

# APPENDIX A SAMPLE REPORTS

Your Company Name  
13957 South Kostner Avenue  
Crestwood, IL 60445

Date: Tuesday, August 4, 1998

Department	Sales		Sales		Average Daily Sales				Projected Sales	Estimated Gross Profit			
	M.T.D.	% Sales	Y.T.D.	% Sales	Goal	Last	MTD	YTD		Last	MTD	Projected	GP%
Full Service	860.82	11.9%	21856.05	16.1%	393	340	430	429	12051	41	127	1774	14.72%
Self Service	3389.67	47.0%	86457.75	63.8%	1814	1145	1695	1695	47455	105	483	6756	14.24%
Tot. Gasoline	4250.49	58.9%	108313.80	80.0%	2207	1485	2125	2124	59506	146	609	8530	14.33%
Oil & A.T.F.	385.00	5.3%	1874.67	1.4%	173	246	193	37	5390	127	199	2787	51.70%
Labor	776.60	10.8%	11326.37	8.4%	411	471	388	222	10872	458	756	10590	97.40%
Parts	378.97	5.3%	8267.80	6.1%	232	226	189	162	5306	88	147	2056	38.75%
Accessories	50.75	0.7%	275.42	0.2%	27	32	25	5	711	14	22	310	43.67%
Road service	56.50	0.8%	633.75	0.5%	30	0	28	12	791	0	13	182	23.00%
Sublet labor	25.00	0.3%	1750.04	1.3%	14	25	13	34	350	8	8	105	30.00%
Tires	163.73	2.3%	552.83	0.4%	89	88	82	11	2292	9	16	229	10.00%
Batteries	173.75	2.4%	491.75	0.4%	18	0	87	10	2433	0	30	414	17.00%
Epa/shop sup	198.75	2.8%	585.00	0.4%	0	14	99	11	2783	14	199	2783	100.00%
X-Sales tax	48.00	0.7%	599.73	0.4%	0	30	24	12	672	0	0	0	0.00%
Vending	78.50	1.1%	137.05	0.1%	39	79	39	3	1099	10	10	143	13.00%
Food & Snacks	59.85	0.8%	59.85	0.0%	32	60	30	1	838	16	16	230	27.50%
Cigarettes	596.05	7.9%	569.05	0.4%	321	286	285	11	7967	12	25	345	4.33%
Total SOTG	2964.45	41.1%	27123.31	20.0%	1387	1556	1482	532	41504	756	1441	20174	48.61%
Total Sales	7214.94	100.0%	135437.11	100.0%	3594	3041	3608	2656	101010	903	2050	28704	28.42%
Estimated operating expense										711	1421	19900	19.70%
Estimated net profit										+192	+629	+8804	+8.72%

Product	Gasoline Order			Full Service				Self Service				Total			
	On-Hand	Order	Out in	Last	M.T.D.	Y.T.D.	Margin	Last	M.T.D.	Y.T.D.	Margin	Last	M.T.D.	Y.T.D.	Projected
Super U/L	1198	1016	8 days	33.0	37.5	25.5	.1599	114.0	156.0	110.1	.1127	147.0	193.5	135.6	5418.0
Regular	4368	2855	9 days	51.0	90.0	62.4	.1744	406.0	571.0	380.0	.1933	457.0	661.0	442.4	18508.0
Unleaded	4202	2490	10 days	151.0	150.5	103.3	.1533	222.0	442.0	306.6	.1061	373.0	592.5	409.8	16590.0
Diesel	1488	1439	8 days	27.0	56.5	46.2	.1461	185.0	199.5	133.0	.0990	212.0	256.0	179.2	7168.0
Total	11256	7800	8 days	262.0	334.5	237.4	.1894	927.0	1368.5	929.7	.1763	1189.0	1703.0	1167.0	
Projected					9366.0				38318.0				47684.0		
Pool margin : Last \$1.230 / MTD \$1.789				Pool margin (less credit card discount) : \$1.757				S.O.T.G./1000 units : \$870.36							
Days in operation 2 M.T.D. 51 Y.T.D.															

Checking and Receivables	
Commercial Acc't - 1st Bank	1,000.00
Misc. Account - 2nd Bank	2,000.00
Total Checking Account Balance	
	\$ 3,000.00
Current Accounts Receivable Balance	\$ 1,245.72
Total Cash and Receivables	
	\$ 4,245.72

THE MANAGER'S ASSISTANT™

APPENDIX A  
SAMPLE REPORTS

Your Company Name  
13957 South Kostner Avenue Date : Tuesday, August 4, 1998  
Crestwood, IL 60445

Sales Summary	Shift 1	Shift 2	Total
Full Service	265.84	254.94	520.78
Self Service	1162.56	1082.00	2244.56
Total Gasoline	1428.40	1336.94	2765.34
Oil & A.T.F.	31.35	108.15	139.50
Labor	118.00	187.95	305.95
Parts	48.05	104.49	152.54
Accessories	4.95	14.00	18.95
Misc shop sup	0.00	0.00	0.00
Sublet labor	0.00	0.00	0.00
Tires	0.00	75.85	75.85
Batteries	47.50	126.25	173.75
Road Service	0.00	42.50	42.50
X-Sales tax	5.37	12.35	17.72
Vending	0.00	0.00	0.00
U-Haul rental	0.00	0.00	0.00
Food & Snacks	0.00	0.00	0.00
Cigarettes	174.80	108.30	283.10
Total sales	1858.42	2116.78	3975.20
Received on account	0.00	0.00	
Cash on hand (open)	54.14	75.25	
Credit cards (open)	2191.81	2851.27	
TOTAL TO ACCOUNT FOR ->	4104.37	5043.30	
Charge sales	25.00	167.25	
Cash on hand (close)	75.25	75.12	
Credit cards (close)	2851.27	3406.86	
Paid out	1159.38	1395.14	
TOTAL ACCOUNTED FOR ->	4104.90	5044.37	
OVER / SHORT	0.53	1.07	1.60

	Deposits	Reference	Credit cards	By:
Shift 1	425.99 1st Bank	Bank Deposit (auto.)	536.75 Net Amount	John Smith
	500.00 2nd Bank	Bank Deposit (auto.)	126.50 Discounted	
	76.55 2nd Bank	Bank Deposit (auto.)		
Shift 2	644.00 2nd Bank	Bank Deposit (auto.)	385.12 Net Amount	Bill Jones
	322.81 1st Bank	Bank Deposit (auto.)	175.75 Discounted	
	325.55 1st Bank	Bank Deposit (auto.)		

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Date : Tuesday, August 4, 1998

- Paid out -

Invoice	Date / Shift	Emp	Act#	Category	Paid to/Purpose	Amount
12	08/04/98 / 1	1	1010	Computer Acct.	Bank Deposit (auto.)	425.99
13	08/04/98 / 1	1	1020	Manual Acct.	Bank Deposit (auto.)	500.00
14	08/04/98 / 1	1	1020	Manual Acct.	Bank Deposit (auto.)	76.55
15	08/04/98 / 1	1	5580	C.Card Discount	Credit Card Discount	3.79
28	08/04/98 / 2	5	1020	Manual Acct.	Bank Deposit (auto.)	644.00
29	08/04/98 / 2	5	1010	Computer Acct.	Bank Deposit (auto.)	322.81
30	08/04/98 / 2	5	1010	Computer Acct.	Bank Deposit (auto.)	325.55
31	08/04/98 / 2	5	5580	C.Card Discount	Credit Card Discount	5.27
4568	08/04/98 / 1	1	4008	Sublet labor	Joe's Machine Shop	84.15
12708	08/04/98 / 1	1	4009	Tires	Goodyear Tire store	60.45
25426	08/04/98 / 2	1	4005	Parts	Oldsmobile Dealer	45.75
60466	08/04/98 / 2	1	5350	Uniforms	Pro Uniform Company	44.91
458755	08/04/98 / 1	1	5600	Discounts other	Bill's TV-Gas Discnt	2.45
480926	08/04/98 / 2	1	5140	Cleaning supply	Seven-Eleven store	6.85

Invoice	Date / Shift	Emp	Act#	Gasoline	Oil & A.	Labor	Parts	Accessor	Misc sho	Sublet 1	Tires	Batterie	Road Ser	X-Sales	Total
480941	08/04/98 / 2	7	1001 / Acme Products		9.00	28.00						68.75	17.50	0.30	123.55
693319	08/04/98 / 2	1	1005 / General Distributors		9.00	5.95									14.95
753476	08/04/98 / 2	1	2100 / Parkside Equipment, Inc.	6.00		14.00		8.75							28.75
753546	08/04/98 / 1	5	1012 / Local Hardware Store	21.40	3.60										25.00
146942	08/04/98 / 2	5	3 / Credit Card			15.00	17.60							1.05	33.66
146965	08/04/98 / 2	5	3 / Credit Card			32.00	44.62							1.40	78.02
693304	08/04/98 / 2	9	1 / Paid by Cash			8.00						57.50	25.00	3.45	93.95
693305	08/04/98 / 1	7	1 / Paid by Cash	5.00		84.00	48.05							2.88	139.93
693308	08/04/98 / 1	5	1 / Paid by Cash			14.00						47.50		2.49	63.99
693313	08/04/98 / 1	9	1 / Paid by Cash				4.95								4.95

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Date : Tuesday, August 4, 1998

Invoice	Date / Shift	Emp	Act#	Gasoline	Oil & A.	Labor	Parts	Accessor	Misc sho	Sublet 1	Tires	Batterie	Road Ser	X-Sales	Total
693314	08/04/98 / 2	5	1 / Paid by Cash			40.00	9.30							0.90	50.20
693317	08/04/98 / 2	9	1 / Paid by Cash			45.00	32.97				75.85			5.24	159.06
753535	08/04/98 / 1	5	3 / Credit Card			20.00									20.00

- Miscellaneous income -						
Invoice	Date / Shift	Emp	Acnt#	Sales department	Transaction Description	Amount
65	08/04/98 / 1	1	14	Food & Snacks	Total sales for 08/04/98 Shift 2	59.85
98	08/04/98 / 2	1	12	Vending	Pepsi machine sales	78.50

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Date : Tuesday, August 4, 1998

No.	Product	Department	Key item inventory report			Close	Sales Units	Dollars
			Price	Open	Received			
1	MOBIL I	Oil & A.T.F.	4.25	4	120	119	5	21.25
2	10/40 oil	Oil & A.T.F.	1.80	16	480	481	15	27.00
3	10/30 oil	Oil & A.T.F.	1.70	8	72	73	7	11.90
4	H/D 30w	Oil & A.T.F.	1.60	4	0	4	0	0.00
5	H-D 20w	Oil & A.T.F.	1.60	0	0	0	0	0.00
6	Dextron qt	Oil & A.T.F.	1.70	21	24	46	-1	-1.70
7	Type F qt.	Oil & A.T.F.	1.70	32	24	49	7	11.90
8	Dextron pt	Oil & A.T.F.	0.95	12	0	12	0	0.00
9	Type F pt.	Oil & A.T.F.	0.95	1	0	1	0	0.00
10	A/F gal.	Oil & A.T.F.	6.50	8	256	255	9	58.50
11	Wash Solv.	Oil & A.T.F.	1.25	4	72	69	7	8.75
12								
13	Heet	Oil & A.T.F.	0.95	27	0	25	2	1.90
14								
15	Brake Fld.	Accessories	2.50	0	0	0	0	0.00
16								
17								
18								
19	Cigarettes	Cigarettes	0.95	2587	0	2289	298	283.10
20								
21								
22								
23	Wiper Blds	Accessories	5.25	36	0	35	1	5.25
24	Wiper arms	Accessories	5.95	30	0	30	0	0.00
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Crestwood, IL 60445

