

Help Notes – General Office

Set Posting Dates:

General Ledger

Set up

General Ledger Setup – This will be done automatically for you at the 1st day of every month. It only sets the ending date so it is a good practice to view this to make sure your beginning date is set correctly.

To set a specific user:

General Ledger

Setup

Users

User Setup

Ctrl E to edit and choose a specific user you may want to allow posting for

A previous month. (For F & I deals, change your work date in tools and when posting, select NO to keep it in the month you are closing.)

To Exit Properly from System

Go up to file and exit (this saves all changes you might have made to programs) If it asks you “Do you want to replace the Zup File?” Always answer yes.

Tools:

Use “Tools” to change your work date. Be very careful when you use this – you will only want to change your work date if you are posting items to your GL for end of the month/year. This can be used for cash receipts or typing a check also if you need a specific date for your item. Once your item is posted – remember to go back to “Tools” and change the date back to current.

Vehicle Inventory Reports - Vehicle Management

Reports

Vehicle Cost at Date

Date filter - ..123106 (or current/any date)

This is the Report you would want to use for Month End Reconciliation (or Year End)

The difference between this report and the Vehicle Sales Report is – Vehicle Cost at Date shows everything that is currently on the books (GL) where as the Vehicle Sales Report only shows vehicles that are available for sale.

Meaning if there is a deal on a vehicle and sales marked it Delivered or Approved, it is removed from the list.

Vehicle Sales Report

Vehicle Sales

Reports

Vehicle Sales Report

Filter Posting date (0801..0831)

New – In filter field Yes=New No=Used

Options Tab – check posted box

Floorplan Schedule

Purchases & Payable

Reports

Aged Payables

Vendor Posting Group Floorplan (from drop down arrow – choose New FP or Used FP)

On options tab – choose your aging date and also check if you want detail report, uncheck for summary.

Monthly Sales Tax Report

Sales & Receivables

Reports

Sales Tax Collected

Report to Jurisdiction: NV

Tax Group Filter: Parts

Date Filter: 0101..0131 (Always use a month range)

To Print your sales tax for Cap Cost on Lease Vehicles:

Sales & Receivables

Reports

Deal Sales Tax

Bank Reconciliation

General Ledger

Periodic Activities

Bank Rec

Select Operation in Bank Acc No.

Enter statement date

Enter Balance Last Statement – From your bank statement

Enter ending balance

Click on functions tab

Click on suggest lines – use a starting date of 010104 and then month end date

Make sure to check to include checks

Check off cleared items from the statement.

Once completed you need to delete un-reconciled items
(Be on reconciled column and F7 to filter – this brings up all open items – check ok
Click on the upper left top corner to hi-light all items and hit delete.
Clear the filter by checking on undo filter symbol – ok

Now your statement should be balanced. (Balance at the bottom should equal the statement ending balance)

If further adj need to be made, make sure you post them in the date in which your reconciling. You would then need to go through the previous steps starting at “Click on functions tab”

To print open ledger items from card:

Click on down arrow from open balances
F7 on open – yes – ok
High light entries (click on top left corner)
Ctl C to copy
Minimize
Open excel
Ctl V to paste
Print

To make changes within an account:

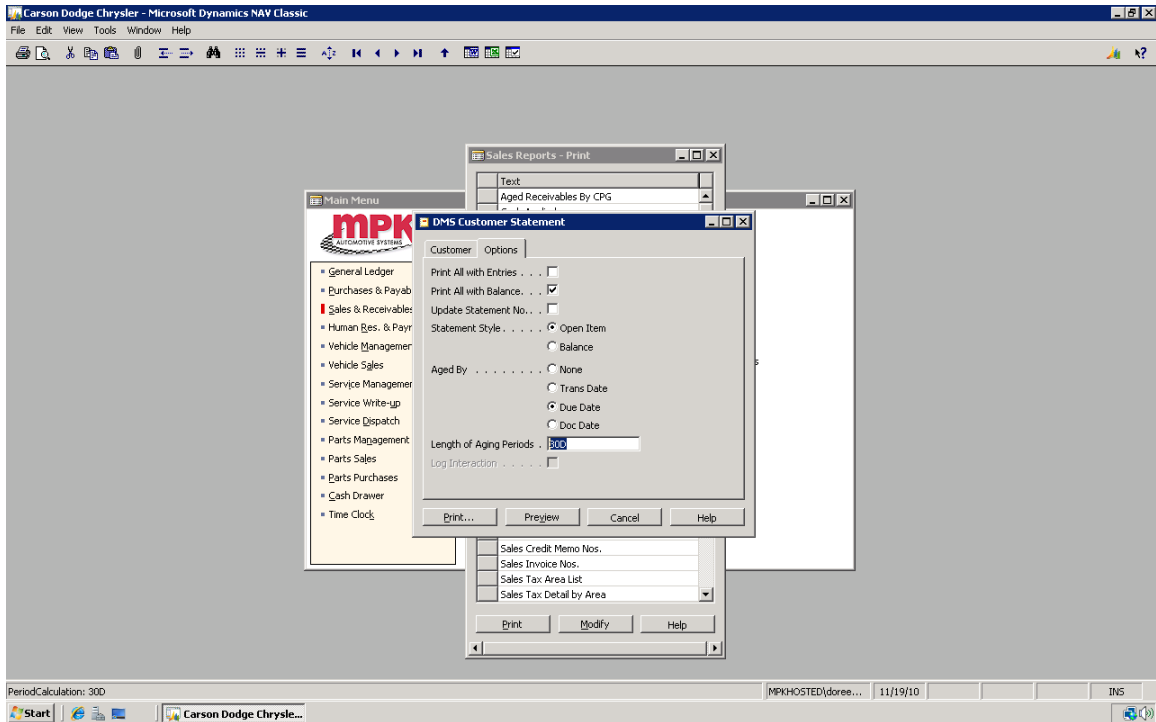
Bring up the customer/vendor card
Click on balance/open entries
Click on application button on bottom of card
Apply entries
Post

If the entries are from different sources - use the cash receipt journal

Print A/R Statements:

Sales & Receivables
Documents
DMS Customer Statement
Date Filter - 0701..0731
Customer Posting Group Filter - Parts

In the Options Tab:



(You can also reprint a statement at any time and if you just want one customer – input their customer # in the NO field)

To add an account number for Parts or Service to use:

- General Ledger
- Set Up
- Sellable GL Account.
- F3 for new line and add acct #

To find if a technician has been paid on a repair order:

- Bring up posted repair orders
- Click on technician
- Ctl F8 (brings up a small box)
- Page down to payroll date – next page shows \$amt paid.

Typing a check to purchase a trade

Stock in vehicle with ACV

If there is an over/under allowance go to the F& I deal and in recap in adjustments under other: o/a-u/a amount with customer #

Purchases & Payables

Payment journal – use vendor # from vehicle receipt and apply entry.

(If you want to add store name on check along with customer – print check, under options check the dealer endorsement.

To Void a Posted Check

General Ledger

Bank Accounts

Drill down on balance

Find check #

Click on check tab at bottom – then click on Ledger entries

Click on check tab – select Void Check

To View a Whole Month of General Ledger:

Chart of Accounts:

Set date filter to 1001..1031. Drilling down on a specific account will show you the whole month activity. The Net Change column is your current month activity.

Doing a Control End – brings you to the end to the page and you can view your Profit/Loss.

Doing a Control Home – brings you to the top of the page.

F3 – Inserts New

F4 – Deletes

F5 – Lists

F6 – Looks up

F8 – Copies previous lines

Ctrl E – Edits

Ctrl C – Copies

Ctrl V – Pastes

To Print your DOC

General Ledger
Reports
Daily Operating Control
In the Options Tab – change date to the date you want
Print

Printing Schedules

Receivable Schedules:

Sales & Receivables
Reports
Choose
Aged Receivables by CPG (CPG stands for Customer Posting Group)
Print
Filter for your Customer Posting Group
In Option Tab – choose date you want for report
Preview or Print

Payable Schedules:

Purchases and Payables
Choose Aged Payables by VPG (VPG stands for Vendor Posting Group)
Print
Filter for your Vendor Posting Group
In Option Tab – choose date you want for report
Preview or Print

Automatic Clean Customer/Vendor Schedules

Sales & Receivables
Cash Receipt Journal
Functions:
Clean CPG or Clean VPG
This will build a journal for you to post to clean entries that have a net zero balance.

