COMPUTERIZED AUTOMOTIVE REPAIR ORDER SYSTEM

APPENDIX A
SAMPLE REPORTS

Your Company Name
13957 S Kostner Avenue
Crestwood, IL 60445
Phone (708) 371-6555

Open Monday - Friday 7:00a - 6:30p, Saturday 8:30a - 3:30p, closed Sundays. Complete line of mechanical repair services.

```
------------------------------------------------------------+----------------------------------------
Mr. William Thomas                   Vehicle: 2000 Chevrolet Monte Carlo |     Invoice number 000058
C/O Hi-Price Machine Co.:            Engine: 350                         |            Job# 3
12234  Any Street                    License: HPM 777                    |   Started: 07/30/02  Completed: 07/30/02
Your Town, US 10000                      VIN: 1Z1GF9F421D234121          |    (Tuesday, July 30, 2001,  3:23 pm)
Hm (112) 481-8777  Wk (112) 481-8787  Color: BLACK                       |       Mileage:  28348
------------------------------------------------------------+----------------------------------------
              Description of work                            | Service history        Date     Mileage
------------------------------------------------------------+----------------------------------------
  Check for need of engine tune up              Senior citizen disc.   | Oil & Filter Change   07/30/02   28348
     (Stalls on damp days when engine is cold)                         | Air Filter            07/30/02   28348
  Lube, oil and filter change, 10/30                                   | Tune Up               07/30/02   28348
  Rotate tires                                                         | Fuel Filter           07/30/02   28348
                                                                       | Emission Testing      --/--/--
  OUR INSPECTION OF YOUR VEHICLE SHOWS IT NEEDS THE FOLLOWING:         | Fuel Injector Svc.    --/--/--
  4 shocks - Est. $215                                                 | Alignment             --/--/--
                                                                       | Shocks / Struts       --/--/--
  ***Your right front tire is DANGEROUS and should be REPLACED IMMEDIATELY*** | New Tires       --/--/--
                                                                       | Rotate Tires          07/30/02   28348
  *Unless otherwise specified, all service includes 120 day / 6000 mile warranty | Front Brakes  --/--/--
------------------------------------------------------------| Rear Brakes           --/--/--
  Stock no.      Qty Description        Each     Net    Amount  Tn Sb| Cooling System Flush  --/--/--
------------------------------------------------------------| Thermostat            --/--/--
  Labor           Lube, oil & filter chg  5.00    4.75     4.75  7  1| Belts                 --/--/--
  00-1030       5 Oil (quart)            2.25    2.02    10.10  5  1| Hoses                 --/--/--
  OF-MOF33      1 Oil filter             6.95    6.25     6.25  5  1| New Battery           --/--/--
                                  ===> Subtotal -)    23.26 <===     | Transmission Service  --/--/--
  Labor           Rotate tires           8.00    7.60     7.60  7  1|                       --/--/--
                                  ===> Subtotal B)     7.92 <===     |                       --/--/--
  Labor           Engine tune up 8 cyl  36.95   35.10    35.10  7  1|
  FA-AF52       1 Air filter             7.45    6.70     6.70  5  1+---------------------------------------
  FF-3040       1 Fuel filter            8.19    7.37     7.37  5  1|               Totals
  IR-DR311      1 Ignition rotor         4.03    3.63     3.63  5  1+---------------------------------------
  IS-R46SX      8 Spark plug             2.42    2.18    17.44  5  1|
                                  ===> Subtotal C)    75.94 <===     |
                                                                    | Gasoline           :      0.00
                                                                    | Oil                :     11.25
                                                                    | Labor              :     49.95
                                                                    | Parts              :     45.98
                                                                    | Sublet Labor       :      0.00
                                                                    | Tires              :      0.00
                                                                    | Batteries          :      0.00
  I hereby authorize the repair work herein set forth to be done along with the | Accessories     :      0.00
  necessary material and agree that you are not responsible for loss or damage  | Road Service/Tow :    0.00
  to vehicle or articles left in vehicle in case of fire, theft or any other    | EPA Charges      :     4.20
  cause beyond your control or for any delays caused by unavailability of parts |
  or delays in parts shipments by the supplier or transporter.  I hereby grant  |     Sub Total :    111.38
  you and/or your employees permission to operate the vehicle herein described  |      Discount :     -8.24
  on streets, highways or elsewhere for the purpose of testing and/or           |     Sales Tax :      3.98
  inspection.  An express mechanic's lien is hereby acknowledged on the above   |     -----------------------
  vehicle to secure the amount of repairs thereto.                              |     TOTAL DUE :    107.12
                                                                    |     =====================================
                                                                    | Thanks!  Your Company Name
  SIGNATURE : _____           | Status : Charge # 3500
------------------------------------------------------------+----------------------------------------
  34     Software under license from Precision Data Systems, Inc., Crestwood, IL.  Copr. 1986-2002 by Robert Pollock.
```

COMPUTERIZED AUTOMOTIVE REPAIR ORDER SYSTEM

APPENDIX A
SAMPLE REPORTS

```
                              Your Company Name
                           13957 S Kostner Avenue
                             Crestwood, IL 60445
                             Phone (708) 371-6555
    Open Monday - Friday 7:00a - 6:30p, Saturday 8:30a - 3:30p, closed Sundays.  Complete line of mechanical repair services.
-----------------------------------------------------------------+----------------------------------------------------
Mr. Robert Hawkins Jr.            Vehicle: 1986 Chevrolet Pickup C20  |        Invoice number 000060
5150 Jeff Lane                    Engine: 454                         |                            Job# 7
Your Town, US 10000               License: 23443T                     |     Started: 11/29/01   Completed: 11/29/01
                                  VIN: 1GCGC24W8GJ166061              |    {Thursday, November 29, 2001,  3:34 pm}
Hm (  )   -     Wk (123) 555-1616 Color: BROWN                        |          Mileage: 134526
-----------------------------------------------------------------+----------------------------------------------------
                    Description of work                          | Service history          Date    Mileage
-----------------------------------------------------------------+----------------------------------------------------
  Replace engine                                                 | Oil & Filter Change    --/--/--
                                                                 | Air Filter             --/--/--
                                                                 | Tune Up                --/--/--
                                                                 | Fuel Filter            --/--/--
                                                                 | Emission Testing       --/--/--
                                                                 | Fuel Injector Svc.     --/--/--
                                                                 | Alignment              --/--/--
                                                                 | Shocks / Struts        --/--/--
                                                                 | New Tires              --/--/--
  OUR INSPECTION OF YOUR VEHICLE SHOWS IT NEEDS THE FOLLOWING:    | Rotate Tires           --/--/--
                                                                 | Front Brakes           --/--/--
                                                                 | Rear Brakes            --/--/--
-----------------------------------------------------------------| Cooling System Flush   --/--/--
Stock no.     Qty Description        Each      Price       Tn Sb| Thermostat             --/--/--
-----------------------------------------------------------------| Belts                  --/--/--
Labor             Replace engine               441.15      5  1| Hoses                  --/--/--
GO-19822          1 454 big block   2833.33    2833.33     5  1| New Battery            --/--/--
                                                                 | Transmission Service   --/--/--
                                                                 |                        --/--/--
                                                                 |                        --/--/--
                                                                 |
                                                                 +----------------------------------------
                                                                 |                        Totals
                                                                 +----------------------------------------
                                                                 | Advance deposit   :    -500.00
                                                                 |
                                                                 | Gasoline          :       0.00
                                                                 | Oil               :       0.00
                                                                 | Labor             :     441.15
                                                                 | Parts             :    2833.33
                                                                 | Sublet Labor      :       0.00
                                                                 | Tires             :       0.00
                                                                 | Batteries         :       0.00
  I hereby authorize the repair work herein set forth to be done along with the  | Accessories       :       0.00
  necessary material and agree that you are not responsible for loss or damage    | Road Service/Tow :       0.00
  to vehicle or articles left in vehicle in case of fire, theft or any other      | EPA Charges       :      15.00
  cause beyond your control or for any delays caused by unavailability of parts   | ---------------------------------
  or delays in parts shipments by the supplier or transporter.  I hereby grant    |     Sub Total :    2789.48
  you and/or your employees permission to operate the vehicle herein described    |              :
  on streets, highways or elsewhere for the purpose of testing and/or             |     Sales Tax :     219.58
  inspection.  An express mechanic's lien is hereby acknowledged on the above     | ---------------------------------
  vehicle to secure the amount of repairs thereto.                                |  BALANCE DUE :    3009.06
                                                                 |  ================================
                                                                 | Thanks!  Your Company Name
  SIGNATURE : _____            | Status : Parts Ordered
-----------------------------------------------------------------+----------------------------------------------------
  36      Software under license from Precision Data Systems, Inc., Crestwood, IL.  Copr. 1986-2001 by Robert Pollock.
```

COMPUTERIZED AUTOMOTIVE REPAIR ORDER SYSTEM

APPENDIX A
SAMPLE REPORTS

```
                          Your Company Name
                       13957 S Kostner Avenue
                         Crestwood, IL 60445
                         Phone (708) 371-6555


-------------------------------------------------------------------------
Jamison Company                              Invoice # 000059
Marilyn Adams                                   PO# JJ125432
12234  Any Street                                  Job# 4
Your Town, US 10000                          Completed 07/30/02
-------------------------------------------------------------------------
Stock no.        Qty Description        Each     Price
-------------------------------------------------------------------------
TA-185654RAQUB    2 Goodyear Aquatred   29.64    29.64       59.28
```

```
-------------------------------------------------------------------------
                        Notes & Instructions
-------------------------------------------------------------------------
2 tires


-------------------------------------------------------------------------
Charge # 4100                         Sub Total :      61.80
                                                :
Thanks for your business!             Sales Tax :       4.59
                                      -----------------------
Signature:                            TOTAL DUE :      66.39
-------------------------------------------------------------------------
```

COMPUTERIZED AUTOMOTIVE REPAIR ORDER SYSTEM

APPENDIX A
SAMPLE REPORTS

```
Your Company Name                                          Date : Tuesday, December 4, 2001   9:08:14 a.m.
13957 S Kostner Avenue
Crestwood, IL 60445
-----------------------------------------------------------------------------------------------------------
Job# / Name                 Vehicle               Invoice#        Notes              Amount / Status
   Tn Description of work                                                                      Date Paid
-----------------------------------------------------------------------------------------------------------
  5 A Cash Sale:            Commercial Account     000053  _____         43.74 Paid - Cash
    4                                                                                       11/29/01
-----------------------------------------------------------------------------------------------------------
                                                                          Subtotal:   43.74 Paid - Cash
===========================================================================================================
  4 Jamison Company:        Over The Counter       000059  _____         66.39 Charge # 4100
    7 2 tires\                                                                              11/29/01
-----------------------------------------------------------------------------------------------------------
                                                                          Subtotal:   66.39 Charged
===========================================================================================================
 11 Doran,Mr. Chris         1986 Chevrolet Monte Carlo  000064  _____    24.31 Paid - C.Card
    7                                                                                       11/30/01
-----------------------------------------------------------------------------------------------------------
                                                                          Subtotal:   24.31 Paid - C.Card
===========================================================================================================
  2 Mathius,Ms. Julie       2002 GMC Envoy         000057  _____         54.11 Paid - Check
    1                                                                                       11/29/01
-----------------------------------------------------------------------------------------------------------
  6 Adams,Mr. Jim           1999 Chevrolet Cavalier 000054  _____        141.26 Paid - Check
    5 Install stereo\                                                                       11/30/01
-----------------------------------------------------------------------------------------------------------
                                                                          Subtotal:  195.37 Paid - Check
===========================================================================================================

              Printed totals:     329.81 Paid        0.00 Completed         0.00 Pending

              System totals:      343.99 Paid        20.55 Completed     3,757.02 Pending
```

Page (1) - Status report of paid repair orders marked paid on or before 11/30/2001 printed in status order

```
Your Company Name
13957 S Kostner Avenue                                      Date : Thursday, November 29, 2001
Crestwood, IL 60445
---------------------------------------------------------------------------------------------

Invoice # 000056  Johnson,Mr. William M.    1900  Walnut Place      Homewood, IL    60430
Paid - C.Card     1991 Chrysler Imperial          Mileage:  62,813  Home : (708) 555-6461   Work : (708) 555-1122 X 418
...........................................................................................................
          Gasoline  Oil     Labor    Parts   Sublet                 Road serv EPA charg X-sales t    Total
...........................................................................................................
Retail             8.33   150.23   223.45                                     8.48    17.96    408.45
Cost               4.37             33.51                                              17.96     55.84
...........................................................................................................
Profit             3.96   150.23   189.94                                     8.48     0.00    352.61
---------------------------------------------------------------------------------------------

Invoice # 000057  Mathius,Ms. Julie          422 W Sycamore Drive   Diamond, US    10006
Paid - Check      2002 GMC Envoy                   Mileage:          Home : (123) 555-3061   Work : (123) 555-6555
...........................................................................................................
          Gasoline  Oil     Labor    Parts   Sublet                 Road serv EPA charg X-sales t    Total
...........................................................................................................
Retail                     51.90                                              2.21             54.11
Cost                                                                                            0.00
...........................................................................................................
Profit                     51.90                                              2.21             54.11
---------------------------------------------------------------------------------------------

Invoice # 000058  Thomas,Mr. William        12234  Any Street       Your Town, US   10000
Charge# 3500      2000 Chevrolet Monte Carlo      Mileage:  28,348  Home : (112) 481-8777   Work : (112) 481-8787
                                                                    This repair order was discounted
...........................................................................................................
          Gasoline  Oil     Labor    Parts   Sublet                 Road serv EPA charg X-sales t    Total
...........................................................................................................
Retail            10.10    47.45    41.39                                     4.20     3.98    107.12
Cost               4.85             27.13                                              3.98     35.96
...........................................................................................................
Profit             5.25    47.45    14.26                                     4.20     0.00     71.16
---------------------------------------------------------------------------------------------

Invoice # 000059  Jamison Company:          12234  Any Street       Your Town, US   10000
Charge# 4100      Over The Counter                Mileage:          Home : (   )    -       Work : (112) 555-1414 X 24
...........................................................................................................
          Gasoline  Oil     Labor    Parts   Sublet                 Road serv EPA charg X-sales t    Total
...........................................................................................................
Retail                              59.28                                     2.52     4.59     66.39
Cost                                39.92                                              4.59     44.51
...........................................................................................................
Profit                              19.36                                     2.52     0.00     21.88
---------------------------------------------------------------------------------------------

Invoice # 000053  A Cash Sale:              13957 S Kostner Avenue  Crestwood, IL   60445
Paid - Cash       Commercial Account              Mileage:          Home : (   )    -       Work : (708) 371-6555
...........................................................................................................
          Gasoline  Oil     Labor    Parts   Sublet                 Road serv EPA charg X-sales t    Total
...........................................................................................................
Retail                     38.00     3.00          1.00                       3.29     0.24     45.53
Cost                                               1.00                        1.00     0.24      1.24
...........................................................................................................
Profit                     38.00     3.00          1.00                       2.29     0.00     44.29
---------------------------------------------------------------------------------------------

                        Page ( 1 ) - Abbreviated job costed copies
```