Date : Tuesday, August 4, 1998

Pump description				Price/Cost	Opening	Closing	Units / Amount	
Pump 1	Diesel	Full Service	Half price	1.248 Units 1.03800 Dollars	49714.0 3183.43	49800.0 3237.09	86.0	107.32
Pump 2	Unleaded	Full Service	Half price	1.298 Units 1.08000 Dollars	38031.0 8379.57	38181.0 8476.52	150.0	193.90
Pump 3	Super U/L	Full Service	Half price	1.358 Units 1.13000 Dollars	26033.0 6907.35	26075.0 6935.52	42.0	56.34
Pump 4	Regular	Full Service	Half price	1.278 Units 1.04000 Dollars	67134.0 9341.12	67263.0 9422.73	129.0	163.22
Pump 5	Unleaded	Self Service	Full price	1.248 Units 1.08000 Dollars	117.0 5561.00	779.0 6386.61	662.0	825.61
Pump 6	Super U/L	Self Service	Full price	1.308 Units 1.13000 Dollars	1116.0 6671.00	1314.0 6929.94	198.0	258.94
Pump 7	Regular	Self Service	Full price	1.228 Units 1.04000 Dollars	116.0 7782.00	852.0 8685.63	736.0	903.63
Pump 8	Diesel	Self Service	Full price	1.198 Units 1.03800 Dollars	8888.0 8895.00	9102.0 9151.38	214.0	256.38

Product	Gasoline inventory			Stick	Variance		Current	
	Open	Recv.	Close		M.T.D.	Today	Full Serv	Self Serv
Super U/L	925	0	685	682	3-	3-	42.0	198.0
Regular	1,490	0	625	616	9-	9-	129.0	736.0
Unleaded	3,437	0	2,625	2,603	22-	22-	150.0	662.0
Diesel	1,000	0	700	699	1-	1-	86.0	214.0
Totals	6,852	0	4,635	4,600	35-	35-	407.0	1810.0
Gasoline value at cost			4,985.65	4,948.10	Totals : 2,217.0			

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13957 South Kostner Avenue  
Crestwood, IL 60445

Date : Tuesday, August 4, 1998

Date	Charge Sales (Dr)	Cash close (Dr)	Cr.cards close (Dr)	Cash paid out (Dr)	Bank deposits (Dr)	Total sales (Cr)	Rec'd on account (Cr)	Cash open (Cr)	Cr.Cards open (Cr)	Non-sales income (Cr)	Over / short (Dr/Cr)
08/01/98	192.25	75.12	3406.86	253.62	2294.90	-3975.20	0.00	-54.14	-2191.81	0.00	1.60
08/03/98	261.41	75.00	4224.68	113.73	2099.49	-3040.99	-250.45	-75.12	-3406.86	0.00	0.89
08/04/98	0.00	75.00	4224.66	0.00	0.00	0.00	0.00	-75.00	-4224.66	0.00	0.00
<b>TOTALS</b>	<b>453.66</b>	<b>75.00</b>	<b>4224.66</b>	<b>367.35</b>	<b>4394.39</b>	<b>-7016.19</b>	<b>-250.45</b>	<b>-54.14</b>	<b>-2191.81</b>	<b>0.00</b>	<b>2.49</b>

Checking and Receivables

Commercial Acc't - 1st Bank	252.38
Misc. Account - 2nd Bank	1,833.40
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Total Checking Account Balance	\$ 2,085.78
Current Accounts Receivable Balance	\$ 1,245.72
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Total Cash and Receivables	\$ 3,331.50

# THE MANAGER'S ASSISTANT™

## APPENDIX A SAMPLE REPORTS

Your Company Name  
13957 S. Kostner Avenue  
Crestwood, IL 60445

Date : Tuesday, August 4, 1998

Account Number / Description	Month to date activity			Total	% Sales
	Cash	Check	Payables		
1010 Commercial Acct	200.00	0.00	0.00	200.00	51.1 %
1020 Misc. Account	0.00	0.00	0.00	0.00	0.0 %
1030 Oil Co. C.Cards	0.00	0.00	0.00	0.00	0.0 %
Sub-Totals	200.00	0.00	0.00	200.00	51.1 %
2000 Joe's Parts	0.00	0.00	0.00	0.00	0.0 %
2001 A/P Control	0.00	0.00	0.00	0.00	0.0 %
Sub-Totals	0.00	0.00	0.00	0.00	0.0 %
2100 Fed'L W/H	0.00	0.00	0.00	0.00	0.0 %
2110 S.S. W/H	0.00	0.00	0.00	0.00	0.0 %
2120 Medicare W/H	0.00	0.00	0.00	0.00	0.0 %
2130 State W/H	0.00	0.00	0.00	0.00	0.0 %
Sub-Totals	0.00	0.00	0.00	0.00	0.0 %
4001 Full Service	0.00	0.00	0.00	0.00	0.0 %
4002 Self Service	0.00	0.00	0.00	0.00	0.0 %
4003 Oil & A.T.F.	0.00	0.00	0.00	0.00	0.0 %
4004 Labor	0.00	0.00	0.00	0.00	0.0 %
4005 Parts	0.00	0.00	0.00	0.00	0.0 %
4006 Accessories	0.00	0.00	0.00	0.00	0.0 %
4007 Misc shop sup	0.00	0.00	0.00	0.00	0.0 %
4008 Sublet labor	0.00	0.00	0.00	0.00	0.0 %
4009 Tires	0.00	0.00	0.00	0.00	0.0 %
4010 Batteries	0.00	0.00	0.00	0.00	0.0 %
4011 Road Service	0.00	0.00	0.00	0.00	0.0 %
4012 X-Sales tax	0.00	0.00	0.00	0.00	0.0 %
4013 Vending	0.00	0.00	0.00	0.00	0.0 %
4014 U-Haul rental	0.00	0.00	0.00	0.00	0.0 %
4015 Food & Snacks	0.00	0.00	0.00	0.00	0.0 %
4016 Cigarettes	0.00	0.00	0.00	0.00	0.0 %
Sub-Totals	0.00	0.00	0.00	0.00	0.0 %
5000 Unemployment Tx	0.00	0.00	0.00	0.00	0.0 %
5020 FICA Match	0.00	0.00	0.00	0.00	0.0 %
5030 Medicare Match	0.00	0.00	0.00	0.00	0.0 %
5040 Licenses / Tax.	0.00	0.00	0.00	0.00	0.0 %
5050 Equipment rent	0.00	0.00	0.00	0.00	0.0 %
5060 Repair & Maint.	0.00	0.00	0.00	0.00	0.0 %
5070 Insurance	0.00	0.00	0.00	0.00	0.0 %
5080 Accounting fees	0.00	0.00	0.00	0.00	0.0 %
5090 Legal fees	0.00	0.00	0.00	0.00	0.0 %
Sub-Totals	0.00	0.00	0.00	0.00	0.0 %
5100 Interest charge	0.00	0.00	0.00	0.00	0.0 %
5110 Bank Serv. Chg.	0.00	0.00	0.00	0.00	0.0 %
5120 Bad debts	0.00	0.00	0.00	0.00	0.0 %
5140 Cleaning Supply	0.00	0.00	0.00	0.00	0.0 %
Sub-Totals	0.00	0.00	0.00	0.00	0.0 %
5350 Uniforms	0.00	0.00	0.00	0.00	0.0 %



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Your Company Name  
13957 S. Kostner Avenue  
Crestwood, IL 60445

Date : Monday, September 25, 1995

Account		Month to date activity			Total	% Sales
Number / Description		Cash	Check	Payables		
5555	Utilities	0.00	0.00	0.00	0.00	0.0 %
5580	CrCard Discount	0.00	0.00	0.00	0.00	0.0 %
5590	Discounts Other	0.00	0.00	0.00	0.00	0.0 %
	Sub-Totals	0.00	0.00	0.00	0.00	0.0 %
5600	Gross Wages	0.00	0.00	0.00	0.00	0.0 %
5610	Overtime Wages	0.00	0.00	0.00	0.00	0.0 %
5620	Commission Paid	0.00	0.00	0.00	0.00	0.0 %
	Sub-Totals	0.00	0.00	0.00	0.00	0.0 %
9999	Cash Shortages	0.00	0.00	0.00	0.00	0.0 %
	Totals	200.00	0.00	0.00	200.00	51.1 %

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Date : Tuesday, August 4, 1998

Account Number / Description	Cash	Year to date activity			Balance forward	Total	% Sales
		Check	Payables				
1010 Commercial Acct	200.00	0.00	0.00	0.00	1100.00	1300.00	332.0 %
1020 Misc. Account	0.00	0.00	0.00	0.00	2000.00	2000.00	510.7 %
1030 Oil Co. C.Cards	0.00	0.00	0.00	0.00	7472.10-	7472.10-	1908.0-%
Sub-Totals	200.00	0.00	0.00	0.00	4372.10-	4172.10-	1065.4-%
2000 Joe's Parts	0.00	0.00	0.00	0.00	372.42-	372.42-	95.1-%
2001 A/P Control	0.00	0.00	0.00	0.00	1.00-	1.00-	0.3-%
Sub-Totals	0.00	0.00	0.00	0.00	373.42-	373.42-	95.4-%
2100 Fed'L W/H	0.00	0.00	0.00	0.00	1104.38-	1104.38-	282.0-%
2110 S.S. W/H	0.00	0.00	0.00	0.00	759.63-	759.63-	194.0-%
2120 Medicare W/H	0.00	0.00	0.00	0.00	177.66-	177.66-	45.4-%
2130 State W/H	0.00	0.00	0.00	0.00	320.11-	320.11-	81.7-%
Sub-Totals	0.00	0.00	0.00	0.00	2361.78-	2361.78-	603.1-%
4001 Full Service	0.00	0.00	0.00	0.00	-----	0.00	0.0 %
4002 Self Service	0.00	0.00	0.00	0.00	-----	0.00	0.0 %
4003 Oil & A.T.F.	0.00	0.00	0.00	0.00	-----	0.00	0.0 %
4004 Labor	0.00	0.00	0.00	0.00	-----	0.00	0.0 %
4005 Parts	0.00	0.00	0.00	0.00	-----	0.00	0.0 %
4006 Accessories	0.00	0.00	0.00	0.00	-----	0.00	0.0 %
4007 Misc shop sup	0.00	0.00	0.00	0.00	-----	0.00	0.0 %
4008 Sublet labor	0.00	0.00	0.00	0.00	-----	0.00	0.0 %
4009 Tires	0.00	0.00	0.00	0.00	-----	0.00	0.0 %
4010 Batteries	0.00	0.00	0.00	0.00	-----	0.00	0.0 %
4011 Road Service	0.00	0.00	0.00	0.00	-----	0.00	0.0 %
4012 X-Sales tax	0.00	0.00	0.00	0.00	-----	0.00	0.0 %
4013 Vending	0.00	0.00	0.00	0.00	-----	0.00	0.0 %
4014 U-Haul rental	0.00	0.00	0.00	0.00	-----	0.00	0.0 %
4015 Food & Snacks	0.00	0.00	0.00	0.00	-----	0.00	0.0 %
4016 Cigarettes	0.00	0.00	0.00	0.00	-----	0.00	0.0 %
Sub-Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.0 %
5000 Unemployment Tx	0.00	0.00	0.00	0.00	-----	0.00	0.0 %
5020 FICA Match	0.00	0.00	0.00	0.00	-----	0.00	0.0 %
5030 Medicare Match	0.00	0.00	0.00	0.00	-----	0.00	0.0 %
5040 Licenses / Tax.	0.00	0.00	0.00	0.00	-----	0.00	0.0 %
5050 Equipment rent	0.00	0.00	0.00	0.00	-----	0.00	0.0 %
5060 Repair & Maint.	0.00	0.00	0.00	0.00	-----	0.00	0.0 %
5070 Insurance	0.00	0.00	0.00	0.00	-----	0.00	0.0 %
5080 Accounting fees	0.00	0.00	0.00	0.00	-----	0.00	0.0 %
5090 Legal fees	0.00	0.00	0.00	0.00	-----	0.00	0.0 %
Sub-Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.0 %
5100 Interest charge	0.00	0.00	0.00	0.00	-----	0.00	0.0 %
5110 Bank Serv. Chg.	0.00	0.00	0.00	0.00	-----	0.00	0.0 %
5120 Bad debts	0.00	0.00	0.00	0.00	-----	0.00	0.0 %
5140 Cleaning Supply	0.00	0.00	0.00	0.00	-----	0.00	0.0 %
Sub-Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.0 %
5350 Uniforms	0.00	0.00	0.00	0.00	-----	0.00	0.0 %

