

ACCOUNTING WIP BEST PRACTICES

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INTRODUCTION

DMS WIP on the General Ledger:

- **Parts WIP** (Yes/No)
 - Yes: When does the parts department see their profit?
 - A: When they sell the part to the collision center.
 - B: When the collision center closes the repair order.
- **Sublet WIP** (Yes/No)
 - Scheduled
 - Not Scheduled
- **Labor WIP** (Yes/No)

PARTS

PARTS

- To establish an accurate Parts WIP for collision a secondary account needs to be made reflecting the collision parts inventory only.
- The current DMS method of running Collision Parts WIP Report (query) at the end of the month will no longer work.
- Parts are no longer put on DMS repair orders.
- The new secondary collision parts inventory account in the DMS is reconciled to the bodyshop management system parts WIP account. It is in this way that you can guarantee balance between the two systems.

Note: It is the active use of the DMS repair order that creates all of the double-entry and ticket balancing.

PARTS INVENTORY SUB-ACCOUNT FOR COLLISION

By creating a new inventory account called “Body Shop Parts WIP” the Body Shop Parts Inventory will be segregated from the General Parts Department Inventory. This makes it convenient to reconcile.

Example:



Parts Department Inventory



Parts Department Inventory

ORIGINAL BODYSHOP GL ACCOUNT

Original GL Tree		Example:
Sale:	Current Parts Account	477
Cost:	Current Parts Sale Account	677
Inventory:	Current Parts Inventory Account	242

NEW BODYSHOP GL ACCOUNT

New GL Tree		Example:
Sale:	Current Parts Sale Account	477
Cost:	Current Parts Cost Account	677
Inventory:	New Inventory Body Shop Parts Account	242B

FRANCHISE PARTS

Example:



COUNTER TICKET

CREATE A NEW SALE TYPE

- Create a New Sale Type for transferring Parts Dept. Inventory to Bodyshop Inventory.
NOTE: This is an internal sale.
- Create New Sale Account and a New Cost Account attached to the new sale type. (Example: 477N-Sale/677N-Cost)
NOTE: This is a Null, Ghost, or Dead End account.
- Replace the current receivable account in New Sale Type with the new sub-account for body shop parts inventory (242B).

ORIGINAL BODYSHOP SALE TYPE

Original GL Tree		Example:
Sale:	Current Parts Account	477
Cost:	Current Parts Sale Account	677
Recvble:	Current Receivable Account	220

NEW BODYSHOP SALE TYPE

New Bodyshop Counter Ticket		Example:
Sale:	New Null Parts Sale Account	477N
Cost:	New Null Parts Cost Account	677N
Recvble:	New Body Shop Receivable	242B

CREATE A NEW WHOLESALE CUSTOMER

Setup a new customer number for the body shop like you would any other Wholesale Customer.

- The new sale type will be attached to the profile of this new wholesale customer
- The discount for pricing level is set to dead cost. This will ensure accurate gross profit on parts sales when the repair order is closed.
- This is a non-taxable customer number.

OUTSIDE PARTS

CREATING COLLISION PARTS INVENTORY FOR OUTSIDE PARTS

Example:



OUTSIDE PARTS



The Rome Vendor Invoice Reconciliation provides absolute proof of the cost of the invoice posted into Rome Management.

- This document can only be printed after the invoice has been posted into Rome.

When turning in an invoice to Accounting to be posted in Accounts Payable, it must be attached to the Rome Vendor Invoice Reconciliation for proof that it is already part of the Rome WIP.

- This will ensure that the DMS WIP always matches the Rome WIP.

RO: 0002778.00 RO Vendor Invoice Reconciliation Page: 1
5/13/20 2:40PM

		Rome Technologies, Inc 412 Headquarters Drive, Suite 4 Millsville, MD 21108 410-923-2000 Fax: 410-923-2072					
test power 1111 street	Home: Work: Est.: Received: 5/11/20 Del. Date: Date Paid:	Date of Loss: Year: 04 Make: AUDI Model: TT QUATTRO Type: PC Style: 2D CNVT Engine: 4-1.8L-T Color: License: Mileage: VIN: TRUUT2EN741022844	Phone: Fax: Adjuster: Claim #: Policy: Beterment: Deductible: 0.00				
Part Purchase Invoice							
Vendor: SEWELL AUDI PO Number: 0002778.00-001 Date Ordered: 5/13/20 Vendor Invoice: 12345678 Invoice Date: 5/13/20							
PARTS, SUBLET, AND MISCELLANEOUS CHARGES							
Date	Description	Part/Account #	#	Est. List	Vnd. List	Est. Cost	Cost
5/13/20	Drill	IN0815451E1FFZ	1	220.00	220.00	154.00	154.00
5/13/20	Nameplate clip	BL0807180	5	27.50	27.50	19.25	19.25
5/13/20	A.M.L.T Headlamp assy	IN0941000BG	1	386.76	386.76	270.73	270.73
5/13/20	Radiator support	IN0802594D	1	340.00	340.00	238.00	238.00
5/13/20	Hood	IN0811029A	1	850.00	850.00	595.00	595.00
5/13/20	A.M.K.T Fender	IN0811109	1	75.00	75.00	52.50	52.50
5/13/20	L.T Front Wheel, alloy 5 spoke	IN0461022AAZ17	1	400.00	400.00	280.00	280.00
5/13/20	Bumper cover m5 line	IN0807101BLGRU	1	1,250.00	1,250.00	875.00	875.00
Invoice Totals:				3,549.26	3,549.26	2,484.48	2,484.48

ROME

SUBLET

SUBLET INVENTORY SUB-ACCOUNT FOR COLLISION

By creating a new inventory account called “Body Shop Sublet WIP” it will segregate the Body Shop Sublet Inventory from the Service Department Sublet so it can be reconciled.

Example:



Dealer Sublet Inventory



Collision Sublet Inventory

CREATING COLLISION SUBLET INVENTORY

Example:



Collision Center Inventory

ROME Vendor Invoice Reconciliation

The Rome Vendor Invoice Reconciliation provides absolute proof of the cost of the invoice posted into Rome Management.

- This document can only be printed after the invoice has been posted into Rome.

When turning in an invoice to Accounting to be posted in Accounts Payable, it must be attached to the Rome Vendor Invoice Reconciliation for proof that it is already part of the Rome WIP.



- This will ensure that the DMS WIP always matches the Rome WIP.

