THE MANAGER'S ASSISTANT™

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Revised 5/15/2000

Brief description

The Manager's Assistant™ is a fully integrated bookkeeping system designed to simplify the daily and monthly paper work found in auto repair facilities and service stations. It:

Quickly balances 1 to 4 shifts per day
Maintains a perpetual inventory of key items
Accumulates, bills and ages the accounts receivable
Accumulates sales by department and employee
Provides a gross margin analysis
Evaluates sales vs. budgets
Produces a business analysis
Reports gross margin estimates based on actual sales
Compares actual sales to targeted amounts
Calculates employee commissions and salesman commissions
Prints pay checks
Prints a paid-out report with audit trail
Maintains two checking accounts
Writes checks and itemizes expenditures by account and payee
Accumulates information month to date and year to date
With the fuel module, the system will also:
    Handle 4 products and 2 types of service
    Balance 24 dispensers
    Balance storage tanks and convert stick readings to gallons
    Recommend a gasoline order by product
    Provide a comprehensive pool margin analysis

The Manager's Assistant™ integrates with

The Manager's Assistant™ directly integrates with Precision Data Systems' Computerized Automotive Repair order System (C.A.R.S.). The information generated is consistent with and may be cross-checked with the information entered into Precision Parts Manager. Information generated by the Service Manager™ can be used to supplement information generated with The Manager's Assistant™.

Information taken from

The information is taken from your shift sheets, shop repair orders, house charge tickets, cash paid out slips, and checking account records. As little or as much information as desired may be printed in a format convenient to the user. A complete audit trail is maintained.

System capacity

The Manager's Assistant™ can maintain the following quantities of information depending on the disk storage space available.

Information	Capacity
Dispensers	24
Types of Service	2
Types of Products	4
Sales Departments	50
Transactions (Invoices)	999,999
Payees (Vendors)	500
Disbursement Accounts	1000
House Charge Accounts	9990
Check entries	999,999

| Payables invoices | 999,999 |
| Employees | 99 |

Information is accumulated on a monthly and yearly basis. A transaction consists of a bank deposit, a work order (repair order), a charge sale, a received-on-account transaction, a cash paid-out transaction, or a miscellaneous sales invoice. An open account purchase entry counts as two transactions.

Purpose of this manual

The Manager's Assistant™ system is designed to be used by owners and managers of auto service facilities and service stations. The system and the instruction manual assume and require no prior computer experience. The instruction manual will lead you through all the necessary steps needed to implement and use the system. The manual was written to be used as a tutorial manual and as a reference manual. You will find the instructions organized in a step-by-step manner.

Organization of this manual

Sections 2.0 through 2.4 detail the information you must have to perform the initial system setup and will explain how this information is entered. Sections 3.0 through 3.9 explain the day-to-day use of the system.

Because you are probably unfamiliar with computers, it is recommended that you read through this manual prior to using the computer. This will provide an overview that will make the system easy to use.

Concurrent systems

When implementing a new accounting system, computerized or otherwise, you must verify that the results of the new system are satisfactory. Incorrect results may be generated from many sources including human error and failure to follow the instruction manual. The only way to verify that the results of a computer system are satisfactory is to run the computer system concurrently with the manual system. It is YOUR responsibility to verify that the information generated by The Manager's Assistant™ is accurate.

Interchangeable terms

The phrase "repair order" and "work order" are used interchangeably. The words "gas", "gasoline" and "fuel" are used interchangeably. The words "vendor" and "payee" are used interchangeably.

SECTION 2.0
SETTING UP THE SYSTEM - AN OVERVIEW

Information needed

To set up The Manager's Assistant™, you will have to supply information about four general areas of your business: your bookkeeping system so you can do a shift check out; your disbursement accounts and payees so you can charge cash and check paid-outs to the proper category; the accounts receivable so you may enter house charge transactions, age the accounts, and print statements; and your employees so you can monitor their sales and have the system calculate the sales commissions (if you wish).

Prior to using the system, all necessary information about your company, your accounts receivable, your employees, and your bookkeeping system must be entered.

Gathering the information

Sections 2.1 through 2.4 of this manual will discuss the information required to set up the system and will lead you through the entering of the setup information into the system. As you continue with sections 2.1 through 2.4, write down the information on the work sheets provided in Appendix D, starting on page 203. After this is done, you will have all of the information needed to customize the system for your business.

Starting in the middle of a month

If you start using the system in the middle of a month, projections made by the system for that month will not be accurate. It is recommended that you use the system concurrently with your present system for a period of time. During this period, you must make certain that the results obtained from The Manager's Assistant™ are as dependable as your current system. You can use the partial month as part of the trial period while you are establishing the reliability of the system.

Month-to-date and year-to-date totals

Throughout sections 2.1 through 2.4, references are made to entering month-to-date and year-to-date figures. It is not essential to enter these figures because starting with the first day of the next month, month-to-date figures will be correct. Similarly, starting with the first day of the next year, year-to-date figures will be correct.

Gallons vs. liters

The system will handle fuel sales in liters as well as gallons. If you sell fuel by the liter, the system will report pool margins by the liter, recommend a gas order in liters, and report sales by liters. You will have to enter storage tank capacities in liters and enter the size of a "typical" gasoline order in liters. Also, you will have to enter the amount of tax per-gallon of gasoline which is excluded from the sales tax calculation prorated by the liter. You will have to manually convert back and forth as necessary. (One gallon equals 3.78537 liters.)

Materials needed

In order to use the system, you will need accounts receivable statement forms. To use the Checking accounts function, you will need two-part accounts payable checks. See Appendix B, starting on page 193, for more information on required forms.

> **Note: If you order the accounts receivable statements with your company name and address preprinted, order them WITHOUT your company name printed on the bottom.**

Concurrent systems

You must use the computer system concurrently with your present manual system long enough to insure that the computer system is producing satisfactory results. It is YOUR responsibility to verify that the information generated by The Manager's Assistant™ is accurate.

Start the system

When starting your computer, make sure that there is no disk in drive "A" or the system will attempt to start up on that disk.

On Ms-Dos

Turn on your computer. When the computer has finished the start-up process the "Precision" Main Menu will appear.

> **Precision tip:** If your computer does not have a built-in clock, the system will request the date and time. After you enter the time, the "Precision" Main Menu will appear.

On Windows 95/98

Turn on your computer. When the computer has finished the start-up process the "Windows desktop" will appear. The "PDS" window will appear. Double click on the "PDS_Menu" icon in the PDS window. The "Precision" Main Menu will appear.

Entering The Manager's Assistant™

To start The Manager's Assistant™, press [M] at the "Precision" Main Menu. The system will go to The Manager's Assistant™.

Initial setup vs. revised setup

If the system has not been set up, you will be taken directly to the Company Setup function. If you have previously set up the system you will be taken to The Manager's Assistant™ Main Menu (shown below). To revise the setup, press [U] to select the Utilities menu, at the Utilities menu press [C] to select the Company Setup function. Recall that when answering a question that requires only a single key response, you need not press [Enter].

```
                    Your Company Name
            Manager's Assistant (tm)  Main Menu
                   Friday, April 21, 2000




                <S>  Shift checkout
                <P>  Post invoices
                <R>  Reports
                <C>  Checking accounts
                <A>  Accounts receivable
                <E>  Employee information
                <U>  Utilities
                <*>  Exit Manager's Assistant

        >>> Your selection ?
```
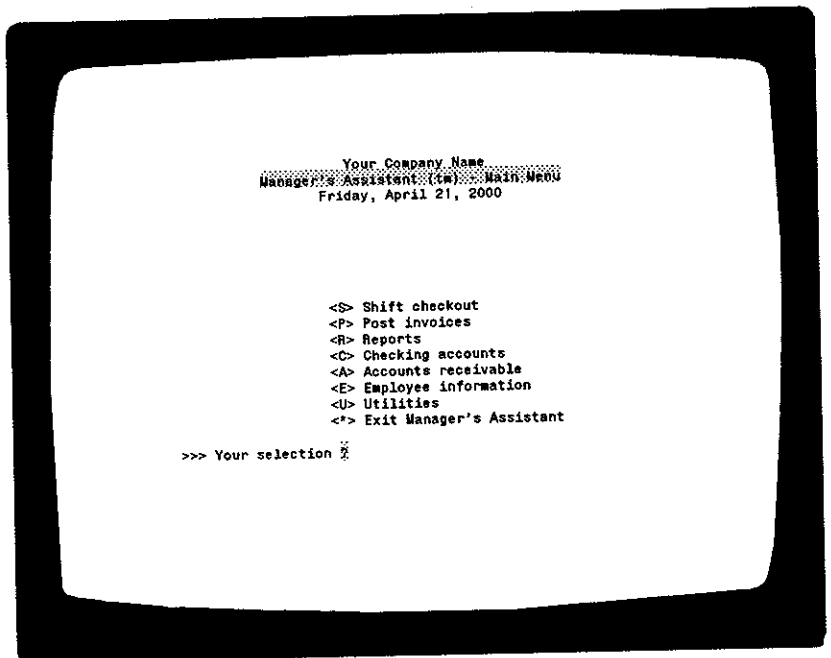
SECTION 2.1
SETTING UP THE BOOKKEEPING SYSTEM

After a few moments the screen will show:

```
                        Your Company Name
    Manager's Assistant (tm) Company Setup   Company name setup
                      Friday, April 21, 2000




                Name : Your Company Name
             Address : 13957 S Kostner Avenue
      City State Zip : Crestwood, IL 60445
               Phone : (708) 371-6555   Fax (708) 371-6558




            >>> Are all entries correct ?  ( Y/N )
```
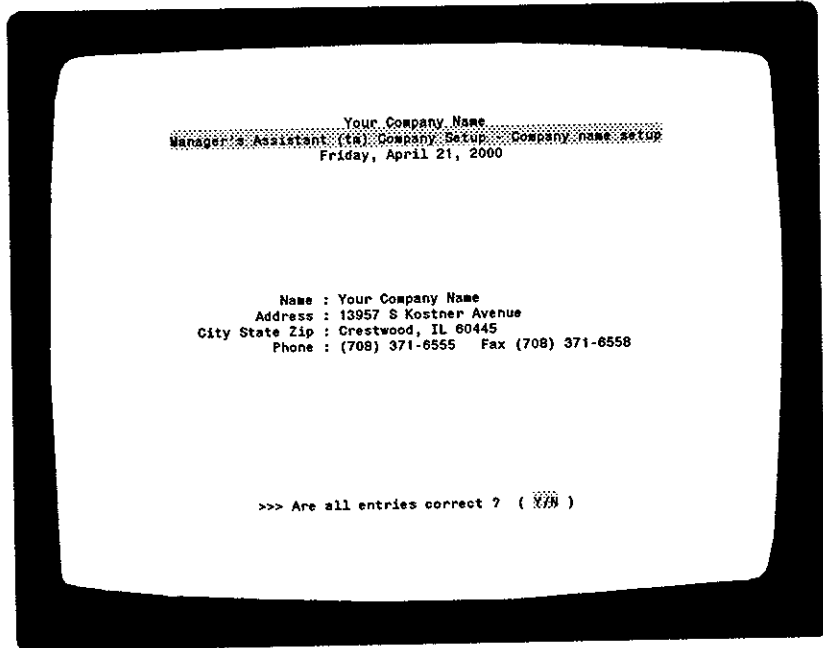
Passwords

The system will allow you to protect the information by using a three level password system. When using all three passwords, no access will be allowed to the system without a password. Each password level protects a different section of information.

Level 1 password

The level 1 password will allow an employee to balance the shift, post invoices, review accounts receivable and write checks (Level 1 will not allow the writing of payroll checks).

Level 2 password

The level 2 password will allow an employee to edit invoices in the Shift checkout function and to print a Business Analysis report. The level 2 password will also allow an employee to print sales reports, edit accounts in Accounts Receivable, print receivable reports and do End-of-month processing.

Level 3 password

A level 3 password will be required to enter the Company setup function, the Employee Information function, the Display checks function, to write payroll checks and to print reports that include sensitive payroll information.

SECTION 2.1
SETTING UP THE BOOKKEEPING SYSTEM

To enter passwords

The use of passwords is optional. To enter passwords, press [ESC]. The passwords entry screen will appear.

```
                         Your Company Name
           Manager's Assistant (tm) Company Setup   Passwords
                        Friday, April 21, 2000




                  Password Level 1 : PASSWORD
                  Password Level 2 : PASSWORD
                  Password Level 3 : PASSWORD




              >>> Are all entries correct ?  ( Y/N )
```
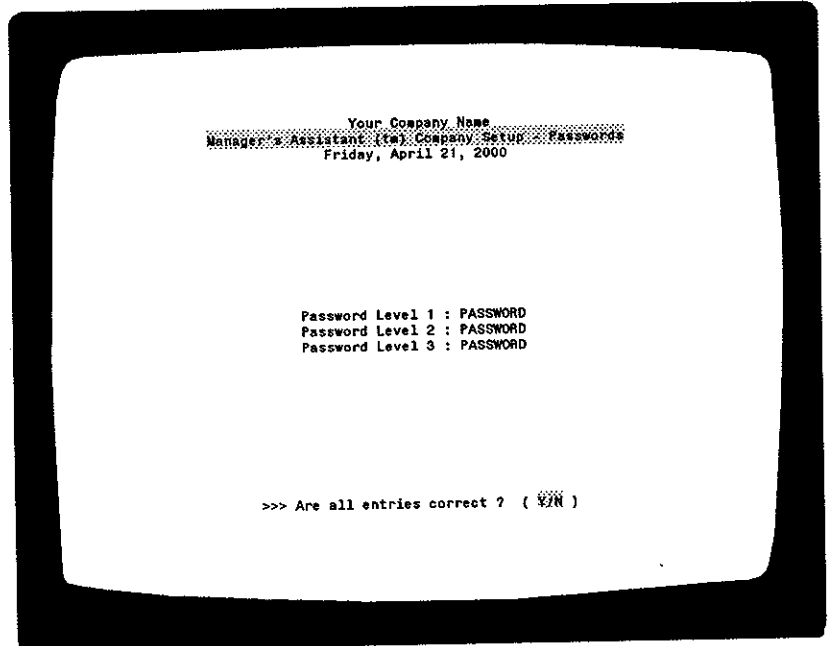
Using passwords

To enter new passwords, press [N]o, to the question "Are all entries correct ?". Press [F5] to clear the word PASSWORD, then type in the new password.

A password may contain letters, numbers, and punctuation marks. The word "PASSWORD" when used in the system as a password will prevent the system from asking for a password. This will allow anyone to access all information. After entering the passwords, you will be asked "Are all entries correct?". Press [Y]es, to return to the company name and address screen. (See figure shown on page 6.)

Company name setup

You cannot change your company name. Your company name can be changed only by Precision Data Systems. Attempting to change your company name may cause the system to malfunction.

Editing the company address

If you are performing the initial setup, the information shown is not correct. To change the information shown, press [N] in response to the question, "Are all entries correct?" The system will allow you to enter your correct address, city, state, zip code and phone number on the appropriate lines.

