Auto Care Software Premier

Version 14.00

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Welcome to Auto Care Software Premier

Auto Care Software Premier is an accounting package designed specifically for running your automotive-based business. It provides you with all the tools you need to operate your business faster and more efficiently.

This handy user guide is designed to explain you how to use the various features of *Auto Care Software Premier*. Among many others, most importantly you will learn how to

- Enter customer and supplier details
- Write quotations and job cards
- Create customer and supplier invoices and administer payments
- Enter vehicle details and look up vehicle history
- Enter stock items and do automatic mark-up
- Create assemblies, billing codes and standard jobs
- Allocate parts to specific jobs
- Create automatic purchase orders
- View detailed information on servicemen productivity
- Print your bank deposit slip instead of writing by hand
- Obtain your BAS statement
- Plan your work efficiently by using the Booking Diary
- Create extensive reports from all modules and areas.

The chapters of this user guide are organized in a logical order according to how you would build up your database. It contains step-by-step guidelines to help you in getting started. Each chapter introduces you to both the basics and the more advanced functions of the described module. After becoming familiarised with the backbones of how to operate your system, you can always return to any chapter for a quick reference or for discovering new features.

System Requirements

To operate the *Auto Care Software Premier* package successfully, you need:

Operating System (the system will run on any of the following 32-bit or 64-bit systems):

- Microsoft Windows XP
- Microsoft Windows Vista
- Microsoft Windows 7 and 8

- Windows Server 2008

Hardware:

- IBM PC compatible 1 GHZ Pentium computer or faster
- 2 GB RAM (recommended 4 GB)
- DVD drive
- Printer (supported by Windows XP, Vista, Windows 7, 8)
- Uninterruptible power supply
- External hard drive for backup

Programme Installation

Installation on your computer(s) is done by an authorised and trained Auto Care Software technician.

Signing in to Auto Care Software Premier

Enter **User Name*** and press **Enter**.
Enter **Password*** and click **Continue**.

*Your User Name and Password can be found on your invoice under the description column.

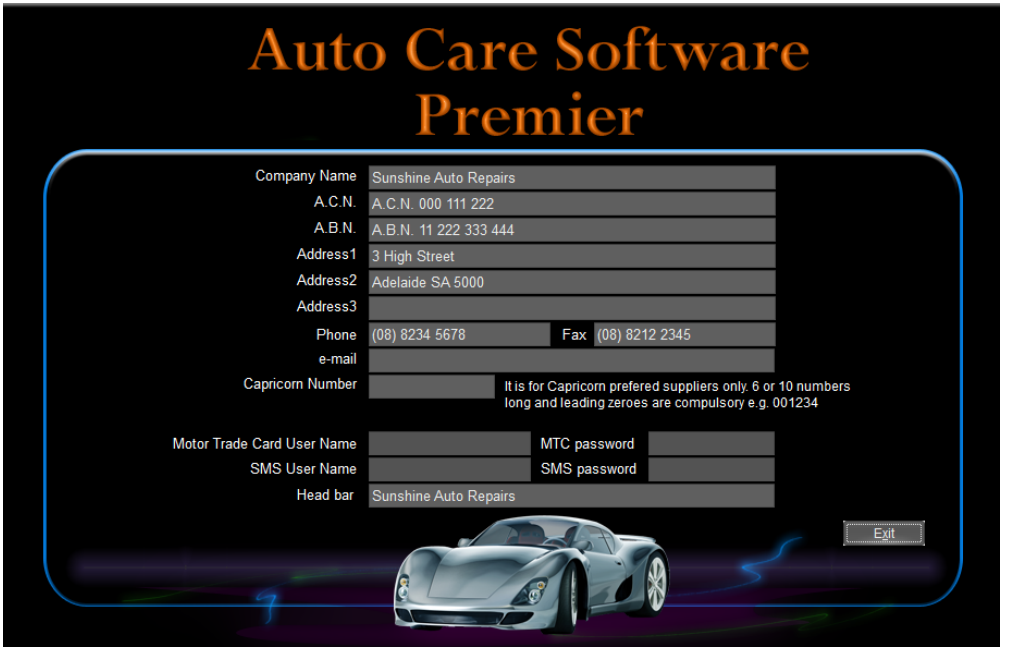
The Menu System

There are six pull-down menus and 10 icons for the most frequently used programme modules on the **Welcome** screen as shown below.

Company Details

In order to enter your company details into the programme follow the steps below. (This option is only available once the full programme has been purchased.)

- Select **System** from the menu at the top of the screen.
- Select **Company Details**.

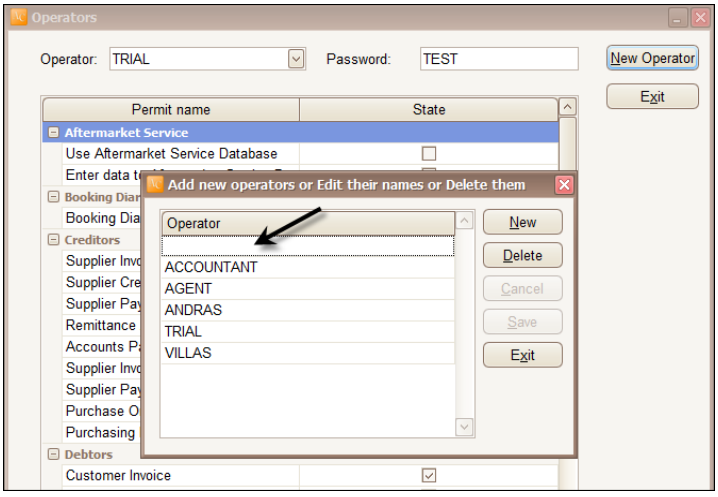


- Replace sample text with your company details in the various fields on the screen.
- Click **Exit** to return to the main menu.

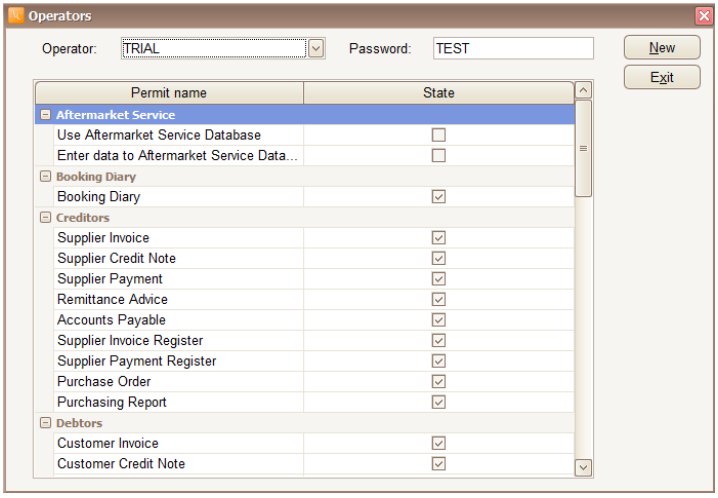
Operator Names and Passwords

In order to enter the name of the computer operator(s) and the corresponding password(s) follow the steps below. (This option is only available once the full programme has been purchased.)

- Select **System** from the menu at the top of the screen.
- Select **Operators and Passwords**.
- Select **New Operator** (command button is located in the top right hand corner of the screen).
- Select **New**.



- Enter the name of the operator.
- Click **Exit** to get back to the **Operators** box.
- Select the operator's name entered in the combo box (situated in the top right hand corner of the screen).
- Enter operator's password into the **Password** field.
- Tick the programme module names that can be accessed by the operator.
- If the **Hide Cost** check box is ticked in the Inventory section costs in the **Stock** and **Debtors Invoice** modules cannot be viewed by the operator.
- Click **Exit** to get back to the main menu.



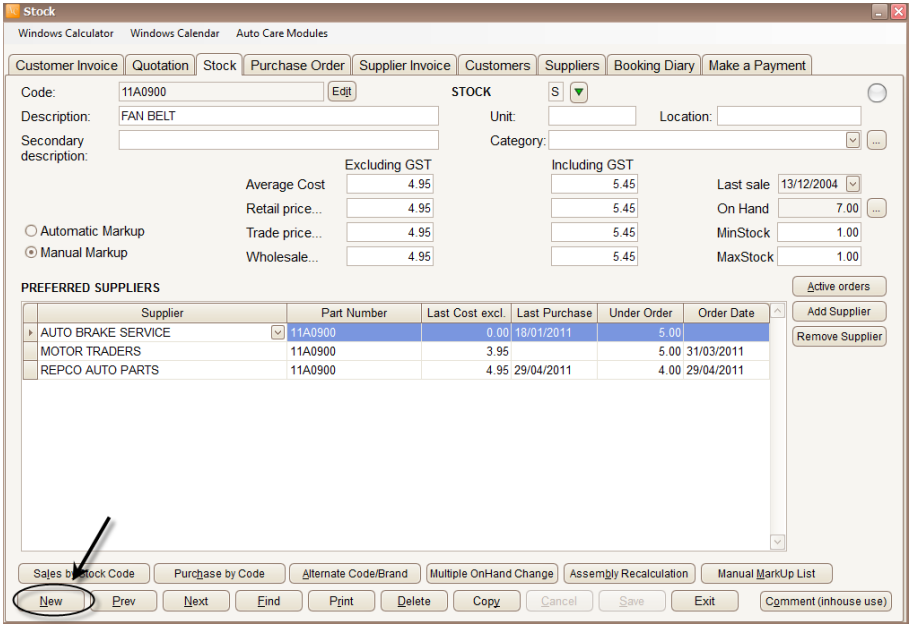
Stock

The **Stock** module has been designed for entering stock items, billing codes (including labour only) and assemblies (including parts only). If you want to create standard jobs consisting of both parts and labour, you can do it in the Quotation module (see description under Quotation/Estimates/Standard Jobs). In the **Stock** section of the **System Setup** module you can select the price types you want to use. The appearance of the Stock screen and related screens are different according to the chosen set-up.

In order to access the Stock module, click **Stock** on the Menu Icon Bar.

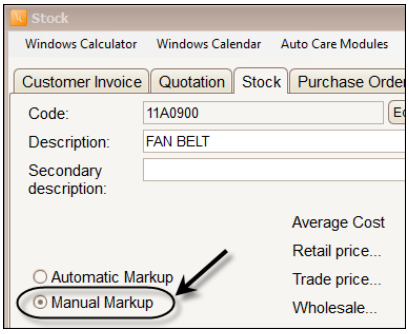
Entering Stock

To enter a new stock item, click **New** at the bottom of the screen.

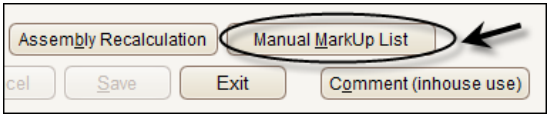


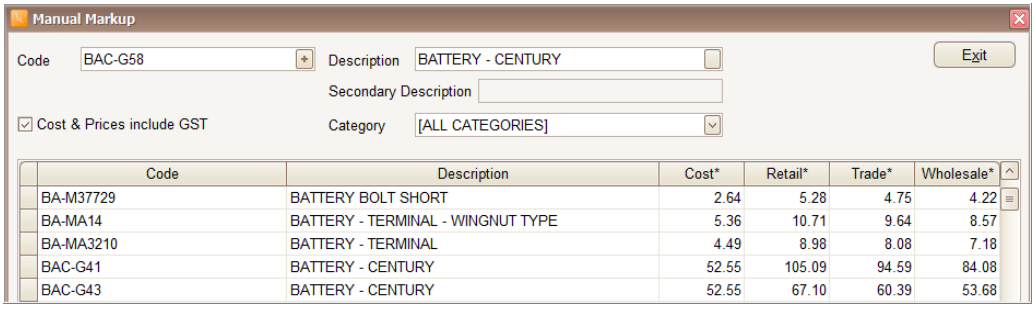
Enter stock details into the appropriate fields as follows:

- Enter stock code in the **Code** field (maximum 24 characters). The code entered in the **Code** field will be the code used when you raise an invoice. Use the Edit button if you need to change the code of a stock item. Note that the system will replace the old code with the new one wherever it has been used before.
- Enter the stock description into the **Description** field.
- Enter the unit of the stock (each, litre etc.) into the **Unit** field.
- Enter the physical location of the stock in the workshop into the **Location** field.
- The **Last date of sale** is the field where the system automatically enters the date when the most recent sale of this particular stock item took place.
- You can select either automatic or manual mark-up method for each of your stock items. If you want manual mark-up then click on the **Manual Markup** button.

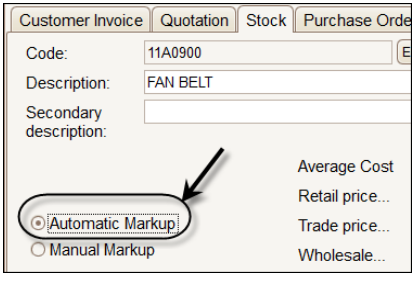


To select the mark up percentages, click on the **Manual MarkUp List** button located in the control menu at the bottom of the screen and set the markup percentage to the desired value for each stock.

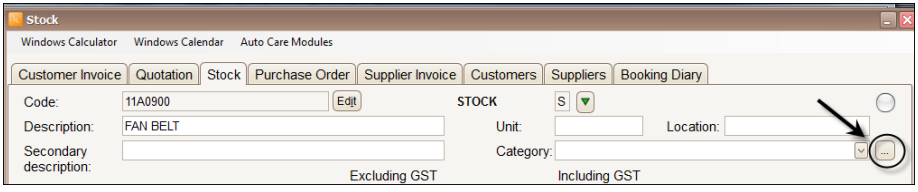


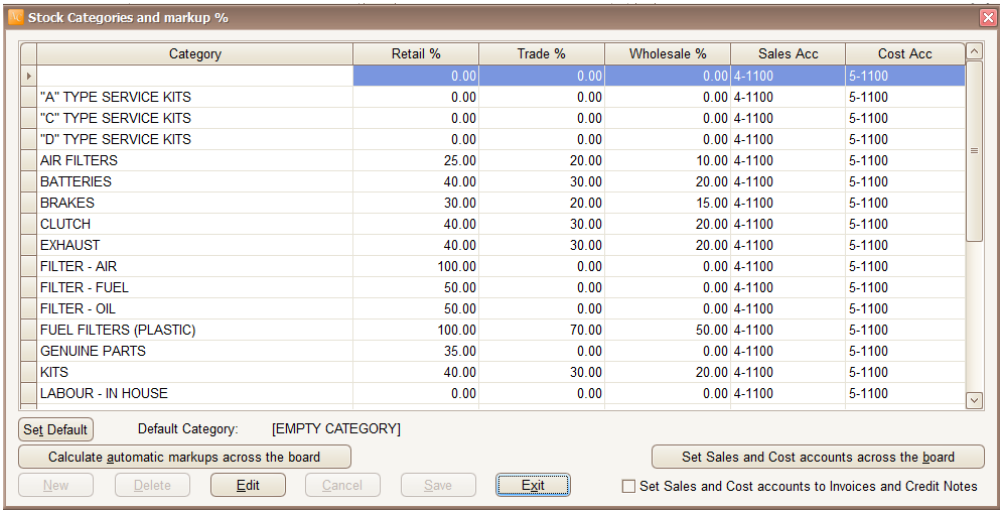


If you want automatic mark-up, click on the **Automatic Markup** button.



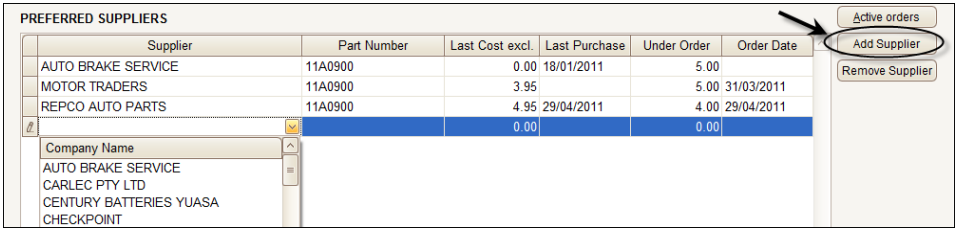
In order to use the automatic mark-up feature you need to turn on the **Stock Categories** option in the System\System Setup/Stock module. You do not need to categorise your stock if you do not wish to. There is an empty line in the in the category field. Select this empty line for all your stock if you do not want to categorise your stock. To select your mark-up percentage, click on the little box with three dots next to the Category field. The **Stock Categories and markup %** window will appear. Enter your mark-up percentages in the appropriate fields.





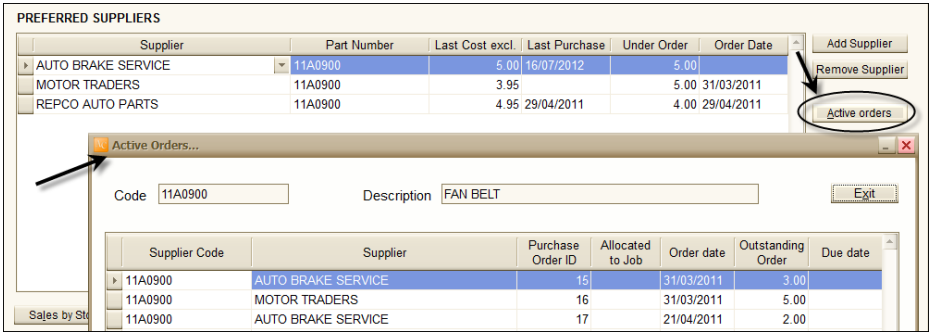
Enter your retail, trade and wholesale mark up percentage for each category. Please note that the first empty line represents the uncategorized stock items. You can enter an automatic mark up percentage for these stock items as well. If you opted not to have stock categories (set on the System Setup/Stock screen), but you wish to use the automatic mark up option then you have to turn the stock categories option ON in the System Setup module, enter your mark up percentages and then turn the stock categories option OFF again.

- The **Average Cost** field records the average purchase price of the particular stock on hand. At the time of entering creditors invoices (discussed later in the *Supplier invoices* module), the average cost is calculated for each stock item.
- The **Price** field(s) indicate(s) the retail, (trade, wholesale) price(s) of the stock item. For automatic mark-up items these prices are calculated automatically (i.e. average cost plus mark-up percentage). For manual mark-up items, these prices have to be entered separately.
- The **On Hand** field refers to the quantity of a particular stock that the company has on hand. This value is updated automatically when creditors' and debtors' invoices are entered.
- The minimum and maximum stock that is acceptable for the company to have on hand can be entered in the **Min Stock** and **Max Stock** fields. If stock falls below the minimum quantity entered in the **Min Stock** field a note will automatically appear in the purchase order module (discussed later).
- You can select unlimited suppliers for each stock item from the **Supplier** list. Click on the **Add Supplier** button on the right hand side of the grid to create a line item for a supplier and use the down arrow to select supplier. Enter the supplier's code for the stock item in the **Part Number** field.



- **Last Cost** refers to the price of the stock at the last time of purchase from the supplier. Note that both **Last Cost** and the date of **Last Purchase** are entered automatically here when you enter the supplier invoice in the creditors' invoice module.
- **Last Purchase** is the date when the last purchase of stock was made.
- **Under Order** refers to the quantity of stock items ordered from a supplier.
- **Order Date** is the date when the last order was made.
  Note that the **Under Order** and **Order Date** fields are automatically updated from the purchase order module (explained in more detail in the *Purchase Order* section of this manual).

- To look up active orders for a stock item click on the Active orders button next to the grid area.



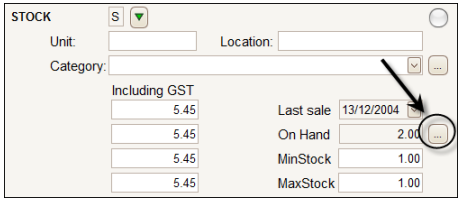
Copying Stock items

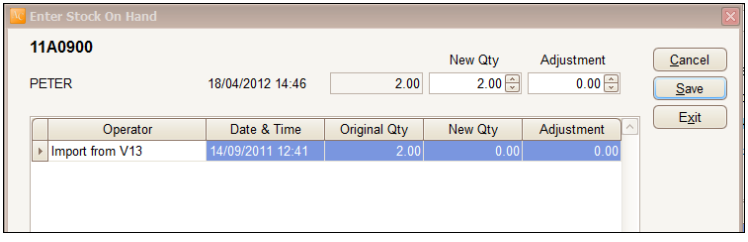
To make your data entry easier, you can copy a current record to a new one. This function is useful when you enter similar items into the database. The copied item will have three additional asterisks attached to the original code. (Note that each code has to be unique.)

Changing On Hand values

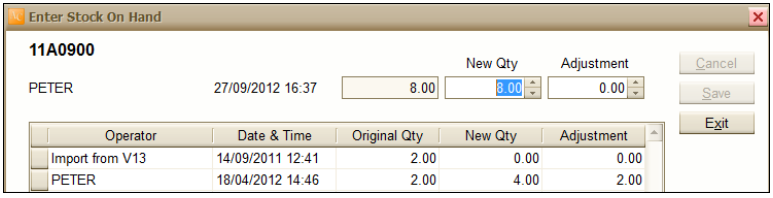
For security reasons the system keeps a record of the operator's name and the date and time when the change was made.

- On the Stock screen click on the gray box next to the **On Hand** Field. The Enter Stock On Hand window appears.

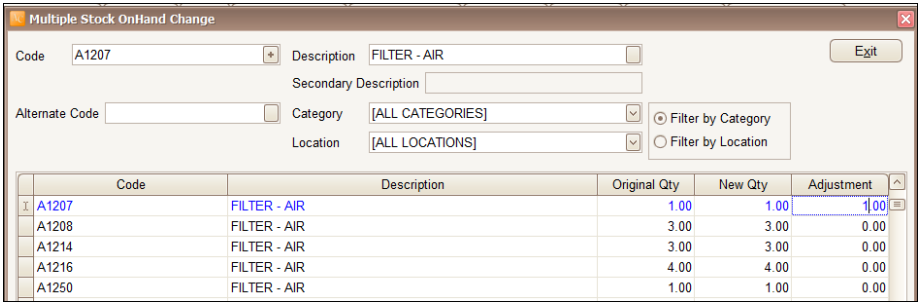




- Enter the new quantity or the adjustment value by using the up or down arrow next to the appropriate fields and click Save.

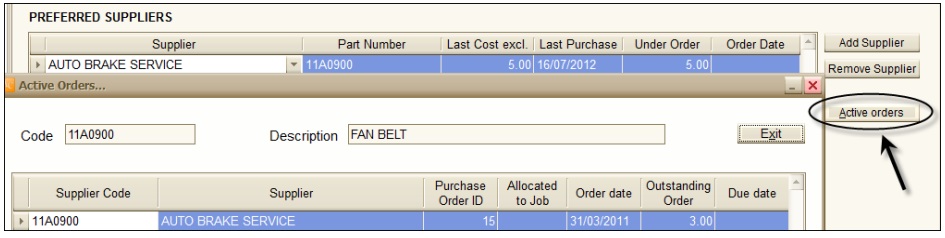


- If you want to change the on hand value for several stock items click on the **Multiple On Hand Change** button at the bottom of the Stock screen. Make your adjustments and exit. Again, the system will keep a record of each changes made.



Active Orders function key

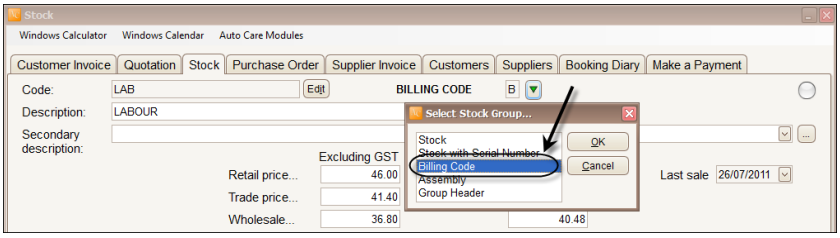
For your convenience, you can look up active orders for a stock item from the Stock screen by clicking on the **Active orders** button next to the grid area.



Billing Codes

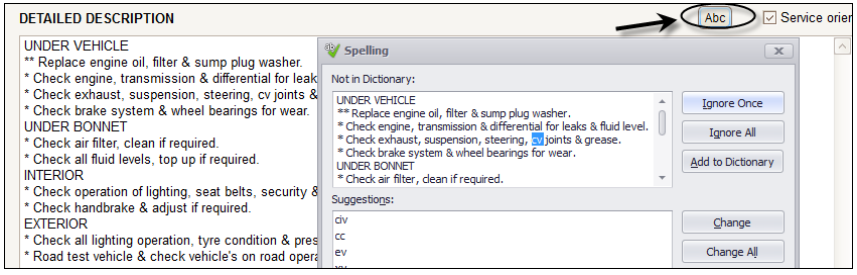
To enter a Billing Code (labour only items), click **New** on the stock screen.

- Click on the green arrow next to the Stock field and select **Billing Code**.



Entering billing codes can be done in the same way as entering stock items. In addition, you can enter a detailed description for each billing. When a billing code is entered on a customer invoice, a detailed description of the job is copied to the invoice line and printed on the invoice. This description can be modified in the line item's **Memo** field.

- You can check your spelling by clicking on the **Abc** button.



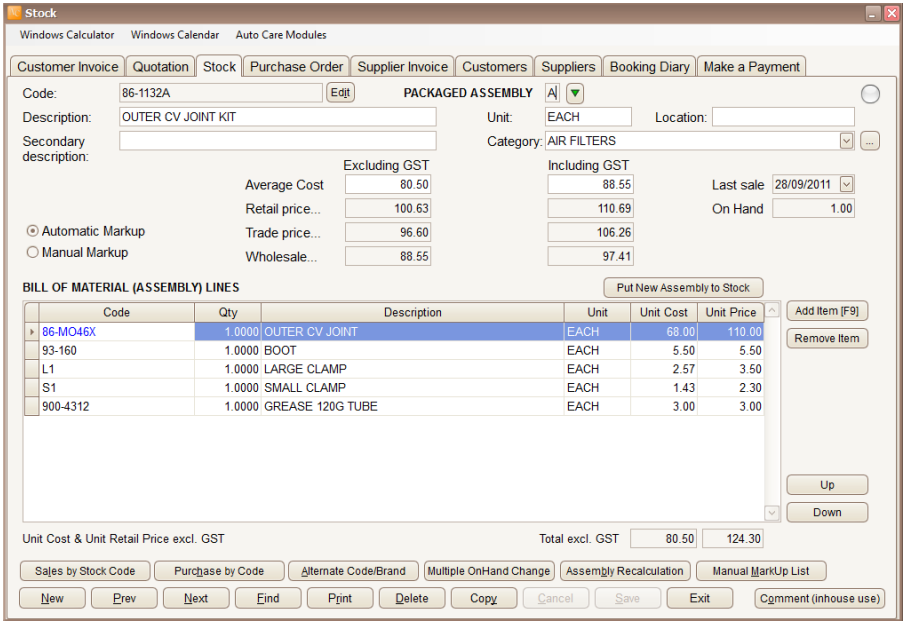
- Enter the number of hours necessary for the job in the **Assigned Hours** field. The system will automatically collect these hours in the Servicemen Productivity Report (discussed later).
- If the **Service Oriented Billing Code** check box is ticked **YES** and the billing code is used on an invoice the **Next Service** date will be set automatically on the invoice.

Assemblies (Bill of Materials or Kits)

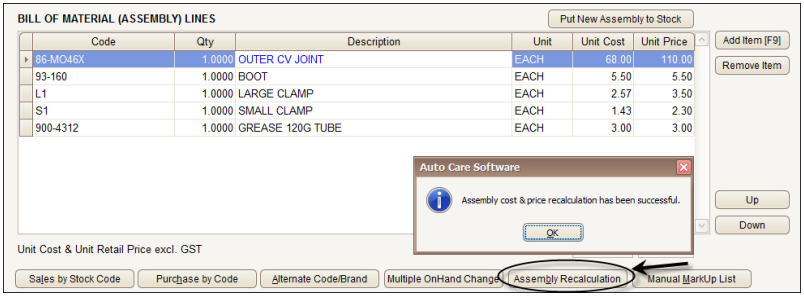
In the Stock module you can set up assemblies by using various stock items. Note that you cannot add a billing code to an assembly. If you want to have billing codes and parts in a group you need to create standard jobs. (Find details under Debtors/Quotation / Estimate /Standard Job)

- Select "**A**" for Assemblies.
- Enter stock details into the appropriate fields. (An entry can be deleted by clicking on the **Remove Item** button next to the grid area.)

- Press **[F9]** to enter a new line or click on the **Add Item [F9]** button.
- The assembly's cost and price will be calculated based on the cost and price of the components. You can choose manual or automatic assembly price calculation method by checking the appropriate button. Note that costs and prices exclude GST.

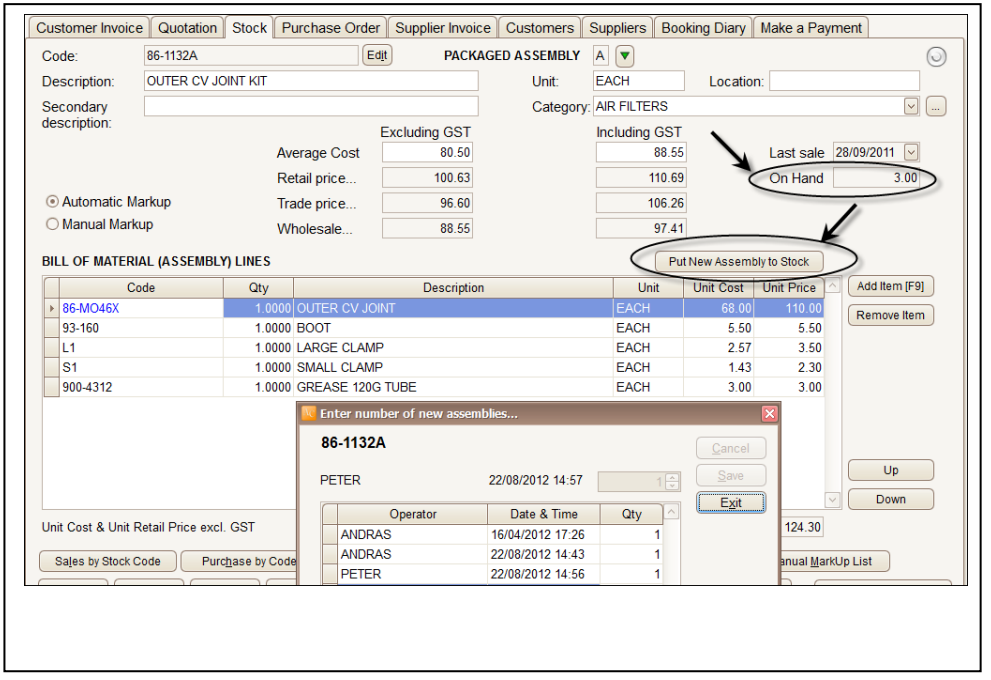


- Click on the **Assembly Recalculation** button if you want to recalculate the cost and price of an assembly in case costs and prices for the components have changed. The new cost of the assembly will be recalculated based on the new cost of the sub items. (Example: if the cost of ball-nuts increases all each assembly's cost that contains ball-nuts will be recalculated.)



Note that there are two ways to use assemblies:

- You put an assembly together and manually increase the on hand value in the Stock module by clicking on the **Put New Assembly to Stock** button. Select quantity with the help of the up and down arrows and click **Save**. The on hand value of the components will automatically adjust (increase or decrease).When you sell the assembly the on hand value will automatically decrease.



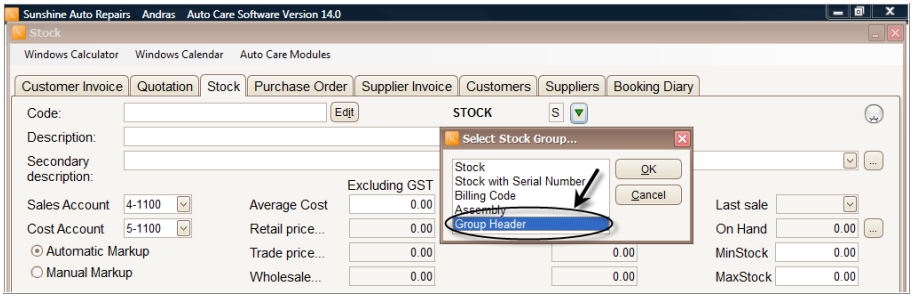
- You do not change the on hand value manually in the Stock module. In this case the on hand value is always zero. If you sell the assembly the on hand value of its components will decrease. (This is how it is in *Auto Care Software Version 13*.)

Group Headers

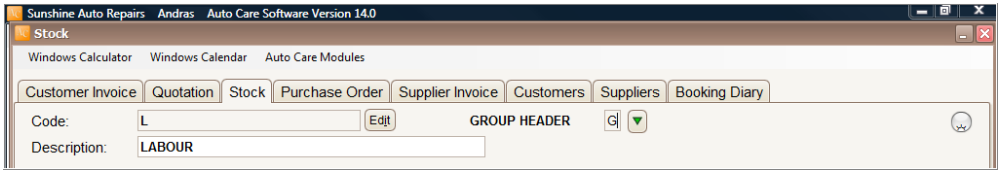
You can create group header codes in the Stock module. (Note that "**L**" LABOUR, "**P**" PARTS and "**M**" MISCELLANIOUS group header codes are already in your stock.) To enter group headers, follow the steps below:

- Click on **New** on the Stock screen.

- Click on the green arrow next to the **Stock** field, select **Group Header** and click **OK**.



- Enter Code and description in the relevant fields.

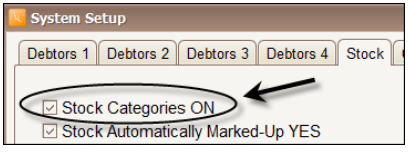


Note that the Code and Description fields will appear bold. Do not fill out any other the fields on the screen for a group header.

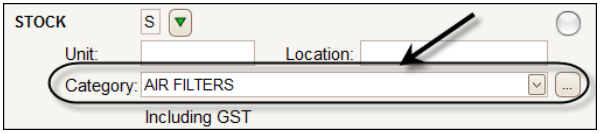
Stock Categories

Care Software Premier allows you to create stock categories. Setting up stock categories has many advantages including the option to assign a different mark-up percentage to each category. If you want to use stock categories, follow the steps below:

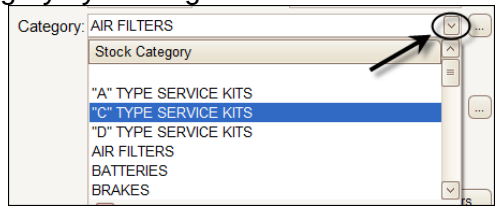
- Click on the **System** menu pad on main screen and select **System Setup.** Click on the **Stock** tab.
- Tick **Stock Categories ON**. Exit the **System Setup** screen.



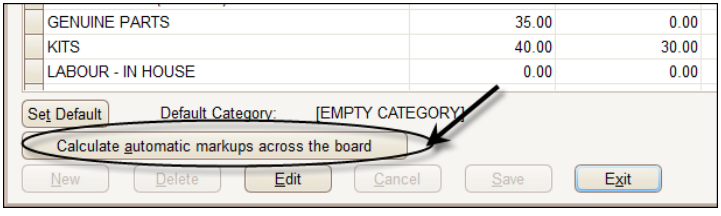
- Click on the **Stock** & Billing Codes icon in the main menu. The **Category** combo box appears on the Stock screen.



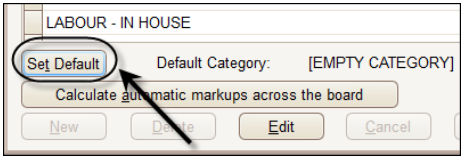
- Choose a category from the **Category** combo box by clicking on the down arrow. A list of existing categories appears. Choose the appropriate category by clicking on it.



- To create a new category, click on the gray box next to the down arrow. The **Stock Categories and markup %** window appears. Click **Edit** and then **New at the bottom of the screen**. Enter the new category and markup percentage. To create more than one new category click **New** again to obtain a new line.
- Note that you can create categories for billing codes as well. In this case leave the percentage box empty.
- To calculate stock price based on cost and mark-up percentages, click on the **Calculate automatic markups across the board** button and then click **Exit**.



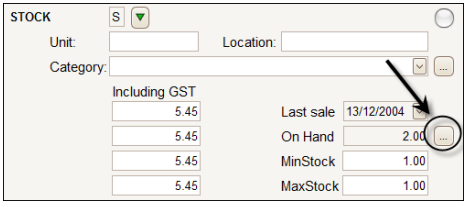
- You can select your default category by highlighting the category line and then click on the **Set Default** button.

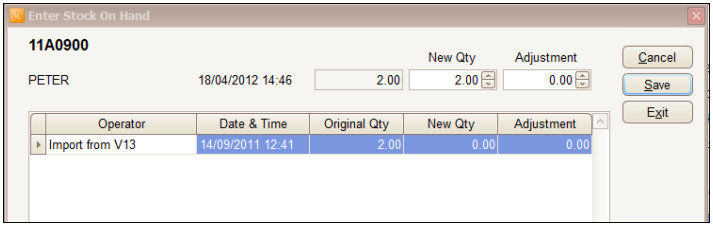


Change On Hand Values

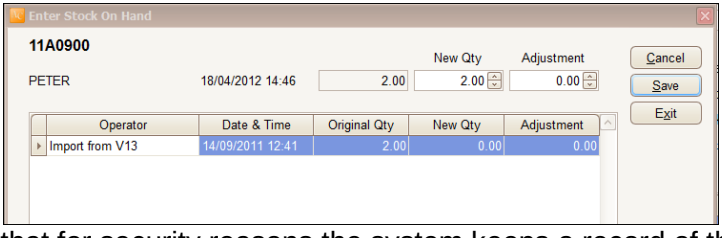
If for any reasons you have to change the on hand value of a stock then follow the steps below:

- On the Stock screen click on the gray box next to the **On Hand** Field. The **Enter Stock On Hand** window appears.



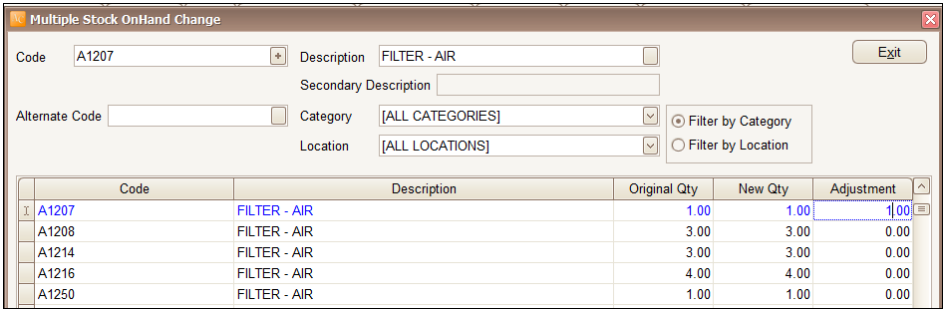


- Enter the new quantity or the adjustment value by using the up or down arrow next to the appropriate fields and click Save.



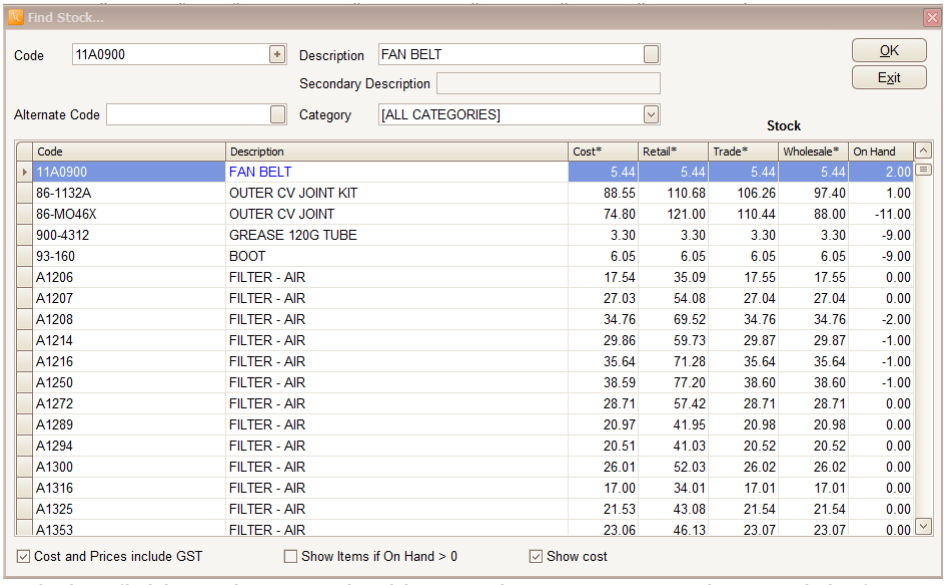
Note that for security reasons the system keeps a record of the operator's name and the date and time when the change was made.

If you want to change the on hand value for several stock items click on the **Multiple On Hand Change** button at the bottom of the Stock screen. Make your adjustments and exit. Again, the system will keep a record of each changes made.

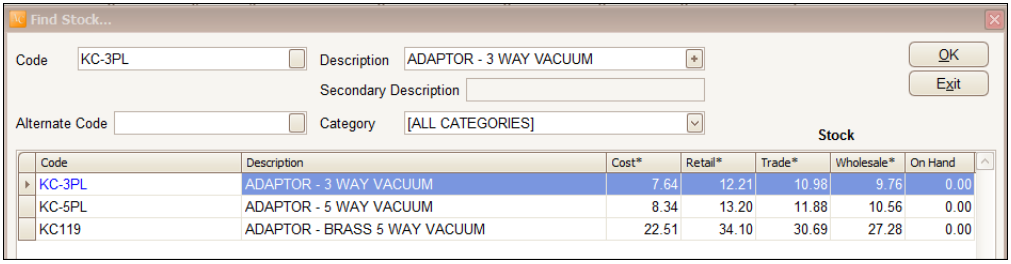


Find Stock items, Billing codes and Assemblies

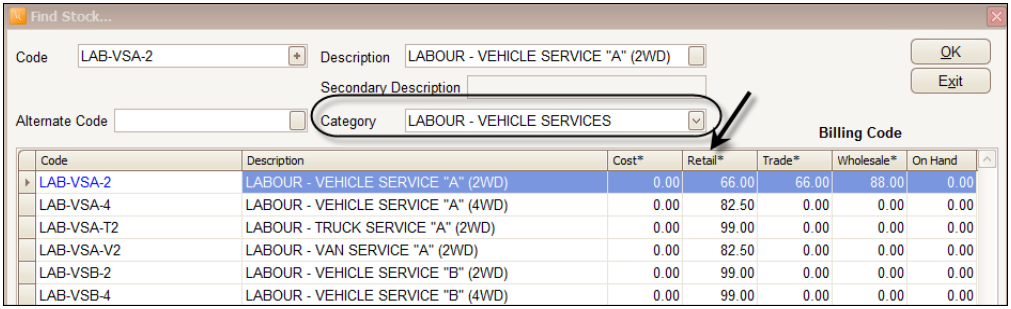
- Click on the **Find** button on the bottom of the page to find a Stock item, Billing code or Assembly by item code, description or alternate code.



The description field can be searched by word. Enter a quotation mark before the word you want to search on. Press enter. In our example bellow all stock, billing code and assembly that includes the word “WAY” will populate the grid.



If your stock is categorized, you can filter the stock list by stock categories.

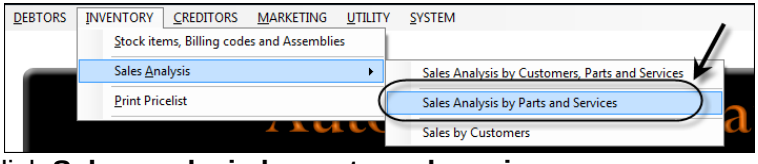


You can set your system to only show items with an on hand value of greater than zero. (To turn on this option on, set the “Set Stock On Hand > 0 check box on Stock Find Screen” to CHECKED on the **System/System Setup** module’s **Stock** page.) Note that on the actual **Find** screen you can turn this option on and off by clicking on the **Show items if On Hand > 0** button.

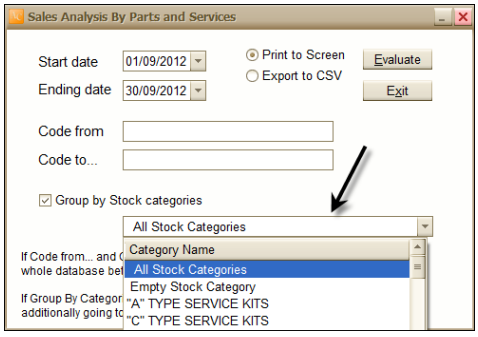
Sales Analysis by Parts and Services

If stock categories have been created, you can create sales analysis by stock categories reports.

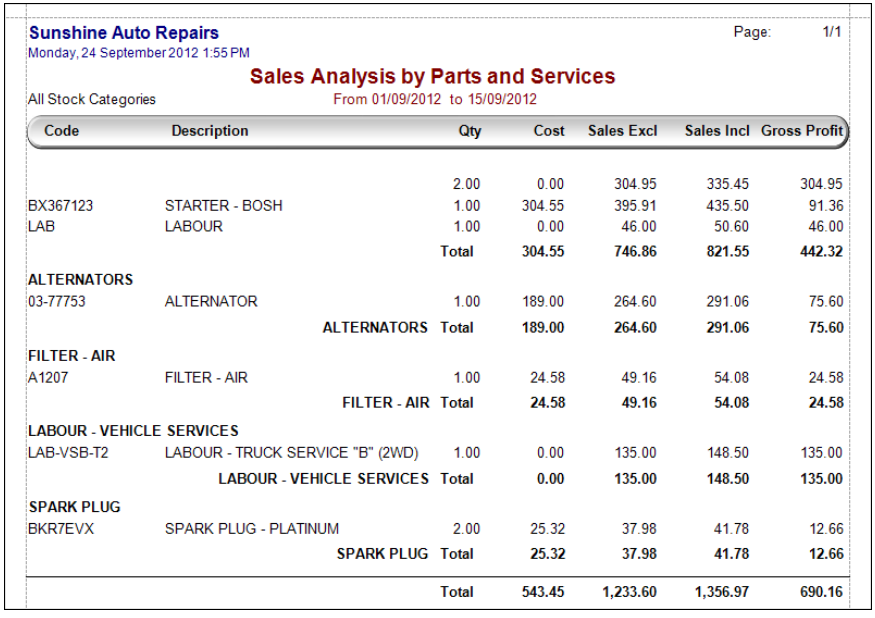
- On the main menu screen click Inventory and select **Sales Analysis**



- Click **Sales analysis by parts and services**.
- Click **OK**. The **Sales Analysis by Parts and Services** window appears. Select **Sales analysis by parts and services**.



- Select the Start and Ending date of the report.
- To see the report on the screen tick **Print to Screen**.
- To obtain a report by stock categories tick the **Group by categories** box.
- Click **OK**.
- To print the report click **Print** on top of the screen (last button).
- To exit click the **Exit** icon (second from right on top of the screen).