RO: 0002778.00

RO Vendor Invoice Reconciliation

Page: 1

5/13/20 2:48PM

		Rome Technologies, Inc 412 Headquarters Drive, Suite 4 Millersville, MD 21108 410-923-2000 Fax: 410-923-2072					
test power 1111 street Home: Work: Est.: Received: 5/11/20 Del. Date: Date Paid:	Date of Loss: Year: 04 Make: AUDI Model: TT QUATTRO Type: PC Style: 2D CNVT Engine: 4-1.8L-T Color: License: Mileage: VIN: TRUUT28N741022944	Phone: Fax: Adjuster: Claim #: Policy: Betterment: Deductible: 0.00					
Sublet Purchase Invoice							
Vendor: ROME AUDI PO Number: 0002778.00-002 Date Ordered: 5/13/20 Vendor Invoice: 12345 Invoice Date: 5/13/20							
PARTS, SUBLET, AND MISCELLANEOUS CHARGES							
Date	Description	Part/Account #	#	Est. List	Vnd. List	Est. Cost	Cost
5/13/20	Alignment	30308	1	0.00	0.00	95.00	95.00
Invoice Totals:				0.00	0.00	95.00	95.00

PAYROLL

ROME PAYROLL HISTORY

- No new DMS WIP account is created.
- Payroll is provided to the accounting office on a Rome Payroll History report per pay cycle.
 - This report is broken down by technician, by RO, and provides the hours flagged and the cost of labor for that technician for that pay period.
- Rome schedules payroll by individual line item transaction of each repair order by technician based on an approved flat rate or percentage.
- The Accounting Department will simply post the summary value of dollars earned per technician as a lump sum per pay period.
 - This will post directly into WIP labor on the DMS side.
 - This will guarantee the labor WIP in Rome and the DMS WIP for labor are always in balance.
- Rome has a single transaction for each line item in a Repair Order.
 - In order to generate a cost in Rome for labor, you must write the revenue portion first.

<u>Payroll Date Range</u>		Payroll History Report				Page: 1			
Starting Date: 5/01/20		Rome Technologies, Inc #1							
Ending Date: 5/31/20		5/13/20 3:01PM							
Sorted by Technician									
<u>RO</u>	<u>Date</u>	<u>Customer Name</u>	<u>Ln</u>	<u>Description</u>	<u>Account</u>	<u>Units Paid</u>	<u>Amount</u>	<u>Cut</u>	<u>Pay Amount</u>
DARYL	0001030.00			DARYL-05/06/2020-00010	Subtotals	2.79110			33.49
	0001036.00			DARYL-05/06/2020-00010	Subtotals	7.35798			88.30
	0001046.00			DARYL-05/06/2020-00010	Subtotals	10.83000			129.96
	0001074.00			DARYL-05/06/2020-00010	Subtotals	5.84250			70.11
	0001105.00			DARYL-05/06/2020-00011	Subtotals	7.35798			88.30
	0001107.00			DARYL-05/06/2020-00011	Subtotals	6.79250			81.51
	0001114.00			DARYL-05/06/2020-00011	Subtotals	38.50338			462.04
	0001119.00			DARYL-05/06/2020-00011	Subtotals	7.38074			88.57
	0001125.00			DARYL-05/06/2020-00011	Subtotals	13.58500			163.02
	0001248.00			DARYL-05/06/2020-00012	Subtotals	3.64000			43.68
	0001310.00			DARYL-05/06/2020-00013	Subtotals	10.83000			129.96
	0001344.00			DARYL-05/06/2020-00013	Subtotals	-0.38000			-4.56
				DARYL-05/06/202	Subtotals:	114.53117			1,374.38
				DARYL	Subtotals:	114.53117			1,374.38

THE CUTOVER: IMPLEMENTATION

All Open DMS Collision Repair Orders:

1. All parts transactions reversed off each repair order. Franchise parts or any parts originating from Dealer Parts inventory must resold on a new counter ticket to Body Shop Inventory.
2. All sublet transactions must be removed each repair order.
3. All sublet invoices must be reposted on new Rome repair orders.
4. All labor cost and labor sales must removed.
5. All DMS Repairs Orders CLOSED.

Monthly Reconciliation

Parts

1. Run the DMS Accounting WIP for the period
2. Compare to the Rome Accounting WIP Repo
 - a. To run the Rome Accounting WIP report go to the reports button and select the accounting tab
 - b. The 4th column, 3rd box down on the right is the “Accounting WIP”
 - c. Select report and make the following choices for the correct format and information to be displayed
 - i. In the first section place the dot in SUMMARY PROFIT
 - ii. The starting date is set to 01/01/80 and should be left alone
 - iii. The ending date is the last day of the period you want to see
 - iv. Use RO Date Out for Date Range
 - v. Sort By: Date

Accounting Works In Progress

Report Type

Detailed Profit Detailed Sales
 Subtotal Profit Subtotal Sales
 Totals Profit Totals Sales (Pre-Tax) Totals Sales (Tax Incl.)
 Summary Profit Summary Sales
 Comp. Sales - Summary Comp. Sales - Subtotals

Date Range - Date Created/Date Out-TransWIP

Starting Date: 1/01/80 Ending Date: 10/31/17

Use RO Date Out For Date Range (Default)
 Use ADP/CDK DMS TransWIP in Date Range Instead of Date Out
 Show Only RO's Dated Out With No ADP/CDK DMS TransWIP Date

CSV Export

File Export

Sort By

Date
 Source of Business
 Written By
 Insurance Company
 Fleet Account

Select By

All
 Selected

Report Defaults OK Cancel

3. The Center column Cost is the assets column for the period broken down by ACCOUNT CODE (GL Accounts).

Starting Date: 1/01/80 Ending Date: 10/31/17		Works In Progress Profit Journal - by Date Rome Technologies, Inc #1 11/20/17 11:56AM			Page: 1
<u>Category</u>	<u>Amount</u>	<u>Cost</u>	<u>Profit</u>	<u>Profit Percent</u>	
PAINT LABOR	23,674.16	8,438.03	15,236.13	64.36	
PM	260.00	150.00	110.00	42.31	
BODY LABOR	27,032.56	10,632.32	16,400.24	60.67	
OEM	287,794.80	180,910.46	106,884.34	37.14	
MECH LABOR	83.00	62.25	20.75	25.00	
SUBLET	100.00	50.00	50.00	50.00	
MISC	4.00	92.80	-88.80	-2,220.00	
LKQ	51,275.98	32,996.74	18,279.24	35.65	
Aftermarket	448.00	263.59	184.41	41.16	
Other					
Subtotal	390,672.50				
SALES TAX	20,470.29				
Total Billed	411,142.79	233,596.19	157,076.31	40.21	

594 Repair Orders

4. Also, you will need to add back all OPEN CREDITS to the WIP as well.
- a. The OPEN CREDIT report is found by going to the Reports Button, Then select Management Tab.
 - b. Then on top row, second choice is the PARTS button, select it.
 - c. Then on top row second choice is the "CREDIT" button, Select this report
 - d. It will show all open credits in ROME.
 - e. To run the report:
 - i. Put in Broad date range and either by when you receive the part, or when you returned it; your choice (The data is the same, just a different frame of reference.)
 - ii. Check the parts box and depending if you run parts through sublet, check the sublet box too.
 - iii. Next "All Vendors"
 - iv. Filter by Summary and lastly check all display boxes.