> Precision tip: Remember, type it as you would like it printed on your charge account statements, including any spaces, commas, periods or other punctuation. When printing, the computer will adjust the information so that all lines will be

SECTION 2.1
SETTING UP THE BOOKKEEPING SYSTEM

centered on the statements. Do NOT attempt to center the information on the screen.

After entering the phone number, the system will again ask, "Are all entries correct?" If the information has been correctly entered, press Ⓨ.

If you make an error

If, while entering information, you notice that you have made an error, use the editing functions described in Section 1 of the Precision Main Menu Manual.

> Precision tip: See Appendix D, page 203, for the Company Address work sheet.

The screen will now change:

```
                        Your Company Name
        Manager's Assistant (tm) Company Setup   Company name setup
                        Friday, April 21, 2000




                 Name : Your Company Name
              Address : 13957 S Kostner Avenue
      City State Zip : Crestwood, IL 60445
                Phone : (708) 371-6555   Fax (708) 371-6558



     The system will print your company name, address and phone number
     on the top of your accounts receivable statements.

                     Is this correct ?  ( Y/N )
```
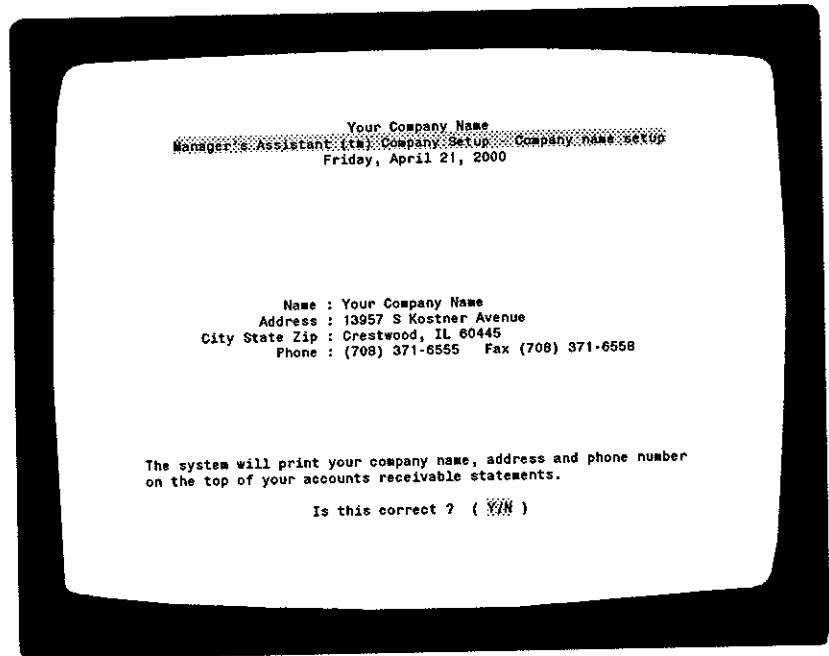
Print company name on statements?

If you will be printing your charge account statements on forms which do not have your company name preprinted, you will want the computer to print your company name, address and phone number on the top of the forms. If you will be using preprinted forms, you will not want the computer to print your company name, address and phone number on the top of the forms.

If The Manager's Assistant™ is not set to match the type of forms you will be using, press Ⓝ. Pressing [Esc] will allow you to enter your company address again. Press Ⓨ to go on to the next questions.

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Gasoline service & products

After pressing [Y], the screen will again change and display the following:

```
                        Your Company Name
Manager's Assistant (tm) Company Setup  Gasoline service & products
                       Friday, April 21, 2000




          Number of nozzles  8
          Pumps must balance within  $ 1.00   (+/-)

            2 types of service
              Full Service
              Self Service
            4 types of product
              Regular
              Mid-grade
              Super
              Diesel




          >>> Are all entries correct ?  ( Y/N )
```
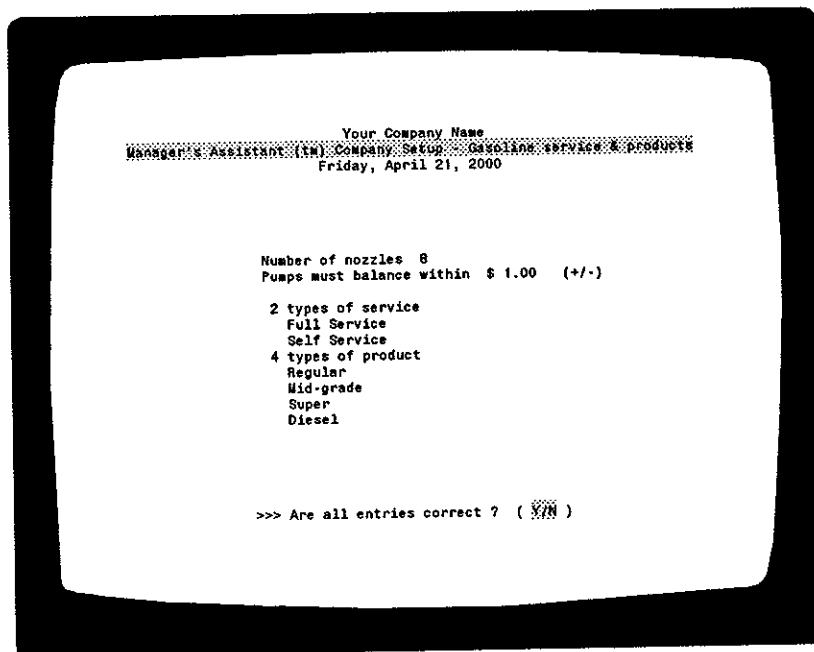
Number of nozzles

Since the information is not correct as displayed on the screen, press [N]. You will be allowed to change the information. The system can handle up to 24 dispensers (pumps). If you sell fuel, enter the number of nozzles your station has and then press [Enter].

> **Precision tip: See Appendix D, page 204, for the Gasoline Service work sheet.**

If you do not sell fuel

If you do not sell fuel, enter zero for the number of nozzles and the system will skip all sections pertaining to gasoline sales. (If you do not sell fuel, skip to page 16).

Pumps must balance within

When the system balances each pump, it will compare the units gone (gallons or liters) times the selling price to the money gone from each dispenser. These two money amounts must agree within an amount determined by you in order for the system to accept the pump readings as accurate. Enter this amount of lee-way.

Types of fuel service

Each pump may be on either of two types of service islands (i.e. Self Service, Full Service). The types of services may be listed in the computer in any order. If you have only one type of service on the gas islands, press [1]. If your station supports two types of service on the islands, press [2]. (Recall that when answering a question that requires only a single key response, you should not press [Enter].) After typing the number of service types, do not press [Enter]. You will now be allowed to enter the description of the type(s) of service.

SECTION 2.1
SETTING UP THE BOOKKEEPING SYSTEM

Types of fuel products

After entering the service types, enter the number of different products that you sell at the islands. The maximum is four different products. After entering the number of products, you will be allowed to enter the name of each product. The product names may be listed in any convenient order. If you are using a fixed-ratio blend pumps, they must be listed as the third product. (Fixed-ratio blend pumps are gasoline dispensers that create an intermediate grade of fuel by simultaneously drawing from the low octane storage tank and the high octane storage tank at a constant ratio.) They will be printed on the screen and the various reports exactly as you enter them.

After entering the last product name, the system will ask if the information is correct. If you press Ⓝ, you will be allowed to re-enter the above information. Press Ⓨ to continue with additional questions.

Gasoline storage tank setup

The screen will change:

```
                          Your Company Name
Manager's Assistant (tm) Company Setup  Gasoline storage tank setup
                        Friday, April 21, 2000




                          Tank description

   Regular tank capacity is   4911 at  64 inches and is flat ended.

  Mid Grade tank capacity is   4911 at  64 inches and is flat ended.

    Super tank capacity is    6911 at  96 inches and is flat ended.

   Diesel tank capacity is    6911 at  96 inches and is round ended.
   _____



          >>> Are all entries correct ?  ( Y/N )
```

Storage tank capacity

Enter the ACTUAL capacity of each storage tank. DO NOT enter the approximate capacity. For example, an 8000 gallon tank may only hold 7972 gallons (30,177 liters). Use the actual maximum gallons from the chart converting gallons to liters if necessary. From the tank chart, enter the maximum stick reading in inches.

> Precision tip: See Appendix D, page 205, for the Storage
> Tanks work sheet.

Tandem tanks

If your station has two or more tanks piped together to increase storage capacity, and if both tanks have the same maximum depth, add the capacities together. Do not add the maximum depths together. If the

SECTION 2.1
SETTING UP THE BOOKKEEPING SYSTEM

tandem tanks are not the same depth, you must continue using the tank charts to convert inches to gallons (or liters).

Fixed-ratio blend pumps

The gasoline storage tank capacity for the blend pumps must be set at $\emptyset$. The blend percentage is entered as the maximum depth of the tank. Enter the percentage of the first product of the blend as the maximum depth.

Verifying stick reading calculations

While using the system, you will have to confirm that the stick reading calculations made by the system are close enough for you to use. If you find that the stick reading calculations are not accurate for your particular station, you will have to continue using the tank chart rather than rely on the system to convert inches to gallons (or liters).

Shape of storage tanks

The system assumes that a storage tank is one of two common designs, flat end or round end. Most steel tanks have flat ends while most fiberglass tanks have round ends. On some tank charts there is a drawing of the tank design. Press F for flat end or R for round end as appropriate for that particular tank. If you are unsure of the shape of your storage tank, try either. If the tank calculations prove to be inaccurate, you can return here later and change this information. Note that tanks with very slightly rounded ends should be treated as flat ended tanks.

After entering the information about all storage tanks, press Y to continue with additional questions.

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Gasoline Taxes (Service Stations only)

The pump price usually includes a fixed amount of tax per gallon (or liter) plus a percentage tax that is calculated on the selling price less the fixed tax. Enter the percentage and the fixed amount of taxes for each product here. Note that the fixed amount tax must include only the amounts that are exempt from the percentage tax calculation. If you are using liters rather than gallons, enter the fixed amount per gallon tax divided by 3.78537.

```
                        Your Company Name
        Manager's Assistant (tm) Company Setup   Gasoline Taxes
                       Friday, April 21, 2000




        Product      Sales Tax Percent    Amount excluded from sales tax
        Regular          9.9999                   9.99999

        Mid Grade        9.9999                   9.99999

        Super            9.9999                   9.99999

        Diesel           9.9999                   9.99999



                >>> Are all entries correct ?  ( Y/N )
```

After entering the information about sales tax, press Ⓨ to continue to the Gasoline pump prices & inventory.

SECTION 2.1
SETTING UP THE BOOKKEEPING SYSTEM

Gasoline pump prices & inventory

The screen will now show:

```
                          Your Company Name
Manager's Assistant (tm) Company Setup  Gasoline pump prices & inventory
                        Friday, April 21, 2000



      Product          On-Hand       Cost      Full Service   Self Service

      Regular             0        0.00000        0.000          0.000

      Mid Grade           0        0.00000        0.000          0.000

      Super               0        0.00000        0.000          0.000

      Diesel              0        0.00000        0.000          0.000
      _____



              >>> Are all entries correct ?  ( Y/N )
```
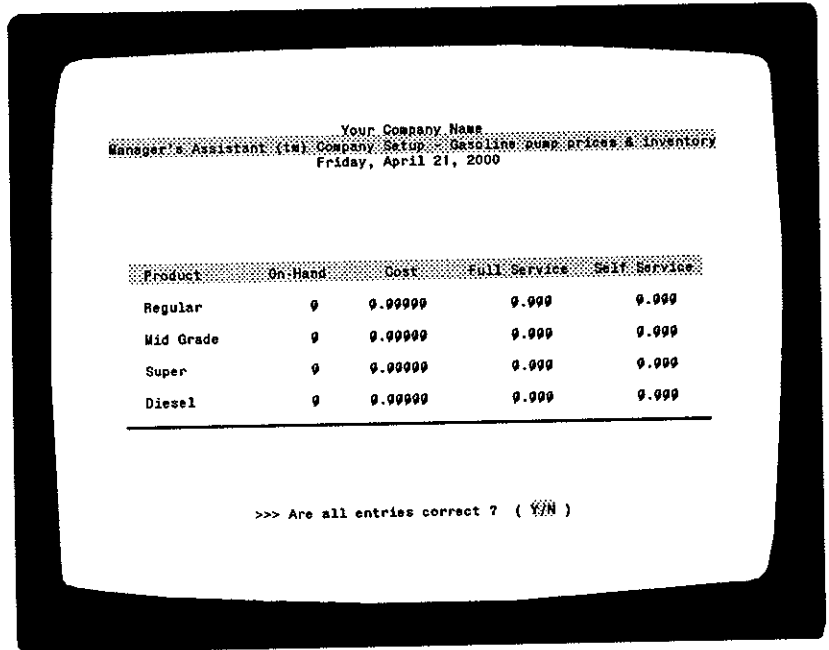
Enter gasoline cost and retail

As before, because the information is not correct as displayed, press N.
For each product, enter the amount of fuel in each of the storage tanks, as
of the start of business on the first day you use the system, the price you
last paid for the fuel and the retail price you are currently charging for the
fuel. The information will be treated as successive fields.

> **Precision tip:** See Appendix D, page 207, for the Gasoline
> Inventory work sheet.

Note that if you have two types of service at the islands, you must enter
the selling price of each fuel at each of the two island types. If you have
set up the system with only one service type, only one retail price for each
product will be entered. If you are using fixed-ratio blend pumps do not
enter the cost. The system will calculate the cost using the cost of both
products used and the percentage of each product.

SECTION 2.1
SETTING UP THE BOOKKEEPING SYSTEM

Gasoline pump detail

After correcting the information, press Ⓨ to continue to Gasoline Pump Detail. The screen will change:

```
                            Your Company Name
          Manager's Assistant (tm) Company Setup  Gasoline Pump Detail
                          Friday, April 21, 2000




           Pump number :  1
              Product : Regular
         Service type : Full Service
            Pump type : Full Price
           Pump price :  1.249          Product cost :  1.94999


         MTD units sold :        0.0   Opening units :   49827.0
         YTD units sold :     2358.0   Opening money :    3254.06


    >>> Your selection : %
    <N>-Next         <P>-Previous      <S>-Search     <E>-Edit      <*>-Exit
```

Product type

To change (edit) the information displayed, press Ⓔ. Enter the product type as appropriate by pressing ①, ②, ③ or ④. (The product types will appear near the bottom of the screen.)

> **Precision tip: See Appendix D, page 208, for the Gasoline Dispensers work sheet.**

Service type

Next, enter the service type. Enter the service type as appropriate by pressing ① or ②.

Method of calculation

Each pump may be a half price pump, a full price pump, a computerized pump, a liters pump, a units only pump or a dollars only pump. If pump number 1 is a full price pump, press ①. Press ② to indicate a half price pump, press ③ to indicate a computerized pump, press ④ to indicate a liters pump, press ⑤ to indicate a units-only pump or press ⑥ to indicate a dollars-only pump. (**Note** that you may not have liter pumps and gallon pumps at the same time.)