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Monday, 24 September 2012 1:55 PM

Sales Analysis by Parts and Services

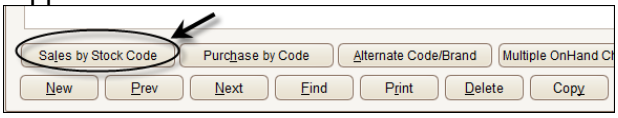
All Stock Categories From 01/09/2012 to 15/09/2012

Code	Description		Qty	Cost	Sales Excl	Sales Incl	Gross Profit
			2.00	0.00	304.95	335.45	304.95
BX367123	STARTER - BOSH		1.00	304.55	395.91	435.50	91.36
LAB	LABOUR		1.00	0.00	46.00	50.60	46.00
			Total	**304.55**	**746.86**	**821.55**	**442.32**
ALTERNATORS							
03-77753	ALTERNATOR		1.00	189.00	264.60	291.06	75.60
		ALTERNATORS	**Total**	**189.00**	**264.60**	**291.06**	**75.60**
FILTER - AIR							
A1207	FILTER - AIR		1.00	24.58	49.16	54.08	24.58
		FILTER - AIR	**Total**	**24.58**	**49.16**	**54.08**	**24.58**
LABOUR - VEHICLE SERVICES							
LAB-VSB-T2	LABOUR - TRUCK SERVICE "B" (2WD)		1.00	0.00	135.00	148.50	135.00
		LABOUR - VEHICLE SERVICES	**Total**	**0.00**	**135.00**	**148.50**	**135.00**
SPARK PLUG							
BKR7EVX	SPARK PLUG - PLATINUM		2.00	25.32	37.98	41.78	12.66
		SPARK PLUG	**Total**	**25.32**	**37.98**	**41.78**	**12.66**
			Total	**543.45**	**1,233.60**	**1,356.97**	**690.16**

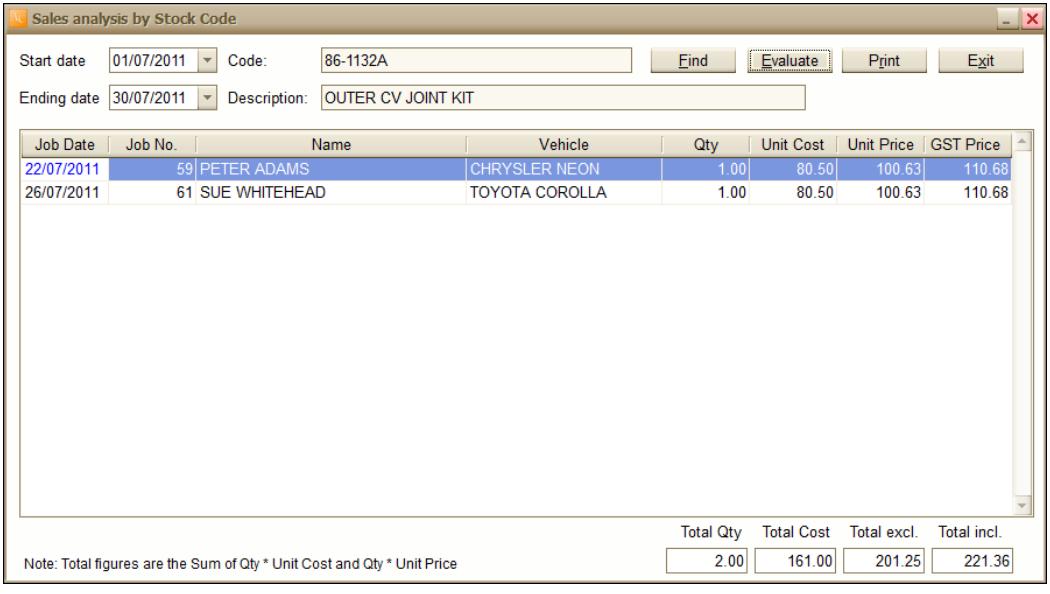
Review Sales by Stock Code

You can look up how many stock items have been sold during a given period of time from selected stock items.

- Click **Sales by Stock Code**. The **Sales analysis by Stock Code** window appears.

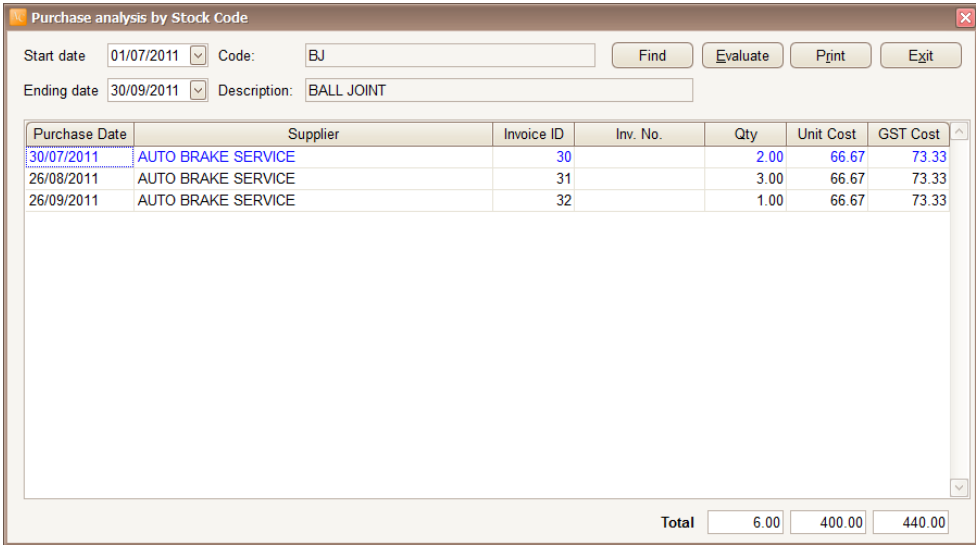


- Enter the Start and Ending dates.
- Enter the item code and click **Evaluate**. The sales quantities appear on the screen. Please note that you can find stock by both code and description.



Review Purchase by Stock Code

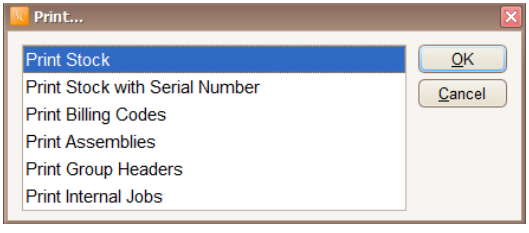
- Click **Purchase by Stock Code** on the **Stock** screen.
- Enter the Start and the Ending dates of the period. Click **Evaluate**. The **Purchase date**, **Supplier**, **Quantity** and **Cost** is evaluated. Cost excludes GST.



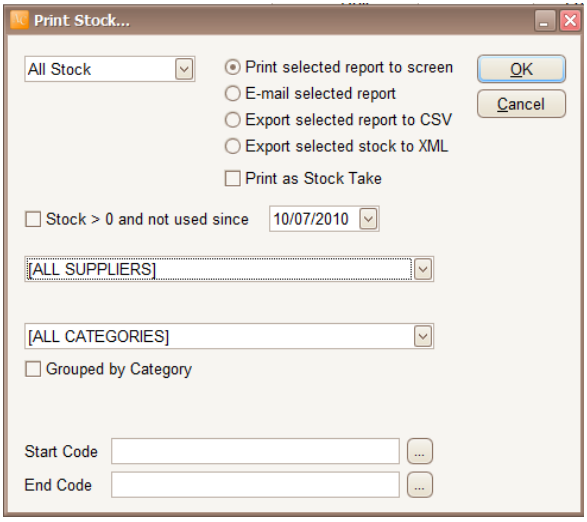
Printing Stock Reports

There is a wide range of stock reports you can create in *Auto Care Software Premier*.

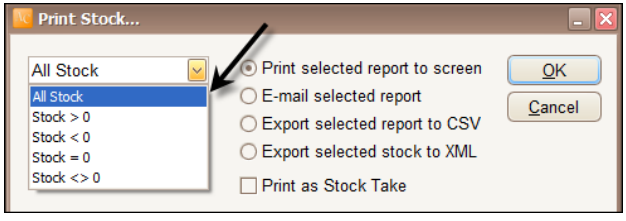
- Click **Print** at the bottom of the Stock screen.



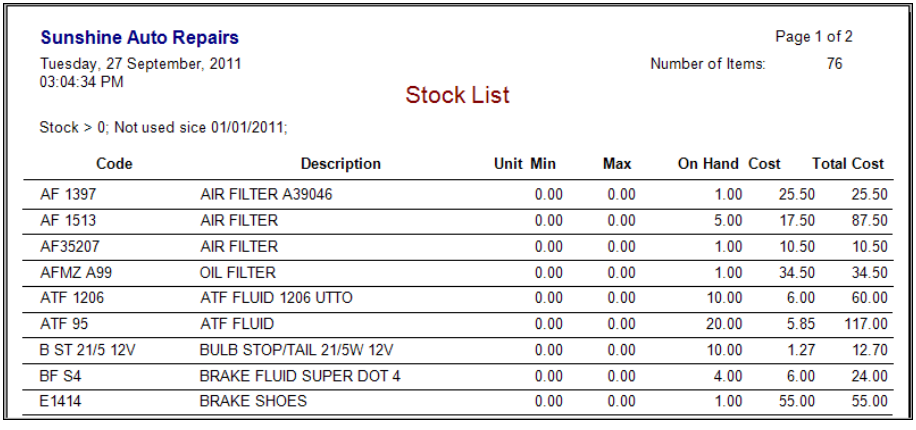
- Select **Print Stock** and click **OK**.



Note that stock can be printed using the following options: All Stock; Stock > 0; Stock < 0; Stock = 0; Stock <> 0.



Furthermore, you can print inventory that is not moving off your shelves. It is also possible to print reports by categories or locations.



Sunshine Auto Repairs

Page 1 of 2

Tuesday, 27 September, 2011
03:04:34 PM

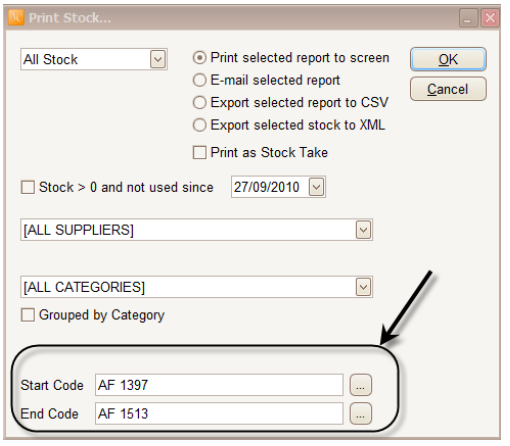
Number of Items: 76

Stock List

Stock > 0; Not used sice 01/01/2011;

Code	Description	Unit	Min	Max	On Hand	Cost	Total Cost
AF 1397	AIR FILTER A39046		0.00	0.00	1.00	25.50	25.50
AF 1513	AIR FILTER		0.00	0.00	5.00	17.50	87.50
AF35207	AIR FILTER		0.00	0.00	1.00	10.50	10.50
AFMZ A99	OIL FILTER		0.00	0.00	1.00	34.50	34.50
ATF 1206	ATF FLUID 1206 UTTO		0.00	0.00	10.00	6.00	60.00
ATF 95	ATF FLUID		0.00	0.00	20.00	5.85	117.00
B ST 21/5 12V	BULB STOP/TAIL 21/5W 12V		0.00	0.00	10.00	1.27	12.70
BF S4	BRAKE FLUID SUPER DOT 4		0.00	0.00	4.00	6.00	24.00
E1414	BRAKE SHOES		0.00	0.00	1.00	55.00	55.00

You can print selected stock by stock code or by suppliers.



Sunshine Auto Repairs

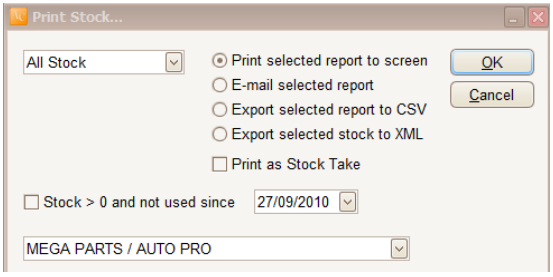
Tuesday, 27 September, 2011
03:14:11 PM

Page 1 of 1
Number of Items: 4

Stock List

All Stock; CODE >= AF 1397; CODE <= AF 1513;

Code	Description	Unit	Min	Max	On Hand	Cost	Total Cost
AF 1397	AIR FILTER A39046		0.00	0.00	1.00	25.50	25.50
AF 1411	AIR FILTER A35192		0.00	0.00	1.00	16.20	16.20
AF 1433	AIR FILTER		0.00	0.00	0.00	14.50	0.00
AF 1513	AIR FILTER		0.00	0.00	5.00	17.50	87.50
		Final Total:			**7.00**		**129.20**



Sunshine Auto Repairs

Tuesday, 27 September, 2011
03:24:58 PM

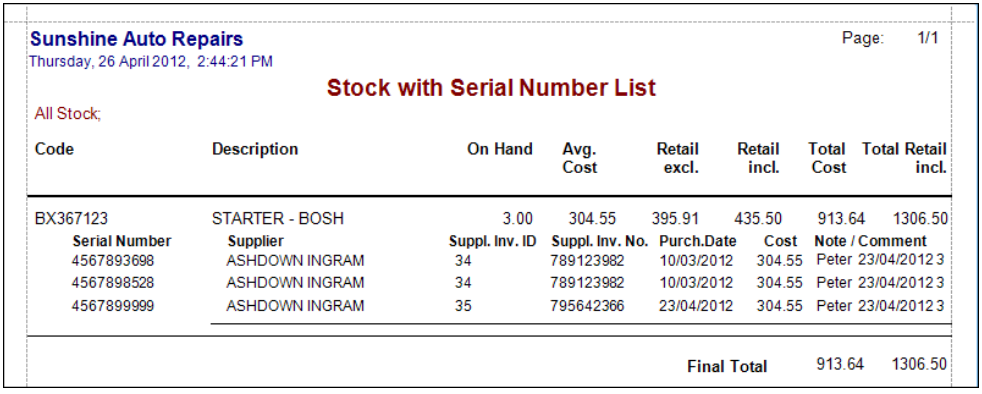
Page 1 of 3
Number of Items: 87

Stock List

All Stock; Supplier: MEGA PARTS / AUTO PRO;

Code	Description	Supplier Code	On Hand	Suppl. Cost	Last Buy
AF 1397	AIR FILTER A39046	AF 1397	1.00	25.50	14/04/2011
AF 1411	AIR FILTER A35192	AF 1411	1.00	16.20	14/04/2011
AF 1433	AIR FILTER	AF 1433	0.00	14.50	14/04/2011
AF 1513	AIR FILTER	AF 1513	5.00	17.50	14/04/2011

Note that you can print a list of your billing codes, bill of materials, assemblies, group headers and internal jobs as well.



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Thursday, 26 April 2012, 2:44:21 PM

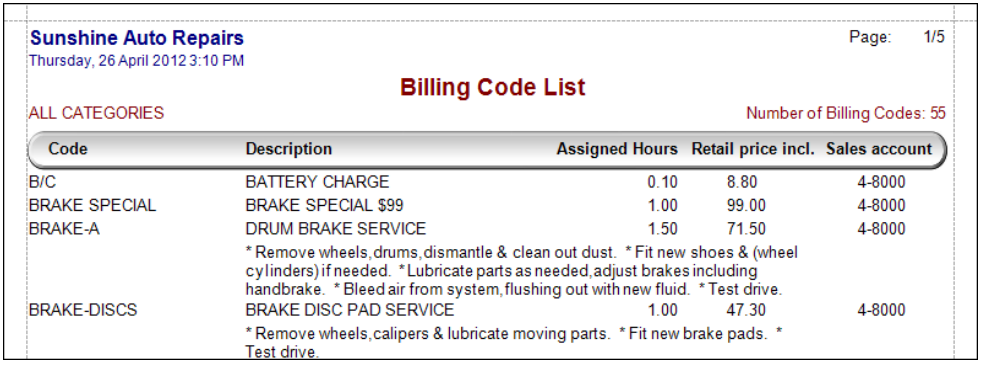
Stock with Serial Number List

All Stock;

Code	Description	On Hand	Avg. Cost	Retail excl.	Retail incl.	Total Cost	Total Retail incl.
BX367123	STARTER - BOSH	3.00	304.55	395.91	435.50	913.64	1306.50

Serial Number	Supplier	Suppl. Inv. ID	Suppl. Inv. No.	Purch.Date	Cost	Note / Comment
4567893698	ASHDOWN INGRAM	34	789123982	10/03/2012	304.55	Peter 23/04/2012 3
4567898528	ASHDOWN INGRAM	34	789123982	10/03/2012	304.55	Peter 23/04/2012 3
4567899999	ASHDOWN INGRAM	35	795642366	23/04/2012	304.55	Peter 23/04/2012 3

Final Total 913.64 1306.50



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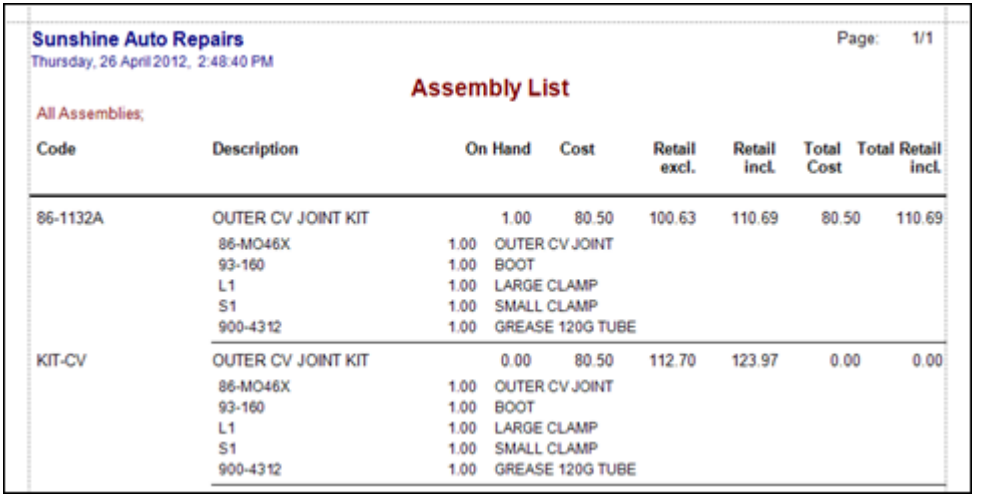
Thursday, 26 April 2012 3:10 PM

Billing Code List

ALL CATEGORIES Number of Billing Codes: 55

Code	Description	Assigned Hours	Retail price incl.	Sales account
B/C	BATTERY CHARGE	0.10	8.80	4-8000
BRAKE SPECIAL	BRAKE SPECIAL $99	1.00	99.00	4-8000
BRAKE-A	DRUM BRAKE SERVICE	1.50	71.50	4-8000
	* Remove wheels, drums, dismantle & clean out dust. * Fit new shoes & (wheel cylinders) if needed. * Lubricate parts as needed, adjust brakes including handbrake. * Bleed air from system, flushing out with new fluid. * Test drive.			
BRAKE-DISCS	BRAKE DISC PAD SERVICE	1.00	47.30	4-8000
	* Remove wheels, calipers & lubricate moving parts. * Fit new brake pads. * Test drive.			



Sunshine Auto Repairs Page: 1/1
Thursday, 26 April 2012, 2:48:40 PM

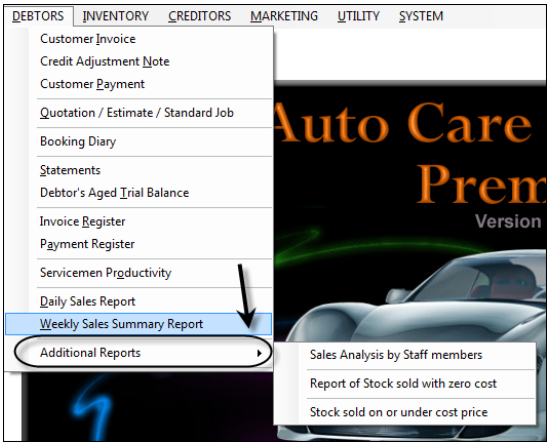
Assembly List

All Assemblies;

Code	Description	On Hand	Cost	Retail excl.	Retail incl.	Total Cost	Total Retail incl.
86-1132A	OUTER CV JOINT KIT	1.00	80.50	100.63	110.69	80.50	110.69
	86-MO46X 1.00 OUTER CV JOINT						
	93-160 1.00 BOOT						
	L1 1.00 LARGE CLAMP						
	S1 1.00 SMALL CLAMP						
	900-4312 1.00 GREASE 120G TUBE						
KIT-CV	OUTER CV JOINT KIT	0.00	80.50	112.70	123.97	0.00	0.00
	86-MO46X 1.00 OUTER CV JOINT						
	93-160 1.00 BOOT						
	L1 1.00 LARGE CLAMP						
	S1 1.00 SMALL CLAMP						
	900-4312 1.00 GREASE 120G TUBE						

You can email these reports or export them to CSV and XML files.

In addition to the above reports, you can create three more reports by selecting **Debtors/Additional Reports** on the main menu screen.



The **Sales Analysis by Staff Members** report shows sales figures for stock, billing codes and assemblies by individual staff members as well as sales by the various account codes (in case you use the premium version of the software and allocate different accounts to different sales departments). Please note that the report total does not include the Work in progress figures.

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Tuesday, 27 September 2011, 4:05:36 PM

Sale analysis by staff members

From 19/09/2011 to 26/09/2011

Staff Code	Staff Name	Sale Assembly	Sale Stock	Sale Billing	Total	Work in progress
GJ	Garry Jones	$0.00	$456.18	$619.55	$1,075.72	$0.00
JB	John Brown	$0.00	$1,009.34	$1,136.36	$2,145.70	$601.00
RP	Roger Pine	$301.88	$739.55	$184.00	$1,225.43	$0.00
	Total	$301.88	$2,205.07	$1,939.91	$4,446.85	$601.00

Accounts Summary

Account Code	Sales
4-1100 Sales	$4,097.85
4-8000 Miscellaneous Income	$349.00
Total	$4,446.85

The **Stock sold with Zero or Negative Cost Value** report lists all the invoices where one or more stock items have been sold with 0 or minus cost value.

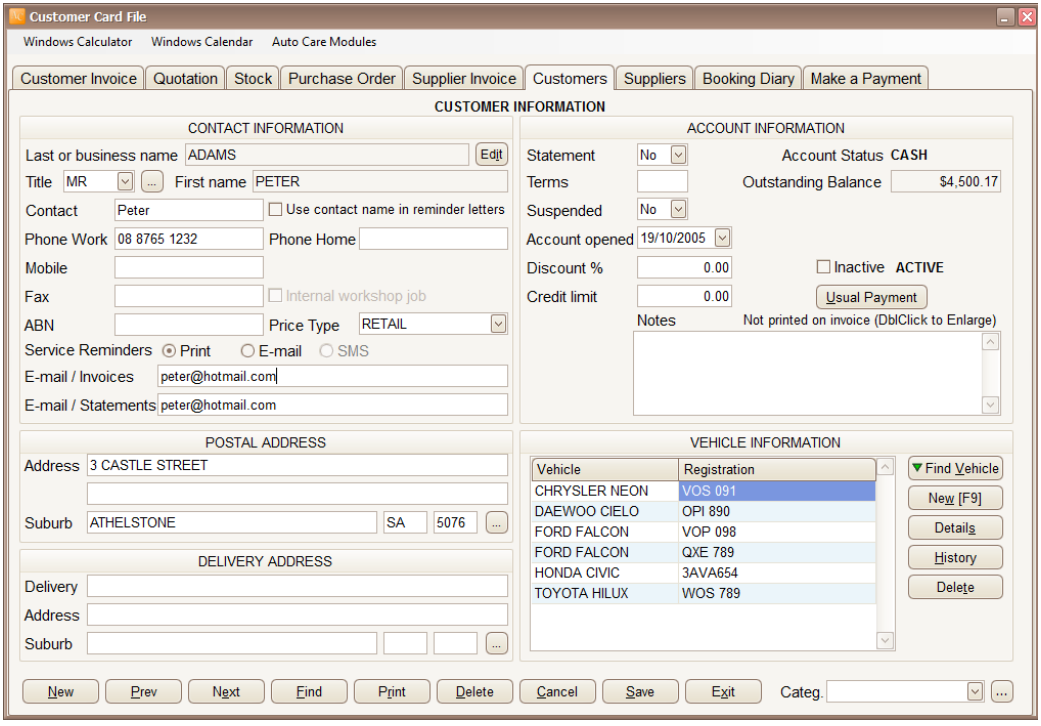
The **Stock Sold on or under the Cost Price** report lists all the invoices where one or more stock items have been sold on or under the cost price.

Customers (Debtors)

Customer Card Files

You will use this module to enter customer and vehicle information.

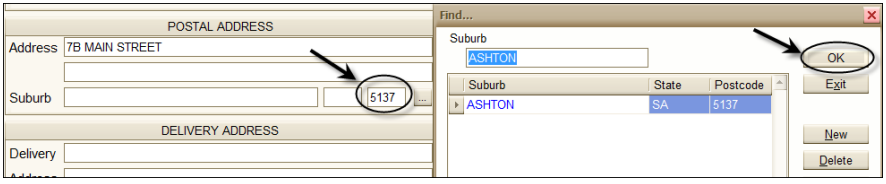
- Click **Customers Card File** in the Menu Icon Bar to access this module.



Entering Customer Information

- Click **New** on the bottom left hand side of the Customer screen.

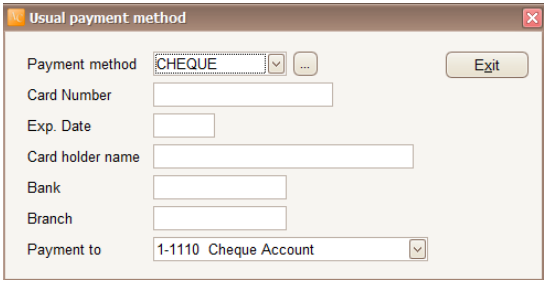
- Enter the customer's details into the appropriate fields. Note that customer names have to be unique. To move from field to field, press **Tab** or **Enter** or use the mouse to click on a field. Note that when suburb and state are entered, the postcode will be displayed automatically. Alternatively, you can enter the postcode only and press the **Tab** key. The **Find Suburb** window appears listing all suburbs with the entered post code. Select the one that you require and click **OK**. The **Suburb** and **State** fields will be automatically populated. If a suburb is not in the database, enter it manually by clicking on the grey button next to the postcode field.



- If you want to change a customer's name click on the **Edit** button to make changes. Note that the system changes the name in all related data tables. Changes made here will take effect on all previously created invoices for the customer.

- A customer can be deleted from the customer table only if an invoice has not yet been raised.
- The control menu at the bottom of the **Customer Card File** screen is used in the same way as the control menu on the Suppliers and Stock screens.
- If you want to give discount for a customer all the time, enter the discount percentage in the **Discount** field. When you raise an invoice for the customer the discount amount is calculated and displayed in the Discount field at the bottom of the invoice. This value can be altered on individual invoices.
- Use the **Credit Limit** field to enter a credit limit for your customers (optional). In order to use this function, you have to select the **Credit Stop ON** in the **Systems Setup\Debtors 4** module.

- The **Outstanding Balance** field displays any outstanding amount for the customer. This value is calculated automatically based on the invoices raised and payments received and consequently cannot be altered here manually.
- The **Notes** field can be used to keep a record of any relevant information about the customer. This information will not be printed.
- You can make a customer inactive by clicking on the **Inactive** check box. Note that you cannot raise invoices, quotations and bookings for inactive customers.
- Click **Usual Payment** to record a customer's usual payment method including credit card details.

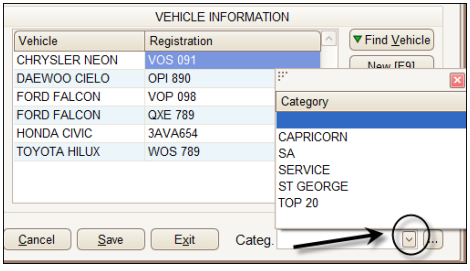


The selected payment option automatically applies when a payment is made in the customer payment module, however, it can be changed there. **Bank** and **Branch** details can also be entered. Your business has more than one cheque accounts. In this case you can set a default account for each customer (where their payments are going to be deposited).

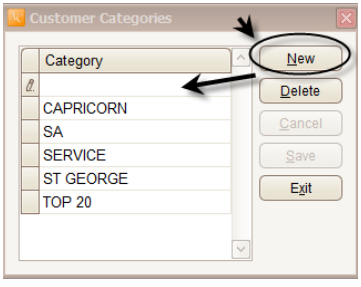
- If you want to send statements to a customer, the **Statement** box should be set as **YES**. In this case statements can be printed monthly. If the setting is YES, the word **ACCOUNT** is printed as term on the debtor's invoice. If you do not want to print the account terms on the invoice, set the relevant check box **OFF** in **System/System Setup/Debtor 1**. Note that invoices with both settings can be printed.
- You can set your settlement terms (e.g. 30, 60 or 90 days) in the **Terms** field. You can enter settlement terms for cash customers as well (e.g. 7 or 15 days.) This information will be printed on the invoice of a customer.
- The **Account opening date** is recorded automatically when the account is opened.
- You can suspend a customer if necessary by choosing **Y** (yes) in the combo box next to the **Suspended** field. Note that you cannot raise an

invoice for a suspended customer, but you can raise credit notes and enter payments.

- You can select the appropriate price type for each customer in the **Price Type** field. The default price type is RETAIL.
- If you wish you can categorise your customers. Make sure that the **Customer Category** is set **ON** in the **SYSTEM/System Setup/Debtors 4**. Click on the arrow next to the **Category** combo box at the bottom right hand side of the screen. A list of categories appears. Select a category by clicking on it.

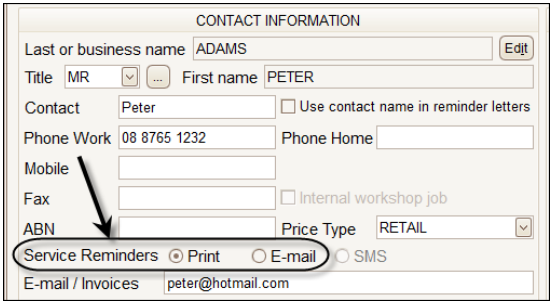


To create a new category, click on the grey area next to the arrow at the **Category** combo box. The **Customer Categories** window appears. Click **New**. Enter the new category in the top empty line. Click **Exit** to return to the customer screen.

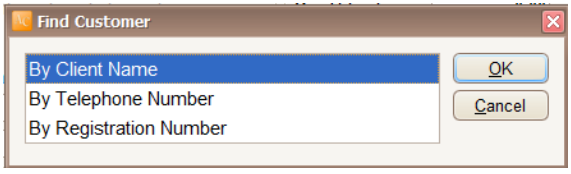


Note that you can print both a list of customers and postage labels by categories.

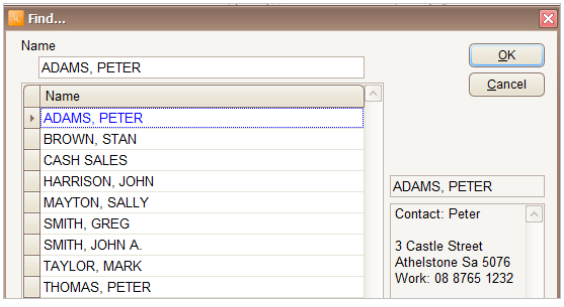
- You can select the method of sending service reminders to your customer. (SMS is a premium feature only). Your selection here will be the default for the customer.



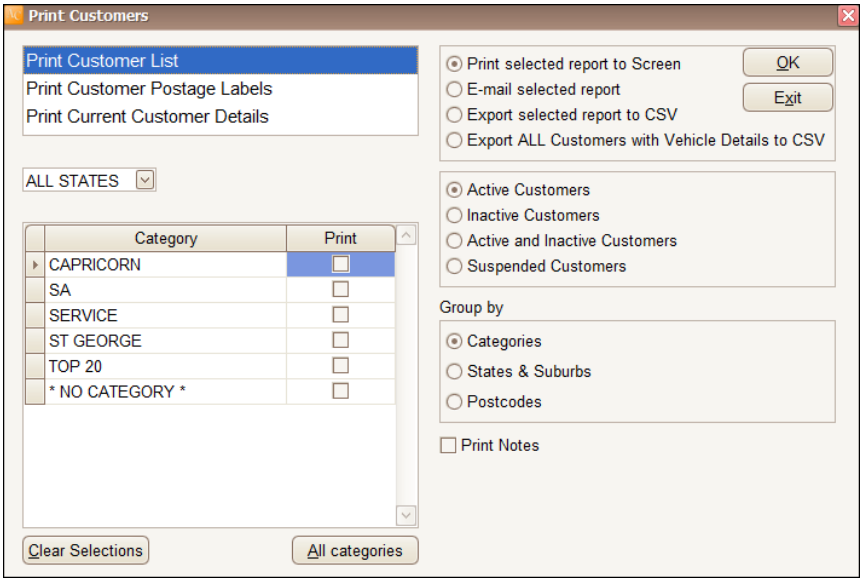
- To find a customer card file click on the **Find** button at the bottom of the page. You can find a customer by name, telephone number or registration number.



To make customer identification easier, when you click **Find by Client Name** the highlighted customer's contact name, address and work phone number is displayed on the right side of the **Find** window.



- To print customer details, click on the **Print** button at the bottom of the screen. The **Print Customers** window appears. You can print individual card files, customer lists or customer postage labels. You can also email these reports or export them to a CSV file.

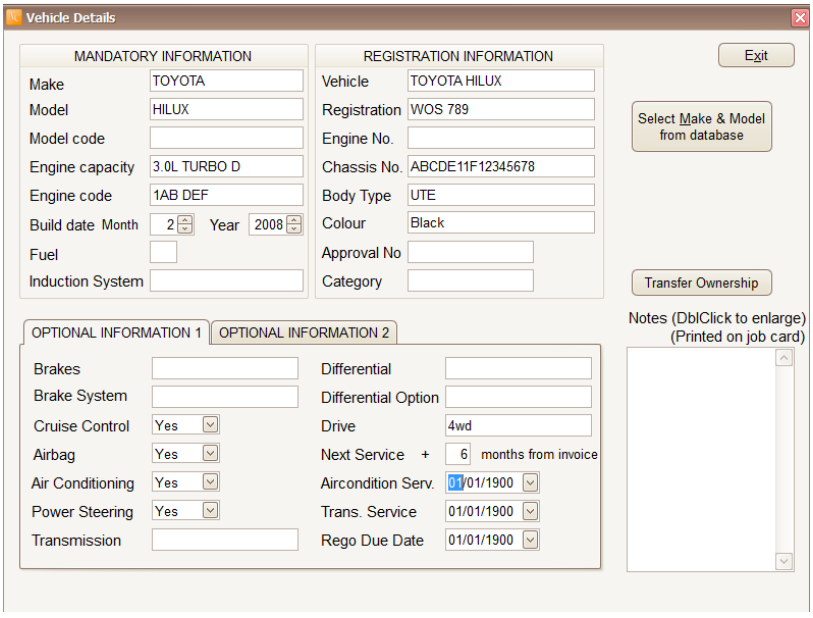


You can filter your customers by states and by categories. Click **All categories** or select specific categories by ticking the appropriate boxes.

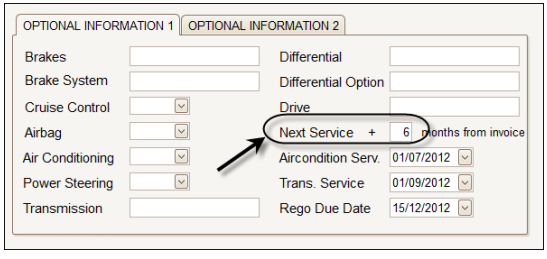
To print posting labels for customers, click on the **Print Labels** check box. Use “Unistat” labels (33/sheet, order code 38931).

Entering Vehicle Information

- To enter the details of a new vehicle, click **New** on the right hand side of the screen and enter the vehicle details into the appropriate fields. Vehicle details will automatically be copied to the invoice screen when an invoice is raised for the customer. Each customer can have unlimited number of vehicles in the system. You can enter notes or memos to each vehicle.

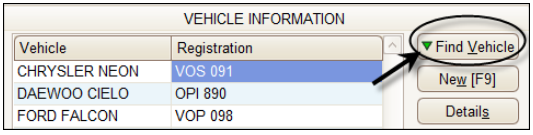


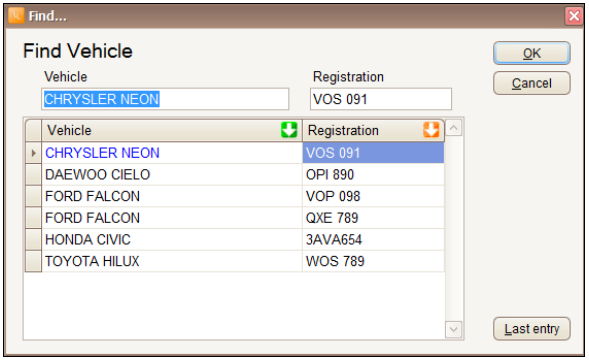
In the Optional Information 1 part of the screen you can enter the next service date by entering a number. For example if you want to service the vehicle every 6 month then enter “6”. When you enter a service oriented billing code on a customer’s invoice, the next service date is recorded automatically on the invoice screen. Note that you can have a default setting for each vehicle on the **System/System Setup/Debtors 3** page which is: next service date=current date + X month. This figure will automatically appear on any new vehicle information page. However you can overtype this.



Furthermore, you can enter the air condition and transmission service date as well as the registration due date. If selection is made here, you can send out automatic service and registration reminders to your customers using the marketing module. (See details under Reminder Letters.)

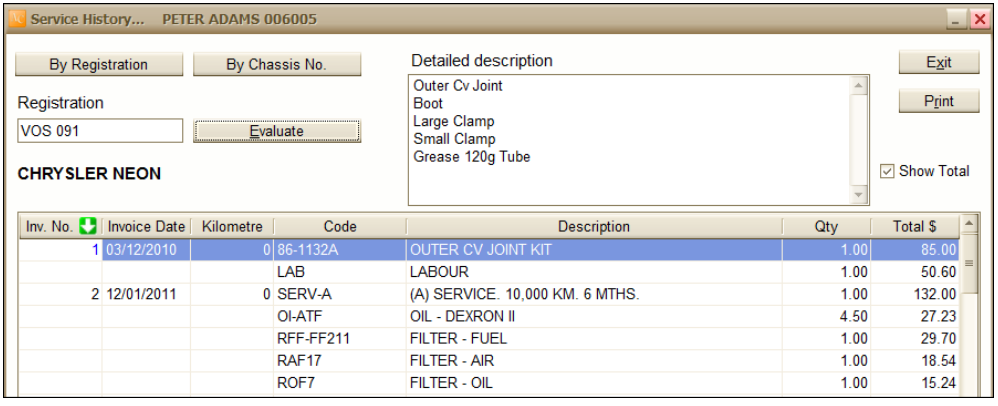
- To select a vehicle on the customer card file, click **Find** in the **VEHICLE INFORMATION** section.



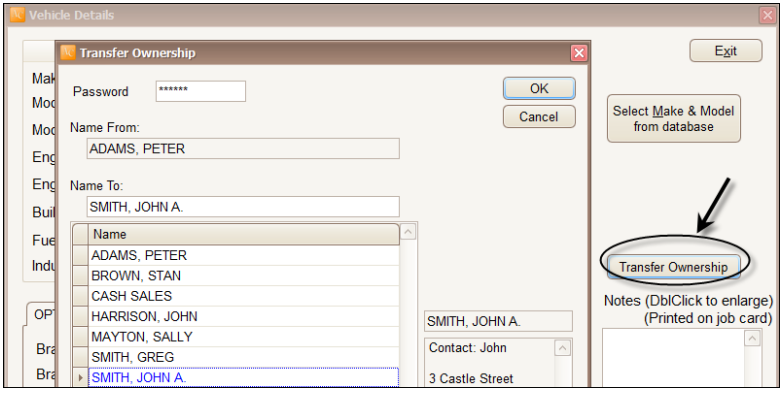


Note that you can sort vehicles by both name and registration number by clicking on the relevant header. Click the **Last entry** button to select the last entered vehicle.

- You can find vehicles by their Chassis number if this option is turned on in the **System /System Setup** module (Debtors3 page).
- To delete a vehicle from the database click on the **Delete** button.
- Click **History** to view the service history of a vehicle. You can access detailed information about previous services here. Change ascending-descending order by clicking on the green arrow.



- Detailed description can be seen in the **Detailed description** field (top field) when description column is ticked. **Note** field of the invoice can be seen in the **Note field** (top field) when **Inv. No.** column is ticked.
- Each customer can have unlimited number of vehicles in the system and you can enter notes to each vehicle separately. This information is printed on the job card.
- The vehicle **Model** and **Build Date** are also printed on the job card.
- Vehicle ownership can be transferred from one customer to another one in the system from the vehicle details window. (Password: MOLNAR)



- The Next service date default is 6 month, but you can overwrite it. If a Service oriented billing code is used, the next service date will be set to current invoice date + 6 months. The default can be changed through the System/ System Setup/Debtors 4 screen.

Customer Identification Number

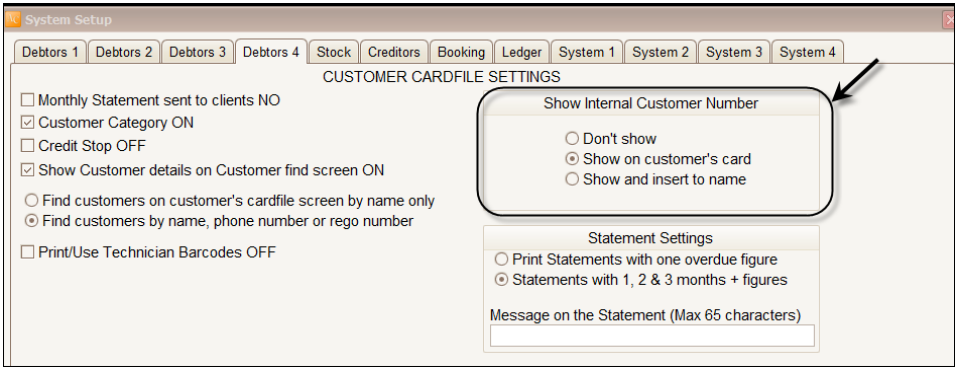
In your system each customer has a unique identification number, If you want, this number can be displayed on the customer cared file and on individual invoices (subject to system setup). This option is beneficial if you have several customers by the same name. You can use the same name for all these customers, but add a unique number to each of them.

You have three options:

- No identification number for customers
- Identification number displayed on customer card files, but you need to enter this number manually to selected customer's name

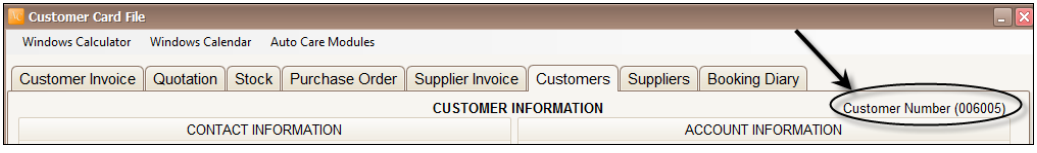
- Identification number displayed on customer card files, automatically added to customer names and displayed on invoices

The above options can be set up in the **System/System Setup/Debtors4** module. The default is: **Don't show** identification number.

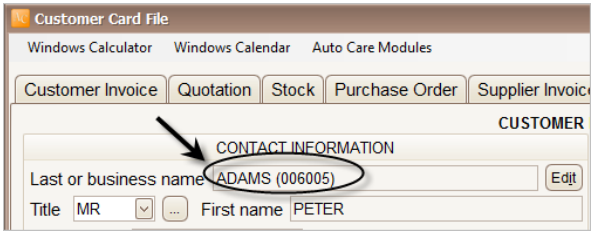


Show Customer Identification Number on Customer Card Files Option:

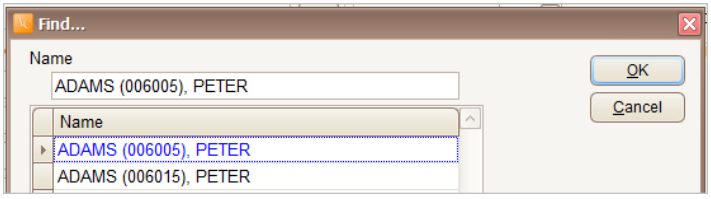
- Tick the button in front of the **Show on customer's card file**.
- Click **Exit**.
- Click **Customers Card File** on the main menu screen. Note that the customer number is now displayed on the top right hand side of the window. (This identification number is generated by your system and cannot be changed.)



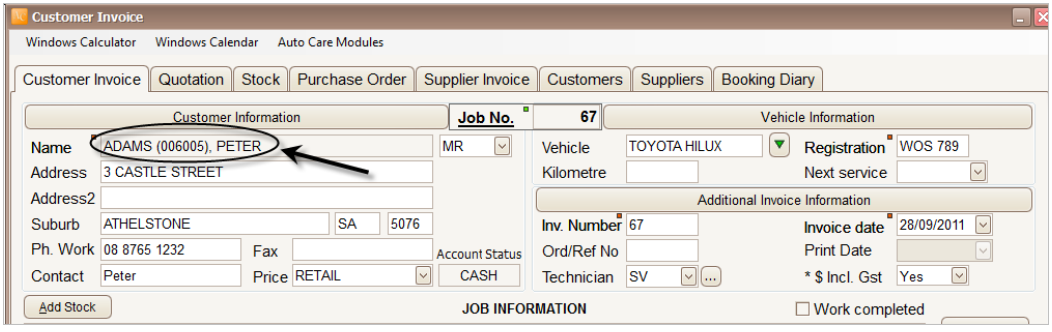
- You can manually enter this unique identification number to the name of the customer.

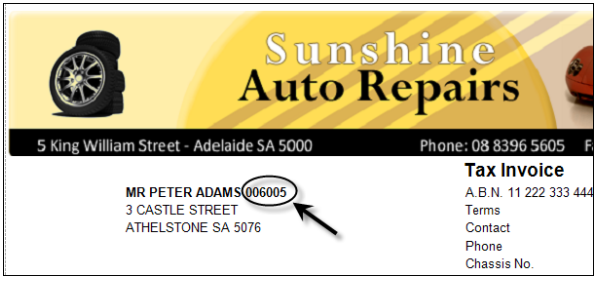


- Click **Find** to access the Find customer window. Here you can select the customer with the appropriate identification number. Note that to make your selection even easier, some further customer details (contact name, address and phone number) are displayed on the bottom right hand side of the window.



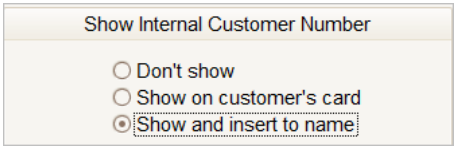
- The unique identification number for those customers where it has been entered manually appears on both the invoice screen and invoices.



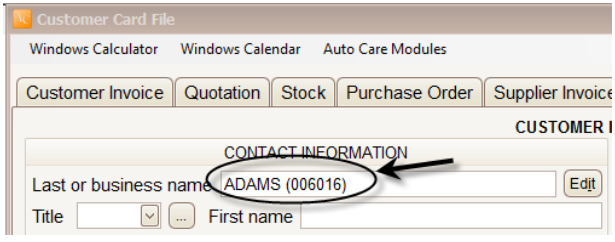


Show and Insert to Name Option:

- Tick the button in front of the **Show and insert to name**.



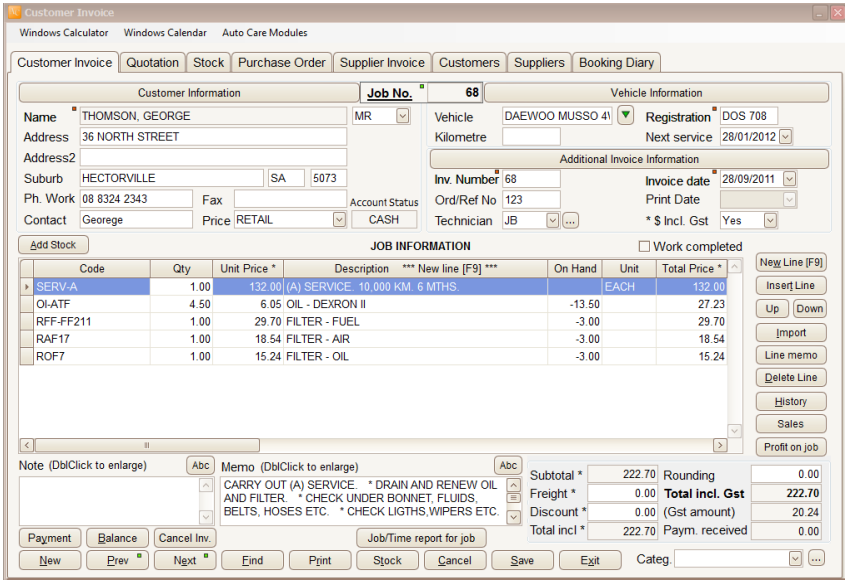
- Click **Exit**.
- Click **Customers Card File** on the main menu screen. Note that a customer identification number has been added to those customer names for which an invoice has not yet been raised.
- Click **New** to enter a new customer and enter the customer name in the relevant field (e.g. SMITH, JOHN). Note that when you exit from the Name field the identification number appears after the surname.