Setting Vehicles to Demo Inventory

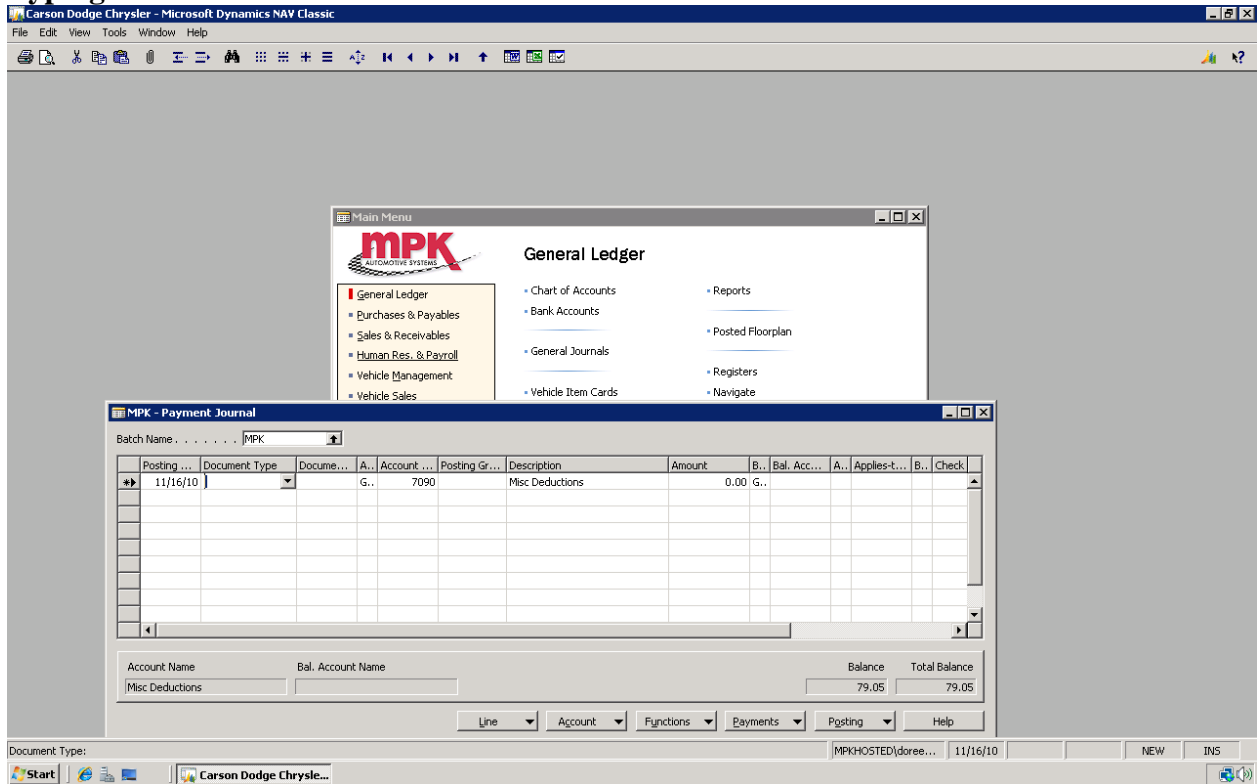
General Ledger
Vehicle Item Card
Functions:

Change IPG – choose Demo and this automatically moves the \$\$ in the GL to the correct posting group for Demo and changes the IPG on the item card. (This only applies to Dealers who have the Demo Inventory Posting Group)