M.T.D. and Y.T.D. information

Next, if the information is available, enter the number of units (gallons or liters) of fuel sold from this dispenser for both month-to-date and year-to-date. The year-to-date information may be calculated by subtracting the opening pump reading for the first shift of the current year from the opening readings of the first shift you will balance with the system. If you are starting in the middle of the month, you can calculate the month-to-date readings in a similar way.

Precision tip: If you do not enter month-to-date sales, month-to-date sales figures will not be accurate until the start of the next month. If you do not enter year-to-date sales figures, the year-to-date sales figures will not be accurate until the start of the next year.

Opening readings

Last, enter the opening readings for the pump as of the start of the first day you will be using the system to balance a shift. Enter both the number of units (gallons or liters) and the dollars for the start of the shift. Remember, only enter the LAST seven digits, ignoring the hundredths on the units dial.

Computerized pumps

Because computerized pumps directly report sales rather than report opening and closing readings, computerized pumps should have their opening readings set to zero.

Units only

Units only pumps do not have a dollars dial; no dollars dial is entered into the system. The dollars are calculated by multiplying units (gallons or liters) by the selling price.

Dollars only

Dollars only pumps do not have a units dial; no units dial is entered into the system. The units are calculated by dividing dollars by the selling price.

Gilbarco console and blend pumps

If your station has two types of service (such as self service and full service) and if your pump console reports sales by product WITHOUT breaking out the gallons on each service (for example Gilbarco, Delta and Wayne units with P1, P2 and P3 readouts), consult Appendix C, starting on page 197

Repeat for additional pumps

After entering the information for pump #1, press [N]. The next pump, pump #2, will be displayed on the screen. Enter the information as described above. After entering the information for pump #2, you may press [N] to go to the next pump, press [P] to go to the previous pump, or press [S] to allow you to search for (go directly to) any particular pump. At any time, pressing [Print Screen] (On a Ms-Dos system) or [Shift]-[Print Screen] (on a Windows system) will cause the information to be printed on the printer. (Make sure the printer is ready with paper loaded into it.)

Miscellaneous information screen

After all of the information for all pumps has been entered, press ⊡ to exit the Gasoline Pump Detail display and edit screen. This will take you to the Miscellaneous Information screen.

```
                        Your Company Name
        Manager's Assistant (tm) Company Setup  Miscellaneous Information
                        Friday, April 21, 2000


    Fiscal year ends at end of month number ( 1-12 ):     12

Number of days your business will be open this month:     31
     Estimated total operating expense for this month:      0     (dollars)
              Accounts receivable service charge: 18.99     (annual percent)
                     Credit card service charge:  9.99     (percent)

              A typical fuel delivery in units:      0

   Checking account information :
                              Commercial account: Your Bank Name
                           Miscellaneous account: Do Not Use
   Drop Credit Cards entry for more Bank Deposit lines? No

     Do you wish to calculate commission for salesmen? No


                 >>> Are all entries correct ?  ( Y/N )
```

Since the information displayed is not correct, press Ⓝ. You will be allowed to change the information that is displayed. The information will be treated as successive fields.

> **Precision tip:** See Appendix D, page 209, for the Miscellaneous Information work sheet.
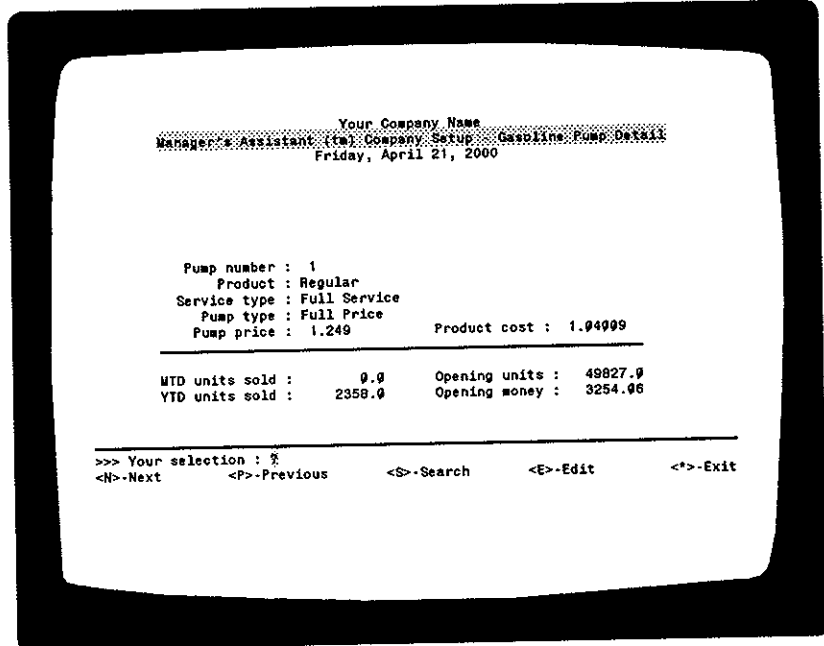
Enter days open this month

Determine how many days you will be open this month. The number of days open will be used in the Business Analysis Report to project your sales and prorate your operating expenses for the month. Enter the correct number and press [Enter].

Estimated total operating expense

The Business Analysis Report will compare the current total estimated gross profit to date against a proportional amount of the estimated operating expenses for the month. The estimated operating expense should represent total projected expenditures for the month. This may include loan pay-back, personal salary or draw, and personal income taxes. The figure may also include the funds needed to increase working capital and inventory during the month. This amount is sometimes called "Demand on Profit". Enter the estimated operating expenses for the month and press [Enter].

Accounts receivable service charge

The system will automatically calculate and apply service charges to overdue accounts when printing statements. This service charge may be changed or eliminated completely on any account. (See Section 2.2 -

SECTION 2.1
SETTING UP THE BOOKKEEPING SYSTEM

Setting Up the Accounts Receivable System, starting on page 33, for more information.) Service charges are accumulated by customer on an annual basis. The accumulated service charge for the year will be printed on the December statements. This service charge percentage will become your standard service charge. Enter the annual service charge percentage and press [Enter].

> **Precision tip: The service charge is not the "Truth in Lending" rate. The "Truth in Lending" rate is calculated by taking the equivalent monthly rate and compounding it over 12 months.**

Credit card discounts (Oil company credit cards only)

If you sell gasoline and your oil company discounts the credit card slips submitted to them, enter that percentage here. The system can automatically compute the discount for the oil company credit cards entered into the system. If the oil company discounts the credit card slips submitted to them, but the percentage varies depending on what type of credit card slip is submitted or what is purchased, you will have to calculate the discount manually. Enter 0 (zero) for the percentage.

Typical gasoline delivery

The normal gasoline delivery will be displayed:

A typical gasoline delivery is 7800 (units)

If the size of your typical gasoline delivery is not correct, press [N]. You will be allowed to change it. Type in the amount and then press [Enter].

Checking account information

The system will maintain two checking accounts. The first checking account (called the Commercial Account) should be used as your main checking account. If you have only one checking account, you should use this account. The second checking account (called the Miscellaneous Account) could be used for a reserve account, a product replacement account or for a separate payroll account.

Enter the checking account number for each of the accounts you will use. If you prefer, you may enter the name of the bank or a description of the account instead of the account number. If you have only one checking account, use the Commercial Account. Also, if you have only one account, entering [D][O] [N][O][T] [U][S][E] for the description of the second (Miscellaneous) account will keep the system from asking which checking account you would like to use.

The system will track expenditures made by check. Disbursement information is entered into either checking account by using the system to write checks or by entering hand-written checks into the computer after-the-fact. (See Section 3.6 - Using the Checking Accounts System, starting on page 139, for more information.)

Drop (manual) credit card entry

The Credit cards entry screen in the Shift checkout function is designed to handle manual credit cards in service stations. If your credit cards are

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automatically deposited in your checking account, you will not use the Credit cards entry function.

If you answer ⒴ to "Drop Credit Cards entry for more Bank Deposit lines?", the system will remove the Credit Cards section from the Shift checkout menu. The system will also add two additional lines in the Bank deposit section of Shift checkout.

Calculate commission for salesmen

The system will track the sales credited to each employee. In some situations it is desirable to give credit to two employees for the same sales dollars. For example, if you pay commission to the person who sells a job and also pay commission to the person that does the job, the same sale would have to be credited to two employees. If you answer "Yes" to the question "Do you wish to calculate commission for salesmen?", the system will maintain dual sales records for each employee. One section will track the sales credited to the employee as an "installer". (This section is labeled "employee".) The other section will track the sales credited to the employee as a "salesman".

Sheet feed check printing setup

After answering ⒴es to the "Miscellaneous information" screen, the system will show the following:

```
                        Your Company Name
Manager's Assistant (tm) Company Setup  Sheet feed check printing setup
                       Friday, April 21, 2000




        Will you print checks on a sheet-fed printer ?  ( No  )




        >>> Are all entries correct ?  ( Y/N )
```
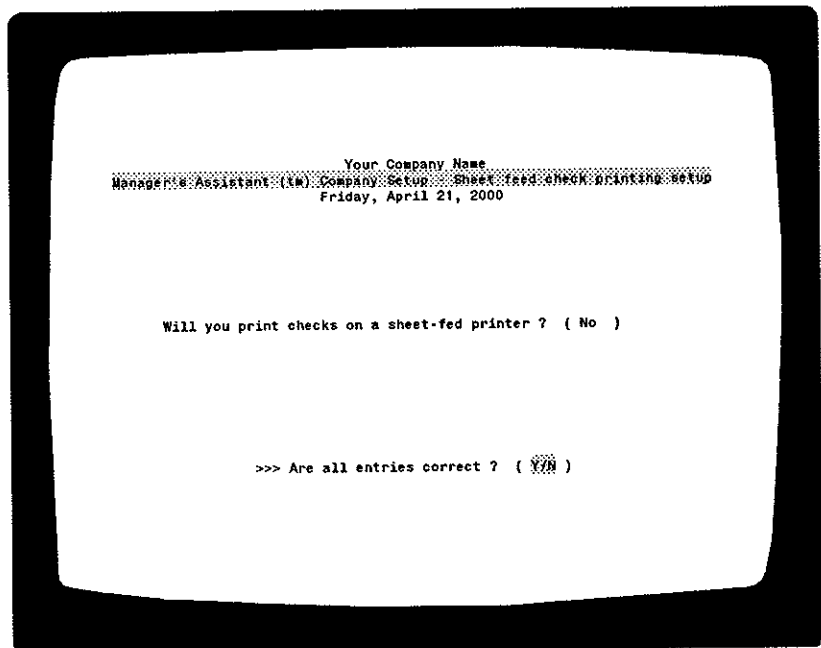
The Checking accounts Print Checks function supports printing checks on a sheet-fed printer (i.e. laser or ink-jet) provided that the printer can print at least 60 lines of text on a page.

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If you will be using a sheet-fed check printer, answer Ⓝo to "Are all entries correct?". Answer Ⓨes to "Will you print checks on a sheet-fed printer?". The system will show the following:

```
                        Your Company Name
Manager's Assistant (tm) Company Setup   Sheet fed check printing setup
                        Friday, April 21, 2000




        Will you print checks on a sheet-fed printer ?  ( Yes )

        Number of extra lines to add to top of check :      ☀

                              Extra indentation :       3

    Number of extra lines to add to bottom of check :      9




                        ( the <ESC> key to redo )
```
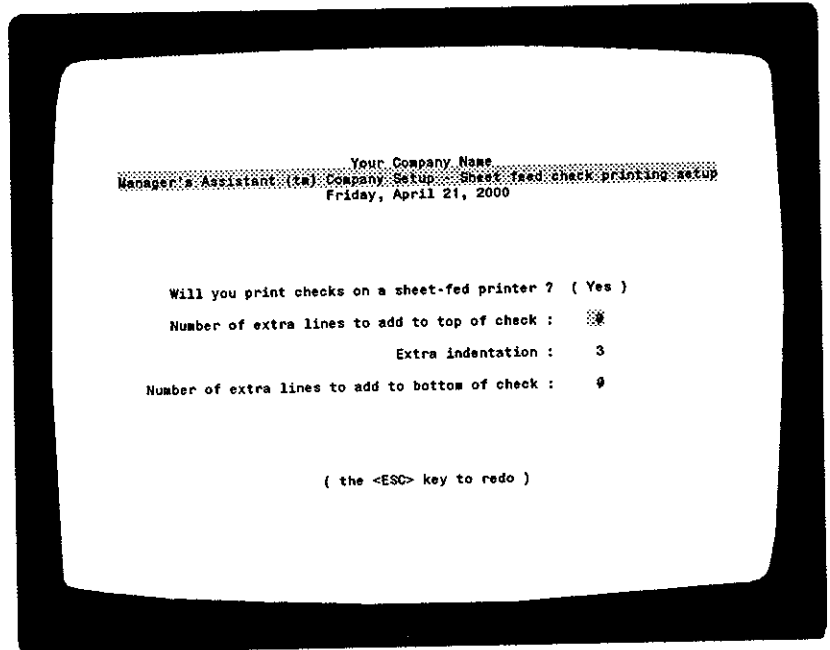
Extra lines

The sheet-fed check takes exactly sixty lines to print on the printer. Enough blank lines must be added to the top and the bottom of the check so that the printer receives the exact number of lines so that the printer ejects the printed check. This number varies from printer to printer. (Consult your printer manual.)

When adding the extra lines, they may be added to the top of the check, the bottom of the check or some to the top and some to the bottom. This is provided to make it easy to position the printing vertically on the check.

> Precision tip: Each line is one sixth of an inch. For example, if you need to print the check ½" lower on the page you would enter 3 lines.

Extra indentation

The Extra indentation is provided to make it easy to position the printing horizontally on the check. When using a sheet-fed printer, if the check prints too far to the left edge of the paper you may provide extra indentation by entering a number. The values represent tenths of inches. For example to indent the printing ½" you would enter 5.