Credit Reports

Date Range
 Start: 11/20/16 End: 11/20/17

Date Type
 Date Received Date Returned

Include
 Parts Sublet

Vendors
 All Selected

Report Summary
 Detailed Summary

Summary Subtotals
 Vendor Invoices
 Vendors
 Grand Totals

Report Defaults OK Cancel

In the Event they are not Balance:

VERIFY: Sub-Account is set for parts. If you want to see body shop sublet broken out, a sub-account is needed for sublet as well.

VERIFY: Sales in Rome for the period match Sales in the DMS for the same period.

1. In Rome, you go to the reports button and select on the Management Tab, there is the report for the appropriate DMS
2. This is found at the bottom of the screen and is called (DMS)Reconciliation.
3. This report MUST match for “closed ROs” (meaning the MOs have been exported from ROME) & the Sales Journal for the period in the DMS or you cannot be in balance.
4. Please note Warranty MOs do not go through ROME.
5. Note: Rome Accounting WIP matches ROME “payables” Report.
6. This will allow you to see all the data posted on open ROs by Vendor by invoice number.
7. You would then reconcile this against the sub-account postings journal in the DMS to find any discrepancies for the period.

8. This report is found by going to the reports button and selecting the ACCOUNTING TAB.

9. Then go to the first column, then down one from the top. To get PARTS

- a. Work in progress for the period
- b. Select 1st foster as: "ALL"
- c. 2nd filter: "Date In-No Date Out"
- d. 3rd filter date range 01/01/80 to the end of the period.
- e. Note this report can only be run for accuracy to match the ROME Accounting WIP report at the end of a given month- it is a live report unlike the Accounting WIP in ROME which is fixed.
- f. Then check the "PARTS" box (make sure "Sublet" and "RO Date out" boxes are unchecked). Then select SUMMARY filter and lastly check all the boxes for "Totals Display".

The screenshot shows the 'Payable Reports' dialog box with the following settings:

- Vendors:** All, Selected
- Date Range Option:** Vendor Invoice Date Received, RO Date In (No Date Out), RO Date Out
- Date Range:** Starting Date: 1/01/80, Ending Date: 11/20/17
- Include:** Parts, Sublet, RO Dated Out
- Report Summary:** Detailed, Summary, Totals Only
- Totals to Display:** Vendor Invoices, Vendors, Grand Totals
- Active Shop Only
- Buttons: Report Defaults, OK, Cancel

Compare this report to the "Counter ticker report" from the DMS. If you have invoices in Rome and no counter ticket somebody failed to enter the counter ticket. If you have a counter ticket and no invoice in Rome you need to find out where that transaction came from and why it is there.

Labor WIP

X = Rome Accounting WIP Report

Y = Flagged not committed hours on closed RO's

Z = DMS WIP Report

$X + Y = Z$

Payroll History Report needs to be given to the payroll department to pay their techs after you run Commit to Pay.

END of MONTH:

Run Rome Accounting WIP (to see open ROs with Committed Labor) the same way that you run the Accounting WIP for parts (See previous section) and add up all the costs for all the labor account codes (Body, Paint, Frame, Mech). This is the X value above.

Next, run Payroll Worksheet from last pay period to the end of the month. Select the Closed Ro's Option to find closed Rome RO's with flagged labor that would have relieved the DMS WIP. Add the total of the Cost to Pay column (For Body, Paint, Frame, and Mech) to the above Accounting WIP Report for Labor

Payroll Worksheet

Sort Options | Display Options | Additional Options

Sort Method

by Technician by RO

Date Range

Starting Date: 11/24/2017 ... Ending Date: 11/30/2017 ...

Include Tasks Without Units Drawn

Report Detail

Detailed
 Summary
 Totals

Technicians

All
 Selected

RO Status

All Jobs
 RO's Dated Out
 Works In Progress

Task Status

All Tasks
 Unpaid Tasks
 Paid Tasks

Subtotal Page Break

Report Defaults Get All Dates OK Cancel

Payroll Worksheet - by Technician

Starting Date: 9/21/2016

Rome Technologies, Inc #1

Ending Date: 11/21/2017

11/21/17 10:18AM

<u>Date</u>	<u>RO Name</u>	<u>Vehicle Make & Model</u>	<u>% Compl.</u>	<u>Units To Pay</u>	<u>Cost To Pay</u>
			Grand Totals:	868.16984	13,053.70
	Grand Total	PAINT LABOR	Totals:	402.69741	5,815.96
	Grand Total	BODY LABOR	Totals:	463.47243	7,161.74
	Grand Total	MECHANICAL LABOR	Totals:	2.00000	76.00

The Total of the Cost to Pay column of this report is the “Y” value in the equation. When the cost from the Payroll Worksheet is added to the total cost from the Rome WIP, this will match the DMS WIP.

The Cost of the Rome WIP report (X) plus the Cost to Pay of the Payroll Worksheet for Closed RO’s (Y) will equal the DMS WIP Report (Z)

PARTS - PROPER PROCEDURES FOR WIP

Since parts will no longer be moved out of the general parts inventory by selling them to a DMS RO, you will need to use a “counter ticket” to transfer these parts to a body shop sub account. In order to do this the following will need to be set up:

1. Create a new inventory account called “Body Shop Parts WIP” to segregate the body shop parts inventory from the parts department inventory.
 - a. For example, if your parts inventory account is 242, create 242B.
2. Set up a customer number for the body shop like you would any other wholesale customer.
 - a. This is where you will determine the discount (off list) you will be giving.
 - i. Dead dealer cost is typical
 - b. You will also make this a non taxable customer number.
3. Setup a new “sale type” in the DMS labeled “BS” for Body Shop in order to record these transactions to 242B.
 - a. The reason for the new sale type is to make sure this sale does not go to a receivable account.
4. Parts sold by the dealership to the Body Shop will be sold on a “counter ticket” using the customer number (set up in step 2) and the sale type (set up in step 3).
 - a. Parts bought from outside vendors will be entered into the Body Shop Parts Inventory by creating a one line counter ticket that includes the vendor name, date and total amount. The reference used will be the RO number.
5. 242B is relieved as Rome RO’s are exported to the DMS by the amount of the part cost posted to the Rome RO (by counter ticket).
6. Please note, this is an internal transfer, moving an asset from one inventory account to another, therefore there is no sale associated with it.
 - a. If you add a sale, in order to avoid recognizing the sale of these parts twice, you will need to back out/reverse the sale of the “counter tickets” each day.