Your Company Name
13957 S Kostner Avenue
Crestwood, IL 60445

Date : Thursday, November 29, 2001

Current

Sales Department	Cash	Charge	C.Card	Check	Total	No Tax	Cost	G.P.%
Oil	0.00	10.10	8.33	0.00	18.43	0.00	9.22	50.0%
Labor	38.00	47.45	150.23	51.90	287.58	51.90	0.00	100.0%
Parts	3.00	100.67	223.45	0.00	327.12	0.00	100.56	69.3%
	1.00	0.00	0.00	0.00	1.00	0.00	0.00	100.0%
EPA charges	3.29	6.72	8.48	2.21	20.70	2.21	1.00	95.2%
X-sales tax	0.24	8.57	17.96	0.00	26.77	0.00	26.77	0.0%
Totals	45.53	173.51	408.45	54.11	681.60	54.11		
Cost	1.24	80.47	55.84	0.00	137.55			
G/P	44.29	93.04	352.61	54.11	544.05			
R/O count	1	2	1	1	5			

1 discounted repair order for a total discount of :   8.24
Net deposits received: -150.00

Average Repair order :
        Retail   136.32
        Cost   27.51
        G/P   108.81   79.8%

Month to date

Sales Department	Cash	Charge	C.Card	Check	Total	No Tax	Cost	G.P.%
Oil	11.25	32.81	8.33	11.25	63.64	0.00	29.59	53.5%
Labor	101.50	589.18	501.23	64.90	1,256.81	351.90	0.00	100.0%
Parts	25,468.24	566.53	484.77	5.95	26,525.49	270.00	383.28	98.6%
	1.00	0.00	0.00	0.00	1.00	0.00	0.00	100.0%
EPA charges	3.29	6.72	8.48	2.21	20.70	2.21	1.00	95.2%
X-sales tax	1,974.76	25.51	38.21	1.33	2,039.81	0.00	2,039.81	0.0%
Totals	27,560.04	1,220.75	1,041.02	85.64	29,907.45	624.11		
Cost	1,982.83	233.66	228.07	9.12	2,453.68			
G/P	25,577.21	987.09	812.95	76.52	27,453.77			
R/O count	8	7	3	2	20			

Average Repair order :
        Retail   1495.37
        Cost   122.68
        G/P   1372.69   91.8%

Page (1) - Transfer recap report 10

COMPUTERIZED AUTOMOTIVE REPAIR ORDER SYSTEM

APPENDIX A
SAMPLE REPORTS

Your Company Name
13957 S Kostner Avenue
Crestwood, IL 60445

Date : Thursday, November 29, 2001

			Year to date					
Sales Department	Cash	Charge	C.Card	Check	Total	No Tax	Cost	G.P.%
Oil	21.38	57.56	18.46	11.25	108.65	0.00	49.00	54.9%
Labor	212.00	1,117.63	961.23	282.65	2,573.51	1,168.65	0.00	100.0%
Parts	25,662.30	975.70	488.47	132.00	27,258.47	571.00	655.41	97.6%
Sublet	0.00	111.68	0.00	0.00	111.68	0.00	44.67	60.0%
	2.00	0.00	0.00	0.00	2.00	0.00	0.00	100.0%
EPA charges	4.79	6.72	8.48	2.21	22.20	2.21	2.00	91.0%
X-sales tax	1,990.60	35.83	39.29	11.10	2,076.82	0.00	2,076.82	
Totals	27,893.07	2,305.12	1,515.93	439.21	32,153.33	1,741.86		
Cost	2,118.68	378.96	235.74	94.52	2,827.90			
G/P	25,774.39	1,926.16	1,280.19	344.69	29,325.43			
R/O count	12	11	5	4	32			

Average Repair order :
      Retail 1004.79
        Cost   88.37
         G/P   916.42   91.2%

Name	Address line 1			Home phone	Inv. #
Vehicle	Address line 2	City	State / Zip	Work phone / Extension	

THE SYSTEM HAS DETECTED NO EDIT(S) OF THE NAME/ADDRESS/VEHICLE FIELDS OF REPAIR ORDERS SINCE THE LAST TRANSFER

COMPUTERIZED AUTOMOTIVE REPAIR ORDER SYSTEM

APPENDIX A
SAMPLE REPORTS

Your Company Name
13957 S Kostner Avenue
Crestwood, IL 60445

Date : Thursday, November 29, 2001

Type	Date	Stock No.	Description	Invoice #	Quantity	Price	Total/Posted?	Descrepancy
Sale	11/08/01	CH-H0061585	Hose, radiator (upper)	000056 1	1	23.50	23.50 Yes	
Sale	11/08/01	CH-4401988	Hose, radiator (lower)	000056 1	1	32.25	32.25 Yes	
Sale	11/08/01	CW-4654392AB	Water pump	000056 1	1	74.50	74.50 Yes	
Sale	11/08/01	OF-5281090	Oil filter	000056 1	1	6.50	6.50 Yes	
Sale	11/08/01	CZ-1/2	Heater hose (ft)	000056 1	3.00	1.40	4.20 Yes	
Sale	11/08/01	CZ-5/8	Heater hose (ft)	000056 1	3.50	1.55	5.43 Yes	
Sale	11/08/01	CO-AF	Anti-freeze	000056 1	1.75	10.89	19.06 Yes	
Sale	11/08/01	CB-15360	Fan belt	000056 1	1	12.92	12.92 Yes	
Sale	11/08/01	CB-15555	Fan belt	000056 1	1	11.98	11.98 Yes	
Sale	11/08/01	CB-17610	Fan belt	000056 1	1	13.87	13.87 Yes	10.00 / Group
Sale	11/08/01	CC-12	Hose clamp	000056 1	4	1.10	4.40 Yes	0.60 / Retail
Sale	11/08/01	CC-28	Hose clamp	000056 1	4	1.25	5.00 Yes	
Sale	11/08/01	01-L		000056 1	2.80	51.87	145.24 Yes	0.08 / Retail
Sale	11/08/01	00-1030	Oil (quart)	000056 1	4.50	1.85	8.32 Yes	1.80 / Retail
Sale	11/08/01	FA-AF52	Air filter	000056 1	1	9.84	9.84 Yes	
Sale	11/08/01	01-LOF	Lube, oil & filter chg	000056 1	1.00	5.00	5.00 Yes	
Sale	11/29/01	01-L		000057 2	1.00	51.90	51.90 Yes	
Sale	11/29/01	01-LOF	Lube, oil & filter chg	000058 3	1.00	5.00	5.00 Yes	
Sale	11/29/01	01-R	Rotate tires	000058 3	1.00	8.00	8.00 Yes	
Sale	11/29/01	01-TU8	Engine tune up 8 cyl	000058 3	1.00	36.95	36.95 Yes	
Sale	11/29/01	IS-R46SX	Spark plug	000058 3	8	2.42	19.36 Yes	4.48 / Group
Sale	11/29/01	IR-DR311	Ignition rotor	000058 3	1	4.03	4.03 Yes	
Sale	11/29/01	FF-3040	Fuel filter	000058 3	1	8.19	8.19 Yes	
Sale	11/29/01	FA-AF52	Air filter	000058 3	1	7.45	7.45 Yes	
Sale	11/29/01	OF-MOF33	Oil filter	000058 3	1	6.95	6.95 Yes	
Sale	11/29/01	00-1030	Oil (quart)	000058 3	5.00	2.25	11.25 Yes	
Sale	11/29/01	TA-185654RAQUB	Goodyear Aquatred	000059 4	2	29.64	59.28 Yes	
Sale	11/29/01	IS-BUICK	Spark plug	000053 5	8	0.00	0.00 Yes	
Sale	11/29/01	IS-TEST	Spark plug	000053 5	1	0.00	0.00 Yes	
Sale	11/29/01	01-MB	Mount & balance tire	000053 5	1.00	8.00	8.00 Yes	
Sale	11/29/01	03-VS	Valve stem	000053 5	1.00	2.00	2.00 Yes	
Sale	11/29/01	03-WW	Wheel weights	000053 5	1.00	1.00	1.00 Yes	1.00 / Retail
Sale	11/29/01	04-TD	Tire disposal	000053 5	1	1.50	1.50 Yes	
Sale	11/29/01	05-TT	Tire tax	000053 5	1	1.00	1.00 Yes	
Sale	11/29/01	01-B	Balance tire	000053 5	0.60	50.00	30.00 Yes	

Type	Date	Stock No.	Description	Recv'd on	For use on	Quantity	Cost	Total/Posted?
Received	11/29/01	IS-R46SX	Spark plug	APC 12234	000058 3	8	1.79	14.32 Yes
Received	11/29/01	IR-DR311	Ignition rotor	APC 12234	000058 3	1	2.14	2.14 Yes
Received	11/29/01	FF-3040	Fuel filter	APC 12234	000058 3	1	4.20	4.20 Yes
Received	11/29/01	FA-AF52	Air filter	APC 12234	000058 3	1	4.35	4.35 Yes
Received	11/29/01	OF-MOF33	Oil filter	APC 12234	000058 3	1	2.12	2.12 Yes
Received	11/29/01	00-1030	Oil (quart)	APC 12234	000058 3	5.00	0.97	4.85 Yes
Received	11/29/01	TA-185654RAQUB	Goodyear Aquatred		000059 4	2	19.96	39.92 Yes

Page (1) - Inventory posting report

COMPUTERIZED AUTOMOTIVE REPAIR ORDER SYSTEM

APPENDIX A
SAMPLE REPORTS

```
Your Company Name
13957 S Kostner Avenue                            Date : Tuesday, July 30, 2002
Crestwood, IL 60445

.........................................................................................
Type    Date   Stock No.    Description      Reference  Quantity    Cost    Total/Posted?
.........................................................................................
```

```
         -------------------------------------------------------
         Posting recap        Posted   Not-Posted      Total
         -------------------------------------------------------
         B) Oil                19.58       0.00         19.58
         C) Labor             290.09       0.00        290.09
         D) Parts             331.71       0.00        331.71
         G)                     1.00       0.00          1.00
         J) EPA charges         1.50       0.00          1.50
            Totals:
                  Sales       643.88       0.00        643.88
               Received        71.90       0.00         71.90
               On-Order         0.00       0.00          0.00
```

Page (2) - Inventory posting report

```
Your Company Name
13957 S Kostner Avenue                    Date : Tuesday, July 30, 2002   9:19:01 a.m.
Crestwood, IL 60445
--------------------------------------------------------------------------------
                                 - Paid out -
Invoice  Date / Shift   Emp    Act#  Category         Paid to/Purpose        Amount
--------------------------------------------------------------------------------
   5429  --/--/-- / -     1    4006  Sublet           Fleet Towing           145.00
  12580  --/--/-- / -     1    4005  Parts            ABC Parts               53.76


          ------------------------------------------------------------------------
                       - Accounts receivable - Received on account -
          Invoice  Date / Shift   Emp    Act# / Account title              Amount
          ------------------------------------------------------------------------
             3421  --/--/-- / -     1    4050 / General Machines             60.00
            19574  --/--/-- / -     1    1370 / All Year Landscaping       1007.76
```

Page (1) - Manager's Assistant invoice entries

Your Company Name
13957 S Kostner Avenue
Crestwood, IL 60445

Date : Tuesday, July 30, 2002

M.T.D. SALES by TAX TABLE "A" - Original Tax Table

	CASH			CHARGE			CREDIT CARD			CHECK		
	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%
Gasoline	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Oil	11.25	4.85	56.9%	44.06	20.37	53.8%	19.58	9.22	52.9%	11.25	4.85	56.9%
Labor	101.50	0.00	100.0%	294.18	0.00	100.0%	506.23	0.00	100.0%	194.65	0.00	100.0%
Parts	18095.36	2.22	100.0%	301.30	183.60	39.1%	490.57	187.71	61.7%	12.19	2.94	75.9%
Sublet Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Tires	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Batteries	1.00	0.00	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Accessories	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
EPA Charges	3.29	1.00	69.6%	7.61	0.00	100.0%	9.42	0.00	100.0%	7.00	0.00	100.0%
Sub total	18212.40	8.07	100.0%	647.15	203.97	68.5%	1025.80	196.93	80.8%	225.09	7.79	96.5%
Sales Tax	1403.33	1403.33	0.0%	26.75	26.75	0.0%	39.53	39.53	0.0%	1.81	1.81	0.0%
Total	19615.73	1411.40	92.8%	673.90	230.72	65.8%	1065.33	236.46	77.8%	226.90	9.60	95.8%
Repair order count	7			7			4			3		
Average R/O	2802.25	201.63	92.8%	96.27	32.96	65.8%	266.33	59.12	77.8%	75.63	3.20	95.8%

M.T.D. TOTALS for SALES by TAX TABLE "A" :

TOTAL FOR ALL FORMS OF PAYMENT

	Retail	Cost	G.P.$	G.P.%
Gasoline	0.00	0.00	0.00	0.0%
Oil	86.14	39.29	46.85	54.4%
Labor	1096.56	0.00	1096.56	100.0%
Parts	18899.42	376.47	18522.95	98.0%
Sublet Labor	0.00	0.00	0.00	0.0%
Tires	0.00	0.00	0.00	0.0%
Batteries	1.00	0.00	1.00	100.0%
Accessories	0.00	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.00	0.0%
EPA Charges	27.32	1.00	26.32	96.3%
Sub total	20110.44	416.76	19693.68	97.9%
Sales Tax	1471.42	1471.42	0.00	0.0%
Total	21581.86	1888.18	19693.68	91.3%
Repair order count		21		
Average R/O	1027.71	89.91	937.79	91.3%

Page (1) - Transfer Recap totals by tax table

COMPUTERIZED AUTOMOTIVE REPAIR ORDER SYSTEM

APPENDIX A
SAMPLE REPORTS

Your Company Name
13957 S Kostner Avenue
Crestwood, IL 60445

Date : Tuesday, July 30, 2002

M.T.D. SALES by TAX TABLE "B" - Tax Table "B"

	CASH			CHARGE			CREDIT CARD			CHECK		
	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%
Gasoline	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Oil	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Parts	7372.88	0.00	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Sublet Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Tires	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Batteries	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Accessories	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
EPA Charges	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Sub total	7372.88	0.00	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Sales Tax	571.43	571.43	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Total	7944.31	571.43	92.8%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Repair order count	1			0			0			0		
Average R/O	7944.31	571.43	92.8%			0.0%			0.0%			0.0%

M.T.D. TOTALS for SALES by TAX TABLE "B" :

TOTAL FOR ALL FORMS OF PAYMENT

	Retail	Cost	G.P.$	G.P.%
Gasoline	0.00	0.00	0.00	0.0%
Oil	0.00	0.00	0.00	0.0%
Labor	0.00	0.00	0.00	0.0%
Parts	7372.88	0.00	7372.88	100.0%
Sublet Labor	0.00	0.00	0.00	0.0%
Tires	0.00	0.00	0.00	0.0%
Batteries	0.00	0.00	0.00	0.0%
Accessories	0.00	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.00	0.0%
EPA Charges	0.00	0.00	0.00	0.0%
Sub total	7372.88	0.00	7372.88	100.0%
Sales Tax	571.43	571.43	0.00	0.0%
Total	7944.31	571.43	7372.88	92.8%
Repair order count		1		
Average R/O	7944.31	571.43	7372.88	92.8%

