



# Car!nk, Inc. *an ADP company*

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## User Guide

## Cashier Deposit Sheets

CCDS

## Notes

# Table of Contents

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<b>Introduction .....</b>	<b>1</b>
Overview .....	1
Cashier Deposit Sheets and ADP w.e.b.Suite.....	1
Previous Versions of Cashier Deposit Sheets .....	1
Navigation .....	1
<b>Accessing CCDS .....</b>	<b>2</b>
CCDS in Advanced Elite .....	2
The Car!nk (CI) Menu .....	3
CCDS in w.e.b.Suite .....	3
Cashier Deposit Sheets Menu .....	5
<b>Setting Up the CCDS Application .....</b>	<b>6</b>
Defining Deposit Sheet Column Headers .....	6
Assigning Parts Sale Types to the Deposit Sheet Columns .....	6
Assigning Service Payment Types to the Deposit Sheet Columns .....	8
<b>Generating the Parts Deposit Sheet .....</b>	<b>9</b>
<b>Generating the Service Deposit Sheet .....</b>	<b>11</b>
<b>Generating the Warranty Check-Off Sheet.....</b>	<b>13</b>

## Notes

# Introduction

The Cashier Deposit Sheets (CCDS) application produces detailed reports of all Parts and Service income received by the cashier for the current day (or for another selected date or date range).

The reports group the income by sale type to make it easy to reconcile the cash drawer to your Parts and Service invoices and to any related bank deposit, and to serve as a control tool for the cashier.

CCDS also includes a Warranty Check-Off Sheet feature that reports the day's closed repair orders in which warranty labor lines were added.

## Overview

This guide provides information for accessing, setting up, and using the features of the Cashier Deposit Sheets application.

### Cashier Deposit Sheets and ADP w.e.b.Suite

As noted in the section on *Accessing CCDS* on page 2, the CCDS 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 Cashier Deposit Sheets

Earlier versions of the CCDS application ran under different function code names in the Advanced Elite environment, including CDS.

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

The CCDS 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 Cashier Deposit Sheets 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 CCDS application.*