DAILY REPORTS

COLLISION CENTERS DAILY SALES AND DEPOSIT PROCEDURES

ROME REPAIR ORDERS:

PAYMENTS/Closing Repair Orders

- All payments will be posted immediately in Rome repair order upon receipt.
- All payments received by the accounting department will be posted daily into Rome repair orders upon receipt.
- All fees/payments must be posted (cash, check, 2/3 party check, etc.) in Rome repair order before "Detail Customer Invoice" (final bill) printed.
- The customer MUST sign the final bill.
- No cars delivered without a signed final bill.
- The Rome Repair Order will be DATED OUT- this makes it a sale.
- The final bill scanned into the electronic file jacket of the repair order as a permanent record and will show any outstanding balance of repair order at time delivery.

INVOICES FOR 3 PARTY PARTS AND SUBLET

- All third-party invoices received by parts person will be posted first into Rome repair order.
- The Rome "Vendor Invoice Reconciliation" report printed and stapled to each invoice.
- All sublet invoices received by parts person/ writer/estimator will be posted first into Rome repair order.
- The Rome "Vendor Invoice Reconciliation" report printed and stapled to each invoice and then stamped or labeled SUBLET.

ROME/DMS INTERFACE:

- All Payments will be uploaded daily to DMS.
- All closed REPAIR ORDERS will be uploaded daily into DMS.

R O M E

ACCOUNTING OFFICE DAILY REPORTS:

ROME VENDOR INVOICE RECONCILIATIONS:

Go to the RO > Click Parts Box > Click Print Box > Select Vendor Reconcile > Select Date Range > Select Vendor > Click OK

ROME RECEIPTS JOURNAL FOR THE DAY:

Reports > Accounting Tab > Receipts > Date Range of Today > (Report Defaults should be fine) > Click OK

ROME SALES JOURNAL FOR THE DAY:

Reports > Accounting Tab > Profit Journal > Summary > Date Out > Run just the day for the Date Range > Sort by Date > Click OK

ROME RO/CDK RECONCILIATION FOR THE DAY

Reports > Management Tab > select your accounting software option of Reconciliation report (i.e ADP, AutoMate, Dealer Track, PBS)

Reports > Accounting Tab > RO Reconciliation (QuickBooks or ERA)

SCREENSHOT INSTRUCTIONS:

ROME VENDOR INVOICE RECONCILIATIONS:

1. Select Parts button in bottom row (in between the Layer and Labor buttons).

The screenshot shows the ROME software interface for a vehicle record. The top navigation bar includes buttons for Order/Pre-Order, Auth/Cust, Auth/Ins, Blueprint, Dispatch, In Shop, and Completed. The main area contains various fields for customer information, vehicle details, and status. At the bottom, there is a navigation bar with buttons for Level, Layer, Parts, Labor, Sublet/Misc, Schedule, Forecast, Profile, File Jacket, and OK/Cancel. The 'Parts' button is highlighted with a red box, and a red arrow points to it from below.

2. Circle Print in the top left tool bar then Circle “Vendor Part Reconciliation” option (it’s the fifth option in the dropdown)

Parts (0002698 - TRUUT28N741022944)

Print Order Status Tools Notes

Worksheet Deleted - All by ROME Line RO Parts Bin:

Order Status	Ac	Header	Est Price	Cost Only	Discount	Cost	Supplmnt	Status	Cr	Lv	T1	T2
Description		Vendor		Vnd. List								
Light	OE	SEWELL AUDI				10.00		Received			E1	✓
Cracked Bumper	OE	SEWELL AUDI				200.00		Returned	0		E1	✓
Bumperbrackets	OE	SEWELL AUDI				100.00		No Order			E1	✓
Grille	OE	SEWELL AUDI	220.00	220.00	30.00	154.00		Ordered			E1	✓
Nameplate clip	OE	SEWELL AUDI	5.50	5.50	30.00	3.85		Ordered			E1	✓
Nameplate clip	OE	SEWELL AUDI	5.50	5.50	30.00	3.85		Received			E1	✓
A/M LT Headlamp	LK	SEWELL AUDI	386.76	456.00	40.63	270.73	69.24	Received			E1*	✓
Radiator support	OE	SEWELL AUDI	340.00	340.00	30.00	238.00		Received			E1	✓
Hood	OE	SEWELL AUDI	850.00	850.00	30.00	595.00		Received			E1	✓
A/M RT Fender	LK	SEWELL AUDI	75.00	75.00				No Order			E1	✓
LT/Front Wheel, al	OE	SEWELL AUDI	400.00	400.00	30.00	280.00		Received			E1	✓
Bumper cover w/S	OE	SEWELL AUDI	1250.00	1250.00	46.00	675.00		Received			E1	✓

Order Receive Return Rcv. Credit Backorder Make SB MS Level

Damage Core Charge Add Charge Add to PO Spt Qty. Notes Status Insert Change Delete

PO Cr. Memo Part Disp Print Phone Book Info Close

3. Circle the word “Selected” under “Vendors” then press OK.

RO Part Reconciliation

Customer Address/Phone Numbers With Vehicle Info

Date Range

Starting Date: 1/15/20 ...

Ending Date: 2/14/20 ...