# THE MANAGER'S ASSISTANT™

## APPENDIX A SAMPLE REPORTS

Your Company Name  
13957 S. Kostner Avenue  
Crestwood, IL 60445

Date : Monday, September 25, 1995

Account		Year to date activity			Balance forward	Total	% Sales
Number / Description	Cash	Check	Payables				
5555	Utilities	0.00	0.00	0.00	-----	0.00	0.0 %
5580	CrCard Discount	0.00	0.00	0.00	-----	0.00	0.0 %
5590	Discounts Other	0.00	0.00	0.00	-----	0.00	0.0 %
	Sub-Totals	0.00	0.00	0.00	0.00	0.00	0.0 %
5600	Gross Wages	0.00	0.00	0.00	-----	0.00	0.0 %
5610	Overtime Wages	0.00	0.00	0.00	-----	0.00	0.0 %
5620	Commission Paid	0.00	0.00	0.00	-----	0.00	0.0 %
	Sub-Totals	0.00	0.00	0.00	0.00	0.00	0.0 %
9999	Cash Shortages	0.00	0.00	0.00	-----	0.00	0.0 %
	Totals	200.00	0.00	0.00	7107.30-	6907.30-	1763.8-%

THE MANAGER'S ASSISTANT™

APPENDIX A  
SAMPLE REPORTS

Your Company Name  
13957 South Kostner Avenue  
Crestwood, IL 60445

Date : Monday, September 25, 1995

Account No. / Name	Phone number / Ext.	Last Mo.	1 Mo.Old	2 Mo.Old	3 Mo.Old	4 Mo.Old	5+Mo.Old	Balance	Late
133 Mr. John Adams	(312) 851-4440 X 451								
1001 Acme Products	( ) 123-4567	123.55	379.55					626.65	0.6
1005 General Distributors	( ) 123-4567							14.95	
1006 Bill's Television Repair	( ) 123-4567							122.25	
1012 Local Hardware Store	( ) 123-4567	45.00	375.66					465.66	0.8
2050 Corner Pizza	( ) 123-4567	90.10					36.85	216.50	0.9
2100 Parkside Equipment, Inc.	( ) 123-4567	42.61						100.97	
9998 Work In Progress	( ) -								
9999 Miscellaneous And Temp.	( ) -								

	Gasoline:	Oil :	Labor :	Parts :	Accessor:	Misc sho:	Sublet l:	Tires :	Batterie:	Road Ser:	X-Sales :	Total:
MTD :	72.60:	22.85:	131.85:	32.68:	8.75:	:	:	87.88:	68.75:	17.50:	10.80:	453.66: MTD
MTD%:	16.0%:	5.0%:	29.1%:	7.2%:	1.9%:	:	:	19.4%:	15.2%:	3.9%:	2.4%:	100.0%: MTD%
YTD :	72.60:	22.85:	131.85:	32.68:	8.75:	:	:	87.88:	68.75:	17.50:	10.80:	453.66: YTD
YTD%:	16.0%:	5.0%:	29.1%:	7.2%:	1.9%:	:	:	19.4%:	15.2%:	3.9%:	2.4%:	100.0%: YTD%

Last month	1 Mo. Old	2 Mo. Old	3 Mo. Old	4 Mo. Old	5+Mo. Old
551.71	755.21	0.00	0.00	0.00	36.85
Prior balance:		1,343.77+			
Total payments:		250.45-			
Total sales:		453.66+			
Total receivables:		1,546.98+ as of 03/03/83			

# THE MANAGER'S ASSISTANT™

## APPENDIX A SAMPLE REPORTS

Your Company Name  
13957 South Kostner Avenue  
Crestwood, IL 60445

Date : Monday, September 25, 1995

	Gasoline	Oil & A.	Labor	Parts	Accessor	Misc sho	Sublet 1	Tires	Batterie	Road Ser	X-Sales	Total
<b>Employee # 1 - John Smith</b>												
Current	44.00	43.80	111.80	48.10	17.40	0.00	0.00	87.88	0.00	14.00	13.62	380.60
M.T.D.	6.00	21.00	75.80	6.80	17.40	0.00	0.00	87.88	0.00	14.00	10.18	239.06
C.Y.T.D.	769.70	133.70	388.51	369.85	25.15	0.00	664.45	257.40	0.00	129.00	41.85	2779.61
F.Y.T.D.	769.70	133.70	388.51	369.85	25.15	0.00	664.45	257.40	0.00	129.00	41.85	2779.61
<b>Total commission due # 1 - John Smith</b>												
Comm due	0.88	6.39	37.26	4.81	1.74	0.00	0.00	2.93	0.00	1.40	0.00	55.41
<b>Employee # 5 - Bill Jones</b>												
Current	93.10	126.10	822.77	915.76	0.00	50.00	14.00	0.00	47.50	27.50	64.77	2161.50
M.T.D.	53.60	28.25	212.95	216.39	0.00	0.00	0.00	0.00	47.50	0.00	18.59	577.28
C.Y.T.D.	272.44	403.16	4742.15	4474.32	16.40	50.00	377.00	0.00	172.00	189.50	295.14	10992.11
F.Y.T.D.	272.44	403.16	4742.15	4474.32	16.40	50.00	377.00	0.00	172.00	189.50	295.14	10992.11
<b>Total commission due # 5 - Bill Jones</b>												
Comm due	1.86	18.41	274.23	91.58	0.00	2.50	1.40	0.00	1.58	2.75	0.00	394.31
<b>Employee # 7 - Tom Adams</b>												
Current	87.75	184.20	1082.20	653.89	20.20	0.00	32.50	55.13	68.75	54.00	46.39	2285.01
M.T.D.	31.45	31.00	399.90	115.13	11.25	0.00	25.00	0.00	68.75	17.50	9.12	709.10
C.Y.T.D.	276.05	580.69	5202.64	2698.73	211.57	535.00	688.65	55.13	214.50	237.25	197.35	10897.56
F.Y.T.D.	276.05	580.69	5202.64	2698.73	211.57	535.00	688.65	55.13	214.50	237.25	197.35	10897.56
<b>Total commission due # 7 - Tom Adams</b>												
Comm due	1.76	26.89	360.70	65.39	2.02	0.00	3.25	1.84	2.29	5.40	0.00	469.53
<b>Employee # 9 - Ray Davis</b>												
Current	42.40	68.00	247.75	105.51	4.94	0.00	0.00	89.84	57.50	36.00	19.39	671.33
M.T.D.	0.00	9.00	87.95	40.65	4.94	0.00	0.00	75.85	57.50	25.00	10.11	311.00
C.Y.T.D.	428.90	329.18	993.15	724.94	5.15	0.00	19.95	240.33	105.25	78.00	73.62	2998.47
F.Y.T.D.	428.90	329.18	993.15	724.94	5.15	0.00	19.95	240.33	105.25	78.00	73.62	2998.47
<b>Total commission due # 9 - Ray Davis</b>												
Comm due	0.85	9.93	82.58	10.55	0.49	0.00	0.00	2.99	1.91	3.60	0.00	112.90
<b>Grand Total</b>												
Current	267.25	422.10	2264.52	1723.26	42.54	50.00	46.50	232.85	173.75	131.50	144.17	5498.44
Comm due	5.35	61.63	754.76	172.33	4.25	2.50	4.65	7.75	5.79	13.15	0.00	1032.16

# THE MANAGER'S ASSISTANT™

## APPENDIX A SAMPLE REPORTS

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Your Company Name  
13957 South Kostner Avenue  
Crestwood, IL 60445

Date : Wednesday, March 2, 1983

Product	Month Open	Received	Units Sold	Month Close	Variance	Sales Dollars
Station totals:						
Super U/L	925	660	387	1,198	-3	509.39
Regular	1,490	4,200	1,322	4,368	-1	1,629.62
Unleaded	3,437	1,950	1,185	4,202	3	1,492.77
Diesel	1,000	1,000	512	1,488	-2	618.71
Month total	6,852	7,810	3,406	11,256	-3	4,250.49

# THE MANAGER'S ASSISTANT™

## APPENDIX A SAMPLE REPORTS

Pete's Service Center  
13957 South Kostner Avenue  
Crestwood, IL 60445

Date : Wednesday, June 28, 1995

EM#	Name	Soc. Sec. No.									
-----											
1	John Smith	123-45-6789									
-----											
	Regular pay	Overtime	Commission	Fed'l W/H	Soc Security	Medicare	State W/H	Other	Deduct.		Net
Current	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
M.T.D.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Q.T.D.	2769.20	0.00	427.76	-407.27	-198.21	-46.36	-92.19		-57.20		2395.73
Y.T.D.	2769.20	0.00	427.76	-407.27	-198.21	-46.36	-92.19		-57.20		2395.73
-----											
5	Bill Jones	222-22-2222									
-----											
	Regular pay	Overtime	Commission	Fed'l W/H	Soc Security	Medicare	State W/H	Other	Deduct.		Net
Current	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
M.T.D.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Q.T.D.	1840.00	144.48	0.00	0.00	-123.04	-28.77	-46.60		-57.20		1728.87
Y.T.D.	1840.00	144.48	0.00	-128.00	-123.04	-28.77	-36.60		-57.20		1610.87
-----											
7	Tom Adams	345-43-2345									
-----											
	Regular pay	Overtime	Commission	Fed'l W/H	Soc Security	Medicare	State W/H	Other	Deduct.		Net
Current	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
M.T.D.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Q.T.D.	2480.00	793.72	0.00	-412.47	-202.97	-47.47	-99.07		-57.20		2454.54
Y.T.D.	2480.00	793.72	0.00	-412.47	-202.97	-47.47	-99.07		-57.20		2454.54
-----											
9	Ray Davis	999-99-9999									
-----											
	Regular pay	Overtime	Commission	Fed'l W/H	Soc Security	Medicare	State W/H	Other	Deduct.		Net
Current	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
M.T.D.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Q.T.D.	2880.00	273.10	643.82	-156.64	-235.41	-55.06	-82.25		-57.20		3210.36
Y.T.D.	2880.00	273.10	643.82	-156.64	-235.41	-55.06	-82.25		-57.20		3210.36
-----											
GRAND TOTALS											
	Regular pay	Overtime	Commission	Fed'l W/H	Soc Security	Medicare	State W/H	Other	Deduct.		Net
Current	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
M.T.D.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Q.T.D.	9969.20	1211.30	1071.58	-976.38	-759.63	-177.66	-320.11		-228.80		9789.50
Y.T.D.	9969.20	1211.30	1071.58	-1104.38	-759.63	-177.66	-310.11		-228.80		9671.50
=====											

```

***** 941 *****
Current      0.00
M.T.D.      0.00
Q.T.D.     2850.96
Y.T.D.     2978.96
*****
    
```