Page (2) - Transfer Recap totals by tax table

COMPUTERIZED AUTOMOTIVE REPAIR ORDER SYSTEM

APPENDIX A
SAMPLE REPORTS

Your Company Name
13957 S Kostner Avenue
Crestwood, IL 60445

Date : Tuesday, December 4, 2001

M.T.D. SALES by TAX TABLE "J" - Non-Taxable

	CASH			CHARGE			CREDIT CARD			CHECK		
	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%
Gasoline	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Oil	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Labor	0.00	0.00	0.0%	312.60	0.00	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Parts	0.00	0.00	0.0%	271.00	11.97	95.6%	0.00	0.00	0.0%	0.00	0.00	0.0%
Sublet Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Tires	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Batteries	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Accessories	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
EPA Charges	0.00	0.00	0.0%	0.58	0.00	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Sub total	0.00	0.00	0.0%	584.18	11.97	98.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Sales Tax	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Total	0.00	0.00	0.0%	584.18	11.97	98.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Repair order count	0			2			0			0		
Average R/O			0.0%	292.09	5.99	98.0%			0.0%			0.0%

M.T.D. TOTALS for SALES by TAX TABLE "J" :

TOTAL FOR ALL FORMS OF PAYMENT

	Retail	Cost	G.P.$	G.P.%
Gasoline	0.00	0.00	0.00	0.0%
Oil	0.00	0.00	0.00	0.0%
Labor	312.60	0.00	312.60	100.0%
Parts	271.00	11.97	259.03	95.6%
Sublet Labor	0.00	0.00	0.00	0.0%
Tires	0.00	0.00	0.00	0.0%
Batteries	0.00	0.00	0.00	0.0%
Accessories	0.00	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.00	0.0%
EPA Charges	0.58	0.00	0.58	100.0%
Sub total	584.18	11.97	572.21	98.0%
Sales Tax	0.00	0.00	0.00	0.0%
Total	584.18	11.97	572.21	98.0%
Repair order count		2		
Average R/O	292.09	5.99	286.11	98.0%

Page (3) - Transfer Recap totals by tax table

COMPUTERIZED AUTOMOTIVE REPAIR ORDER SYSTEM

APPENDIX A
SAMPLE REPORTS

Your Company Name
13957 S Kostner Avenue
Crestwood, IL 60445

Date : Tuesday, December 4, 2001

M.T.D. SALES by TAX TABLE GRAND TOTALS

	CASH			CHARGE			CREDIT CARD			CHECK		
	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%
Gasoline	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Oil	11.25	4.85	56.9%	44.06	20.37	53.8%	19.58	9.22	52.9%	11.25	4.85	56.9%
Labor	101.50	0.00	100.0%	606.78	0.00	100.0%	506.23	0.00	100.0%	194.65	0.00	100.0%
Parts	25468.24	2.22	100.0%	572.30	195.57	65.8%	490.57	187.71	61.7%	12.19	2.94	75.9%
Sublet Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Tires	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Batteries	1.00	0.00	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Accessories	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
EPA Charges	3.29	1.00	69.6%	8.19	0.00	100.0%	9.42	0.00	100.0%	7.00	0.00	100.0%
Sub total	25585.28	8.07	100.0%	1231.33	215.94	82.5%	1025.80	196.93	80.8%	225.09	7.79	96.5%
Sales Tax	1974.76	1974.76	0.0%	26.75	26.75	0.0%	39.53	39.53	0.0%	1.81	1.81	0.0%
Total	27560.04	1982.83	92.8%	1258.08	242.69	80.7%	1065.33	236.46	77.8%	226.90	9.60	95.8%
Repair order count	8			9			4			3		
Average R/O	3445.01	247.85	92.8%	139.79	26.97	80.7%	266.33	59.12	77.8%	75.63	3.20	95.8%

M.T.D. GRAND TOTALS :

TOTAL FOR ALL FORMS OF PAYMENT

	Retail	Cost	G.P.$	G.P.%
Gasoline	0.00	0.00	0.00	0.0%
Oil	86.14	39.29	46.85	54.4%
Labor	1409.16	0.00	1409.16	100.0%
Parts	26543.30	388.44	26154.86	98.5%
Sublet Labor	0.00	0.00	0.00	0.0%
Tires	0.00	0.00	0.00	0.0%
Batteries	1.00	0.00	1.00	100.0%
Accessories	0.00	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.00	0.0%
EPA Charges	27.90	1.00	26.90	96.4%
Sub total	28067.50	428.73	27638.77	98.5%
Sales Tax	2042.85	2042.85	0.00	0.0%
Total	30110.35	2471.58	27638.77	91.8%
Repair order count		24		
Average R/O	1254.60	102.98	1151.62	91.8%

Page (4) - Transfer Recap totals by tax table

COMPUTERIZED AUTOMOTIVE REPAIR ORDER SYSTEM

APPENDIX A
SAMPLE REPORTS

Your Company Name
13957 S Kostner Avenue
Crestwood, IL 60445

Date : Tuesday, December 4, 2001

Y.T.D. SALES by TAX TABLE "A" - Original Tax Table

	CASH			CHARGE			CREDIT CARD			CHECK		
	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%
Gasoline	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Oil	21.38	9.22	56.9%	68.81	31.04	54.9%	29.71	13.59	54.3%	11.25	4.85	56.9%
Labor	212.00	0.00	100.0%	522.63	0.00	100.0%	966.23	0.00	100.0%	412.40	0.00	100.0%
Parts	18289.42	116.86	99.4%	409.47	245.01	40.2%	494.27	189.93	61.6%	138.24	78.57	43.2%
Sublet Labor	0.00	0.00	0.0%	111.68	44.67	60.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Tires	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Batteries	2.00	0.00	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Accessories	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
EPA Charges	4.79	2.00	58.2%	7.61	0.00	100.0%	9.42	0.00	100.0%	7.00	0.00	100.0%
Sub total	18529.59	128.08	99.3%	1120.20	320.72	71.4%	1499.63	203.52	86.4%	568.89	83.42	85.3%
Sales Tax	1419.17	1419.17	0.0%	37.07	37.07	0.0%	40.61	40.61	0.0%	11.58	11.58	0.0%
Total	19948.76	1547.25	92.2%	1157.27	357.79	69.1%	1540.24	244.13	84.1%	580.47	95.00	83.6%
Repair order count	11			10			6			5		
Average R/O	1813.52	140.66	92.2%	115.73	35.78	69.1%	256.71	40.69	84.1%	116.09	19.00	83.6%

Y.T.D. TOTALS for SALES by TAX TABLE "A" :

TOTAL FOR ALL FORMS OF PAYMENT

	Retail	Cost	G.P.$	G.P.%
Gasoline	0.00	0.00	0.00	0.0%
Oil	131.15	58.70	72.45	55.2%
Labor	2113.26	0.00	2113.26	100.0%
Parts	19331.40	630.37	18701.03	96.7%
Sublet Labor	111.68	44.67	67.01	60.0%
Tires	0.00	0.00	0.00	0.0%
Batteries	2.00	0.00	2.00	100.0%
Accessories	0.00	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.00	0.0%
EPA Charges	28.82	2.00	26.82	93.1%
Sub total	21718.31	735.74	20982.57	96.6%
Sales Tax	1508.43	1508.43	0.00	0.0%
Total	23226.74	2244.17	20982.57	90.3%
Repair order count		32		
Average R/O	725.84	70.13	655.71	90.3%

Page (5) - Transfer Recap totals by tax table

COMPUTERIZED AUTOMOTIVE REPAIR ORDER SYSTEM

APPENDIX A
SAMPLE REPORTS

Your Company Name
13957 S Kostner Avenue
Crestwood, IL 60445

Date : Tuesday, December 4, 2001

Y.T.D. SALES by TAX TABLE "B" - Tax Table "B"

	CASH			CHARGE			CREDIT CARD			CHECK		
	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%
Gasoline	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Oil	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Parts	7372.88	0.00	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Sublet Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Tires	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Batteries	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Accessories	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
EPA Charges	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Sub total	7372.88	0.00	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Sales Tax	571.43	571.43	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Total	7944.31	571.43	92.8%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Repair order count	1			0			0			0		
Average R/O	7944.31	571.43	92.8%			0.0%			0.0%			0.0%

Y.T.D. TOTALS for SALES by TAX TABLE "B" :

TOTAL FOR ALL FORMS OF PAYMENT

	Retail	Cost	G.P.$	G.P.%
Gasoline	0.00	0.00	0.00	0.0%
Oil	0.00	0.00	0.00	0.0%
Labor	0.00	0.00	0.00	0.0%
Parts	7372.88	0.00	7372.88	100.0%
Sublet Labor	0.00	0.00	0.00	0.0%
Tires	0.00	0.00	0.00	0.0%
Batteries	0.00	0.00	0.00	0.0%
Accessories	0.00	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.00	0.0%
EPA Charges	0.00	0.00	0.00	0.0%
Sub total	7372.88	0.00	7372.88	100.0%
Sales Tax	571.43	571.43	0.00	0.0%
Total	7944.31	571.43	7372.88	92.8%
Repair order count		1		
Average R/O	7944.31	571.43	7372.88	92.8%

Page (6) - Transfer Recap totals by tax table

Your Company Name
13957 S Kostner Avenue
Crestwood, IL 60445

Date : Tuesday, December 4, 2001

Y.T.D. SALES by TAX TABLE "J" - Non-Taxable

	CASH			CHARGE			CREDIT CARD			CHECK		
	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%
Gasoline	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Oil	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Labor	0.00	0.00	0.0%	612.60	0.00	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Parts	0.00	0.00	0.0%	572.00	30.20	94.7%	0.00	0.00	0.0%	0.00	0.00	0.0%
Sublet Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Tires	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Batteries	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Accessories	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
EPA Charges	0.00	0.00	0.0%	0.58	0.00	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Sub total	0.00	0.00	0.0%	1185.18	30.20	97.5%	0.00	0.00	0.0%	0.00	0.00	0.0%
Sales Tax	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Total	0.00	0.00	0.0%	1185.18	30.20	97.5%	0.00	0.00	0.0%	0.00	0.00	0.0%
Repair order count	0			3			0			0		
Average R/O			0.0%	395.06	10.07	97.5%			0.0%			0.0%

Y.T.D. TOTALS for SALES by TAX TABLE "J" :

TOTAL FOR ALL FORMS OF PAYMENT

	Retail	Cost	G.P.$	G.P.%
Gasoline	0.00	0.00	0.00	0.0%
Oil	0.00	0.00	0.00	0.0%
Labor	612.60	0.00	612.60	100.0%
Parts	572.00	30.20	541.80	94.7%
Sublet Labor	0.00	0.00	0.00	0.0%
Tires	0.00	0.00	0.00	0.0%
Batteries	0.00	0.00	0.00	0.0%
Accessories	0.00	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.00	0.0%
EPA Charges	0.58	0.00	0.58	100.0%
Sub total	1185.18	30.20	1154.98	97.5%
Sales Tax	0.00	0.00	0.00	0.0%
Total	1185.18	30.20	1154.98	97.5%
Repair order count		3		
Average R/O	395.06	10.07	384.99	97.5%

Page (7) - Transfer Recap totals by tax table

COMPUTERIZED AUTOMOTIVE REPAIR ORDER SYSTEM

APPENDIX A
SAMPLE REPORTS

Your Company Name
13957 S Kostner Avenue
Crestwood, IL 60445

Date : Tuesday, December 4, 2001

Y.T.D. SALES by TAX TABLE GRAND TOTALS

	CASH			CHARGE			CREDIT CARD			CHECK		
	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%
Gasoline	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Oil	21.38	9.22	56.9%	68.81	31.04	54.9%	29.71	13.59	54.3%	11.25	4.85	56.9%
Labor	212.00	0.00	100.0%	1135.23	0.00	100.0%	966.23	0.00	100.0%	412.40	0.00	100.0%
Parts	25662.30	116.86	99.5%	981.47	275.21	72.0%	494.27	189.93	61.6%	138.24	78.57	43.2%
Sublet Labor	0.00	0.00	0.0%	111.68	44.67	60.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Tires	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Batteries	2.00	0.00	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Accessories	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
EPA Charges	4.79	2.00	58.2%	8.19	0.00	100.0%	9.42	0.00	100.0%	7.00	0.00	100.0%
Sub total	25902.47	128.08	99.5%	2305.38	350.92	84.8%	1499.63	203.52	86.4%	568.89	83.42	85.3%
Sales Tax	1990.60	1990.60	0.0%	37.07	37.07	0.0%	40.61	40.61	0.0%	11.58	11.58	0.0%
Total	27893.07	2118.68	92.4%	2342.45	387.99	83.4%	1540.24	244.13	84.1%	580.47	95.00	83.6%
Repair order count	12			13			6			5		
Average R/O	2324.42	176.56	92.4%	180.19	29.85	83.4%	256.71	40.69	84.1%	116.09	19.00	83.6%

Y.T.D. GRAND TOTALS :

TOTAL FOR ALL FORMS OF PAYMENT

	Retail	Cost	G.P.$	G.P.%
Gasoline	0.00	0.00	0.00	0.0%
Oil	131.15	58.70	72.45	55.2%
Labor	2725.86	0.00	2725.86	100.0%
Parts	27276.28	660.57	26615.71	97.6%
Sublet Labor	111.68	44.67	67.01	60.0%
Tires	0.00	0.00	0.00	0.0%
Batteries	2.00	0.00	2.00	100.0%
Accessories	0.00	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.00	0.0%
EPA Charges	29.40	2.00	27.40	93.2%
Sub total	30276.37	765.94	29510.43	97.5%
Sales Tax	2079.86	2079.86	0.00	0.0%
Total	32356.23	2845.80	29510.43	91.2%
Repair order count		36		
Average R/O	898.78	79.05	819.73	91.2%

Page (8) - Transfer Recap totals by tax table

COMPUTERIZED AUTOMOTIVE REPAIR ORDER SYSTEM

APPENDIX A
SAMPLE REPORTS

Your Company Name
13957 S Kostner Avenue
Crestwood, IL 60445

Date : Tuesday, December 4, 2001

CURRENT BUSINESS by SOURCE CODE "C" - Customer Referral

	CASH			CHARGE			CREDIT CARD			CHECK		
	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%
Gasoline	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Oil	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	181.65	0.00	100.0%
Parts	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	6.24	0.00	100.0%
Sublet Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Tires	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Batteries	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Accessories	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
EPA Charges	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	7.00	0.00	100.0%
Sub total	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	194.89	0.00	100.0%
Sales Tax	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.48	0.48	0.0%
Total	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	195.37	0.48	99.8%
Repair order count	0			0			0			2		
Average R/O		0.0%			0.0%			0.0%		97.69	0.24	99.8%

CURRENT TOTALS for BUSINESS by SOURCE CODE "C" :