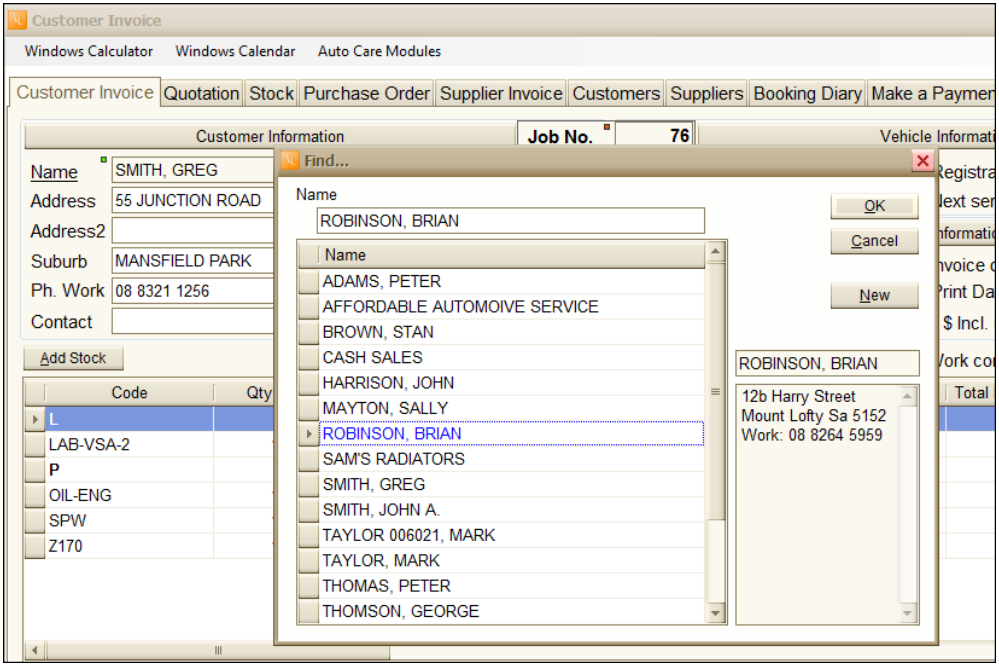
Invoices for Customers

Creating Customer Invoices

1. To open this module, click on the **Customer Invoice** icon on the menu icon bar. The last invoice will appear on your screen.


Customer Invoice
Windows Calculator
Windows Calendar
Auto Care Modules
Customer Invoice
Quotation
Stock
Purchase Order
Supplier Invoice
Customers
Suppliers
Booking Diary
Customer Information
Job No.
68
Vehicle Information
Name
THOMSON, GEORGE
MR
Vehicle
DAEWOO MUSSO 4\
Registration
DOS 708
Address
36 NORTH STREET
Kilometre
Next service
28/01/2012
Address2
Additional Invoice Information
Suburb
HECTORVILLE
SA
5073
Inv. Number
68
Invoice date
28/09/2011
Ph. Work
08 8324 2343
Fax
Ord/Ref No
123
Print Date
Account Status
Contact
Georege
Price
RETAIL
CASH
Technician
JB
* $ Incl. Gst
Yes
Add Stock
JOB INFORMATION
Work completed
Code
Qty
Unit Price *
Description *** New line [F9] ***
On Hand
Unit
Total Price *
SERV-A
1.00
132.00
(A) SERVICE. 10,000 KM. 6 MTHS.
EACH
132.00
OI-ATF
4.50
6.05
OIL - DEXRON II
-13.50
27.23
RFF-FF211
1.00
29.70
FILTER - FUEL
-3.00
29.70
RAF17
1.00
18.54
FILTER - AIR
-3.00
18.54
ROF7
1.00
15.24
FILTER - OIL
-3.00
15.24
New Line [F9]
Insert Line
Up
Down
Import
Line memo
Delete Line
History
Sales
Profit on job
Note (DblClick to enlarge)
Abc
Memo (DblClick to enlarge)
Abc
CARRY OUT (A) SERVICE. * DRAIN AND RENEW OIL AND FILTER. * CHECK UNDER BONNET, FLUIDS, BELTS, HOSES ETC. * CHECK LIGTHS,WIPERS ETC.
Subtotal *
222.70
Rounding
0.00
Freight *
0.00
Total incl. Gst
222.70
Discount *
0.00
(Gst amount)
20.24
Total incl *
222.70
Paym. received
0.00
Payment
Balance
Cancel Inv.
Job/Time report for job
New
Prev
Next
Find
Print
Stock
Cancel
Save
Exit
Categ.

2. Click **New**.

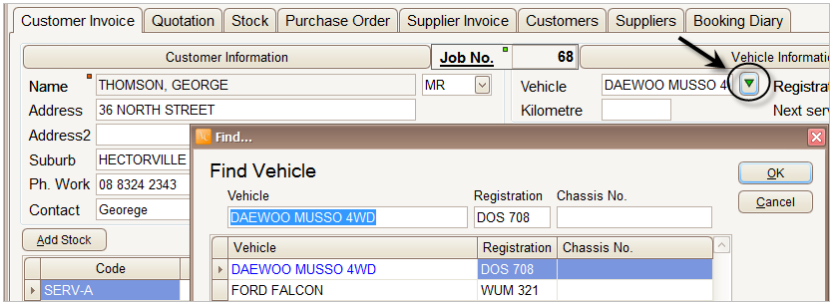

Customer Invoice
Windows Calculator
Windows Calendar
Auto Care Modules
Customer Invoice
Quotation
Stock
Purchase Order
Supplier Invoice
Customers
Suppliers
Booking Diary
Customer Information
Job No.
76
Name
SMITH, GREG
Address
55 JUNCTION ROAD
Address2
Suburb
MANSFIELD PARK
Ph. Work
08 8321 1256
Contact
Add Stock
Code
Qty
L
LAB-VSA-2
P
OIL-ENG
SPW
Z170
Find...
Name
ROBINSON, BRIAN
OK
Cancel
New
Name
ADAMS, PETER
AFFORDABLE AUTOMOIVE SERVICE
BROWN, STAN
CASH SALES
HARRISON, JOHN
MAYTON, SALLY
ROBINSON, BRIAN
SAM'S RADIATORS
SMITH, GREG
SMITH, JOHN A.
TAYLOR 006021, MARK
TAYLOR, MARK
THOMAS, PETER
THOMSON, GEORGE
ROBINSON, BRIAN
12b Harry Street
Mount Lofty Sa 5152
Work: 08 8264 5959

3. A pop-up window with a list of customer names appears. Type in the required customer name. When it is highlighted in blue, click **OK** or press **Enter**. Note that customer and vehicle details appear in the **Invoice** screen fields.

    - If a customer has not been previously entered into the database, click **New** in the pop-up window.
    - The system will automatically open the **Customer** screen.
    - Enter the relevant information into the database.
    - Click on the **Invoice** screen tab. Click **New** and select the newly entered customer
    - The details of the new customer are displayed in the **Invoice** screen.

4. If service on a vehicle is likely to occur only once (e.g. tourists traveling through have a car breakdown), you can choose 'Cash Sales' as customer name.

5. If several vehicles are listed under one customer name, you can select the required vehicle using the green arrow next to the vehicle field.



6. If a vehicle has not been entered into the database, click **Customer Information** to gain direct access to the **Customers Card File** entry screen. Details of a new car can be entered into the database there. When you exit the screen, you can choose the newly entered vehicle on the **Invoice** screen.

7. Entry of vehicle kilometres and customer order/reference number is optional.

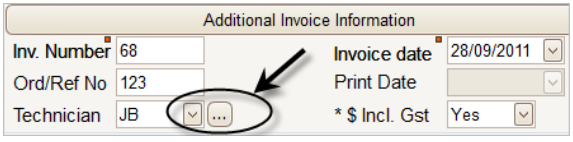
8. Each invoice has a unique **Job Number** generated by the system that cannot be changed.

9. Each invoice has an **Invoice Number** (usually the same as the job number), however, you can change it. For example, if, due to a power failure the system cannot be used and invoices have to be written out manually, then the docket number can be entered as an invoice number at a later stage.

10. The current date is entered automatically in the Invoice date field, however, this can be overtyped if needed. If date is not within a set range (default +/- 30 days) a warning message comes up. (You can set up the default date range in System /System Setup/System 1)

11. The next service date is entered automatically if service oriented billing code is used on the invoice. The next service date is equal to the current invoice date plus the number of months allocated for the vehicle in the vehicle database. However, the next service date can be changed manually if desired.

12. You can select a technician by clicking on the gray arrow next to the **Technician** field. To enter a new technician, click on the grey box to the right of the field to access the servicemen data entry window.



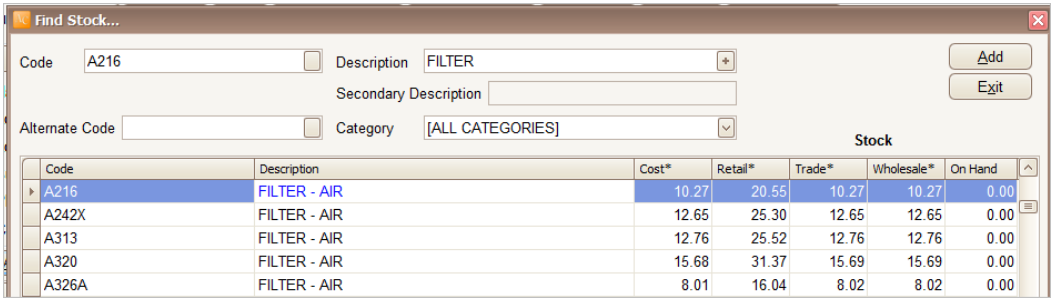
13. The **Note** field can be used for any purpose, e.g. to draw attention to a mechanical problem that needs to be fixed in the future, etc. The contents of the **Note** field are printed on the invoice after the last invoice line item. To enlarge this field, double click on it with the mouse. Double click on the field again to shrink it back to its normal size.

14. To enter invoice line items, press the **[F9]** function key or Right click in the grid area. Enter a Stock, Billing Code or Bill of Material code to the **Code** column and press **Enter**. The **Unit Price** and **Description** fields show details for the job.

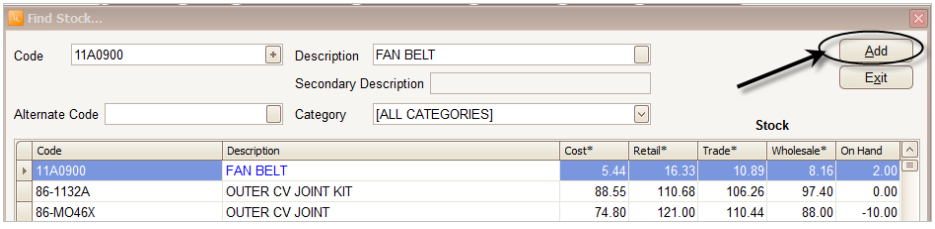
15. The default for **Quantity** is 1. However, you can overtype it.

16. If you are uncertain about a stock code, type in the first or first few letters of the code and press **Enter**. The **Find Stock** pop-up window appears to help you find the stock item. In the window you can see a list

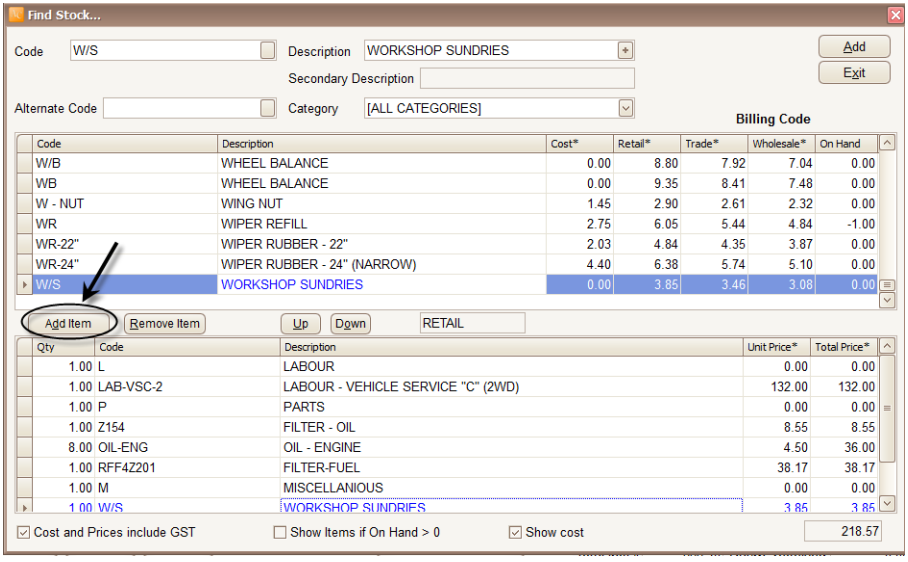
of stock items starting with the same letter(s) that you have typed in on the invoice screen.



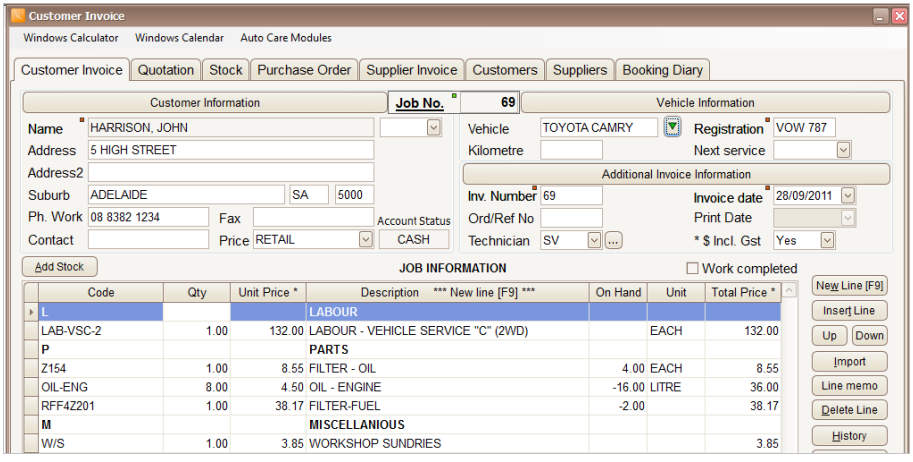
You can access the same screen by clicking on the **Add Stock** button above the grid. (Note that in this case the first few stock items on the alphabetical list will be displayed.) Here you can browse and add stock item, billing code or assembly to an invoice. You can find items by code, description and categories. Word search is available in the description field. If word search is used add a Quotation mark (“) to the front of the word. Information about the quantity on hand and purchase cost of the item is also accessible here. Click **Add** to add the selected stock line to the invoice.



If you want to select several stock items, select the first item and click **Add Item** on the left hand side of the screen. The stock will appear in the grid area located under the **Add Item** button. Continue adding stock until you have all stock items selected. If you want to remove a stock, select the line and click on the **Remove Item** button. You can rearrange the selected parts by using the **Up** and **Down** buttons. When you have finished selecting stock items click the **Add** button on the top right hand side of the screen. (Note that the same function is applicable to the Quotation, Booking and AMS module.)



Your list will be copied to the invoice.

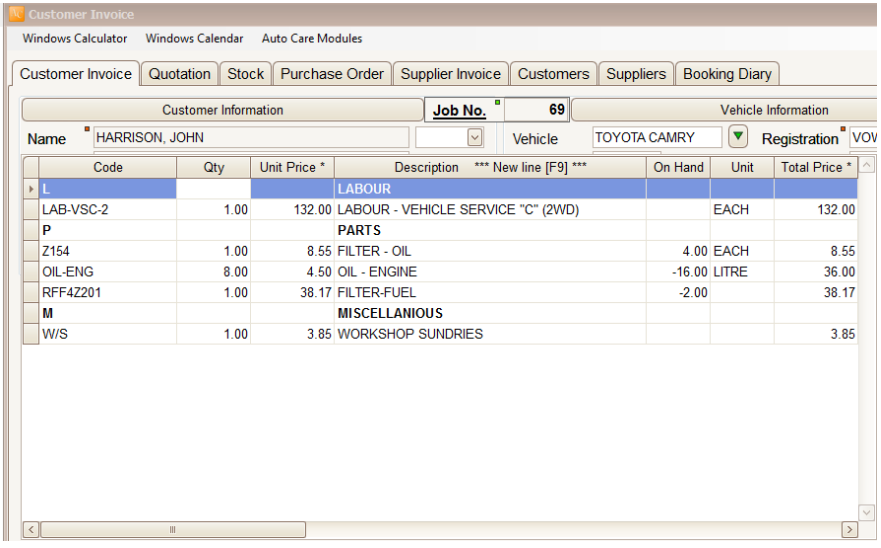


Note that for buy-in items, the **Code** field can be left empty. Just enter quantit, price and description of the item.

17. When you raise an invoice, it is marked as **Work in Progress**. Work in progress invoices are not printed on statements. In the **General Ledger**, the Work in Progress account (default 1-1204) shows the cost (material only) of the work in progress jobs. Note that work in progress jobs are not included in the General Ledger's Sales and Trade Debtors

accounts. When a work in progress job is printed, the Work in Progress flag automatically changes to **Work Completed**. (Note that you can change the status manually as well.)

18. To view more line items on the grid, double click on the grid header to enlarge the area. Double click again on the grid header to reduce the area to its original size.

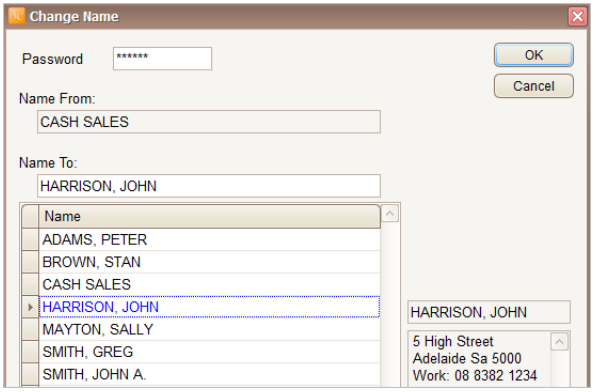


19. You can insert a new line between two existing line items by clicking on the line below where the new line item is to be inserted. Click **Insert Line**. A new line is now created. (To insert a new line the **F7** function key on the keyboard can also be used.)

20. You can move a line up or down. In order to do this, highlight the line you want to move by clicking on it and click on the **Up** or **Down** command button.

21. To delete an invoice line item, change quantity to zero first then click on the **Delete Line** button. Note that you cannot delete an invoice. However, you can cancel an invoice by clicking on the **Cancel Inv.** command button on the bottom of the screen. A red **Cancelled** script appears on the invoice. In order to cancel an invoice, line items, freight and discount fields must be empty. You can un-cancel a previously cancelled invoice by double clicking on the script **Cancelled** and the invoice will become an active invoice again.

22. In case you need to change the customer name on an invoice, double click on Name field. A pop-up window will come up. Enter the password **MOLNAR,** then select the new name and click **OK**.

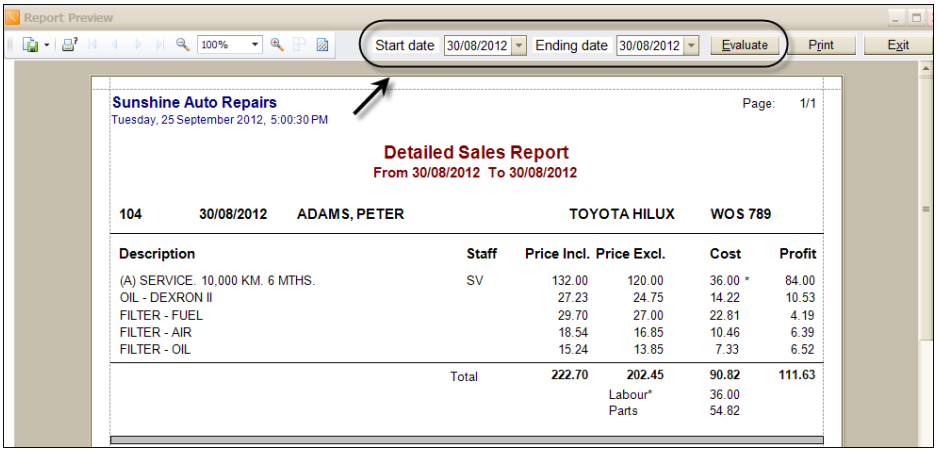


The name is replaced on the invoice. If the customer is not yet in your database, enter customer details in the Customer database first. If you change name on the invoice, even for its own name, the vehicle details will be deleted. Note that you cannot change name is payment has been made. In this case you have to temporarily delete the payment.

23. You can categorise your customers by using the customer **Category** field. (See detailed description in Customer Card Files section.)

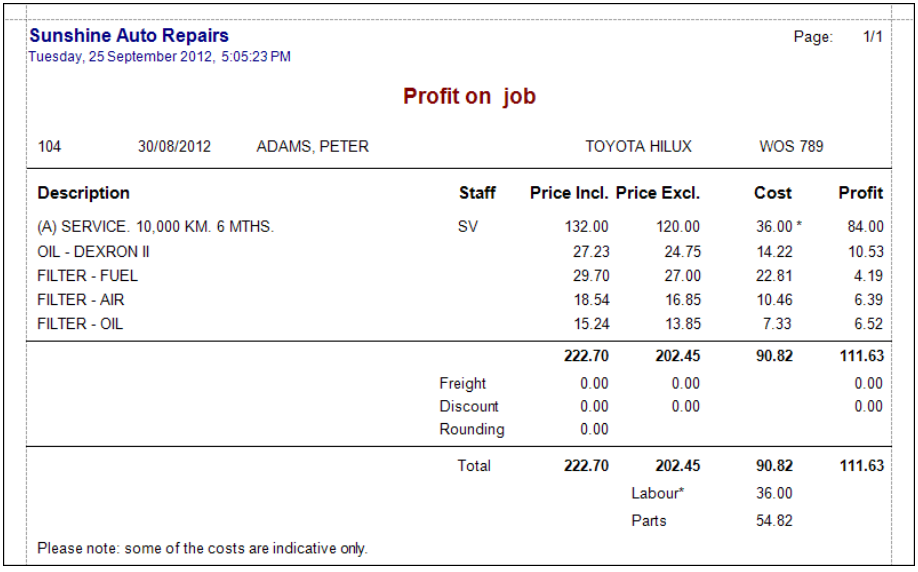
24. Click **Balance** to check the outstanding balance for a customer. You can use this function for both account and cash customers. You can print or email outstanding balances.

25. Click **Sales** to check daily sales.



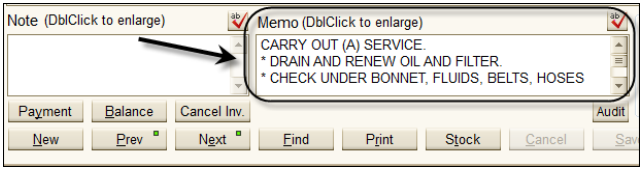
Note that you can view or print a sales report for any selected time period here. Just enter start and ending dates on the top of the screen and click **Evaluate**.

26. Click **Profit on Job** to see the profit.

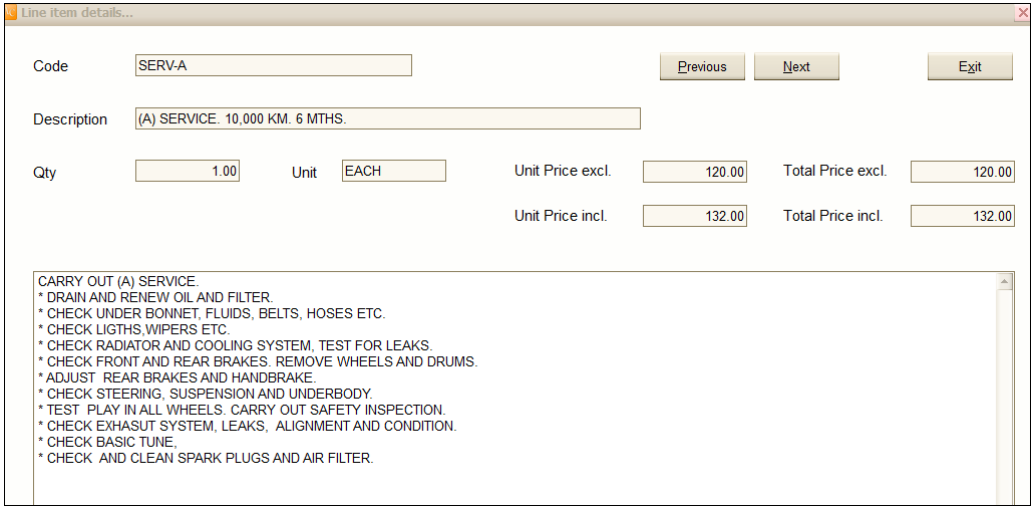


27. The detailed description of a stock code is copied to the invoice. The description can be seen in the **Memo** field where you can make modifications or add more details if needed. You can expand the field

by double clicking on it. This information will be printed on the Invoice with the line item.

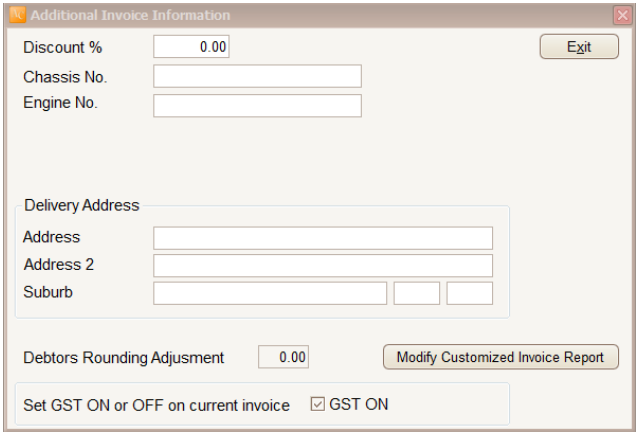


Alternatively, you can click on the Line memo button on the right hand side of the screen. In this case you will see the detailed description for a line item on a full screen. Click on the **Previous** or **Next** buttons to see the descriptions of other line items.



28. Click on the **History** icon to see the service history of a vehicle with information about the invoice number, date, code, description, total price etc. of previous services performed. There is an option to print this sheet.

29. An optional discount value can be entered as a percentage or a fixed amount. Note that a fixed amount discount value must have a negative sign in front of it. Click **CUSTOMER INVOICE INFORMATION** to view or enter Discount%, Chassis number and Delivery Details.



30. Click on the **Find** button to find an invoice by name, date, invoice number, registration number etc.

31. To find unpaid or partially paid invoices, click on the **Find** command button and choose **Unpaid or Partially Paid Invoices**.

32. For invoices the GST is calculated automatically. In the **General Ledger**, the GST amount collected appears in the 2-1510 GST Liability (GST Collected) account.

33. If there is a line item that you do not want print to be seen on the invoice print out, go to right in a line item until you see the **Don't Print** column and click on the check box. Make sure that no price is entered for these lines! This option has been designed for fixed price services where parts are taken out of stock, but not shown separately on the customer invoices. Note that this functionality is also available for Quotations/Standard jobs and Booking diary.

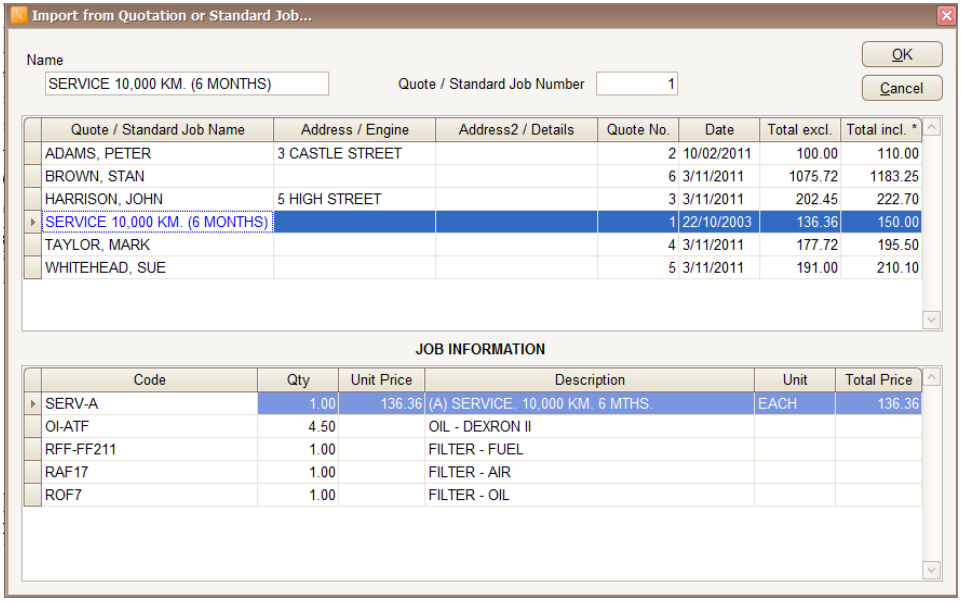
34. To exit from the module click on **Exit**.

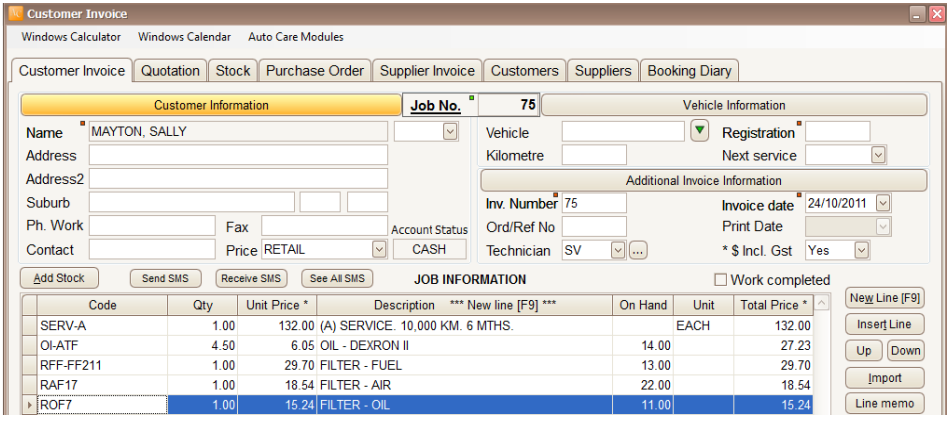
Importing Information from an Existing Invoice, Quote, Standard Job or Data from the After Market Service Database

You can create an invoice by importing information from an existing invoice, quote or standard job or by importing data from the After Market Service Database (Premium version feature only) to the invoice.

- Click on the **Import** button. The **Import** window appears.

- Select **Import Quote or Standard Job** or **Import Invoice** and click **OK**. Select the required quote or standard job or by name or number and click **OK.** When a quote or standard job is copied to the invoice, the parts included will be taken out of Stock. Note that several quotes or standard jobs can be copied to one Invoice.





Using the Control Menu on Data Entry Screens

At the bottom of each screen there is a control menu. The most commonly used command buttons are: **New**; **Previous**; **Next**; **Find**; **Print**; **Cancel**; **Save** and **Exit**. One of the letters in each command is underlined. If you prefer to use the keyboard, hold the **Alt** key and press the underlined character to activate the selected command button.

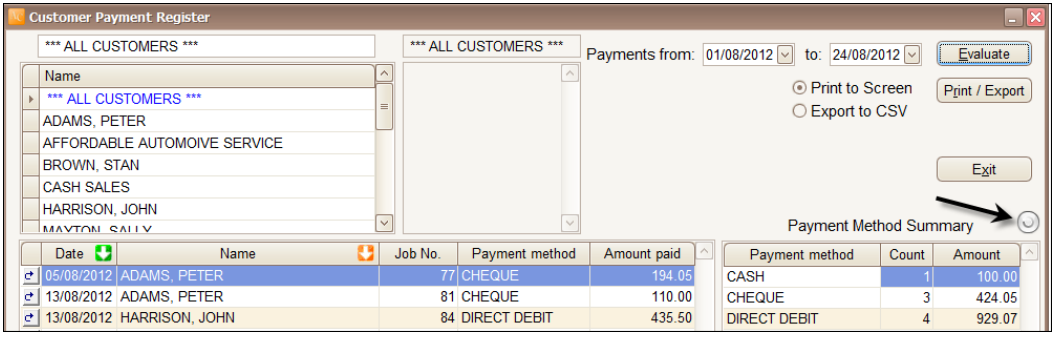
- **New** – Enter a new record.
- **Previous / Next** - All data is sorted automatically into an alphabetical or numeric order at the time of entry. With these control keys you can look up the next or previous records. (Example: You are looking up invoices by customer name in the debtors invoice module. You have raised 3 invoices for this customer before. By selecting the first invoice and clicking **Next**, you can view the second invoice for that particular customer. Please note that on the customer invoice screen you have the option to look up invoices in Name, Job Number, Registration Number, Invoice Number and Invoice Date order. Click on the field name you wish to use for navigation. The selected field name will be underlined. There is a small red dot next to each of these field names reminding you that they can be selected. The selected one becomes green.
- **Find** – You can find suppliers by name (suppliers screen), stock items by code or description (stock screen), invoices by date, invoice number, customer name, registration number (debtors' invoice screen) etc.
- **Print** –You can print a list of suppliers (from the supplier screen), a stock report (from the stock screen), invoices (from invoices screens), etc. with this function.
- **Delete** – This function deletes the current record. In some cases this control button will not work. (Example: several invoices have been raised for one customer. The system will not allow the operator to delete the customer from the customer database. It is however possible to suspend a customer if necessary. If an invoice has not yet been raised yet you can delete a customer record.)
- **Exit** – Click on this icon to exit from the module.
- **Cancel** - If you click on this button any unsaved data will be deleted. **Important:** If you want to delete some of the entries only you should do it manually. Please note that this does not apply to the grid area as the system saves changes in the grid "on the fly". If you want to delete data in the grid you always have to do it manually.

Save and Refresh buttons
In *Auto Care Software Premier* you will see **Save** and **Refresh** Buttons on many screens. You can select automatic saving as default in the System Setup/System 3 module. In this case Auto Care will save changes automatically every time you exit a screen. However, you can save new data entries by clicking on the **Save** button at any time.

Data entered in the grid area of any screens is saved “on the fly” so you do not need to exit the screen or click on the **Save** button for the saving to take effect. For example, if you enter a stock item on the customer invoice the Stock database will be updated immediately. If you delete that line entry the Stock database will be adjusted accordingly.

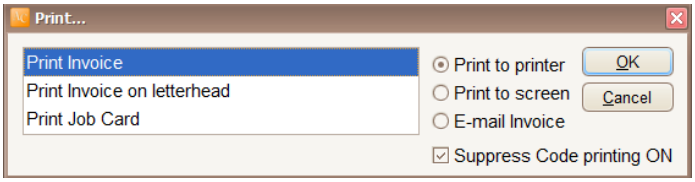
The **Refresh** button is useful if you want to see changes on a screen without exiting the screen. For example, you are on the Customer Payment Register page and you drill down to the Customer Payment screen to enter a payment. When you return to the Customer Payment Register the payment you just have entered will not appear as yet. However, you can click on the **Refresh** button to save and display the payment.

Payment Register the payment you just have entered will not appear as yet. However, you can click on the **Refresh** button to save and display the payment.

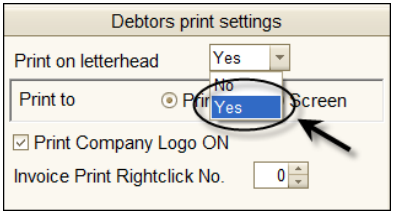


Printing Invoices

- Click on the **Print** command button for printing an invoice. The **Print** window appears. Select **Print to printer** and click **OK**.



- You can ask for a print preview on the screen by clicking **Print to Screen**. To print the invoice on the preview screen, click **Print** on the top of the screen.
- You can print invoices on blank paper or on a letterhead. The letterhead option can be selected in the **Print on letterhead** option in the **System/System Setup/Debtors2** module.



- If you want to print two copies of invoices as a default, you can choose this option in the **System Setup/System Setup/Debtors2**. Tick the **Print two copies of Debtors Invoices** box to activate this option.

E-mailing Invoices

You can e-mail Invoices. The system automatically attaches the invoice file to your e-mail and sends it by using Outlook Express. On the receiving end it can be opened with any PDF reader programme (e.g. Adobe Acrobat reader, which is available from the Internet free of charge).

- To turn this option on in *Auto Care Software Premier*, enter **EMAILON** in the User Name field on the Welcome screen and click **Continue**.
- Enter your normal user name and password.

Group Parts and Labour on Customer Invoice

You can group parts and labour on invoices by entering the corresponding group header codes on your invoice. (Note that this apply to quotations as well.)

Code	Qty	Unit Price *	Description *** New line [F9] ***	On Hand	Unit	Total Price *
L			LABOUR			
LAB-VSA-2	1.00	66.00	LABOUR - VEHICLE SERVICE "A" (2WD)		EACH	66.00
P			PARTS			
OIL-ENG	1.00	4.50	OIL - ENGINE	-17.00	LITRE	4.50
SPW	1.00	2.20	WASHER - SUMP PLUG	-1.00	EACH	2.20

Tax Invoice

MR PETER ADAMS
3 CASTLE STREET
ATHELSTONE SA 5076

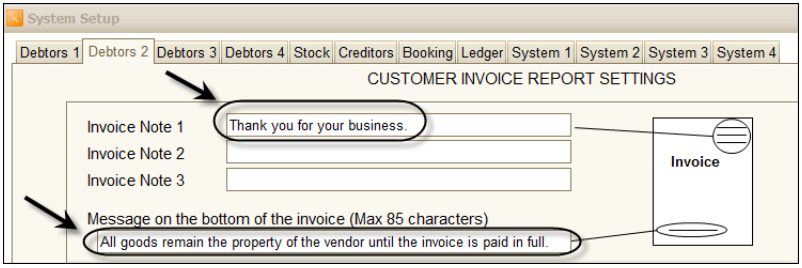
A.B.N. 11 222 333 444 1/1
Terms Cash
Next Service 28/02/2013
Contact Peter
Phone 08 8765 1232
Chassis No. ABCDE11F12345678

Date	Invoice No.	Order/Ref No.	Vehicle	Registration	Kilometre	Page
30/08/2012	104		TOYOTA HILUX	WOS 789		1/1

Qty	Description	Unit Price	Unit	Amount
LABOUR				
1.00	(A) SERVICE. 10,000 KM. 6 MTHS.	$132.00	EACH	$132.00
	CARRY OUT (A) SERVICE. * DRAIN AND RENEW OIL AND FILTER. * CHECK UNDER BONNET, FLUIDS, BELTS, HOSES ETC. * CHECK LIGTHS, WIPERS ETC. * CHECK RADIATOR AND COOLING SYSTEM, TEST FOR LEAKS. * CHECK FRONT AND REAR BRAKES. REMOVE WHEELS AND DRUMS. * ADJUST REAR BRAKES AND HANDBRAKE. * CHECK STEERING, SUSPENSION AND UNDERBODY. * TEST PLAY IN ALL WHEELS. CARRY OUT SAFETY INSPECTION. * CHECK EXHASUT SYSTEM, LEAKS, ALIGNMENT AND CONDITION. * CHECK BASIC TUNE, * CHECK AND CLEAN SPARK PLUGS AND AIR FILTER.			
		LABOUR		**$132.00**
PARTS				
4.50	OIL - DEXRON II	$6.05		$27.23
1.00	FILTER - FUEL	$29.70		$29.70
		PARTS		**$56.93**

Print Default Messages on Customer Invoice

You can print default messages on your invoices. Enter your messages in the **SYSTEM/System Setup/Debtors2**.



Debtors Invoice/Credit Note/Quotation Print Options

You can select or deselect the following fields to be printed on invoices, credit notes or quotations: Quantity; Unit Price; Unit and Amount (extended price). Setting can be made on **SYSTEM/System setup/Debtors 2** page.

Print Gross Profit on a Job

Click **Profit on job**. The **Gross profit on a Job** window appears. For this report to work, you have to enter your cost/hour for each technician into the servicemen database. Based on this figure and the assigned hours for a job the **Labour cost** is calculated.

Sunshine Auto Repairs Page: 1/1
Thursday, 23 February 2012, 3:57:38 PM

Profit on job

70 28/09/2011 ADAMS, PETER TOYOTA HILUX WOS 789

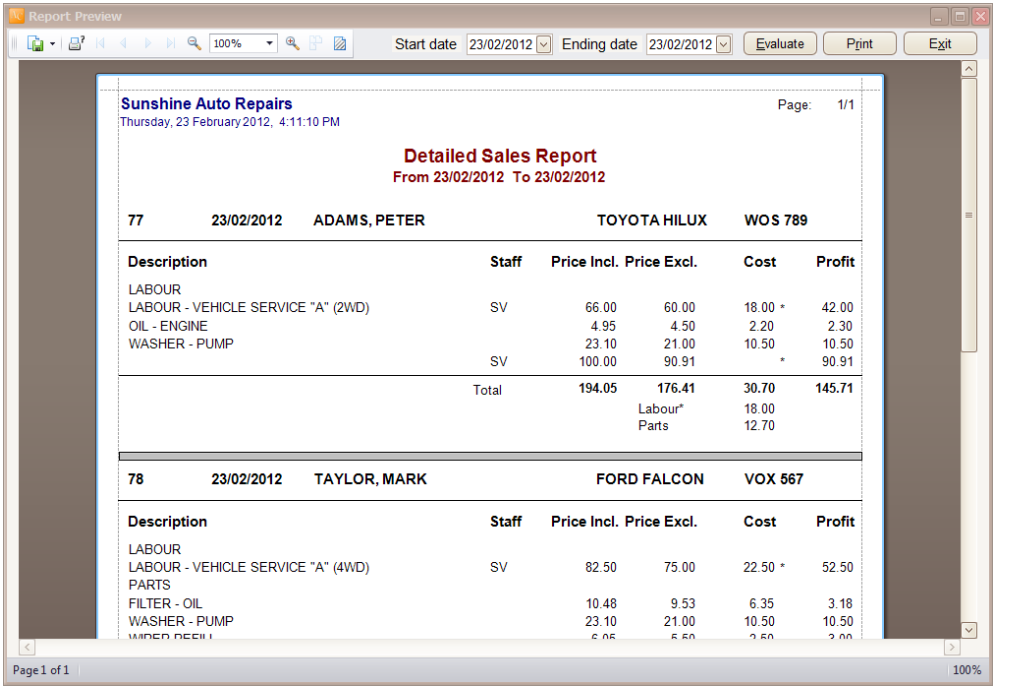
Description	Staff	Price Incl.	Price Excl.	Cost	Profit
LABOUR - VEHICLE SERVICE "A" (2WD)	SV	66.00	60.00	18.00 *	42.00
OIL - ENGINE		4.95	4.50	2.20	2.30
WASHER - PUMP		23.10	21.00	10.50	10.50
	SV	100.00	90.91	0.00	90.91
		194.05	**176.41**	**30.70**	**145.71**
	Freight	0.00	0.00		0.00
	Discount	0.00	0.00		0.00
	Rounding	0.00			
	Total	**194.05**	**176.41**	**30.70**	**145.71**
			Labour*	18.00	
			Parts	12.70	

Please note: some of the costs are indicative only.

Note that the labour cost displayed here is an estimated figure calculated from the assigned hours and the cost/hour for each technician. This figure does not affect the General Ledger. The General Ledger picks up the labour cost from the Make a Payment module where the wages expenses are entered.

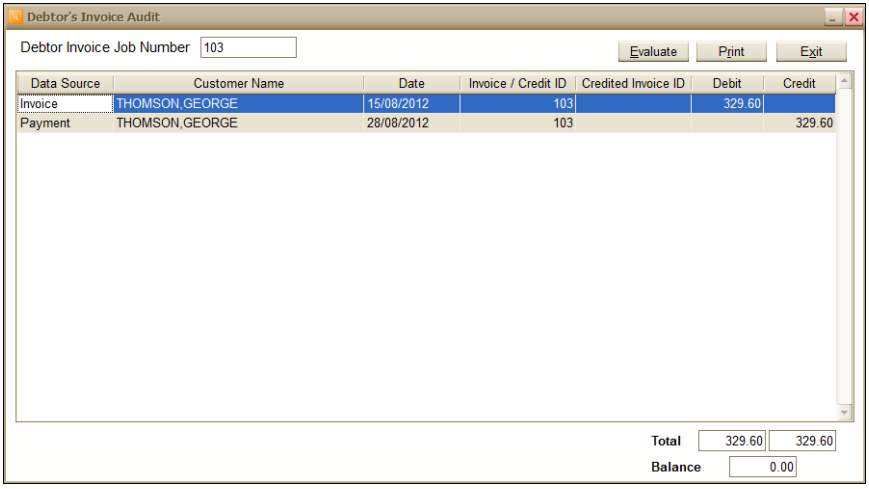
Sales

You can look up Sales, Cost of Sales and Gross Profit figures by clicking on the **Sales** command button. Enter the required Start and Ending dates and click **Evaluate**.



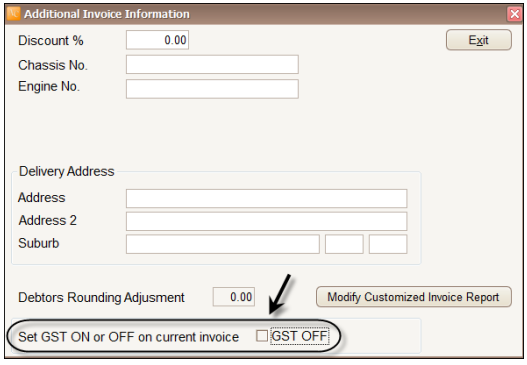
Debtor Invoice Audit

The Invoice Audit shows all transactions made (invoice, payment, credit) against an invoice. Just click on the **Audit** button to see transactions.



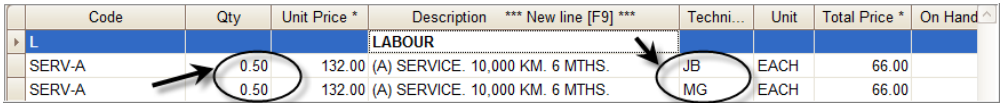
Turn GST OFF on Current Invoice

Occasionally you may need to raise an invoice without GST calculation. In order to turn GST calculation off, click **Additional Invoice Information** button. The **Additional Invoice Information** window appears. Click on box to set GST **OFF** on current invoice.

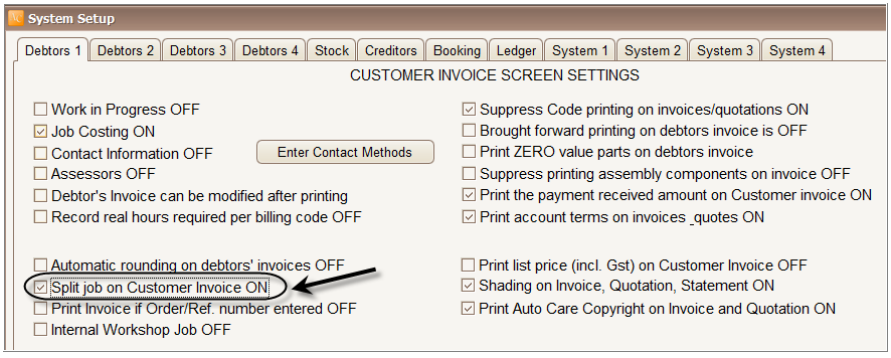


Split Job and Record the Real Time Taken on Various Billing Codes

When two or more mechanics work on the same job, the job can be split between them. On the printed invoice it will show as one item however. The example below shows two mechanics working on the same job. Actual working hours are recorded.

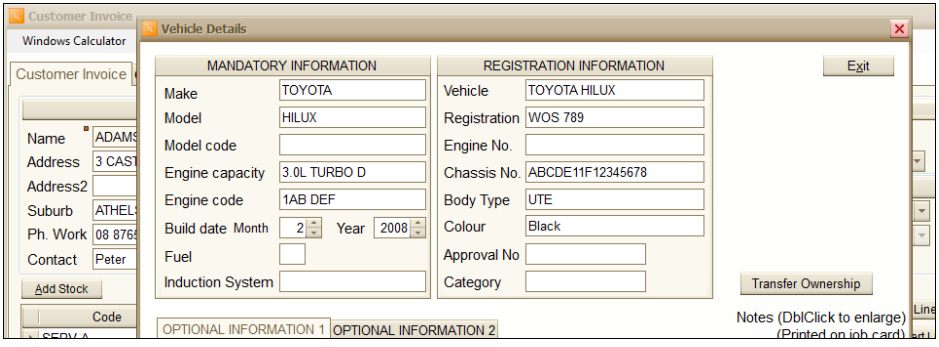


To turn this option on, select **System/System Setup/Debtors1** and select **Split Job on customer Invoice ON**.



Comprehensive Vehicle Details Called up on an Invoice

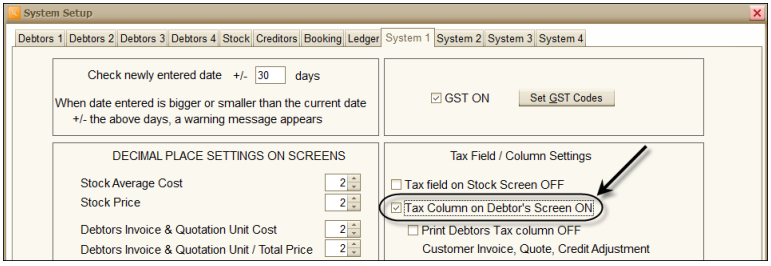
Click on the **Vehicle Information** button on the Invoice screen to see vehicle details.