THE MANAGER'S ASSISTANT™

APPENDIX A  
SAMPLE REPORTS

:Your Company Name

Bill Jones

CHECK 1246  
SS# 222-22-2222

This pay check:		Hours	Amount	Year to date:	Hours	Amount
09/22/95	5600	Reg. Hrs.= 38.750	339.06		398.750	2409.06
09/22/95	5610	O.T. Hrs.= 0.000	0.00		34.750	144.48
09/22/95	5620	Commission	394.31			788.62
09/22/95	2100	Fed'l Withholding	-48.27			-208.19
09/22/95	2110	Soc. Security	-45.47			-207.22
09/22/95	2120	Medicare	-10.63			-48.45
09/22/95	2130	State Withholding	-18.54			-70.41
09/22/95	5350	Uniforms	-7.15			-71.50
09/22/95	5600	Group insurance	-10.00			-10.00
09/22/95	5800	Beeper	-2.00			-2.00

CHECK DATE	CONTROL NUMBER	TOTALS	Amount
09/22/95	1246	TOTALS	591.31

YOUR COMPANY NAME  
13957 S. Kostner Avenue  
Crestwood, IL 60445

1st State Bank  
Crestwood, IL 60445

Five Hundred Ninety-One and 31/100 Dollars

Bill Jones

07/30/98 1246 \*\*\*\*\*\$591.31

PAY Bill Jones  
TO THE 1019 Elm Street  
ORDER OF Your Town, USA

Payroll check SS# 222-22-2222



THE MANAGER'S ASSISTANT™

APPENDIX A  
SAMPLE REPORTS

Statement

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

ACCOUNT	DATE
1015	02/28/98

Bill's Engineering  
11233 Any Street  
Your Town, Us 11111

02/28/98

Last Mo. 1 Month 2 Month 3 Month 4 Month 5+Month  
141.10

AMOUNT ENCLOSED \$ \_\_\_\_\_

PLEASE RETURN ABOVE PORTION WITH YOUR REMITTANCE

REMITTANCE

DATE	INVOICE NO.	CHARGES	CREDITS	BALANCE
01/27/98	19388	2352.30+	Applied	
Your PO#	232989			
02/02/98	19461	1639.42+	Applied	
Your PO#	233100			
02/05/95	19472	344.41+		
Your PO#	233173			
02/07/98	19488	142.64+		
Your PO#	233221			
02/09/98	18498	1253.91+		
Your PO#	233298			
02/20/98	12545	Payment 3,991.72-	Applied	
Total - Remit this amount to pay in full ->			3,011.76+	
Prompt payment ensures good credit!			3,011.76+	
			PLEASE PAY THIS AMOUNT	

THE MANAGER'S ASSISTANT™

APPENDIX A  
SAMPLE REPORTS

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## APPENDIX B FORMS AND CHECKS

### Required forms

The Manager's Assistant™ requires accounts receivable forms, tractor feed checks and W-2 Wage and Tax Statement forms. All of these items are easily available from several sources.

### Accounts receivable statement forms

The system uses Accounts receivable statement forms that are available through Safeguard, NEBS, Deluxe, and office supply stores that carry Rediform products. Safeguard, NEBS, and Deluxe can supply the forms plain or custom printed with your company name and address. You should purchase two part forms (original plus one copy). (See example on following pages.)

**Precision tip: When ordering custom printed forms, order them WITHOUT your company name and address printed at the bottom of the form. This area will be used by the system for your special message.**

### W-2 Wage and Tax Statement forms

The W-2 Wage and Tax Statement forms are available from many office supply stores and through NEBS. The capability of your printer and the requirements of your state will determine exactly which version of the form you must buy. If your printer cannot print through six copies at a time, you must use twin sets. You will have to run the W-2 forms twice but you will get six copies. If your state requires a six part form, you will have to run the W-2 forms three times.

### Checks

The continuous tractor feed checks are available from Safeguard, NEBS, and through banks that carry Deluxe checks. Always order two part Accounts payable checks (original plus one copy). (See example on following pages.)




THE MANAGER'S ASSISTANT™

APPENDIX B  
FORMS AND CHECKS

YOUR COMPANY NAME

0001006

DATE	DESCRIPTION	AMOUNT	DEDUCTION	NET AMOUNT
<b>ACCOUNTS PAYABLE CHECK</b>				
Product Code : SGC 7002-2 or 3 Overall Size: 9½ x 7" Detached Size: 8½ x 7" Parts: 2 or 3 carbonless Colors: Blue, Green or Gray 3 part only in Blue Envelope Code: SGCE 2096				
**Has basic voucher to list details. **Position guide for easy alignment. **Low price including printing of name and address; consecutive check numbering; MICR encoding; bank name and address.				
OPTIONAL: (at an additional low cost) * Personalized with your company logo.				
 <b>YOUR SINGLE SOURCE FOR EVERY COMPUTER FORM</b> For personal service from your Safeguard Business Specialist Please Call - Sally Shlim & Associates (847) 699-7679				
DATE	CONTROL NUMBER	TOTALS		

FOR SECURITY PURPOSES, THE BORDER OF THIS DOCUMENT CONTAINS MICROPRINTING.

**YOUR COMPANY NAME**  
123 MAIN STREET  
YOUR TOWN, STATE ZIP

**YOUR BANK NAME**  
CITY, STATE ZIP

0001006

PAY  
TO THE  
ORDER OF

DATE CONTROL NO. AMOUNT

THE REVERSE SIDE OF THIS DOCUMENT INCLUDES AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW.

⑈001006⑈ ⑆123456789⑆ 987854321⑈

125-15667 95 96 97  
8 9 10 11 12 98 99 00 LITHO USA

LITHO USA

SGC7002

# THE MANAGER'S ASSISTANT™

## APPENDIX B FORMS AND CHECKS

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## APPENDIX C INSTALLING SPECIAL OPTIONS

### Introduction

This appendix describes some of the various adaptations and modifications you can make to The Manager's Assistant™ that may make the system more closely fit your needs.

### GILBARCO MODIFICATION (also for use with Delta 300 and some Wayne)

#### Section 1 Theory of operation

### Benefits of Gilbarco modification

The Gilbarco console which produces G1, G2, G3, L1 and L2 readouts, and the essentially similar Delta 300 console, does not provide adequate information to enable the dealer to easily calculate service mix or pool margins. With the Gilbarco modification to The Manager's Assistant™, the short-comings of a Gilbarco console are overcome by taking the mechanical readings from the dispensers (pumps) on the low volume service (usually Full service), and entering these readings into The Manager's Assistant™ along with the G1, G2 and G3 readings from the Gilbarco console.

### Station setup

The Gilbarco modification will set up your station so that the total sales volume is entered into the first pumps set up in The Manager's Assistant™, one pump for each product. The first pumps will have their price set at the price set for your high volume service (usually Self service). Sales from the low volume service (usually Full service) will automatically be SUBTRACTED from the sale of the high volume service at the HIGH VOLUME PRICE. In order to accomplish this, you will take the mechanical readings from the low sales volume pumps at each shift change and enter these readings into The Manager's Assistant™ during the shift checkout along with information taken from the Gilbarco console. This will provide users with Gilbarco consoles all of the benefits of The Manager's Assistant™, including sales figures and pool margins by service.

#### Section 2 Installing the modification

### Installation instructions

Follow these instructions exactly. If you have a Windows 95/98 at the Windows desktop click on the icon for the "MS-DOS prompt". If you do not have an "MS-DOS prompt" icon on the desk top, click on the "Start" button. Next, click on Programs, then click MS-DOS prompt. On an MS-Dos system, exit to the "C" prompt. At the "C" (C:\PDS) Dos prompt type:

```
C:\PDS [ENTER]  
COPY CON AMGILBARC.DTA [ENTER]
```

Press [SPACE BAR] once.

If you discount your gasoline for cash payment Press [2].

Otherwise, Press [1].

Press [SPACE BAR] 25 times.

Press [ENTER].

Press [CTRL]-[Z] then press [ENTER]

# THE MANAGER'S ASSISTANT™

## APPENDIX C INSTALLING SPECIAL OPTIONS

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On a Windows 95/98 system, type **EXIT** and press [Enter] to return to the Windows desktop. On an MS-Dos system, type **PDS** and press [Enter] to return to Precision Data Systems.

### Section 3 System Setup

To implement the Gilbarco modification, the gas pumps **MUST** be correctly defined in the Company Setup program. (See Section 2.1, starting on page 5, for more information.)

Number of nozzles

The number of nozzles entered into the system will be equal to the number of products sold plus the number of nozzles that are on your low volume service (usually Full service). For example, if your station sells Regular, Premium and Unleaded, you sell three products. If most of your sales volume is on the Self service island and you have six nozzles on Full Service, the total number of nozzles to enter is 9.

Types of service

If you have two types of service, enter 2 as the number of types of service. **The high volume service (usually Self Service) MUST be entered first.** If you have only one type of service, this modification is not needed.

Types of products

The products may be entered in any order. However, you may find it most convenient to enter the products in the same order as they are read from your Gilbarco console.

G1, G2 & G3

The first three nozzles entered into the system should be in the same order as the products are read off of your Gilbarco console. For example, if G1 is Regular, G2 is Premium, and G3 is Unleaded, you should set up Pump number 1 to dispense Regular, Pump number 2 to dispense Premium, etc. **Each of these pumps MUST be set up as Computer pumps.** (A computer pump is any pump which directly reports sales, as if the odometers on the pump always started at zero.)

Low volume pumps

The rest of the pumps (the low volume pumps) should be set up as type 5, units only. (A units only pump will only request the units (gallons) odometer reading.) These pumps should be entered in the order most convenient, usually in the order the employees would instinctively read these pumps.



# THE MANAGER'S ASSISTANT™

## APPENDIX C INSTALLING SPECIAL OPTIONS

---

### Section 4 The Shift Checkout

Entering G1, G2 & G3 readings

Once the Gilbarco modification has been properly set up, the gasoline section of the shift checkout will be very straight forward. Enter into the units column of pump 1 the G1 reading taken directly off of your Gilbarco console. The system will then ask for the dollars reading. If your console supplies total sales dollars for this product, type it in and press [Enter], otherwise just press [Enter]. The system will calculate the dollar amount, display it, then proceed to the next pump. Repeat this for G2, and G3 (if used). The following pumps will require entry of the mechanical readings from your low volume service (usually Full service). Because they have been set up as units only pumps, only the units reading will be requested.