TOTAL FOR ALL FORMS OF PAYMENT

	Retail	Cost	G.P.$	G.P.%
Gasoline	0.00	0.00	0.00	0.0%
Oil	0.00	0.00	0.00	0.0%
Labor	181.65	0.00	181.65	100.0%
Parts	6.24	0.00	6.24	100.0%
Sublet Labor	0.00	0.00	0.00	0.0%
Tires	0.00	0.00	0.00	0.0%
Batteries	0.00	0.00	0.00	0.0%
Accessories	0.00	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.00	0.0%
EPA Charges	7.00	0.00	7.00	100.0%
Sub total	194.89	0.00	194.89	100.0%
Sales Tax	0.48	0.48	0.00	0.0%
Total	195.37	0.48	194.89	99.8%
Repair order count		2		
Average R/O	97.69	0.24	97.44	99.8%

Page (1) - Business by source code

Your Company Name
13957 S Kostner Avenue
Crestwood, IL 60445

Date : Tuesday, December 4, 2001

CURRENT BUSINESS by SOURCE CODE "M" - This Code Is Untitled

	CASH			CHARGE			CREDIT CARD			CHECK		
	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%
Gasoline	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Oil	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	188.50	0.00	100.0%	0.00	0.00	0.0%
Parts	0.00	0.00	0.0%	0.00	0.00	0.0%	60.90	36.54	40.0%	0.00	0.00	0.0%
Sublet Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Tires	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Batteries	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Accessories	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
EPA Charges	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Sub total	0.00	0.00	0.0%	0.00	0.00	0.0%	249.40	36.54	85.3%	0.00	0.00	0.0%
Sales Tax	0.00	0.00	0.0%	0.00	0.00	0.0%	4.72	4.72	0.0%	0.00	0.00	0.0%
Total	0.00	0.00	0.0%	0.00	0.00	0.0%	254.12	41.26	83.8%	0.00	0.00	0.0%
Repair order count	0			0			1			0		
Average R/O			0.0%			0.0%	254.12	41.26	83.8%			0.0%

CURRENT TOTALS for BUSINESS by SOURCE CODE "M" :

TOTAL FOR ALL FORMS OF PAYMENT

	Retail	Cost	G.P.$	G.P.%
Gasoline	0.00	0.00	0.00	0.0%
Oil	0.00	0.00	0.00	0.0%
Labor	188.50	0.00	188.50	100.0%
Parts	60.90	36.54	24.36	40.0%
Sublet Labor	0.00	0.00	0.00	0.0%
Tires	0.00	0.00	0.00	0.0%
Batteries	0.00	0.00	0.00	0.0%
Accessories	0.00	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.00	0.0%
EPA Charges	0.00	0.00	0.00	0.0%
Sub total	249.40	36.54	212.86	85.3%
Sales Tax	4.72	4.72	0.00	0.0%
Total	254.12	41.26	212.86	83.8%
Repair order count		1		
Average R/O	254.12	41.26	212.86	83.8%

Page (2) - Business by source code

COMPUTERIZED AUTOMOTIVE REPAIR ORDER SYSTEM

APPENDIX A
SAMPLE REPORTS

Your Company Name
13957 S Kostner Avenue
Crestwood, IL 60445

Date : Tuesday, December 4, 2001

CURRENT BUSINESS by SOURCE CODE "R" - Repeat Customer

	CASH			CHARGE			CREDIT CARD			CHECK		
	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%
Gasoline	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Oil	0.00	0.00	0.0%	0.00	0.00	0.0%	11.25	4.85	56.9%	0.00	0.00	0.0%
Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	5.00	0.00	100.0%	0.00	0.00	0.0%
Parts	0.00	0.00	0.0%	58.10	39.92	31.3%	5.80	2.22	61.7%	0.00	0.00	0.0%
Sublet Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Tires	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Batteries	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Accessories	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
EPA Charges	0.00	0.00	0.0%	2.47	0.00	100.0%	0.94	0.00	100.0%	0.00	0.00	0.0%
Sub total	0.00	0.00	0.0%	60.57	39.92	34.1%	22.99	7.07	69.2%	0.00	0.00	0.0%
Sales Tax	0.00	0.00	0.0%	4.50	4.50	0.0%	1.32	1.32	0.0%	0.00	0.00	0.0%
Total	0.00	0.00	0.0%	65.07	44.42	31.7%	24.31	8.39	65.5%	0.00	0.00	0.0%
Repair order count	0			1			1			0		
Average R/O			0.0%	65.07	44.42	31.7%	24.31	8.39	65.5%			0.0%

CURRENT TOTALS for BUSINESS by SOURCE CODE "R" :

TOTAL FOR ALL FORMS OF PAYMENT

	Retail	Cost	G.P.$	G.P.%
Gasoline	0.00	0.00	0.00	0.0%
Oil	11.25	4.85	6.40	56.9%
Labor	5.00	0.00	5.00	100.0%
Parts	63.90	42.14	21.76	34.1%
Sublet Labor	0.00	0.00	0.00	0.0%
Tires	0.00	0.00	0.00	0.0%
Batteries	0.00	0.00	0.00	0.0%
Accessories	0.00	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.00	0.0%
EPA Charges	3.41	0.00	3.41	100.0%
Sub total	83.56	46.99	36.57	43.8%
Sales Tax	5.82	5.82	0.00	0.0%
Total	89.38	52.81	36.57	40.9%
Repair order count		2		
Average R/O	44.69	26.41	18.29	40.9%

Page (3) - Business by source code

COMPUTERIZED AUTOMOTIVE REPAIR ORDER SYSTEM

APPENDIX A
SAMPLE REPORTS

Your Company Name
13957 S Kostner Avenue   Date : Tuesday, December 4, 2001
Crestwood, IL 60445

CURRENT BUSINESS by SOURCE CODE GRAND TOTALS

	CASH			CHARGE			CREDIT CARD			CHECK		
	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%
Gasoline	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Oil	0.00	0.00	0.0%	0.00	0.00	0.0%	11.25	4.85	56.9%	0.00	0.00	0.0%
Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	193.50	0.00	100.0%	181.65	0.00	100.0%
Parts	0.00	0.00	0.0%	58.10	39.92	31.3%	66.70	38.76	41.9%	6.24	0.00	100.0%
Sublet Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Tires	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Batteries	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Accessories	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
EPA Charges	0.00	0.00	0.0%	2.47	0.00	100.0%	0.94	0.00	100.0%	7.00	0.00	100.0%
Sub total	0.00	0.00	0.0%	60.57	39.92	34.1%	272.39	43.61	84.0%	194.89	0.00	100.0%
Sales Tax	0.00	0.00	0.0%	4.50	4.50	0.0%	6.04	6.04	0.0%	0.48	0.48	0.0%
Total	0.00	0.00	0.0%	65.07	44.42	31.7%	278.43	49.65	82.2%	195.37	0.48	99.8%
Repair order count	0			1			2			2		
Average R/O			0.0%	65.07	44.42	31.7%	139.22	24.83	82.2%	97.69	0.24	99.8%

CURRENT GRAND TOTALS :

TOTAL FOR ALL FORMS OF PAYMENT

	Retail	Cost	G.P.$	G.P.%
Gasoline	0.00	0.00	0.00	0.0%
Oil	11.25	4.85	6.40	56.9%
Labor	375.15	0.00	375.15	100.0%
Parts	131.04	78.68	52.36	40.0%
Sublet Labor	0.00	0.00	0.00	0.0%
Tires	0.00	0.00	0.00	0.0%
Batteries	0.00	0.00	0.00	0.0%
Accessories	0.00	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.00	0.0%
EPA Charges	10.41	0.00	10.41	100.0%
Sub total	527.85	83.53	444.32	84.2%
Sales Tax	11.02	11.02	0.00	0.0%
Total	538.87	94.55	444.32	82.5%
Repair order count		5		
Average R/O	107.77	18.91	88.86	82.5%

Page (4) - Business by source code

COMPUTERIZED AUTOMOTIVE REPAIR ORDER SYSTEM

APPENDIX A
SAMPLE REPORTS

Your Company Name
13957 S Kostner Avenue
Crestwood, IL 60445

Date : Tuesday, December 4, 2001

CUMULATIVE BUSINESS by SOURCE CODE "C" - Customer Referral

	CASH			CHARGE			CREDIT CARD			CHECK		
	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%
Gasoline	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Oil	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	181.65	0.00	100.0%
Parts	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	6.24	0.00	100.0%
Sublet Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Tires	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Batteries	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Accessories	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
EPA Charges	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	7.00	0.00	100.0%
Sub total	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	194.89	0.00	100.0%
Sales Tax	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.48	0.48	0.0%
Total	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	195.37	0.48	99.8%
Repair order count	0			0			0			2		
Average R/O			0.0%			0.0%			0.0%	97.69	0.24	99.8%

CUMULATIVE TOTALS for BUSINESS by SOURCE CODE "C" :

TOTAL FOR ALL FORMS OF PAYMENT

	Retail	Cost	G.P.$	G.P.%
Gasoline	0.00	0.00	0.00	0.0%
Oil	0.00	0.00	0.00	0.0%
Labor	181.65	0.00	181.65	100.0%
Parts	6.24	0.00	6.24	100.0%
Sublet Labor	0.00	0.00	0.00	0.0%
Tires	0.00	0.00	0.00	0.0%
Batteries	0.00	0.00	0.00	0.0%
Accessories	0.00	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.00	0.0%
EPA Charges	7.00	0.00	7.00	100.0%
Sub total	194.89	0.00	194.89	100.0%
Sales Tax	0.48	0.48	0.00	0.0%
Total	195.37	0.48	194.89	99.8%
Repair order count		2		
Average R/O	97.69	0.24	97.44	99.8%

Page (5) - Business by source code

COMPUTERIZED AUTOMOTIVE REPAIR ORDER SYSTEM

APPENDIX A
SAMPLE REPORTS

Your Company Name
13957 S Kostner Avenue
Crestwood, IL 60445

Date : Tuesday, December 4, 2001

CUMULATIVE BUSINESS by SOURCE CODE "M" - This Code Is Untitled

	CASH			CHARGE			CREDIT CARD			CHECK		
	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%
Gasoline	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Oil	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	188.50	0.00	100.0%	0.00	0.00	0.0%
Parts	0.00	0.00	0.0%	0.00	0.00	0.0%	60.90	36.54	40.0%	0.00	0.00	0.0%
Sublet Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Tires	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Batteries	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Accessories	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
EPA Charges	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Sub total	0.00	0.00	0.0%	0.00	0.00	0.0%	249.40	36.54	85.3%	0.00	0.00	0.0%
Sales Tax	0.00	0.00	0.0%	0.00	0.00	0.0%	4.72	4.72	0.0%	0.00	0.00	0.0%
Total	0.00	0.00	0.0%	0.00	0.00	0.0%	254.12	41.26	83.8%	0.00	0.00	0.0%
Repair order count	0			0			1			0		
Average R/O		0.0%			0.0%		254.12	41.26	83.8%			0.0%

CUMULATIVE TOTALS for BUSINESS by SOURCE CODE "M" :

TOTAL FOR ALL FORMS OF PAYMENT

	Retail	Cost	G.P.$	G.P.%
Gasoline	0.00	0.00	0.00	0.0%
Oil	0.00	0.00	0.00	0.0%
Labor	188.50	0.00	188.50	100.0%
Parts	60.90	36.54	24.36	40.0%
Sublet Labor	0.00	0.00	0.00	0.0%
Tires	0.00	0.00	0.00	0.0%
Batteries	0.00	0.00	0.00	0.0%
Accessories	0.00	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.00	0.0%
EPA Charges	0.00	0.00	0.00	0.0%
Sub total	249.40	36.54	212.86	85.3%
Sales Tax	4.72	4.72	0.00	0.0%
Total	254.12	41.26	212.86	83.8%
Repair order count		1		
Average R/O	254.12	41.26	212.86	83.8%

Page (6) - Business by source code

COMPUTERIZED AUTOMOTIVE REPAIR ORDER SYSTEM

APPENDIX A
SAMPLE REPORTS

Your Company Name
13957 S Kostner Avenue   Date : Tuesday, December 4, 2001
Crestwood, IL 60445

```
............................................................................................................
                               CUMULATIVE BUSINESS by SOURCE CODE "R" - Repeat Customer
............................................................................................................
```

	CASH			CHARGE			CREDIT CARD			CHECK		
	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%
Gasoline	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Oil	0.00	0.00	0.0%	0.00	0.00	0.0%	11.25	4.85	56.9%	0.00	0.00	0.0%
Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	5.00	0.00	100.0%	0.00	0.00	0.0%
Parts	0.00	0.00	0.0%	58.10	39.92	31.3%	5.80	2.22	61.7%	0.00	0.00	0.0%
Sublet Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Tires	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Batteries	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Accessories	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
EPA Charges	0.00	0.00	0.0%	2.47	0.00	100.0%	0.94	0.00	100.0%	0.00	0.00	0.0%
Sub total	0.00	0.00	0.0%	60.57	39.92	34.1%	22.99	7.07	69.2%	0.00	0.00	0.0%
Sales Tax	0.00	0.00	0.0%	4.50	4.50	0.0%	1.32	1.32	0.0%	0.00	0.00	0.0%
Total	0.00	0.00	0.0%	65.07	44.42	31.7%	24.31	8.39	65.5%	0.00	0.00	0.0%
Repair order count	0			1			1			0		
Average R/O			0.0%	65.07	44.42	31.7%	24.31	8.39	65.5%			0.0%

CUMULATIVE TOTALS for BUSINESS by SOURCE CODE "R" :

TOTAL FOR ALL FORMS OF PAYMENT

	Retail	Cost	G.P.$	G.P.%
Gasoline	0.00	0.00	0.00	0.0%
Oil	11.25	4.85	6.40	56.9%
Labor	5.00	0.00	5.00	100.0%
Parts	63.90	42.14	21.76	34.1%
Sublet Labor	0.00	0.00	0.00	0.0%
Tires	0.00	0.00	0.00	0.0%
Batteries	0.00	0.00	0.00	0.0%
Accessories	0.00	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.00	0.0%
EPA Charges	3.41	0.00	3.41	100.0%
Sub total	83.56	46.99	36.57	43.8%
Sales Tax	5.82	5.82	0.00	0.0%
Total	89.38	52.81	36.57	40.9%
Repair order count		2		
Average R/O	44.69	26.41	18.29	40.9%

Page (7) - Business by source code

COMPUTERIZED AUTOMOTIVE REPAIR ORDER SYSTEM

APPENDIX A
SAMPLE REPORTS

Your Company Name
13957 S Kostner Avenue   Date : Tuesday, December 4, 2001
Crestwood, IL 60445