### CCDS in Advanced Elite

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

1. Log on to your Service (*name-S*) application account.

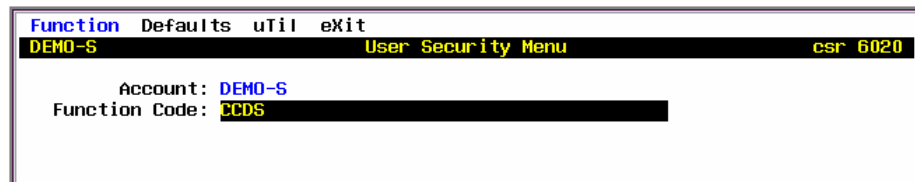


Figure 1. Application Account and CCDS Function Code

2. At the Function Code field, enter CCDS.

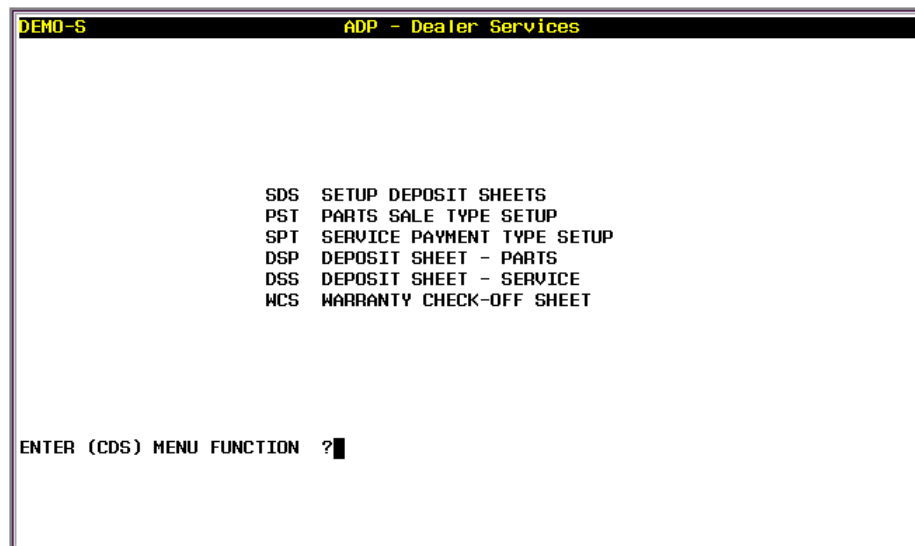


Figure 2. CCDS Main Menu - Advanced Elite View

## The Car!nk (CI) Menu

CCDS can also be reached through the CI menu on your Service application account.

*Note.* The CI menu appears on several application accounts (Accounting, 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 Service (*name-S*) application account.
2. At the Function Code field, enter **CI**.



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

3. Choose CCDS from the menu.

## CCDS in w.e.b.Suite

Follow these steps to access CCDS 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.

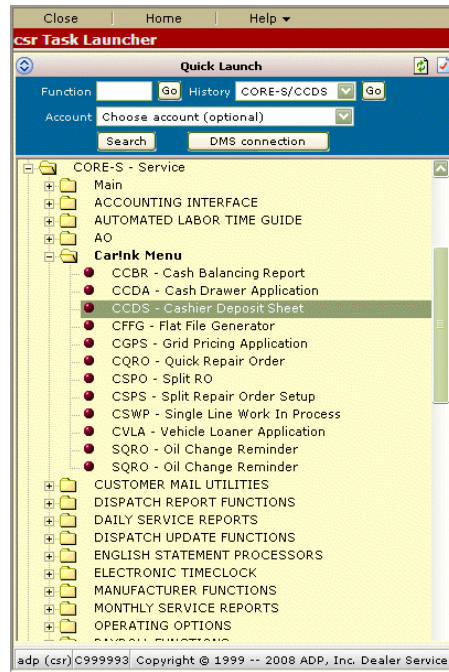


Figure 4. Menu Navigator

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

**-OR-**

In the Menu Tree, open the Service (*name-S*) application group, then open the CarInk Menu, and then select CCDS-Cashier Deposit Sheets.