THE MANAGER'S ASSISTANT™

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Information self-management

After answering the calculate salesmen commission question, you will be asked "Are all entries correct?". If the information is correct as displayed, press [Y]. Press [N] to change the information displayed. Pressing [Esc] will restore the information previously displayed, go back to the first field and allow you to change it. Otherwise, the screen will show:

```
                         Your Company Name
Manager's Assistant (tm) Company Setup  Information self-management
                       Friday, April 21, 2000




         Retain  1 months of Manager's Assistant invoices.

         Retain  0 months of Accounts Receivable history.

         Retain 99 months of cleared checks.

         Retain 99 months of paid Payables invoices.




              >>> Are all entries correct ?  ( Y/N )
```
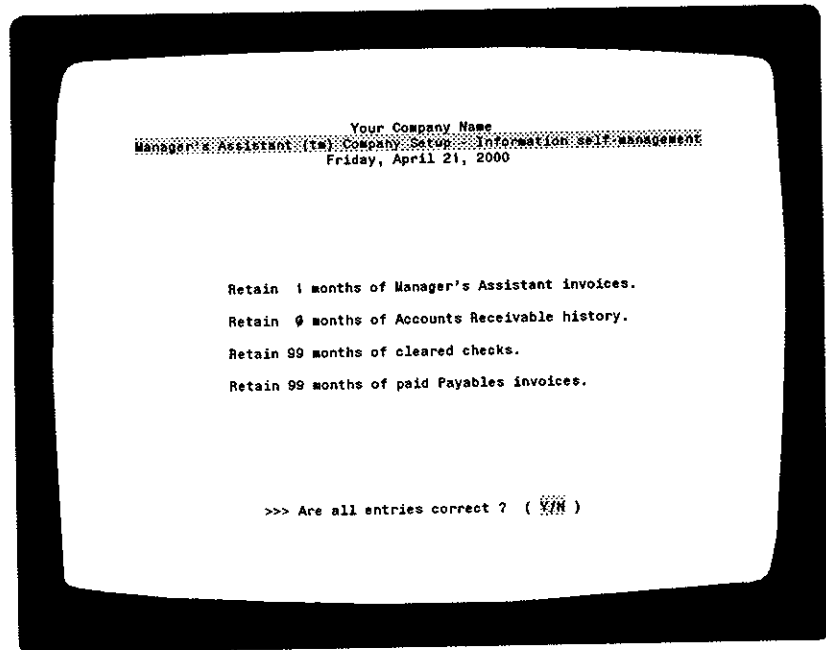
The "Information self-management screen allows you to tell the system how many months of information you would like to retain for Manager's Assistant™ invoices, Accounts Receivable history, for cleared checks and paid Payables invoices. The system can retain up to 99 months of information for each of the functions. Retaining more than one month of information will allow you to view the information on the screen or print reports from previous months without restoring Archive backups.

> Precision tip: The maximum number of invoices or checks that can be retained is 999,999.

> Precision tip: Keep in mind that retaining vast amounts of information on the hard disk will increase the amount of disk space needed for Backup1 and Archive backups.

Manager's Assistant™ .invoices

The system can retain up to 99 months of information on the invoices entered into the Shift Checkout function (Charge sales, work orders, paid outs, etc..) If you want the system to keep more than one month of invoices you must change the one to some other value. (The End-of-month function will use the number of months set here to decide what will be retained.)

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Accounts Receivable History

The system accumulates a history of each Accounts Receivable account. The number of months of history that is retained is set by you. The number of months of history retained is set to zero. If you want the system to keep any Accounts Receivable history you must change the number of months of history to retain by changing the zero to some other value. (The End-of-month function will use the number of months set here to decide what will be retained.)

Cleared checks

The number of months of cleared checks that is retained is set by you. The number of months retained will be 99 (over eight years). If you want the system to keep less than 99 months of cleared checks change the 99 to some other value. (The Balance checkbook function will use the number of months set here to decide what will be retained.)

> Precision tip: The Manager's Assistant™ - Checking accounts can only store 999,999 check entries. If you run out of space while trying to writing a check, the Erase cleared checks function can be used to manually erase cleared checks to make additional space. (See page 160, for more information on Erase cleared checks.)

Paid Payables invoices

The number of months of paid Payables invoices that are retained is set by you. The number of months retained will be 99 (over eight years). If you want the system to keep less than 99 months of paid Payables invoices change the 99 to some other value. (The End-of-month function will use the number of months set here to decide what will be retained.)

> Precision tip: The Manager's Assistant™ - Accounts payable can only store 999,999 invoices entries. If you run out of space while trying to enter a payables invoice, the Accounts payable - Delete paid invoices function can be used to manually delete invoices to make additional space. (See the Payables instruction manual, for more information on Delete paid invoices.)

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Bank deposit built-in answers

After answering the last "Retain xx months" question, you will be asked "Are all entries correct?". If the information is correct as displayed, press [Y]. Press [N] to change the information displayed. Pressing [Esc] will restore the information previously displayed, go back to the first field and allow you to change it. Otherwise, the screen will show:

```
                            Your Company Name
            Manager's Assistant (tm) Company Setup - Bank deposit built-in answers
                            Friday, April 21, 2000


              Deposit                              Deposit              Discount
              amount     Bank Account              description          percent

          1)   0.00      Commercial Your Bank Name  Cash & Checks        0.0000
          2)   0.00      Commercial Your Bank Name  Master Card & Visa   0.0000
          3)   0.00      Commercial Your Bank Name  Discover             0.0000
          4)   0.00      Commercial Your Bank Name  American Express     0.0000
          5)   0.00      Commercial Your Bank Name                       0.0000
          6)   0.00      Commercial Your Bank Name                       0.0000




                    >>> Are all entries correct ? ( Y/N )
```
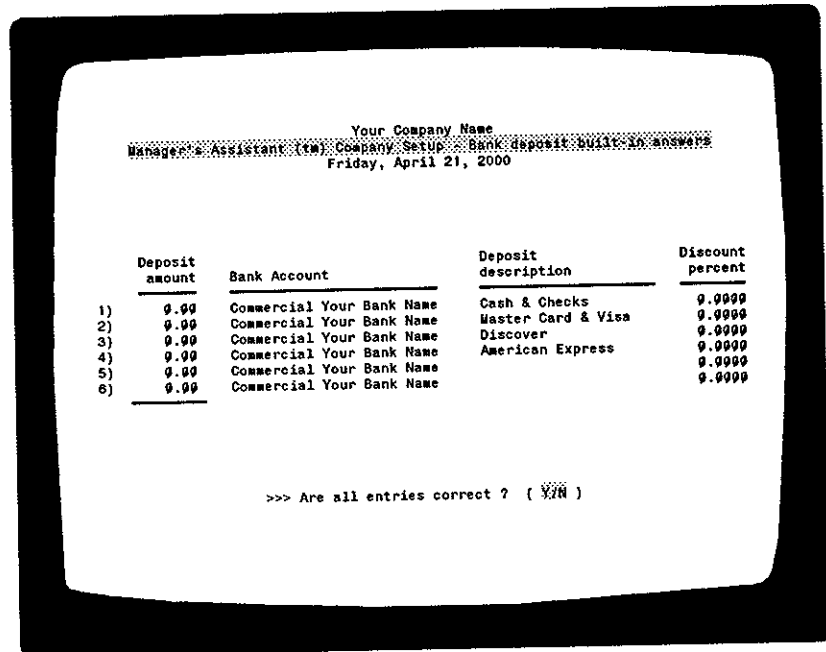
The system will allow you to pre-enter answers to the questions the system asks when entering bank deposits in the Shift checkout function. These should be the "normal" answers for your business.

> Precision tip: See Appendix D, page 211, for the Bank deposit built-in answer work sheet.

Identify account

The first question will be to which Bank Account the deposit entered on this line normally goes. Press [C] for the Commercial account or [M] for the Miscellaneous account.

> Precision tip: If you are not using the Miscellaneous account, the Commercial account will automatically be selected for all deposits.

Deposit description

Next, you may identify each deposit by using a 20 character description.

Discount percent

The next field is the "Discount percent". Some electronically deposited credit cards are deposited into your bank account with the processing fees already deducted. If the processing fees are based upon a fixed percentage, you may enter that percentage in the "Discount percent" column. The system will then automatically calculate the processing fee and subtract it from the bank deposit amount. This lesser amount will be

recorded as the bank deposit. The system will automatically generate a Paid out by cash invoice for the processing fee. The Paid outs will go to Disbursement account 5580, CrCard discounts.

If your electronically deposited credit cards are deposited into your bank account at face value with the processing fees deducted from your checking account as a lump-sum sometime during the month. **DO NOT** enter a discount percentage for these deposits.

> Precision tip: Any deposit line which has a Discount percent becomes "dedicated" for use as that type of deposit. Any amount entered on that line WILL be discounted.

> Precision tip: Never enter a discount percent for cash or check deposits. Never enter a discount percent for credit card deposits if the processing fee is NOT based on a fixed percentage.

Sales departments

The screen will now show:


```
                          Your Company Name
         Manager's Assistant (TM) Company Setup   Sales departments
                         Friday, April 21, 2000


          Department      Sales goal   Margin%      MTD Sales    YTD Sales

   A :  Full Service          0        -----          0.00         0.00
         Self Service         0        -----          0.00         0.00
   B :  Oil                   0        0.00%          0.00         0.00
   C :  Labor                 0        0.00%          0.00         0.00
   D :  Parts                 0        0.00%          0.00         0.00
   E :  Sublet                0        0.00%          0.00         0.00
   F :                        0        0.00%          0.00         0.00
   G :                        0        0.00%          0.00         0.00
   H :                        0        0.00%          0.00         0.00
   I :  Road serv/tow         0        0.00%          0.00         0.00
   J :  EPA charges           0        0.00%          0.00         0.00
   K :  X-sales tax           0        0.00%          0.00         0.00
   L :                        0        0.00%          0.00         0.00
   M :                        0        0.00%          0.00         0.00
   N :                        0        0.00%          0.00         0.00
   O :                        0        0.00%          0.00         0.00

           >>> Are all entries correct ?  ( Y/N )
```

Gasoline sales department

Gasoline (fuel) sales will be calculated directly from the pump readings. Gasoline sales on repair orders are ignored. When editing sales department A, you will be allowed to change the sales goal, MTD sales figures and YTD sales figures.

> Precision tip: Editing the MTD sales figures and YTD sales figures is recommended only when setting up the system for the first time.

Precision tip: See Appendix D, page 212, for the Sales Departments work sheet.

If you do not sell fuel, sales department A will not be used and will not be shown.

Oil sales department

Department B is generally used to accumulate oil sales. The word "Oil" can not be removed from the title of this sales department. You can change "Oil" to "Oil & ATF" or to "Oil & Antifrz". When editing sales department B, you will be allowed to change the sales goal, gross margin percent, MTD sales figures and YTD sales figures.

Sales goals

Sales goals are used by the system when printing the Business Analysis Report. Your sales goals should represent the dollar amount of sales needed in each department for the whole month to produce the gross profit necessary to pay all operating expenses for the month and produce the profit you require. If you prefer, you may enter the actual sales by department from a prior well-rounded profitable month as the sales goals. The Business Analysis Report will compare current sales to your goals, department by department, and show you where you are ahead or behind your goals.

Gross margin percentages

The gross margin percentages will be used in the Business Analysis Report to calculate estimated projected profit by department. Your actual sales figures for the month will be used in the calculation. The margin percentages should be taken from your profit & loss statement supplied by your accountant. Use your best judgment when entering gross margin percentages to reflect any changes in your business climate.

Other sales department

All other sales department titles (departments C through O) may be up to 13 characters long. When balancing a shift (doing a shift checkout), the sales department will be entered by typing the first character of the department's name. A department name may start with a letter, number or punctuation mark. Each may be used only once. Any letter except "G" may be used.

Sales departments C through K

Sales departments that appear on repair orders (like parts and labor) must be included in departments C through K. The last four departments (L through O) must be used for items that do not appear on repair orders like vending, cigarettes, milk and snacks. When editing sales departments C through O, you will be allowed to change the sales goal, gross margin percent, MTD sales figures and YTD sales figures.

> C.A.R.S. users note: If you collect sales tax department K must be used for sales tax. Sales departments L through O CANNOT be used for the sale of items transferred from C.A.R.S..

Deleting a sales department

To delete a sales department, press Ⓝ to indicate the information is not correct. Then type in the letter of the department you wish to delete and

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press [Enter]. Erase the department name by using [F5], [Alt]-[Delete] or [Backspace], then type: D E L E T E and press [Enter]. The system will not allow you to delete a sales department that has sales for the current month. If you delete a sales department that has sales for the current year, these sales will disappear.

Deleting a sales department will erase the department name, gross margin percentage and sales goal. It will also prevent additional sales from being charged to the deleted department.

Cash register sales department locks

The screen will change:

```
                          Your Company Name
Manager's Assistant (tm) Company Setup - Cash register sales department locks
                          Friday, April 21, 2000

        Department          Allow sales entry through Cash Register Sales?

   B :  Oil                                          ( No )
   C :  Labor                                        ( No )
   D :  Parts                                        ( No )
   E :  Sublet                                       ( No )
   F :                                               ( No )
   G :                                               ( No )
   H :                                               ( No )
   I :  Road serv/tow                                ( No )
   J :  EPA charges                                  ( No )
   K :  X-sales tax                                  ( No )
   L :                                               ( No )
   M :                                               ( No )
   N :                                               ( No )
   O :                                               ( No )


              >>> Are all entries correct ?  ( Y/N )
```
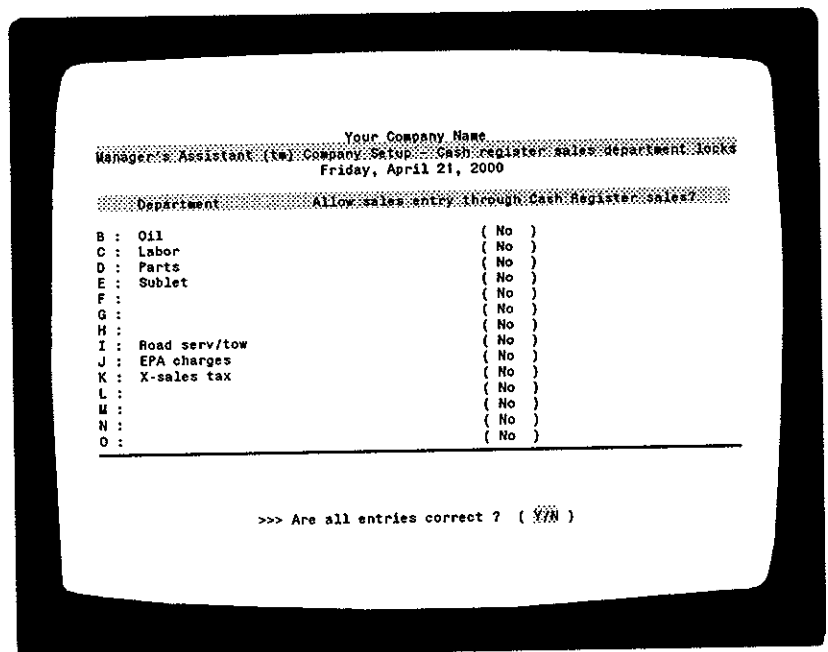
The Cash Register Sales entry may be locked out so that it does not appear on the Shift checkout menu.

In some businesses all department sales are taken from cash register totals. In other businesses no department sales are taken from cash register totals; the sales are calculated elsewhere. In a few businesses some department sales are taken from cash register totals and other department sales are calculated elsewhere. Using Cash register sales department locks will prevent accidentally entering sales that are not cash register totals as if they were cash register totals. (That would result in double counting of sales and result in out-of-balance bookkeeping.)

As delivered the system will not allow sales for departments B through O to be added through Cash register sales. If you would like to change the system so that you can enter one or more of those sales departments using Cash register sales entry, press N to the question "Are all entries

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correct?". Press Ⓨ for the departments you would like to enter through Cash register sales. When you are satisfied with your answers, press Ⓨ to "Are all entries correct?".