Vendors

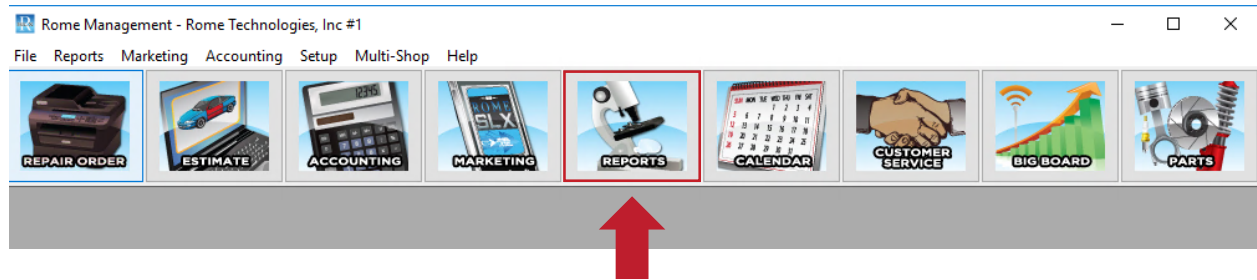
All

Selected

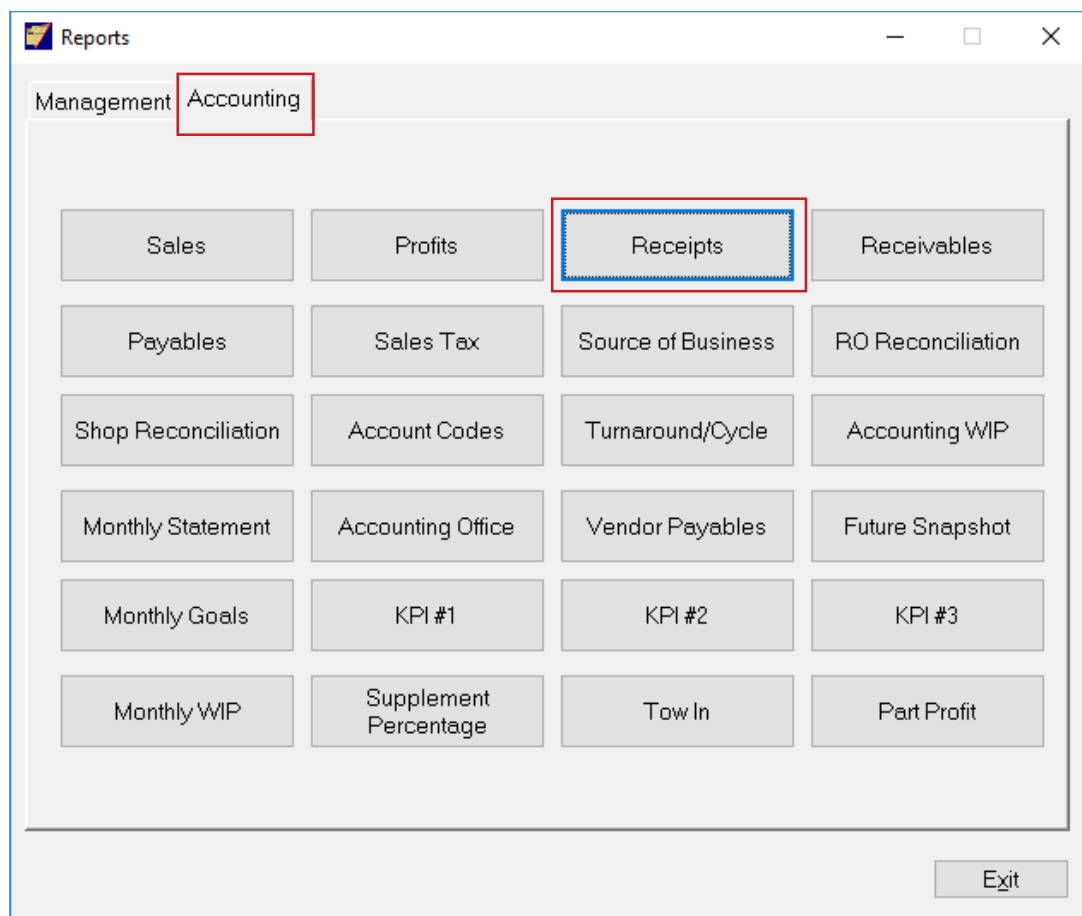
Report Defaults OK Cancel

ROME RECEIPTS JOURNAL FOR THE DAY:

1. Select the Reports tab in the top bar (the microscope).



2. Select the Accounting Tab then click on the Receipts button (third on the first row).



3. Click OK.

Receipts Journals

General Options

Include Receipts
 Include Credits
 Include Zero Transactions

Date Range

Starting Date: 1/20/20 ...
Ending Date: 1/20/20 ...