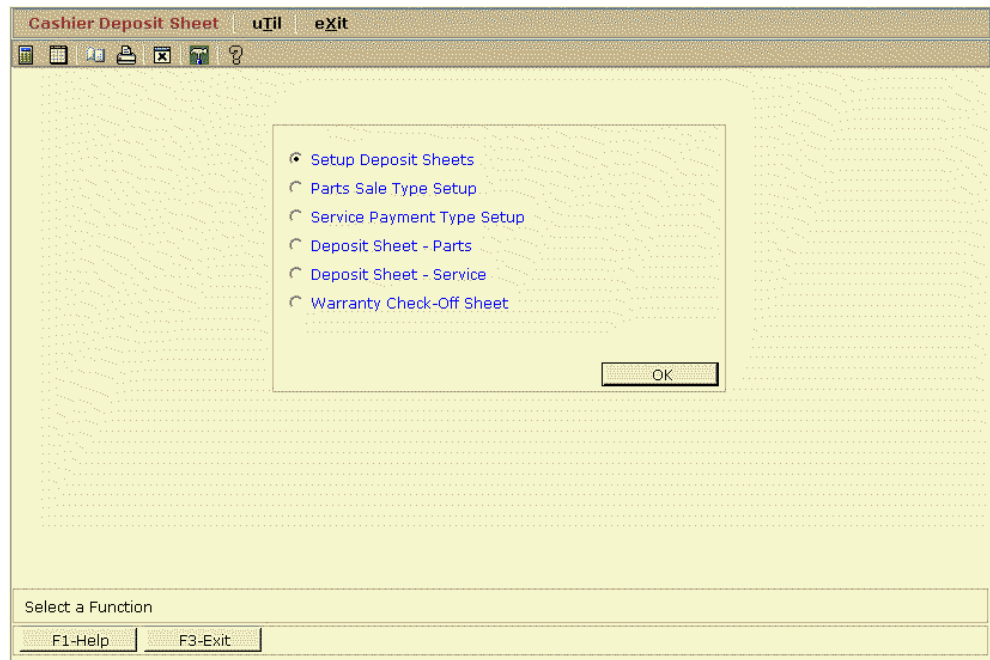


Figure 5. CCDS Menu - w.e.b.Suite Interface

## Cashier Deposit Sheets Menu

At the CCDS Menu Function prompt, enter the option code for the task you want to perform.

- For the SDS (Set Up Deposit Sheets), PST (Parts Sale Type Setup), and SPT (Service Payment Type Setup) options, see *Setting Up the CCDS Application* on page 6.
- For the DSP (Deposit Sheet - Parts) option, see *Generating the Parts Deposit Sheet* on page 9.
- For the DSS (Deposit Sheet - Service) option, see *Generating the Service Deposit Sheet* on page 11.
- For WCS, see *Generating the Warranty Check-Off Sheet* on page 13.

## Setting Up the CCDS Application

The CCDS setup functions allow you to customize the Cashier Deposit Sheets application to best fit the needs of your dealership.

To use CCDS effectively, you must define the column headings for the deposit sheet reports, and associate the Parts and Service application sale types with the deposit sheet columns.

### Defining Deposit Sheet Column Headers

To set up the deposit sheet report columns:

1. At the CCDS menu, enter **SDS**.

```

(SDS)          SETUP CASHIERS DEPOSIT SHEET          01 SEP 04

1) Column 1 Heading ..... CASH
2) Column 2 Heading ..... CHECKS
3) Column 3 Heading ..... VISA
4) Column 4 Heading ..... MASTERCARD
5) Column 5 Heading ..... AMEX
6) Column 6 Heading ..... MONEY ORDE
7) Column 7 Heading ..... MISC
8) Other..... OTHER

(A)ccept (E)xit -or- #
PORT 6020          LOGON DEMO-S          COMPANY ADP MOTORS, INC.

```

Figure 6. Deposit Sheet Setup Screen

2. At each of the column Heading fields, enter the name you want to use for the corresponding report column on the deposit sheets.
3. In the Other field, enter the name to use for the report column that contains deposit data other than the defined sale types.
4. At the command line at the bottom of the screen, enter **A** to save the setup and return to the CCDS menu.

### Assigning Parts Sale Types to the Deposit Sheet Columns

The receipt income produced by your Parts department is tracked in the sale types defined through the options on the Order Entry Maintenance (OMN) menu on your Parts Inventory application account (*name-I*). Use the PST option in Cashier Deposit Sheets to map the OMN sale types to the deposit sheet report column names.

To set up the Parts sale types:

1. At the CCDS menu, enter **PST**.

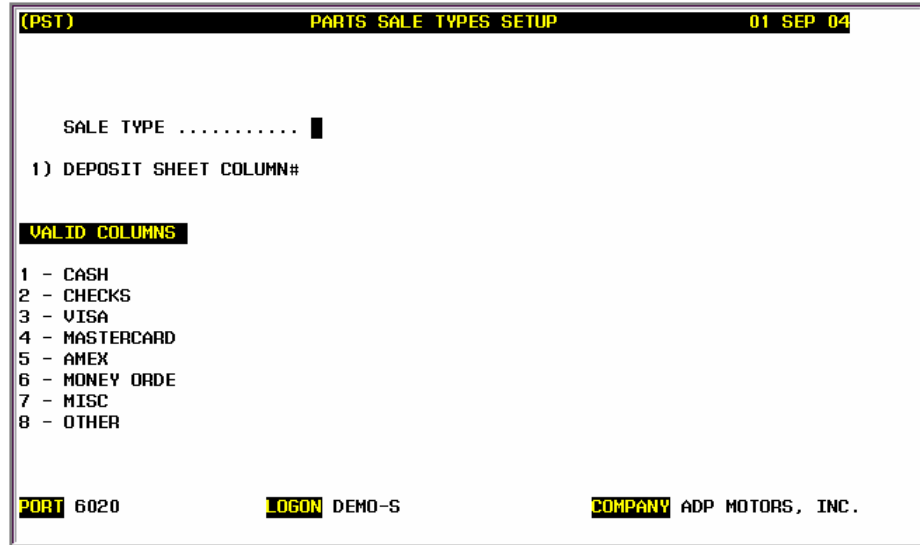


Figure 7. Parts Sale Type Setup Screen

2. At the Sale Type field, enter the exact code for a Parts sale type, as set up in OMN. For example, enter *CASH*.
3. If the sale type has not been set up in PST before, the program displays a *New Item* prompt. Enter *Y* to add the sale type to the PST setups.  
The program displays the description and account number from the chart of accounts for a validated entry.
4. At the Deposit Sheet Column field, enter the number for the column name (from the list in the bottom section of the screen) that corresponds to the sale type entered above.

The list of valid columns is drawn from the definitions set up in the SDS option.

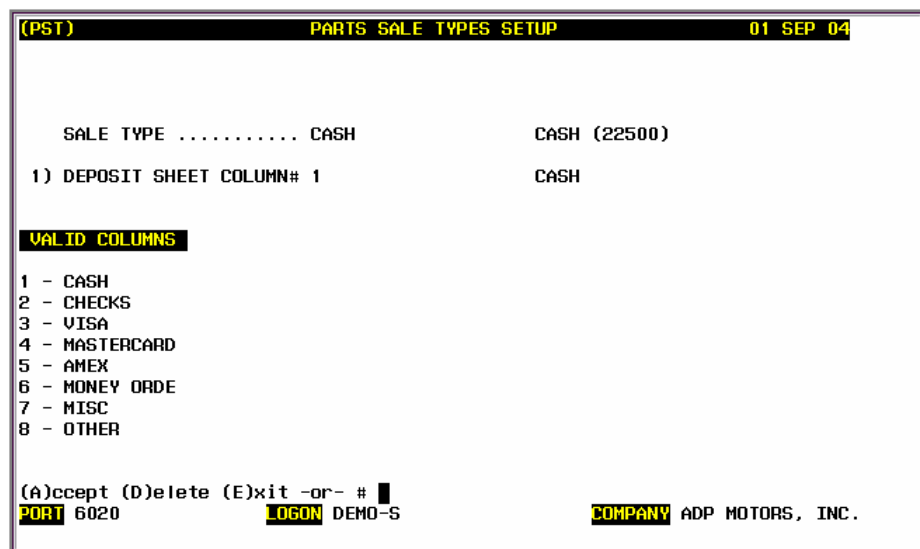


Figure 8. Parts Sale Type Setup Screen (example data)

5. At the command line at the bottom of the screen, enter **A** to save the setup.
6. To return to the CCDS menu, press **Enter** at the Sale Type field.

*Note.* You can assign as many sale types to one deposit sheet column as needed.

## Assigning Service Payment Types to the Deposit Sheet Columns

The receipt income produced by your Service department is tracked in the sale types defined in the Update Payment Types (UPT) function on your Service application account. Use the SPT option in Cashier Deposit Sheets to map the UPT sale types to the deposit sheet report column names.

To set up the Service sale types:

1. At the CCDS menu, enter **SPT**.
2. At the Payment Type field, enter the exact code for a Service payment type, as set up in UPT.
3. If the sale type has not been set up before, the program displays a *New Item* prompt. Enter **Y** to add the sale type to the PST setups.
4. At the Deposit Sheet Column field, enter the number for the column name (from the list in the bottom section of the screen) that corresponds to the payment type entered above.