Cash register sales departments

The screen will change:

```
                          Your Company Name
Manager's Assistant (Tm) Company Setup   Cash register sales departments
                        Friday, April 21, 2000

Dept  Department   Purchase   Sales   Margin        M.T.D      Y.T.D
No.   Name         Acct. No.  Goal    Percent       Sales      Sales
 17 :                0        0       9.99%         9.99       9.99
 18 :                0        0       9.99%         9.99       9.99
 19 :                0        0       9.99%         9.99       9.99
 20 :                0        0       9.99%         9.99       9.99
 21 :                0        0       9.99%         9.99       9.99
 22 :                0        0       9.99%         9.99       9.99
 23 :                0        0       9.99%         9.99       9.99
 24 :                0        0       9.99%         9.99       9.99
 25 :                0        0       9.99%         9.99       9.99
 26 :                0        0       9.99%         9.99       9.99
 27 :                0        0       9.99%         9.99       9.99
 28 :                0        0       9.99%         9.99       9.99
 29 :                0        0       9.99%         9.99       9.99
 30 :                0        0       9.99%         9.99       9.99
 31 :                0        0       9.99%         9.99       9.99
 32 :                0        0       9.99%         9.99       9.99
 33 :                0        0       9.99%         9.99       9.99
            >>> Are all entries correct ?  ( Y/N )
```

Used in Service Stations that have a convenience store operation, the cash register sales departments provide an additional 34 sales departments. Items included in Cash register sales departments cannot be used on repair orders.

Department titles

Unlike the first 16 departments, there is no restriction on the naming of these sales departments.

When entering cash register sales departments you will be allowed to enter the purchase account number, sales goal, gross margin percent, MTD sales figures and YTD sales figures.

Precision tip: See Appendix D, page 212, for the Cash register sales department work sheet.

Precision tip: Editing the MTD sales figures and YTD sales figures is recommended only when setting up the system for the first time.

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Key Item Inventory

The Key Item Inventory setup display looks like this:

```
                        Your Company Name
        Manager's Assistant (tm) Company Setup   Key Item Inventory
                       Friday, April 21, 2000




                    Item number :  1
                    Description : Not in use
                 Sales department :
                    Retail price :   9.99
                   Cost per unit :   9.99
                Quantity on hand :      9
             Sales Month to Date :      9
              Sales Year to Date :      9
    _____

    >>> Your selection : ?
    <N>-Next        <P>-Previous      <S>-Search      <E>-Edit      <*>-Exit
```
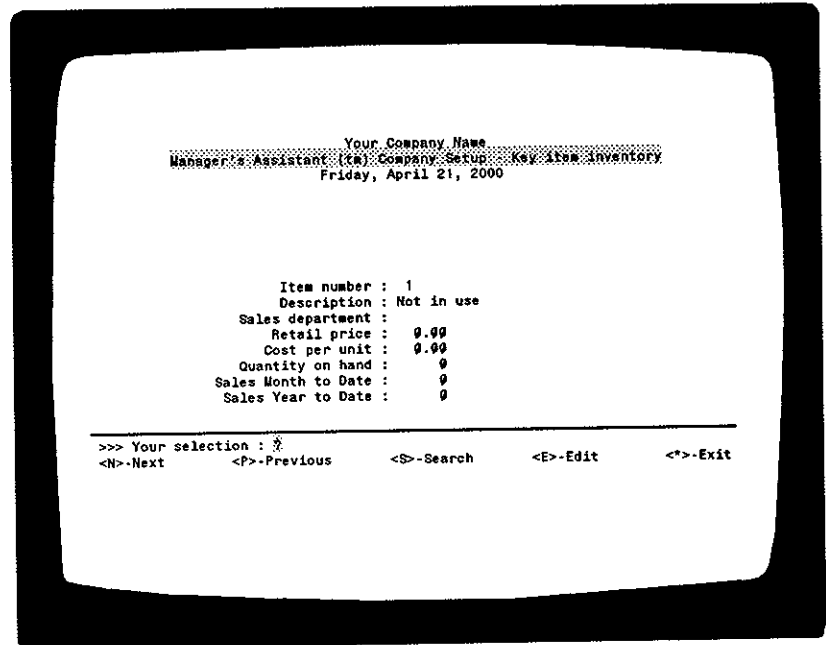
The system will track up to 48 inventory items in the Key Item Inventory. Used mainly in Service Stations, Key Inventory items are those items you count at the change of every shift. Cigarettes, windshield washer solvent and oil are examples. The Key Item Inventory is generally used to calculate sales based upon the quantity gone. It may also be used to control slow moving items such as, tires and batteries, without calculating sales.

> Precision tip: See Appendix D, page 215, for the Key Item Inventory work sheet.

Entering the Key Item Inventory

When entering the inventory items in the computer for the first time, enter them in the same order in which you are accustomed to counting these items at your shift change. When you balance the shift, the items will appear in the same order you are accustomed to seeing them on your current shift checkout sheet. This will make it very easy to enter information into the Key Item Inventory.

Mini-menu

To enter the Key Item Inventory, press Ⓝ for the next item, Ⓟ for the previous item, Ⓢ to search for (go directly to) a particular item and Ⓔ to change (edit) the displayed information. To delete or erase an item press Ⓓ. Pressing [Print Screen] (On a Ms-Dos system) or [Shift]-[Print Screen] (on a Windows system) will cause the information to be printed on the printer (a hard-copy). (Make sure the printer is ready with paper loaded into it.)

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Description	Enter a short description of the item.
Sales department	The sale of an item will be assigned to the appropriate sales department by pressing the first letter of the name of that sales department.
Retail price	Entering the retail price of an item in the Key Item Inventory will cause the sales dollars for that item to be recorded in the assigned sales department. The system is supplied so that this is the normal method of recording oil sales. Oil sales entered into the oil department during repair order entry, like gasoline sales, are ignored by the system except to balance the repair order amounts. This prevents the double counting of oil sold on repair orders.
Override automatic entry of oil sales	The system can be modified so that oil sales are recorded directly from the repair order. Two things must be done. First, the selling price of the oil must be entered into the Key Item Inventory as $.00. With the retail price set at $.00, the sales amount automatically added into department B (the oil department) will always be zero. This will prevent oil sales on repair orders from being double counted, thereby creating a false cash shortage. Second, a modification must be made to the system. Consult Appendix C, starting on page 197.

> **C.A.R.S. users note:** The above change can be selected during the C.A.R.S. system setup. See your C.A.R.S. manual for additional information.

Controlling tires & batteries	Tires and batteries, (items which are usually sold on repair orders) may be controlled using the Key Item Inventory. Lump all tires into one inventory item, and batteries into another. Enter a retail price of $.00 for these items. This will force the system to track the number of units sold without recording the sales dollars.
Cost per unit	Item cost per unit is for information purposes only and is not used by the system.
Quantity on hand	Enter the quantity on hand at the beginning of the first shift you will balance with the system.
Sales Month to Date	If the information is available, you may enter sales (in units) month to date.
Sales Year to Date	If the information is available, you may enter sales (in units) year to date.
Handling key items on repair orders	When items in the Key Item Inventory are sold on a repair order, the sale amount will be double counted. To prevent the double-counting, inventoried items can be entered into the gasoline or oil department on repair orders. (Remember that the oil and gasoline amounts are ignored by the system during repair order processing except to balance the repair order.) However, this method may have an adverse effect on employee commissions. The adverse effect may be eliminated by leaving the inventoried items in their correct sales department on the repair order and

entering a counter balancing Miscellaneous Income invoice for minus the amount of the inventoried items.

Disbursement accounts

After exiting Key Item Inventory entry, the screen will show:

```
                        Your Company Name
        Manager's Assistant (tm) Company Setup : Disbursement Accounts
                        Friday, April 21, 2000


              Account number : 1010
              Account class : Balance sheet account
              Description : Commercial Acct

                    Source              M.T.D           Y.T.D
                Cash paid out :          0.00            0.00
             Checking account :          0.00            0.00
                     Payables :          0.00            0.00

         Balance brought forward :                0.00

              Account balance :                0.00
        _____
        >>> Your selection : ?
        <N>-Next         <P>-Previous      <S>-Search     <E>-Edit      <*>-Exit
                <R>-Renumber      <#>-Delete      <A>-Add     <L>-Listing
```

Disbursement accounts keep track of the money you spend. The Manager's Assistant™ will handle up to 1000 different disbursement accounts to help you accumulate this information easily and accurately.

> **Precision tip:** See Appendix D, page 216, for the Disbursement Accounts work sheet.

Your accountant will use the same information gathered in these accounts to prepare tax returns and financial statements. The accuracy of your accountant's tax returns and financial statements depends upon the accuracy of the information provided by you. When setting up disbursement accounts for the first time, you may find it easiest to use accounts that have the same titles that your accountant has used on your profit and loss statement. Also, this will make the Disbursement Summary Report easy for your accountant to use.

Uses for disbursement accounts

Disbursement Accounts are used for recording checks and cash pay outs. Some examples are as follows:

1. the purchase of capital equipment
2. the payment of a debt
3. the withdrawal of capital (owner's draw)
4. the purchase of items for resale and
5. the payment of expense.

Accounts for uses one, two and three (above) are balance sheet accounts. For balance sheet accounts use account numbers between 1000 and 3999. Accounts for uses four and five are income statement accounts. For income statement accounts use account numbers between 4000 and 9999.

> Precision tip: The account title is much more important than the account number.

Using disbursement accounts

When recording cash paid out of the drawer or writing a check, the amount will be accumulated in a disbursement account. Amounts paid by check may be distributed among as many as 12 disbursement accounts. The system will accumulate the disbursements made on a month-to-date and year-to-date basis. Separate totals will be maintained for amounts paid in cash and amounts paid by check. The system can print a list of all disbursements charged to each disbursement account. (See the sample Disbursement Summary Report on page 182.)

Grouping accounts

You will be provided more complete and accurate information for managerial purposes because the system will allow you to group accounts of similar purpose (for example, various types of shop expenses) together by choosing account numbers that begin with the same first two digits. The Disbursement Account Summary will subtotal each group of accounts whose numbers begin with the same first two digits. (See the sample Disbursement Summary Report on page 182.)

System disbursement accounts

The system is supplied with required disbursement accounts. The titles for these accounts cannot be changed. They are:

1010	Commercial Acct	1020	Misc. Account
1030	Oil Co. C.Cards	2000	A/P Control
4999	Purchase Disc.	5110	Bank serv. chg.
5580	Discount C.Cards		

As sales departments are set up in the system, disbursement accounts that can be used to accumulate the cost of goods for resale will be created by the system. These accounts will have the numbers 4001 through 4016.

> Precision tip: The description of accounts 4001 through 4016 may not be changed. The account description for these accounts is derived from the title of the corresponding sales department.

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Other supplied disbursement accounts

The system is supplied with the following 51 additional disbursement accounts already set up:

2100	Fed'l W/H Paid		5230	Office Supplies
2101	Fed'l W/H Ded.		5240	Postage
2110	SS W/H Paid		5400	Uniforms
2111	SS W/H Ded.		5410	Service Truck 1
2120	Medicare W/H Paid		5420	Service Truck 2
2121	Medicare W/H Ded.		5430	Electricity
2130	State W/H Paid		5440	Telephone
2131	State W/H Ded.		5450	Water
5000	Building Rent		5460	Sewer
5010	Real Estate Tax		5470	Heat
5020	Building Maint.		5480	Watch & Alarm
5030	Building Repair		5500	Advertising
5040	Business License		5520	Promotions
5050	Equipment Rent		5540	Discounts Other
5060	Repair & Maint.		5560	Customer Refund
5070	Insurance		6000	Regular Wages
5075	Group Insurance		6100	Overtime Wages
5080	Accounting Fees		6200	Commissions
5090	Legal Fees		6300	Fed'l Unempl Tx
5100	Interest Expense		6310	State Unempl Tx
5120	Bad Debts		6320	Empl. SS Match
5130	Forgive Interest		6330	Empl. Med Match
5200	Cleaning Supply		6340	Workmans Comp.
5210	Computer Supply		9998	Miscellaneous
5220	Shop Supplies		9999	Cash Shortages
5225	Small Tools			

You may use these accounts as they are, change the description, or delete them and enter your own. Press ⓝ to display the next account in account number order. Press ⓟ to display the previous account in account number order. Press ⓢ to search for (find) a specific account.

Edit an existing account

Press ⓔ to edit the information displayed. The account Description, MTD and YTD information may be changed.

Renumber an existing account

Press ⓡ to renumber the displayed account. Type in the new account number and press [Enter].

Deleting a disbursement account

Press ⓘ to delete (erase) the account shown. Disbursement accounts may be deleted only if the month-to-date paid by cash and paid by check amounts are zero and all invoices have been posted.

Add a disbursement account

Press ⓐ to add a new account. Enter the account description. If the information is available, you may enter the amount paid by cash and the amount paid by check both month-to-date and year-to-date. If the information is not available, skip these questions. Repeat to add additional disbursement accounts.

SECTION 2.1
SETTING UP THE BOOKKEEPING SYSTEM

Date of last manual checkout

After entering the desired disbursement accounts, press ⊡. If this is the initial system setup, you will see the display below. If this is a revised system setup, the display shown below will be skipped.

```
                          Your Company Name
          Manager's Assistant (tm) Company Setup  Last Manual Checkout
                         Friday, April 21, 2000




                         Date of last manual checkout :   03/31/2000
          Credit card charge slips on hand at end of shift :      0.00
                         Cash on hand at end of shift :      0.00




                     ( the <ESC> key to cancel )
```
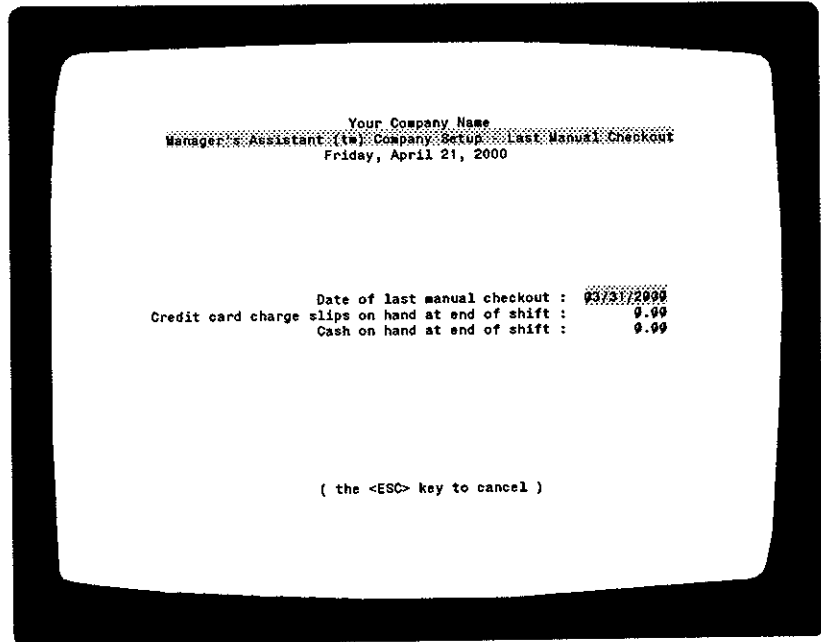
Enter date of last manual checkout

If this is the initial system setup, the system will ask for the date of the last manual shift checkout. Enter that date.

Credit card charge slips / Cash on hand

Then, the system will ask for the credit card charge slips on hand and cash on hand at the end of that shift.