Sort Method

Payment Date Insurance Company Fleet Account

Include Information

All
 Selected

CSV File Export

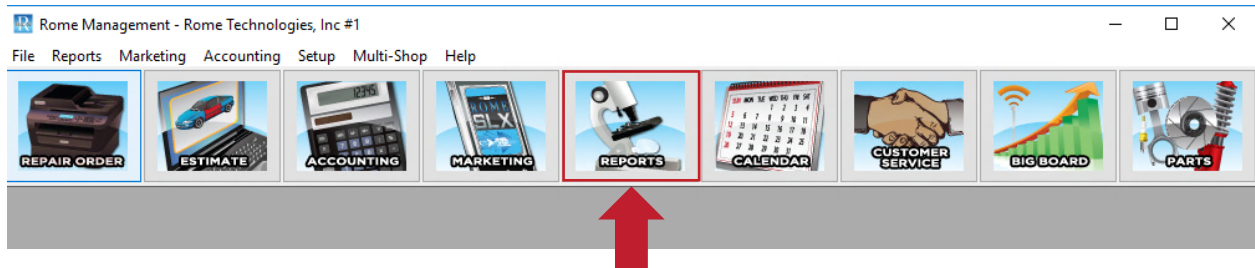
Export to CSV File

Include ERA RO Number

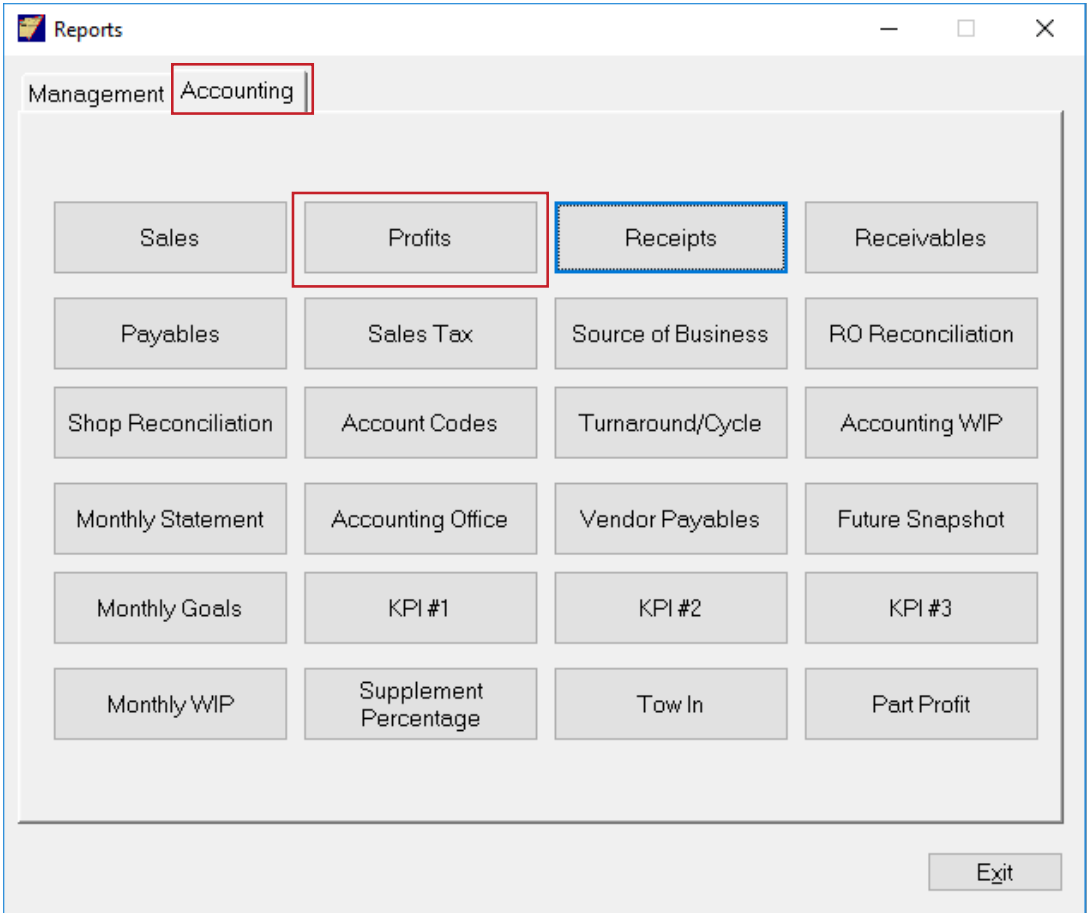
Report Defaults **OK** Cancel

ROME SALES JOURNAL FOR THE DAY:

1. Select the Reports tab in the top bar (the microscope).



2. Select the Accounting tab and then click on the Profits button (second on the first row).



3. Click OK

Profit Journal Reports

Report Detail

Detailed Subtotals Totals Summary

Date Selection

Date Created Date Completed Date Delivered
 Date In (Not Dated Out) Date Out

Date Range

Starting Date: 1/20/20 Ending Date: 1/20/20

CSV Export

File Export

Sort 1 | Sort 2

Sort By

Date
 Source of Business
 Writer Writer 1 Writer 2
 Insurance Company
 Fleet Account
 Make