Batch A/P

1. Run Aged Payables reports, "Accounts Payable". Pick the 'aged as of' date, perhaps the 30th, the current day, the last day of the year?
2. Print the copy, and use it to decide which aged AP you want to pay.
3. Go into "Payment Journal". The objective is to bring up all the open invoices due for payment.
4. Select 'Payment', and then 'Suggested Vendor Payment'
5. Look at the options menu, make sure the last payment date is through that point in time you want to cover.
6. Verify correct posting date, on the options menu.
7. Select 'new doc per line' as no
8. Verify bank account
9. Verify pay type as 'computer'
10. Click OK, and it should bring up all the Suggested Vendors to pay.
11. Control 'Home' brings you to the top of the document, which is where you want to start.
12. Compare this list to the AP aging report – notice they are in the same order.
13. Highlight, or select, the ones you do not want to pay in this batch and delete them. Note – this does not delete them from the system, only from this pay batch
14. NOW, you are ready to pay!
15. Shortcut: Control 'F9' will show you a summary of how much you are paying
16. Select 'Payment', then 'Print check'
17. Chose the options, and check to confirm
 - a. Bank account is properly selected
 - b. Last check number is listed
18. Select 'OK'
19. Select the Check Printer
20. This will automatically enter the lines of balance on each entry, and will print the checks.
21. Review the checks to make sure they are OK, no changes, etc.
22. IF anything is wrong with the check, then go to that check number on the line; go to 'Payment' and choose 'Void Check' or 'Void all Checks' if that is the case.
23. Given that everything is OK, then choose 'Posting', and 'Post and Print'.

Typing a check:



Your Document Type is either:

Blank – for demand check to a specific GL Account

Payment – This is for Vendors (AC Payable, Lien Payoffs, etc)

Refund – This is for Customers (Payment of a refund, Lenders, etc)

Document No. is your Check number. If blank – leave blank, the check no. will populate when check is printed.

Account Type:

G – Is for a GL Account

V- Is for Vendor

C- Is for Customer

Account No.:

GL Account No.

Vendor No.

Customer No.

Applies To:

This is to apply payment for a specific invoice or document

Description:

This is who the check is payable to. With Vendor and Customer no. it is automatically populated. If you use a GL Account No. you will need to override the account description and fill in the Payee.

B:

This is always “B” for Bank Account

A:

This is always “O” for Operating Account

Check Comments:

You can enter up to 250 characters in the comment field and up to five lines.

To Set up a Charge Invoice to Outside Co. that is not a repair or part invoice

Sales & Receivables:

Invoice

104 Visintainer Sheep Co - Sales Invoice

General | Invoicing | Shipping | Foreign Trade

No. 104 | Posting Date 02/12/10
Sell-to Customer No. 7203 | Document Date 02/12/10
Sell-to Contact No. | External Document No. 123
Sell-to Customer Name Visintainer Sheep Co | Salesperson Code 1000 |
Sell-to Address 585 Co Rd 112 | Campaign No. |
Sell-to Address 2 | Responsibility Center |
Sell-to City Craig | Status Open
Sell-to State / ZIP Code CO | 81625 |
Sell-to Contact

T. No.	Description	Quantity	Unit Pric...	Tax Gro...	Line Amount...	Amount
A...	07701 Copy paper	1	23.00		23.00	

Invoice | Line | Functions | Posting | Help

Tax Group Code: | MPKHOSTED\doree... | 02/12/10 | NEW | INS

You would enter their customer number in header and your invoice number

Choose A for G/L account type

Enter AC number

In description – describe what they are purchasing

Quantity is 1

Line Amt – Total charge

F9 to verify amount

Post and Print

Cashier Notes:

South Holland Motors - Microsoft Dynamics NAV Classic

File Edit View Tools Window Help

131 - Process Payment

General

No. 131 Cashier DOREEN SKARJUNE

Customer No. Document Date 12/07/09

Customer Name Document Time 4:54:39 PM

Address Deposit Type

Address 2.

City

State / Zip Code.

Selected Debt 0.00

	Receiving Today	Remaining Amount	Original Amount	Invoice No.	Description	Order Type
**		0.00	0.00			

Total Payment 0.00

	Method	Amount	Verification C...	Check/Cust/Acct No.	Customer Name	Description
**	Cash	0.00				

Functions Payments Posting Help

No.: 131 MPKHOSTED\doree... 12/07/09 FILTER

Start South Holland Motors...

Cashier Notes:

Repair orders:

Look up repair order and do a F9 to check the totals (close field – x)
Post and print repair order

Process payment:

In customer number field – input customer number
Double check your balances in “Receiving today” and check on the amount
In the “Method” choose:
Cash
Credit Card
Check
Put in your amount of payment –
Put in your authorization number – (if paying by credit card)
Put in your check # -
Put in your description – (Credit card source/3rd party payment...etc)
Post and print

If processing a deposit:

In customer number field – drill on arrow to look up customer. (If customer is not found, on the bottom is a customer tab-click on that and choose New and create a new customer) Once customer is in the field it will tell you they have no open A/R and choose a deposit type

Choose a deposit type and then go to the “Method” field and choose your choice of payment. Follow the directions above to complete the receipt.