In response to "Are all entries correct", pressing Ⓝ will allow you to answer these questions again. Pressing [Esc] will return you to the Disbursement Accounts display. Pressing Ⓨ will allow the system to record the information entered and complete the system setup. After the setup is complete, the system will display The Manager's Assistant™ main menu.

Explanation

The Manager's Assistant™ includes a fully integrated accounts receivable system which can manage up to 9990 charge accounts. Any accounts may be Balance forward or Open item.

> Precision tip: A Balance forward account works similar to your personal Visa card account. Each statement lists the unpaid balance from the month before as the opening balance. All prior purchases, payments and previous outstanding balances are combined into this single opening balance amount. The statement also lists ONLY those purchases and payments made during the statement month.
>
> An Open item account lists ALL purchases and payments made regardless of their date. You must tell the system which payments are to pay for which purchases. The payments that are matched to purchases are listed on the statement as "applied". During End-of-month processing the applied payments and purchases will be erased from the system. At any time the account balance equals the sum of all purchases listed minus the sum of all payments listed.

While you balance the daily books, the charged purchase transactions and received-on-account transactions are automatically entered into the accounts receivable system.

Statements printed

A statement may be printed at any time for any account. Statements printed for Balance forward accounts can only include the transactions for any date range in the current month. Statements printed for Open Item accounts can include the transactions for any date range.

At the end of each calendar month, the system will automatically print statements for all charge account customers that have an outstanding balance. Statement forms are required. (See Appendix B - Forms and Checks, starting on page 193, for more information.)

When to add accounts

Accounts may be added at any time. At The Manager's Assistant™ Main menu press Ⓐ to enter the accounts receivable system.

After a few moments the screen will show:

```
                          Your Company Name
              Manager's Assistant (tm) Accounts Receivable  Menu
                          Friday, April 21, 2000




                          <C> Customer accounts
                          <R> Reports
                          <*> Exit Accounts Receivable

              >>> Your selection : ?
```
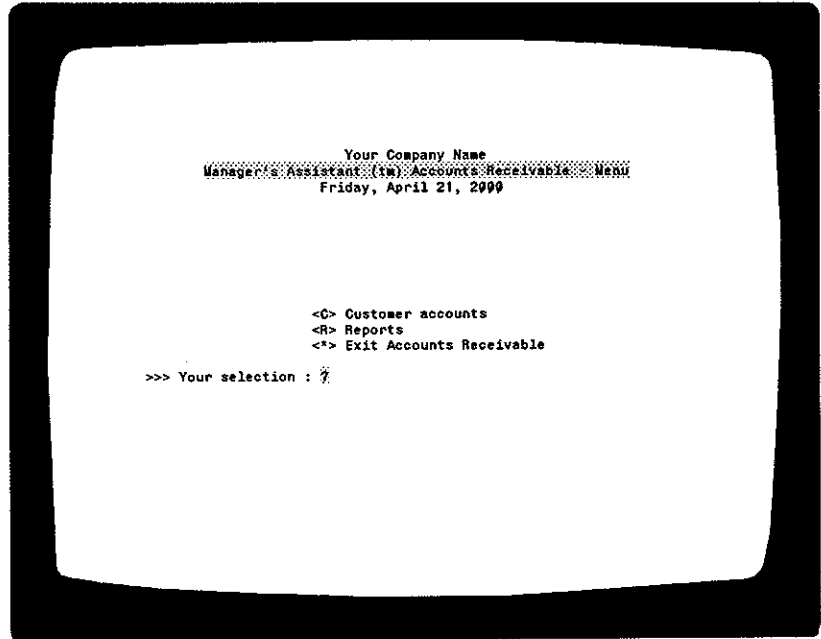
To add accounts

To add customer charge accounts, press Ⓒ at the accounts receivable menu. The customer accounts display screen will appear.

```
                          Your Company Name
           Manager's Assistant (tm) Accounts Receivable - Customer Accounts
                          Friday, April 21, 2000

              Account number : 9998                    Current balance
                        Name : Work In Progress
              Address line 1 : >>>> WARNING <<<<
              Address line 2 :
           City, State, Zip : >>>> DO NOT MAIL <<<<
                       Phone : (   )    -
                     Contact :
                Account type : Balance forward
               Service charge :      0.00%      YTD :      0.00
                Credit limit :        0
    Statement message line 1 :
    Statement message line 2 :
    Comment:
                         _____ Unpaid balances _____
      Last Mo.   1 Mo. Old   2 Mo. Old   3 Mo. Old   4 Mo. Old   5+ Mo. Old


    >>> Your selection : ?
    <N>-Next   <P>-Previous   <S>-Search   <T>-Turn page   <E>-Edit   <*>-Exit
    <A>-Add    <N>TD  <Y>TD   <L>-Label    <R>-Renumber    <#>-Delete <F>-Find
```

Account number

Press Ⓐ to add an account. All transactions are entered into an account by account number. Each charge account customer must be assigned an account number. No two accounts may use the same account number.

SECTION 2.2
SETTING UP THE ACCOUNTS RECEIVABLE SYSTEM

The account number may be from 1Ø to 99999. (Account numbers 1 through 9 are used by the system. Account numbers 9998 and 9999 are pre-established, see below.) New accounts may be assigned numbers at any time, even during the balancing of a shift check out. Enter the account number. If the account already exists, the system will display the account information. If the account does not exist, it will be created. Pressing [Esc] while on the account number field will display the mini-menu.

> **Precision tip: See Appendix D, page 218, for the Accounts Receivable Accounts work sheet.**

Work-in-Progress account #9998

Account 9998 is used by the C.A.R.S. computerized repair order system to account for work-in-progress. C.A.R.S. users should not use or alter this account.

Miscellaneous account #9999

Account 9999 can be used as a miscellaneous charge account for temporary charge transactions. For example, you might use it to account for fuel that was put in vehicles during the shift but for which you have not collected. When you collect for one of these temporary charges, you would process a NEGATIVE sale transaction to account 9999 using the same invoice number. (A received on account transaction should not be used because this method would distort the accounts receivable aging analysis.) You must insure that the net of all transactions entered into account 9999 balance and equal zero.

Enter account name

Enter the customer's name exactly as you wish his statements to be addressed. Use correct capitalization, punctuation and spacing. As you enter the information, it will be treated as successive fields. You may use the editing functions described in Section 1 of the Precision Main Menu manual to correct mistakes. Pressing [Esc] while entering the customer's name or any subsequent information will cancel the process and return you to the account number field.

Mailing address

Enter the customer's mailing address as you wish it to appear on the statement. As with entering the customer's name, use correct capitalization, punctuation and spacing.

> **Precision tip: Address line 1 can be used as an extension of the name field, for entering the name of a person at a company or for an apartment or suite number.**

Phone number

Next, enter the customer's phone number. If you enter a phone number, the system will ask for an extension number. Enter the extension number or press [Enter] to skip the extension.

Contact

Enter the person to whom you must speak with in regards to matters on this account. If this information is not applicable to this account, you may leave it blank.

SECTION 2.2
SETTING UP THE ACCOUNTS RECEIVABLE SYSTEM

Account type

As you add an account it is assumed to be a Balance forward account. If this account will be an Open item account, press Ⓞ.

> Precision tip: It is not possible to enter transactions that occurred prior to using The Manager's Assistant™. The amount owed by the customer at the time the account is added must be entered as a prior month balance. After the prior months balance(s) are entered you may convert the account to an Open item account type. This creates open item invoices for the prior balance(s).

> Precision tip: The account can be converted to Balance forward or an Open item account at a later time.

Service charge

The system will automatically apply a service charge to accounts with past due amounts. If this customer is to be assessed a service charge on past due amounts, enter the annual service charge percentage here. Applying a service charge of zero percent will prevent this account from being charged a service charge.

For the system to charge an account a service charge, two conditions must be present.

1. The service charge percentage stored in the customer's account must not be zero.

2. Payments made during the month must be less than the account balance at the beginning of the month.

Service charge year-to-date

The service charges assessed each customer during the calendar year will be accumulated and the total of the service charges assessed during the year will be printed on the December statements for the customer's information. If the account exists in your manual bookkeeping system, and if the information is available, enter the amount of service charge that has been billed this customer so far this year.

Credit limit

The credit limit is used by C.A.R.S. when changing the status of a repair order to code 2 (House charge). (See the C.A.R.S. manual Section 3.3 for more information.)

Statement message lines 1 & 2

You may enter a message that you wish to appear on the statements printed for this account only. If you leave the Statement message line 1 and 2 blank, the system will print the message you enter during End-of-month processing Accounts receivable statement printing or during Accounts Receivable - Reports - Single statement printing.

> Precision tip: If you print a statement using Accounts Receivable - Reports - Single statement printing, the message you enter will over-ride the message contained in the account.

SECTION 2.2
SETTING UP THE ACCOUNTS RECEIVABLE SYSTEM

Comment

Use this space to record any miscellaneous information you wish.

Previous balances

If the account is a pre-existing account, enter the amount that was owed into the "last month" field. If the information is available, you may enter amounts unpaid from prior months separately into the appropriate fields. If you are starting the system in the middle of the month, enter into the "last month" field the amount unpaid from last month plus any charges made during the first part of the current month prior to using the system, less any payments made during the first part of the current month prior to using the system. The statements produced by the system at the end of the first (partial) month cannot be sent to your customers because their purchases and payments from the first part of the month have been lumped into the previous balance.

Enter additional accounts

Enter as many charge accounts as you wish to add at this time. When you are done adding accounts, press [Esc]. The customer accounts mini-menu will appear.

Edit, delete

To edit an account, press 🄴. The information may be deleted or erased by pressing 🄳.

Exit

To exit to the accounts receivable menu, press 🅇. At the accounts receivable menu, press 🅇 to exit to The Manager's Assistant™ main menu.

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Explanation

The Manager's Assistant™ includes a fully integrated employee sales reporting, sales commissions and payroll function which can manage the sales and compensation due 99 employees. While you balance the daily books, the sales are automatically entered into the employee commission system.

Overview

As employees are added to the system the information necessary to write pay checks is stored with the employee information. The payroll information is taken from the Company Payroll info. setup. Information stored in the Company Payroll setup is the "standard" information. When employees are added to the system the "standard" payroll information is stored with the employee information. The information stored with the employee may later be customized for that employee.

For the purpose of calculating commissions, each employee may be looked at two ways. As delivered, the system can be used to keep track of the parts and services installed by each employee. The system may be changed so that it will separately keep track of parts and services sold by each employee. This will allow you to separately pay commission for the installation of an item and the sale of the item. The commission can be paid to the same employee or different employees. The "employee" commission is usually paid to the installer. The "salesman" commission is usually paid to the salesman. (See Salesman commission percentages on page 57.)

Setting up the Employee
Compensation System

To setup the Employee Compensation System, press 🄴 at The Manager's Assistant™ main menu.

SECTION 2.3
SETTING UP THE EMPLOYEE COMPENSATION SYSTEM

After a few moments the screen will show:

```
                        Your Company Name
          Manager's Assistant (tm) Employee Information   Menu
                      Friday, April 21, 2000




                    <E> Employee inquire/edit
                    <R> Reports
                    <C> Company payroll info.
                    <*> Exit Employee Information

        >>> Your selection : ?
```
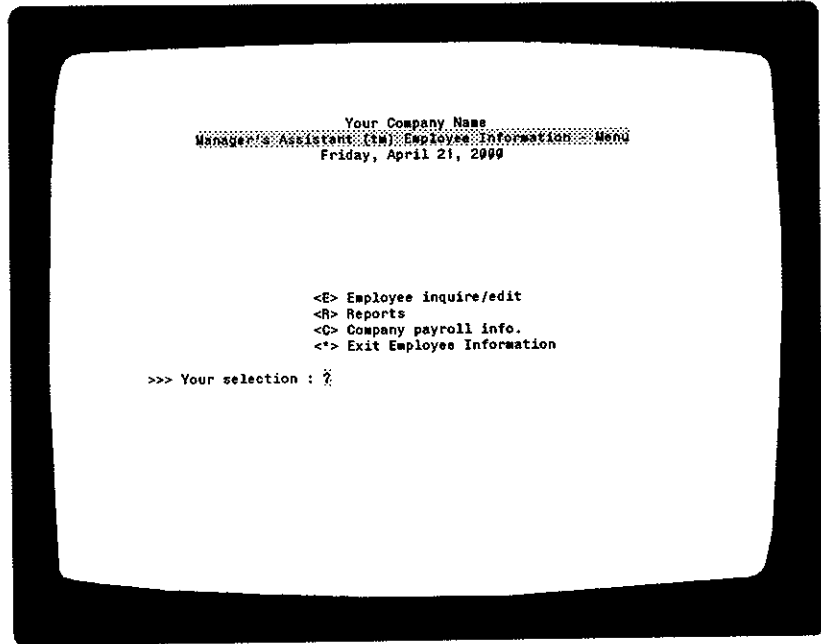
Company payroll info.

Before payroll checks may be printed, the disbursement accounts must be entered, the tax tables must be entered and the company payroll system set up. Consult your Federal Employer's Tax Guide for the Annual tax tables for single and married employees. Check your State Employer's Tax Guide or similar document for state income tax tables (if any) for single and married employees. You will also need to fill out the Payroll Setup work sheet found on page 220.