Select By

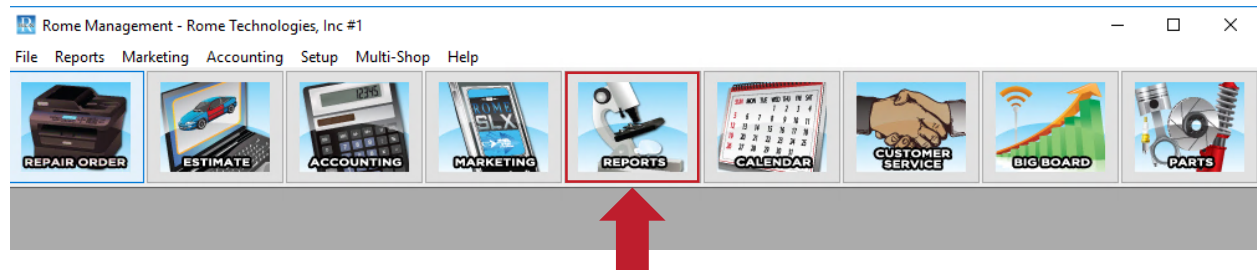
All
 Selected

Print Exclude Report RO's

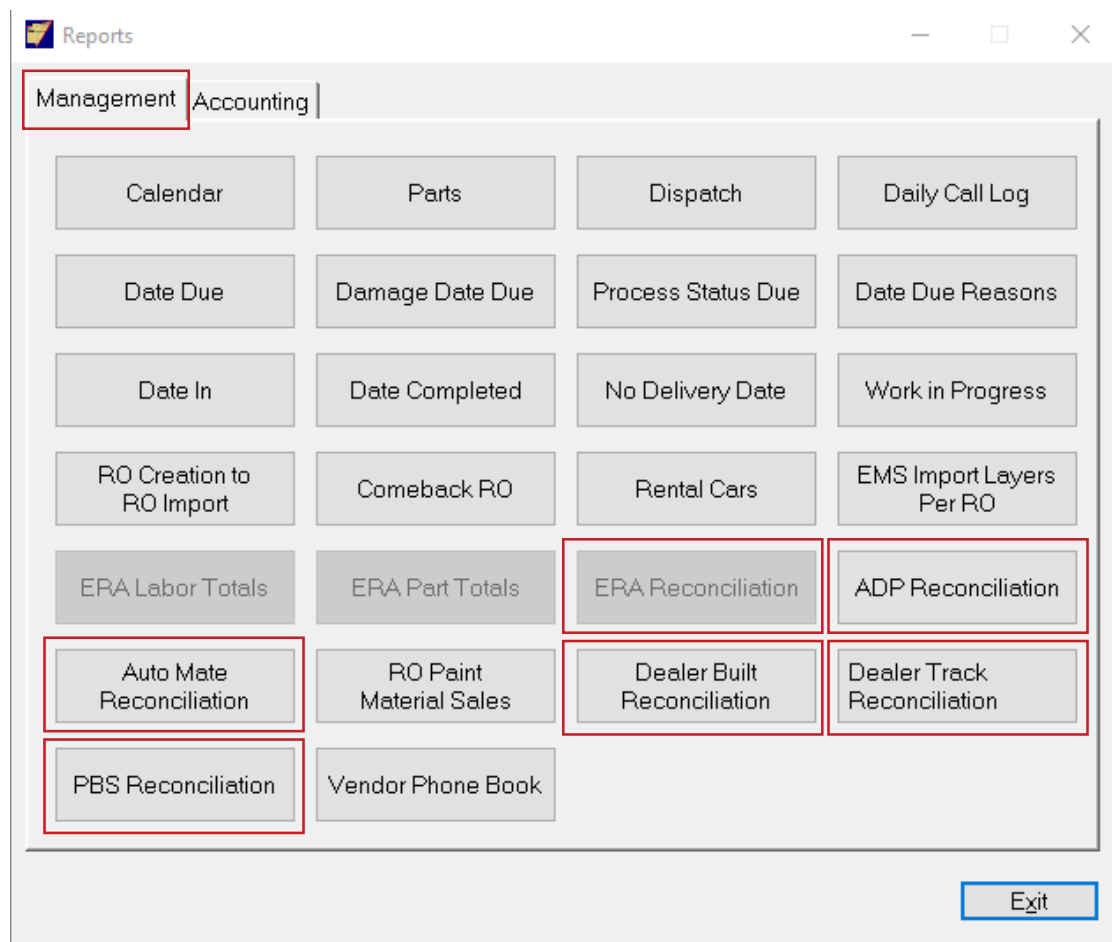
Report Defaults **OK** Cancel

ROME RO/CDK RECONCILIATION FOR THE DAY:

1. Select the Reports tab in the top bar (the microscope).



2. Select the Management Tab then select your accounting software option



3. Click Ok

PBS RO Reciliation

Date Range
Starting Date: ... Ending Date: ...

RO Dates
 Date In
 Date Out

RO Status
 Dated Out
 Customer Converted
 RO Not Exported
 RO Exported

Report Defaults

Auto Mate RO Reciliation

Date Range
Starting Date: ... Ending Date: ...

RO Dates
 Date In
 Date Out

RO Status
 Dated Out
 Customer Converted
 Jobs Not Sent
 RO Jobs Sent

Report Defaults

ERA RO Reciliation

Date Range
Starting Date: ... Ending Date: ...

RO Dates
 Date In
 Date Out

RO Status
 Dated Out
 Open ERA RO
 Not Converted
 Closed ERA RO

ADP RO Reciliation

Date Range
Starting Date: ... Ending Date: ...

RO Dates
 Date In
 Date Out

RO Status
 Dated Out
 Customer Converted
 Not Converted
 RO Converted

Report Defaults

Dealer Track RO Reciliation

Date Range
Starting Date: ... Ending Date: ...

RO Dates
 Date In
 Date Out

RO Status
 Dated Out
 Customer Converted
 Not Converted
 RO Converted

Report Defaults

Dealer Built RO Reciliation

Date Range
Starting Date: ... Ending Date: ...

RO Dates
 Date In
 Date Out

RO Status
 Dated Out
 Customer Converted
 Jobs Not Sent
 RO Jobs Sent

Report Defaults

DAILY REPORTS TO HAND TO ACCOUNTING ON A DAILY BASIS:

DMS RECONCILIATION REPORT

ADP Repair Order Reconciliation								
Starting Date: 7/01/18		Cannon Motors Company Oxford MS					Page: 1	
Ending Date: 7/31/18		8/09/18 2:34PM						
RO	ADP RO	ADP Customer	Date In	Date Out	Customer Name	YR	Model	Amount
0050000.00	C50000	FAR290390	7/09/18	7/26/18	MARTHA FARROW	16	Trax LT FWD	1,781.85
0050001.00	C50001	BLA518843	7/23/18	7/24/18	CHRISTOPHER BLAIR	07	Prius	382.53
0050005.00		1620	7/23/18	7/25/18	CANNON MOTORS	18	Cruze LT w/1SD	2,901.98
0050008.00	C50008	10578	7/11/18	7/24/18	holly williams	16	Impala LT2	1,233.71
0050012.00	C50012	ENTE16	7/23/18	7/25/18	DX55C7FG1 ENTERPRISE	18	Altima SL (Flee	744.90
0050015.00	C50015	RON0212	7/24/18	7/27/18	SSG CLYDE HERRON JR	18	Carry LE Automa	554.67
0050018.00	C50018	ROU313608	7/09/18	7/24/18	RHONDA ROUSSEAU	15	Land Cruiser 4W	2,172.06
0050020.00	C50020	9014830321	7/05/18	7/25/18	GRACE P SANDLIN	17	Tahoe Premier	3,883.23
0050021.00	C50021	HAW3395	7/23/18	7/26/18	JAMIE SHAW	08	Titan SE Crew C	671.20
0050022.00	C50022	11229	6/29/18	7/25/18	PATRICIA NUNLEY	08	Enclave CXL FWD	1,794.09
0050030.00	C50030	11249	7/23/18	7/31/18	MSGT WILLIAM HARDY JR	13	F-150 XLT Super	2,254.62
0050031.00	C50031	6626091862	7/23/18	7/26/18	NATASHA WILLINGHAM	17	Traverse LT2 FW	859.21
0050045.00	C50045	WHI653288	7/25/18	7/20/18	LARRY WHITESIDE	17	Versa Note S FI	624.45
0050047.00	C50047	10779	7/25/18	7/25/18	ELEMENT FLEET	16	Malibu LT1	270.71
					ADP RO Closed		14	20,129.21
0050010.00		UNG0914	7/23/18	7/21/18	SSG WILLIAM void-YOUNG	15	Murano SL FWD	
0050025.00		1087	7/20/18	7/23/18	DX55C7FH6 VOID ENTERPRISE	18	Sentra S w/Cont	
					ADP RO Open		2	0.00
0050011.00			7/16/18	7/22/18	Ann VOID Roberson	17	Tahoe Premier	
0050016.00			6/11/18	7/22/18	ANTONIO VOID CAMPBELL	13	Explorer Limite	
0050036.00			7/23/18	7/23/18	VOID	15	Tacoma TRD Pro	
0050040.00			7/23/18	7/23/18	VOID	00	1.6EL	
0050043.00			7/24/18	7/24/18	Terry Enyeart	14	Verano w/Conven	
0050048.00			7/25/18	7/25/18	TODD VOID HEIGLE	18	Q5 Summer of Au	
0050049.00			7/25/18	7/25/18	Lauren VOID Heigle	00	100S	
0050050.00			7/25/18	7/25/18	DONNA GILLIAM	16	Pathfinder Plat	
					Not Converted		8	0.00
					Grand Totals:		24	20,129.21