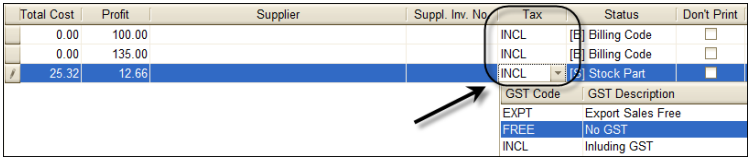


Using GST Tax Field

You may have invoices where you have both GST inclusive and GST free items. In this case you need a tax filed column in the grid where you can select the GST status for each line. You can turn the Tax field column on the

System/System Setup/ System 1 page. Note that this setting activates the Tax column in the Customer Invoice, Quotation/ Estimate, Credit Adjustment Note and Booking diary modules.

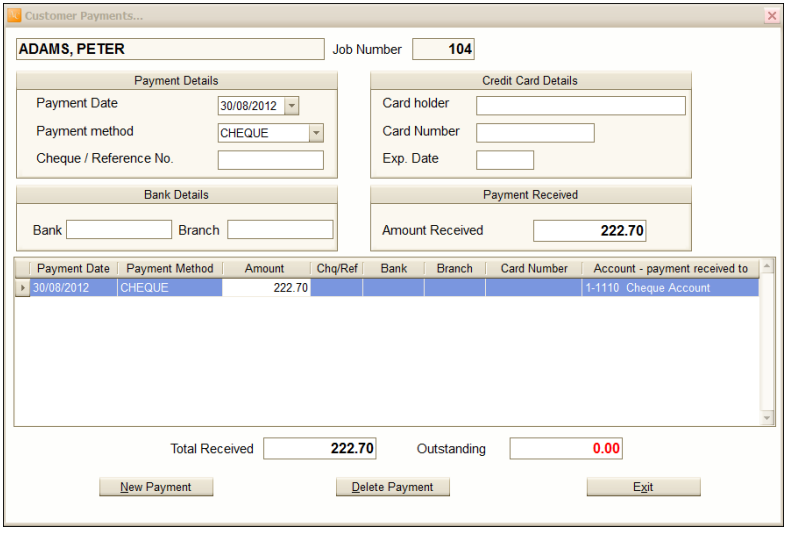




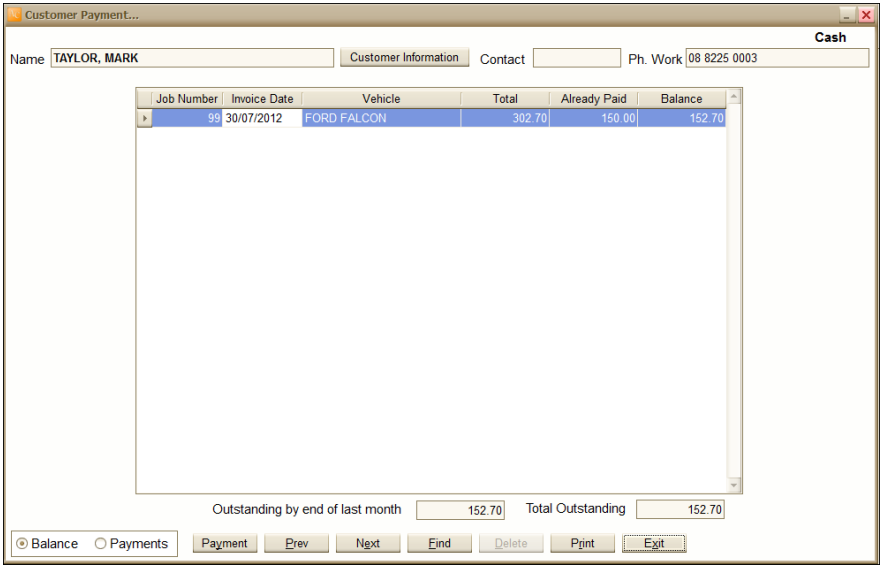
Customer Payments

Customers are divided into two groups: cash customers and account customers. In *Auto Care Software Premier* there is only one type of customer payment screen for both groups. This means that you can print a statement for all your customers if you wish to. In the Customer Card Files you will set the **Statement** field to **YES** or **NO** as default depending on whether you want to print regular statements for a customer.

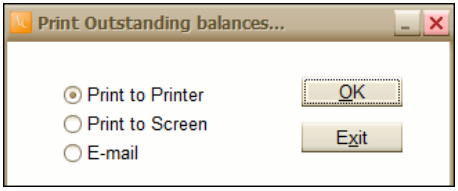
- To enter a payment, click on the **Payment** button at the bottom of the customer invoice screen. The Customer Payment screen appears. Click **New Payment** to enter a payment.



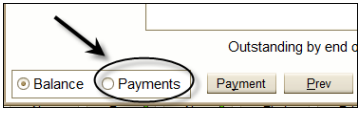
- Click on the **Balance** button to see outstanding invoices for a customer.

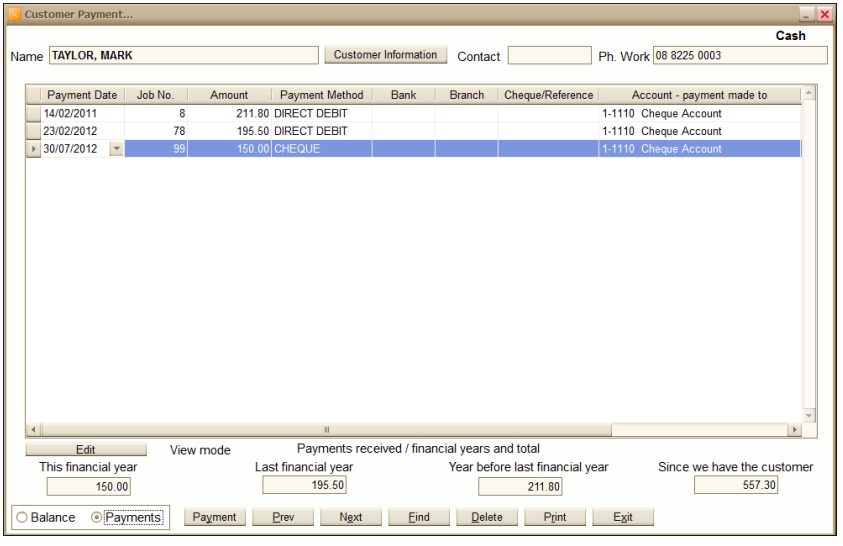


- To print or email an Outstanding Balance report, click **Print** at the bottom of the screen.

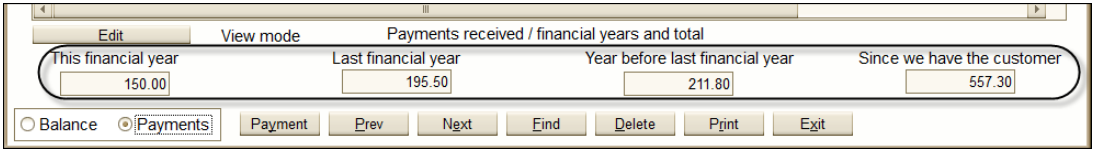


- To see all the payments for a customer, click on the radio button in front of **Payments** at the bottom of the screen.

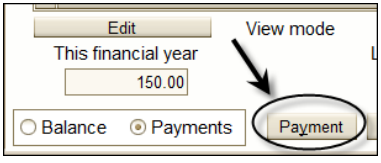




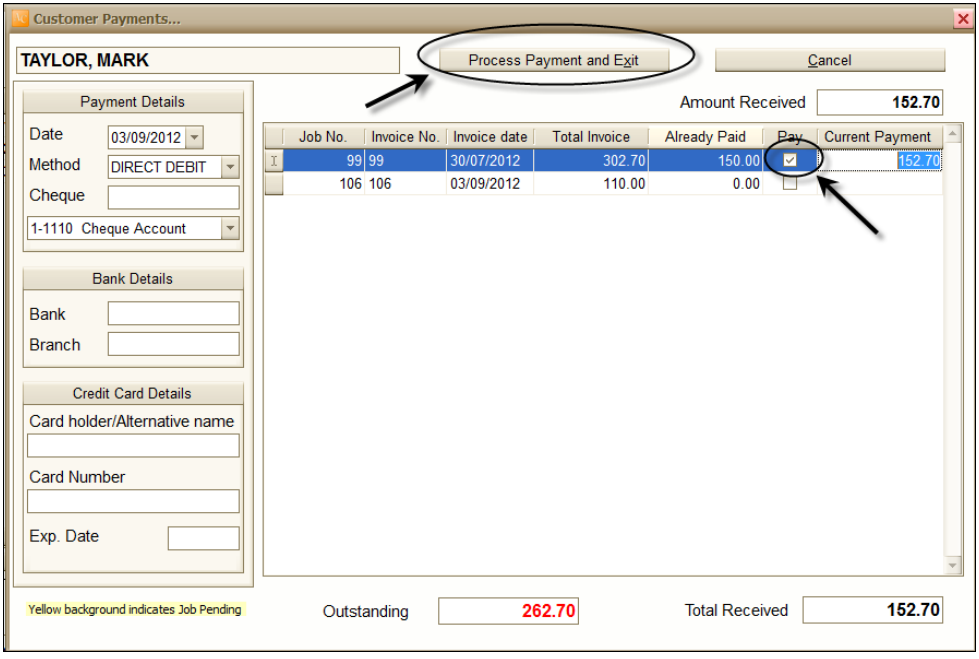
- Click on the **Edit** button if you need to make changes. You can make changes here in the **Payment Date** and **Payment Method** columns.
- Note that for your information there is additional payment information at the bottom of the screen including payment amount for this financial year; last financial year; year before last financial year and the total amount a customer paid us.



- Use the **Prev**, **Next** and **Find** command buttons to look up payments for other customers.
- You can enter new payments on this screen by clicking on the **Payment** button. This is convenient if case you want to enter payment against several invoices.



Tick on the **Pay** box in the appropriate lines and then click on the **Process Payment and Exit** button.

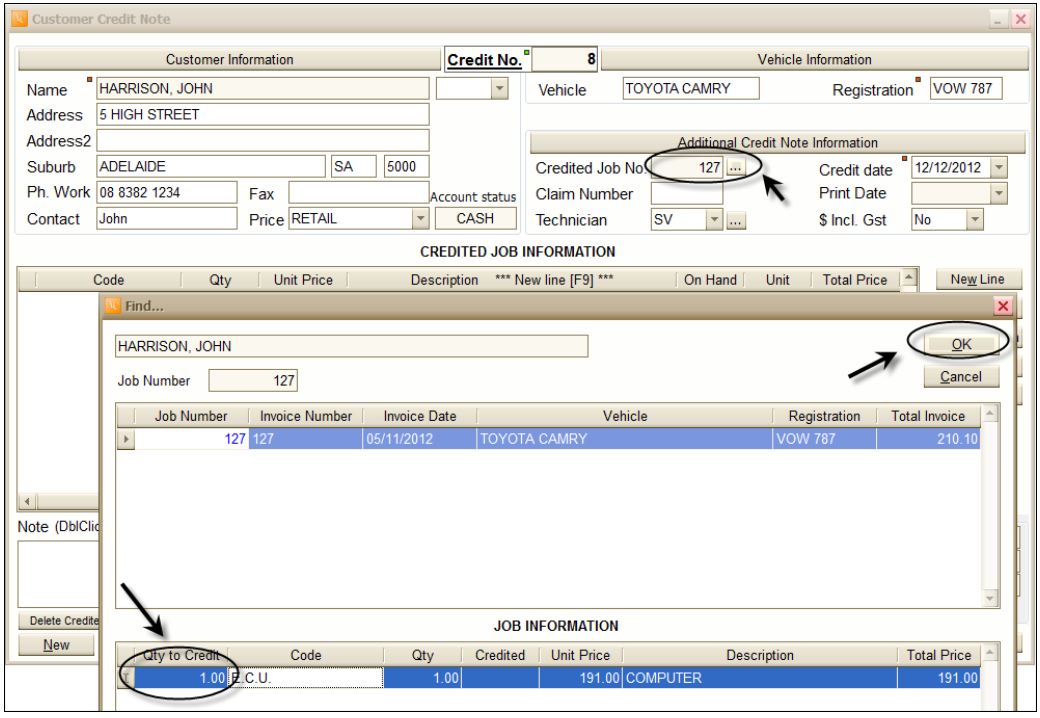


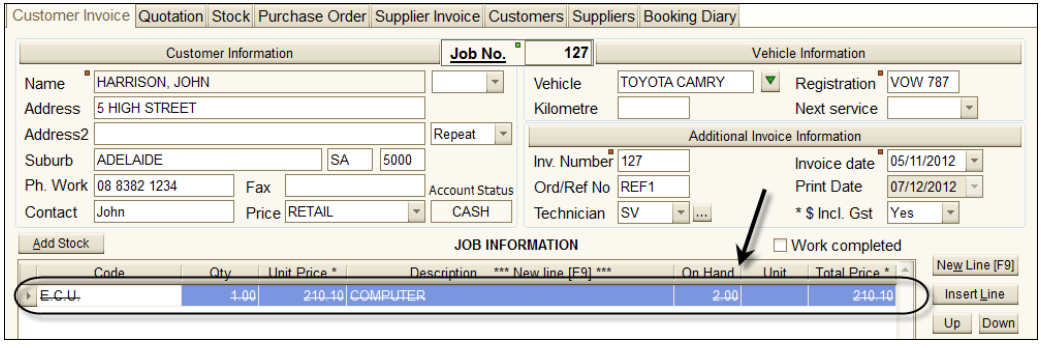
Note that if a customer pays several invoices by one transaction, you should enter the same reference number for each payment made on the same day (e.g. “09/09/2012”). This way on the bank reconciliation screen those payments will come up as one transaction for a day.

Customers’ Credit Adjustment Note

In order to raise a customer credit adjustment note, follow the steps below:

- Click **DEBTORS/Debtors Credit Adjustment Note** on the main menu screen.
- Click **New** and select the customer.
- Click **F9** or click on the box with three dots next to the **Credited Job No.** field. Select the invoice and enter the quantity to credit and click **OK**.



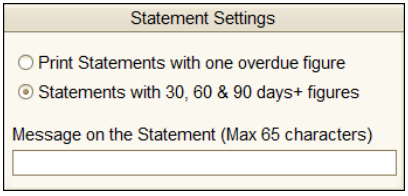


Note that for a visual display the credited invoice lines will be crossed over in the customer invoice grid area.

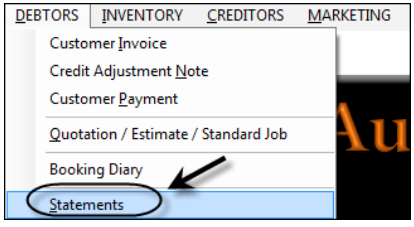
The total amount of credit appears as a payment on the customer invoice. If you already paid for the returned part, make a negative payment for the same amount (as the supplier will pay you back). If no payment has been made yet, you only need to pay the difference.

Customers Open Item Statements

In *Auto Care Software Premier* you can print statements to your customers in two ways: with one overdue figure or with 1, 2 and 3 months+ overdue figures. Make your selection on the **System/System Setup/Debtors 4** page.

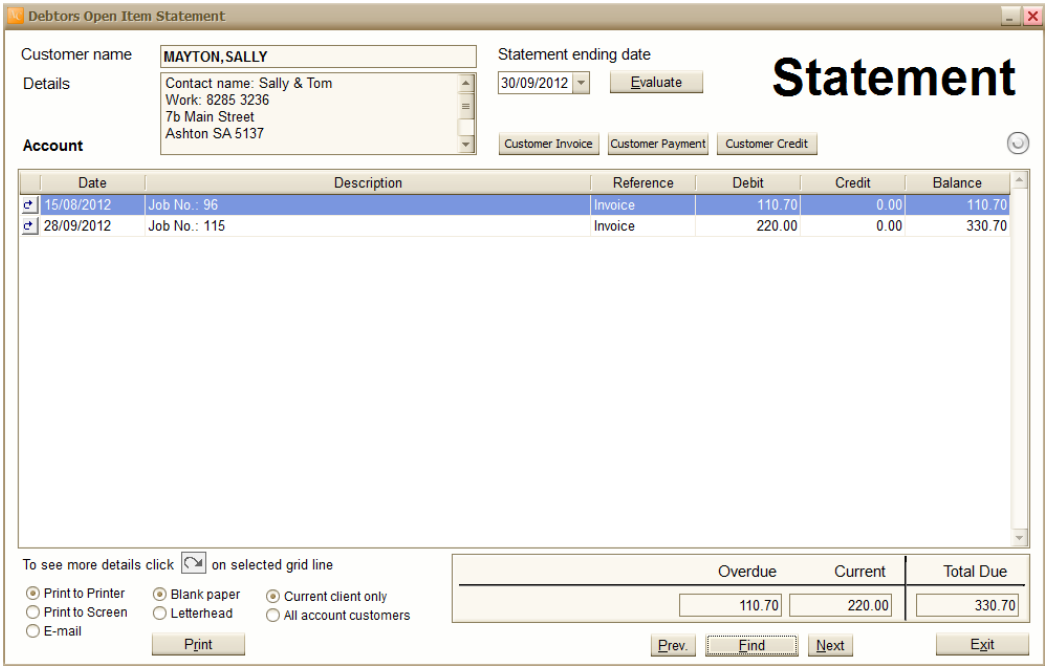


- To print statements click the **DEBTORS** menu pad on the Menu Bar on top of the main menu screen and select **Statements**.

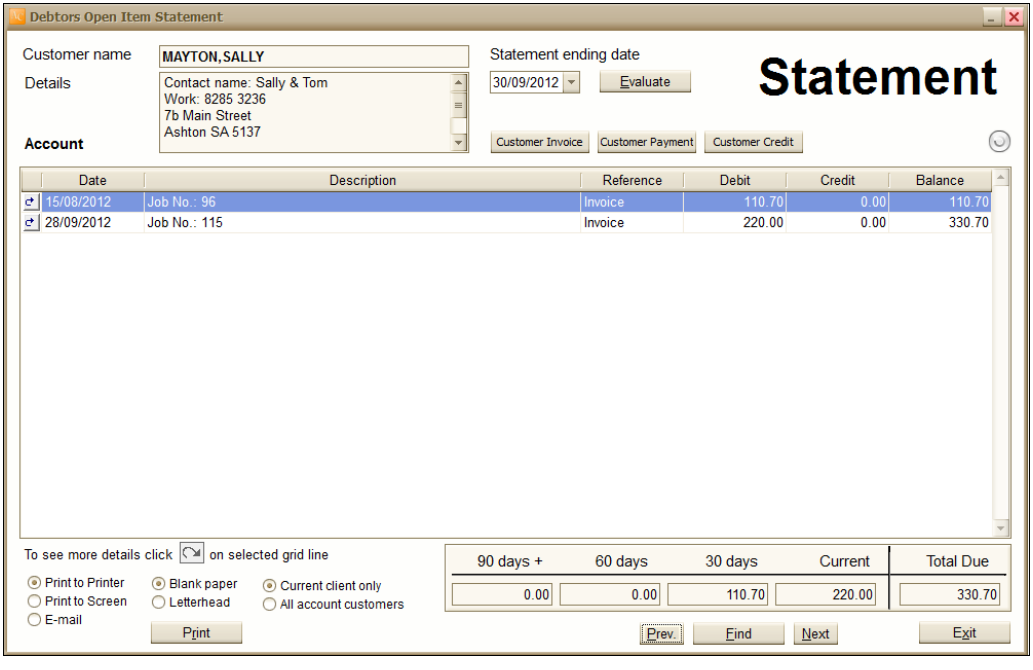


- Enter statement date and click **Evaluate**.

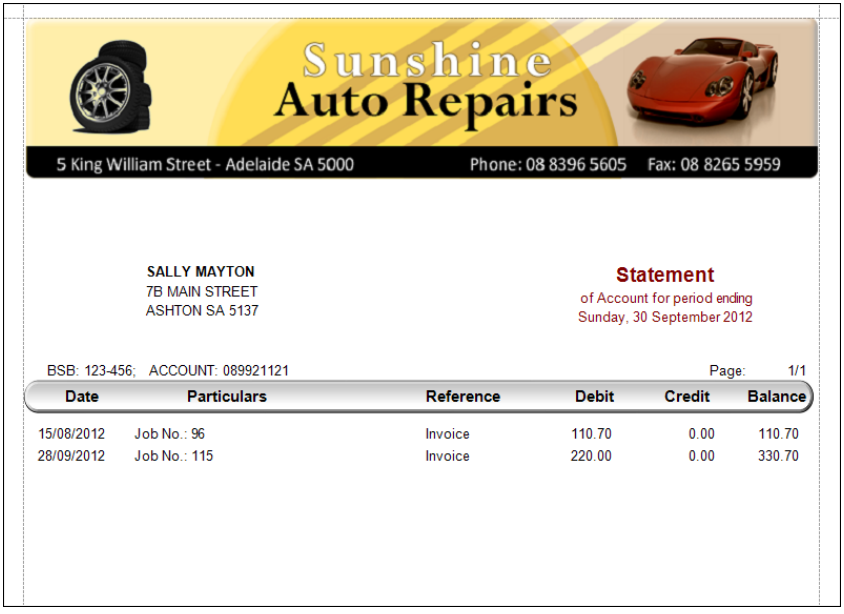
See below a statement with one overdue figure:



See below a statement with 1, 2 and 3 months+ overdue figure:



You can view statements on the screen first and print them individually. Alternatively, you can print all statements automatically.



Sunshine
Auto Repairs

5 King William Street - Adelaide SA 5000 Phone: 08 8396 5605 Fax: 08 8265 5959

SALLY MAYTON
7B MAIN STREET
ASHTON SA 5137

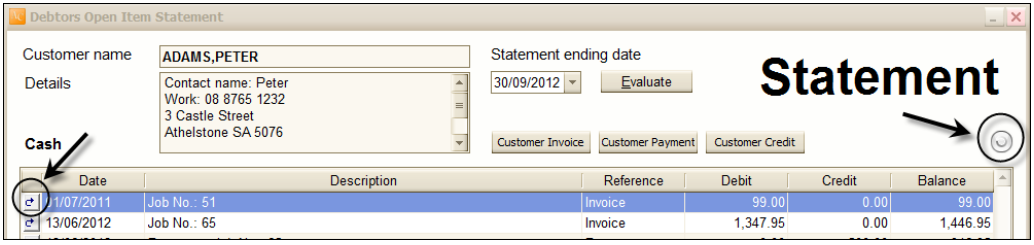
Statement
of Account for period ending
Sunday, 30 September 2012

BSB: 123-456; ACCOUNT: 089921121 Page: 1/1

Date	Particulars	Reference	Debit	Credit	Balance
15/08/2012	Job No.: 96	Invoice	110.70	0.00	110.70
28/09/2012	Job No.: 115	Invoice	220.00	0.00	330.70

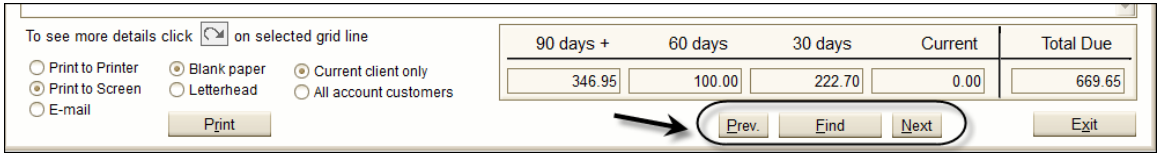
Note that you can look up and print statements for previous periods without exiting the screen. Simply change the statement ending date on top of the screen and click **Evaluate**.

A handy feature is the ability to drill down to a particular customer invoice or customer payment from this screen. Simply click on the arrow in front of the date in the line. You can make changes is needed and then you can return to the same statement. Click the **Refresh** button and the system picks up any changes made in other modules.



Another good feature is that you can easily access the Customer Invoice, Customer Payment and Customer Credit modules without exiting the Statement module by clicking on the respective buttons on top of the screen.

Use the **Prev.**, **Next** or **Find** buttons to browse through the statements.



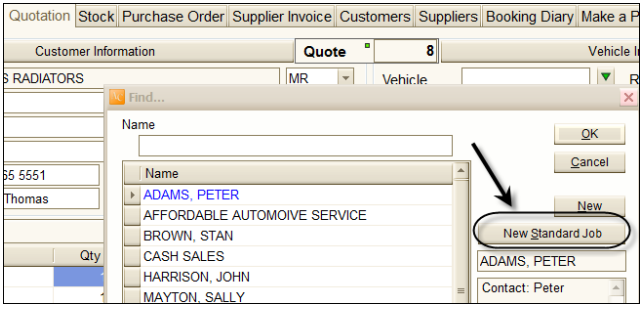
You may print a message on the Statement (for example: “Nett 30 Days”). This message will be printed underneath the word **Statement**. The message can be set in **System/System Setup/Debtors 4**.

Quotation / Estimate / Standard Job

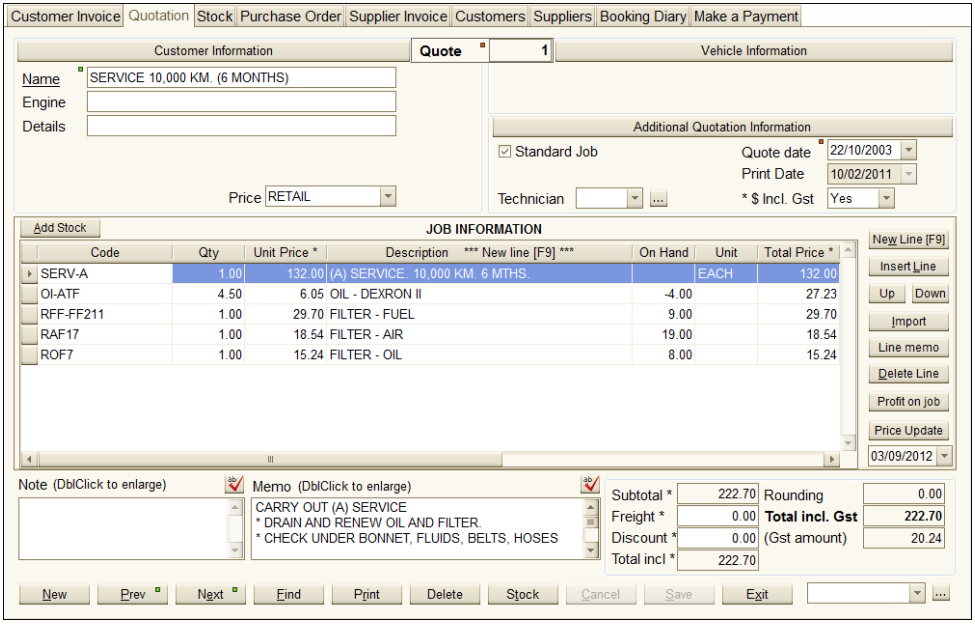
To make quotations, click on the **Quote & Estimate** icon on the main menu screen. A window similar to the Customer Invoice window appears. Entering data is based on the same principles as entering data in the Customer Invoice section. If required, you can copy a Quotation to an invoice by clicking **Import** on the invoice.

In addition, you can use the Quotation module to create **Standard Jobs** consisting of parts and/or labour in a similar way as you create quotations.

- Click **New** on the **Quotation & Estimate** screen. Instead of choosing a customer, click **Standard Job**.



- Enter the Job **Name**. **Engine** and **Details** fields can be used for detailed job descriptions. It will come handy when you look up a job.
- Line items for Standard Jobs can be entered the same way as for the quotations.



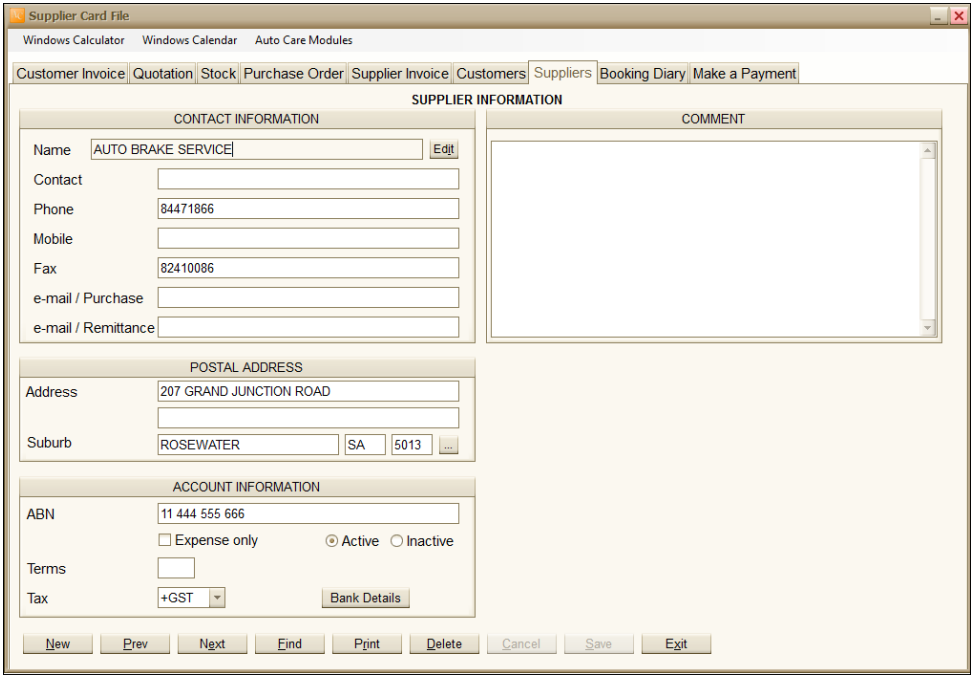
- Note that Quotes and Standard Jobs can be imported into other Quotes or Standard Jobs without any restriction. Click **Import Standard Job(s)**, choose **Quote** or **Standard job** and click **OK**.

- In order to have the most current prices for a Standard Job or Quotation click **Price Update**. The date field shows the last date when the price was updated for that job. Note that at the time when a Standard Job is imported to an Invoice the standard job's cost and price are updated automatically. However, when a quotation or estimate is imported the price is not updated.

Suppliers (Creditors)

Supplier Card Files

To enter suppliers in *Auto Care Software Premier*, click on the **Suppliers Card File** icon on the main menu screen.



- To enter a new supplier, click **New**.
- nter the required data into each field.
- f a supplier's cost for parts excludes GST, select **+GST** from the **Tax** drop-down box. If a supplier's cost already includes GST, select **INCL**.

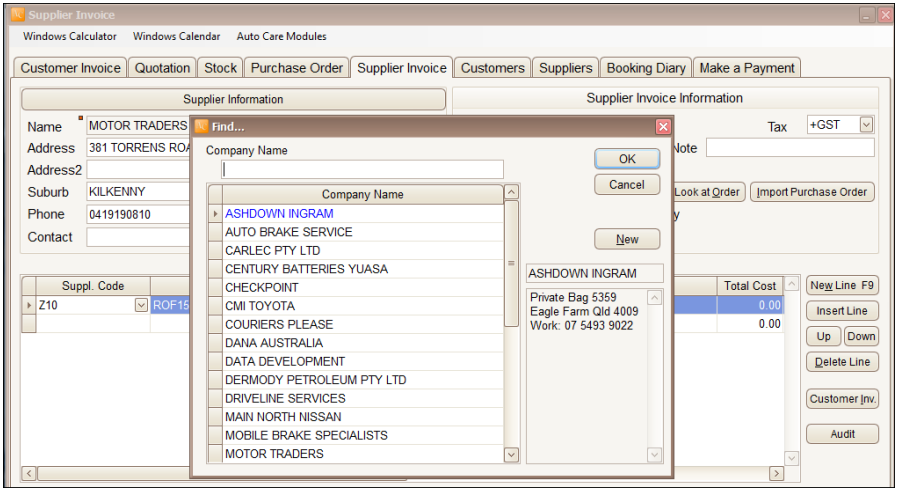
Note that the GST amount can be seen in the **General Ledger's** 2-1520 **GST Paid** (to Vendors/Suppliers) account. (Access the General Ledger is by clicking **General Ledger** on the main menu screen.)

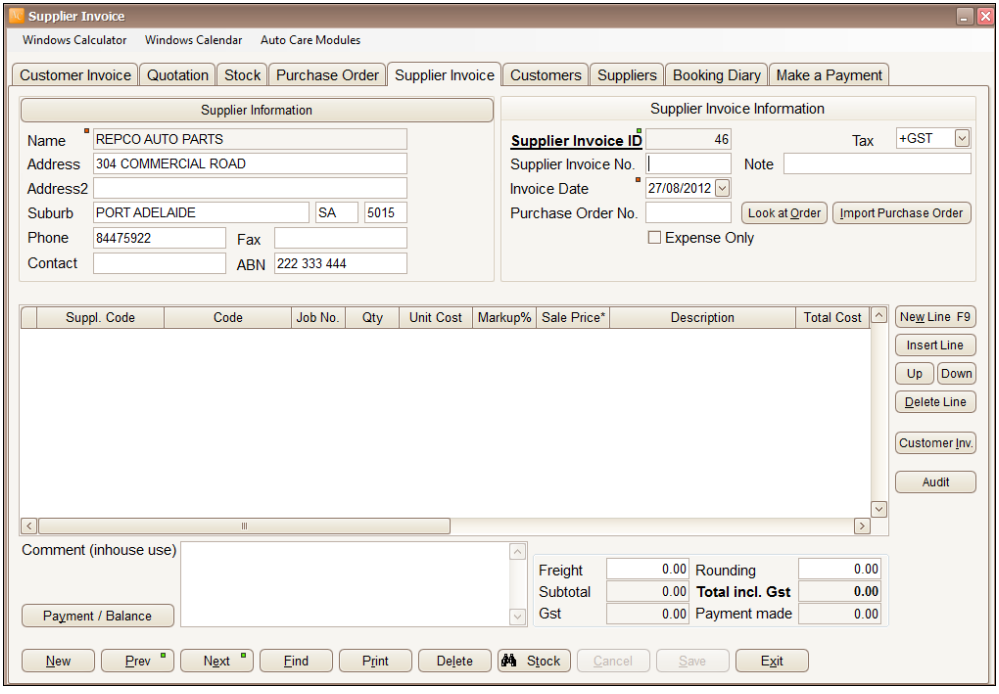
- ou can make a supplier inactive by clicking on the **Inactive** check box. For inactive suppliers, invoices and purchase orders cannot be raised. You can print a list of inactive supplier from Suppliers Card file module.

Invoices for Suppliers

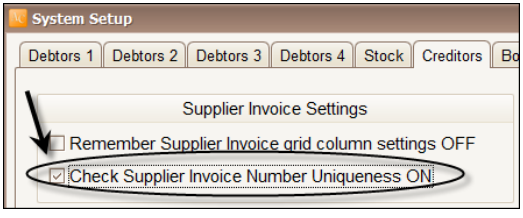
Entering Supplier Invoices

- Click on the **Supplier Invoice** icon on the main menu screen.
- Click **New**.
- The **Find** pop-up window appears containing a list of suppliers already entered in the system. Type in the required supplier name or select it from the list and click **OK**. The supplier details appear in the invoice screen fields. If a supplier has not yet been entered into the database, click **New** in the pop-up window. The system will automatically open the **Supplier Card File** entry screen and you can enter all relevant information into the database. Click **Exit** to return to the invoice screen where the details of the new supplier are now displayed.





- Enter the supplier invoice number.
- To ensure that the supplier invoice has not yet been entered into *Auto Care Software Premier*, the system can check the invoice number uniqueness. You can turn this feature on the **System\ System Setup\System 3** page.

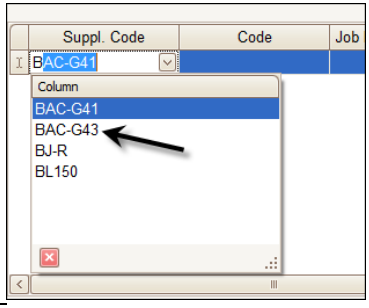


When this feature is turned on, you will receive a message if the supplier invoice number for the same supplier has already been used.

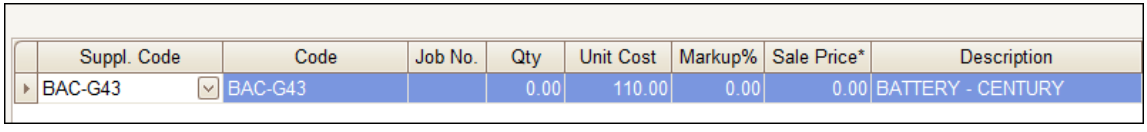
- Enter the invoice date.
- The **Price Structure** drop-down combo box indicates whether the supplier's cost includes or excludes GST. If it includes GST, choose **INCL**. If the price structure excludes GST, choose **+GST**. Example A: You purchase 2 ball joints for $25.00 each. If GST is not included in the

price, choose “+GST”. Now the **Subtotal** field displays $50.00 and the **GST** field indicates that $5.00 GST has been paid. The **Total** (including GST) displays $55.00. Example B: You purchase 2 ball joints for $27.50 each. This price includes GST, so choose “INCL”. The **Subtotal** is $55.00 (including the GST) and the GST paid ($5.00) is displayed in the **GST** field. The **Total** field displays $55.00.

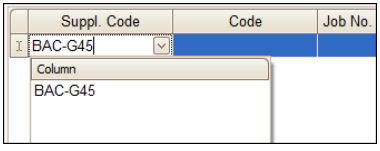
- If a purchase order for the stock items has not yet been raised, press **[F9]** to enter line items. For your convenience, when you start entering a code in the **Supplier Code** column of an invoice line, the system will suggest input variants from those supplier codes that are already in the Stock module. For example you have a stock code BAC-G43 in your Stock database. You order the same stock item from your supplier and want to enter the supplier invoice. In the Supplier Invoice module you create a new line and enter the letter “B” in the **Supplier Code** field. Under the **Supplier Code** field a window appears with a list of suggested codes including BAC-G43. Click on BAC-G43 and it will appear in the supplier field.



When you press the **Tab** key, the stock code and description fields are filled out automatically. If you have purchased this stock item from the given supplier before, the last cost will appear too.

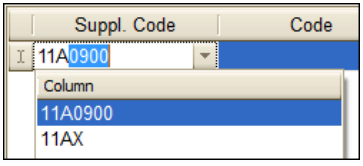


If a particular supplier code is not on the list you can enter it manually.

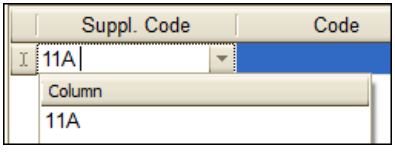


Enter the supplier code and click **Tab**. Enter the stock code and click **Tab** again. The **Add Stock** window appears. Enter as many details here as you wish like description, unit, location, etc. Note that if you want to enter a new supplier code that is shorter than another existing supplier code which has the same characters than follow the next steps:

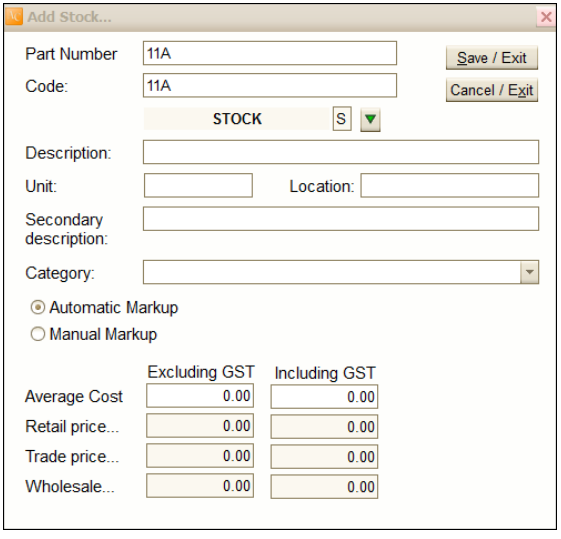
For example you want to enter a supplier code 11A, but you already have 11A0900 in the system. When you start entering your new code the longer existing code 11A0900 appears in the field.



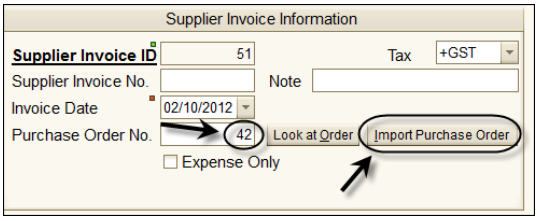
Simply press the space key on your keyboard and the unwanted part of the code will be deleted.



Press Tab and repeat the same in the Code field. The Add Stock window appears. Enter all relevant details here.



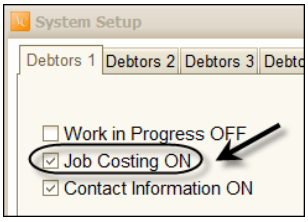
- Enter quantity and cost/unit. Total cost is calculated by the system.
- For buy-in items enter quantity, cost and description only.
- If a purchase order has been raised for the supplier, there is no need to enter the stock items on the supplier invoice manually. Instead, enter the purchase order number into the **Stock Order No.** field and then click **Import Stock Order Number**.



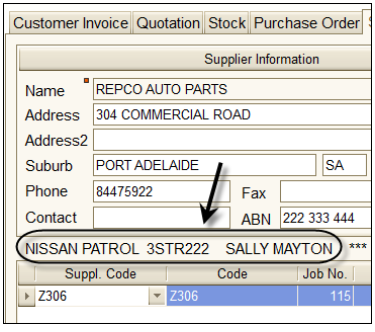
  Stock items ordered on the corresponding Purchase Order are copied to the Supplier invoice. You can adjust the quantity and cost if needed. Please note that on the Purchase order there is a **Received** column in the grid area. At the time of copying the ordered stock items to the Supplier invoice, the quantity received appears in the corresponding **Received** column of the Purchase Order.
- If you want a hard copy of the invoice, click on the **Print** command button. **Print Creditor Invoice** is highlighted in the pop up window. Click **OK** and the invoice will be printed.
- To find an invoice, click on the **Find** button. You can find an invoice by invoice number, name, invoice date and computer reference number.
- To exit from the module, click on **Exit**.
- You can have an additional **Tax** column on the supplier invoices id needed. You need this column if you have both GST inclusive and GST free items on a supplier invoice. Turn this option on in **System\System Setup\System 1**.

Job Costing

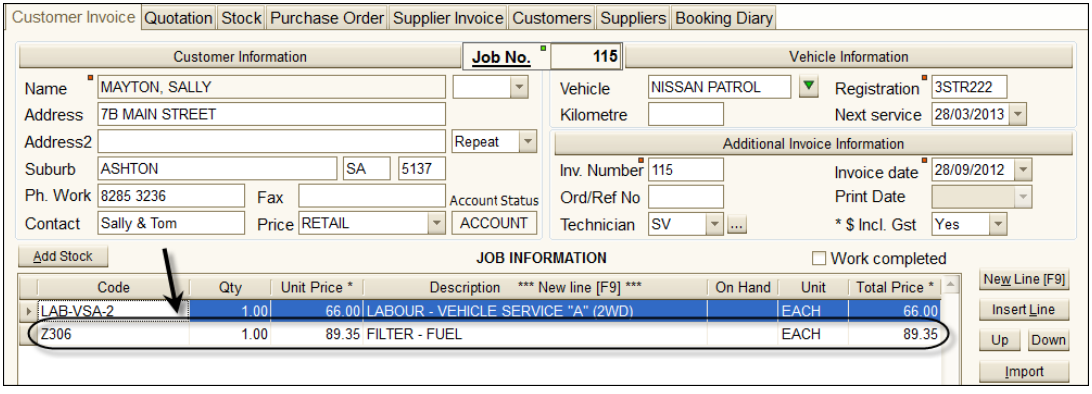
If Job Costing is switched **ON** in **System/System Setup/Debtors1**, each purchase can be allocated to a particular job number.



In our example displayed below, a fuel filter (seen in the description field) is allocated to job number 115. When you enter a job number, the vehicle type, registration number and customer name appear just above the grid. This helps to identify the job in question.

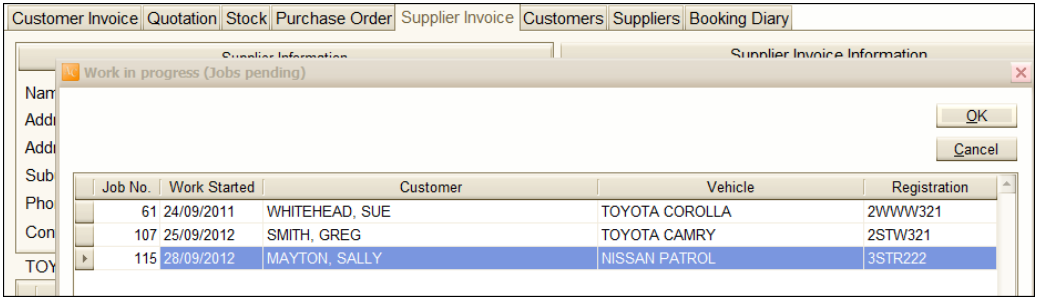


The allocated lines are automatically entered to the job card (debtors' invoice).



To see a list of work in progress invoices where parts were allocated through a creditor invoice, double click on the **Job No** cell in the grid section. A new window appears with the current job cards (Work in progress). If you want to see any of the supplier invoices listed on the screen, select the line and click

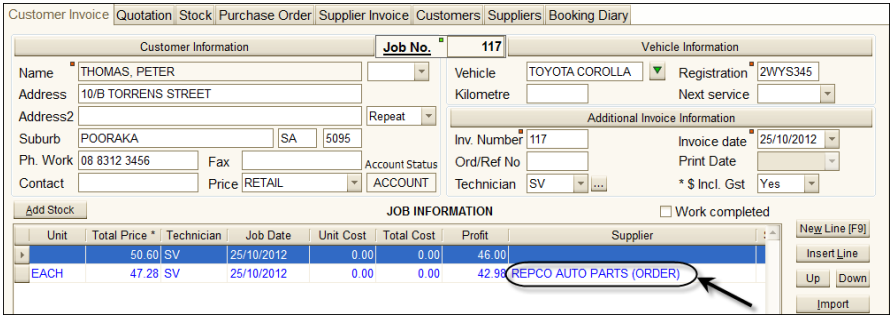
OK. Please note that if a part is allocated to a specific job, that part will not go to Stock.



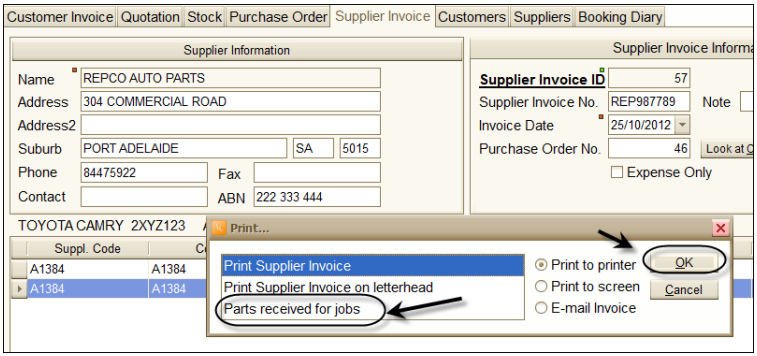
Import an Allocated Purchase Order to a Supplier Invoice

When you create a purchase order for a particular job (see detailed description under *Purchase Order for a Job* in the *Purchase Order* chapter), the stock allocated on the purchase order screen will appear on the corresponding customer invoice automatically. Note that this information appears in blue, indicating that the stock is under order at this stage.

When a purchase order with an allocated job number is copied to a supplier invoice, the purchase order line on the corresponding customer invoice will be updated. The line item in question changes from blue to black indicating that the stock has arrived. Note that the supplier's name in the Supplier column remains blue, showing that there has been a purchase order raised for this item.



You can view and/or print a detailed report of parts received to jobs. To do this click on **Print** at the bottom of the supplier invoice screen, select **Parts received for jobs** report and click **OK**.



Enter start and ending date and click **OK**.