SECTION 2.3
SETTING UP THE EMPLOYEE COMPENSATION SYSTEM

Entering the tax tables

The first step in the payroll setup is entering the tax tables. This is done through the Company Payroll Information. To select this function, press Ⓒ at the Employee Information menu. The following menu will appear:

```
                          Your Company Name
       Manager's Assistant (tm) Employee Information  Company payroll info.
                          Friday, April 21, 2000




                              <T> Tax tables
                              <P> Payroll setup
                              <R> Reset commission
                              <*> Exit Company payroll info.

            >>> Your selection : ?
```
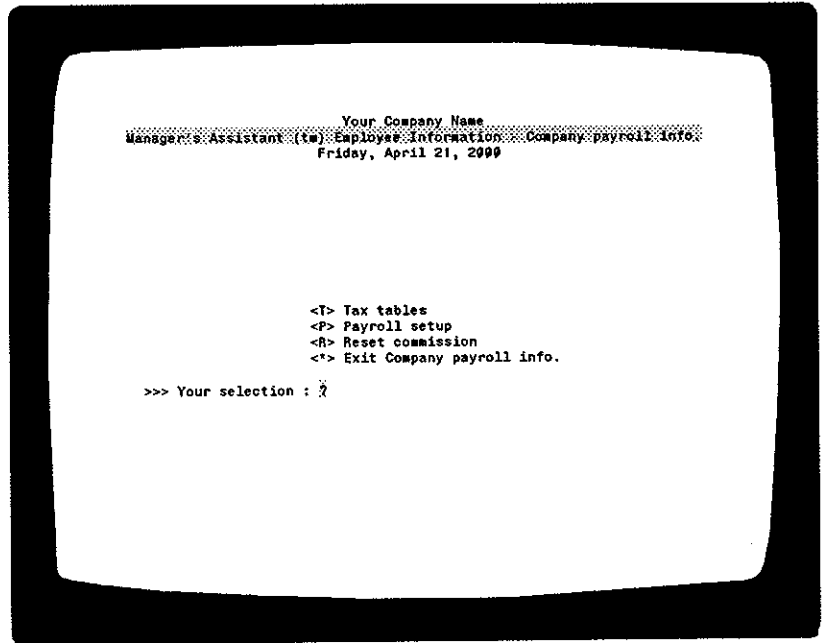
Federal and State Tax tables

The system contains four tax tables; Federal and state tables for both single and married employees. The system is supplied with current Federal tax tables and the tax tables for the State of Illinois. If your state has a different state income tax, you will need the tax guide for your state. To enter a new tax table, press Ⓣ. The system will ask:

<F>ederal or <S>tate ? (F/S)

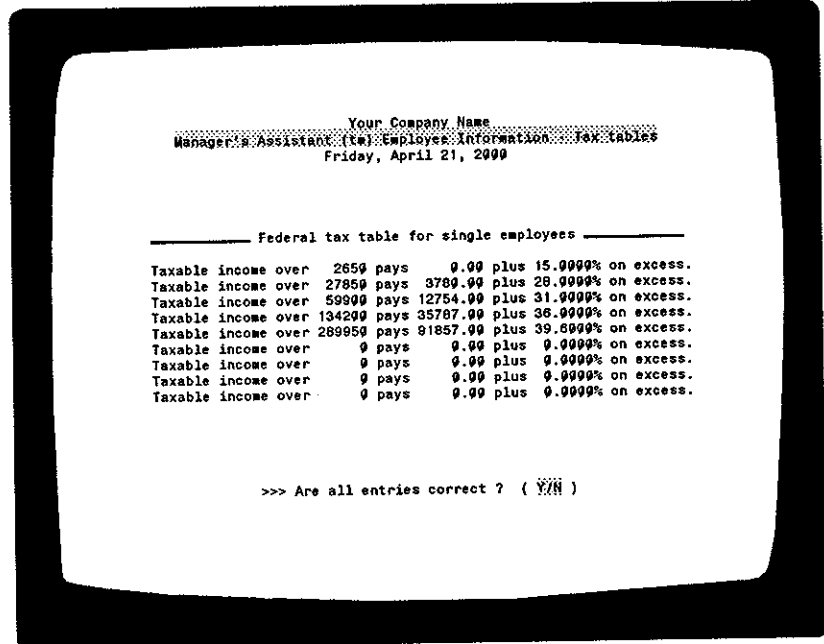Press Ⓕ to enter federal tax tables, Ⓢ to enter state tax tables. Next, the system will ask:

<S>ingle or <M>arried ? (S/M)

SECTION 2.3
SETTING UP THE EMPLOYEE COMPENSATION SYSTEM

Press ⑤ to enter the tax table for single employees, Ⓜ to enter the tax table for married employees. The selected tax table will appear.

```
                         Your Company Name
        Manager's Assistant (tm) Employee Information  Tax tables
                        Friday, April 21, 2000


                _____ Federal tax table for single employees _____

        Taxable income over    2650 pays      0.00 plus 15.0000% on excess.
        Taxable income over   27850 pays   3780.00 plus 28.0000% on excess.
        Taxable income over   59900 pays  12754.00 plus 31.0000% on excess.
        Taxable income over  134200 pays  35787.00 plus 36.0000% on excess.
        Taxable income over  289950 pays  91857.00 plus 39.6000% on excess.
        Taxable income over       0 pays      0.00 plus  0.0000% on excess.
        Taxable income over       0 pays      0.00 plus  0.0000% on excess.
        Taxable income over       0 pays      0.00 plus  0.0000% on excess.
        Taxable income over       0 pays      0.00 plus  0.0000% on excess.



                >>> Are all entries correct ?  ( Y/N )
```

Changing the tax tables

If you wish to change the tax table, press Ⓝ in response to "Are all entries correct?". You will be allowed to enter the new tax table as show in your tax guide.

> Precision tip: Use only annual tax tables for the percentage method of withholding.

Straight percentage state tax
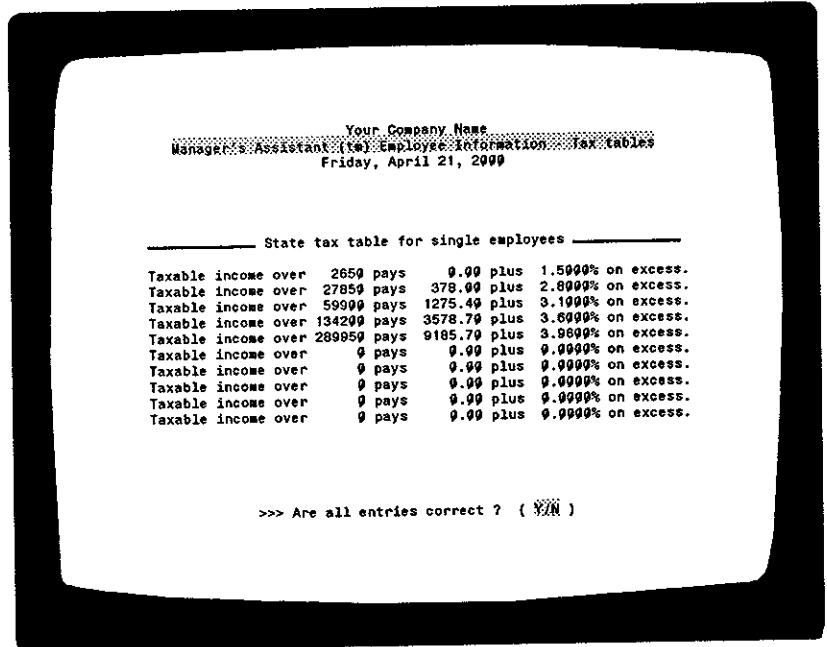
Some states base their income tax on a percentage that is applied to the net taxable income (gross income less exemptions). The state tax tables for such states will contain all zeros except that the tax percentage is entered into the first line of the tax table in the percentage column. If this percent is the same for single employees as well as married employees, enter the same information in both the single and married state table.

Percent-of-federal state tax

Some states base their income tax on a percentage of the calculated federal tax. The state tax tables for such states will contain the same information as the federal tax tables except that amounts entered into the second and third column must first be multiplied by this percentage factor. For example, suppose that the current federal tax table for single employees is that shown in the figure above. Also, suppose that the state income tax is 10% of the federal tax. Then the state tax table for single employees should contain the following:

```
                          Your Company Name
        Manager's Assistant (tm) Employee Information  Tax tables
                        Friday, April 21, 2000


                _____ State tax table for single employees _____

        Taxable income over    2650 pays      0.00 plus 1.5000% on excess.
        Taxable income over   27850 pays    378.00 plus 2.8000% on excess.
        Taxable income over   59000 pays   1275.40 plus 3.1000% on excess.
        Taxable income over  134200 pays   3578.70 plus 3.6000% on excess.
        Taxable income over  289050 pays   9185.70 plus 3.9800% on excess.
        Taxable income over       0 pays      0.00 plus 0.0000% on excess.
        Taxable income over       0 pays      0.00 plus 0.0000% on excess.
        Taxable income over       0 pays      0.00 plus 0.0000% on excess.
        Taxable income over       0 pays      0.00 plus 0.0000% on excess.
        Taxable income over       0 pays      0.00 plus 0.0000% on excess.


                >>> Are all entries correct ?  { Y/N }
```

No state income tax

If your state does not have a state income tax, enter all zeros in both state tax tables.

Exit tax tables

After entering the four tax tables, pressing [Esc] will return to the Company Payroll Information menu.

Payroll setup

The next step in the Payroll setup is to enter the miscellaneous information necessary to process payroll. Keep in mind as you are entering information into the payroll setup that as employees are added to the system the information necessary to write pay checks is stored with the employee information. The payroll information is taken from the Company Payroll info. setup. Information stored in the Company Payroll setup is the "standard" information. When employees are added to the system the "standard" payroll information is stored with the employee information. The information stored with the employee may later be customized for that employee.

THE MANAGER'S ASSISTANT™

SECTION 2.3
SETTING UP THE EMPLOYEE COMPENSATION SYSTEM

Payroll setup function

Select the Payroll Setup function from the Company Payroll Information menu by pressing Ⓟ. The Payroll Setup screen will appear:

```
                        Your Company Name
        Manager's Assistant (tm) Employee Information  Payroll Setup
                        Friday, April 21, 2000


        Act. Entry Description    Amount

        6000 Reg. Hrs.=  40.000
        6100 O.T. Hrs=    0.000              Standard overtime factor = 1.5000
        6200 Commission                         Pay O.T. on commission ? ( No  )
        2101 Fed'l Withholding                     Fed'l exemption amt. =   2800
        2111 Soc. Security                   Percent =  6.2000   Limit =  76200
        2121 Medicare                        Percent =  1.4500   Limit = 999999
        2131 State Withholding                    State exemption amt. =   2000
                                    0.00
                                    0.00
                                    0.00
                                    0.00
                                    0.00
             Federal tax I.D.# 00-0000000     State of IL tax I.D.#


                     >>> Are all entries correct ?  ( Y/N )
```

To change any of the information shown, press Ⓝ in response to "Are all entries correct?".

Disbursement account for Reg. hours

The system can accumulate the regular wages paid to all employees using one disbursement account or you may accumulate regular wages paid to different classes of employees using different disbursement accounts. For example, you may accumulate the wages paid to mechanics, janitorial, office, administrative and officer all separately. This is done by changing the disbursement account number used for a specific employee after the employee is added to the system. Enter the disbursement account which will be used most often here. This will minimize the need for changing the account on individual employees as they are needed. (As supplied, the system will use account number 6000.)

> **Precision tip:** The State exemption amount shown in the above figure is for Illinois. If unsure of the exemption amount for your state check with your accountant or call us for help.

> **Precision tip:** If the account number you enter has not been entered into the Company setup, the system will ask "New account ? (Y/N)", press Ⓨ if this is a new account. The system will then ask for an "Account description", type in the description of the account.

SECTION 2.3
SETTING UP THE EMPLOYEE COMPENSATION SYSTEM

Precision tip: Refer to the Payroll Setup work sheet filled out earlier for this information.

Number of regular hours

Next, enter the number of regular (non-overtime) hours most employees work in a normal pay period. For example, if you pay weekly, you should probably enter 40.

Disbursement account for O.T. hours

The system can accumulate the overtime wages paid to all employees using one disbursement account or you may accumulate overtime wages paid to different classes of employees using different disbursement accounts. For example, you may accumulate the wages paid to mechanics, janitorial, office, administrative and officer all separately. This is done by changing the disbursement account number used for a specific employee after the employee is added to the system. Enter the disbursement account which will be used most often here. This will minimize the need for changing the account on individual employees as they are needed. (As supplied, the system will use account number 6100.)

Number of overtime hours

Next, enter the number of overtime hours most employees work in a normal pay period. If your employees do not normally work overtime or if the amount of overtime worked varies from employee to employee or from pay period to pay period, enter zero.

Overtime factor

Now, enter the standard overtime factor. For example, if you pay time-and-a-half for overtime, you should enter 1.5. If you pay straight time for overtime, you should enter 1. If you pay double-time for overtime, you should enter 2.

Disbursement account for commission

The system can accumulate the commission wages paid to all employees using one disbursement account or you may accumulate commission wages paid to different classes of employees using different disbursement accounts. For example, you may accumulate the wages paid to mechanics, janitorial, office, administrative and officer all separately. This is done by changing the disbursement account number used for a specific employee after the employee is added to the system. Enter the disbursement account which will be used most often here. This will minimize the need for changing the account on individual employees. (As supplied, the system will use account number 6200.)

Pay overtime on commission

If you wish the system to convert the commission to an equivalent hourly rate and apply the overtime factor to this rate, press [Y], otherwise press [N].

Disbursement account for federal withholding

Next, enter the disbursement account number that will be used to accumulate the federal income tax withheld from employee pay checks. (As supplied, the system will use account number 2101.)

Federal exemption amount

Enter the ANNUAL federal withholding allowance for one exemption. (For example, the 2000 exemption allowance should be entered as "2800".)

SECTION 2.3
SETTING UP THE EMPLOYEE COMPENSATION SYSTEM

Disbursement account for Social Security

Next, enter the disbursement account number that will be used to accumulate the social security tax withheld from employee pay checks. It **MUST NOT** be the same account used to accumulate the federal income tax withheld from employee pay checks. (As supplied, the system will use account number 2111.)

Social Security percentage

Now, enter the social security tax rate for the current year. This rate must be entered in the form of a percentage. (For example, the 2000 rate should be entered as "6.2000".)

Social Security limit

Enter the maximum amount of wages subject to social security taxes. (For example, the 2000 rate should be entered as "76200".)

Disbursement account for Medicare

Next, enter the disbursement account number that will be used to accumulate the medicare tax withheld from employee pay checks. It **MUST NOT** be the same account used to accumulate the federal income tax withheld from employee pay checks and it **MUST NOT** be the same account used to accumulate the Social Security tax. (As supplied, the system will use account number 2121.)

Medicare percentage

Now, enter the medicare tax rate for the current year. This rate must be entered in the form of a percentage. (For example, the 2000 rate should be entered as "1.4500".)

Medicare limit

Enter the maximum amount of wages subject to medicare taxes. (For example, the 2000 rate should be entered as "999999".)

Disbursement account for state withholding

Next, enter the disbursement account number that will be used to accumulate the state income tax withheld from employee pay checks. It **MUST NOT** be the same account used to accumulate the federal income tax withheld from employee pay checks and it **MUST NOT** be the same account used to accumulate the Social Security tax withheld from employee pay checks and it **MUST NOT** be the same account used to accumulate the Medicare tax withheld from employee pay checks. (As supplied, the system will use account number 2131.) Even if your state does not impose a state income tax, you must enter an account number.

State exemption amount

Enter the ANNUAL state withholding allowance for one exemption. If your state does not impose a state income tax, enter zero.

Account for 1st additional deduction

You may set up the system so that up to five additional deductions will be made from pay checks. This will accommodate such things as employees' contributions for uniforms, group insurance, savings plan, etc. If you wish to enter an additional standard deduction to be made from most pay checks, enter that account number.

If you do not wish to enter an additional standard deduction, enter an account number of "0000".

SECTION 2.3
SETTING UP THE EMPLOYEE COMPENSATION SYSTEM

Precision tip: Since the system accumulates the deductions on a per line basis, it is most helpful if you put the same deductions on the same lines of everyone's paycheck. For example, if you deduct uniforms from nearly everyone and 401K contributions from some paychecks, you should set up the uniforms on the first deduction line and the 401K deductions on the second deduction line on EVERYONE'S paycheck. Thus, the Deductions Report will total the uniforms deductions for all employees in the 1st deduction column of that report (the column to the right of "Taxes"). It will total the 401K deductions for all employees in the second deduction column.

Special case additional deductions

The system can correctly handle deductions for City income tax, County income tax, 401K plans, Self Employment Pension plans, Section 125 Pass-through plans, Non-Roth IRAs and Roth IRAs. To have the system handle these special deductions properly you must enter the type of deduction in the Entry description. Capitalization is not important.