                              CUMULATIVE BUSINESS by SOURCE CODE GRAND TOTALS

	CASH			CHARGE			CREDIT CARD			CHECK		
	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%
Gasoline	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Oil	0.00	0.00	0.0%	0.00	0.00	0.0%	11.25	4.85	56.9%	0.00	0.00	0.0%
Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	193.50	0.00	100.0%	181.65	0.00	100.0%
Parts	0.00	0.00	0.0%	58.10	39.92	31.3%	66.70	38.76	41.9%	6.24	0.00	100.0%
Sublet Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Tires	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Batteries	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Accessories	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
EPA Charges	0.00	0.00	0.0%	2.47	0.00	100.0%	0.94	0.00	100.0%	7.00	0.00	100.0%
Sub total	0.00	0.00	0.0%	60.57	39.92	34.1%	272.39	43.61	84.0%	194.89	0.00	100.0%
Sales Tax	0.00	0.00	0.0%	4.50	4.50	0.0%	6.04	6.04	0.0%	0.48	0.48	0.0%
Total	0.00	0.00	0.0%	65.07	44.42	31.7%	278.43	49.65	82.2%	195.37	0.48	99.8%
Repair order count	0			1			2			2		
Average R/O			0.0%	65.07	44.42	31.7%	139.22	24.83	82.2%	97.69	0.24	99.8%

CUMULATIVE GRAND TOTALS :

TOTAL FOR ALL FORMS OF PAYMENT

	Retail	Cost	G.P.$	G.P.%
Gasoline	0.00	0.00	0.00	0.0%
Oil	11.25	4.85	6.40	56.9%
Labor	375.15	0.00	375.15	100.0%
Parts	131.04	78.68	52.36	40.0%
Sublet Labor	0.00	0.00	0.00	0.0%
Tires	0.00	0.00	0.00	0.0%
Batteries	0.00	0.00	0.00	0.0%
Accessories	0.00	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.00	0.0%
EPA Charges	10.41	0.00	10.41	100.0%
Sub total	527.85	83.53	444.32	84.2%
Sales Tax	11.02	11.02	0.00	0.0%
Total	538.87	94.55	444.32	82.5%
Repair order count		5		
Average R/O	107.77	18.91	88.86	82.5%

Page (8) - Business by source code

COMPUTERIZED AUTOMOTIVE REPAIR ORDER SYSTEM

APPENDIX A
SAMPLE REPORTS

```
Your Company Name
13957 S Kostner Avenue                                    Date : Tuesday, July 30, 2002
Crestwood, IL 60445
--------------------------------------------------------------------------------------------
Work in progress for "11/30/2001"

  Job # 10
Invoice # 000063  Davison,Ms. Nicole          1287  Diamond Circle      Diamond, US   10006
Completed          1999 Pontiac Grand Am               Home : (122) 555-1317  Work :
```

	Gasoline	Oil	Labor	Parts	Sublet La	Tires	Batteries	Accessori	Road Serv	EPA Charg	Sales Tax	Total
Retail				6.25						0.27	0.48	7.00
Cost				2.22							0.48	2.70
Profit				4.03						0.27	0.00	4.30

```
Subtotal for "11/30/2001"
```

	Gasoline	Oil	Labor	Parts	Sublet La	Tires	Batteries	Accessori	Road Serv	EPA Charg	Sales Tax	Total
TOTAL Ret.				6.25						0.27	0.48	7.00
TOTAL Cost				2.22							0.48	2.70
TOTAL G.P.				4.03						0.27	0.00	4.30

```
============================================================================================
Work in progress for "Not completed"

  Job # 1
Invoice # 000068  Youngblood,Mr. Joseph        1550 W 27th Street         Hometown, US   10001
Awaiting Unit      1999 GMC Yukon                    Home : (   )  -     Work :  X PAGER
```

	Gasoline	Oil	Labor	Parts	Sublet La	Tires	Batteries	Accessori	Road Serv	EPA Charg	Sales Tax	Total
Retail												0.00
Cost												0.00
Profit												0.00

```
  Job # 7
Invoice # 000060  Hawkins Jr.,Mr. Robert       5150  Jeff Lane           Your Town, US   10000
Parts Ordered      1986 Chevrolet Pickup C20         Home : (   )  -     Work :
```

	Gasoline	Oil	Labor	Parts	Sublet La	Tires	Batteries	Accessori	Road Serv	EPA Charg	Sales Tax	Total
Retail				2833.33						15.00	219.58	3067.91
Cost				1700.00							219.58	1919.58
Profit				1133.33						15.00	0.00	1148.33

Page (1) - Work In Progress report subtotaled by completion date

COMPUTERIZED AUTOMOTIVE REPAIR ORDER SYSTEM

APPENDIX A
SAMPLE REPORTS

```
Your Company Name
13957 S Kostner Avenue                                   Date : Tuesday, July 30, 2002
Crestwood, IL 60445
------------------------------------------------------------------------------------------------
Work in progress for "Not completed" (continued)

    Job # 8
Invoice # 000061  Acme Products:            1000  East Avenue        Hometown, US   10001
In Shop Now        #1 2002 Chevrolet Avalanche          Home : (  )    -      Work :
.................................................................................................
      Gasoline    Oil    Labor    Parts Sublet La   Tires Batteries Accessori Road Serv EPA Charg Sales Tax    Total
.................................................................................................
Retail                            97.37                                               4.14    7.55   109.06
Cost                              65.73                                                       7.55    73.28
.................................................................................................
Profit                            31.64                                               4.14    0.00    35.78
------------------------------------------------------------------------------------------------
    Job # 9
Invoice # 000070  Klinghoffer,Mr. Charles    988 S Oakwood Drive      Summerville, US   10009
Initialized        1998 Ford Crown Victoria            Home : (113) 555-8777   Work : .
.................................................................................................
      Gasoline    Oil    Labor    Parts Sublet La   Tires Batteries Accessori Road Serv EPA Charg Sales Tax    Total
.................................................................................................
Retail                                                                                                  0.00
Cost                                                                                                    0.00
.................................................................................................
Profit                                                                                                  0.00
------------------------------------------------------------------------------------------------
    Job # 12
Invoice # 000065  Walker,Mr. Jeremy          1802  Birch Lane         Summerville, US   10009
Initialized        1998 Buick LeSabre                  Home : (112) 555-8864   Work :   X PAGER
.................................................................................................
      Gasoline    Oil    Labor    Parts Sublet La   Tires Batteries Accessori Road Serv EPA Charg Sales Tax    Total
.................................................................................................
Retail                                                                    40.00                         40.00
Cost                                                                      17.50                         17.50
.................................................................................................
Profit                                                                    22.50                         22.50
------------------------------------------------------------------------------------------------
    Job # 14
Invoice # 000067  Jones,Ms. Kate             873  Newberry Street      Diamond, US   10006
Initialized        2000 Dodge Interpid                 Home : (112) 555-9631   Work :
.................................................................................................
      Gasoline    Oil    Labor    Parts Sublet La   Tires Batteries Accessori Road Serv EPA Charg Sales Tax    Total
.................................................................................................
Retail                                                                                                  0.00
Cost                                                                                                    0.00
.................................................................................................
Profit                                                                                                  0.00
------------------------------------------------------------------------------------------------
```

Page (2) - Work In Progress report subtotaled by completion date

```
Your Company Name                                          Date : Tuesday, July 30, 2002
13957 S Kostner Avenue
Crestwood, IL 60445
---------------------------------------------------------------------------------------
Work in progress for "Not completed" (continued)

   Job # 15
Invoice # 000071   North Area Parts:            1116 N Main Street      Tower, US   10003
Awaiting Unit      #4 1998 Chevrolet Silverado C3           Home : (   )    -      Work :
..........................................................................................
      Gasoline      Oil    Labor    Parts Sublet La   Tires Batteries Accessori Road Serv EPA Charg Sales Tax      Total
..........................................................................................
Retail                                                                                          0.00
Cost                                                                                            0.00
..........................................................................................
Profit                                                                                          0.00
-------------------------------------------------------------------------------------------
   Job # 16
Invoice # 000072   Cunard,Ms. Margaret          934 N 7th Avenue       Your Town, US   10000
Need Approval      1995 Dodge Avenger                      Home : (123) 555-4444   Work :
..........................................................................................
      Gasoline      Oil    Labor    Parts Sublet La   Tires Batteries Accessori Road Serv EPA Charg Sales Tax      Total
..........................................................................................
Retail                                                                                          0.00
Cost                                                                                            0.00
..........................................................................................
Profit                                                                                          0.00
-------------------------------------------------------------------------------------------
   Job # 17
Invoice # 000073   Diamond Police Department:    6850  Centennial Drive   Diamond, US   10006
Initialized        #10 2000 Ford Crown Victoria            Home : (   )    -      Work :
..........................................................................................
      Gasoline      Oil    Labor    Parts Sublet La   Tires Batteries Accessori Road Serv EPA Charg Sales Tax      Total
..........................................................................................
Retail          10.45             5.35                                         0.67            16.47
Cost             5.35             2.94                                                          8.29
..........................................................................................
Profit           5.10             2.41                                         0.67             8.18
-------------------------------------------------------------------------------------------
Subtotal for "Not completed"

      Gasoline      Oil    Labor    Parts Sublet La   Tires Batteries Accessori Road Serv EPA Charg Sales Tax      Total
..........................................................................................
TOTAL Ret.      10.45          2936.05                                  40.00   19.81   227.13   3233.44
TOTAL Cost       5.35          1768.67                                  17.50           227.13   2018.65
..........................................................................................
TOTAL G.P.       5.10          1167.38                                  22.50   19.81     0.00   1214.79
==========================================================================================
GRAND TOTALS

      Gasoline      Oil    Labor    Parts Sublet La   Tires Batteries Accessori Road Serv EPA Charg Sales Tax      Total
..........................................................................................
TOTAL Ret.      10.45          2942.30                                  40.00   20.08   227.61   3240.44
TOTAL Cost       5.35          1770.89                                  17.50           227.61   2021.35
..........................................................................................
TOTAL G.P.       5.10          1171.41                                  22.50   20.08     0.00   1219.09
==========================================================================================
```

Page (3) - Work In Progress report subtotaled by completion date

```
**HEADING**
*100*
--------------------------------------------------------+------------------------------------
*101*                              Vehicle: *107*        |        Invoice number *112*
*102*                              Engine: *108*         |   *113*                   *114*
*103*                              License: *109*        |   Started: *115*    Completed: *116*
*104*                              VIN: *110*            |   *117*
Hm *105*        Wk *106*           Color: *111*          |        Mileage: *119*
--------------------------------------------------------+------------------------------------
    *300*                                                | Service history        Date    Mileage
--------------------------------------------------------+------------------------------------
    *301*                                                | *401*
    *201*                                                | *402*
                                                         | *403*
                                                         | *404*
                                                         | *405*
                                                         | *406*
                                                         | *407*
                                                         | *408*
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                                                         | *419*
                                                         | *420*
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                                                         +------------------------------------
                                                         |                    Totals
                                                         +------------------------------------
                                                         | *596*            :*500*
                                                         |                  :
                                                         |                  :*501*
                                                         | Oil              :*502*
                                                         | Labor            :*503*
                                                         | Parts            :*504*
                                                         | Sublet           :*505*
                                                         |                  :*506*
                                                         |                  :*507*
                                                         |                  :*508*
                                                         | Road Svc/Tow     :*509*
                                                         | Shop Supplies    :*510*
                                                         |                  ------------------
                                                         |        Sub Total :*512*
                                                         |          *597*   :*513*
                                                         |        Sales Tax :*514*
                                                         |          *593*
                                                         |        *598*     :*516*
                                                         |          *594*
                                                         | Thanks!  *595*
                                                         | Status : *599*
--------------------------------------------------------+------------------------------------
*600*      *601*
           *602*
           *603*
           *604*
```

```
**HEADING**



----------------------------------------------------------------------------
*101*                                              Invoice # *112*
*102*                                                      *113*
*103*                                                        *114*
*104*                                                Completed *116*
----------------------------------------------------------------------------
 *200*
----------------------------------------------------------------------------
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 *230*
 *231*
----------------------------------------------------------------------------
                           Notes & Instructions
----------------------------------------------------------------------------
*301*
*302*
*303*
----------------------------------------------------------------------------
*599*                                          Sub Total : *512*
                                                    *597*  : *513*
Thanks for your business!                      Sales Tax : *514*
                                               ----------------------
Signature:                                     *598*     : *516*
----------------------------------------------------------------------------
```

COMPUTERIZED AUTOMOTIVE REPAIR ORDER SYSTEM

APPENDIX B
DESIGN REPAIR ORDER SAMPLES & CODES

Customer & Vehicle information (Screen Page 1)

Code	Information	Width	Notes & Comments
100	Ad line / File copy	128	Prints Ad line in CARS and File copy in Filedrawer
101	Customer name	30	Always Customer name
102	Address line 1	25	Contains Address2 if Address1 blank
103	Address line 2	39	Contains City,ST,Zip if Address1 blank
104	City, State, Zip	39	Contains 39 blank spaces if Add1 blank
105	Home phone	14	
106	Work phone	22	Includes ext. (if any)
107	Unit	30	
108	Engine	17	
109	License	17	
110	VIN	17	
111	Color	17	
112	Invoice number	6	
113	PO#	16	Prints "PO# " followed by the PO#
114	Job #	8	Prints "Job# " followed by the job number
115	Arrived on (Started) date	8	
116	Completion date	8	
117	Time stamp	31	
118	Mileage in	6	
119	Mileage out	6	
120	Other phone	14	
121	Email address	54	

Parts & Labor (Screen Page 2)

200	Parts heading	82	76 if Parts Ticket - Tn & Sb not printed
201	1st Parts line	82	76 if Parts Ticket - Tn & Sb not printed
	Thru		
231	31st Parts line	82	76 if Parts Ticket - Tn & Sb not printed

Description of Work (Screen Page 3)

300	Description of work heading	82	78 if Parts Ticket
301	1st line of Description of work	78	
	thru		
311	11th line of Description of work	78	

Service history (Screen Page 4)

401	1st Service history category	43	
	thru		
420	20th Service history category	43	

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Totals Box (Shown on screen under Display by department)

500	Advanced deposit amount	11	Prints only if amount not zero
501	Department "A" total amount	11	
502	Department "B" total amount	11	
503	Department "C" total amount	11	
504	Department "D" total amount	11	
505	Department "E"total amount	11	
506	Department "F" total amount	11	
507	Department "G" total amount	11	
508	Department "H" total amount	11	
509	Department "I" total amount	11	
510	Department "J" total amount	11	
511	Not used		Reserved for future use
512	Sub-total of 500 thru 510	11	
513	Discount amount	11	Prints only if amount not zero
514	Sales Tax (Dept "K") total amount	11	
515	Not used		Reserved for future use
516	Total of 512 thru 514	11	
593	** Do not pay. This is not a bill! **	37	If password set **MUST** have 593 or 594. Not required on Parts ticket If no password prints 37 dashes
594	** Do not pay. This is not a bill! **	37	Same as 593 above, except if no password prints 37 equal signs
595	Prints your company name	35	**Required** on all repair orders
596	Title "Advance deposit"	15	Prints only if #500 is not zero
597	Title "Discount"	11	Prints only if #513 is not zero
598	Prints "Credit memo" or "Balance Due" or "Total Due"	11	Whichever is appropriate
599	Repair order status	35	

Other information

600	Prints sequence #	8	**Required** except on Parts ticket
601	Precision copyright	108	**Required** except on Parts ticket
602	Mitchell copyright	121	**Required** if your system has Mitchell
603	Mitchell copyright	121	**Required** if your system has Mitchell
604	Mitchell copyright	121	**Required** if your system has Mitchell

COMPUTERIZED AUTOMOTIVE REPAIR ORDER SYSTEM

APPENDIX C
CHECKLISTS

<u>WINDOWS SYSTEM</u>

CHECKLIST FOR TRANSFER & SHIFT CHECKOUT
FOR A REPAIR SHOP - WITHOUT GASOLINE

☐ At the C.A.R.S. Main Menu. From there, go to Utilities - Reports to print a Status report for Paid repair orders, in Status order, Complete copy. The system will ask: "Print Repair orders marked paid on or before: MM/DD/YYYY". The system will supply the current date, if you are doing the bookkeeping for a different date, enter that date. Go over the report to make sure all paid repair orders have been marked with the appropriate type of payment and date.