Purchase Invoice – Use to record non-vehicle Invoices

1. F3 to create a blank invoice if an existing one shows up.
2. Enter Vendor # (or drill down on arrow to look-up)
3. Make sure your posting date is correct
4. Enter invoice #
5. Enter A on the “T” column
6. Enter A/C # on No. Column (if multiple accounts – use next line)
7. In description column type in what the invoice is for – don’t use the default description
8. Quantity column enter number
9. Direct U column enter the amount
10. F9 will show your balance
11. Click on posting tab and Post or Post and Print

Vehicle Management-Purchase Order – Use to record items directly related to a vehicle

1. F3 to create a new invoice if a previous invoice shows up
2. Will ask for purchase order type (SO is for stock #)
3. Follow steps 2 through 5 from above
4. Enter stock #
5. Enter description
6. Quantity column enter #
7. Direct U – enter amount
8. F9 will show your balance
9. Click on posting tab and Post or Post and Print

Credit Memo – Use to reverse a posted invoice

1. Enter Vendor #
2. Check posting dates
3. Enter invoice #
4. Click on Functions tab at bottom

5. Choose "Copy Document"
6. Document type – choose Posted Invoice
7. Document No. – enter posted invoice #
8. Click ok (This copies everything from the original invoice and will automatically credit)
9. Post

To Post between Inventory Acct and GL Acct

1. Purchases & Payables
2. Invoices
3. Check date
4. Buy from Vendor – type in Int
5. Put in vendor invoice #
6. Click on "T" and choose A
7. No column – choose AC #
8. Put in stock #
9. Description – type what you're fixing
10. Quantity - either a 1 or -1
11. Direct Unit – enter amount
12. Go to next line
13. Click on "T" and choose A
14. No column – choose account #
15. Description – F8 will copy the line above
16. Quantity – either a 1 or -1
17. Direct Unit – enter amount

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Issuing a Check

Choose Purchases & Payable

Payment Journal

Check your date and make it the date you're typing the check.

In the "**D**" column – choose:

Payment

Refund or

Leave blank if using a GL number.

Document column – leave alone (that is where the check # your using is)

In the "**A**" column – choose:

Vendor

Customer or

G/L account #

If you are refunding a customer – you will use Refund from the “D” column and “Customer” from the “A” column. In the “Account” column you can look up the customer or if you know the customer # enter it here. In the “Applies to” column, you can find the amount that applies. The customer name and amount will populate in the check. Scroll across to the “B” column and enter B. The next column enter “O” for bank account. Check comment is any comments you want entered on the check.

On the bottom tab choose payment – you can preview or proceed to print the check. Once printed – choose the “Posting” tab and post. All your G/L’s and accounts are now updated.

The same directions apply for Payables or payment except you would choose Payment from the “D” column and Vendor from the “A” column.

If you are issuing a demand check for a misc. account (one time use –like purchasing lunch for sales or service,etc...) use:

From the column “D” – leave blank
From the column “A” – choose G/L
Account column – put in your G/L account #
Tab over to Description and type over what is there with who you are issuing the check to. (ABC Lunch Counter)
In Column “B” choose B, Next Column choose “O” and in check comments enter what you are purchasing.

If you must type a refund check to a Customer or a payment to a Vendor for a payment that is not yet entered in the system (Lien payoff or overpayment to customer) you would still follow the steps above except instead of choosing applies to – you need to choose the “Posting Group” ie: for a Customer – vehicle, par-serv, for a Vendor – Trade, lien payoff)

How to set up a new employee

Go to **Human Res. & Payroll** menu option.

Select **Employee** from menu choices

Press **F3** key to get a new card and enter to get the next employee number from the Number Tables.

255 - Employee Card

General | Communication | Administration | Personal | Payroll | Chrysler Info

No. 255 Search Name

Job Title Salespers./Purch. Code

First Name Resource No.

