0.00	768.29	0.00	0.00	0.00	0.00
1318	01 TOYO COROL	0	26100	542.17	0.00	542.17	0.00	0.00	0.00	0.00

Press <ENTER> to continue...

Figure 14. Summary & Detail Report - Example (partial)

Schedule Aging Report (Make Detail)												
Aged thru 04/02/04 Run On - 21:40:06 02 APR 2004												
Company 1												
Schedule 11												
StockNo	Model	Make	Age	Account	Total Balance	Contra	Current..	30-60...	61-90...	91-120...	120+....	Cnt
1	VOYA	PLYM	65	23000	35495.90	0.00	0.00	0.00	35,495.90	0.00	0.00	1
				***	35495.90	0.00	0.00	0.00	35,495.90	0.00	0.00	1
		***			35495.90	0.00	0.00	0.00	35,495.90	0.00	0.00	1
1099			1	23100	18297.28	0.00	18,297.28	0.00	0.00	0.00	0.00	1
2589			337	23100	10924.02	0.00	0.00	0.00	0.00	0.00	10,924.02	1
2590			337	23100	10924.02	0.00	0.00	0.00	0.00	0.00	10,924.02	1
				***	40145.32	0.00	18,297.28	0.00	0.00	0.00	21,848.04	3
		***			40145.32	0.00	18,297.28	0.00	0.00	0.00	21,848.04	3

Press <ENTER> to continue...

Figure 15. Make Detail Report - Example

Report Column Descriptions

The title block on each report shows the report style (if not a summary), the date the report was run, the company number, and the selected schedule number(s). The remaining portion of each report shows the aging data under the customized column headings.

For Detail reports:

Control, Control Description	Account entry control number and description
Age	Number of days since the balance was first entered
Account	Account number
Total Balance	Sum of aged column balances
Contra	Offset account balance
Current, 30-60, etc.	Aged balances

For Summary reports:

T	Account type
Account, Description	Account number and description
Contra	Offset account balance
Current, 30-60, etc.	Aged balances
Total	Sum of aged balance columns

For Make Detail reports:

StockNo	Vehicle inventory stock number
Model, Make	Vehicle make and model code
Age	Number of days the vehicle has been in inventory
Account	Account number
Total Balance	Sum of aged balance columns
Contra	Offset account balance
Current, 30-60, etc.	Aged balances (inventory value)
Cnt	Vehicle count (subtotal by make)

Note that the Contra column only appears on the reports if you have enabled that option in the setups. For details, see *Report Content Options* on page 7.