The screenshot shows the 'SETUP PAYMENT TYPES' screen. At the top, it displays '(SPT)', 'SETUP PAYMENT TYPES', and '03 SEP 04'. The main content area shows 'PAYMENT TYPE ..... CASH' and 'CASH (22500)'. Below this, it shows '1) DEPOSIT SHEET COLUMN# 1' and 'CASH'. A section titled 'VALID COLUMNS' lists options: 1 - CASH, 2 - CHECKS, 3 - VISA, 4 - MASTERCARD, 5 - AMEX, 6 - MONEY ORDE, 7 - MISC, and 8 - OTHER. At the bottom, there is a command line with '(A)cept (D)elete (E)xit -or- #' and a status bar showing 'PORT 6004', 'LOGON DEMO-S', and 'COMPANY ADP MOTORS, INC.'

**Figure 9. Payment Type Setup Screen**

5. At the command line at the bottom of the screen, enter **A** to save the setup and return to the CCDS menu.

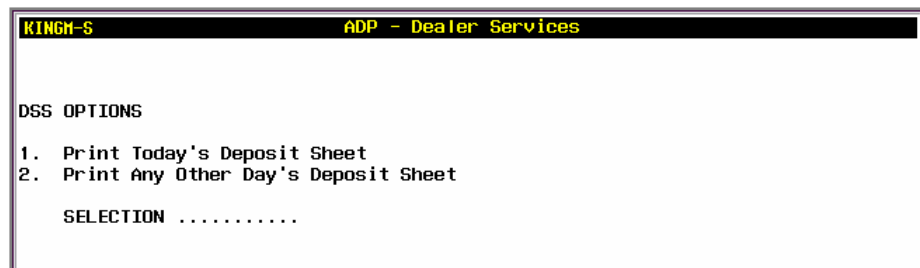
*Note.* You can assign as many sale types to one deposit sheet column as needed.

# Generating the Parts Deposit Sheet

The DSP option on the CCDS menu produces the cashier deposit sheet report for Parts department income. You can generate the deposit sheet for any single day up to the current system date.

To generate a deposit sheet:

1. At the CCDS menu, enter **DSP** for Parts (or **DSS** for Service).



**Figure 10. Parts Deposit Sheet Options**

2. At the Selection prompt, enter the number for the option you want to use.
  - Enter **1** to print the cashier deposit sheet for the current day's transactions.
  - Enter **2** for a previous date.
3. At the Lineprinter prompt, enter **Y** to print the deposit sheet on your system printer, or **N** to send it to the screen.
4. If you entered option 2 at the Selection prompt, the program displays the Date to Print prompt. Enter the date for which you want to run the report, using a valid ADP date format.

Report run option  
—either TODAY or  
OPTION 2 (for a  
specific run date)

Department —  
PARTS or SERVICE

The end of the  
report displays  
income totals as  
well as any amount  
cashiered as a void

REPORT: DSP-OPTION-1		KINGSFIELD MOTORS				RUN DATE: 13 SEP 2004			
PAGE: 2		CDS FOR: 01 SEP 2004				RUN TIME: 03:55:57PM			
CASH DEPOSIT SHEET *** PARTS ***									
REFERENCE	DATE	CASH	AMEXP	DISCOU	MC/VISA	FIDELITY	A/R-CUST	A/R-EMP	OTHER
731	09/01/04				5.21				HCU
732	09/01/04				13.96				HCU
733	09/01/04							33.18	ENPCMG
734	09/01/04	40.18							R
735	09/01/04							4.37	ENPCMG
CH38609	09/01/04						-100.71		HC
CH693	09/01/04						-185.24		HC
CH725	09/01/04						-70.99		HC
*** FINAL TOTALS :		74.11	8.46		56.71		953.36	37.55	
*** VOID TOTALS :		0.00							
*** DEPOSIT TOTALS :		1130.19							
Press any key to continue...									

**Figure 11. DSP Cashier Deposit Sheet (example data)**

The deposit sheet shows an itemized list of cash-drawer income, sorted by reference number.