Cross check

After entering all of the information, the Gasoline Sales Recap will appear. The total of the first Dollars column (usually Self service) **MUST** agree with your L1 total. The total of the second Dollars column (usually Full service) **MUST** agree with your L2 total. The Grand total dollars **MUST** agree with your station total dollars from your Gilbarco console. These numbers **MUST** agree as this is your only cross check! If The Manager's Assistant™ does not produce totals that agree with the Gilbarco console, the problem is almost always incorrect mechanical readings.

## OIL SALES (DEPT. B) MODIFICATION

### Section 1 Theory of Operation

Benefits of Oil Sales Modification

Oil sales entered into the oil department during work order entry and charge sale entry do not actually record sales in the oil or gasoline departments but only serve to balance the work order. The system can be forced to record oil sales entered into the oil department.

**C.A.R.S. users note:** This option is available to you in the C.A.R.S. company setup function. **DO NOT** use the procedure outlined here.

### Section 2 Installing the modification

Installing the modification

The modification is installed by changing information contained in the POSAUTO.DTA data file. The BASIC language must be available on the hard disk.

Follow these instructions exactly. If you have a Windows 95/98 at the Windows desktop click on the icon for the "MS-DOS prompt". If you do not have an "MS-DOS prompt" icon on the desk top, click on the "Start" button. Next, click on Programs, then click MS-DOS prompt.

# THE MANAGER'S ASSISTANT™

## APPENDIX C INSTALLING SPECIAL OPTIONS

---

On an MS-Dos system, at the DOS (C:\PDS>) prompt type:

```
GWBASIC [ENTER]
```

Precision tip: On some versions of MS-DOS™, the Basic language is called BASICA or BASIC. If BASIC causes the computer to reply "Bad command or file name", try BASICA or QBASIC.

In a few seconds you should see the BASIC sign-on message. Type the following program EXACTLY as shown.

```
1 0 OPEN "R",1,"POSAUTO.DTA",128 [ENTER]
2 0 FIELD 1,128 AS A$ [ENTER]
3 0 LSET A$="" [ENTER]
4 0 FOR J=1 TO 5 [ENTER]
5 0 PUT 1,J [ENTER]
6 0 NEXT [ENTER]
7 0 LSET A$="" [ENTER]
8 0 PUT 1,5 [ENTER]
9 0 CLOSE [ENTER]
100 SYSTEM [ENTER]
```

Examine what you have typed carefully. If you find any errors, retype the incorrect line(s). Once you are sure that you have typed the information correctly, type:

```
RUN [ENTER]
```

In a moment, the system will return to the DOS (C:\PDS>) prompt.

On a Windows 95/98 system, type: **EXIT** and press [Enter] to return to the Windows desktop. On an MS-Dos system, type: **PDS** and press [Enter] to return to Precision Data Systems.

# THE MANAGER'S ASSISTANT™

## APPENDIX C INSTALLING SPECIAL OPTIONS

---

### Section 3 Effect of modification

Recording oil sales

From now on, any sale amount entered into the oil department on a work order or charge sale will record a sale in the oil department. To prevent oil sales from being double counted, oil sold on a work order or charge sale may not be included in the Key Item Inventory, unless the item in the inventory has a retail price of \$.00.

## DISCOUNTS

Description

If work orders or charge sales frequently contain a discount that you wish to have reflected in the invoice total, you may wish to add a sales department called "Discounts". During entry of a discounted work order or discounted charge sale, enter the discount as a minus dollar amount.

**Precision tip: Because profit is decreased by the amount of the discount, enter 100 percent as the gross margin percent.**

An example

Suppose that a work order or charge sale consisted of \$60 for parts, \$40 for labor, and a 10% discount for a net invoice amount of \$90. Enter the net amount, \$90.00 as the invoice amount. Then enter \$60 into parts and \$40 into labor. At this point, the invoice balance will show +10.00. Next, enter the discount amount of -10.00. The invoice will balance.

Effect of modification

All discounts allowed using this method will be accumulated in the Discounts department as negative sales. The discounts allowed will also be deducted from the estimated profit in the Business Analysis Report.

THE MANAGER'S ASSISTANT™

APPENDIX C  
INSTALLING SPECIAL OPTIONS

---

APPENDIX D  
WORK SHEETS

Note that the number in the parenthesis below indicates the maximum number of characters the computer will accept.

COMPANY ADDRESS WORK SHEET

Address (35)

\_\_\_\_\_

City, state, zip (35)

\_\_\_\_\_

Phone number (35)

\_\_\_\_\_

# THE MANAGER'S ASSISTANT™

## APPENDIX D WORK SHEETS

---

### GASOLINE SERVICE WORK SHEET

Number of nozzles (2) \_\_\_\_\_

Amount of lee-way (4) \_\_\_\_\_

Number of types of service (1) \_\_\_\_\_

Name of service type 1 (12) \_\_\_\_\_

Name of service type 2 (12) \_\_\_\_\_

Number of product types (1) \_\_\_\_\_

Name of product type 1 (10) \_\_\_\_\_

Name of product type 2 (10) \_\_\_\_\_

Name of product type 3 (10) \_\_\_\_\_

Name of product type 4 (10) \_\_\_\_\_

# THE MANAGER'S ASSISTANT™

## APPENDIX D WORK SHEETS

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### STORAGE TANKS WORK SHEET

Product Type	Maximum Capacity (6)	Maximum Inches (3)	Flat or Round ended tank (1)
#1	_____	_____	_____
#2	_____	_____	_____
#3	_____	_____	_____
#4	_____	_____	_____

THE MANAGER'S ASSISTANT™

APPENDIX D  
WORK SHEETS

---

GASOLINE TAXES WORK SHEET

Product Type	Sales Tax Percent (6)	Amount excluded from Sales Tax (7)
#1	_____	_____
#2	_____	_____
#3	_____	_____
#4	_____	_____



THE MANAGER'S ASSISTANT™

APPENDIX D  
WORK SHEETS

---

GASOLINE INVENTORY WORK SHEET

Product Type	Quantity on Hand (6)	Cost (7)	Retail Service #1 (5)	Retail Service #2 (5)
#1	_____	_____	_____	_____
#2	_____	_____	_____	_____
#3	_____	_____	_____	_____
#4	_____	_____	_____	_____

THE MANAGER'S ASSISTANT™

APPENDIX D  
WORK SHEETS

---

GASOLINE DISPENSERS WORK SHEET

Pump number (2) \_\_\_\_\_

Product type, by number (1) \_\_\_\_\_

Service type, by number (1) \_\_\_\_\_

Pump type (1) \_\_\_\_\_

(1=Full, 2=Half, 3=Computerized, 4=Liter 5=gallons only, 6=dollars only)

MTD units sold (8) \_\_\_\_\_

YTD units sold (8) \_\_\_\_\_

Opening units (7) \_\_\_\_\_

Opening money (7) \_\_\_\_\_

(Repeat the above information for each pump.)

THE MANAGER'S ASSISTANT™

APPENDIX D  
WORK SHEETS

---

MISCELLANEOUS INFORMATION WORK SHEET

Number of days you will be open this month (2) \_\_\_\_\_

Estimated total operating expense for month (6) \_\_\_\_\_

Accounts receivable service charge (4) \_\_\_\_\_%

Credit card service charge (4) \_\_\_\_\_%

A typical fuel delivery in units: (5) \_\_\_\_\_

Checking account names or numbers:

Commercial Account (15) \_\_\_\_\_

Miscellaneous Account (15) \_\_\_\_\_

Drop Credit Cards entry for more Bank Deposit lines? (1) \_\_\_\_\_

Do you wish to calculate commission for salesmen? (1) \_\_\_\_\_

THE MANAGER'S ASSISTANT™

APPENDIX D  
WORK SHEETS

---

INFORMATION SELF-MANAGEMENT WORK SHEET

Retain \_\_\_\_\_ months of Manager's Assistant invoices.

Retain \_\_\_\_\_ months of Accounts Receivable history.

Retain \_\_\_\_\_ months of cleared checks.

Retain \_\_\_\_\_ months of paid Payables invoices.

THE MANAGER'S ASSISTANT™

APPENDIX D  
WORK SHEETS

---

BANK DEPOSIT BUILT-IN ANSWERS WORK SHEET

	Deposit Amount	Which account <C>ommercial / <M>isc. (1)	Deposit Description (20)	Discount Percent (6)
1)	0.00	_____	_____	_____
2)	0.00	_____	_____	_____
3)	0.00	_____	_____	_____
4)	0.00	_____	_____	_____
5)	0.00	_____	_____	_____
6)	0.00	_____	_____	_____

If you have answered  Yes the question "Drop Credit Cards entry for more Bank Deposit lines?" on the previous work sheet, there will only be 4 deposit lines available.

THE MANAGER'S ASSISTANT™

APPENDIX D  
WORK SHEETS

SALES DEPARTMENTS WORK SHEET

Department Name (13)	Sales Goal (6)	Margin % (7)	MTD sales (11)	YTD sales (11)
A Gasoline service #1	_____	_____	_____	_____
Gasoline service #2	_____	_____	_____	_____
B Oil _____	_____	_____	_____	_____
C _____	_____	_____	_____	_____
D _____	_____	_____	_____	_____
E _____	_____	_____	_____	_____
F _____	_____	_____	_____	_____
G _____	_____	_____	_____	_____
H _____	_____	_____	_____	_____
I _____	_____	_____	_____	_____
J _____	_____	_____	_____	_____
K _____	_____	_____	_____	_____
L _____	_____	_____	_____	_____
M _____	_____	_____	_____	_____
N _____	_____	_____	_____	_____
O _____	_____	_____	_____	_____

THE MANAGER'S ASSISTANT™

APPENDIX D  
WORK SHEETS

---

CASH REGISTER SALES DEPARTMENT WORK SHEET

	Department Name (13)	Purchase Acct. No. (4)	Sales Goal (6)	Margin % (7)	MTD sales (11)	YTD sales (11)
17	_____	_____	_____	_____	_____	_____
18	_____	_____	_____	_____	_____	_____
19	_____	_____	_____	_____	_____	_____
20	_____	_____	_____	_____	_____	_____
21	_____	_____	_____	_____	_____	_____
22	_____	_____	_____	_____	_____	_____
23	_____	_____	_____	_____	_____	_____
24	_____	_____	_____	_____	_____	_____
25	_____	_____	_____	_____	_____	_____
26	_____	_____	_____	_____	_____	_____
27	_____	_____	_____	_____	_____	_____
28	_____	_____	_____	_____	_____	_____
29	_____	_____	_____	_____	_____	_____
30	_____	_____	_____	_____	_____	_____
31	_____	_____	_____	_____	_____	_____
32	_____	_____	_____	_____	_____	_____

THE MANAGER'S ASSISTANT™

APPENDIX D  
WORK SHEETS

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33	_____	_____	_____	_____	_____	_____
34	_____	_____	_____	_____	_____	_____
35	_____	_____	_____	_____	_____	_____
36	_____	_____	_____	_____	_____	_____
37	_____	_____	_____	_____	_____	_____
38	_____	_____	_____	_____	_____	_____
39	_____	_____	_____	_____	_____	_____
40	_____	_____	_____	_____	_____	_____
41	_____	_____	_____	_____	_____	_____
42	_____	_____	_____	_____	_____	_____
43	_____	_____	_____	_____	_____	_____
44	_____	_____	_____	_____	_____	_____
45	_____	_____	_____	_____	_____	_____
46	_____	_____	_____	_____	_____	_____
47	_____	_____	_____	_____	_____	_____
48	_____	_____	_____	_____	_____	_____
49	_____	_____	_____	_____	_____	_____
50	_____	_____	_____	_____	_____	_____



THE MANAGER'S ASSISTANT™

APPENDIX D  
WORK SHEETS

---

KEY ITEM INVENTORY WORK SHEET

Description (10) \_\_\_\_\_

Sales department (1) \_\_\_\_\_

Retail price (5) \_\_\_\_\_

Cost per unit (5) \_\_\_\_\_

Quantity on hand (5) \_\_\_\_\_

Sales month-to-date (5) \_\_\_\_\_

Sales year-to-date (5) \_\_\_\_\_

(Repeat the above for each key inventory item.)