If there are any repair orders that are on the report that should not be or repair orders that should be on the report that are not, go to Repair Orders pending, Search for the repair order then change the status ([SHIFT]-S) on the repair order to show the appropriate type of status. If the date is incorrect, change the status and correct the "Paid on" date.

☐ Exit X from the Precision Data Systems' program to the Windows Desktop. Do a backup by clicking on the **"HdBackup"** icon. Answer Yes to continue. When the backup is complete, click on the **"PDS Menu"** icon to return to the system. At the Precision Main Menu, press C to return to C.A.R.S..

☐ Return to C.A.R.S. and press [SHIFT]-T to Transfer Paid Repair Orders. Then press P to transfer Paid repair orders.) The system will now ask: "Transfer paid repair orders marked paid on or before : MM/DD/YYYY". The system will supply the current date, if you are doing the bookkeeping for a different date, enter that date. Answer Yes to the question "Do you have a current HDBACKUP?". When the computer has finished the Transfer you will be in Shift checkout.

☐ Enter the shift date (use 8 digits 00/00/0000), press [ENTER]. Enter your employee number and press [ENTER]. Answer Y to "Are all entries correct (Y/N)".

☐ Enter your Bank Deposit (cash and checks on the first line and bank credit cards on the second line). Enter the Cash on hand and press [ENTER]. Press Y to "Are all entries correct (Y/N).

☐ If you have any Paid out's or Received on accounts to enter, press I to go to the invoice menu. Next enter any Paid out by cash. Next enter any Received on accounts you have for this shift. (Enter only the Paid outs and Received on accounts you did not pre-enter into C.A.R.S.) After you have entered these, press X to Exit Invoices.

☐ Press S to look at Sales summary. Check to make sure you balance. If your shift has balanced, press the X to close the shift. Type in CLOSE, answer YES to "Is this the closing shift?". (If you have more than one shift a day answer NO, until you are processing the final shift for the day.) Answer Yes if you would like to print the Business Analysis report or No if you do not want to print the Business Analysis report .

☐ After closing the shift, exit X from the Precision Data Systems' program to the Windows Desktop. Do a backup by clicking on the **"HdBackup"** icon. Answer Yes to continue. When the backup is complete, click on the **"PDS Menu"** icon to return to the system.

APPENDIX C
CHECK LISTS

❏ Return to ⓜanager's Assistant™. Press [SHIFT]-ⓟ to select Post invoices. Answer ⓨes or ⓝo to the reports. Exit ⓔ Manager's Assistant™.

❏ Go to The ⓢervice Manager™. Press [SHIFT]-ⓢ to select Process repair orders. Exit ⓔ Service Manager™.

❏ At THE END OF THE DAY, go to ⓕiledrawer ⓤtilities and ⓑackup. When you have completed the Filedrawer backup, exit ⓔ from the Precision Data Systems' program to the Windows Desktop and do a backup (floppy disk backup) by clicking on the **"Backup 1"** icon. The **Backup 1 MUST** be done at the **END OF EACH DAY**, whether or not you have done bookkeeping on this day.

❏ At least once a week, go to The ⓢervice Manager™ and print your Thank you and Reminder letters. At The Service Manager™ Main menu, go to ⓟrint letters. Next, go to ⓟrint automatic letters. Answer ⓣ, to the "Printer is fed by :" question. Press [Enter] to use the current date or enter the date you would like on the letters. Print the letters in ⓝame order. Press [Enter] for the "Start printing with" prompt. Answer ⓨes to the question "Are all entries correct ?". Press [Enter] to print the letters. After you have printed the letters and list(s), exit ⓔ to the Precision Main menu.

If you have Tickler letters, at the Precision Main menu, go to ⓣickler letters. Next, go to ⓟrint automatic Tickler letters. Answer ⓣ, to the "Printer is fed by :" question. Press [Enter] to use the current date or enter the date you would like on the letters. Print the letters in ⓝame order. Press [Enter] for the "Start printing with" prompt. Answer ⓨes to the question "Are all entries correct ?". Press [Enter] to print the letters. After you have printed the letters and list(s), exit ⓔ to the Precision Main menu.

COMPUTERIZED AUTOMOTIVE REPAIR ORDER SYSTEM

APPENDIX C
CHECK LISTS

MS-DOS SYSTEM

CHECKLIST FOR TRANSFER & SHIFT CHECKOUT
FOR A REPAIR SHOP - WITHOUT GASOLINE

☐ At the C.A.R.S. Main Menu, go to [U]tilities - [R]eports to print a [S]tatus report for [P]aid repair orders, in [S]tatus order, [C]omplete copy. The system will ask: "Print Repair orders marked paid on or before: MM/DD/YYYY". The system will supply the current date, if you are doing the bookkeeping for a different date, enter that date. Go over the report to make sure all paid repair orders have been marked with the appropriate type of payment and date.

If there are any repair orders that are on the report that should not be or repair orders that should be on the report that are not, go the [R]epair orders pending, [S]earch for the repair order and change the status ([Shift]-[S]) on the repair order to show the appropriate type of status. If the date is incorrect, change the status and correct the "Paid on" date.

☐ Exit [E] from the Precision Data Systems' program to the "C" (C:\PDS>) prompt. Do a backup by typing [H][D][B][A][C][K][U][P] then press [ENTER]. Answer [Y]es to continue. When the backup is complete, type [P][D][S], then press [ENTER] to return to the system.

☐ Return to [C].A.R.S. and press [SHIFT]-[T] to Transfer Paid Repair Orders. Then press [P] to transfer Paid repair orders.) The system will now ask: "Transfer paid repair orders marked paid on or before : MM/DD/YYYY". The system will supply the current date, if you are doing the bookkeeping for a different date, enter that date. Answer [Y]es to the question "Do you have a current HDBACKUP?". When the computer has finished the Transfer you will be in Shift checkout.

☐ Enter the shift date (use 8 digits 00/00/0000), press [ENTER]. Enter your employee number and press [ENTER]. Answer [Y] to "Are all entries correct (Y/N)".

☐ Enter your [B]ank Deposit (cash and checks on the first line and bank credit cards on the second line). Enter the Cash on hand and press [ENTER]. Press [Y] to "Are all entries correct (Y/N).

☐ If you have Paid out's or Received on accounts to enter, press [I] to go to the invoice menu. Next enter any [P]aid out by cash. Next enter any [R]eceived on accounts you have for this shift. (Enter only the Paid outs and Received on accounts you did not pre-enter into C.A.R.S.) After you have entered these, press [E] to Exit Invoices.

☐ Press [S] to look at Sales summary. Check to make sure you balance. If your shift has balanced, press the [C] to close the shift. Type in [C][L][O][S][E], answer [Y][E][S] to "Is this the closing shift?". (If you have more than one shift a day answer [N][O], until you are processing the final shift for the day.) Answer [Y]es if you would like to print the Business Analysis report or [N]o if you do not want to print the Business Analysis report .

❏ After closing the shift, exit ⊡ from the Precision Data Systems' program to the "C" (C:\PDS>) prompt. Do a backup by typing 🄷🄳🄱🄰🄲🄺🅄🄿 then press [ENTER]. Answer 🅈es to continue. When the backup is complete, type 🄿🄳🅂, then press [ENTER] to return to the system.

❏ Return to 🄼anager's Assistant™. Press [SHIFT]-🄿 to select Post invoices. Answer 🅈es or 🄽o to the reports. Exit ⊡ Manager's Assistant™.

❏ Go to The 🅂ervice Manager™. Press [SHIFT]-🅂 to select Process repair orders. Exit ⊡ Service Manager™.

❏ At THE END OF THE DAY, go to 🄵iledrawer 🅄tilities and 🄱ackup. When you have completed the Filedrawer backup, exit ⊡ from the Precision Data Systems' program to the "C" (C:\PDS>) prompt and do a 🄱🄰🄲🄺🅄🄿🄸 (floppy disk backup). The **Backup1 MUST** be done at the **END OF EACH DAY**, whether or not you have done bookkeeping on this day.

❏ At least once a week, go to The 🅂ervice Manager™ and print your Thank you and Reminder letters. At The Service Manager™ Main menu, go to 🄿rint letters. Next, go to 🄿rint automatic letters. Answer 🄸, to the "Printer is fed by :" question. Press [Enter] to use the current date or enter the date you would like on the letters. Print the letters in 🄽ame order. Press [Enter] for the "Start printing with" prompt. Answer 🅈es to the question "Are all entries correct ?". Press [Enter] to print the letters. After you have printed the letters and list(s), exit ⊡ to the Precision Main menu.

If you have Tickler letters, at the Precision Main menu, go to 🅃ickler letters. Next, go to 🄿rint automatic Tickler letters. Answer 🄸, to the "Printer is fed by :" question. Press [Enter] to use the current date or enter the date you would like on the letters. Print the letters in 🄽ame order. Press [Enter] for the "Start printing with" prompt. Answer 🅈es to the question "Are all entries correct ?". Press [Enter] to print the letters. After you have printed the letters and list(s), exit ⊡ to the Precision Main menu.

COMPUTERIZED AUTOMOTIVE REPAIR ORDER SYSTEM

APPENDIX C
CHECK LISTS

WINDOWS SYSTEM

CHECKLIST FOR TRANSFER & SHIFT CHECKOUT
FOR A REPAIR SHOP - WITH GASOLINE

❑ At the C.A.R.S. Main Menu. From there, go to [U]tilities - [R]eports to print a [S]tatus report for [P]aid repair orders, in [S]tatus order, [C]omplete copy. The system will ask: "Print Repair orders marked paid on or before: MM/DD/YYYY". The system will supply the current date, if you are doing the bookkeeping for a different date, enter that date. Go over the report to make sure all paid repair orders have been marked with the appropriate type of payment and date.

If there are any repair orders that are on the report that should not be or repair orders that should be on the report that are not, go to [R]epair Orders pending, [S]earch for the repair order then change the status ([SHIFT]-[S]) on the repair order to show the appropriate type of status. If the date is incorrect, change the status and correct the "Paid on" date.

❑ Exit [·] from the Precision Data Systems' program to the Windows Desktop. Do a backup by clicking on the **"HdBackup"** icon. Answer [Y]es to continue. When the backup is complete, click on the **"PDS Menu"** icon to return to the system. At the Precision Main Menu, press [C] to return to C.A.R.S..

❑ Return to [C].A.R.S. and press [SHIFT]-[T] to Transfer Paid Repair Orders. Then press [P] to transfer Paid repair orders.) The system will now ask: "Transfer paid repair orders marked paid on or before : MM/DD/YYYY". The system will supply the current date, if you are doing the bookkeeping for a different date, enter that date. Answer [Y]es to the question "Do you have a current HdBackup?". When the computer has finished the Transfer you will be in Shift checkout.

❑ Enter the shift date (use 8 digits, 00/00/0000), press [Enter]. Enter your employee number, then press [Enter]. Answer [Y] to "Are all entries correct (Y/N)".

❑ Enter your [B]ank Deposit (cash and checks on the first line, bank credit cards on the second line). Enter the Cash on hand, press [Enter]. Press [Y] to "Are all entries correct? (Y/N)".

❑ If you accept Oil company Credit Cards, press [C] to enter your Oil company Credit Cards (Manual credit cards only.)

❑ Press [G] to enter your Gasoline sales.

❑ If you are using the Key item inventory, press [K] to enter your Key item inventory.

❑ If you have any Paid out's, Received on accounts or Gasoline charge sales to enter, press [I] to go to invoice menu. Next enter any [P]aid out by cash and any [R]eceived on accounts you have for this shift. If you sell gasoline on account enter your [G]asoline charge sales. After you have entered these, press [·] to exit Invoices.

COMPUTERIZED AUTOMOTIVE REPAIR ORDER SYSTEM

APPENDIX C
CHECK LISTS

☐ If you are using the cash Register sales, press Ⓡ to enter your cash Register sales.

☐ Press Ⓢ to look at Sales summary. Check to make sure you balance. If your shift has balanced, press ⊡ to close shift. Type in ⒸⓁⓄⓈⒺ. If you have more than one shift answer ⓃⓄ to "Is this the closing shift for the day ?". If this is the last shift of the day, answer ⓎⒺⓈ to "Is this the closing shift for the day ?". Answer Ⓨes if you would like to print the Business Analysis report or Ⓝo if you do not want to print the Business Analysis report .

☐ After closing the shift, exit ⊡ from the Precision Data Systems' program to the Windows Desktop. Do a backup by clicking on the **"HdBackup"** icon. Answer Ⓨes to continue. When the backup is complete, click on the **"PDS Menu"** icon to return to the system.

☐ Return to Ⓜanager's Assistant™. Press [SHIFT]-Ⓟ to select Post invoices. Exit ⊡ Manager's Assistant™.

☐ Go to The Ⓢervice Manager™. Press [SHIFT]-Ⓢ to select Process repair orders. Exit ⊡ Service Manager™.

☐ At THE END OF THE DAY, go to Ⓕiledrawer Ⓤtilities and Ⓑackup. When you have completed the Filedrawer backup, exit ⊡ from the Precision Data Systems' program to the Windows Desktop and do a backup (floppy disk backup) by clicking on the **"Backup1"** icon. The **Backup1 MUST** be done at the **END OF EACH DAY**, whether or not you have done bookkeeping on this day.

☐ At least once a week, go to The Ⓢervice Manager™ and print your Thank you and Reminder letters. At The Service Manager™ Main menu, go to Ⓟrint letters. Next, go to Ⓟrint automatic letters. Answer Ⓘ, to the "Printer is fed by :" question. Press [Enter] to use the current date or enter the date you would like on the letters. Print the letters in Ⓝame order. Press [Enter] for the "Start printing with" prompt. Answer Ⓨes to the question "Are all entries correct ?". Press [Enter] to print the letters. After you have printed the letters and list(s), exit ⊡ to the Precision Main menu.

If you have Tickler letters, at the Precision Main menu, go to Ⓣickler letters. Next, go to Ⓟrint automatic Tickler letters. Answer Ⓘ, to the "Printer is fed by :" question. Press [Enter] to use the current date or enter the date you would like on the letters. Print the letters in Ⓝame order. Press [Enter] for the "Start printing with" prompt. Answer Ⓨes to the question "Are all entries correct ?". Press [Enter] to print the letters. After you have printed the letters and list(s), exit ⊡ to the Precision Main menu.