Sunshine Auto Repairs Page: 1/1

Thursday, 25 October 2012, 3:32:10 PM

Parts received from suppliers to jobs

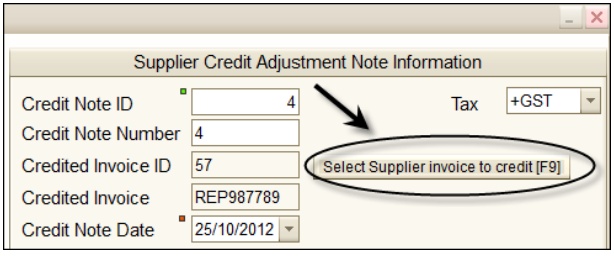
From 25/10/2012 to 25/10/2012

Job No.	Customer		Vehicle - Registration	
116	AFFORDABLE AUTOMOIVE SERVICE		TOYOTA CAMRY 2XYZ123	
1.00	A1384	FILTER - AIR	REPCO AUTO PARTS	REP987789
117	PETER THOMAS		TOYOTA COROLLA 2WYS345	
1.00	A1384	FILTER - AIR	REPCO AUTO PARTS	REP987789
118	STAN BROWN		FORD FALCON 2WWW123	
1.00	BJ	BALL JOINT	REPCO AUTO PARTS	REPCO987654

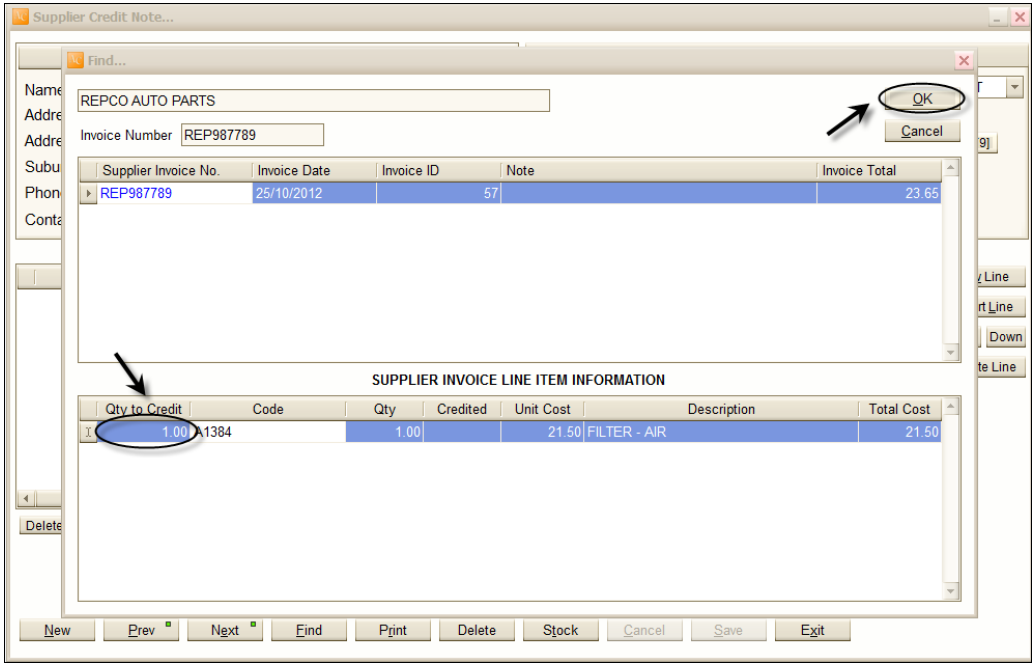
Suppliers' Credit Note

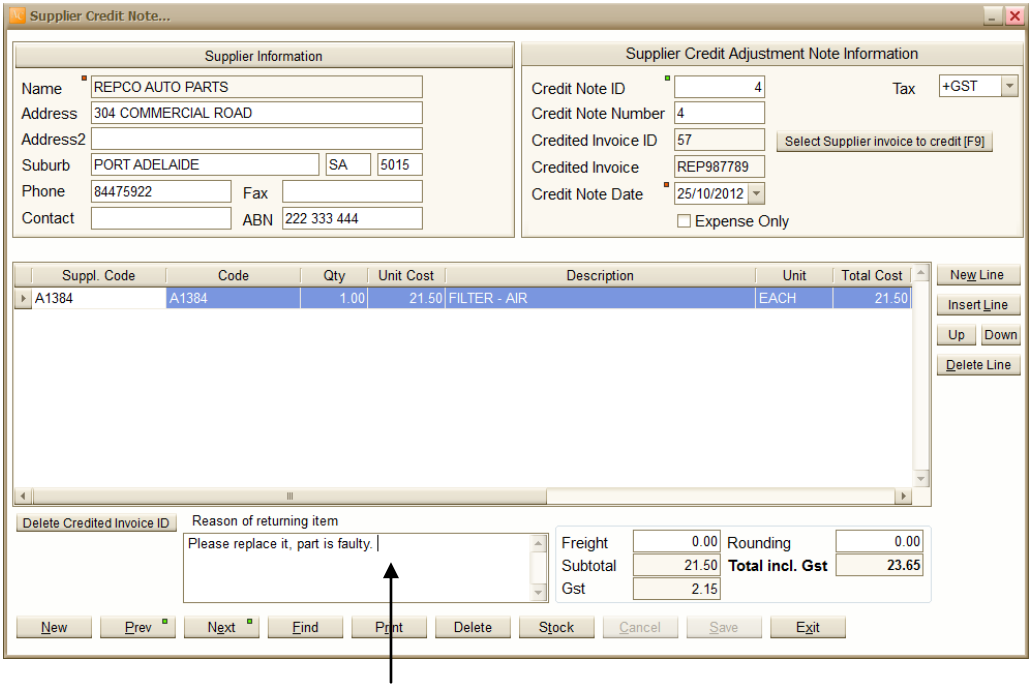
When parts are returned to a supplier, a credit note has to be raised.

- Click **CREDITORS/Supplier Credit Note** on the main menu screen.
- Click **New** and select the supplier.
- Enter the credit note number and the credited supplier invoice number in to the relevant fields to specify the invoice to be created. The credited computer number will appear automatically.
- Click on the Select Supplier invoice to credit [F9] button or Press **[F9]** to open the **Credited Supplier Invoice** window where the creditor invoice line items can be seen.



- Select the item to be credited and enter the quantity into the **Qty to Credit** field then click on the **Process and Exit** button.



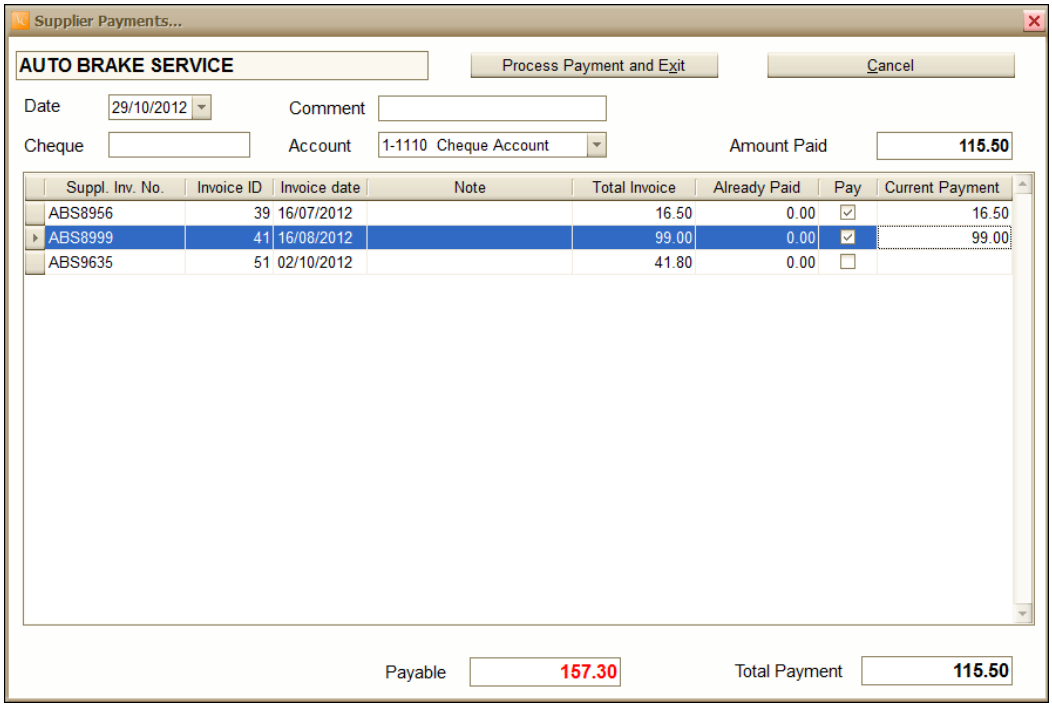


You can enter the reason of returning parts here.

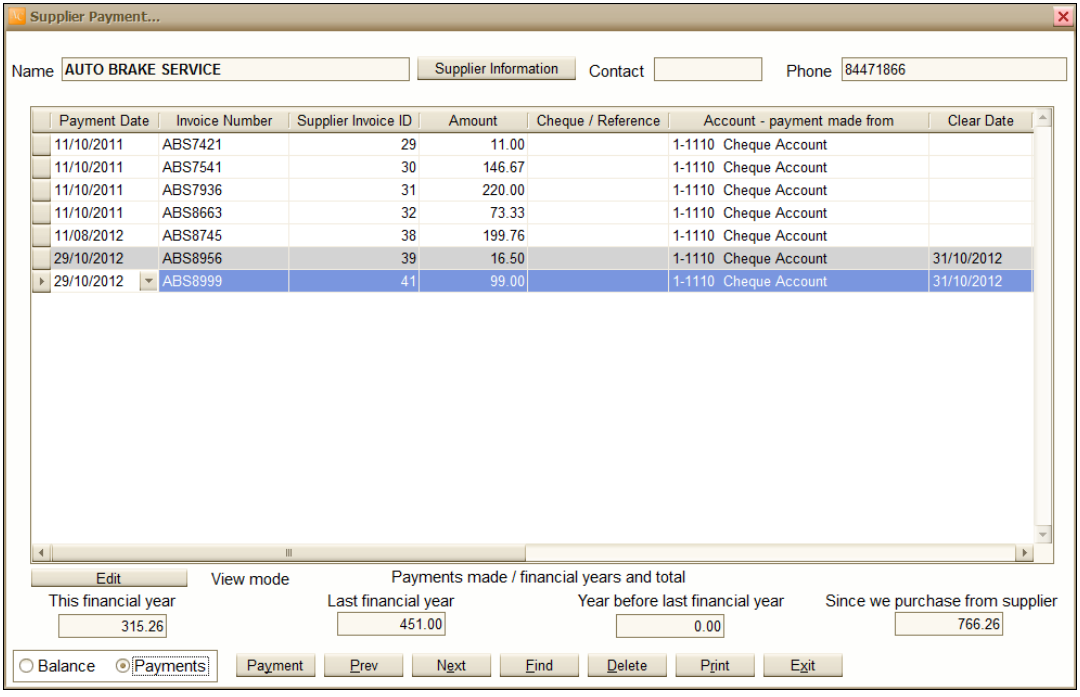
Please note that the total amount of credit appears as a payment on the creditors invoice. If you already paid for the returned part, make a negative payment for the same amount (as the supplier will pay you back). If no payment has been made yet, you only need to pay the difference.

Payment to Suppliers

Making payment to your suppliers is identical to how you enter customer payments. If payment has been made by cheque, enter the cheque number for reconciliation purposes. From the drop down combo box select the account you make the payment against. The default is your Cheque Account.

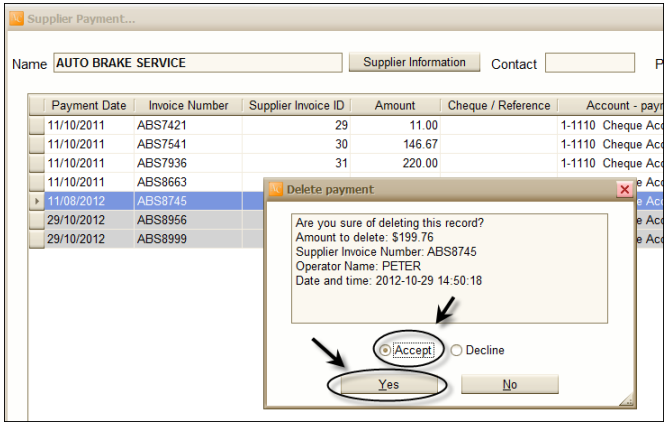


The “Creditor payment” screen shows the account names against payments have been made.



If there is a light grey background of a payment it indicates that the payment has been reconciled and cannot be modified.

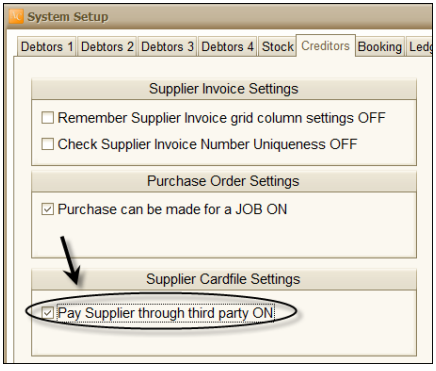
You can delete a payment by clicking on the **Delete** button at the bottom of the screen. To prevent to delete a payment by accident, you need to click on the Accept button before deletion can be performed. The system will keep a record of the deletion.



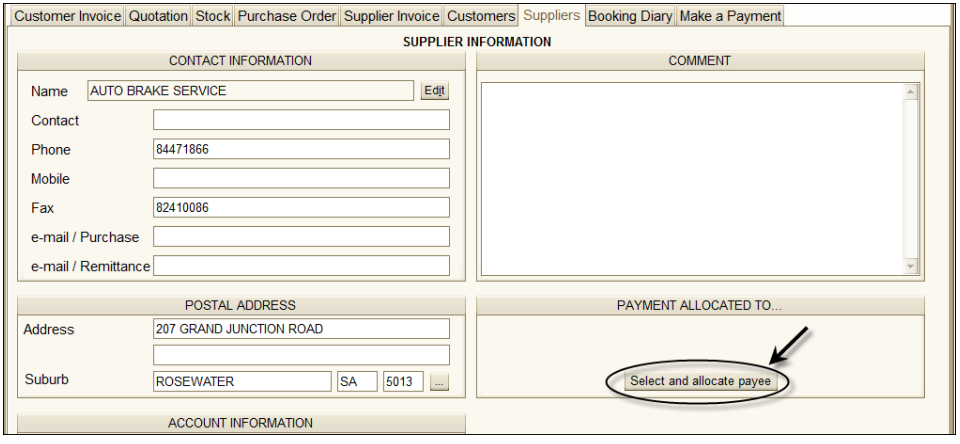
Paying a Supplier Through Third Party

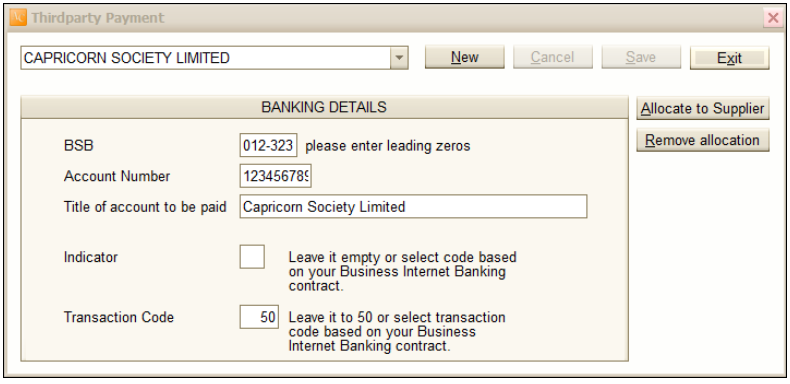
In some cases you may pay one or more of your suppliers through a third party like Capricorn Society. In order to use this option in *Auto Care Software Premier* you need follow the procedure described below.

- On the main screen click **System/System Setup** and then click the **Creditors** tab. Tick the box in front of “Pay Supplier through third party”, so this option is ON.

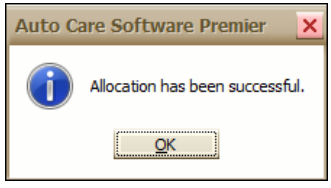


- Exit to the main menu screen and click on the **Suppliers Card File** icon. Click on the **Allocate** button on the right hand side of the screen. The Allocated Payee window appears.

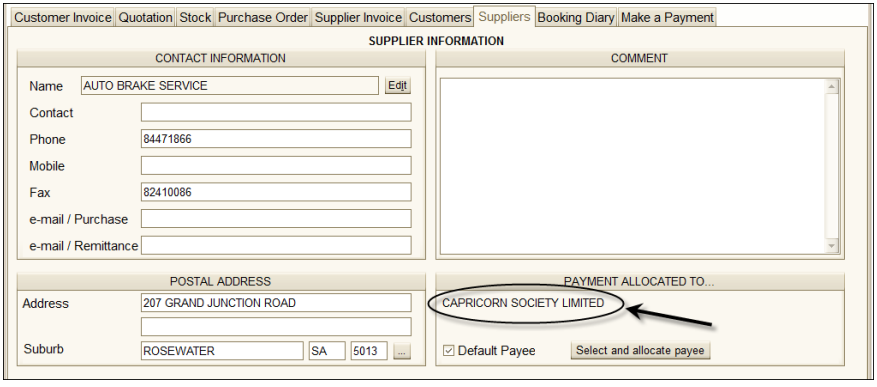




- Click on the scroll down arrow to select the third party company (payee) and click the **Allocate to Supplier** button. The “Allocation has been successful” system message appears on your screen.

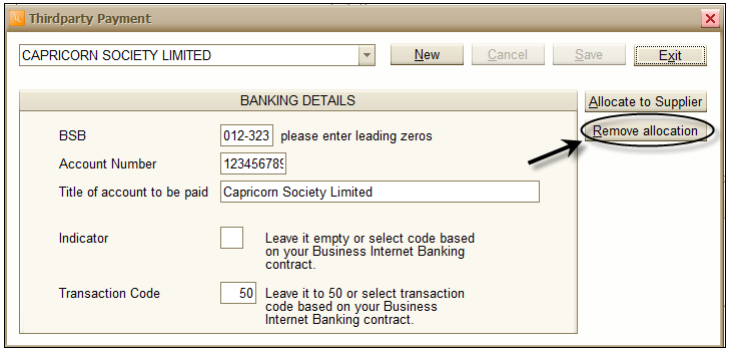


- Click **OK** and then **Exit** to return to the Supplier card file window. The selected payee now appears in the “PAYMENT ALLOCATED TO…” field.



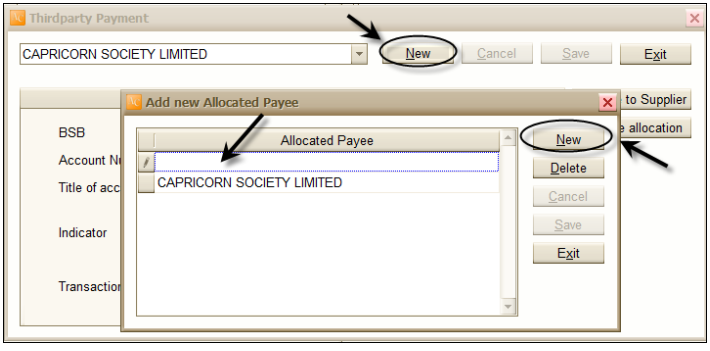
- You can make this payee as your default payee by ticking the box under the field.

- To remove an allocated payee, click on the **Select and allocate payee** button and then click **Remove allocation**.



Entering New Third Party Payees in Auto Care Software Premier

If a company has not yet been entered, click **New**. In the **Add new Allocated Payee** window click **New** again and enter payee in the highlighted field.

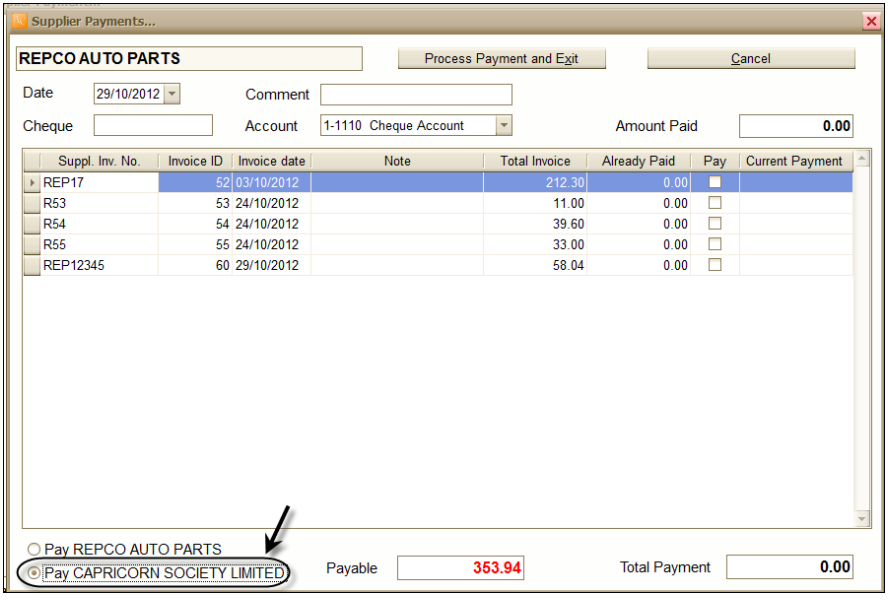


- Click **Exit** to return to the Allocated Payee window and enter the banking details of the new payee.

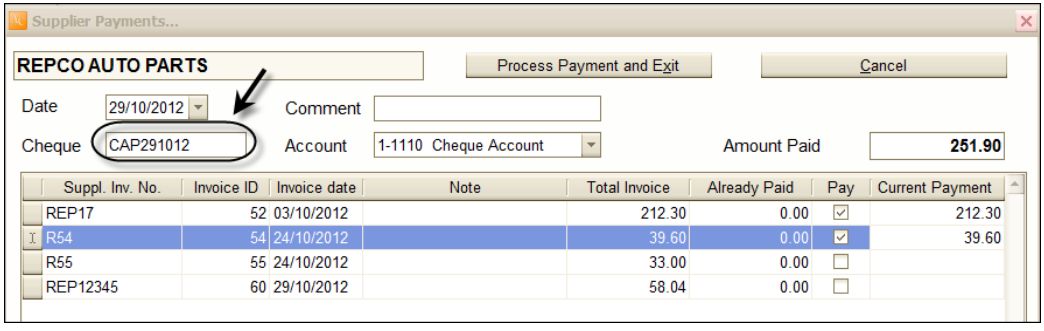
Paying Suppliers Through Third Party

On the bottom left hand side of the **Supplier Payments** window you can specify whether you want to pay your supplier directly or through a nominated third party. If you nominated the third party payee as your default payee in the Supplier card file module, then payments will be made automatically to the third

party. However, you can change this on the **Supplier Payments** screen at the time of making the payment.



You have to enter particulars in the **Cheque No/Particulars** field (e.g. “CAP291012” meaning payments made to Capricorn on 23/10/2012). If you pay several invoices for a particular third party on a given day enter the same particulars for each payment. This will help you to find a payment when you make you bank reconciliation as payments made for a third party will be displayed as one daily figure on your bank statement.

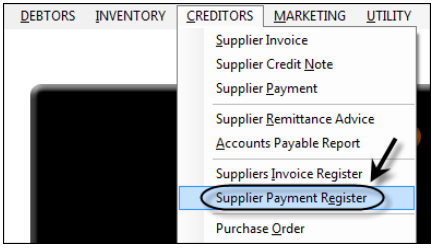


Select the invoice(s) you want to pay and click **Process Payment & Exit**.

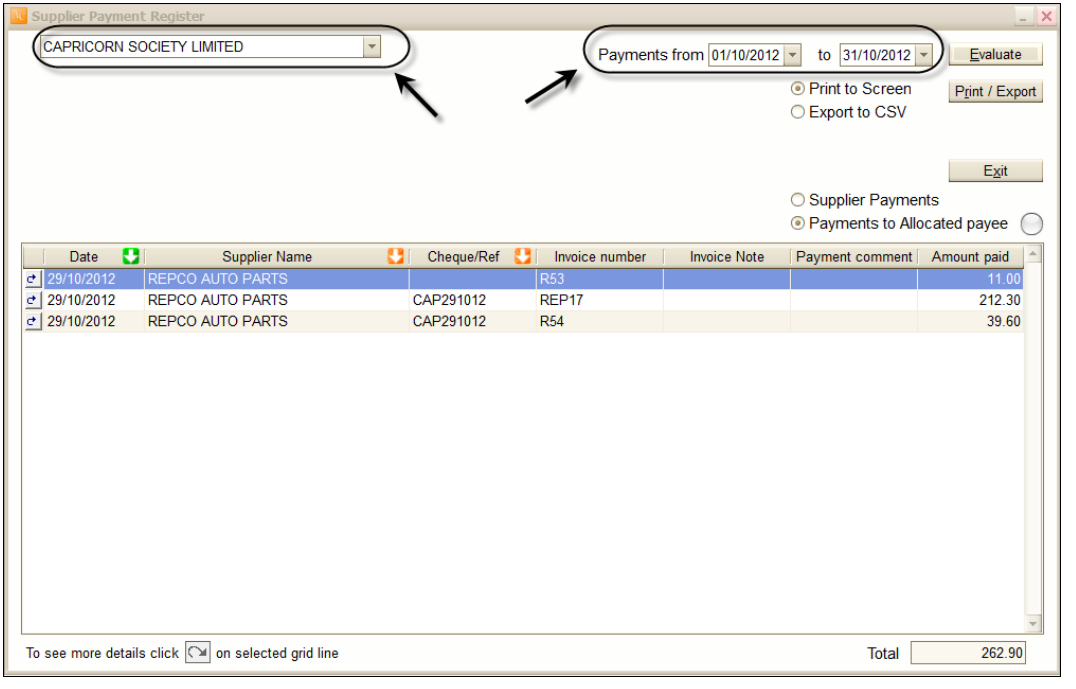
If you have several payments for a supplier and you want to pay some directly to the supplier and the rest through a third party, you have to process your payments in two steps, making the payment for each payee separately.

Payment Register to Allocated Payees

- On the main menu screen select **CREDITORS/Supplier Payment Register** on the top command bar.



- Click on the **Payment to Allocated Payee** button.
- Select the third party payee from the drop-down window, select the time period and click **OK**.



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Monday, 29 October 2012 4:53 PM

Supplier Payment Register

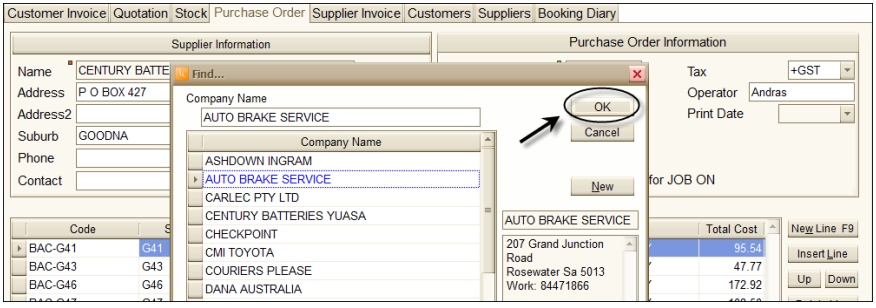
CAPRICORN SOCIETY LIMITED From 01/10/2012 to 31/10/2012

Pay Date	Supplier Name	Cheque / Ref	Invoice No.	Invoice Note	Payment comment	Amount
29/10/2012	REPCO AUTO PARTS		R53			11.00
29/10/2012	REPCO AUTO PARTS	CAP291012	REP17			212.30
29/10/2012	REPCO AUTO PARTS	CAP291012	R54			39.60
					Total	262.90

Note that you can create payment reports sorted by date order or cheque/ reference order as well.

Purchase Order

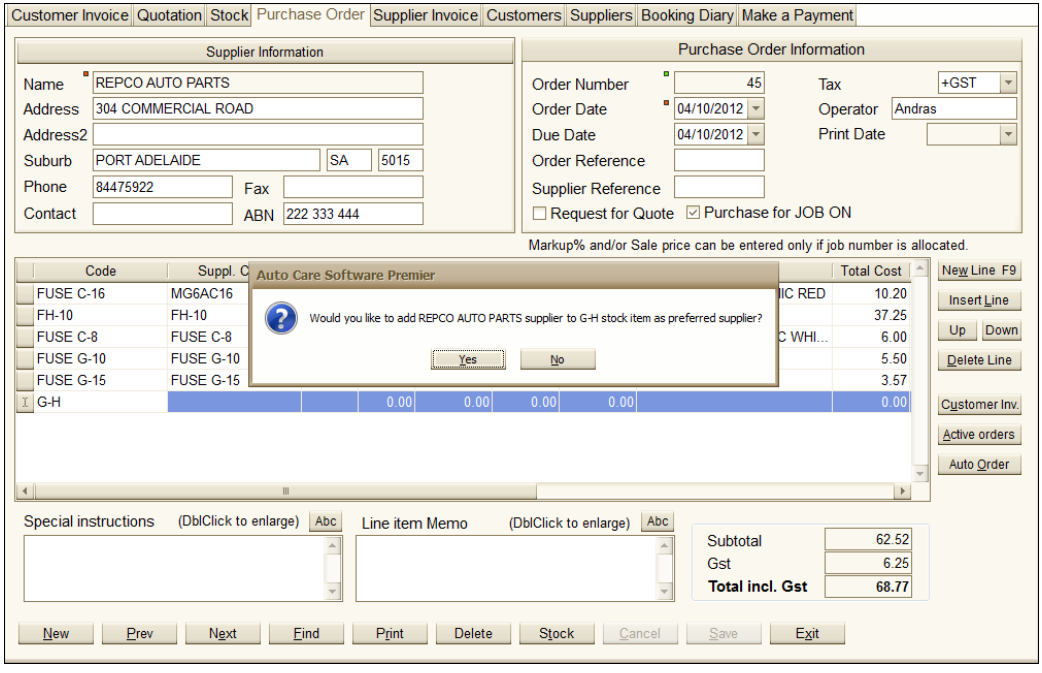
- For ordering stock items, click on the **Purchase Order** icon in the main menu.
- Click **New**. A pop-up window appears with a list of creditor names.
- Start typing in the creditor's name. When the required supplier name is highlighted in blue, click **OK** or press **Enter**.



If you want to enter a new supplier, click **New** in the pop-up window. The **Suppliers** screen appears. Enter relevant supplier information. And click **Exit** to get back to the Purchase Order Screen. Click **New** and select supplier.

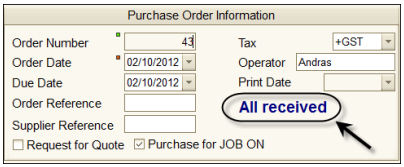
- Each order has a unique **Order number** generated by the system that cannot be modified.
- The current date is entered automatically in the **Order Date** field. However, this can by over typed if necessary.

- Enter the expected arrival date of stock in the **Due Date** field.
- Enter reference number in **Supplier Reference** field, if relevant.
- To enter a line item, press the **[F9]** function key or click on the grid with the right mouse button.
- Enter stock code. If a supplier has been listed under that particular stock item, the supplier code comes up automatically. If a supplier has not yet been listed, the **Add New Stock Code** window appears with the following message: “Would you like to add supplier to stock item as preferred supplier?” Click **YES**. The suppler is entered to the stock in the Stock module. Please note that supplier code will be the same as stock code and will be entered for the stock item in the supplier module and also in the line item on the purchase order screen. Please note that it is not compulsory to enter code on the purchase order.



- Enter quantity in the **Quantity** column.
- Cost of stock comes up automatically. It is the last cost from that particular supplier.
- To delete a line item, click on the **Delete** button next to the grid area on the right side of the screen (change quantity to be zero first).

If you enter a supplier invoice following an order, the amount received automatically appears in the **Received** column (last column in the line). If all items have been received on the particular purchase order, the **All Received** message appears on the purchase order screen.

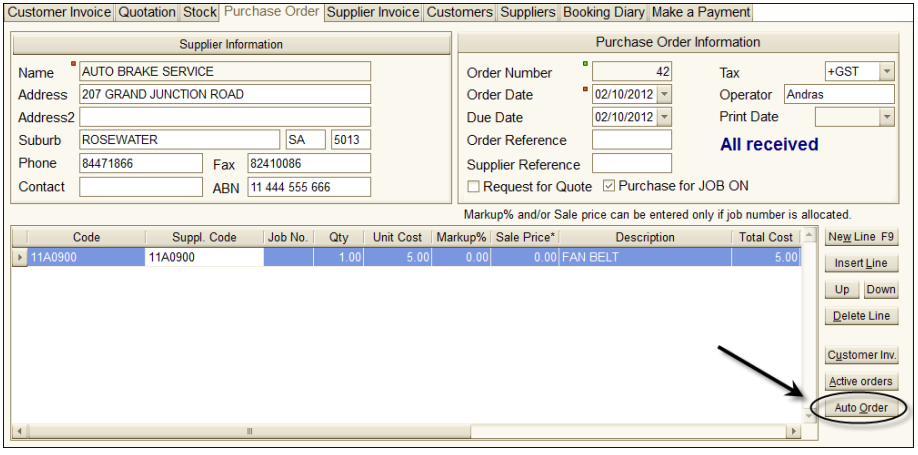


If you order a job from your supplier, the details for that order can be entered into the line item Memo field. This is a communication between you and your subcontractor and this memo will not be copied to the supplier and customer invoice.

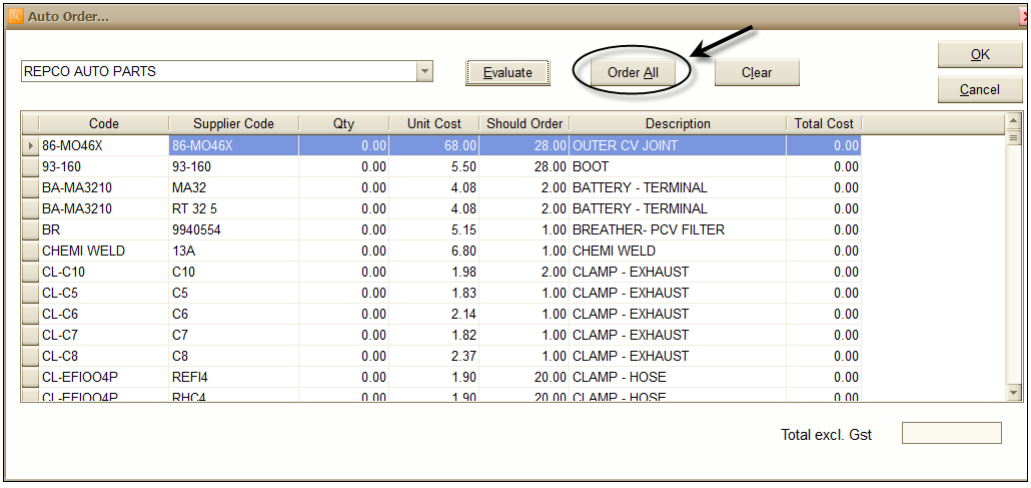
Automatic Order

For your convenience, you can create purchase orders automatically. Automatic purchase order is based on the minimum/maximum stock level and the on-hand level of a stock item. If on-hand level is less than the minimum level for a stock item, a purchase order is created where quantity is equal the difference between the on-hand and maximum level of the stock item. Note that for this option to work you must fill the minimum and maximum stock fields for each stock items in the stock module.

- For automatic stock order, click **Auto Order** on the Purchase Order screen.



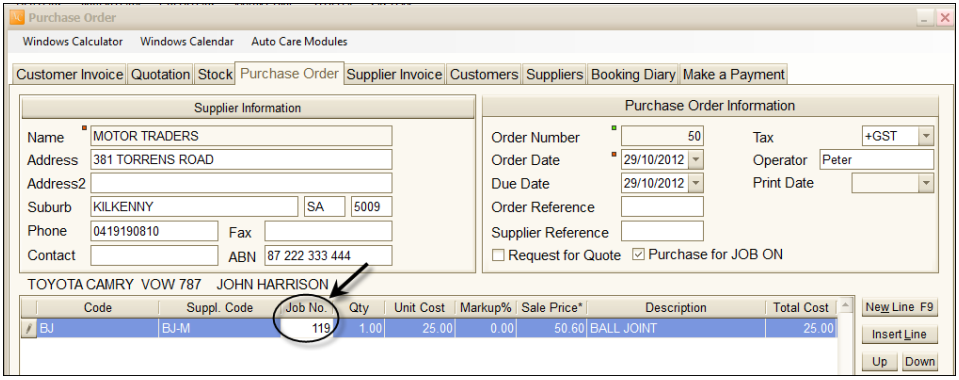
- Select supplier and click Evaluate. All stock items having an on hand value less than the minimum level for the supplier will be collected by the system automatically. In addition, the system calculates the quantity between the stock on hand and the maximum stock. This quantity will appear in the **Should Order** column. Please note that at this stage no stock has been ordered yet. Enter the quantity you wish to order into the **Qty** column. Alternatively, you can order all stock by clicking on the **Order All** button. In this case, the quantity ordered will be the same as it is recommended in the **Should Order** column.



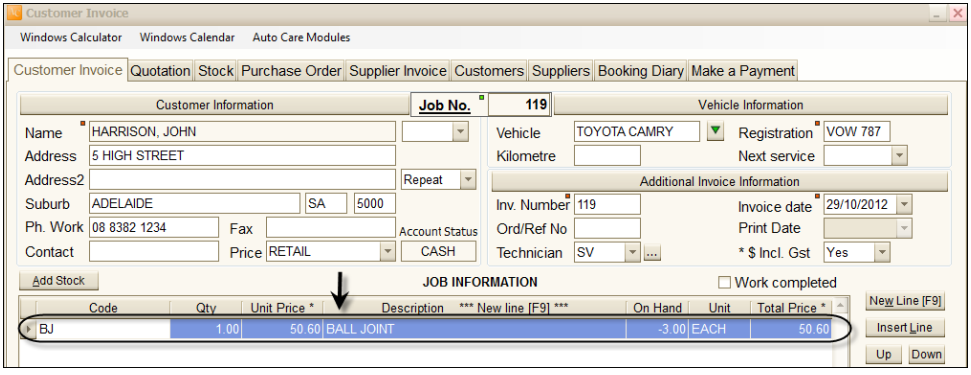
Purchase Order for a Job

You may want to make an order for a specific job. This option can be turned on in **System/Setup/Creditors** module.

- Click **System/Setup/Creditors** on the main menu.
- Tick the **Purchase can be made for a job** box **ON**. Click **Exit**.
- In the **Purchase Order** module create a new purchase order.
- Enter the part and type in the job number in the appropriate column.

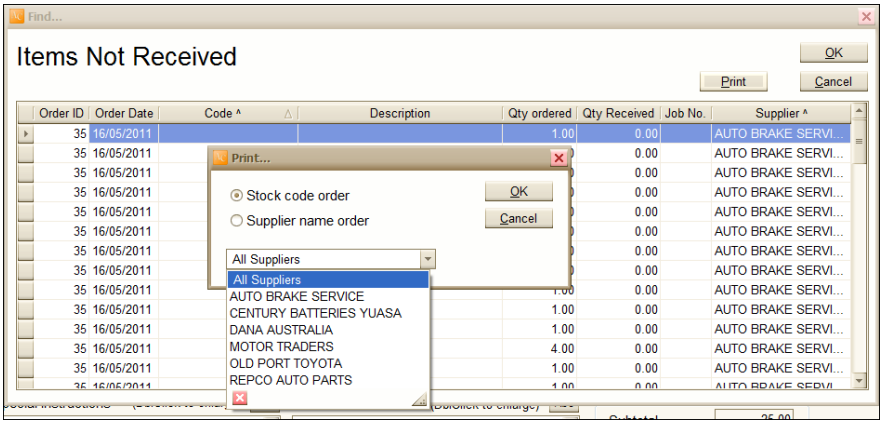


- The part allocated on the purchase order screen will appear on the corresponding customer invoice. The line will appear in blue colour, indicating that the stock is on order at this stage. Note that you can look up the invoice in question by clicking on the **Customer Inv.** button on the right of the grid.



If you double-click on the **Code** field on the customer invoice the **Purchase order information** screen appears with relevant information including the supplier's name, date of order, due date, quantity ordered and received.

- You can print a **Stock ordered for jobs but not received** report to see your outstanding orders. To create this report, click **Find** on the Purchase Order screen, select **Items Not Received** and click **OK**.



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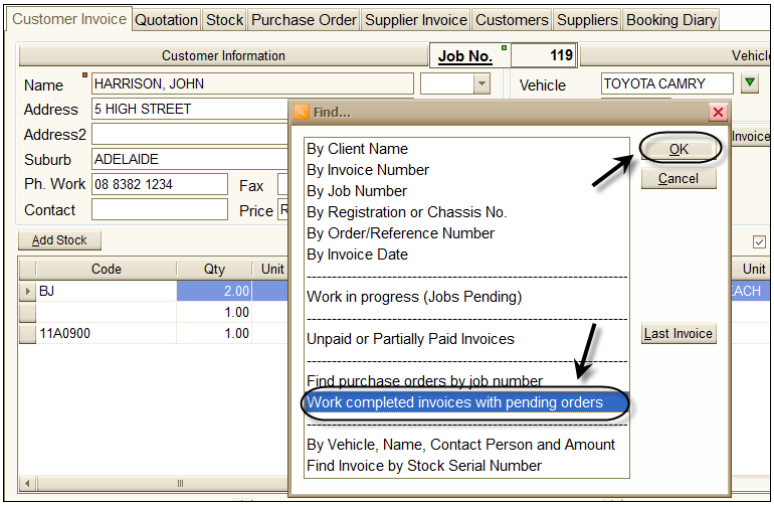
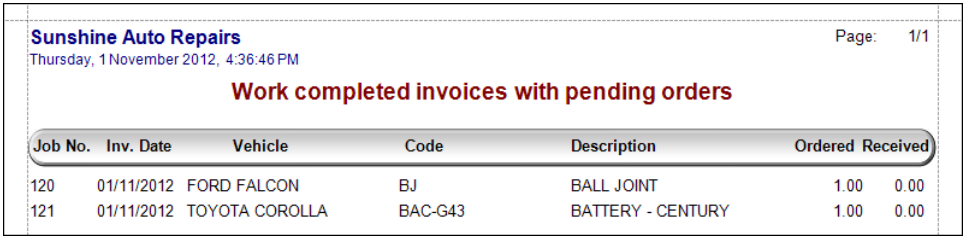
Thursday, 1 November 2012, 2:01:59 PM

Items Not Received

Code	Description	Ordered	Received	Job No.	Order No.	Ord.date	Suppl. partnumber	Supplier
11A0900	FAN BELT	2.00	0.00		18	29/04/2011	11A0900	REPCO AUTO PARTS
11A0900	FAN BELT	2.00	0.00		19	29/04/2011	11A0900	REPCO AUTO PARTS
86-MO46X	OUTER CV JOINT	1.00	0.00		19	29/04/2011	86-MO46X	REPCO AUTO PARTS
93-160	BOOT	1.00	0.00		18	29/04/2011	93-160	REPCO AUTO PARTS
A1384	FILTER - AIR	1.00	0.00		46	25/10/2012	A1384	REPCO AUTO PARTS
FH-10	FUEL HOSE	5.00	0.00		45	04/10/2012	FH-10	REPCO AUTO PARTS
FUSE C-16	FUSE 16 AMP CERAMIC RED	10.00	0.00		45	04/10/2012	MG6AC16	REPCO AUTO PARTS
FUSE C-8	FUSE 8 AMP CERAMIC WHITE	5.00	0.00		45	04/10/2012	FUSE C-8	REPCO AUTO PARTS
FUSE G-10	FUSE 10 AMP GLASS	5.00	0.00		45	04/10/2012	FUSE G-10	REPCO AUTO PARTS
FUSE G-15	FUSE 15 AMP GLASS	3.00	0.00		45	04/10/2012	FUSE G-15	REPCO AUTO PARTS

- You may occasionally complete an invoice before you had a chance to enter the related supplier invoices. To check if you have any “work completed” invoice with pending orders click on **Find** on the customer invoice screen, select **Work completed invoices with pending orders** and click **OK**. Based on this report you can rectify the problem.





Sunshine Auto Repairs Page: 1/1

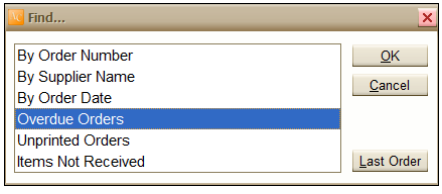
Thursday, 1 November 2012, 4:36:46 PM

Work completed invoices with pending orders

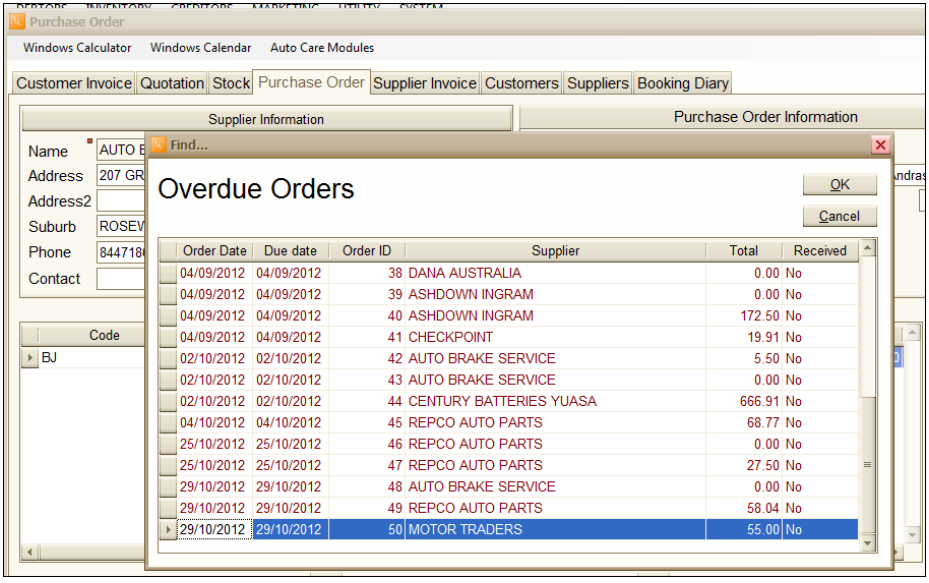
Job No.	Inv. Date	Vehicle	Code	Description	Ordered	Received
120	01/11/2012	FORD FALCON	BJ	BALL JOINT	1.00	0.00
121	01/11/2012	TOYOTA COROLLA	BAC-G43	BATTERY - CENTURY	1.00	0.00

If you double click on the **Job No.** field in the Purchase Order module a list of “Work in Progress” jobs appear on the screen. To see a particular pending job, just select the appropriate line and click **OK**.

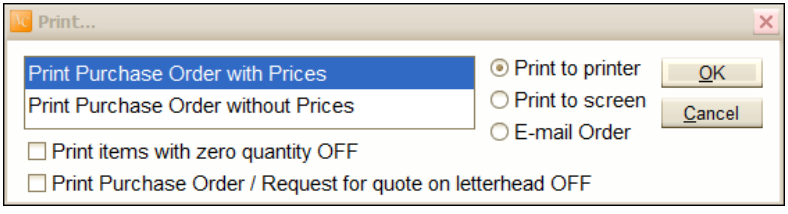
- To find ordered but not yet delivered items click on the **Find** command button in the purchase order module, then select **Overdue Orders** and click **OK**.



The Outstanding Orders window appears. You can drill down to a particular order by highlighting the line clicking **OK**.