THE MANAGER'S ASSISTANT™

APPENDIX D  
WORK SHEETS

DISBURSEMENT ACCOUNT WORK SHEET

Account Number (4)	Account Description (15)	----- Paid by Cash -----		----- Paid by Check -----		Balance brought forward * (8)
		Mo.-to-Date (8)	Yr.-to-Date (8)	Mo.-to-Date (8)	Yr.-to-Date (8)	
5110	Bank Charges	_____	_____	_____	_____	_____
5580	Disc. C. Cards	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

\* Balance sheet accounts only. (Balance sheet accounts are accounts with numbers less than 4000.)

(Repeat the above for as many disbursement accounts as you wish to add at this time.)

THE MANAGER'S ASSISTANT™

APPENDIX D  
WORK SHEETS

---

OPENING CASH AND CREDIT CARDS WORK SHEET

Date of last manual checkout (8)

\_\_\_\_\_

Credit card charge slips at end of last shift (8)

\_\_\_\_\_

Cash on hand at end of last shift (8)

\_\_\_\_\_

THE MANAGER'S ASSISTANT™

APPENDIX D  
WORK SHEETS

---

ACCOUNTS RECEIVABLE ACCOUNTS WORK SHEET

Account Number (5) \_\_\_\_\_

Name (30) \_\_\_\_\_

Address line 1 (25) \_\_\_\_\_

Address line 2 (25) \_\_\_\_\_

City, state, zip (39) \_\_\_\_\_

Phone number (10) \_\_\_\_\_ Extension (4) \_\_\_\_\_

Person to contact (30) \_\_\_\_\_

Service charge percentage (5) \_\_\_\_\_ Service charge year-to-date (6) \_\_\_\_\_

Credit limit (6) \_\_\_\_\_

Message line 1 (30) \_\_\_\_\_

Message line 2 (30) \_\_\_\_\_

Last month's balance (9)\* \_\_\_\_\_

<u>Unpaid from:</u>				
1 month ago (9)*	2 months ago (9)*	3 months ago (9)*	4 months ago (9)*	5 months ago (9)*
_____	_____	_____	_____	_____

Comment: (69) \_\_\_\_\_

\* Includes decimal point.

(Repeat the above for each charge account entered into the system.)

THE MANAGER'S ASSISTANT™

APPENDIX D  
WORK SHEETS

---

VENDOR ACCOUNTS (PAYEES) WORK SHEET

Payee code (4) \_\_\_\_\_

Name of payee (30) \_\_\_\_\_

Address line 1 (25) \_\_\_\_\_

Address line 2 (25) \_\_\_\_\_

City, state zip code (33) \_\_\_\_\_

Message to print on check (30) \_\_\_\_\_

Last check number (6) \_\_\_\_\_

Last check date month/day/year (8) \_\_\_\_\_

Last check amount (11) \_\_\_\_\_

Payment month-to-date (11) \_\_\_\_\_

Payment year-to-date (11) \_\_\_\_\_

Phone number (10) \_\_\_\_\_

Comment (66) \_\_\_\_\_

Disbursement account (4) \_\_\_\_\_

Entry description (18) \_\_\_\_\_

Gross amount (8) \_\_\_\_\_

Discount (7) \_\_\_\_\_

(Repeat for each payee to be entered.)

THE MANAGER'S ASSISTANT™

APPENDIX D  
WORK SHEETS

---

PAYROLL SETUP WORK SHEET

Disbursement account reg. hours (4) \_\_\_\_\_ Number of regular hours (6) \_\_\_\_\_

Disbursement account O.T. hours (4) \_\_\_\_\_ Overtime factor (6) \_\_\_\_\_

Disbursement account commission (4) \_\_\_\_\_ Pay overtime on commission (1) \_\_\_\_\_

Account for federal withholding (4) \_\_\_\_\_ Federal exemption amount (6) \_\_\_\_\_

Account for Social Security (4) \_\_\_\_\_ Social Security percentage (6) \_\_\_\_\_

Social Security limit (6) \_\_\_\_\_

Account for Medicare (4) \_\_\_\_\_ Medicare percentage (6) \_\_\_\_\_

Medicare limit (6) \_\_\_\_\_

Account for state withholding (4) \_\_\_\_\_ State exemption amount (6) \_\_\_\_\_

Account for additional deduction (4) \_\_\_\_\_

Entry description for deduction (18) \_\_\_\_\_

Amount of additional deduction (7) \_\_\_\_\_

\*\* Repeat last four steps for 2nd thru 5th additional deductions if necessary.

State Employer ID # (10) \_\_\_\_\_ Federal Employer ID # (10) \_\_\_\_\_

# THE MANAGER'S ASSISTANT™

## APPENDIX D WORK SHEETS

---

### EMPLOYEE INFORMATION WORK SHEET

Employee number (2)	_____		
Name (30)	_____		
Address line 1 (25)	_____		
Address line 2 (25)	_____		
City-State, Zip (33)	_____		
Phone number (10)	_____		
Social Sec. Number (11)	_____		
-S-ingle or -M-arried (1)	_____	Federal exemptions (2)	_____
State exemptions (2)	_____	Rate of pay (8)	_____
-S-alary or -H-ourly (1)	_____	Pay periods per year (2)	_____
Last check # (6)	_____	Date written (8)	_____
Date hired (8)	_____	Date released (8)	_____
M.T.D regular hours (7)	_____	M.T.D overtime hours (7)	_____
C.Y.T.D regular hours (8)	_____	C.Y.T.D overtime hours (8)	_____
Earned vacation hours (7)	_____	Earned sick hours (7)	_____
YTD paid vacation hours (7)	_____	YTD paid sick hours (7)	_____
Comment (68)	_____		

THE MANAGER'S ASSISTANT™

APPENDIX D  
WORK SHEETS

---

COMMISSIONS WORK SHEET

Sales Department	Percentage	Current Pay Period	M.T.D. sales	C.Y.T.D. sales	F.Y.T.D. sales
	(6)	(11)	(11)	(11)	(11)
Gasoline	_____	_____	_____	_____	_____
Oil	_____	_____	_____	_____	_____
Sales dept. C	_____	_____	_____	_____	_____
Sales dept. D	_____	_____	_____	_____	_____
Sales dept. E	_____	_____	_____	_____	_____
Sales dept. F	_____	_____	_____	_____	_____
Sales dept. G	_____	_____	_____	_____	_____
Sales dept. H	_____	_____	_____	_____	_____
Sales dept. I	_____	_____	_____	_____	_____
Sales dept. J	_____	_____	_____	_____	_____
Sales dept. K	_____	_____	_____	_____	_____



THE MANAGER'S ASSISTANT™

APPENDIX D  
WORK SHEETS

---

EMPLOYEE STANDARD PAYCHECK INFORMATION WORK SHEET

Act. (4)	Entry Description (18)	Amount (7)	Current (11)	MTD (11)	QTD (11)	YTD (11)
_____	Reg. Hrs. = _____(6)		_____	_____	_____	_____
_____	O.T. Hrs. = _____(6)		_____	_____	_____	_____
_____	Commission		_____	_____	_____	_____
_____	Fed'l Withholding	_____	_____	_____	_____	_____
_____	Soc. Security	_____	_____	_____	_____	_____
_____	Medicare	_____	_____	_____	_____	_____
_____	State Withholding	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Overtime factor = \_\_\_\_\_ (6)

Pay O.T. on commission? \_\_\_\_\_ (1)

THE MANAGER'S ASSISTANT™

APPENDIX D  
WORK SHEETS

Shift Check-out Trial Balance Worksheet - With Gasoline

=====

Total of PAID Repair Orders: (including HOUSE CHARGES)	_____	Total of Charge sales: (ONLY HOUSE CHARGES)	_____
+		+	
Miscellaneous sales & store	_____	Total BANK Deposits:	_____
+		+	
Gasoline sales	_____	Total of CASH PAID outs:	_____
+		+	
Received on Account:	_____	Total Credit cards rec'd	_____
+		+	
Cash Drawer (opening):	_____	Cash drawer (closing):	_____
=		=	
 TOTAL TO ACCOUNT FOR:	_____	 TOTAL ACCOUNTED FOR:	_____

=====

Notes:

If "TOTAL TO ACCOUNT FOR" is greater than "TOTAL ACCOUNTED FOR" then you are short and the books do not balance. If "TOTAL ACCOUNTED FOR" is greater than "TOTAL TO ACCOUNT FOR" then you are over and again the books do not balance.

For shift balancing purposes and handling the checkbook properly, make sure when an amount is listed as a BANK DEPOSIT that a BANK DEPOSIT SLIP is made for that amount and it is deposited. If this is not handled this way it will make it very difficult to reconcile your checkbook every month. "Total BANK Deposits" is the total of CASH, CHECKS & Credit Cards that you are depositing.

Also make sure that you have an itemized list of all the paid-outs that have occurred during the shift. It may be helpful to have an envelope to put receipts and notes concerning any cash paid out during the shift.

# THE MANAGER'S ASSISTANT™

## APPENDIX D WORK SHEETS

### Shift Check-out Trial Balance Worksheet - Without Gasoline

=====

Total of PAID Repair Orders: (including HOUSE CHARGES)	_____	Total of Charge sales: (ONLY HOUSE CHARGES)	_____
+		+	
Received on Account:	_____	Total BANK Deposits:	_____
+		+	
Cash on hand (open):	_____	Cash on hand (close):	_____
+		+	
Non-sales income:	_____	Paid out:	_____
=		=	
 TOTAL TO ACCOUNT FOR:	_____	 TOTAL ACCOUNTED FOR:	_____

=====

#### Notes:

If "TOTAL TO ACCOUNT FOR" is greater than "TOTAL ACCOUNTED FOR" then you are short and the books do not balance. If "TOTAL ACCOUNTED FOR" is greater than "TOTAL TO ACCOUNT FOR" then you are over and again the books do not balance.

For shift balancing purposes and handling the checkbook properly, make sure when an amount is listed as a BANK DEPOSIT that a BANK DEPOSIT SLIP is made for that amount and it is deposited. If this is not handled this way it will make it very difficult to reconcile your checkbook every month. "Total BANK Deposits" is the total of CASH, CHECKS & Credit Cards that you are depositing.

Also make sure that you have an itemized list of all the paid-outs that have occurred during the shift. It may be helpful to have an envelope to put receipts and notes concerning any cash paid out during the shift.