PROFIT JOURNAL - IN SUMMARY

Profit Journal - by Date					
Starting Date: 7/01/18		Cannon Motors Company Oxford MS			Page: 1
Ending Date: 7/31/18		8/09/18 2:33PM			
Category	Amount	Cost	Profit	Profit Percent	
BODY LAB	4,829.82	2,121.89	2,707.93	56.07	
PAINT LAB	2,263.60	973.33	1,290.27	57.00	
ENT BL	112.00	57.80	54.20	48.39	
ENT PL	192.00	99.08	92.92	48.40	
INT BODY	650.00	279.51	370.49	57.00	
INT PAINT	785.20	337.64	447.56	57.00	
SUBLET	2,313.71	2,134.20	179.51	7.76	
PAINT MAT'L	2,802.01		2,802.01	100.00	
OEM PARTS	4,530.36	2,753.78	1,776.58	39.21	
AM PARTS	577.30	406.53	170.77	29.58	
HAZ WASTE	26.50		26.50	100.00	
Other					
Subtotal	19,082.50				
TAX	1,046.71				
Total Billed	20,129.21	9,163.76	9,918.74	51.98	
		24 Repair Orders			

RECEIPTS JOURNAL

Receipts Journal										
Starting Date: 7/01/18		Cannon Motors Company Oxford MS					Page: 1			
Ending Date: 7/31/18		8/09/18		2:31PM						
RO	Customer Name	Date	Description	Cash	Check	Charge	Refund	EFT	Other	Total
0050001.00	CHRISTOPHER BLAIR	7/24/18	COPART 2395767 CHECK		382.53			0.00		382.53
0050008.00	holly williams	7/24/18	CASH	500.00				0.00		500.00
0050008.00	holly williams	7/24/18	STATE FARM CHECK		733.71			0.00		733.71
0050018.00	RHONDA ROUSSEAU	7/24/18	DED		200.00			0.00		200.00
0050018.00	RHONDA ROUSSEAU	7/24/18	INSURANCE CHECK		1,500.69			0.00		1,500.69
07/24/18 Subtotals				500.00	2,816.93			0.00		3,316.93
0050020.00	GRACE P SANDLIN	7/25/18	CUSTOMER DEDUCTIBLE		1,000.00			0.00		1,000.00
0050022.00	PATRICIA NUNLEY	7/25/18	CHECK		1,794.09			0.00		1,794.09
0050031.00	NATASHA WILLINGHAM	7/25/18	CHECK #2193 FOR DEDUCTIBLE		250.00			0.00		250.00
0050031.00	NATASHA WILLINGHAM	7/25/18	INSURANCE CHECK#141890904		609.21			0.00		609.21
0050045.00	LARRY WHITESIDE	7/25/18	IAA		625.95			0.00		625.95
0050047.00	ELEMENT FLEET	7/25/18	IAA		270.71			0.00		270.71
07/25/18 Subtotals					4,549.96			0.00		4,549.96
0050000.00	MARTHA FARROW	7/26/18	PAID CHECK#119		1,781.85			0.00		1,781.85
0050005.00	CANNON MOTORS	7/26/18	CHARGED TO STOCK UNIT					0.00	2,901.98	2,901.98
07/26/18 Subtotals					1,781.85			0.00	2,901.98	4,683.83
Grand Totals				500.00	9,148.74	0.00	0.00	0.00	2,901.98	12,550.72

PARTS/OR SUBLET PURCHASE INVOICE

RO: 0002778.00 **RO Vendor Invoice Reconciliation** Page: 1
5/13/20 2:40PM

Rome Technologies, Inc
412 Headquarters Drive, Suite 4
Millersville, MD 21108
410-923-2000 Fax: 410-923-2072

test power 1111 street Home: Work: Est.: Received: 5/11/20 Del. Date: Date Paid:	Date of Loss: Year: 04 Make: AUDI Model: TT QUATTRO Type: PC Style: 2D CNVT Engine: 4-1.8L-T Color: License: Mileage: VIN: TRUUT28N741022944	Phone: Fax: Adjuster: Claim #: Policy: Batterment: Deductible: 0.00
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Part Purchase Invoice

Vendor: SEWELL AUDI
PO Number: 0002778.00-001
Date Ordered: 5/13/20
Vendor Invoice: 12345678
Invoice Date: 5/13/20

PARTS, SUBLET, AND MISCELLANEOUS CHARGES							
Date	Description	Part/Account #	#	Est. List	Vnd. List	Est. Cost	Cost
5/13/20	Drille	8N0953451E3FZ	1	220.00	220.00	154.00	154.00
5/13/20	Nameplate clip	8L0807180	4	27.50	27.50	19.25	19.25
5/13/20	A.M.L.T Headlamp Assy	8N0941000B0	1	386.76	386.76	270.73	270.73
5/13/20	Radiator support	8N0905594D	1	340.00	340.00	238.00	238.00
5/13/20	Mood	8N0823029A	1	850.00	850.00	595.00	595.00
5/13/20	A.M.K.T Fender	8N0821109	1	75.00	75.00	52.50	52.50
5/13/20	RT Front Wheel alloy 8 spoke	8N0801025AAZ17	1	400.00	400.00	280.00	280.00
5/13/20	Pumpkin cover w/3 line	8N08071018LGRU	1	1,250.00	1,250.00	875.00	875.00
Invoice Totals:				3,549.26	3,549.26	2,484.48	2,484.48

RO: 0002778.00 **RO Vendor Invoice Reconciliation** Page: 1
5/13/20 2:48PM

Rome Technologies, Inc
412 Headquarters Drive, Suite 4
Millersville, MD 21108
410-923-2000 Fax: 410-923-2072

test power 1111 street Home: Work: Est.: Received: 5/11/20 Del. Date: Date Paid:	Date of Loss: Year: 04 Make: AUDI Model: TT QUATTRO Type: PC Style: 2D CNVT Engine: 4-1.8L-T Color: License: Mileage: VIN: TRUUT28N741022944	Phone: Fax: Adjuster: Claim #: Policy: Batterment: Deductible: 0.00
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Sublet Purchase Invoice

Vendor: ROME AUDI
PO Number: 0002778.00-002
Date Ordered: 5/13/20
Vendor Invoice: 12345
Invoice Date: 5/13/20

PARTS, SUBLET, AND MISCELLANEOUS CHARGES							
Date	Description	Part/Account #	#	Est. List	Vnd. List	Est. Cost	Cost
5/13/20	Alignment	80308	1	0.00	0.00	95.00	95.00
Invoice Totals:						0.00	95.00

ROME