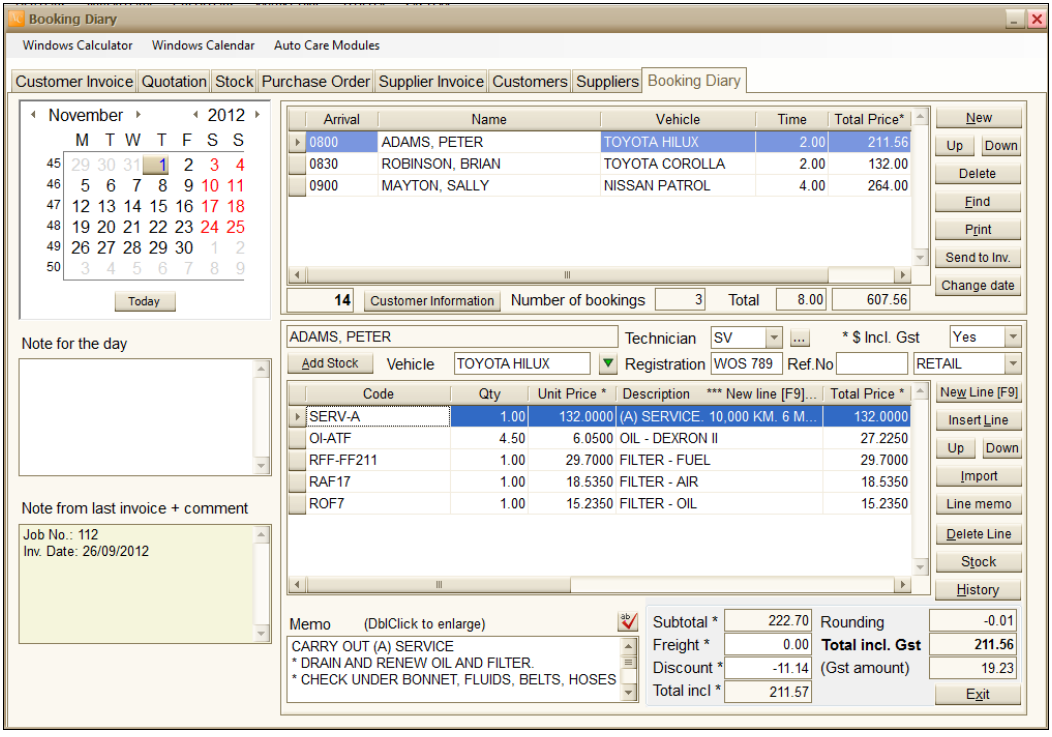


To print various purchase order reports, click **Print** and select the required option.



Booking Diary

The Booking Diary module provides you with the opportunity to plan your work more efficiently. For each day unlimited number of bookings can be entered. The number of bookings, the total hours required and the total GST inclusive price for the day is calculated automatically. Booking details can be entered the same way as the Customer Invoice details. Any information entered into the **Note** section of the given customer's last invoice appears on the booking form.



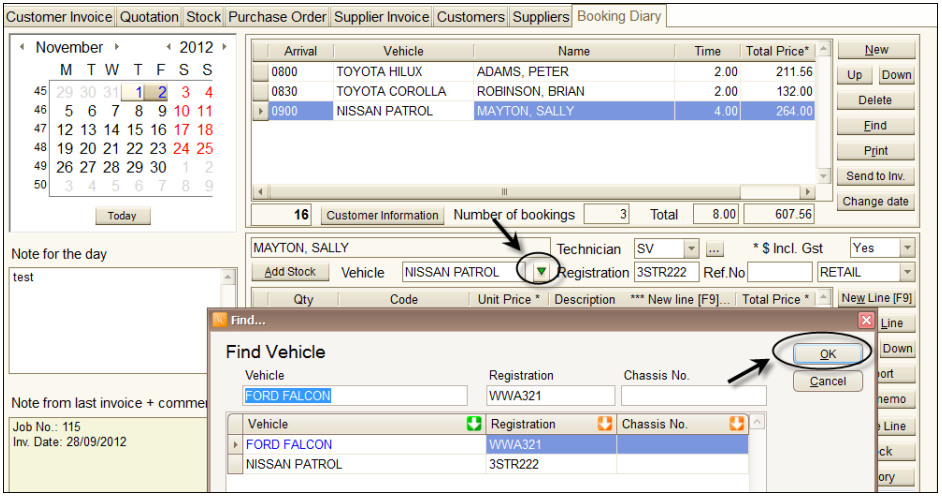
Additional features:

- You can import information from existing invoices, quotations and standard jobs into the vehicle booking section.
- You can import data from the After Market Service database (optional).
- You can browse and add stock items, billing codes or assemblies by clicking on the new **Add Stock** button
- Booking date can be changed.
- You can create and invoice from a booking.
- You can print *Booking Confirmation*; *Booking List*; a list of bookings that have not yet been invoiced and *Servicemen bookings*.
- You can find bookings by booking date, customer name or registration number.
- For each day, you can enter notes for each booking.
- You can enter the arrival time of vehicles.
- You can change the column order and length in both grids.

Entering a New Booking

- In order to enter a new booking, select the date in the diary.

- Click **New** and select a customer from the list. A booking number is allocated automatically.
- Select the appropriate vehicle from the list by clicking on the down arrow next to the Vehicle field.



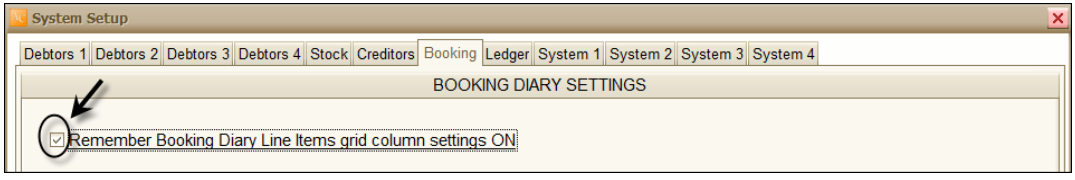
- Select a technician.
- Enter order/reference number in the appropriate field. When you send the booking to the invoice module, this number will be displayed in the **Ref. No** field.
- Click **F9** to enter line items for the booking. The time required for a particular job is calculated on the basis of the assigned hours. This information can also be entered manually.
- Click **Import** to import a quotation, standard job or service information from the optional After Market Database into the booking module.
- If needed, use the **Customer Information** button to can look up more customer information.
- In the **Note from last invoice** field the job number and date of last invoice for the customer appears automatically.

Changing of Booking Date

Click **Change date** to change the date of a booking.

Changing Column Order and Width on Grids

Click **System/Setup/Booking** on the main menu. Tick the **Remember Booking Diary Line items grid column settings** check box **ON**.

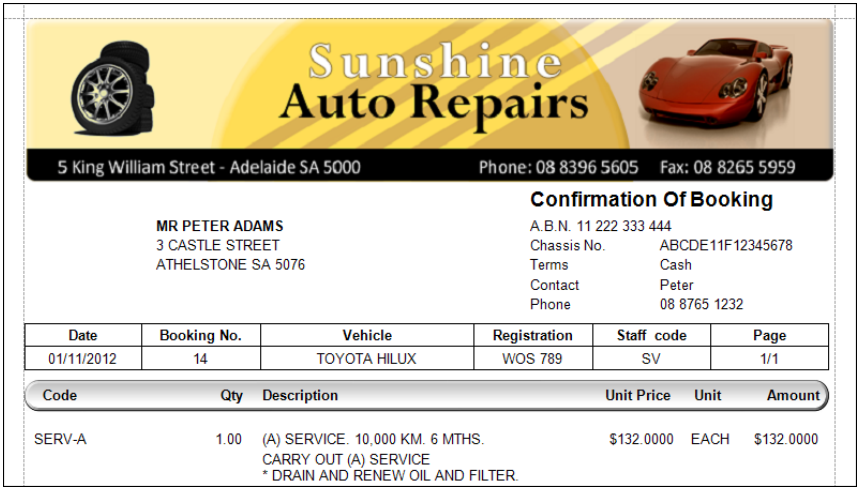


To Change the position of a column, click on the column header with the mouse, hold the button down and drag the column to the position you want.

To change the width of a column, click on the dividing line in the header area and drag it to the direction required.

Printing Options in the Booking Module

When you make a booking you can print a **Confirmation of Booking** for your customer. Furthermore, you can print a booking list for the day. Click **Print** and choose the relevant report from the list then click **OK**.



Sunshine Auto Repairs

5 King William Street - Adelaide SA 5000 Phone: 08 8396 5605 Fax: 08 8265 5959

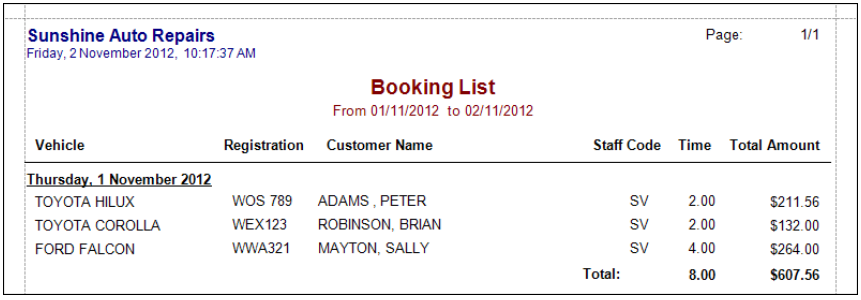
Confirmation Of Booking

MR PETER ADAMS
3 CASTLE STREET
ATHELSTONE SA 5076

A.B.N. 11 222 333 444
Chassis No. ABCDE11F12345678
Terms Cash
Contact Peter
Phone 08 8765 1232

Date	Booking No.	Vehicle	Registration	Staff code	Page
01/11/2012	14	TOYOTA HILUX	WOS 789	SV	1/1

Code	Qty	Description	Unit Price	Unit	Amount
SERV-A	1.00	(A) SERVICE. 10,000 KM. 6 MTHS. CARRY OUT (A) SERVICE * DRAIN AND RENEW OIL AND FILTER.	$132.0000	EACH	$132.0000



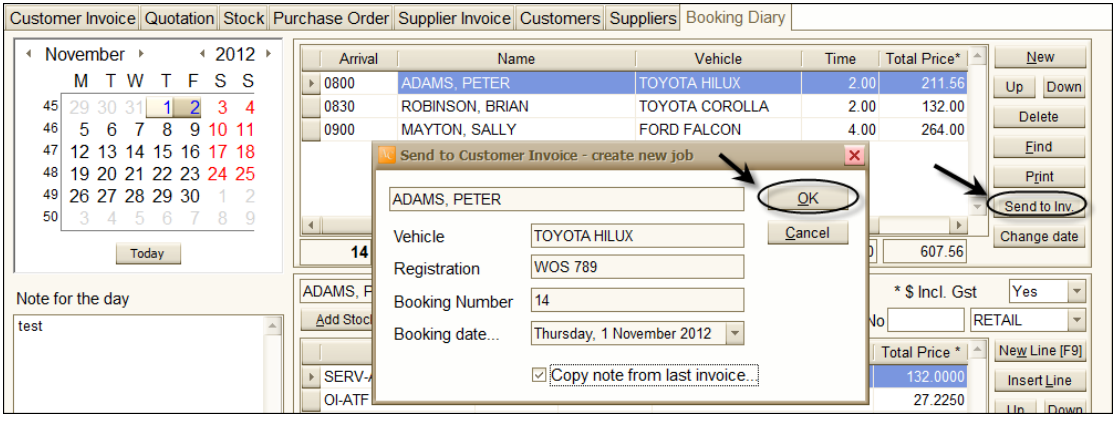
Sunshine Auto Repairs Page: 1/1
Friday, 2 November 2012, 10:17:37 AM

Booking List
From 01/11/2012 to 02/11/2012

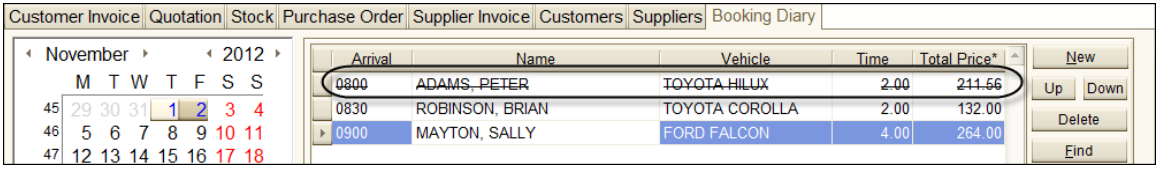
Vehicle	Registration	Customer Name	Staff Code	Time	Total Amount
Thursday, 1 November 2012					
TOYOTA HILUX	WOS 789	ADAMS , PETER	SV	2.00	$211.56
TOYOTA COROLLA	WEX123	ROBINSON, BRIAN	SV	2.00	$132.00
FORD FALCON	WWA321	MAYTON, SALLY	SV	4.00	$264.00
			Total:	8.00	$607.56

Creating an Invoice from a Booking

To create a new invoice, click **Send to Invoice**.

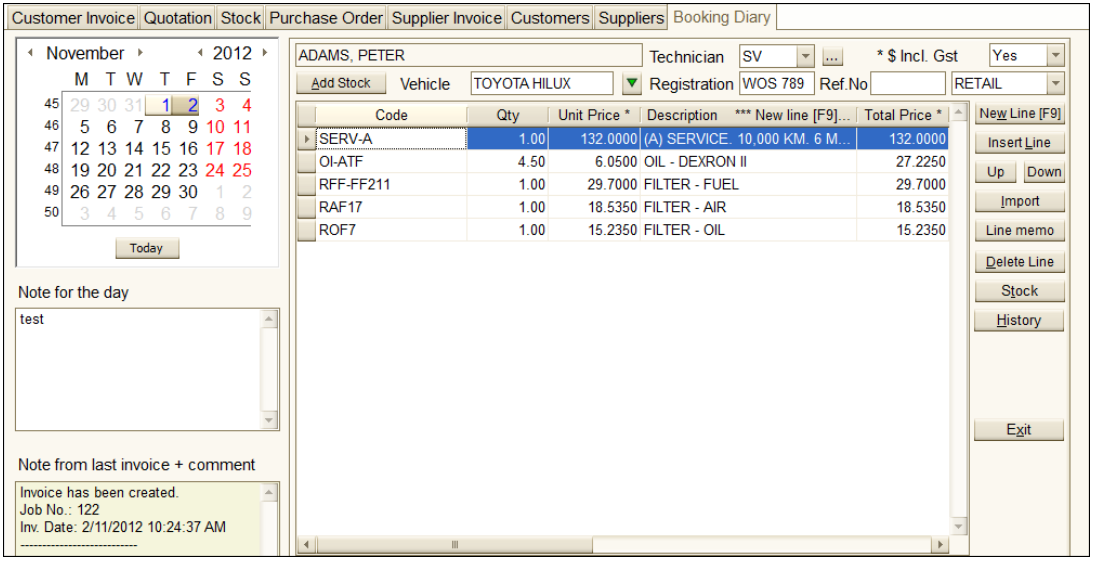


In the **Note from last invoice** field you can see a message that “Invoice has been created” with job number and date also stated. Note that invoiced bookings is now crossed on the booking list.



Increasing Grids’ Size

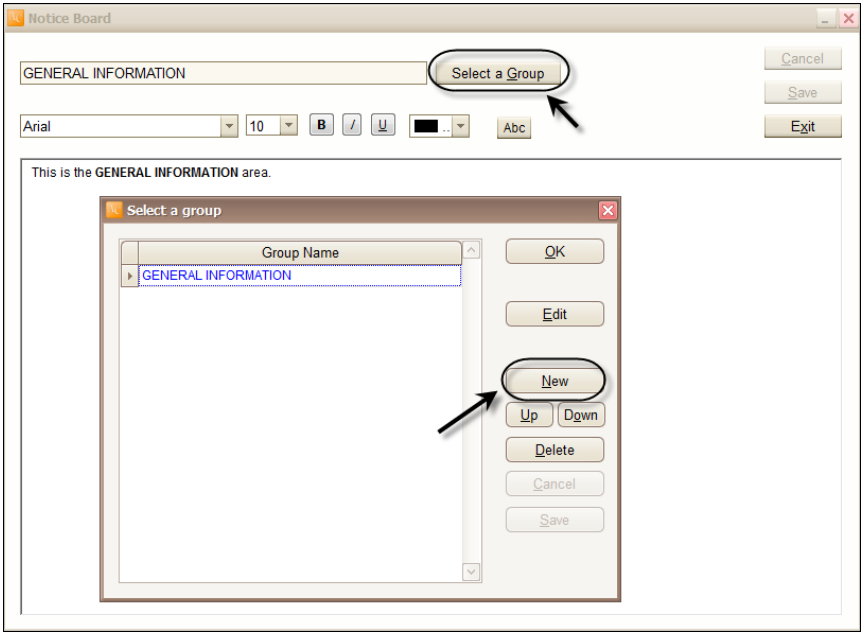
You may want to increase the size of the grids. Double click on the grey grid header. To convert back to the original size, double mouse click on the header again.



Notice Board

For your convenience, *Auto Care Software Premier* has a **Notice Board**. On this board you can store any information that you want to find quick at your will. The Notice Board can be found under the SYSTEM menu pad. Click **SYSTEM/Notice Board**. You can also access it by pressing [CTRL+F12] short cut keys. You can create groups for easy access of specific information. To

create a category, click **Select a Group**. Click **New.** Enter group name and click **OK**.



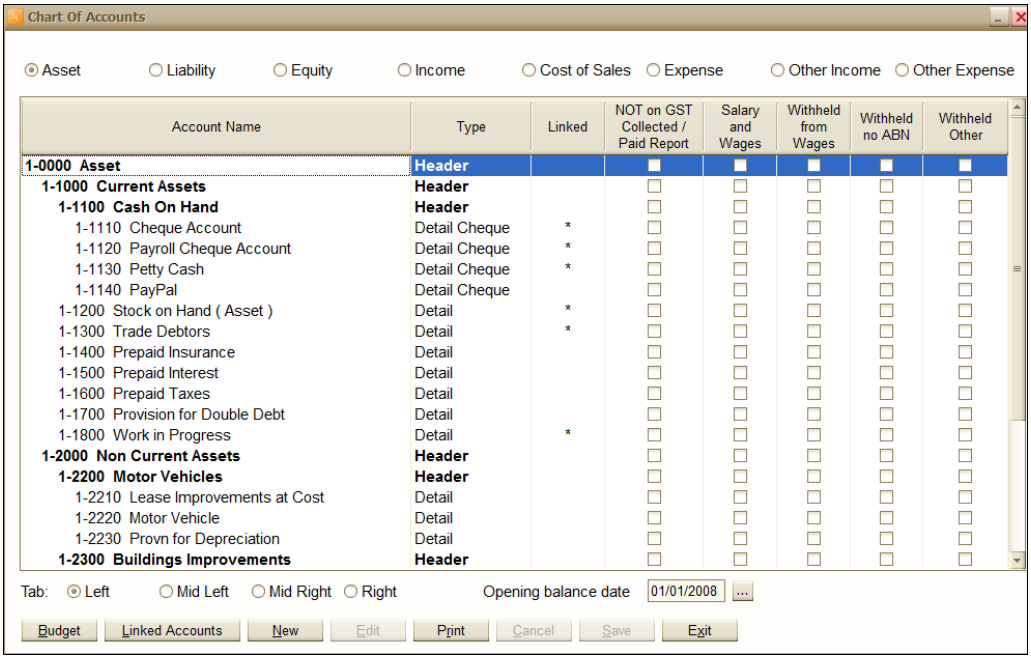
General Ledger and Banking

Auto Care Software Premier is a complete accounting system with a full range of management and financial reports to assist you in keeping an eye on the state of your business. In order to access the General Ledger module, click **General Ledger** on the main menu screen. The **General Ledger & Bank** window containing several icons appears.

Chart of Accounts

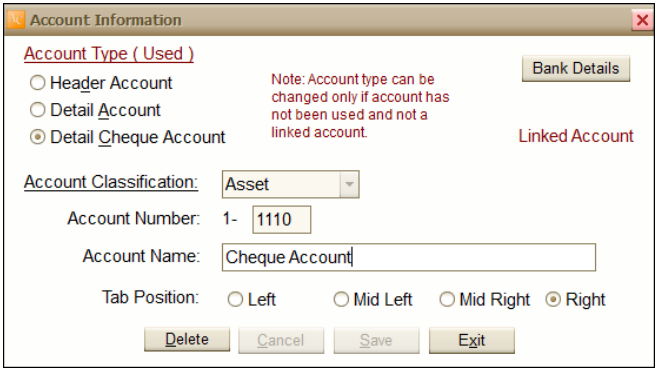
The Chart of Account is a list of the General Ledger account names and numbers grouped in a specific order to record and track transactions. It is designed to allow accurate coding and so reporting of income and expenditure in your business. An understanding of the Chart of Accounts and the correct set up of accounts are essential in the creation of meaningful reports.

- Click **Chart of Accounts** on the General Ledger & Bank screen. For your convenience, a list of default accounts appears on the screen. However, you can enter new accounts or modify existing ones. For an easy access you can select the required account class by clicking on the appropriate circle next to the name in the top line of the screen.



Editing Accounts

- To edit existing accounts, select the account line and click on the **Edit** command button at the bottom of the screen. Alternatively, you can double click on the appropriate account line. The **Account Information** screen appears. Note that you cannot change the account type of an account that has already been used or if it is a linked account.



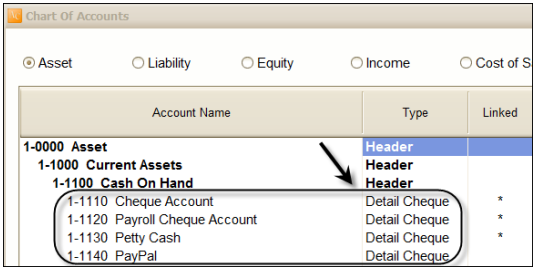
Entering New Accounts

To enter new account codes click **New**. The **Account Information** screen appears. Enter the account class type, account number and description and select the tab position for the new account. Note that your Balance Sheet figures needs to be entered in the **General Journal** module.

Next to the Account Name and Type columns on the Chart of Accounts screen there are a number of additional columns containing vital information. The **Linked** column sets the linked accounts in your system. By using linked accounts in *Auto Care Software Premier* certain types of transactions are automatically linked to the ledger accounts. The other five columns contain settings for your BAS statement. Note that the General Ledger and the BAS Statement requires strict settings. **Therefore, it is crucial that you obtaining expert advice from your accountant if you want to modify the default settings in these columns.**

Set *Detail Cheque* or *Detail Credit Card* Accounts

Any account you pay money against has to be marked as **Detail Cheque Account** in the **Chart of Accounts** module. Any account where money comes in has to be marked as **Detail Credit Card Account**.

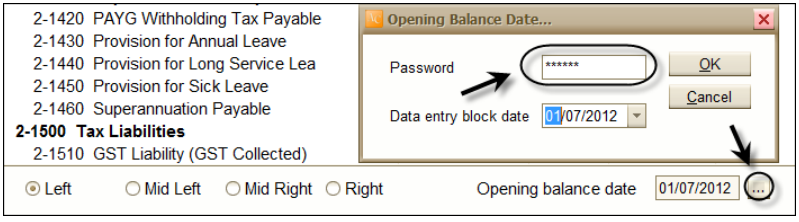


- To change the account type, highlight the account line and click **Edit**. Click on the **Detail Cheque Account** or **Detail Credit Card Account** option button. Note that you cannot change the account type of an account that has already been used or if it is a linked account.
- Click on the **Bank Details** button to enter BSB and account numbers for these types of accounts.

Opening Balance Date

In *Auto Care Software Premier* you do not need to close the books at the end of an accounting period in order to start the new financial year. Data entered into the system for a particular financial year stays in the system and can be looked up at any time. This comes handy when you have to access information from previous years for various reasons. However, you can set an opening balance date by entering the date in the **Opening balance date** field on the **Chart of Accounts** screen.

- To enter a new opening balance date, click on the box with three dots next to the **Opening balance date** field under the grid.
- Enter MOLNAR as password and press the **Tab** key
- Enter new date and click **OK**.



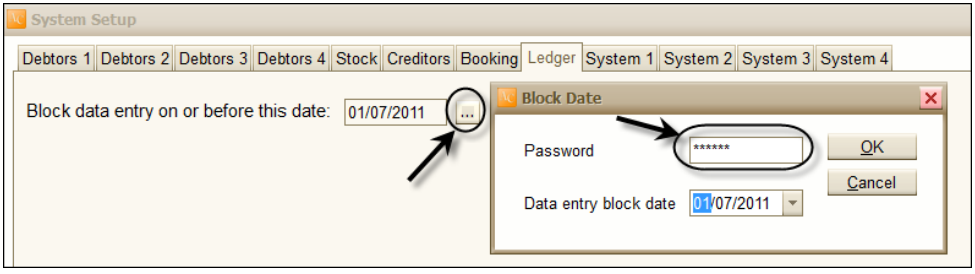
Note that the effect of setting the opening balance date to a given date is that *Auto Care Software Premier* will calculate all Balance Sheet figures, journal and transaction entries from this date onwards. All previous entries will be ignored with the exception of the bank reconciliation. Unpaid debtor and creditor payments that you enter after the opening balance date set here will also be reflected in the General Ledger. (Following this procedure allows any business who has been using *Auto Care Software Premier* without the General Ledger to activate the general ledger at any point of time by setting a new Opening Balance date and reconciling bank statements from that date onwards.)

Block Data Entry or Modifications on or before a Set Date

You can restrict access to transactions entered prior the current accounting periods. In this case they cannot be changed.

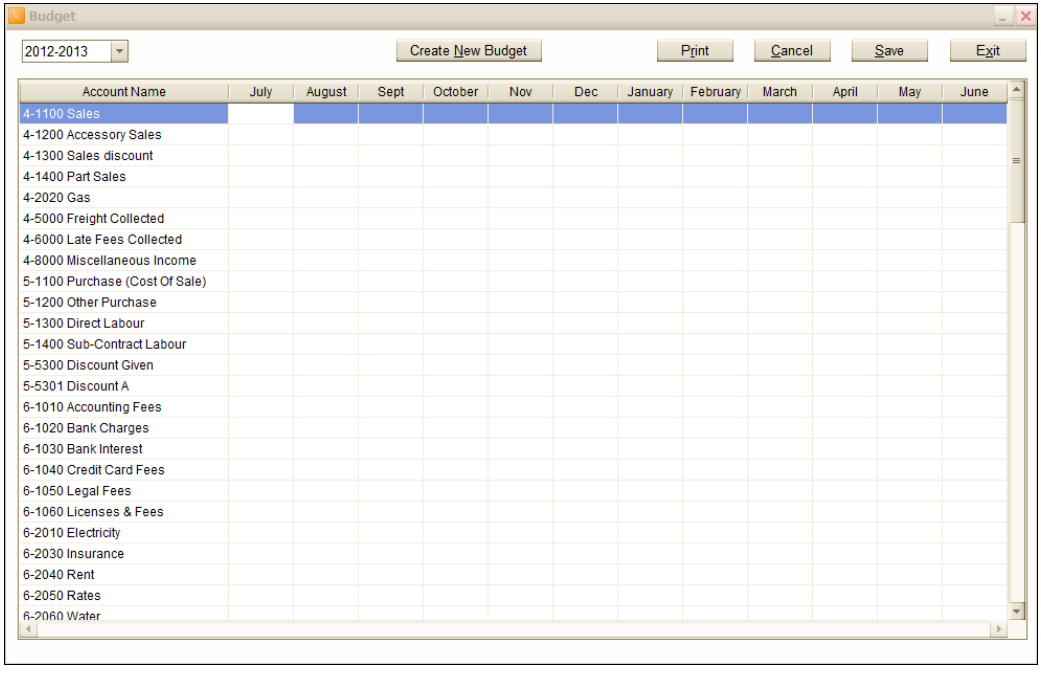
- To enter/modify, select **System/System Setup/Ledger**.

- Click on the grey box on the right of the date field. Enter MOLNAR for password, enter block date and click **OK**.



Budgeting

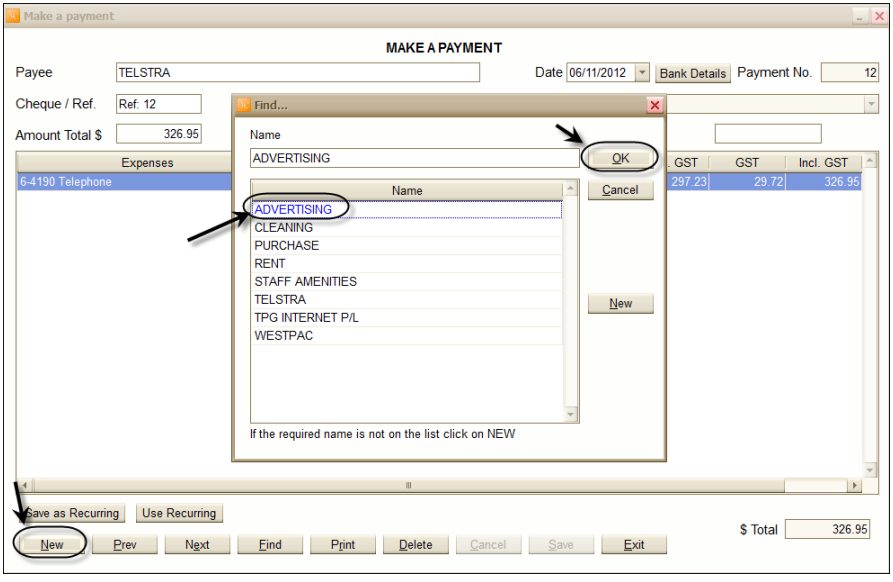
To enter you budget figures for the financial year, click on the **Budget** command button at the bottom left hand side of the Chart of Accounts screen. Budget figures will be printed on the Profit and Loss Statement (P&L). Note that budget figures are printed on the P&L statement only if there are transactions for that account during the P&L period.



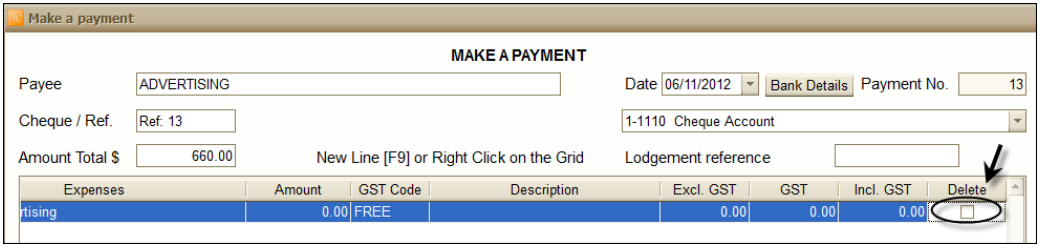
Make a Payment

Note that you cannot use this module for Debtors or Creditors payments.

- Click **Make a payment** on the General Ledger screen. The Make a Payment screen appears showing your last payment. To enter a new payment, click **New**. Select a payee from the list and click **OK**. If the payee is not on your list Click **New** on the in the Find window and enter the new payee's name in the Payee field.



- Enter the cheque or reference number in the **Cheque/Ref.** field.
- Enter the total amount. Press **[F9]** or right click on the grid to create a new line. Note that if you enter the amount for the line items first and double click on the **Amount Total** field the total appears automatically.
- Select the relevant account and enter the amount. Note that if the total amount is entered in the Amount Total field and you double click on the **Amount** field the total appears automatically.
- If the amount includes GST the **INCL** code should be selected. The GST is automatically calculated.
- Enter the description of the payment.
- To delete a line item click on the box in the line in the last column. Use the right arrow in the grid to see the Delete column. Note that the amount field must be zero to be able to delete the line.



- To delete a payment, click on the **Delete** command button at the bottom of the page. Note that the Total field must be zero to be able to delete the line.
- There is an option to place this screen as a new page into the page frame where Customer Invoice, Quotation, Stock etc. pages are. To turn this option on go to the **Operators and Passwords** module (General Ledger section) and tick the **Show Make a Payment on Invoice page frame** check box.

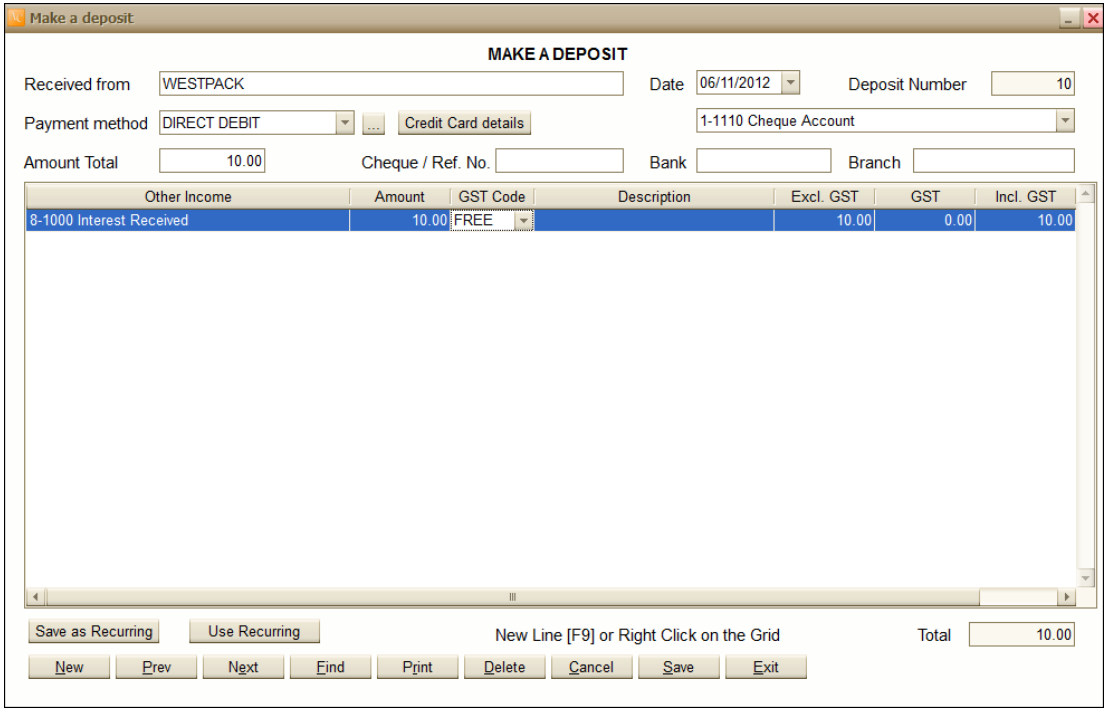
Note that the payment account (1-1120 Payroll Cheque Account in the above example) cannot be changed after line items have been entered. If you need to change the account, overtype the line item(s) amount(s) with 0. Change the account and re-enter the amount(s).

Also note that for bank reconciliation purposes, fund transfer between the cheque and credit card accounts should be made through the **General Journal Entries** module. The Bank Reconciliation module can only reconcile the "payment from" account from the Make a Payment, Make a Deposit and Creditors Payment modules. However, you can reconcile money transfer between the cheque and credit card accounts in the General Journal Entries module. You cannot make changes after the payment has been reconciled (except the Payee's name).

To indicate that a payment has been reconciled, the **Make a Payment** screen fields will have a light grey background colour.

Make a Deposit

Use this module to enter any income received from other than business activities e.g. bank interest.



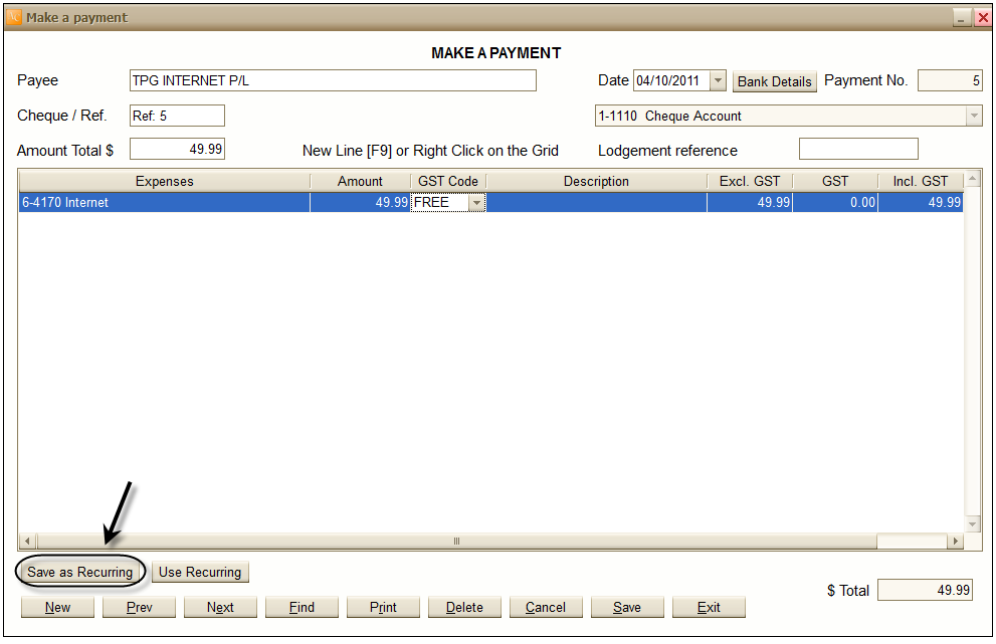
- Click **Make a Deposit** on the General Ledger screen.
- Click **New** and enter the name of the company or person you received the payment from.
- Enter the cheque number or any reference to the **Cheque No.** field. You can enter bank and branch details in the appropriate fields.
- Enter the total amount. Press **[F9]** or right click on the grid to create a new line. Note that if you enter the amount for the line items first and double click on the **Amount Total** field the total appears automatically.
- Select the relevant account and enter the amount. Note that if the total amount is entered in the Amount Total field and you double click on the **Amount** field the total appears automatically.
- If the amount includes GST the **INCL** code should be selected. The GST is automatically calculated.
- Enter the description of the payment.
- To delete a line item click on the box in the line in the last column. Use the right arrow in the grid to see the **Delete** column. Note that the amount field must be zero to be able to delete the line.

Recurring Transactions

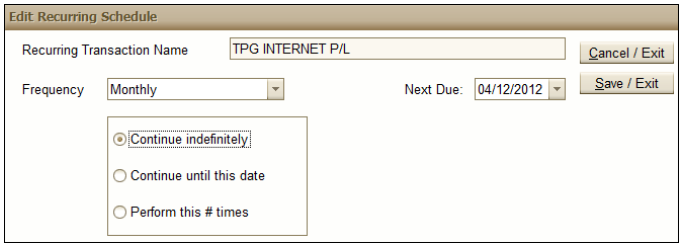
A recurring transaction is a deposit or withdrawal that happens regularly. For example, you may make regular payments for rent, equipment leasing, insurance or receive regular payments for letting out your premises. In *Auto Care Software Premier* you can set up recurring transactions in the Make a Payment and Make a Deposit modules.

Creating Recurring Transactions

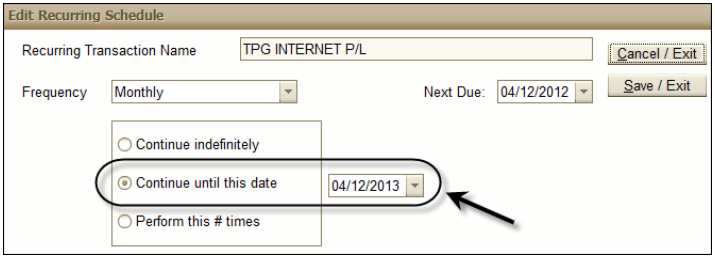
- Enter transaction and once complete, click on the **Save as Recurring** command button.



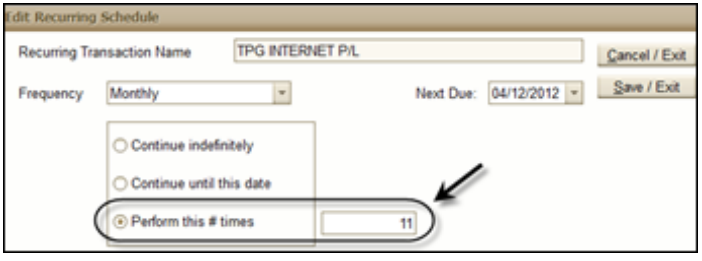
- The **Edit Recurring Schedule** command window appears. The system defaults to saving the transaction **monthly** on the same date, but you can change the frequency by selecting the appropriate option from the drop-down list.



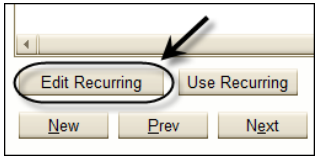
- The **Next Due:** field shows the date when the next payment is due.
- The system defaults to saving the transaction indefinitely, but you can set a date until you want to use this recurring transaction.



- Alternatively, you can define how many times you want to repeat this transaction.

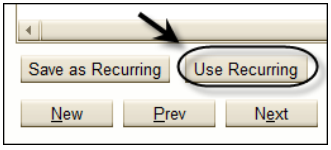


- After making your selection, click **Save/Exit**. Note that you cannot accidentally save a transaction as recurring twice. As soon as you click **Save/Exit** the **Save as Recurring** command button becomes an **Edit Recurring** button.

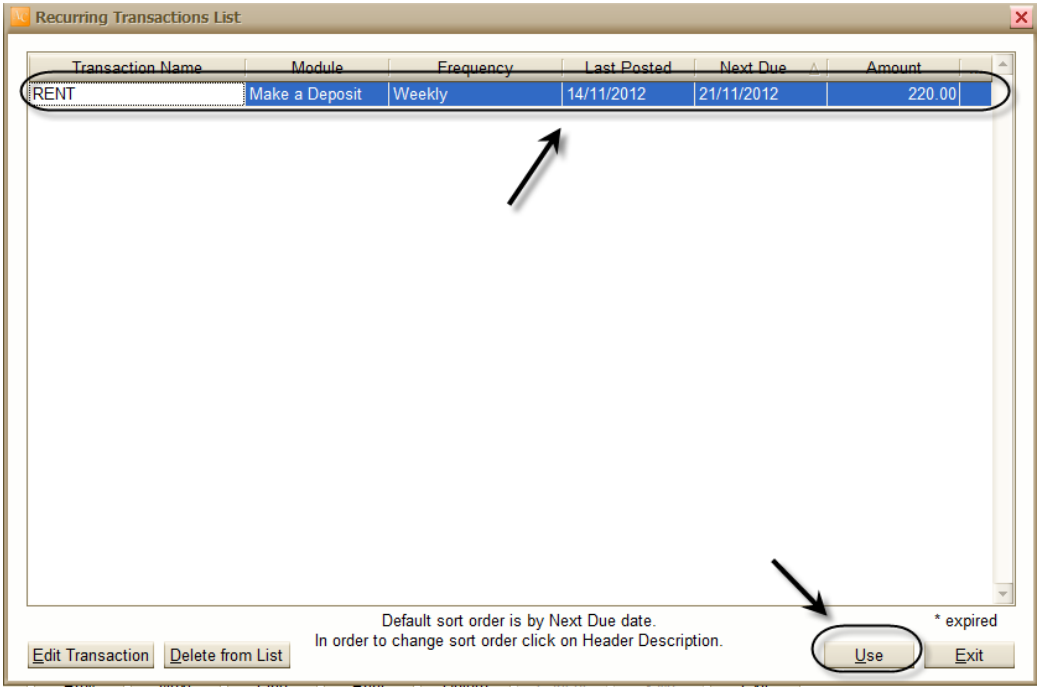


Using Recurring Transactions

- To select a recurring transaction click on the **Use recurring** button on the Make a Payment or Make a Deposit screen.

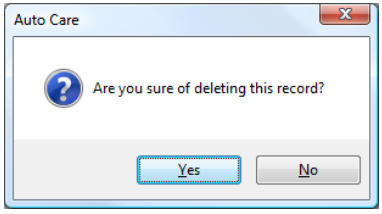


- The **Recurring Transaction List** window appears. Select the transaction you want to make and click **Use**.



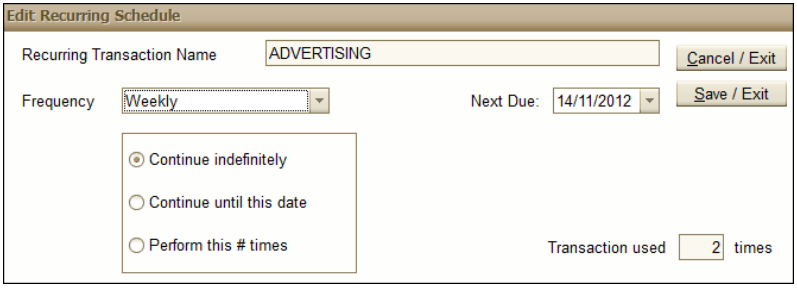
- Note that the system defaults to showing transactions in order of their **Next Due** date. However, you can rearrange the list by the following criteria: Transaction Name; Module; Frequency and Last Posted. This will make it even easier to find a transaction on a long list.
- If a transaction has been expired a red asterisk is displayed in the last column in the transaction line.

- To delete a recurring transaction click on the **Delete** button. For security reason, the system will prompt you to confirm that you want to delete the transaction.



Editing Recurring Transactions

- To edit a recurring transaction click on the **Use recurring** button on the Make a Payment or Make a Deposit screen. Select the transaction you want to edit click on the **Edit Transaction** button.



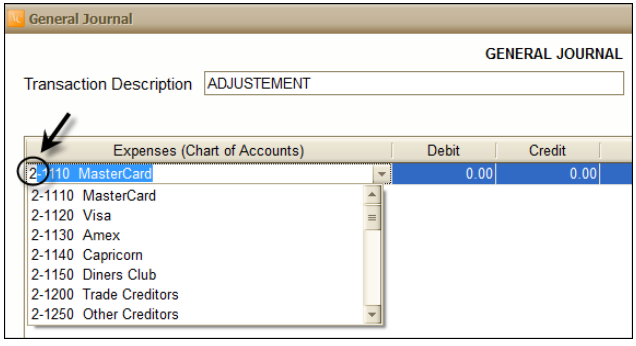
- Make your changes in the Edit Recurring Schedule window and click **Save/Exit**. Note that the **Transaction used** field in the bottom right hand corner displays how many times you have used this transaction.

General Journal

Use this module for entering your Balance Sheet figures, transferring funds from different cheque or credit card accounts or making adjusting entries. To record an entry using the General Journal, click on the Journal Entries icon on the General Ledger screen.

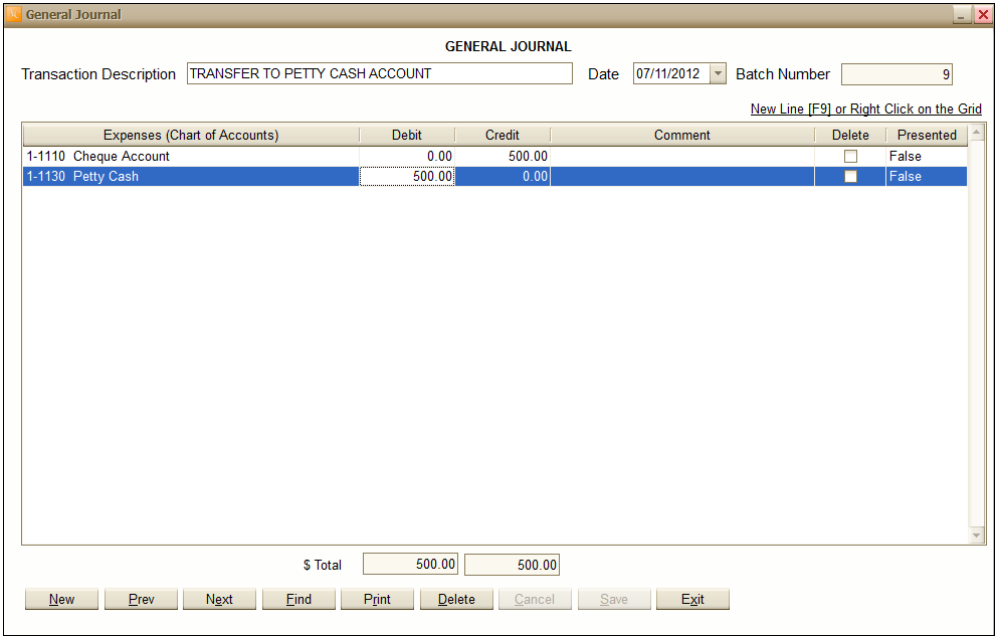
- Each entry is assigned a batch or identification number which is displayed automatically.

- The default date is the current date, but you can change it manually on the screen.
- Enter description in the **Transaction Description** field.
- Right click to enter a new line.
- Select the account that you wish to debit by using the down arrow in the first column or start entering the account number in the field. A list of accounts starting with that number will appear.



- Enter the amount to be debited in the **Debit** column.
- Right click to enter a new line.
- Select the account that you wish to credit.
- Enter the amount to be credited in the **Credit** column.

Note that the total debits must be equal to the total credits to be able to record a transaction. You will not be able to exit the screen until your transaction is unbalanced.