THE MANAGER'S ASSISTANT™

APPENDIX D  
WORK SHEETS

---

## APPENDIX E CHECKLISTS

### WINDOWS 95/98 SYSTEM CHECKLIST FOR TRANSFER & SHIFT CHECKOUT - WITH GASOLINE

- If you have the C.A.R.S. function, 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 **X** 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.
- If you have the C.A.R.S. function. 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.
- If you do not have the C.A.R.S. function, press **M** at the Precision Main Menu. At the Manager's Assistant™ Main Menu, go to **S**hift 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.

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- 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. (Enter only the Paid outs, Received on accounts and Gasoline charge sales you did not pre-enter into C.A.R.S.) If you do not have the C.A.R.S. function, enter your **W**ork orders and **C**harge sales. (If you have the C.A.R.S. function the Work orders & Charge sales were entered with the Transfer Paid repair orders.) After you have entered these, press **\*** to exit Invoices.
- If you are using the cash Register sales, press **R** to enter your cash Register sales.
- Press **S** to look at Sales summary. Check to make sure you balance. If your shift has balanced, press **\*** to close shift. Type in **C**L**O**S**E**. If you have more than one shift answer **N**O to "Is this the closing shift for the day?". If this is the last shift of the day, answer **Y**E**S** to "Is this the closing 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 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.
- Return to **M**anager's Assistant™. Press [SHIFT]-**P** to select Post invoices. Exit **\*** Manager's Assistant™.
- If you have the Service Manager™, go to The **S**ervice Manager™. Press [SHIFT]-**S** to select Process repair orders. Exit **\*** Service Manager™.
- At the **END OF THE DAY**, 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.
- If you have the Filedrawer function, at THE END OF THE DAY, go to **F**iledrawer **U**tilities and **B**ackup.
- If you have the Service Manager™, at least once a week, go to The **S**ervice Manager™ and print your Thank you and Reminder letters. At The Service Manager™ Main menu, go to **P**rint letters. Next, go to **P**rint 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 **N**ame order. Press [Enter] for the "Start printing with" prompt. Answer **Y**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 **T**ickler letters. Next, go to **P**rint automatic Tickler 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 **N**ame order. Press [Enter] for the "Start printing with" prompt. Answer **Y**es to the

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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.

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## APPENDIX E CHECKLISTS

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### MS-DOS SYSTEM CHECKLIST FOR TRANSFER & SHIFT CHECKOUT - WITH GASOLINE

- If you have the C.A.R.S. function, 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 **\*** from the Precision Data Systems' program to the "C" (C:\PDS>) prompt. Do a backup by typing **HDBACKUP** then press [ENTER]. Answer **Y**es to continue. When the backup is complete, type **Q**, then press [ENTER] to return to the system.
- If you have the C.A.R.S. function, 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.
- If you do not have the C.A.R.S. function, press **M** at the Precision Main Menu. At the Manager's Assistant™ Main Menu, go to **S**hift 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.



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- If you have any Paid out's , Received on accounts or Gasoline charge sales, 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. (Enter only the Paid outs, Received on accounts and Gasoline charge sales you did not pre-enter into C.A.R.S.) If you do not have the C.A.R.S. function, enter your **W**ork orders and **C**harge sales. (If you have the C.A.R.S. function the Work orders & Charge sales were entered with the Transfer Paid repair orders.) After you have entered these, press **\*** to exit Invoices.
- If you are using the cash Register sales, press **R** to enter your cash Register sales.
- Press **S** to look at Sales summary. Check to make sure you balance. If your shift has balanced, press **\*** to close shift. Type in **C****L****O****S****E**. If you have more than one shift answer **N****O** to "Is this the closing shift for the day?". If this is the last shift of the day, answer **Y****E****S** to "Is this the closing 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 **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 **M**anager's Assistant™. Press [SHIFT]-**P** to select Post invoices. Exit **\*** Manager's Assistant™.
- If you have the Service Manager™, go to The **S**ervice Manager™. Press [SHIFT]-**S** to select Process repair orders. Exit **\*** Service Manager™.
- At the **END OF THE DAY**, exit **\*** from the Precision Data Systems' program to the "C" (C:\PDS>) prompt and do a **B****A****C****K****U****P****1** (floppy disk backup). The **BACKUP1** **MUST** be done at the **END OF EACH DAY**, whether you have done bookkeeping or not.
- If you have the Filedrawer function, at **THE END OF THE DAY**, go to **F**iledrawer **U**tilities and **B**ackup.
- If you have the Service Manager™, at least once a week, go to The **S**ervice Manager™ and print your Thank you and Reminder letters. At The Service Manager™ Main menu, go to **P**rint letters. Next, go to **P**rint 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 **N**ame order. Press [Enter] for the "Start printing with" prompt. Answer **Y**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 **T**ickler letters. Next, go to **P**rint automatic Tickler 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 **N**ame order. Press [Enter] for the "Start printing with" prompt. Answer **Y**es to the

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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.

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### WINDOWS 95/98 SYSTEM CHECKLIST FOR TRANSFER & SHIFT CHECKOUT - WITHOUT GASOLINE

- If you have the C.A.R.S. function, 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 **E** 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.
- If you have the C.A.R.S. function, 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.
- If you do not have the C.A.R.S. function, press **M** at the Precision Main Menu. At the Manager's Assistant™ Main Menu, go to **S**hift 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 any 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.) If you do not have the C.A.R.S. function, enter your **W**ork orders and **C**harge sales. (If you have the C.A.R.S. function the Work orders & Charge sales were entered with the Transfer Paid repair orders.) After you have entered these, press **E** to Exit Invoices.

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- Press **S** to look at Sales summary. Check to make sure you balance. If your shift has balanced, press the **\*** 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 **\*** 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.
- Return to **M**anager's Assistant™. Press **[SHIFT]-P** to select Post invoices. Answer **Yes** or **No** to the reports. Exit **\*** Manager's Assistant™.
- If you have the Service Manager™, go to The **S**ervice Manager™. Press **[SHIFT]-S** to select Process repair orders. Exit **\*** Service Manager™.
- At THE END OF THE DAY, 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.
- If you have the Filedrawer function, at THE END OF THE DAY, go to **F**iledrawer **U**tilities and **B**ackup.
- If you have the Service Manager™, at least once a week, go to The **S**ervice Manager™ and print your Thank you and Reminder letters. At The Service Manager™ Main menu, go to **P**rint letters. Next, go to **P**rint 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 **N**ame 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.  
  
If you have Tickler letters, at the Precision Main menu, go to **T**ickler letters. Next, go to **P**rint automatic Tickler 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 **N**ame 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.

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## APPENDIX E CHECKLISTS

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### MS-DOS SYSTEM CHECKLIST FOR TRANSFER & SHIFT CHECKOUT - WITHOUT GASOLINE

- If you have the C.A.R.S. function, 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 **+** from the Precision Data Systems' program to the "C" (C:\PDS>) prompt. Do a backup by typing **HDBACKUP** then press [ENTER]. Answer **Y**es to continue. When the backup is complete, type **PDS**, then press [ENTER] to return to the system.
- If you have the C.A.R.S. function, 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.) If you do not have the C.A.R.S. function, enter your **W**ork orders and **C**harge sales. (If you have the C.A.R.S. function the Work orders & Charge sales were entered with the Transfer Paid repair orders.) After you have entered these, press **+** to Exit Invoices.
- Press **S** to look at Sales summary. Check to make sure you balance. If your shift has balanced, press the **+** 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 .

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- 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  to continue. When the backup is complete, type , then press [ENTER] to return to the system.
- Return to  Manager's Assistant™. Press [SHIFT]- to select Post invoices. Answer  or  to the reports. Exit  Manager's Assistant™.
- If you have the Service Manager™, go to The  Service Manager™. Press [SHIFT]- to select Process repair orders. Exit  Service Manager™.
- At THE END OF THE DAY, exit  from the Precision Data Systems' program to the "C" (C:\PDS>) prompt and do a  (floppy disk backup). The Backup  MUST be done at the END OF EACH DAY, whether or not you have done bookkeeping on this day.
- If you have the Filedrawer function, go to  Filedrawer  Utilities and  Backup.
- If you have the Service Manager™, 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 , 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  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  Tickler letters. Next, go to  Print 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  Name order. Press [Enter] for the "Start printing with" prompt. Answer  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.

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## APPENDIX E CHECKLISTS

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### WINDOWS 95 / 98 SYSTEM CHECKLIST FOR END OF MONTH PROCESSING

- 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 Reports check list, starting on page 243, for the 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 utilities 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 YES, 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 YES. If you have not made these backups, answer NO and -Exit to the Windows Desktop and make the backups.

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- 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.
- Load statements into the printer. If your printer does not have an easy to use method of switching the printer into condensed mode you can do so by turning your printer off and then turning it back on. If your printer has a front panel that allows you to change the pitch size, change the pitch to 10 C.P.I..
- The system will ask if you would like a printer alignment test. Press  Y. 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  N, 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  N. Pressing  Y 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  Y  E  S to Reset the YTD sales too. If you are not ending the year, press [ENTER]. (The C.A.R.S. end-of-month processing screen will only appear if you have the C.A.R.S. function.)
- 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  Yes 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  Yes.



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- After the report prints the system will ask "Do you approve of the report as printed?" If you wish to reprint the report, press N. Pressing Y 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.

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### MS-DOS SYSTEM CHECKLIST FOR END OF MONTH PROCESSING

- 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 Reports check list, starting on page 243, for the 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 utilities 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.

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- 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.
- Load statements into the printer. If your printer does not have an easy to use method of switching the printer into condensed mode you can do so by turning your printer off and then turning it back on. If your printer has a front panel that allows you to change the pitch size, change the pitch to 10 C.P.I..
- The system will ask if you would like a printer alignment test. Press Y. 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 N, 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 N. Pressing Y 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 YES to Reset the YTD sales too. If you are not ending the year, press [ENTER]. (The C.A.R.S. end-of-month processing screen will only appear if you have the C.A.R.S. function.)
- 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 Yes 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 Yes.

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## APPENDIX E CHECKLISTS

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After the report prints the system will ask "Do you approve of the report as printed?" If you wish to reprint the report, press N. Pressing Y 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.

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### Windows 95 / 98 or MS-DOS System List for End-of-month Reports

If you have the C.A.R.S. function

- Go to **C**.A.R.S. - **U**tilities - **R**eports
- Print a **T**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 **W**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.

If you have the Precision Parts Manager function

- Go to **P**recision Parts Manager - **R**eports
- Print a **G**roup totals report - **C**omplete. Answer **N** to "Print totals only". After the report has run exit Precision Parts Manager to the Precision Main Menu.

### Manager's Assistant™ Main Menu

- Go to **M**anager's Assistant™ - **R**eports.
- Print a **D**isbursement summary - for Accounts 1000 through 9999.
- Print an **I**nvoice reports - **P**aid outs - by **A**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 **C**ash receipts report.
- Print a **S**ales Daily report - for the last day of month only - Sales/Cash Balance **Y** - Invoices **N** - Key item inventory **N**.

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

If you are using the Checking Accounts function run the following reports:

- Go to **C**hecking Accounts - **R**eports
- A**ddjustments - **S**elect - select by date - first day of the month until the last day of the month you are closing.
- B**ank deposits - **S**elect - select by date - first day of the month until the last day of the month you are closing.
- C**hecks - **S**elect - select by date - first day of the month until the last day of the month you are closing.
- D**isbursements by account - **S**elect - 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 - Checking accounts - Accounts Payables run the following report.