COMPUTERIZED AUTOMOTIVE REPAIR ORDER SYSTEM

APPENDIX C
CHECK LISTS

MS-DOS SYSTEM

CHECKLIST FOR TRANSFER & SHIFT CHECKOUT
FOR A REPAIR SHOP - WITH GASOLINE

☐ At the C.A.R.S. Main Menu, go to ⵁtilities - ⵏeports to print a ⵏtatus report for ⵏaid repair orders, in ⵏtatus order, ⵏomplete copy. The system will ask: "Print Repair orders marked paid on or before: MM/DD/YYYY". The system will supply the current date, if you are doing the bookkeeping for a different date, enter that date. Go over the report to make sure all paid repair orders have been marked with the appropriate type of payment and date.

If there are any repair orders that are on the report that should not be or repair orders that should be on the report that are not, go the ⵏepair orders pending, ⵏearch for the repair order and change the status ([Shift]-ⵏ) on the repair order to show the appropriate type of status. If the date is incorrect, change the status and correct the "Paid on" date.

☐ Exit ⵏ from the Precision Data Systems' program to the "C" (C:\PDS>) prompt. Do a backup by typing ⵏⵏⵏⵏⵏⵏⵏⵏ then press [ENTER]. Answer ⵏes to continue. When the backup is complete, type ⵏⵏⵏ, then press [ENTER] to return to the system.

☐ Return to ⵏ.A.R.S. and press [SHIFT]-ⵏ to Transfer Paid Repair Orders. Then press ⵏ to transfer Paid repair orders.) The system will now ask: "Transfer paid repair orders marked paid on or before : MM/DD/YYYY". The system will supply the current date, if you are doing the bookkeeping for a different date, enter that date. Answer ⵏes to the question "Do you have a current HDBACKUP?". When the computer has finished the Transfer you will be in Shift checkout.

☐ Enter the shift date (use 8 digits, 00/00/0000), press [Enter]. Enter your employee number, then press [Enter]. Answer ⵏ to "Are all entries correct (Y/N)".

☐ Enter your ⵏank Deposit (cash and checks on the first line, bank credit cards on the second line). Enter the Cash on hand, press [Enter]. Press ⵏ to "Are all entries correct? (Y/N)".

☐ If you accept Oil company Credit Cards, press ⵏ to enter your Oil company Credit Cards (Manual credit cards only.)

☐ Press ⵏ to enter your Gasoline sales.

☐ If you are using the Key item inventory, press ⵏ to enter your Key item inventory.

☐ If you have any Paid out's , Received on accounts or Gasoline charge sales, press ⵏ to go to invoice menu. Next enter any ⵏaid out by cash and any ⵏeceived on accounts you have for this shift. If you sell gasoline on account enter your ⵏasoline charge sales. After you have entered these, press ⵏ to exit Invoices.

COMPUTERIZED AUTOMOTIVE REPAIR ORDER SYSTEM

APPENDIX C
CHECK LISTS

❑ If you are using the cash Register sales, press Ⓡ to enter your cash Register sales.

❑ Press Ⓢ to look at Sales summary. Check to make sure you balance. If your shift has balanced, press Ⓒ to close shift. Type in ⒸⓁⓄⓈⒺ. If you have more than one shift answer ⓃⓄ to "Is this the closing shift for the day ?". If this is the last shift of the day, answer ⓎⒺⓈ to "Is this the closing shift for the day ?". Answer Ⓨes if you would like to print the Business Analysis report or Ⓝo if you do not want to print the Business Analysis report .

❑ After closing the shift, exit Ⓔ from the Precision Data Systems' program to the "C" (C:\PDS>) prompt. Do a backup by typing ⒽⒹⒷⒶⒸⓀⓊⓅ then press [Enter]. Answer Ⓨes to continue. When the backup is complete, type ⓅⒹⓈ, then press [Enter] to return to the system.

❑ Return to Ⓜanager's Assistant™. Press [SHIFT]-Ⓟ to select Post invoices. Exit Ⓔ Manager's Assistant™.

❑ Go to The Ⓢervice Manager™. Press [SHIFT]-Ⓢ to select Process repair orders. Exit Ⓔ Service Manager™.

❑ At the END OF THE DAY, go to Ⓕiledrawer Ⓤtilities and Ⓑackup. When you have completed the Filedrawer backup, exit Ⓔ from the Precision Data Systems' program to the "C" (C:\PDS>) prompt and do a ⒷⒶⒸⓀⓊⓅ① (floppy disk backup). The **Backup1 MUST** be done at the **END OF EACH DAY**, whether or not you have done bookkeeping on this day.

❑ At least once a week, go to The Ⓢervice Manager™ and print your Thank you and Reminder letters. At The Service Manager™ Main menu, go to Ⓟrint letters. Next, go to Ⓟrint automatic letters. Answer ①, to the "Printer is fed by :" question. Press [Enter] to use the current date or enter the date you would like on the letters. Print the letters in Ⓝame order. Press [Enter] for the "Start printing with" prompt. Answer Ⓨes to the question "Are all entries correct ?". Press [Enter] to print the letters. After you have printed the letters and list(s), exit Ⓔ to the Precision Main menu.

If you have Tickler letters, at the Precision Main menu, go to Ⓣickler letters. Next, go to Ⓟrint automatic Tickler letters. Answer ①, to the "Printer is fed by :" question. Press [Enter] to use the current date or enter the date you would like on the letters. Print the letters in Ⓝame order. Press [Enter] for the "Start printing with" prompt. Answer Ⓨes to the question "Are all entries correct ?". Press [Enter] to print the letters. After you have printed the letters and list(s), exit Ⓔ to the Precision Main menu.

APPENDIX C
CHECK LISTS

<u>WINDOWS SYSTEM</u>

CHECKLIST FOR TRANSFER FOR A REPAIR SHOP
WITHOUT MANAGER'S ASSISTANT™

❑ At the C.A.R.S. Main Menu, go to Ⓤtilities - Ⓡeports to print a Ⓢtatus report for Ⓟaid repair orders, in Ⓢtatus order, Ⓒomplete copy. The system will ask: "Print Repair orders marked paid on or before: MM/DD/YYYY". The system will supply the current date, if you are transferring the repair orders from a different date, enter that date. Go over the report to make sure all paid repair orders have been marked with the appropriate type of payment.

If there are any repair orders that are on the report that should not be or repair orders that should be on the report that are not, go to Ⓡepair Orders pending, Ⓢearch for the repair order then change the status ([SHIFT]-Ⓢ) on the repair order to show the appropriate type of status. If the date is incorrect, change the status and correct the "Paid on" date.

❑ Exit Ⓧ from the Precision Data Systems' program to the Windows Desktop. Do a backup by clicking on the **"HdBackup"** icon. Answer Ⓨes to continue. When the backup is complete, click on the **"PDS Menu"** icon to return to the system. At the Precision Main Menu, press Ⓒ to return to C.A.R.S..

❑ From the C.A.R.S. Main Menu, press [SHIFT]-Ⓣ to Transfer Paid Repair Orders. Then press Ⓟ to transfer Paid repair orders. The system will now ask: "Transfer paid repair orders marked paid on or before : MM/DD/YYYY". The system will supply the current date, if you are transferring the repair orders from a different date, enter that date. Answer Ⓨes to the question "Do you have a current HdBackup?". When the computer has finished the Transfer you will be back at the C.A.R.S. Main Menu.

❑ Exit Ⓧ from the Precision Data Systems' program to the Windows Desktop. Do another backup by clicking on the **"HdBackup"** icon. Answer Ⓨes to continue. When the backup is complete, click on the **"PDS Menu"** icon to return to the system.

❑ Go to The Ⓢervice Manager™. Press [SHIFT]-Ⓢ to select Process repair orders. Exit Ⓧ Service Manager™.

❑ At THE END OF THE DAY, go to Ⓕiledrawer Ⓤtilities and Ⓑackup to make a backup of Filedrawer. When you have completed the Filedrawer backup, exit Ⓧ from the Precision Data Systems' program to the Windows Desktop and do a Backup1 (removable disk backup) by clicking on the "Backup1" icon. The **Backup1 <u>MUST</u>** be done at the **END OF EACH DAY,** whether or not you have done a transfer this day.

❑ At least once a week, go to The Ⓢervice Manager™ and print your Thank you and Reminder letters. At The Service Manager™ Main menu, go to Ⓟrint letters. Next, go to Ⓟrint automatic letters. Answer Ⓣ, to the "Printer is fed by :" question. Press [Enter] to use the current date or enter the date you would like on the letters. Print the letters in Ⓝame order.

Press [Enter] for the "Start printing with" prompt. Answer Ⓨes to the question "Are all entries correct ?". Press [Enter] to print the letters. After you have printed the letters and list(s), exit Ⓔ to the Precision Main menu.

If you have Tickler Letters, at the Precision Main menu, go to Ⓣickler letters. Next, go to Ⓟrint automatic Tickler letters. Answer Ⓣ, to the "Printer is fed by :" question. Press [Enter] to use the current date or enter the date you would like on the letters. Print the letters in Ⓝame order. Press [Enter] for the "Start printing with" prompt. Answer Ⓨes to the question "Are all entries correct ?". Press [Enter] to print the letters. After you have printed the letters and list(s), exit Ⓔ to the Precision Main menu.

APPENDIX C
CHECK LISTS

MS-DOS SYSTEM

CHECKLIST FOR TRANSFER FOR A REPAIR SHOP
WITHOUT MANAGER'S ASSISTANT™

☐ At the C.A.R.S. Main Menu, go to Utilities - Reports to print a Status report for Paid repair orders, in Status order, Complete copy. The system will ask: "Print Repair orders marked paid on or before: MM/DD/YYYY". The system will supply the current date, if you are transferring the repair orders from a different date, enter that date. Go over the report to make sure all paid repair orders have been marked with the appropriate type of payment.

If there are any repair orders that are on the report that should not be or repair orders that should be on the report that are not, go to Repair orders pending, Search for the repair order then change the status ([Shift]-S) on the repair order to show the appropriate type of status. If the date is incorrect, change the status and correct the "Paid on" date.

☐ Exit X from the Precision Data Systems' program to the "C" (C:\PDS>) prompt. Do a backup by typing HDBACKUP then press [ENTER]. Answer Yes to continue. When the backup is complete, type PDS, then press [ENTER] to return to the system.

☐ Return to C.A.R.S. and press [SHIFT]-T to Transfer Paid Repair Orders. Then press P to transfer Paid repair orders.) The system will now ask: "Transfer paid repair orders marked paid on or before : MM/DD/YYYY". The system will supply the current date, if you are transferring the repair orders from a different date, enter that date. Answer Yes to the question "Do you have a current HDBACKUP?". When the computer has finished the Transfer you will be at the C.A.R.S. Main Menu.

☐ Exit X from the Precision Data Systems' program to the "C" (C:\PDS>) prompt. Do a backup by typing HDBACKUP then press [ENTER]. Answer Yes to continue. When the backup is complete, type PDS, then press [ENTER] to return to the system.

☐ Go to The Service Manager™. Press [SHIFT]-S to select Process repair orders. Exit X Service Manager™.

☐ At THE END OF THE DAY, go to Filedrawer Utilities and Backup. When you have completed the Filedrawer backup, exit X from the Precision Data Systems' program to the "C" (C:\PDS>) prompt and do a BACKUP1 (floppy disk backup). The BACKUP1 **MUST** be done at the **END OF EACH DAY**, whether or not you have done a transfer this day.

☐ At least once a week, go to The Service Manager™ and print your Thank you and Reminder letters. At The Service Manager™ Main menu, go to Print letters. Next, go to Print automatic letters. Answer T, to the "Printer is fed by :" question. Press [Enter] to use the current date or enter the date you would like on the letters. Print the letters in Name order. Press [Enter] for the "Start printing with" prompt. Answer Yes to the question "Are all entries correct ?". Press [Enter] to print the letters. After you have printed the letters and list(s), exit X to the Precision Main menu.

APPENDIX C
CHECK LISTS

If you have Tickler Letters, at the Precision Main menu, go to ⏹Tickler letters. Next, go to ⏹Print automatic Tickler letters. Answer ⏹1, to the "Printer is fed by :" question. Press [Enter] to use the current date or enter the date you would like on the letters. Print the letters in ⏹Name order. Press [Enter] for the "Start printing with" prompt. Answer ⏹Yes to the question "Are all entries correct ?". Press [Enter] to print the letters. After you have printed the letters and list(s), exit ⏹ to the Precision Main menu.

APPENDIX C
CHECK LISTS

<u>WINDOWS SYSTEM</u>

CHECKLIST FOR END OF MONTH PROCESSING
WITH MANAGER'S ASSISTANT

❑ Balance the last shift for the month.

❑ After closing the shift, Exit ☒ from the Precision Data Systems' program to the Windows Desktop. Do a backup by clicking on the **"HdBackup"** icon. When the backup is complete, click on the **"PDS Menu"** icon to return to the system.

❑ Return to Ⓜanager's Assistant™. Press [SHIFT]-Ⓟ to Post invoices. After the posting process is complete, have the system print an employee commission report. After the report has printed the system will ask if you want to reset current sales. Do this **ONLY** if you are ending the pay period as well as the month.

❑ Next, print any reports you will need from Precision Parts Manager and The Manager's Assistant™ such as sales reports, accounts receivable reports and check writer reports. (See The Manager's Assistant™ instruction manual for the checklist of reports you should print.)

❑ After printing the reports you will need to make an archive backup. You will need at least one blank formatted diskette. ☒-Exit to the Windows Desktop.

❑ At the Windows Desktop make your end of month archive backup by clicking on the **"Archive"** icon.

❑ After your backup is complete label the diskette(s) **Archive MONTH YEAR**. Write protect the diskette(s) and put away for future use. When the backup is complete, click on the **"PDS Menu"** icon to return to the system.

❑ At the Manager's Assistant™ Main Menu go to Ⓤtilities Menu. At the Utilities menu press [Shift]-Ⓜ. After a few seconds the system will show: Ready for End of Month processing. Next, the system will ask: Is this your FISCAL YEAR END TOO ? If you are also ending the current year as well as the current month, press [F5] and then type ⓎⒺⓈ, then press [ENTER].

❑ The system will now show the following WARNING: Before proceeding you MUST have a current Archive backup and a current HdBackup backup. Do you have these backups ? (Yes/No). If you have made these backups answer ⓎⒺⓈ. If you have not made these backups, answer ⓃⓄ and ☒-exit to the Windows Desktop and make the backups.

❑ The system will print a two line message on the bottom of the charge account statements. Enter that message as you wish it to appear. If you do not wish to print a message press [ENTER] to skip the message.

COMPUTERIZED AUTOMOTIVE REPAIR ORDER SYSTEM

APPENDIX C
CHECK LISTS

☐ Load statements into the printer. Turn your printer off to take it out of the condensed mode. Turn the printer back on. The system will ask if you would like a printer alignment test. Press Ⓨ. The > < mark should print directly over the perforation on the right hand side of the statement. The phrase **Previous Balance Line ->** must point to the space on the statement for the previous balance.