General Ledger Reports

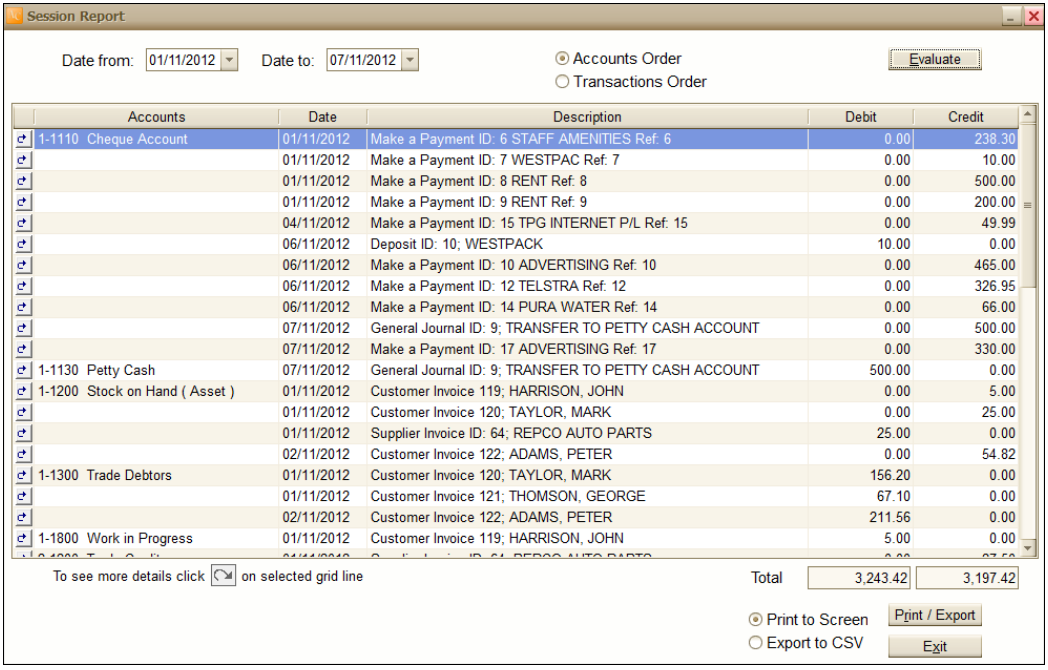
The general ledger reports are a main source of information when it comes to analysing the financial state of your business. You can create and print various reports including ledger transaction summary, trial balance, profit and loss statement and balance sheet. In order to create a report, do the following:

- Click on the required report button the **General Ledger** screen.
- A window with the appropriate report title appears (e.g. Ledger Transaction Summary).
- Enter time period and click **Evaluate**.

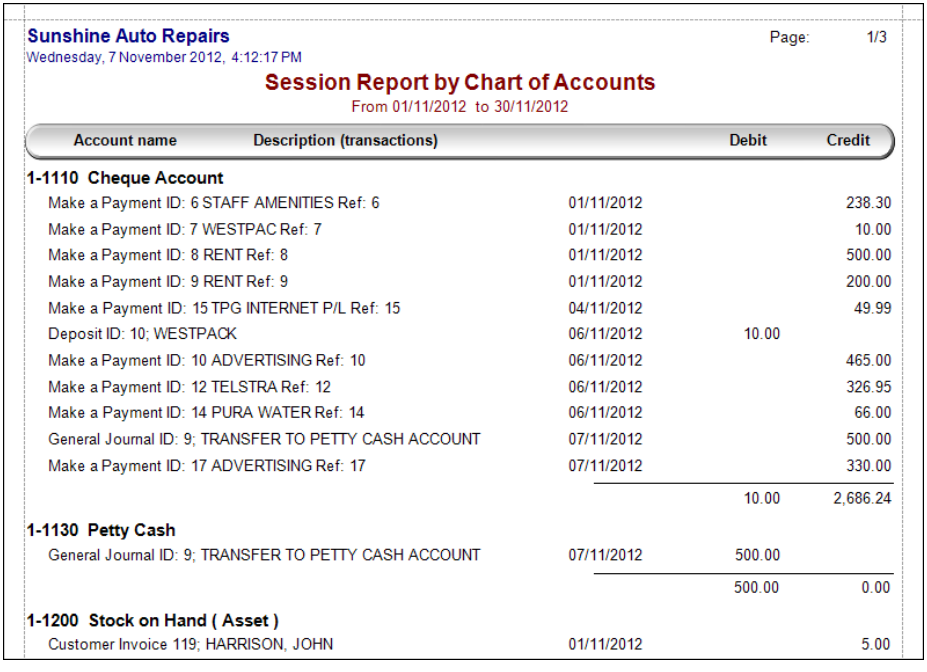
Note that you can export your reports to CSV files.

Session Report

The Session Report is a detailed summary of entries made during a selected time range. It displays the accounts where data entered are posted in the General Ledger. You can create a report by both account order and transaction order. Note that for your convenience, you can drill down to individual transaction by clicking on the little box with an arrow at the front of each line.



You can print your report or export it to a CSV file.



Sunshine Auto Repairs Page: 1/3

Wednesday, 7 November 2012, 4:12:17 PM

Session Report by Chart of Accounts

From 01/11/2012 to 30/11/2012

Account name / Description (transactions)		Debit	Credit
1-1110 Cheque Account			
Make a Payment ID: 6 STAFF AMENITIES Ref: 6	01/11/2012		238.30
Make a Payment ID: 7 WESTPAC Ref: 7	01/11/2012		10.00
Make a Payment ID: 8 RENT Ref: 8	01/11/2012		500.00
Make a Payment ID: 9 RENT Ref: 9	01/11/2012		200.00
Make a Payment ID: 15 TPG INTERNET P/L Ref: 15	04/11/2012		49.99
Deposit ID: 10; WESTPACK	06/11/2012	10.00	
Make a Payment ID: 10 ADVERTISING Ref: 10	06/11/2012		465.00
Make a Payment ID: 12 TELSTRA Ref: 12	06/11/2012		326.95
Make a Payment ID: 14 PURA WATER Ref: 14	06/11/2012		66.00
General Journal ID: 9; TRANSFER TO PETTY CASH ACCOUNT	07/11/2012		500.00
Make a Payment ID: 17 ADVERTISING Ref: 17	07/11/2012		330.00
		10.00	2,686.24
1-1130 Petty Cash			
General Journal ID: 9; TRANSFER TO PETTY CASH ACCOUNT	07/11/2012	500.00	
		500.00	0.00
1-1200 Stock on Hand (Asset)			
Customer Invoice 119; HARRISON, JOHN	01/11/2012		5.00

Bank Reconciliation

Bank reconciliation is the process of matching figures from your accounting records in *Auto Care Software Premier* against those presented on your bank
statement with the aim to uncover any possible discrepancies. The two balances are rarely in full agreement, so the reconciliation lists reasons for any disagreement (bank fees charged or interest earned, deposits in transit, cheques not cashed, etc.). The bank reconciliation is a very important internal control procedure, which serves two purposes:

- Updates the accounting reports with items that are on the bank statement, but not in the books.
- Ensure the accuracy of the bookkeeping of both your company and the bank.
- Ideally, you should perform bank reconciliation every time you receive your bank statement to make sure that any errors are corrected as soon as possible.

In order to understand how the *Auto Care Software Premier* Bank Reconciliation module works you need to know the followings: As far as the general ledger is concerned all monies received or paid are posted to your Auto Care Bank account (most commonly 1-1110 Cheque Account) regardless whether they have been physically presented to the bank. In *Auto Care Software Premier* monies are not kept in an un-deposited fund first and transferred to the Cheque account after they were presented to the bank. (If you want to know how much un-deposited fund you have for any time period you can check it in the Bank Deposit Slip module.)

However, as far as the Bank Reconciliation module is concerned not all monies received are automatically posted to the Bank Reconciliation module. The following rules apply here:

- Monies received and recorded in the Debtors invoice payment modules must be transferred by means of bank deposit slips. Only then are the transactions available in the Bank Reconciliation module. (Just as in real life, you need to make a bank deposit slip whenever you deposit monies to your bank physically.) The exception to this is monies received by via credit card, Eftpos or direct debit, which are posted to the Bank Reconciliation module automatically. (Just as in real life, these monies go straight to your bank account without.)

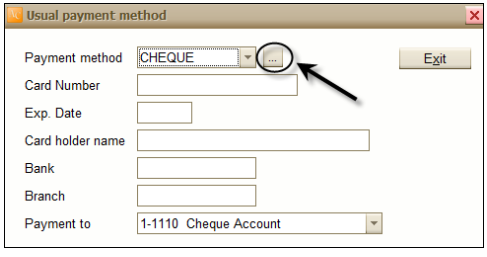
- Monies received and entered in the Make a Deposit module are automatically posted to the Bank Reconciliation module.
- Monies transferred to your bank account through the Journal Entries module are automatically posted to the Bank Reconciliation module (e.g. money transferred to your Visa account form your Cheque account to your Visa account).
- Monies paid are directly posted to Bank Reconciliation module.
- The value of monies visible in the Bank Reconciliation module will only be taken up in the total balance if they are reconciled (ticked as presented on your bank statement.)

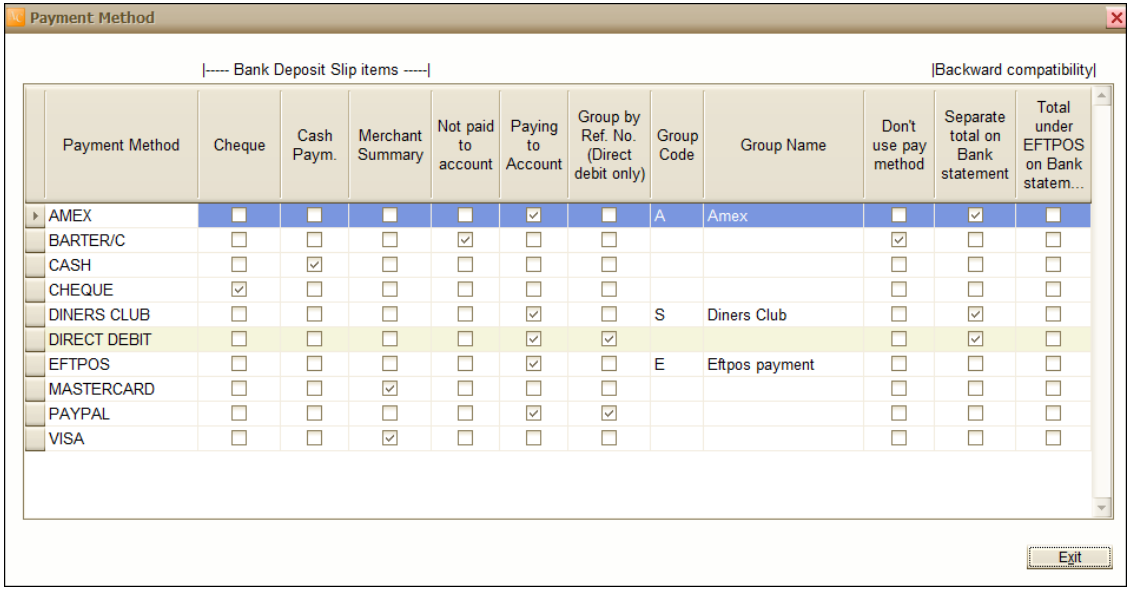
Payment Method

Different payment methods have different appearance in your Bank Statement. For example, while direct debits are always shown in detail, EFTPOS appears as one figure for each day. Therefore, it is imperative that the set up of payment methods in *Auto Care Software Premier* corresponds to those displayed on your bank statement. *Auto Care Software Premier* comes with a default setting for payment methods that is appropriate for most businesses. You need contact your local consultant or call *Auto Care Software Premier* for a temporary password to be able to edit the **Payment Method** screen. You should obtain professional advice before making any modification.

To access the **Payment Method** screen:

- Click **Customers** on the Menu Icon Bar
- Click **Usual Payment**.
- The **Usual Payment Method** window appears
- Click on the grey button with three dots located next to the arrow in the first line. The **Payment Method** window appears





For each payment method you have to specify whether it is a Merchant Summary, Paying to Account, Cash Payment or Not Paid to Account. You can make your selection by ticking the appropriate boxes. The selection made here is used at the time when a Bank Deposit Slip is created. Furthermore, you have to specify whether the payment appears as a separate line on your bank statement (Paying to Account), is included in the EFTPOS transaction (EFTPOS), or is a CREDIT CARD transaction in case ii is processed electronically.

On the Bank Statements the Credit Card payments and EFTPOS payments have separate totals. Within the credit card payments Amex and Diners Club cards are separated from MasterCard and Visa payments, but all the Amex payments for the day have just one total. In order to get the same total in Auto Care, your credit card payments will be grouped accordingly. For AMEX the group code is **A** and the group name is **Amex**. It means that all Amex payments for the day will be grouped as one sum on the Bank Reconciliation, under description Amex. Note that a Group Code can be entered if the **Total under EFTPOS on BANK Statement** check box is not selected.

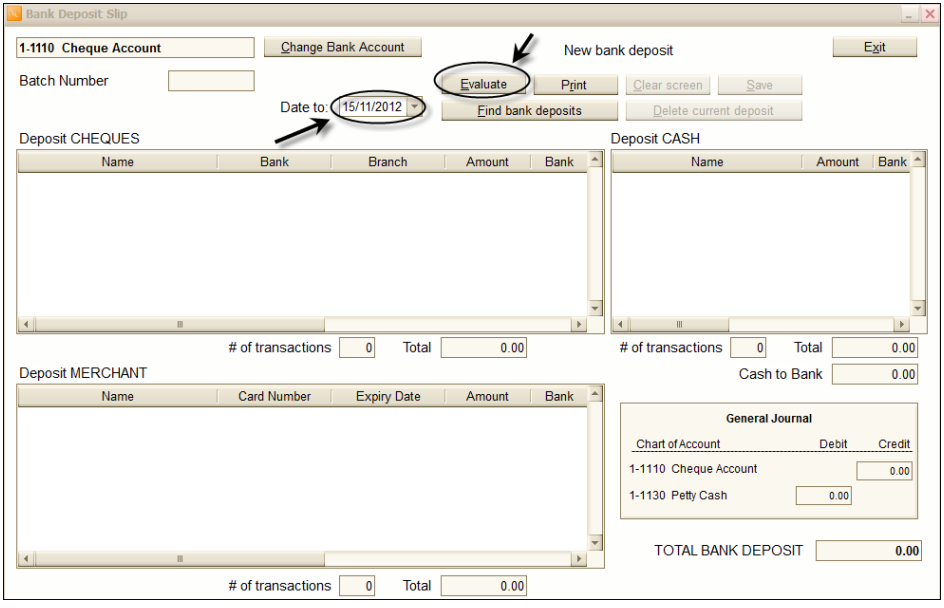
Your MasterCard and Visa payments have a separate total from your EFTPOS. Therefore, the **Separate Total** checkbox should be ticked. These three credit card payments have one total sum on the Bank Statement. To get the same result in Auto Care put **M** Group Code next to each of these payment methods.

The Group Name is **Merchant Summary**. Tick the relevant check boxes to make selections. If the selection is not correct, the Bank Deposit Slip and the Bank Reconciliation module cannot work properly.

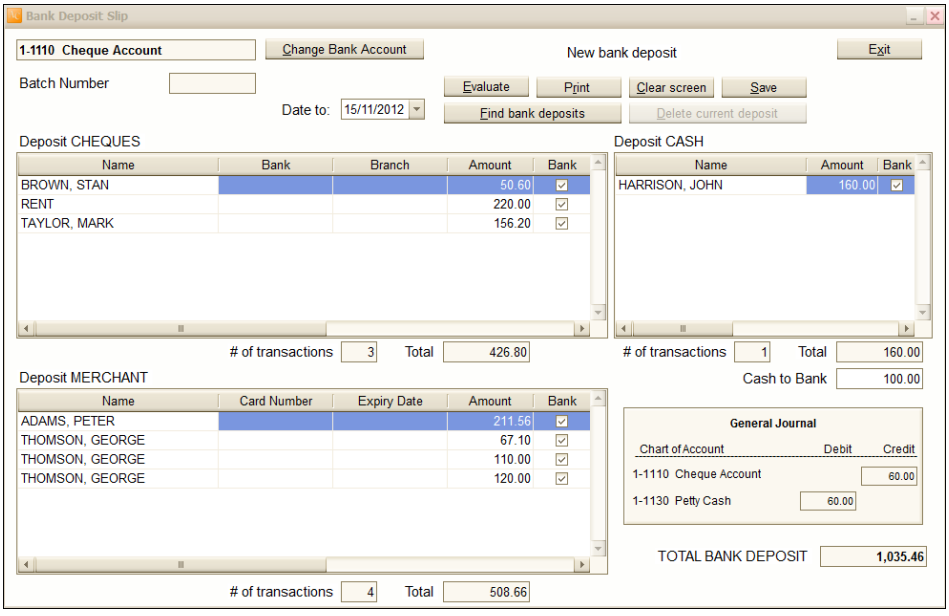
Bank Deposit Slip

To create a bank deposit slip:

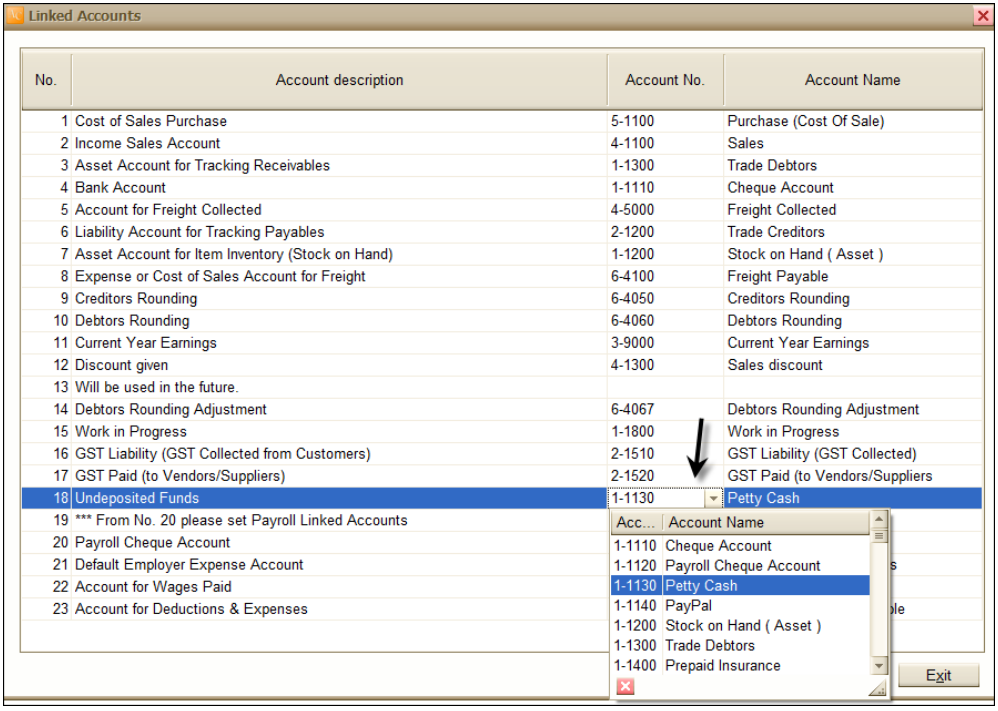
- Click **General Ledger** on the Menu Icon Bar.
- Click on the **Bank Deposit Slip** button. The **Bank Deposit Slip** window appears.
- Enter the ending dates on top of the screen and click on the **Evaluate** command button.



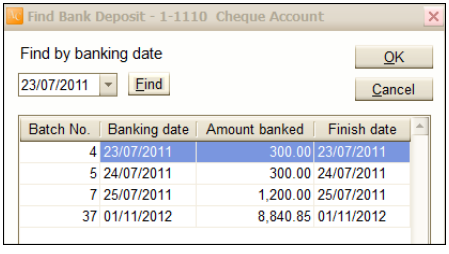
- You will see all payments from the **Debtors Payment** and the **Make a Deposit** modules. Payments received during the given period are listed on the screen separated according to their type: **Cheques**, **Merchant** and **Cash**.



- As a default **Bank** check box in all lines are ticked. Un-tick the box for those payments that you do not want to bank.
- Enter the amount of cash you want to bank in the “Cash to Bank” field. When the bank deposit slip is saved, the balance between the Total Cash Received and Cash Banked will be journaled to your nominated account automatically. (On the above example to the “1-1140 Petty Cash Account”) You can set this nominated account in the Chart of Accounts Linked account module (item number 18 Undeposited Funds).



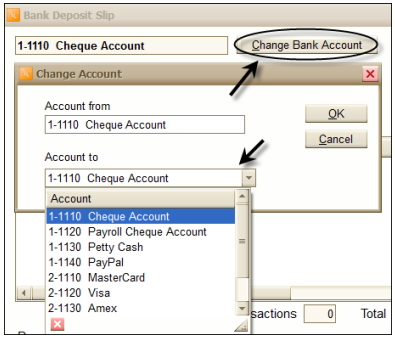
- To save the bank deposit slip click **Save**.
- To print the bank deposit slip click **Print**.
- You can clear a Bank deposit slip clicking **Clear screen**.
- You can find a bank deposit slip by the date of banking. Click **Find Bank Deposits** on the Bank Deposit Slip screen. The **Find** window appears. Enter banking date and press **Enter**.



- You can delete a saved Bank Deposit Slip if it has not been presented at the Bank Reconciliation module. If “Delete current deposit” is deemed it means the bank slip has been presented.

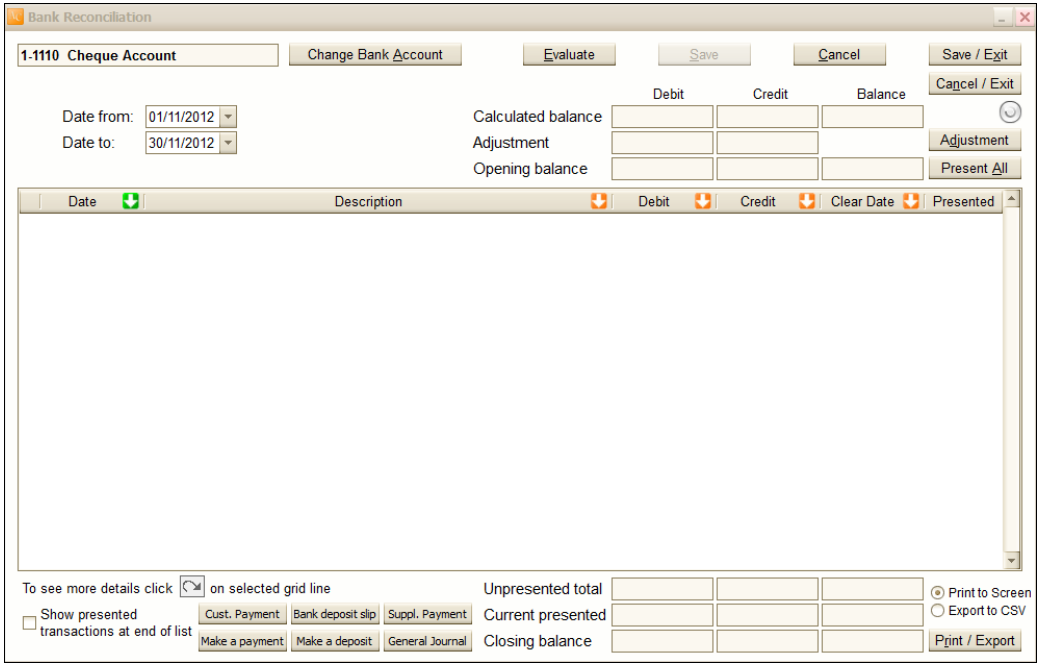
Changing the Bank Deposit Account

Click on the **Change Bank Account** button to select the nominated account where you want payments to be deposited.

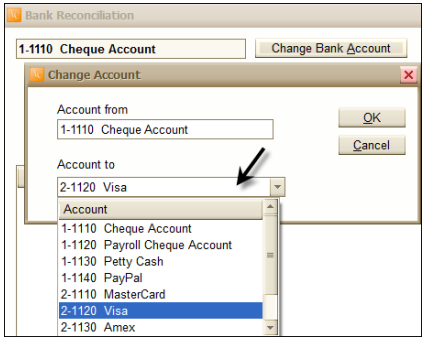


Reconcile Accounts

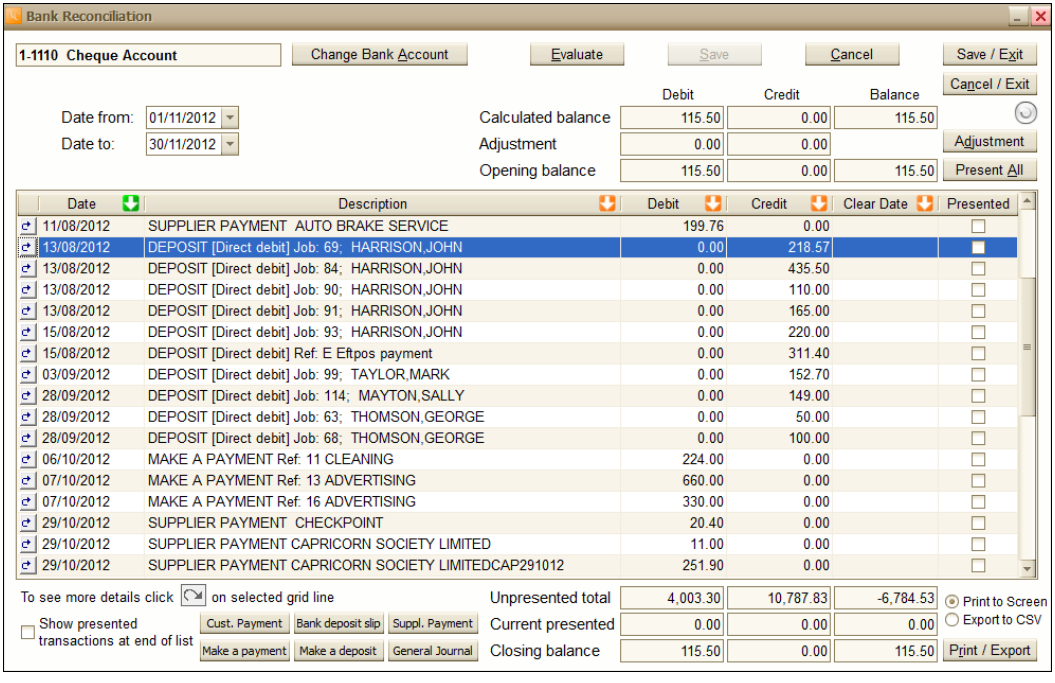
- Click **General Ledger** on the Menu Icon Bar.
- Click **Bank Reconciliation**. The **Bank Reconciliation** screen appears.



In the bank reconciliation module, the “Cheque Account” appears as your default account. To select another bank account, click on the **Change Account** button and make your selection. Note that you have to set all bank accounts that you want to reconcile as *detail cheque* account or detail credit card account in the *Chart of Accounts* module (otherwise they would not appear on your selection list in the Bank reconciliation module).



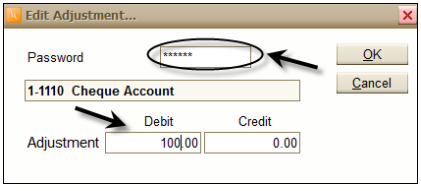
- Enter the start and ending date as shown on your bank statement and click **Evaluate**.



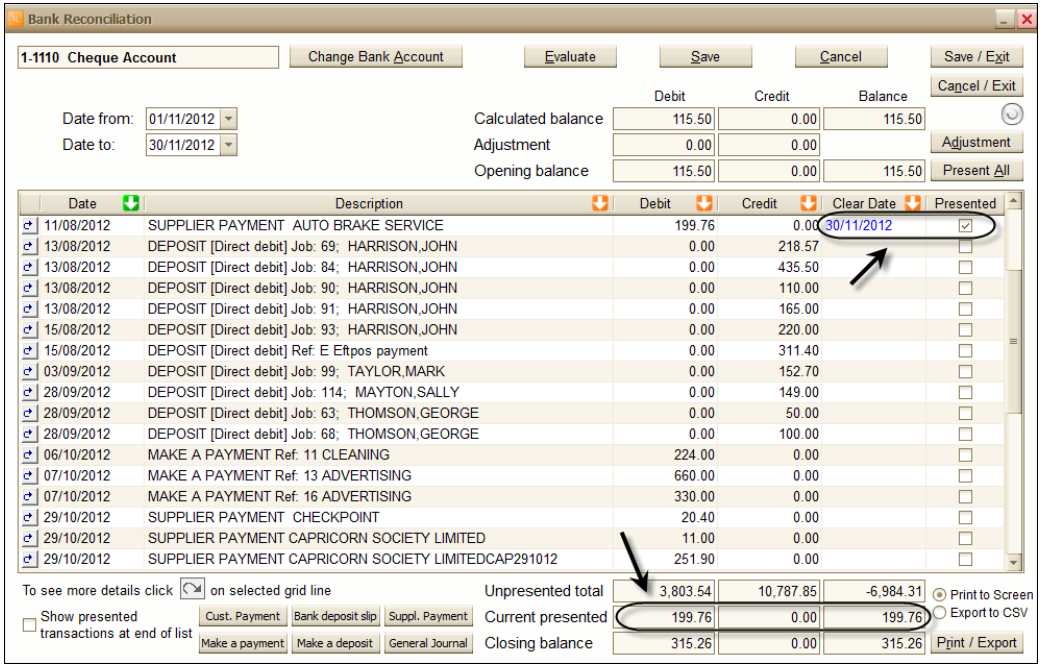
Note that deposits and withdrawals appear on your screen the same way as they are displayed on your bank statement. On your bank statement Debit refers to liability and expense accounts and Credit refers to revenue, asset and owner's equity accounts. Bank statements are written from the bank's point of view. Therefore, what is under Debit on your bank statement is asset for the bank and liability for you. By the same token, what is under Credit is a liability for the bank and asset for you, that is your money.

On top of the screen your calculated debit and credit figures (which are the previous period's closing figures) are displayed. Check that they equal the opening balance figures on your bank statement. If they do, they will also equal the opening debit/credit figures on your screen (third line) and you can start reconiling your transactions. When you do your first bank reconciliation these fields are empty.

If you need to adjust the opening balance, click **Edit Adjustment** to access the Edit Adjustment window. The requested password is "MOLNAR". (Make sure that you thoroughly investigate the reasons for any adjustments.)

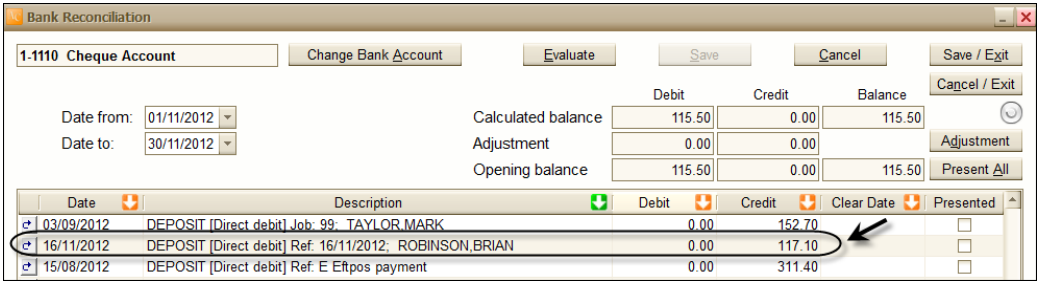


- Work through the transaction one by one. If a transaction shows up on your bank statement, tick the box in the **Presented** column. If you want to un-tick it, simply click on the box again. For your convenience there is a **Present All** command button on the top right hand side of the Bank Reconciliation screen. If you click this button, all items on the screen will be flagged as presented. You can always un-tick those not appearing on your bank statement.
- When you tick an item as presented the date entered in the **Date to** field appears automatically in the Cleared column. You can overtype this date in order to enter the date that is shown on your bank statement.

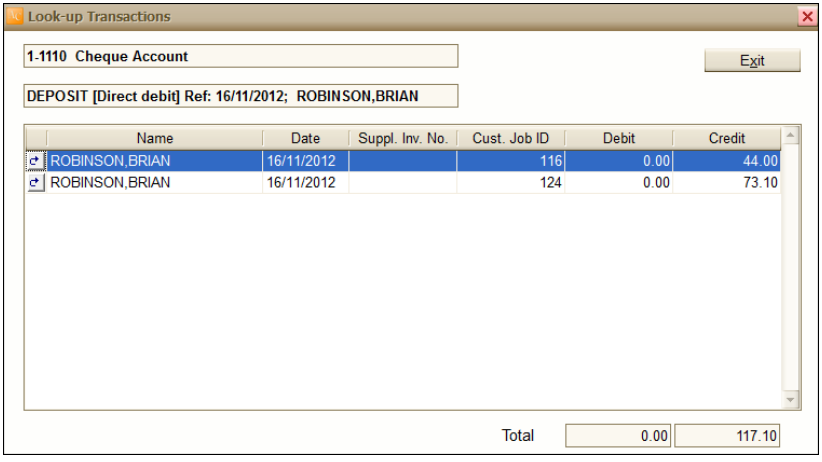


- Note that when you mark a transaction as presented, the amount will be taken up in both the *Current Presented Debit/Credit Balance* line and the *Closing Presented Debit/Credit Balance* line at the bottom of the screen. Check that the closing balance figures on your screen equal the figures on your bank statement.
- Click **Save/Exit**.
- You can sort transactions a number of ways. As a default transactions are displayed in transaction date order. Note that the arrow found in the header of this column is green. If for example you want to sort transactions by their clearing date, click on the header of the Cleared column (the colour of the arrow changes from red to green). Sorting transactions by their dollar amount in ascending order for both Debit and Credit comes handy when you are searching for a specific amount missing on your bank reconciliation.
- Click on the “drill down” (zoom) box in front of individual transactions to view the original transaction in detail.
- If a customer pays several invoices by one direct deposit transaction, you should enter the same reference number for each payment made on the same day (e.g. “16/11/2012”). This way on the bank reconciliation screen those payments will come up as one transaction for a day. For example, your customer pays two invoices with one direct

debit. When you enter the payments against the relevant invoices select Direct Debit as payment method and in the reference field enter 16/11/2012 for both invoices. On the Bank Reconciliation screen you will found only one transaction for these payments.

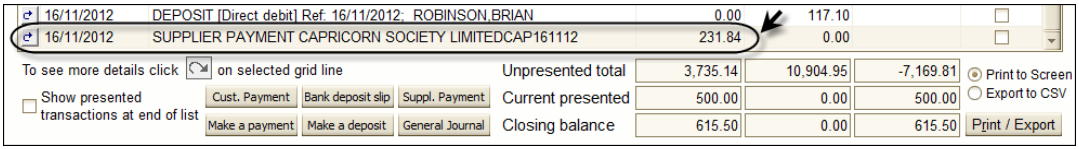


- Click on the drill down box on the line to display the **Look-up Transactions** window.

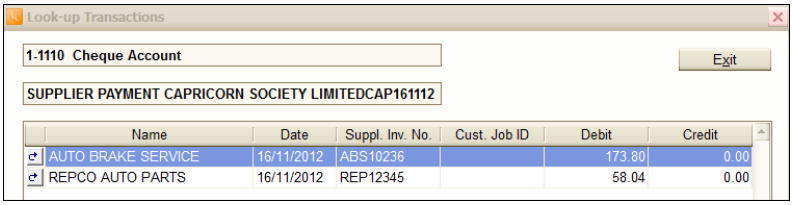


To view a transaction, select it and click on the **Look-up** button.

- If you pay several invoices for a particular third party on a given day enter the same particulars in the **Cheque No/Particulars** field for each payment. (e.g. “CAP161112” meaning payments made to Capricorn on 16/11/2012). This will help you to find a payment when you make you bank reconciliation as payments made for a third party will be displayed as one daily figure on your bank statement.



- Click on the drill down box or double click on the line to display the **Look-up Transactions** window.



- If you tick the **Show presented transactions at end of list** box in the bottom left hand side of the screen, the un-presented transactions appear on top of the screen.
- Click **Print** to print the Reconciliation Slip.

Enter New or Edit Existing Transactions

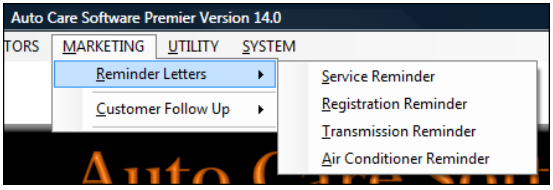
- You may need to enter transactions (e.g. bank fees and interests) that have been missed and adjust transactions that are incorrect. For your convenience, you can access the various modules where you can enter new transactions or edit existing ones from the Bank Reconciliation screen. Just click on the appropriate button at the bottom of the screen.

After making your entry click **Exit** to return to the Bank Reconciliation module. Click on the **Refresh** icon and the system will update the screen.

Reminder letters

In *Auto Care Software Premier* you can create and automatically print various reminder letters for your customers. You have the option to send next service;

registration; transmission as well as air conditioner reminder letters. (Note that inactive and suspended customers will not be listed for service reminder and other marketing letters.)



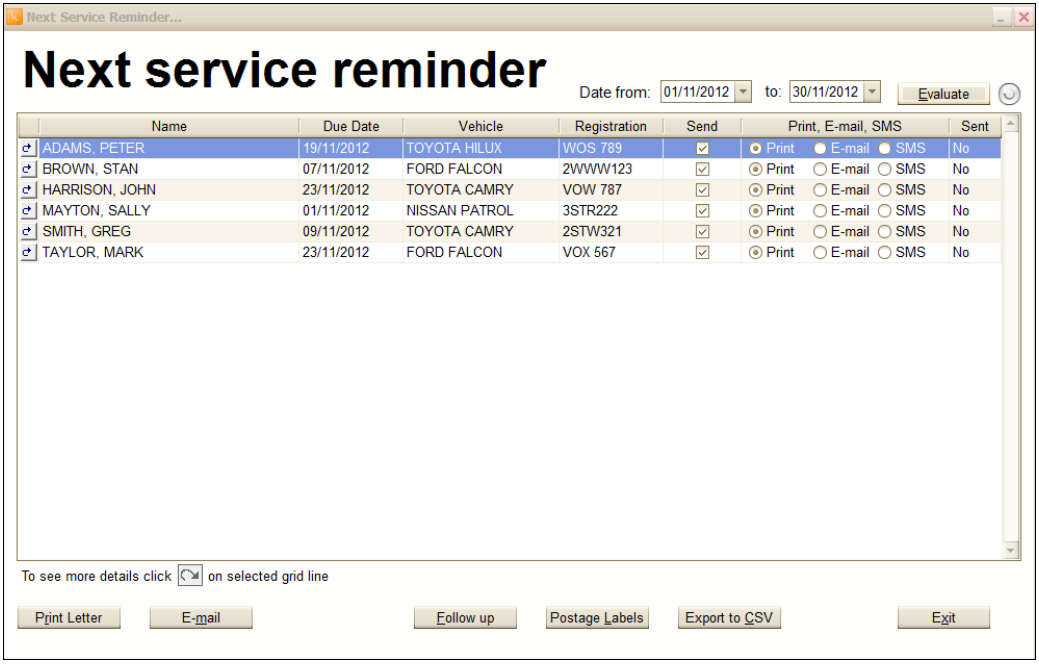
Next Service Reminder

When you add a service oriented billing code to a debtor's invoice, the next service date is recorded automatically on the invoice screen. The default setting is: next service date = current date + 6 month. However, the next service date can be overtyped in **SYSTEM/System Setup/Debtors 4**.

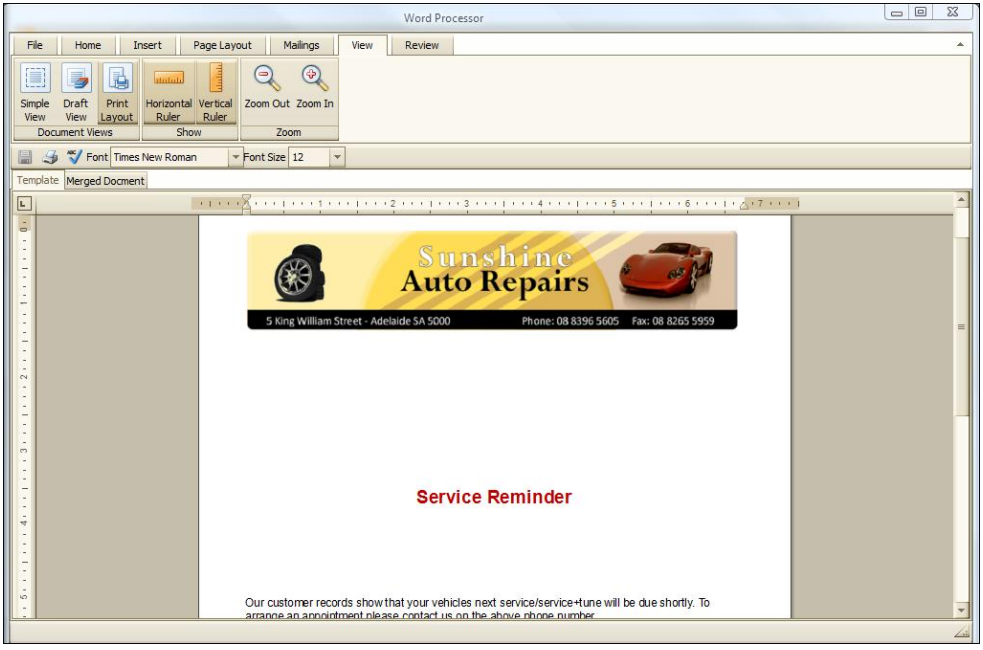
Creating Next Service Reminder Letters

To create reminder letter follow the steps described below:

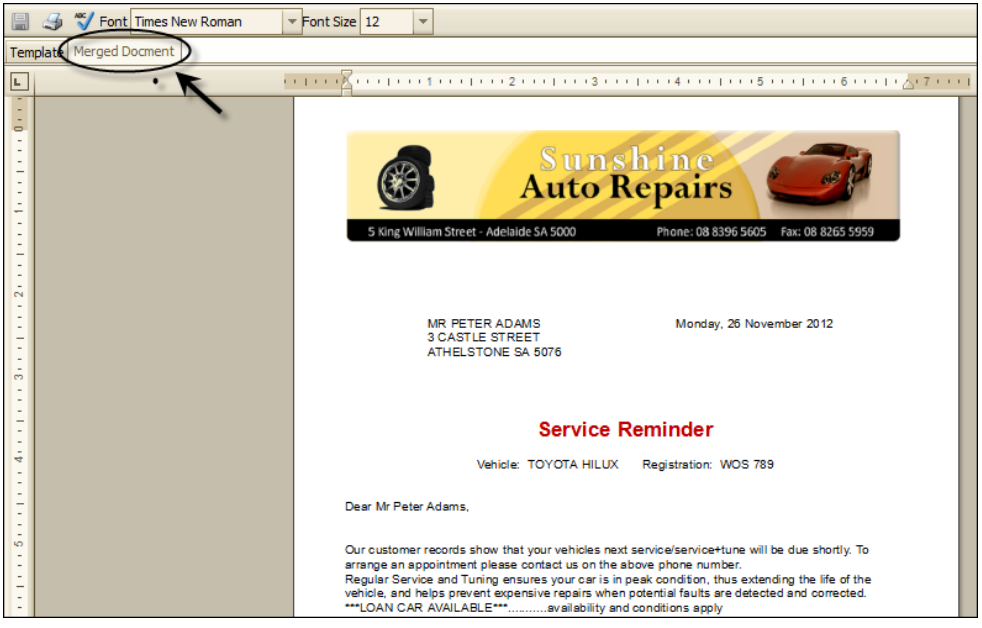
- On the Next service reminder screen enter the time period and click **Evaluate**. The system will list all vehicles that are due for service within the given period. Note that as default the Send column for all customers on the list are ticked. If you do not want to send reminder letter to a customer you need to un-tick this box in the appropriate line. For each line either Print or Email option is ticked automatically according to your setting in the customer card file. However, you can change this on the screen.



- To create your letters, click on the **Print Letter** button at the bottom of the screen. A word processor will appear with the service reminder letter template. Note that you can change the logo and body script on the reminder letters at any time.



- To see all the letters that were on your reminder list, click on the **Merged Document** tab. Just scroll down to see all letters.



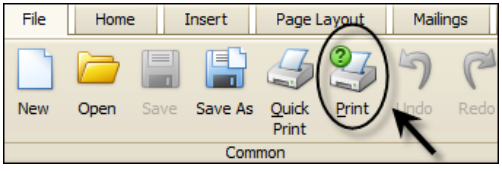
Note that in The Customers Card File you can set up the way you want to have the customer's name in the greeting section of the reminder letter. (Note that the system will import information to the reminder letter from the actual invoice in question. Changes made will not take effect on previously created invoices.)

Options 1: If Title is not selected the greeting section of the reminder letter will be "Dear Valued Customer"
Options 2: If Title is selected the greeting section of the reminder letter will be "Dear; Title; First Name; Second Name".
Options 3: If the box next to the Contact field is ticked the content of this field will be printed in the greeting section of the reminder letter (regardless whether Title field is empty or not). Do not tick the box if you use this field to store other information (e.g. a phone number).

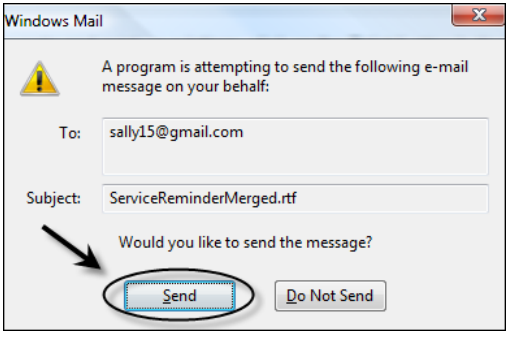
Sending Next Service Reminder Letters

You can print or e-mail service reminder letters. Furthermore, you can export them in .CSV files.

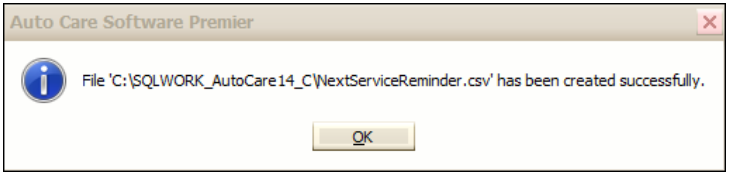
- To print them, click on the **Print** icon on the task bar.



- To email letters, click on the **E-mail** button. The Windows Mail window appears displaying the first customer's email address and the subject. Click **Send** to send the email. Note that you have to send each email individually.

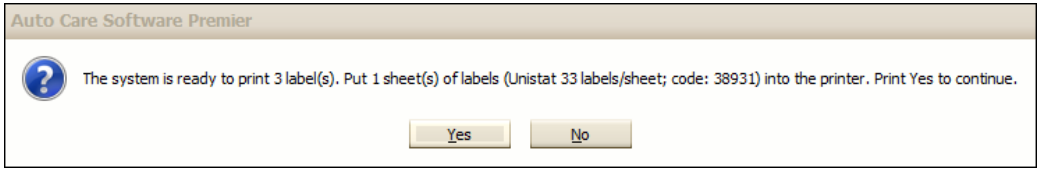


- To export the reminder letter list to an Excel .CSV file, click on the **Export to CSV** button. A message appears with the name of the .csv file created.



Postage Label Printing

You can print postage labels for customers who you want to send service reminder letters to. On the bottom of the screen tick **Postage labels** and click **Print/Export**. Use label sheet (code: 38931) to print your labels.



Note that inactive and suspended customers are not listed on service reminder and other marketing letters.

Service Reminder Follow up Report Printing

Click on the **Follow up** button to print this report.

Sunshine Auto Repairs Page: 1/1
Monday, 26 November 2012 4:55 PM

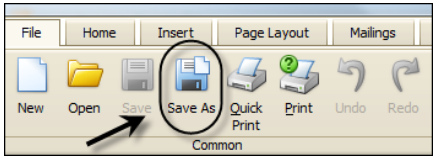
Service Reminder follow up
From 01/11/2012 to 30/11/2012

Customer Name	Phone	Reminder Sent	Media	Vehicle	Registration
ADAMS, PETER	08 8765 1232	Yes	E-mail	TOYOTA HILUX	WOS 789
BROWN, STAN	03 9365 1111	Yes	E-mail	FORD FALCON	2WWW123
HARRISON, JOHN	08 8382 1234	Yes	E-mail	TOYOTA CAMRY	VOW 787
MAYTON, SALLY	08 8285 3236	Yes	E-mail	NISSAN PATROL	3STR222
SMITH, GREG	08 8321 1256	Yes	E-mail	TOYOTA CAMRY	2STW321
TAYLOR, MARK	08 8225 0003	Yes	E-mail	FORD FALCON	VOX 567

Creating New Letter Templates

You may want to create several variations for a service reminder (e.g. winter specials). You can create and save these letters in the word processor.