- Go to **C**hecking Accounts - **A**ccounts Payables - **R**eports.
- D**isbursements by account - **S**elect - 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 Accounts Receivables function

- A**ccounts Receivables go to **R**eports run the following report.
- A**ging report - **C**omplete - **N**umerical - **N**o to exclude zero balance accounts. After printing this report exit to The Manager's Assistant™ Main Menu.

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## APPENDIX E CHECKLISTS

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If you are using the Payroll function

- Go to **E**mployee info. - **R**eports and run the following reports.
- P**ayroll report, and a **D**eductions report.

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X

Y

Z

# THE MANAGER'S ASSISTANT™

## INDEX

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# P PRECISION

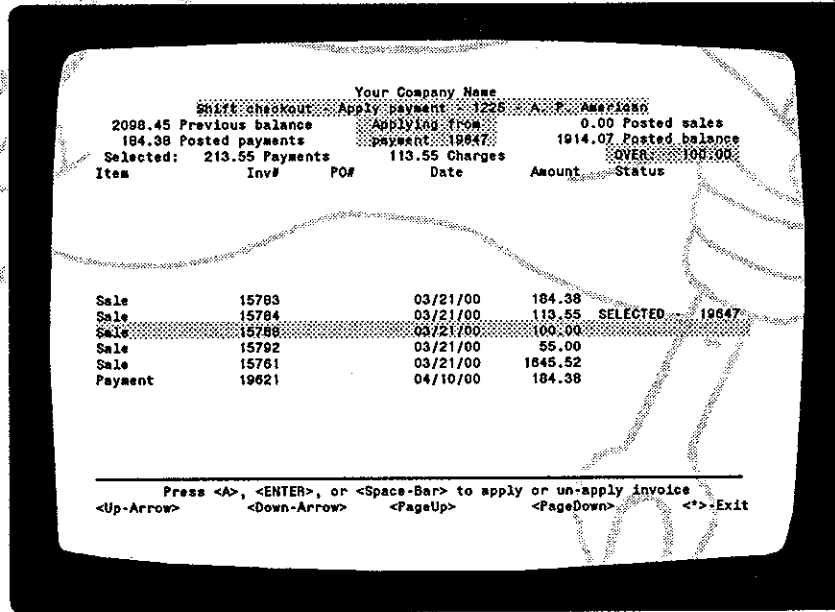
Data Systems, Inc.

13957 s. kostner avenue  
crestwood, illinois 60445  
(708) 371-6555

UPGRADE MA 05-21-00  
Manager's Assistant™  
May 21, 2000

## Shift Checkout - Received on Account - Apply payment

As you enter an ROA for an Open item account and apply the payment to specific sales, the check number of the ROA will appear in the green "Applying from payment" box near the top of the screen. As a sale is selected, the check number will appear on the screen in the status column to the right of the word "SELECTED".



Only one check number can be recorded on a sale. If you accidentally select a prior payment before selecting the sale(s) for the ROA being entered, the check number in the green box will be the wrong number. Un-select the incorrect payment by selecting it again. The system will restore the check number from the ROA being entered to the green box.

If this payment is the last payment of several to pay off one sale, you should record the check number of the payment just entered on the sale. To prevent the system from recording a prior payment check number you **MUST** select the sale first, then select the prior payments.

While in the "Apply payment" screen you can apply previously entered payments to their sales. To have the correct check number appear on the sale, select the appropriate payment first. If you select the wrong payment, the number that appears in the "Applying from payment" box will not be correct. To correct the check number select the wrong payment again (to un-select it), then select the correct payment.

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**\*\* FOR FUTURE REFERENCE \*\***  
computer systems for the automotive service industry

## Accounts Receivable - Customer accounts - Display / Apply Invoices

When applying payments and sales in Accounts Receivable - Customer accounts - Display / Apply Invoices, first select the appropriate payment. The check number from the payment you have selected will appear in the green box near the top of the screen. Next, select the appropriate sale(s). As you select a sale(s) the check number will appear to the right of the word "SELECTED" in the status column of the screen.

Only one check number can be recorded on a sale. If you accidentally select the wrong payment before selecting the sale(s), the check number in the green box will be the wrong number. Un-select the incorrect payment by selecting it again, then select the correct payment.

## Checking Accounts - Print checks

When printing payroll checks the system will no longer print the employees social security number on the check. The social security number will still print on the check stub. When printing other checks, the vendor abbreviation and the payee will print on the top of the check stub.

The following upgrades should appear on your PDSLOG.DTA file:

SM 01-07-00	MM 01-13-00	AP 03-17-00	FD 05-20-00
MA 01-08-00	PI 02-19-00	AP 03-30-00	
AP 01-09-00	CA 02-20-00	CA 03-31-00	
CA 01-10-00	FD 02-25-00	CA 04-01-00	
FD 01-11-00	CA 02-29-00	SM 05-05-00	
TL 01-12-00	PI 03-01-00	CA 05-19-00	

NOTE: Upgrade disks issued prior to purchasing your system will not appear. Also, upgrades for parts of the system you have not purchased will not appear.

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**\*\* FOR FUTURE REFERENCE \*\***



# P PRECISION

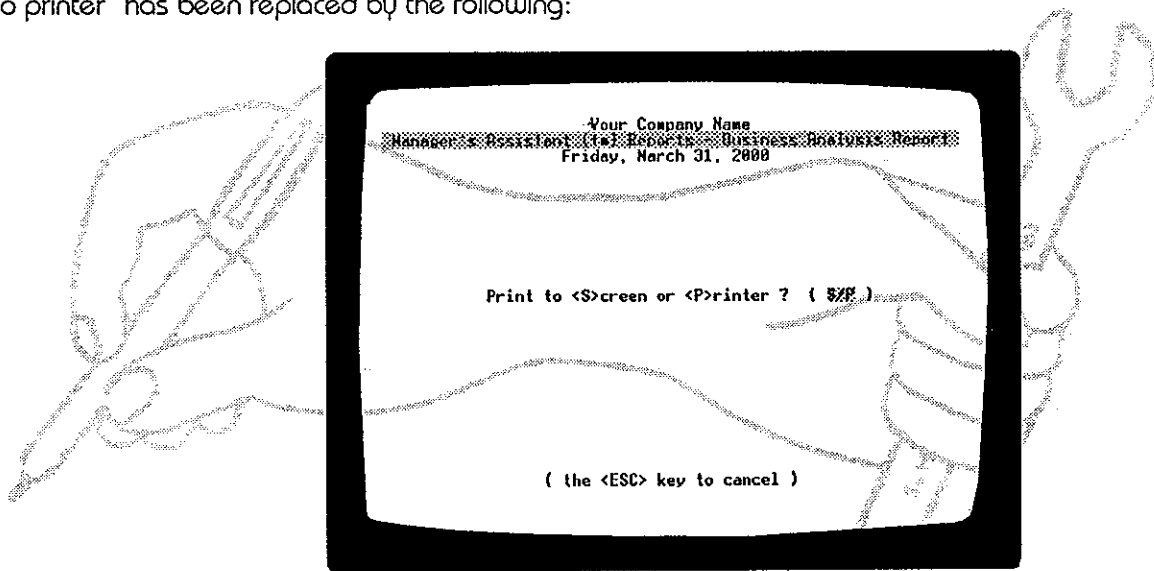
Data Systems, Inc.

13957 s. kostner avenue  
crestwood, illinois 60445  
(708) 371-6555

UPGRADE MA 10-20-00  
Manager's Assistant™  
October 20, 2000

## VIEWING REPORTS

This upgrade adds the ability to view reports on the screen. Generally, the message "Load continuous paper into printer" has been replaced by the following:



**Precision tip:** If you have the Printer port assignment for the reports set to "Write to disk" the prompt for "Screen or Printer" will NOT appear.

Pressing **P** will cause the report to print immediately. Pressing **S** will cause the report to be displayed on the screen.

When the report appears on the screen, you can press the arrow keys to scroll (move) the report around on the screen to see different parts of the report. [Page up] and [Page down] will scroll the information up and down a screen-full at a time. Pressing [Home] will scroll to the left side of the report. Pressing [End] will scroll to the right side of the report. Pressing **H**ard copy will print the report on the printer and exit the reports viewer. Pressing any other key will exit the reports viewer without printing the report.

**Precision tip:** To reverse the action of the Arrow and Page keys, press [CTRL]-**R**.

**Precision tip:** Reports printed from the reports viewer by pressing **H**ard copy will print on the printer designated as the reports printer in Precision Main Menu - Utilities - Printer port assignments.

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## SHIFT CHECKOUT

The Business analysis report may be printed on paper or printed to the screen. See Viewing Reports above for more information.

## POST INVOICES

When using the "Post Invoices" function in Manager's Assistant™ all the reports will be printed to the printer. The choice for <S>creen or <P>rinter will NOT appear.

## REPORTS

All reports listed on the "Reports" menu may be printed on paper or printed to the screen. See Viewing Reports above for more information.

## CHECKING ACCOUNTS

### REPORTS

All reports may be printed on the printer or printed on the screen. See Viewing Reports above for more information.

When printing "Mailing labels" and "Rotary file cards" the information will print to the printer. The choice for <S>reen or <P>rinter will NOT appear.

### BALANCE CHECKBOOK

When using the "Balance checkbook" function in Manager's Assistant™ - Checking accounts the report will be printed to the printer. The choice for <S>reen or <P>rinter will NOT appear.

## ACCOUNTS RECEIVABLE

### CUSTOMER ACCOUNTS

When using the "Label" function the label will be printed to the printer. The choice for <S>reen or <P>rinter will NOT appear.

### REPORTS

All reports may be printed on the printer or printed on the screen. See Viewing Reports above for more information.

When printing "Mailing labels" and "Rotary file cards" the information will print to the printer. The choice for <S>reen or <P>rinter will NOT appear.

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( OVER )

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When printing a "Single statement" the statement will print to the printer. The choice for <S>creen or <P>rinter will NOT appear. To see this information on the screen, go to ustomer accounts - isplay invoices or isplay/apply invoices.

## EMPLOYEE INFORMATION

### REPORTS

All reports may be printed on the printer or printed on the screen. See Viewing Reports above for more information.

When printing "Single W-2's" the W-2's will print to the printer. The choice for <S>creen or <P>rinter will NOT appear.

### UTILITIES

### COMPANY SETUP

When printing a "Disbursement account" listing from Company setup the report will print to the printer. The choice for <S>creen or <P>rinter will NOT appear.

### MONTH / YEAR END

During End-of-month processing the statements and reports will print to the printer. The choice for <S>creen or <P>rinter will NOT appear.

The following upgrades should appear on your PDSLOG.DTA file:

SM 01-07-00	MM 01-13-00	AP 03-17-00	FD 05-20-00	CA 09-29-00
MA 01-08-00	PI 02-19-00	AP 03-30-00	MA 05-21-00	AP 10-02-00
AP 01-09-00	CA 02-20-00	CA 03-31-00	MM 05-22-00	MM 10-06-00
CA 01-10-00	FD 02-25-00	CA 04-01-00	CA 09-15-00	PI 10-13-00
FD 01-11-00	CA 02-29-00	SM 05-05-00	FD 09-16-00	
TL 01-12-00	PI 03-01-00	CA 05-19-00	SM 09-17-00	

NOTE: Upgrade disks issued prior to purchasing your system will not appear. Also, upgrades for parts of the system you have not purchased will not appear.