Last Name Last Date Modified

Middle Name / Initial

Suffix.

Initials

Phone No.

Extension.

Employee Payroll Help

Fill in the fields as required. These are highlighted in **yellow** in the following screen images. If a field is highlighted in **blue** this field is used if the new employee is a Service Technician.

Salespers./Purch. Code: lookup to the table to select the matching employee name and number
Resource No.: to the table to select the matching employee name and number

255 - Employee Card

General | Communication | Administration | Personal | Payroll | Chrysler Info

No. 255 Search Name

Job Title Salespers./Purch. Code

First Name Resource No.

Last Name Last Date Modified

Middle Name / Initial

Suffix.

Initials

Phone No.

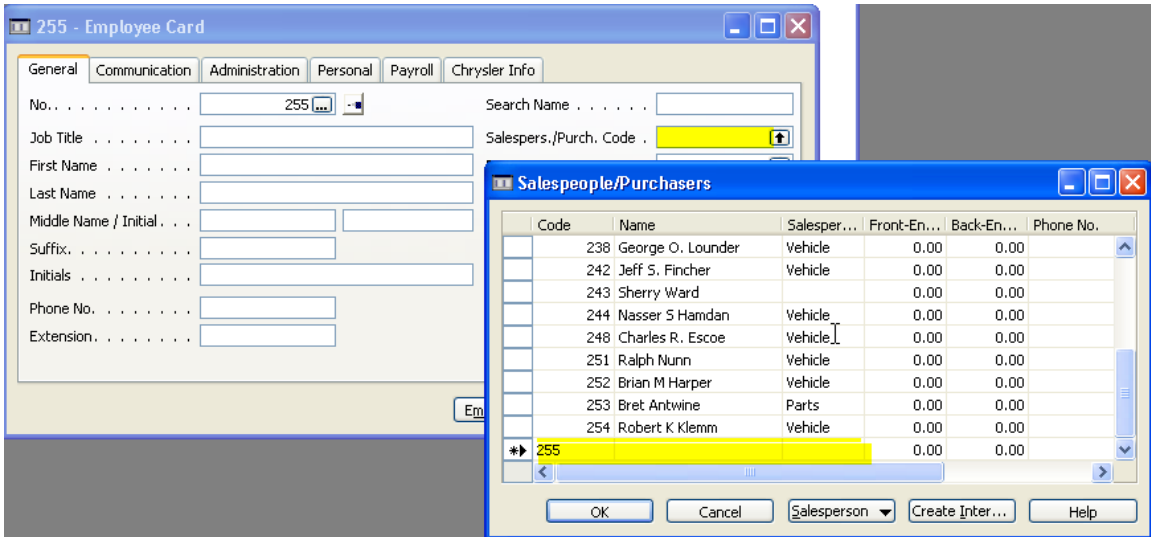
Extension.

Employee Payroll Help

Salesperson / Purchaser:

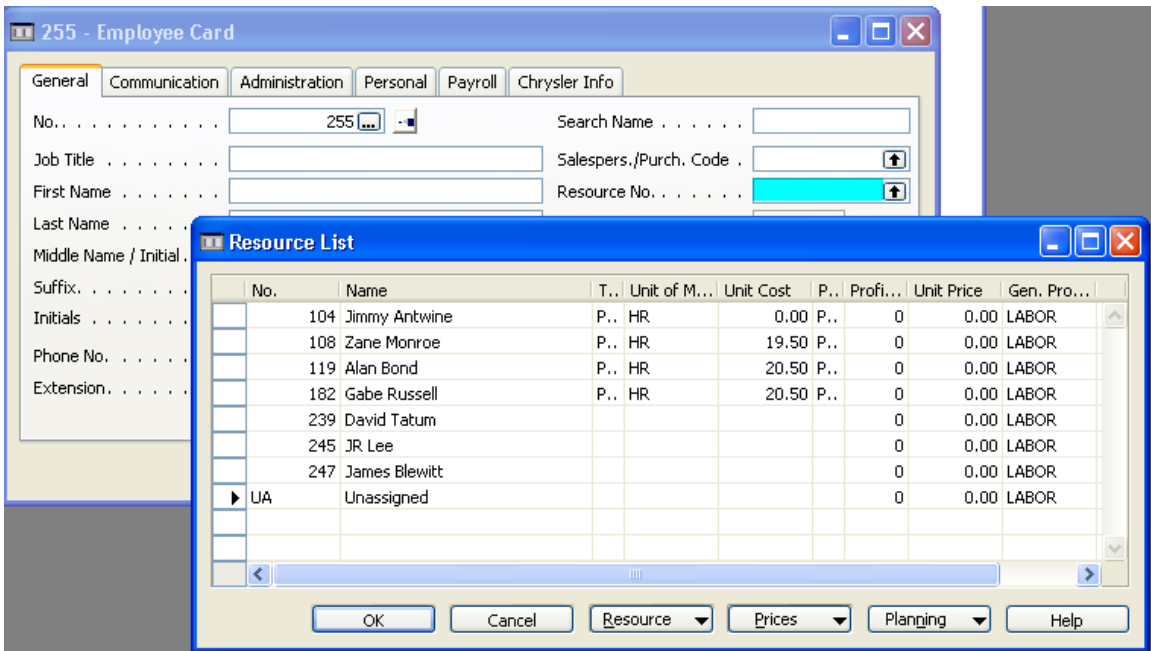
Code: this field must be filled in manually. Use the same number as the Employee Number.

Salesperson: use the lookup arrow to select what department this person is in. If an Clerical or Admin employee leave the field blank



Resource No.:

The up-arrow will take you to the resource list if the employee is listed select their number. If the employee is not listed, go to the Resource Card to add a new record. Use the Shift-F5 key combination to get to this area and F3 to get a blank record.



Adding a new Resource Card:

No.: fill this number in manually. Be sure it matches the Employee Number

The screenshot shows two overlapping SAP windows. The background window is titled "255 - Employee Card" and has tabs for General, Communication, Administration, Personal, Payroll, and Chrysler Info. The "General" tab is active, showing fields for No. (255), Search Name, Job Title, Salespers./Purch. Code, First Name, Resource No., Last Name, Middle Name / Initial, Suffix, Initials, Phone No., and Extension. The foreground window is titled "255 - Resource Card" and has tabs for General, Invoicing, and Personal Data. The "General" tab is active, showing fields for No. (255), Search Name, Name, Resource Group No., Type (Person), Blocked, Unit of Measure Code, and Last Date Modified. A "Resource List" window is also visible between them, showing a list of resource numbers including 104, 108, 119, 182, 239, 245, 247, and UA.

Go to the **Invoicing Tab:**

Direct Unit Cost: the employee's hourly rate plus a markup. You will need to discuss this with your Office Manager or Service Manager

Unit Cost: same as Direct Unit Cost

Gen. Prod. Posting Group: must be set to LABOR

This screenshot shows the "255 - Resource Card" window with the "Invoicing" tab selected. The fields shown are: Direct Unit Cost (0.00), Indirect Cost % (0.00), Unit Cost (0.00), Price/Profit Calculation (Profit=Price-...), Profit % (Profit=Price-Cost), Unit Price (0.00), Tax Group Code, Gen. Prod. Posting Group (LABOR), Tax Prod. Posting Group, and Automatic Ext. Text. The background "255 - Employee Card" window and the "Resource List" window are also visible, showing the same data as in the previous screenshot.

Go back to the Employee Card and continue to the other tabs.

The **Communications Tab** can be skipped if you wish. This tab only contains phone number.

Go to the **Administration Tab**:

The screenshot shows a software window titled "255 - Employee Card" with a blue title bar and standard window controls. The "Administration" tab is selected, showing a form with the following fields:

Employment Date	<input type="text"/>	Union Code	<input type="text"/>
Status	Active <input type="button" value="v"/>	Union Membership No.	<input type="text"/>
Position	<input type="text"/>	Emplymt. Contract Code.	<input type="text"/>
Job Title	<input type="text"/>	Statistics Group Code	<input type="text"/>
Manager No.	<input type="text"/>	Workers Compensatio...	<input type="text"/>
Inactive Date	<input type="text"/>		
Cause of Inactivity Code	<input type="text"/>		
Termination Date	<input type="text"/>		
Grounds for Term. Code	<input type="text"/>		

At the bottom of the form are three buttons: "Employee" (with a dropdown arrow), "Payroll" (with a dropdown arrow), and "Help".