☐ After the statement alignment is correct, press Ⓝ, the statements will print.

☐ After the statements are printed, the system will ask "Do you approve of the statements as printed?" If you wish to reprint the statements, press Ⓝ. Pressing Ⓨ will cause the end-of-month processing to continue.

☐ After the Manager's Assistant™ end-of-month processing, the C.A.R.S. end-of-month processing screen will appear. If you are ending the year as well as the month, press [F5] and answer ⓎⒺⓈ to Reset the YTD sales too. If you are not ending the year, press [ENTER].

☐ How you answer the "Reset Precision Inventory" questions depends upon how you are using the current and cumulative fields. See Precision Inventory Control manual, Section 3.8.3, End of Period, for information on resetting Precision Inventory.

☐ How you answer the "Reset Service Manager" questions depends upon how you are using the current and cumulative fields. See The Service Manager™ manual, Section 3.8, Employee Performance, for information on resetting The Service Manager™.

☐ Press Ⓨes to answer "Are all entries correct". The system will ask "Do you need to set the reports printer back to condensed mode ? (Y/N)". (If you have printed the statements on the reports printer make sure you put plain paper into the printer at this time.) If your printer does not have an easy to use method of switching the printer into condensed mode you can do so by pressing Ⓨes.

☐ After the report prints the system will ask "Do you approve of the report as printed?" If you wish to reprint the report, press Ⓝ. Pressing Ⓨ will cause the end-of-month processing to continue. When the end-of-month processing has completed you will be returned to The Manager's Assistant™ - Main Menu.

APPENDIX C
CHECK LISTS

MS-DOS SYSTEM

CHECKLIST FOR END OF MONTH PROCESSING
WITH MANAGER'S ASSISTANT

☐ Balance the last shift for the month.

☐ After closing the shift, Exit ⬛ from the Precision Data Systems' program to the "C" (C:\PDS>) prompt. Do a backup by typing ⬛⬛⬛⬛⬛⬛⬛⬛ then press [ENTER]. Type ⬛⬛⬛, then press [ENTER] to return to the system.

☐ Return to ⬛anager's Assistant™. Press [SHIFT]-⬛ to Post invoices. After the posting process is complete, have the system print an employee commission report. After the report has printed the system will ask if you want to reset current sales. Do this **ONLY** if you are ending the pay period as well as the month.

☐ Next, print any reports you will need from Precision Parts Manager and The Manager's Assistant™ such as sales reports, accounts receivable reports and check writer reports. (See The Manager's Assistant™ instruction manual for the checklist of reports you should print.)

☐ After printing the reports you will need to make an archive backup. You will need at least one blank formatted diskette. Exit to "C" prompt (C:\PDS>).

☐ At the "C" prompt (C:\PDS>) make your end of month archive backup by typing: ⬛⬛⬛⬛⬛⬛⬛, then press [ENTER].

☐ After your backup is complete label the diskette **Archive MONTH YEAR**. Write protect the diskette(s) and put away for future use.

☐ At the Manager's Assistant™ Main Menu go to ⬛tilities Menu. At the Utilities menu press [Shift]-⬛. After a few seconds the system will show: Ready for End of Month processing. Next, the system will ask: Is this your FISCAL YEAR END TOO ? If you are also ending the current year as well as the current month, press [F5] and then type ⬛⬛⬛, then press [ENTER].

☐ The system will now show the following WARNING: Before proceeding you MUST have a current ARCHIVE backup and a current HDBACKUP backup. Do you have these backups ? (Yes/No). If you have made these backups answer ⬛⬛⬛. If you have not made these backups, answer ⬛⬛ and exit to the "C" (C:\PDS) prompt and make the backups.

☐ The system will print a two line message on the bottom of the charge account statements. Enter that message as you wish it to appear. If you do not wish to print a message press [ENTER] to skip the message.

COMPUTERIZED AUTOMOTIVE REPAIR ORDER SYSTEM

APPENDIX C
CHECK LISTS

☐ Load statements into the printer. Turn your printer off to take it out of the condensed mode. Turn the printer back on. The system will ask if you would like a printer alignment test. Press Ⓨ. The > < mark should print directly over the perforation on the right hand side of the statement. The phrase Previous Balance Line -> must point to the space on the statement for the previous balance.

☐ After the statement alignment is correct, press Ⓝ, the statements will print.

☐ After the statements are printed, the system will ask "Do you approve of the statements as printed?" If you wish to reprint the statements, press Ⓝ. Pressing Ⓨ will cause the end-of-month processing to continue.

☐ After the Manager's Assistant™ end-of-month processing, the C.A.R.S. end-of-month processing screen will appear. If you are ending the year as well as the month, press [F5] and answer ⓎⒺⓈ to Reset the YTD sales too. If you are not ending the year, press [ENTER].

☐ How you answer the "Reset Precision Inventory" questions depends upon how you are using the current and cumulative fields. See Precision Inventory Control manual, Section 3.8.3, End of Period, for information on resetting Precision Inventory.

☐ How you answer the "Reset Service Manager" questions depends upon how you are using the current and cumulative fields. See The Service Manager™ manual, Section 3.8, Employee Performance, for information on resetting The Service Manager™.

☐ Press Ⓨes to answer "Are all entries correct". The system will ask "Do you need to set the reports printer back to condensed mode ? (Y/N)". (If you have printed the statements on the reports printer make sure you put plain paper into the printer at this time.) If your printer does not have an easy to use method of switching the printer into condensed mode you can do so by pressing Ⓨes.

☐ After the report prints the system will ask "Do you approve of the report as printed?" If you wish to reprint the report, press Ⓝ. Pressing Ⓨ will cause the end-of-month processing to continue. When the end-of-month processing has completed you will be returned to The Manager's Assistant™ - Main Menu.

COMPUTERIZED AUTOMOTIVE REPAIR ORDER SYSTEM

APPENDIX C
CHECK LISTS

WINDOWS SYSTEM

CHECKLIST FOR END OF MONTH PROCESSING
WITHOUT MANAGER'S ASSISTANT™ *

❏ Do the last Transfer paid repair orders for the month.

❏ Next, print any reports you will need from C.A.R.S. and Precision Parts Manager.

❏ After printing the reports you will need to make an archive backup. You will need at least one blank formatted diskette. [X]-Exit to the Windows Desktop.

❏ At the Windows Desktop make your end of month archive backup by clinking on the "Backup1" icon.

❏ After your backup is complete label the diskette(s) **Archive MONTH YEAR**. Write protect the diskette(s) and put away for future use.

❏ For extra protection in case a problem occurs while doing end-of-month, at the Windows Desktop, click on the **"HdBackup"** icon. When the backup is complete, click on the "PDS Menu" icon to return to the system.

❏ At the [C].A.R.S. Main Menu go to [U]tilities Menu. At the Utilities menu press [Shift]-[M]onth-end processing. After a few seconds the system will show: Ready for End of Month processing. Next, the system will ask: Is this your FISCAL YEAR END TOO ? If you are also ending the current year as well as the current month, press [F5] and then type [Y][E][S], then press [ENTER].

❏ The system will now show the following WARNING: Before proceeding you MUST have a current ARCHIVE backup and a current HDBACKUP backup. Do you have these backups ? (Yes/No). If you have made these backups answer [Y][E][S]. If you have not made these backups, answer [N][O] and exit to the Windows Desktop and make the backups.

❏ Press [Y]es to answer "Are all entries correct". When the end-of-month processing has completed you will be returned to C.A.R.S. - Main Menu.

❏ If you have purchased the "Precision Parts Manager", you will also have to end the month in Precision Parts Manager. Do this by running the "End of period" function. See Precision Parts Manager manual, Section 3.8.3, End of Period, for information.

COMPUTERIZED AUTOMOTIVE REPAIR ORDER SYSTEM

APPENDIX C
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If you have purchased the "Service Manager™", you will also have to end the month in the Service Manager™. Do this by running the "End of period" function. See the Service Manager™ manual, Section 3.8, Employee Performance, for information.

* NOTE: If you have the Manager's Assistant™ function, see The Manager's Assistant™ instruction manual for information on Ending the Month.

APPENDIX C
CHECK LISTS

MS-DOS SYSTEM

CHECKLIST FOR END OF MONTH PROCESSING
WITHOUT MANAGER'S ASSISTANT™ *

☐ Do the last Transfer paid repair orders for the month.

☐ Next, print any reports you will need from C.A.R.S. and Precision Parts Manager.

☐ After printing the reports you will need to make an archive backup. You will need at least one blank formatted diskette. ⊡- Exit to "C" prompt (C:\PDS>).

☐ At the "C" prompt (C:\PDS>) make your end of month archive backup by typing: Ⓑ Ⓐ Ⓒ Ⓚ Ⓤ Ⓟ ①, then press [ENTER].

☐ After your backup is complete label the diskette **Archive MONTH YEAR**. Write protect the diskette(s) and put away for future use.

☐ For extra protection in case a problem occurs while doing end-of-month, at the "C" prompt (C:\PDS>), type, Ⓗ Ⓓ Ⓑ Ⓐ Ⓒ Ⓚ Ⓤ Ⓟ. When the backup has completed, type Ⓟ Ⓓ Ⓢ, then press [ENTER] to return to the system.

☐ At the Ⓒ.A.R.S. Main Menu go to Ⓤtilities Menu. At the Utilities menu press [Shift]-Ⓜonth-end processing. After a few seconds the system will show: Ready for End of Month processing. Next, the system will ask: Is this your FISCAL YEAR END TOO ? If you are also ending the current year as well as the current month, press [F5] and then type Ⓨ Ⓔ Ⓢ, then press [ENTER].

☐ The system will now show the following WARNING: Before proceeding you MUST have a current ARCHIVE backup and a current HDBACKUP backup. Do you have these backups ? (Yes/No). If you have made these backups answer Ⓨ Ⓔ Ⓢ. If you have not made these backups, answer Ⓝ Ⓞ and exit to the "C" (C:\PDS) prompt and make the backups.

☐ Press Ⓨes to answer "Are all entries correct". When the end-of-month processing has completed you will be returned to C.A.R.S. - Main Menu.

☐ If you have purchased the "Precision Parts Manager", you will also have to end the month in Precision Parts Manager. Do this by running the "End of period" function. See Precision Parts Manager manual, Section 3.8.3, End of Period, for information.

☐ If you have purchased the "Service Manager™", you will also have to end the month in the Service Manager™. Do this by running the "End of period" function. See the Service Manager™ manual, Section 3.8, Employee Performance, for information.

• NOTE: If you have the Manager's Assistant™ function, see The Manager's Assistant™ instruction manual for information on Ending the Month.

APPENDIX C
CHECK LISTS

<u>WINDOWS SYSTEM or MS-DOS SYSTEM</u>

Checklist for End-of-month Reports

Ⓒ.A.R.S. - Ⓤtilities - Ⓡeports

☐ Print a Ⓣransfer Recap by tax table report. (If you have The Manager's Assistant™ this report can be printed during the End-of-month processing.

☐ Print a Ⓦork In Progress report. This report will tell your accountant about the items billed to repair orders that will not be on the Precision Parts Manager - Group totals report. After completing this report return to the Precision Main Menu.

Ⓟrecision Parts Manager - Ⓡeports
(If you have purchased Precision Parts Manager)

☐ Print a Ⓖroup totals report - Ⓒomplete. Answer Ⓝ to "Print totals only". After the report has run exit Precision Parts Manager to the Precision Main Menu.

Ⓜanager's Assistant™ Main Menu - Ⓡeports
(If you have purchased The Manager's Assistant™)

☐ Print a Ⓓisbursement summary - for Accounts 1000 through 9999.

☐ Print an Ⓘnvoice reports - Ⓟaid outs - by Ⓐccount number. Limit the printing of Paid outs by date. Enter dates for the first day of the month until the last day of the month you are closing. Exit the Invoice reports menu.

☐ Print a Ⓒash receipts report.

☐ Print a Ⓢales Daily report - for the last day of month only - Sales/Cash Balance Ⓨ - Invoices Ⓝ - Key item inventory Ⓝ.

☐ If you sell gasoline print a Ⓕuel sales summary report.

COMPUTERIZED AUTOMOTIVE REPAIR ORDER SYSTEM

APPENDIX C
CHECK LISTS

❑ Print a 🅑usiness Analysis report. When this report has printed you will be returned to the Manager's Assistant™ Main Menu.

If you are using the 🅒hecking Accounts function go to 🅡eports and run the following reports:

❑ 🅐djustments - 🅢elected - select by date - first day of the month until the last day of the month you are closing.

❑ 🅑ank deposits - 🅢elected - select by date - first day of the month until the last day of the month you are closing.

❑ 🅒hecks - 🅢elected - select by date - first day of the month until the last day of the month you are closing.

❑ 🅓isbursements by account - 🅢elected - select by date - first day of the month until the last day of the month you are closing. After this report has printed exit to the Checking Accounts Menu.

If you are using the - 🅒hecking accounts - 🅐ccounts Payables go to 🅡eports and run the following report.

❑ 🅓isbursements by account - 🅢elected - select by date - first day of the month until the last day of the month you are closing. After printing this report exit to The Manager's Assistant™ Main Menu.

If you are using the 🅐ccounts Receivables go to 🅡eports and run the following report.

❑ 🅐ging report - 🅒omplete - 🅝umerical - 🅝o to exclude zero balance accounts. After printing this report exit to The Manager's Assistant™ Main Menu.

If you are using the Payroll function go to 🅔mployee info. - 🅡eports and run the following reports.

❑ 🅟ayroll report.

❑ 🅓eductions report.

APPENDIX D
PRINTER CONTROL STRINGS - POSPRN.DTA

Customize the repair order heading	You can customize the repair order heading (company name and address) by having the system tell the printer to select a special print style. The information necessary for the system to do this is stored in the printer control file (PosPrn.Dta). It contains numbers (printer control codes) to tell the printer which print style to use for printing the repair order heading (company name and address) followed by a second set of numbers to tell the printer which print style to use for the body of the repair orders.
Characters per inch for the heading	The printer control codes are numbers separated by commas. The first number in the file tells the system how many characters that will be printed per inch for the print style you have chosen for printing the repair order heading. If this number is not correct the heading will not be properly centered.
Type style for the heading	The second number tells the system how many codes are required to tell the printer how to select the type style you have chosen for the heading. The next numbers will be the actual ASCII codes themselves. For example, if the print style you have chosen for the heading requires four codes there will be four numbers.
Characters per inch for the body of the repair order	The next number tells the system how many characters that will be printed per inch for the print style you have chosen for printing the body of the repair order. If this number is not correct the heading will not be centered.
Type style for the body of the repair order	The number after that tells the system how many codes are required to tell the printer how to select the type style you have chosen for the body of the repair order. The next numbers will be the actual ASCII codes themselves. For example, if the print style you have chosen for the body of the repair order requires six codes there will be six numbers.
	If no printer control codes are desired the PosPrn.Dta file must contain the following: 0,0,0,0

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