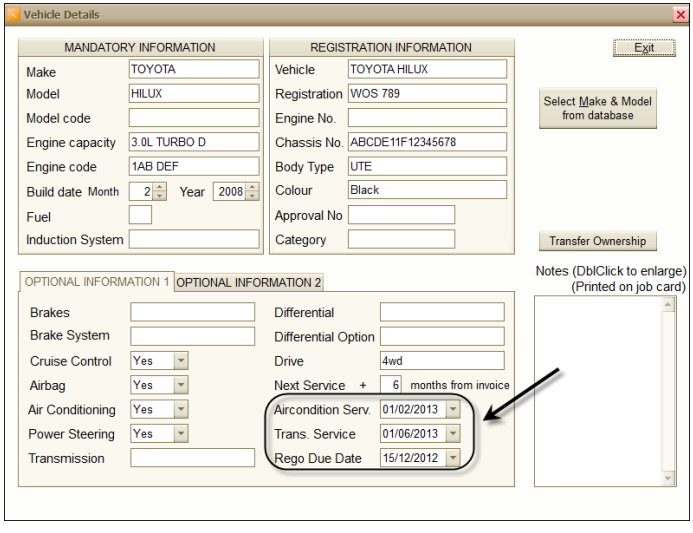
- Click on the **Save As** button on the task bar. Find C:\Users\Public\ AutoCarePremier\ AutoCarePremier414 on the left hand side. Enter a new file name (e.g. ServiceRemainderWinter) and click **Save**.



- Make your changes in the body of the letter.

Registration Reminder/ Transmission Reminder/Air Conditioner Service Reminder

- Select **Reminder Letters** on the **DEBTORS** menu pad.
- Select the type of reminder letter you want to send out. To print your letters apply the same principles as in the Next Service Reminder module. In all cases, the system picks up the due dates from the detailed vehicle information section.

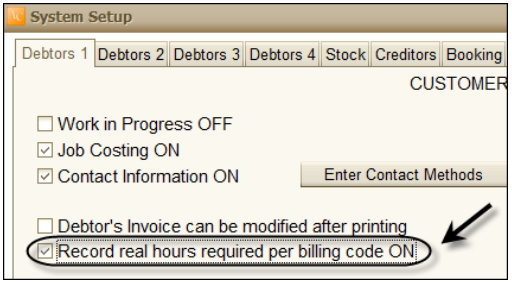


Productivity Report

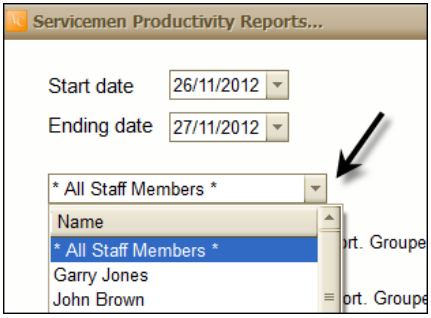
To print various serviceman productivity reports, select the **Servicemen Productivity** module on the **DEBTORS** menu pad. Enter the start and finish date and click **OK**. The following reports will be printed:

The Servicemen Productivity reports show actual (real) hours as well as assigned hours.

Note that for creating these reports you need to turn on the “Record real hours required per billing code” option on the SYSTEM\System Setup\Debtors 1 page.



Note that you can create reports for all staff members or for individual servicemen.



Productivity Report I
This is a detailed report for each serviceman for the selected period. It shows the job numbers; vehicles; real hours spent on job; type of jobs performed; assigned hours and the total price charged (both GST inclusive and exclusive) for each day.

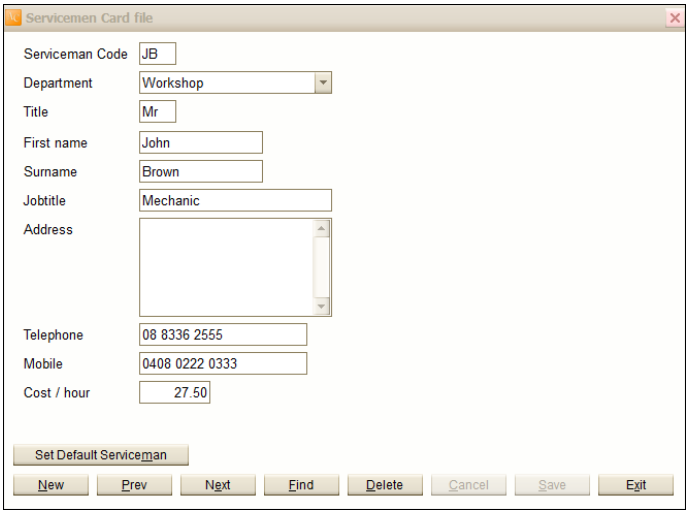
Productivity Report II
This report shows the assigned hours grouped by servicemen.

Productivity Report III
This is a consolidated report for all servicemen.

Utilities

Servicemen Database

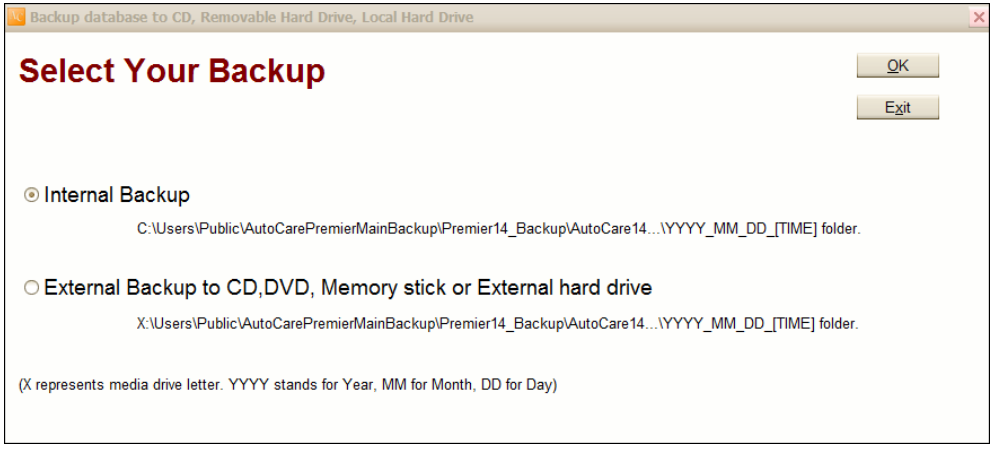
This is the place where you enter servicemen details. Enter details including the approximate cost/hour figure for your servicemen. This cost figure is sed in the **Profit on the Job** and **Sales** reports in the Debtors Invoice Module. (Note that you only can see the cost field if the **Hide Cost** check box is not ticked in the Operators & Passwords module's Inventory section.) The length of the Address field is unlimited. Therefore, this area can be used for entering memos regarding the serviceman. You can select one service man as default. In this case when you create a new invoice the service man selected as default will automatically appear on the invoice. If the log-in operator's name (code) is the same as the serviceman code and no default serviceman is selected in the servicemen database the operator's code will be the default serviceman on any new invoices.



Backup Your Database

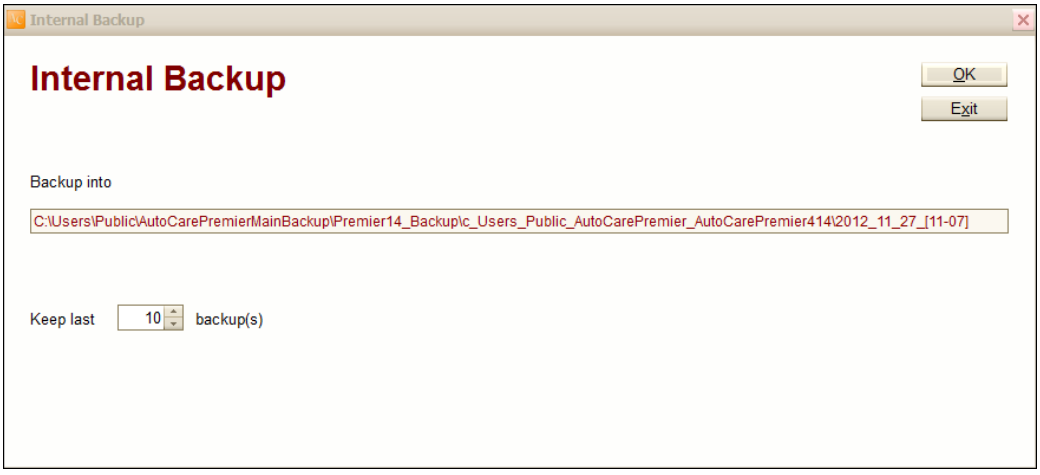
Every day when you exit *Auto Care Software Premier* for the first time the system will do an automatic backup to your C drive. However, it is crucial that you do make a backup of your entire database at the end of each working day. We recommend that you use Removable Hard Drives for backup purposes.

To make a backup, click **Backup Database** on the **UTILITY** Menu.



On the select your backup screen you can select from the following two options to do a backup:

Option 1 - Internal multiple backup
Click on the **Internal Backup** button on the **Select your Backup** screen and click **OK**. *Auto Care Software Premier* will make a backup to your local C: drive's Auto Care Software Premier backup directory. In this directory each backup will have its own subdirectory.



As a default, the system will keep the last ten backups. However, you can set the number of backups that you want to keep on your hard drive. The subdirectory's name explains the date and time of the backup. In our example above the back was done on 27/11/2012 at 11:07am.

Benefits of internal backups:

- Very fast.
- In multi user environment every user (computer) can do backups, and other users do not have to exit from *Auto Care Software Premier*.
- It is better than not doing a backup at all.

Disadvantages of internal backups:

- If the hard drive crashes or your computer has been stolen you end up with no backup.
- There is no data integrity check performed before backups and so you may have a small risk of backing up damaged data.

<u>Option 2: External Backup</u>
Click on the **External Backup** button on the **Select your Backup** screen and click **OK**. The system supports CD, DVD, memory stick and external hard dive. However, we would recommend that you use an external hard dive as it is the most reliable media.

Backup will be made to the root directory of the backup media. When the media is used again, the backed up files will be deleted and a new backup will be performed. You always will have one backup per media and it is the last backup. Before executing a backup, the system checks the data tables if they are in good condition. Backup will not be made if any of the data tables is damaged. **Note that if you use several computers in a local area network, you have to exit the *Auto Care Software Premier* on all of the other computers.**

The first time make a backup, you have to enter your external backup media's name (e.g. "F"). When you do the next backup, the system will remember this letter. If you are uncertain, click on the **Help to Select External Drive** button and find the name. Note that the letter **C** will not be accepted as **C** always represents you local hard drive.

Benefits of external backups:

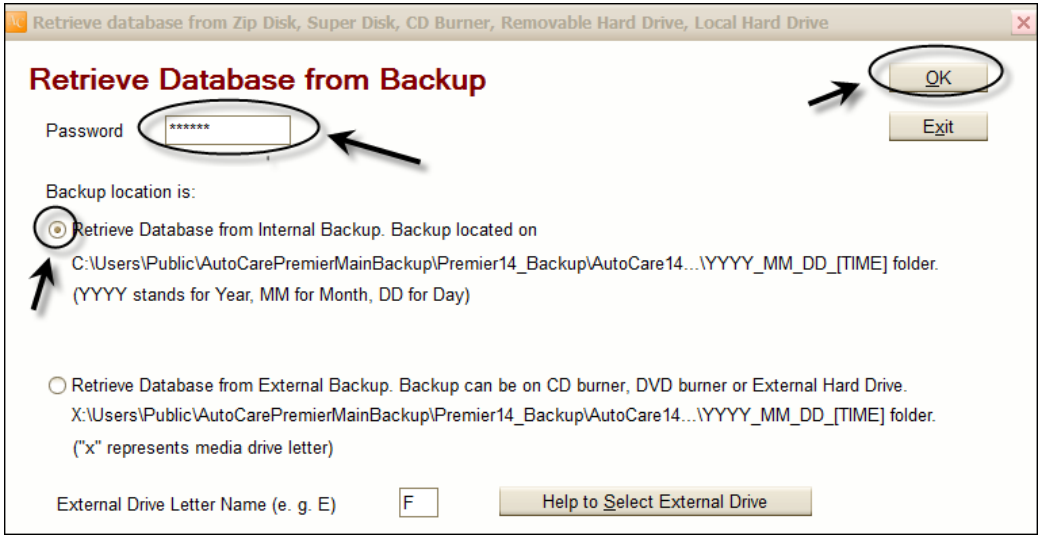
- You can take it off the premises.
- It is fast, if you make it on a removable hard drive or zip drive.
- Data is checked before backup. (In a multi user environment the other users have to exit *Auto Care Software Premier*)

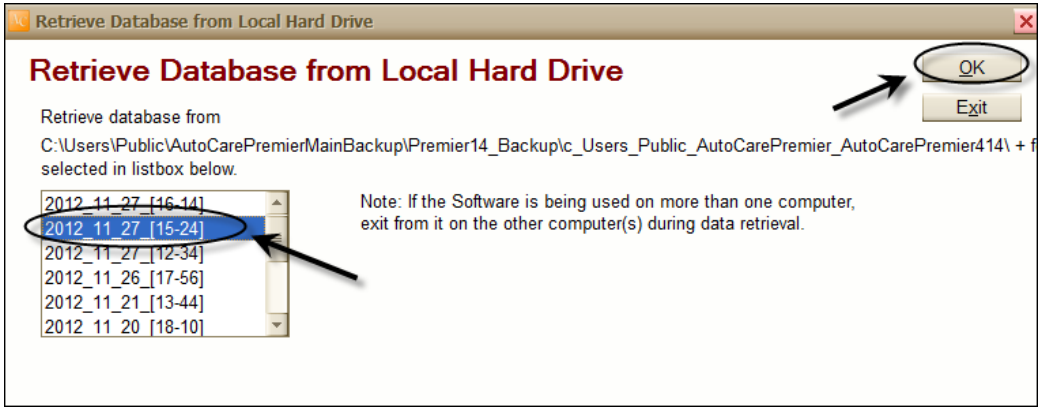
Note that making external backups has no disadvantage. You should make a backup at the end of each workday. Take the backup with you, and keep it in a safe place.

Retrieve Database from a Backup

The only reason for retrieving a database from backup is if the computer hard drive has crashed.

- To retrieve a database from backup, select **Backup Database** on the **UTILITY** Menu. Enter **MOLNAR** in the Password field. You can retrieve both internal and external backups. Make your selection and click **OK**.





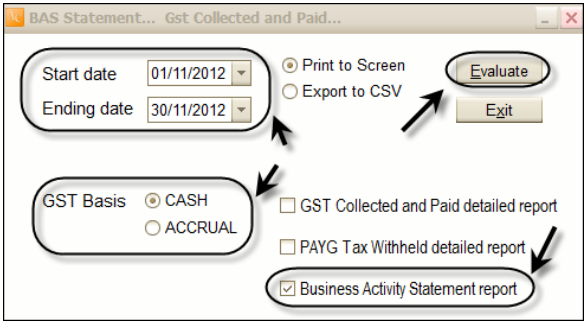
Note that when you retrieve your database from either your internal or external backup, the dates and times of the last backups are displayed on the screen. (The latest is on the top of the list.) Select the database that you want to retrieve.

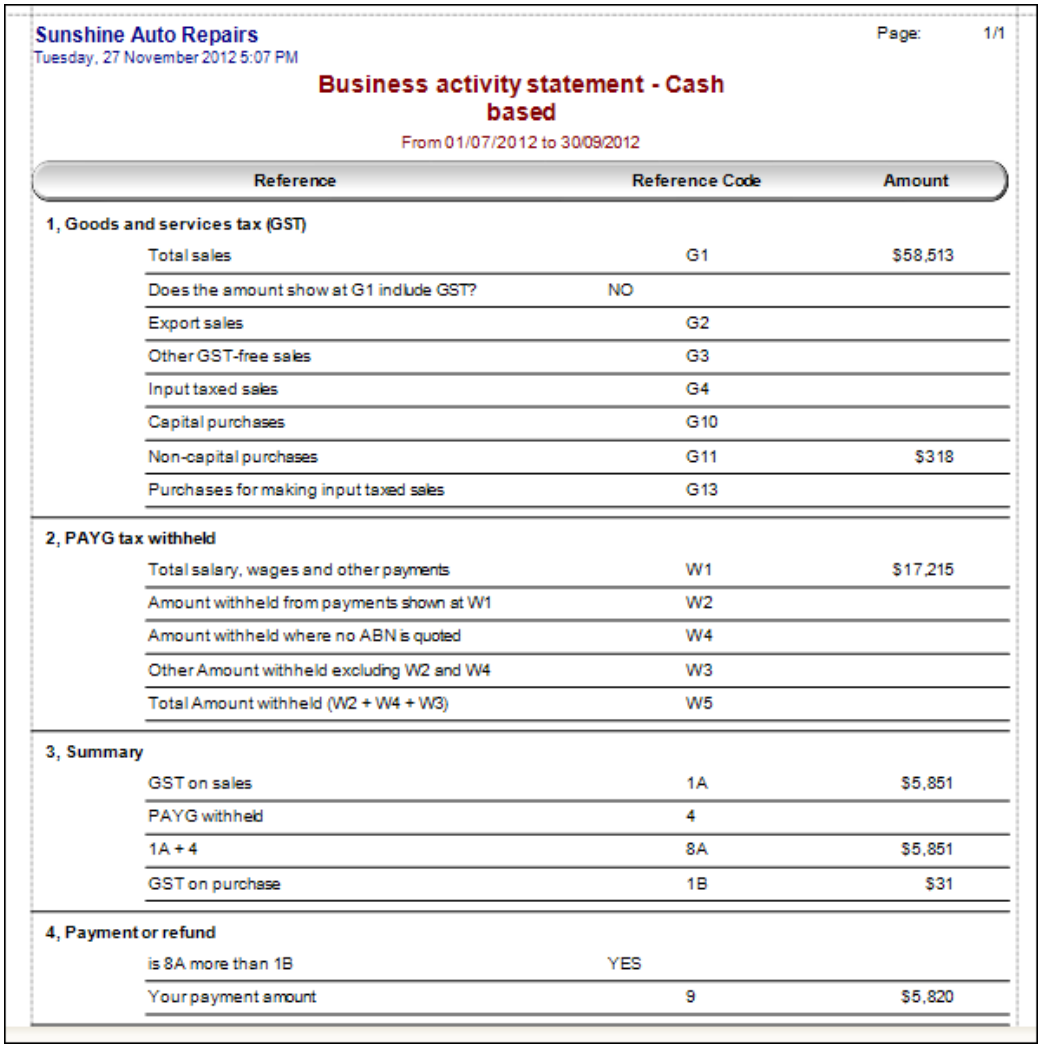
If you use *Auto Care Software Premier* on more than one computer in a network, exit from the software on the other computers before retrieving the database.

Business Activity Statement

The **Business Activity Statement** module provides you with the *GST Collected and Paid* detailed report and the *Business Activity Statement* report to assist you with your obligation to account for and pay your GST tax to the Australian Tax Office (ATO). To access the these reports:

- Select **Business Activity Statement** on the **UTILITY** menu pad on the main menu.
- Enter the start and ending date and select the GST basis (Cash or Accrual). Select **Business Activity Statement report** by ticking the check box.





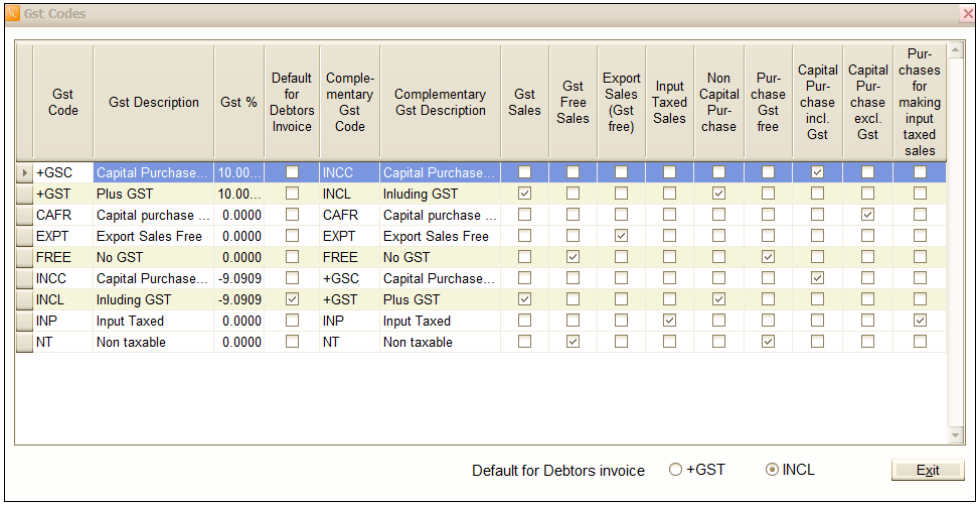
Sunshine Auto Repairs Page: 1/1
Tuesday, 27 November 2012 5:07 PM

Business activity statement - Cash based

From 01/07/2012 to 30/09/2012

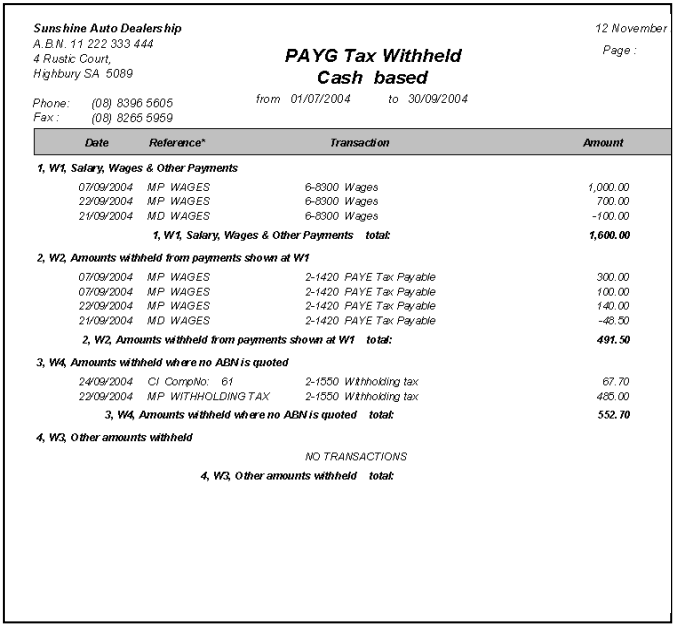
Reference		Reference Code	Amount
1, Goods and services tax (GST)			
	Total sales	G1	$58,513
	Does the amount show at G1 include GST?	NO	
	Export sales	G2	
	Other GST-free sales	G3	
	Input taxed sales	G4	
	Capital purchases	G10	
	Non-capital purchases	G11	$318
	Purchases for making input taxed sales	G13	
2, PAYG tax withheld			
	Total salary, wages and other payments	W1	$17,215
	Amount withheld from payments shown at W1	W2	
	Amount withheld where no ABN is quoted	W4	
	Other Amount withheld excluding W2 and W4	W3	
	Total Amount withheld (W2 + W4 + W3)	W5	
3, Summary			
	GST on sales	1A	$5,851
	PAYG withheld	4	
	1A + 4	8A	$5,851
	GST on purchase	1B	$31
4, Payment or refund			
	is 8A more than 1B	YES	
	Your payment amount	9	$5,820

For input taxed purchases and sales use the *INP* tax code. See available GST codes below:



PAYG Tax Withheld report

- Select **Business Activity Statement** on the **Utility** menu pad of the *Auto Care Software Premier* main menu.
- Enter the start and ending date, select the GST basis (Cash or Accrual) and select **PAYG Tax Withheld report** by ticking the check box.



Sunshine Auto Dealership
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Phone: (08) 8396 5605
Fax: (08) 8266 5959

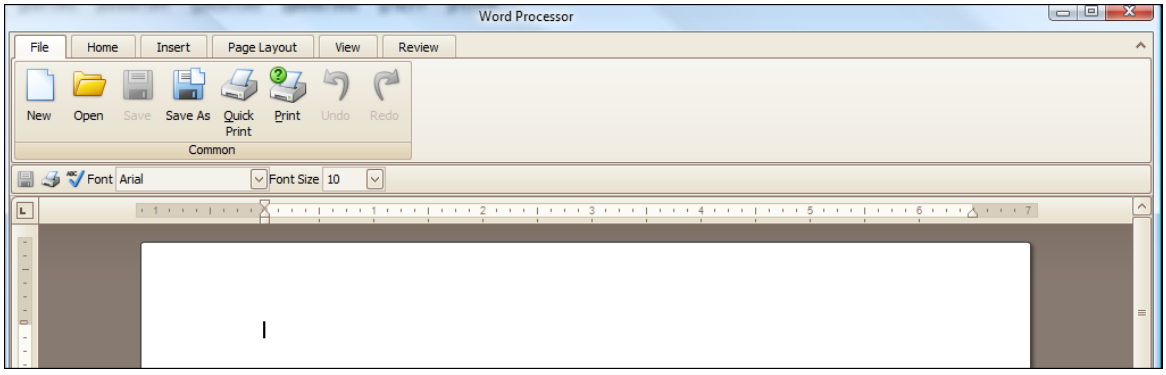
12 November
Page :

PAYG Tax Withheld
Cash based
from 01/07/2004 to 30/09/2004

Date	Reference*	Transaction	Amount
1, W1, Salary, Wages & Other Payments			
07/09/2004	MP WAGES	6-8300 Wages	1,000.00
22/09/2004	MP WAGES	6-8300 Wages	700.00
21/09/2004	MD WAGES	6-8300 Wages	-100.00
	1, W1, Salary, Wages & Other Payments total:		***1,600.00***
2, W2, Amounts withheld from payments shown at W1			
07/09/2004	MP WAGES	2-1420 PAYE Tax Payable	300.00
07/09/2004	MP WAGES	2-1420 PAYE Tax Payable	100.00
22/09/2004	MP WAGES	2-1420 PAYE Tax Payable	140.00
21/09/2004	MD WAGES	2-1420 PAYE Tax Payable	-48.50
	2, W2, Amounts withheld from payments shown at W1 total:		***491.50***
3, W4, Amounts withheld where no ABN is quoted			
24/09/2004	CI CompNo: 61	2-1550 Withholding tax	67.70
22/09/2004	MP WITHHOLDING TAX	2-1550 Withholding tax	485.00
	3, W4, Amounts withheld where no ABN is quoted total:		***552.70***
4, W3, Other amounts withheld			
		NO TRANSACTIONS	
	4, W3, Other amounts withheld total:		

Word Processor

For your convenience *Auto Care Software Premier* has its own Word processor.



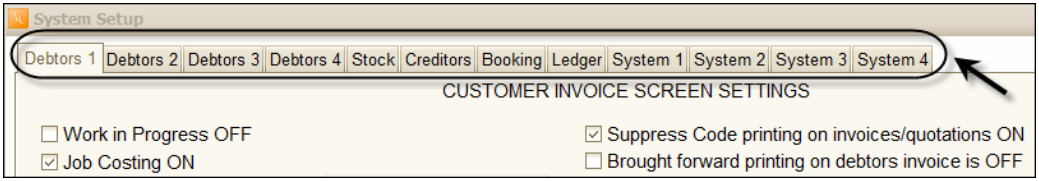
Index and Maintenance Files

This module rebuilds the connections between the different data tables. It can be useful in case of a power blackout or in case the computer was shut down before exiting the *Auto Care Software Premier*. Click **Index and Maintenance Files** on the **SYSTEMS** menu pad. It is good practice to run this module once a month. This module can also be used if the system does strange things like print blank invoices or statements that do not show a transaction.

Personalising Your System

You can personalise your system by choosing settings that are appropriate for your business. To open the System Setup module:

- Select **SYSTEM** on top of the main menu screen.
- Select **System Setup**. The Debtors 1 menu screen appears. You will find all the optional settings on twelve menu screens. Just click on the tabs on top of the screen to move around.



- On the various screens, in most cases a list of alternative statements appears. You can change the status of a statement by clicking on the small check box located next to the statement (YES/NO; ON/OFF). (Note that the **Point of Sales** and **Payroll** settings command button is only visible if these modules have been purchased.)

Debtors 1

Work in Progress (ON/OFF)
When a Debtor Invoice is raised, the invoice will be marked as a **Work in Progress** invoice. Work in Progress invoices are not printed on statements. In the General Ledger, the Work in Progress account (default 1-1204) shows the cost (material only) of the Work in Progress jobs. Work in Progress jobs are not included in the General Ledger's Sales and Trade Debtors Accounts. When a Work in Progress job is printed, the Work in Progress flag is automatically taken off. Now it becomes a **Work Completed** invoice. If this box is checked OFF, invoices are not marked automatically as Work in Progress, and they function as an invoice immediately.

Job Costing (ON/OFF)
If this box is checked ON, and a supplier invoice (Creditors Invoice) is entered, the received parts can be allocated to a job by entering the job number. A Markup percentage based on the cost or the sales price can be entered. At the time of allocating the part to the job, the system automatically enters the part to the corresponding debtors invoice. The new line created on the debtors invoice shows the part number, quantity, unit price, total price and description of the item. See more details in the Creditors Invoices section.

Contact Information (ON/OFF)
This function serves as a marketing tool. If it is ON you can record how you obtained your customers (e.g. through advertisement, referral etc.) When raising a debtor invoice, you can select whether the customer is an existing customer (**REPEAT)** or a new customer. There is a weekly summary about the number of customers you have served and information about the way that these customers were acquired (Debtors/Weekly Sales Summary Report).

Debtors Invoice Can Be Modified After Printing
If this function is OFF, you can make changes to an invoice after it has been printed. If the check box is ticked, debtors invoices cannot be modified after printing.

Record Real Hours (ON/OFF)
Please find detailed description in the Invoices for Customers section.

Automatic Rounding on Customers' Invoices (ON/OFF)
Automatic rounding to the nearest 5 and 10 cents can be turned ON or OFF.

Split Job on Customer Invoice (ON/OFF)
Please find detailed description in the Invoices for Customers section.

Print invoice if Order/Reference Number Entered
If this setting is ON, you can print customer invoice only if order number is entered on the invoice.

Remember Customer Invoice Grid Column Settings (ON/OFF)
If this setting is ON, you can personalise the line items' column order and size on the customer invoice screen. E.g. the "Mechanic" column is hidden to the right in the Grid, but can be dragged to the visible screen area if required, or the "Unit" column can be dragged to the hidden area. In multi user environment this setting affects the computer workstation only.

Suppress Code Printing on Invoices (ON/OFF)
When a debtors invoice is raised, stock codes can be used to call up the price and the description of a stock item. These codes appear on the printouts. If you do not want to print this code, set this option ON. In this case, at the time of printing individual invoices you can decide whether or not to print the item code.

Brought Forward Printing (ON/OFF)
If this box is checked ON, printed invoices show the outstanding amount as Brought Forward.

Print ZERO Value Parts on Debtors Invoice (ON/OFF)
There are two methods of charging for services. You can provide services for a fixed price that include both labour and the parts or you charge for labour and parts separately. If the fixed price method is used, the parts are taken out of stock and listed on the invoice. In order to avoid charging customers twice, you need to change the unit price of parts to zero. If the option is ticked, stock items are not shown on the customer invoice.

Suppress Printing Assembly Components on Invoice (ON/OFF)
When you enter an assembly on an invoice, you can decide whether or not to print its components.

Print the Payment Received Amount on Customer Invoice (ON/OFF)
If this option is ON, a “Payment received with thanks” message is printed on the bottom left hand side of the last page of the invoice. The payment date, method and amount is also printed.

Print Account Terms on Invoices (ON/OFF)
Customers’ account status can be either “CASH” or “ACCOUNT”. The account term can be printed on the customer invoice if required.

Debtors 2

Customer invoice Report settings
On the top part of the page you can enter texts that you want to print on all of your invoices.

Debtors Print Settings
In this section of the page you can select if you want to print on letterhead. Furthermore, you can set the default printing either to go straight to printer or to the screen first. The **Invoice print Right click No.** function is explained under shortcuts.

Debtors Invoice and Credit Print Options
When you print Invoice and Credit Adjustment Note you can select the fields you want to be on the printouts (Qty, Unit Price, Unit, and Extended Price). As a default you print all these fields.

Quotation Print Options
When you print a quote you can select the fields you want to be on the printouts (Qty, Unit Price, Unit, and Extended Price). As a default you print all these fields.

Debtors 3

Check Registration Number Uniqueness (ON/OFF)
If this option is ON, you cannot enter the same registration number for two different vehicles.

Registration Reminder (ON/OFF)
If there is a compulsory mechanical test on vehicles in your state or territory, you can send Registration Reminders to customers automatically. Note that this reminder works independently from the next service reminder.

Use Chassis Number (ON/OFF)
If this box is checked ON, a vehicle's service history can be found by Chassis Number or Registration Number. If it is OFF, service history can be found by Registration Number only.

Vehicle Details Entry Order
In the vehicle details screen you can enter vehicle information in Make – Model – Model code or Make – Model – registration Number order depending on the Vehicle Entry Order settings.

Next Service Due Date
When you enter a vehicle in the vehicle database, the next service date is automatically set to the date we have entered here. If there is a service oriented billing code on the invoice, the next service date will be automatically entered for the vehicle (current date + 6 months).

Caption Setting
If you have a marine or bike shop you can change the captions as required.

Debtors 4

Monthly Statements Sent to Customers (YES/NO)
When a new customer is entered into the Customers database you have to select whether or not you want to send monthly statements to your customers. The default setting in the table will correspond to the default setting established here. If the setting is not appropriate for the new customer, you can make changes by typing it over in the Customers Card file module.

Customer Category (ON/OFF)
If this box is checked ON, customers can be categorised at the time of entering their details into the customer data table. When printing a customer list, you can select a combination of categories to be printed. (This is discussed in more detail later on.)

Credit Stop (ON/OFF)
If this box is checked ON, invoices cannot be raised for customers who are over the credit limit. The credit limit can be set for each customer individually in the Customer Data Table (explained later).

Find Customers by Name, Phone Number or Rego Number
If this function is ticked, you can find customer records by name, phone number or registration numbers.

Show Internal Customer Number
Each customer has an internal number in the system. You have the option to show this number on the customer card file.

Statement Settings
You can print statements with one overdue figure or with 30, 60 and 90 days overdue figures. In this section you can make your preference. You can also enter a message that will appear on all your statements.

Stock

Stock Categories (ON/OFF)
If this option is ON, you can create stock categories. See detailed description under Stock. If categories are entered, sales analysis can be printed grouped by categories.

Stock Automatically Marked Up (YES/NO)
When new stock is entered in the Stock data table, you have to decide whether you want automatic or manual mark up for pricing. When you enter a new stock, the mark up setting will correspond to the default setting established here. If the setting is not appropriate, you can make changes by typing it over. If most of your stock is manually marked up, it is recommended that you leave this check box unchanged (NO).

Secondary Stock Description
The secondary stock description helps in identifying a stock item. It is not printed on invoices or any other reports.

Stock Location (ON/OFF)
If this option is ON, you can enter the location for each stock item in the Stock module.

Price Types
You can have either Retail only or Retail, Trade and Wholesale prices in your system.

Set Stock On Hand > 0 check box on Find Stock screen
If this option is turned on and you click Find on the Stock screen, only stock items with an on hand value of grater then zero will appear on the screen.

Print Stock location on Job Cards (ON/OFF)
If this option is ON, stock location will be displayed on job cards.

Number of records in Find Stock screen
The number you select here will determine how many records you can browse through at any time on the Find window. The number you should set here depends on speed of your computer and/or network. We recommend that you set the number between 500 and 1,000.

Creditors

Supplier Invoice Settings
If the Remember Supplier Invoice grid column settings is turned ON, and you change the column order on your screen the system will remember your setting after exiting the module.

Check Supplier Invoice Number Uniqueness (ON/OFF)
If this option is ON, you cannot enter the same supplier invoice number twice.

Supplier Card File Setting
Turn this option ON if you want to pay suppliers through a third party (e.g. Capricorn).

Booking

Remember Booking Diary Line Items grid column setting (ON/OFF)
If this settings is turned ON, and you change the column order on your screen the system will remember your setting after exiting the module.

Ledger

Block data entry on or before this date
The system will not allow you to enter or change any transactions which were entered before the block date.

System 1

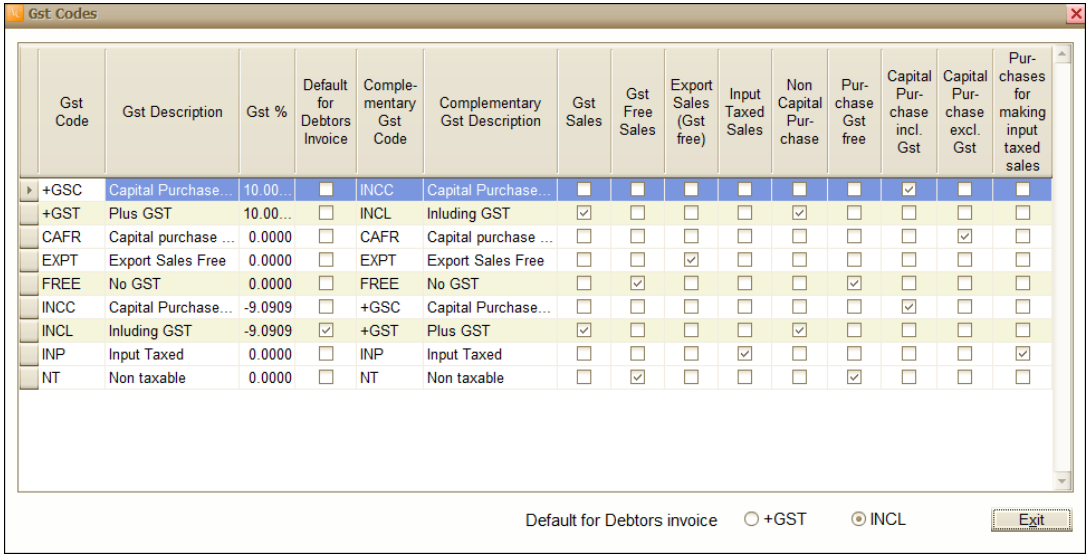
Check newly entered date
If you enter a date which is earlier than the number of days set here you will get the following message: “Date is out of range! Please check it.” This feature can help in eliminating accidental data entry errors.

Decimal Place Setting Input Masks
If more than 2 decimals are required for the stock average cost, stock price, debtors invoice unit cost, unit price and creditors invoice unit cost and unit price fields, you can make the here.

Set GST Codes Command Button

If you click on this button the GST Codes table will appear. At the bottom of the screen you make the default GST setting for your customer invoices. Tick the appropriate button to select GST inclusive or exclusive prices.

In the grid area there is a list of all available tax codes in the system with their proper setting for the GST calculation. **Please ask for professional advice before you make any alteration to the settings in the grid.**



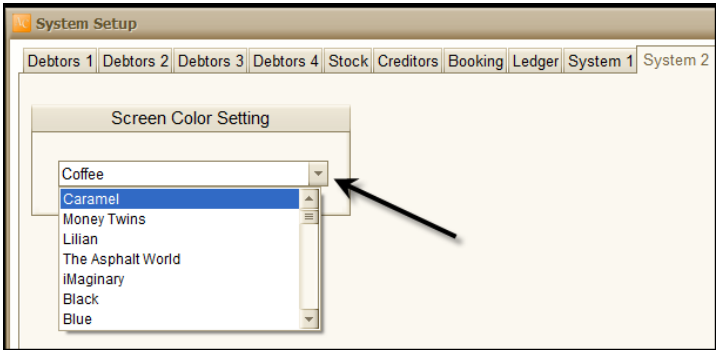
Tax Field/Column Settings

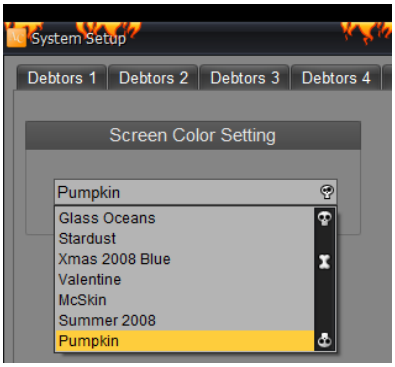
You can have both GST and GST free items on the customer invoices, quotations, credit adjustment notes as well as on the supplier invoices and supplier credit adjustment notes. You can select to print the Tax Field on the above reports.

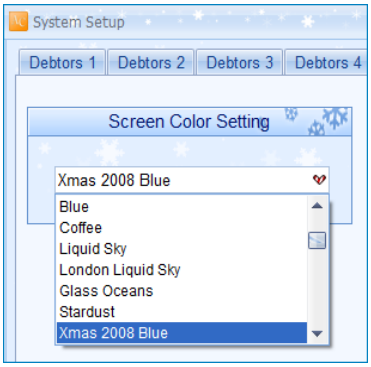
System 2

Screen Colour setting

In *Auto Care Software Premier* there are 35 skin colour options to choose from to accommodate a wide range of tastes. You can make your selection in the System setup module on System 2 page.







System3

Start Date for Bank Deposit Slip
The system will collect all transactions for bank deposit from the date you select here.

Start Date for Bank Reconciliation
Bank reconciliation can be started either from the first payment made or from the Accounting opening balance date set in the Chart of Accounts module.

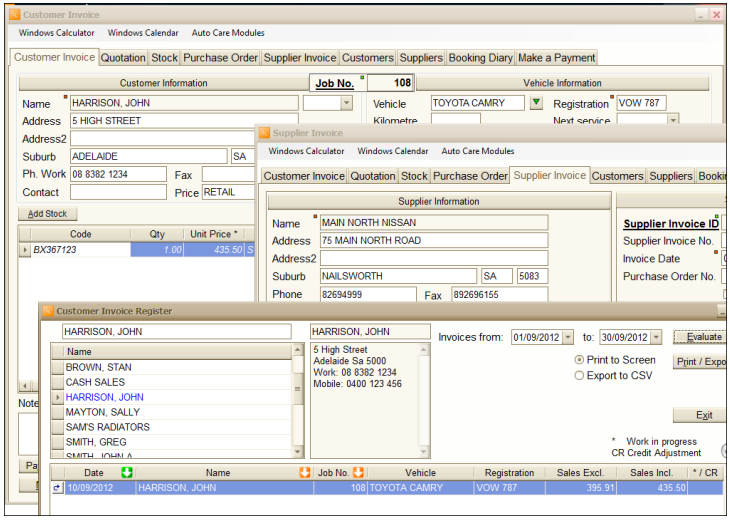
Debtors Invoice screen Shortcut keys

The following shortcut keys work only on the debtors invoice screen.
Find right click go to last invoice. (Right click means right mouse click)
New right click new CASH SALES invoice
F4 same as click on **New**
F3 **Cash payment / Account Payment**
F2 **Exit** from **Cash payment** or **Account Payment** modules
F5 **Print**
CTRL+TAB move to next page. (From Customer Invoice … To Quotation)
CTRL+SHIFT+TAB move to previous page
Print right click on the Print icon (Set the number of right clicks in System\System Setup\Debtors 2 page.)

Screen resolution and multiple open windows

Auto Care Software Premier has been developed on 1024X768 screen resolution. In addition, you can open and work in several Auto Care modules at the same time on the one monitor screen. Alternatively, if you have more than one monitors installed to your computer you can spread the various Auto Care screens over several monitors.

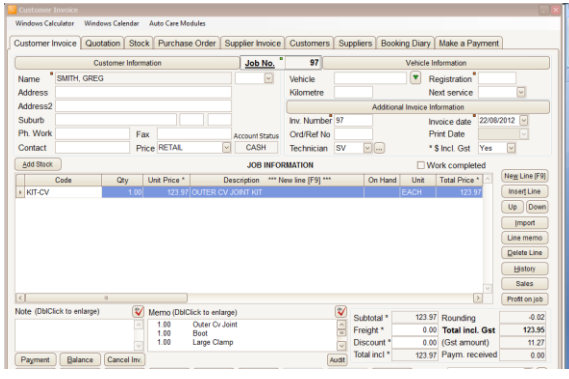
An example for several screens open on one monitor:



Example for spreading two data entry screens on two monitors:

Monitor 1: Customer invoice

Monitor 2: Stock

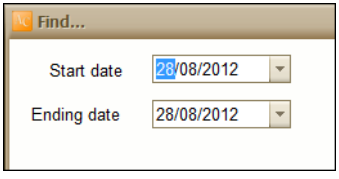


Please note that you have to exit the screen or click on the **Refresh** button for changes made on one *Auto Care Software Premier'*s screen to take effect on another screen. For example, if you have both the customer invoice and the customer payment register open and you make a change in the payment register the customer invoice will only pick up the changes if you click on the **Refresh** button on the customer invoice or if you exit from the payment register.

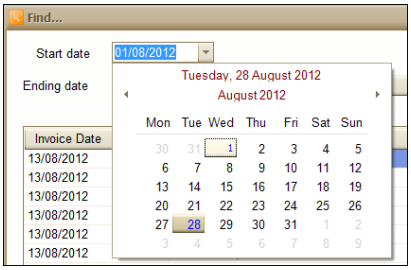
Entering Dates

In *Auto Care Software Premier* you can enter or select a date by either entering the date in the date field or by clicking on the down arrow on next to the date field. In the latter case a diary will appear where you can make your selection. Please note that the earliest date you can enter is 01/01/1900. However, in most cases if the date is set to 01/01/1900 the date field becomes empty.

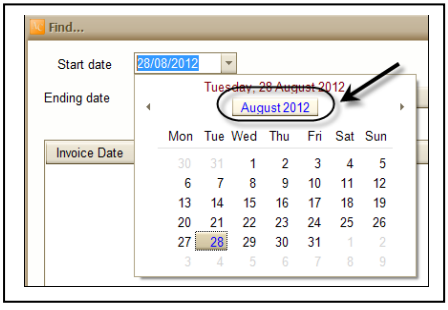
- Entering the date in the date field: Click on the date field. The first two digits representing the day will be highlighted. Enter the day you want to select, e. g. 2,15, etc. (you do not need to enter a "0" before the 2.)

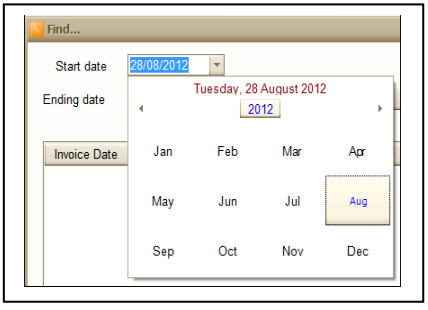


- Press the **Tab** button or click on the next two digits representing the month and enter the month. The same rules apply here as with the day.
- Press the **Tab** button or click on the next four digits representing the year and enter the year. The same rules apply here as with the day. For example if you enter 1 the year displayed will be 2001.
- Entering the date through the diary:
- Click on the down arrow next to the date field. A diary will appear dispaying the curren year and month and highlighting the current day..

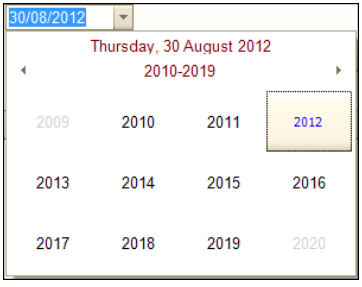


- To change the day click on the day you want to select.
- Use the left and right arrow to change the month. Alternatively, click on the field displaying the month and year in the second line of the diary.





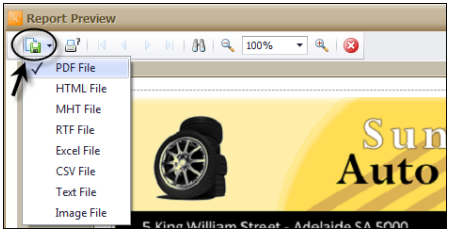
- If you want to change the year click on the year field and select the year.

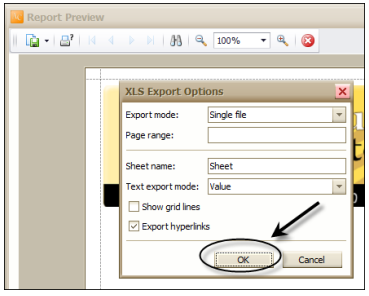
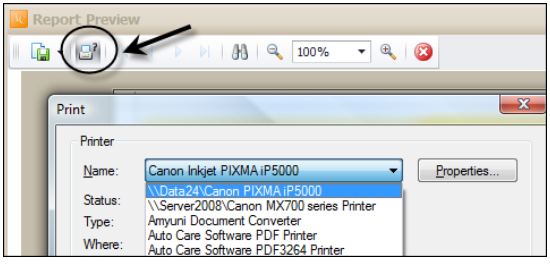


Printing

In *Auto Care Software Premier* you can save your report in a document file with a variety of extensions like PDF, Excel, CSV, etc. As an example, this can be handy if you want to email a report when otherwise there is no emailing option from *Auto Care Software Premier*.

On the Print Preview screen select the extension you want and click **OK** to create the file in request.





If you want to use a printer other than the default one then click on the **Printer** icon to select the printer of your choice.