5. (Screen output only) Press any key to view any additional pages of the deposit sheet, and then to close the report and return to the CCDS menu.

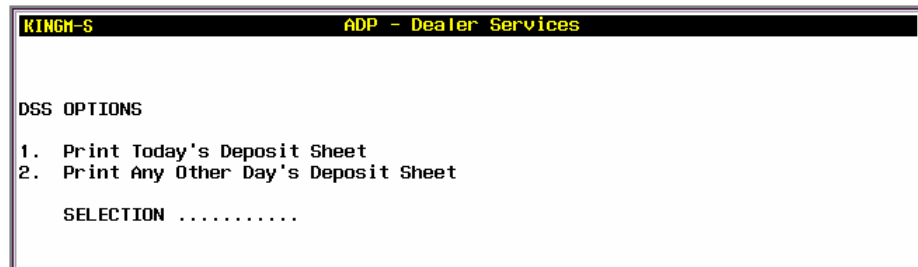
# Generating the Service Deposit Sheet

The DSS option on the CCDS menu produces the cashier deposit sheet report for Service department income. You can generate the deposit sheet for any single day up to the current system date, or a range of past dates.

If you use the date-range feature for the DSS report, you also have the option to sort the report contents by date or by Service Advisor number.

To generate a Service deposit sheet:

1. At the CCDS menu, enter **DSS**.



**Figure 12. Service Deposit Sheet Options**

2. At the Selection prompt, enter the number for the option you want to use.
  - Enter **1** to print the cashier deposit sheet for the current day's transactions.
  - Enter **2** for a previous date or date range.
3. At the Lineprinter prompt, enter **Y** to print the deposit sheet on your system printer, or **N** to send it to the screen.
4. If you entered option 2 at the Selection prompt:
  - a. The program displays a Beginning DATE to Print prompt. Enter the starting date for Service transactions that you want to include on your report, using a valid ADP date format.
  - b. Enter the ending date. To run this version of the report for a single day, simply enter the same date as in the previous prompt.
  - c. At the Sort by Date or SA prompt, enter **D** to sort the report contents by transaction date, or **S** to sort the report by Service Advisor number.
  - d. At the Detail report or Summary only prompt, enter **D** for a detail report listing every repair order in the specified date range, or enter **S** to list only the totals for each day (or service advisor number) in the range.
5. The deposit sheet shows an itemized list of cash-drawer income transactions, based on RO reference number.

The second column heading depends on your selection at the *Sort by Date or SA* prompt

```

REPORT: DSS-OPTION-2                      ADP MOTORS, INC.                      RUN DATE: 07/11/2008
PAGE: 1                                    CDS FOR: 07/11/07 - 10/28/07          RUN TIME: 06:23:50PM
                                     CASH DEPOSIT SHEET *** SERVICE ***
=====
REFERENCE  SA-NO  CASH  CREDIT  CHG  POLICY  WARRANTY  OTHER  OTHER
-----
93029      1      31.95
93030      1      31.95
93031      1      46.12
93032      1                209.56
93033      1      14.18
93034      1      58.08
93035      1                55.75

93044      14                1012.31
93048      14                44.08
93049      14                44.08
93050      14      208.80
93051      14      55.44
93052      14                44.08

CASH
CASH
CASH
CREDIT
CASH
CASH
CREDIT
CREDIT
WARRANTY
WARRANTY
WARRANTY
CASH
WARRANTY
CASH

Press any key to continue...
    
```