Go to the **Personal Tab**:

The screenshot shows the same "255 - Employee Card" window, but with the "Personal" tab selected. The form contains the following fields:

Address	<input type="text"/>	Birth Date.	<input type="text"/>
Address 2.	<input type="text"/>	Sex.	<input type="text"/>
City	<input type="text"/>	Race	<input type="text"/>
State	<input type="text"/>		
ZIP Code	<input type="text"/>		
Country Code.	<input type="text"/>		
Home Phone No.	<input type="text"/>		

At the bottom of the form are three buttons: "Employee" (with a dropdown arrow), "Payroll" (with a dropdown arrow), and "Help".

Go to the **Payroll Tab**:

Payroll Group No.: select from the list provided

Resource Number: if the employee is a Service Technician the Resource Number (highlighted in blue) must be found in the Resource Table. Click the up arrow to find this employee's resource number. This should be the same as the number found on the General Tab

Default Work State: enter in your state's two letter abbreviation. Example: Georgia is GA. The lookup arrow is also available to select your state

If this employee is to receive a monthly bonus or their payroll is to be split between several chart of accounts numbers then check the boxes, as appropriate, highlighted in purple.

The screenshot shows a software window titled "255 - Employee Card" with a blue title bar and standard Windows window controls. The window contains several tabs: "General", "Communications", "Administration", "Personal", "Payroll", and "Chrysler Info". The "Payroll" tab is currently selected. The main area of the window is divided into two columns of fields. The left column contains: "Payroll Group No." with a dropdown menu showing "SERVICE TECH" (highlighted in yellow) and an up arrow; "Social Security No." with a yellow text box; "Resource No." with a blue text box and an up arrow; "Default Work State" with a yellow text box and an up arrow; "Default Work Locality" with a white text box and an up arrow; and "Default Work Type Code" with a white text box and an up arrow. The right column contains: "Blocked" with a checkbox; "Statutory Employee" with a checkbox; "Retirement Plan" with a checkbox; "Third-Party Sick Pay" with a checkbox; "Household Employee" with a checkbox; "Commission Pay" with a purple checkbox; and "GL Allocation of Pay" with a purple checkbox. At the bottom of the window, there are three buttons: "Employee" with a dropdown arrow, "Payroll" with a dropdown arrow, and "Help".

Employee Tax Information

Go to **Payroll > Tax Information**

The Government Type field is used to determine the amount of Federal or State Income Tax to deduct per pay period based upon the Filing Status Code and Allowances. This information is found on the Employees Federal W-4 and State W-4 forms. This applies to the Codes Federal and State.

Also, this field can be left Blank. We have set this for use with other deductions such as Dental Insurance, Medical Insurance, Health Insurance and SIRA as shown in the example. The Filing Status Code field will have a lookup to a table that you can select the type of coverage the employee has selected. **These entries are required to be entered when you setup a new employee otherwise the payroll journal will not calculate and an error will result.**

The screenshot shows two overlapping windows from a payroll system. The top window, titled '255 - Employee Card', has tabs for 'General', 'Communication', 'Administration', 'Personal', 'Payroll', and 'Chrysler Info'. The 'Payroll' tab is active, showing fields for employee number (255), search name, job title, first and last names, middle name/initial, suffix, initials, phone number, and extension. The bottom window, titled '255 - Employee Tax Info', displays a table with columns: Government Type, State, Locality, Effective Date, Filing Status Code, Allowances, Income Tax Exempt, Extra Withholding, Credits/Other Deps., and Other Status. A mouse cursor points to the 'Government Type' column header. The table contains several rows of data, with the 'State' row highlighted in yellow.

Government Type	State	Locality	Effective Date	Filing Status Code	Allowances	Income Tax Exempt	Extra Withholding	Credits/Other Deps.	Other Status
		Dental Insurance		FAMILY	0	0.00	0		
		Medical Insurance		FAMILY	0	0.00	0		
		SIRA Provider		NA	0	0.00	0		
Federal				MARRIED	2	0.00	0		
State	GA			M ONEWORK	2	0.00			