**Figure 13. DSS Cashier Deposit Sheet, Sorted by Service Advisor (example data)**

```

REPORT: DSS-OPTION-2                      ADP MOTORS, INC.                      RUN DATE: 07/11/2008
PAGE: 1                                    CDS FOR: 07/11/07 - 10/28/07          RUN TIME: 06:45:21PM
                                     CASH DEPOSIT SHEET *** SERVICE ***
=====
REFERENCE  SA-NO  CASH  CREDIT  CHG  POLICY  WARRANTY  OTHER  OTHER
-----
*** TOTAL      1  1675.57  419.22  0.00  0.00  297.30  0.00  0.00  0.00  0.00
*** TOTAL     14  944.12  641.09  0.00  0.00  99.10  0.00  0.00  0.00  0.00

** FINAL TOTALS : 2619.69 1060.31 0.00 0.00 396.40 0.00 0.00 0.00 0.00
** VOID TOTALS : 0.00

** DEPOSIT TOTALS : 4076.40

Press any key to continue...
    
```

**Figure 14. DSS Cashier Deposit Sheet, Summary option (example data)**

6. (Screen output only) Press any key to view any additional pages of the deposit sheet, and then to close the report and return to the CCDS menu.

## Generating the Warranty Check-Off Sheet

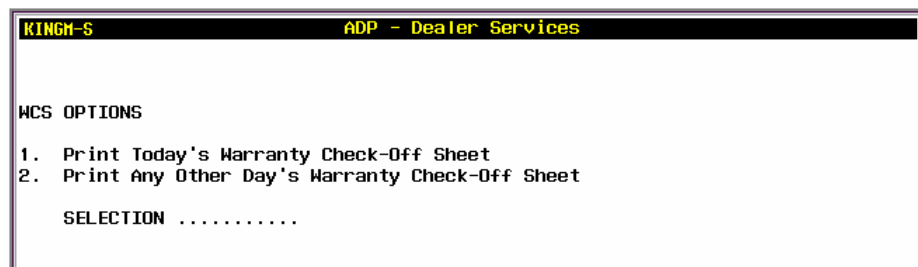
The WCS option on the CCDS menu produces a check-off sheet for daily warranty claims. This feature provides a convenient way to reconcile the repair orders that include labor with the data you need to report to the manufacturer or warranty underwriter.

With the Warranty Check-Off Sheet in hand, you can review each line of data for which there is warranty labor to report, and make a note of when the balance was submitted for reimbursement.

*Note.* The WCS report lists only those ROs in the system that have been closed on the selected day and that include warranty labor. The WCS report does not show ROs that have only warranty parts or sublet data, but not warranty labor.

To generate the Warranty Check-Off Sheet:

1. At the CCDS menu, enter **WCS**.



**Figure 15. Warranty Check-Off Sheet Options**

2. At the Selection prompt, enter the number for the option you want to use.
  - Enter **1** to print the warranty data for the current day's repair orders.
  - Enter **2** for a previous date.
3. At the Lineprinter prompt, enter **Y** to print the check-off sheet on your system printer, or **N** to print it to the screen.
4. If you selected option 2 at the Selection prompt, the program displays the Date to Print prompt. Enter the date for which you want to run the report, using a valid ADP date format.

```

REPORT: WCS                                ADP MOTORS, INC.                        RUN DATE: 03 SEP 2004
PAGE: 1                                    SERVICE DEPARTMENT                          RUN TIME: 06:57:50PM
                                WARRANTY CHECK-OFF SHEET REPORT
=====
REFER  OPEN DT  CLOSE DT  MAKE  VEHID  SHR#  WARRANTY$  -----  TECHS  -----  DATE SUBMITTED
-----
92517  01/07/02  01/07/02  CHRY  1N531224  13    133.20  100
92576  12/26/02  12/26/02  HB    2F193758  30    110.00  36
500036 06/28/04  06/28/04  HITS  VE013685  1     44.00  100
500037 06/30/04  06/30/04  AUDI  85412345  1     44.00  1
=====
** WARRANTY TOTALS :                               331.20
=====

*****
*                               E N D   O F   R E P O R T                               *
*****
HIT <CR> TO CONTINUE.
    
```

**Figure 16. Warranty Check-Off Sheet (example)**

5. (Screen output only) Press **Enter** to view any additional pages of the check-off sheet, and then to close the report and return to the CCDS menu.