If you are using a:	You must enter:
City income tax	CITY TAX
County income tax	COUNTY TAX
401K plan	401K
Self Employment Pension plan	S.E.P.
Section 125 Pass-through plan	SEC125
Non-Roth IRA	IRA
Roth IRA	ROTH I.R.A.

The additional deductions for City income tax, County income tax, 401K plans, Self Employment Pension plans, Section 125 Pass-through plans and Roth IRAs, may be deducted by a percentage of total gross wages or by a fixed amount. (Total gross wages include sick pay and vacation pay. See section on Sick pay and Vacation pay on page 48.) Non-Roth IRAs can only be deducted by fixed amounts.

Deduction by a percentage of total gross wages

To have the system deduct City income tax, County income tax, 401K plans, Self Employment Pension plans, Section 125 Pass-through plans and Roth IRAs by a percentage of gross wages the Entry description must start with the percentage, followed by the type of deduction. Below are examples of each type of deduction done by a percentage:

Act.	Entry description
2400	1.23% CITY TAX
2500	1.125% COUNTY TAX

SECTION 2.3
SETTING UP THE EMPLOYEE COMPENSATION SYSTEM

2600	`1`.`2``5``%` `4``0``1``K`
2700	`4`.`5``%` `S`.`E`.`P`.
2800	`5``%` `S``E``C``1``2``5`
2900	`2``%` `R``O``T``H` `I`.`R`.`A`.

Deduction by fixed amount

To have the system deduct City income tax, County income tax, 401K plans, Self Employment Pension plans, Section 125 Pass-through plans, Non-Roth IRAs, uniforms or any other type of deduction by a fixed amount enter the deduction as minus amount. The following are examples of deductions by a fixed amount:

Act.	Entry Description	Amount
2400	City tax	-15.00
2600	401K	-25.00
5400	Uniforms	-7.00
5075	Group insurance	-20.00
2800	Sec125	-35.00

Precision tip: DEDUCTIONS MUST BE NEGATIVE AMOUNTS. That is, the amount to be deducted must start with a minus sign.

Sick pay and Vacation pay

The system has the capability of paying sick pay and/or vacation pay as separate line items on the paycheck. (Tracking the hours of sick pay and vacation pay is a manual operation. See section on Sick and vacation hours on page 51.) Keep in mind that there is no accounting reason for paying sick pay or vacation pay separately from the employees normal wages. Vacation pay is added to the paycheck by typing Vac. Pay into the deduction line Entry Description. Sick pay is added to the paycheck by typing Sick Pay into the deduction line Entry Description. Capitalization is not important. Here are examples:

Act.	Entry Description	Amount
6000	`S``I``C``K` `P``A``Y`	0.00
6000	`V``A``C`. `P``A``Y`	0.00

Precision tip: When writing the paycheck you can edit the Entry Description on-the-fly so that "Sick pay" becomes "Sick Pay 8 hrs." or "Sick pay - 1 day". The same may be done to vacation pay.

2nd thru 5th additional deductions

The previous steps may be repeated if a 2nd, 3rd, 4th and/or 5th additional standard deduction are desired.

SECTION 2.3
SETTING UP THE EMPLOYEE COMPENSATION SYSTEM

Federal and state FEINs

Enter your Federal Employer Identification Number. Next, enter the state for which you will withhold state income tax, and then enter your State Employer Identification Number. If your state uses the FEIN for the State Employer Identification Number, enter your Federal Employer Identification Number here too.

Leaving the Payroll Setup function

When all payroll setup questions have been entered, the system will ask:

Are all entries correct ? (Y/N)

Pressing N will allow you to edit the Payroll Setup information just entered. Pressing Y will return you to the Company Payroll Information Menu. Press ⊡, to exit to the Employee Information Menu.

To add employees

To add employees, select the Employee Inquire/edit function by pressing E. The Employee Payroll information screen will appear.

```
                          Your Company Name
Employee Information   Employee Inquire/edit   Payroll Information (Page 1)
                        Friday, April 21, 2000

                                                    --- Last check ---
                                                      Check # :      0
     Employee number :  1                               Date : 00/00/00
                Name : John Smith
      Address line 1 : 901 Main Street
      Address line 2 :                             Current pay :      0.00
     City, State, Zip : Your Town, US 12345              Hired : 01/14/82
               Phone : (   ) 555-1234                  Released : 00/00/00
         Soc. Sec. No. : 123-45-6789          M.T.D. regular hours :    0.000
       Single/Married : M                     M.T.D. overtime hours :   0.000
   Federal exemptions :      1                C.Y.T.D. regular hours :   0.000
      State exemptions :      1               C.Y.T.D. overtime hours :  0.000
          Rate of pay :   42000.00            Earned vacation hours :   0.000
        Salary/Hourly : S                        Earned sick hours :    0.000
       Periods per year : 52              Y.T.D. paid vacation hours :   0.000
                                             Y.T.D. paid sick hours :   0.000
   Comment :

   >>> Your selection : ?
   <N>-Next              <P>-Previous        <S>-Search           <T>-Turn Page
   <1>  <2>  <3>         <A>-Add  <E>-Edit   <R>-Renumber  <#>-Delete  <*>-Exit
```

Precision tip: See Appendix D, page 221, for the Employee Information Work Sheet.

Enter employee number

Press A to add an employee. Because the system will record sales by employee number, each employee (including yourself) must be assigned an employee number between 1 and 99. For convenience, consider giving yourself employee number one. Enter the employee number. An employee number may be used only once. If that employee number is already in use, the system will display that employee's information. (Press E to edit the information if necessary.) If that employee number is not in use, the system will add it to the employee records. Pressing [Esc] while

SECTION 2.3
SETTING UP THE EMPLOYEE COMPENSATION SYSTEM

on the employee number field will return you to the Employee information mini-menu.

As you enter the information, it will be treated as successive fields. You may use the editing functions described in Section 1 of the Precision Main Menu manual to correct mistakes. Pressing [Esc] while on the employee name field will cancel the entry.

Minimum required information

When setting up the system, the employee name and number must be entered. You must also enter the marital status of the employee, whether he is paid salary or hourly, and the number of pay periods for which he is paid during the year.

Enter employee name

Enter the employee's name exactly as you wish it to appear on pay checks and W-2 forms. Use correct punctuation and spacing. The employee's name must be entered.

Address

Next, you may enter the employee's street address, city, state and zip code as you wish it to appear on pay checks written to this employee. The address is optional.

Phone number

If you wish, you may enter his phone number. Press [Enter] to skip this information.

Social Security number

If you wish it to appear on pay checks, enter the employee's Social Security number. If you do not wish to enter a Social Security number, enter a zero.

Single/Married

Press [S] to treat this employee as single for payroll purposes, [M] to treat the employee as married. An employee must be either single or married.

Federal Exemptions

Enter the number of federal payroll exemptions the employee has elected to take.

State Exemptions

Enter the number of state payroll exemptions the employee has elected to take.

Rate of pay

Enter the employee's rate of pay. If the employee is paid hourly, enter the employee's hourly rate. If the employee is paid salary, enter the employee's ANNUAL salary. If the employee is paid straight commission, enter zero.

Salary/Hourly

Press [S] if the employee is paid by salary, [H] if he is paid hourly. Press either [S] or [H] if he is paid straight commission. An employee must be either salary or hourly.

Pay periods per year

Enter the number of pay checks the employee would receive during a full calendar year. Examples: Enter 52 for weekly, 26 for semi-weekly, 24 for bi-monthly.

THE MANAGER'S ASSISTANT™

SECTION 2.3
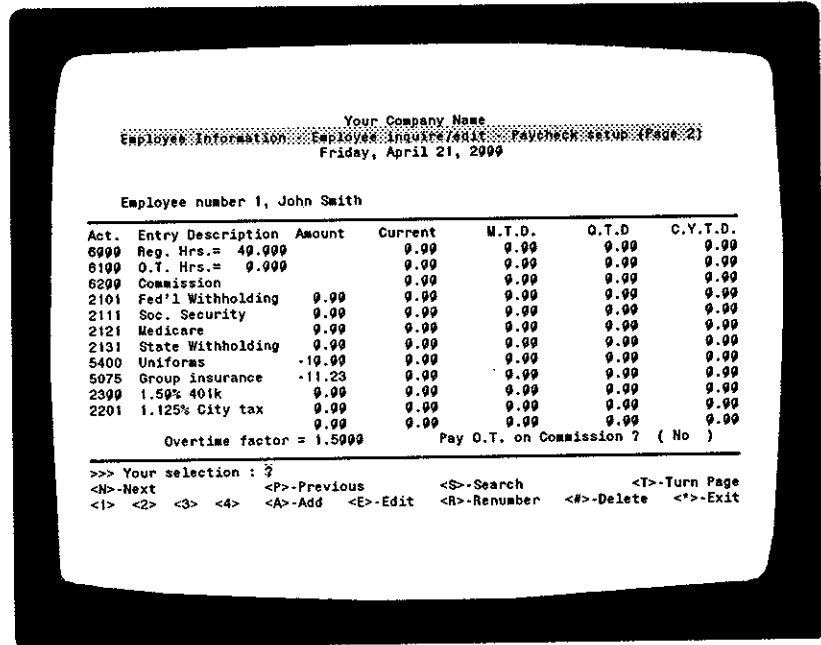## SETTING UP THE EMPLOYEE COMPENSATION SYSTEM

Last check information

You may enter the number of the last check written to this employee and the date it was written. Press [Enter] to skip this information.

Hired date

You may enter the date this employee was hired. Press [Enter] to skip this information.

Released date

After an employee is released, you may wish to make note of that here. If you do not wish to enter anything here, press [Enter].

M.T.D. regular hours

You may enter the number of regular hours worked by this employee month-to-date. If this information is not available, press [Enter] to skip this information.

M.T.D. overtime hours

You may enter the number of overtime hours worked by this employee month-to-date. If this information is not available, press [Enter] to skip this information.

C.Y.T.D. regular hours

You may enter the number of regular hours worked by this employee calendar-year-to-date. If this information is not available, press [Enter] to skip this information.

C.Y.T.D. overtime hours

You may enter the number of overtime hours worked by this employee calendar-year-to-date. If this information is not available, press [Enter] to skip this information.

Earned Vacation hours

You may enter the number of vacation hours earned by this employee calendar-year-to-date. If this information is not available, press [Enter] to skip this information.

Earned Sick hours

You may enter the number of sick hours earned by this employee calendar-year-to-date. If this information is not available, press [Enter] to skip this information.

> Precision tip: Vacation and sick hours must be manually entered and maintained.

YTD paid vacation hours

You may enter the number of vacation hours paid to this employee calendar-year-to-date. If this information is not available, press [Enter] to skip this information.

YTD paid sick hours

You may enter the number of sick hours paid to this employee calendar-year-to-date. If this information is not available, press [Enter] to skip this information.

Comment

You may enter a comment about this employee or press [Enter] to skip this information.

After entering the comment, the system will record the information. After the system has recorded the information, the information may be edited.

SECTION 2.3
SETTING UP THE EMPLOYEE COMPENSATION SYSTEM

Employee pay check information

The next step in the Employee information setup is to enter the miscellaneous information necessary to process payroll, by setting up the standard pay check for each employee. To enter a standard pay check, press ⎡2⎤ to turn to page 2. The following will appear:

```
                          Your Company Name
        Employee Information  Employee inquire/edit  Paycheck setup (Page 2)
                         Friday, April 21, 2000


         Employee number 1, John Smith

    Act.   Entry Description  Amount    Current     M.T.D.     Q.T.D     C.Y.T.D.
    6000   Reg. Hrs.= 40.000                0.00       0.00       0.00       0.00
    6100   O.T. Hrs.=  0.000                0.00       0.00       0.00       0.00
    6200   Commission                       0.00       0.00       0.00       0.00
    2101   Fed'l Withholding  0.00          0.00       0.00       0.00       0.00
    2111   Soc. Security      0.00          0.00       0.00       0.00       0.00
    2121   Medicare           0.00          0.00       0.00       0.00       0.00
    2131   State Withholding  0.00          0.00       0.00       0.00       0.00
    5400   Uniforms          -10.00         0.00       0.00       0.00       0.00
    5075   Group insurance   -11.23         0.00       0.00       0.00       0.00
    2300   1.50% 401k         0.00          0.00       0.00       0.00       0.00
    2201   1.125% City tax    0.00          0.00       0.00       0.00       0.00
                              0.00          0.00       0.00       0.00       0.00
           Overtime factor = 1.5000             Pay O.T. on Commission ?  ( No  )

    >>> Your selection : ?
    <N>-Next            <P>-Previous        <S>-Search              <T>-Turn Page
    <1>  <2>  <3>  <4>  <A>-Add   <E>-Edit  <R>-Renumber  <#>-Delete  <*>-Exit
```

Disbursement account for Reg. hours

If the information on the screen is not correct, press ⎡E⎤. The system will display the disbursement account number entered in the Company Payroll setup. If you would like to use this account, press [Enter]. If you would like to use a different account number enter that account number then press [Enter].

> **Precision tip: Refer to the Payroll Setup work sheet filled out earlier for this information.**

Number of regular hours

Next, enter the number of regular (non-overtime) hours the employee works in a normal pay period. For example, if you pay weekly, you should probably enter 40.

You may enter the amounts paid to the employee for the following periods: current (last pay check), month-to-date, quarter-to-date and calendar-year-to-date. Press [Enter] to skip these amounts.

Disbursement account for O.T. hours

Next, enter the disbursement account number that will be used to accumulate the gross amount paid to the employee for overtime pay. (As supplied, the system will use account number 6100.)

You may enter the amounts paid to the employee for the following periods: current (last pay check), month-to-date, quarter-to-date and calendar-year-to-date. Press [Enter] to skip these amounts.

SECTION 2.3
SETTING UP THE EMPLOYEE COMPENSATION SYSTEM

Disbursement account for commission

Next, enter the disbursement account number that will be used to accumulate the gross amount paid to the employee for commissions. (As supplied, the system will use account number 6200.)

You may enter the amounts paid to the employee for the following periods: current (last pay check), month-to-date, quarter-to-date and calendar-year-to-date. Press [Enter] to skip these amounts.

Disbursement account for federal withholding

Now, enter the disbursement account number that will be used to accumulate the federal income tax withheld from the employee's pay checks. (As supplied, the system will use account number 2101.)

Withholding additional Federal tax

If you withhold additional Federal tax from the employee's pay checks, enter the amount for the additional tax to be withheld. (You **MUST** enter this as a NEGATIVE amount.)

You may enter the amounts deducted from the employee's pay checks for the following periods: current (last pay check), month-to-date, quarter-to-date and calendar-year-to-date. (Enter these as NEGATIVE amounts.) Press [Enter] to skip these amounts.

> **Precision tip: Deductions MUST be NEGATIVE AMOUNTS. That is, the amount to be deducted must start with a minus sign.**

Disbursement account for Social Security tax

Next, enter the disbursement account number that will be used to accumulate the social security tax withheld from the employee's pay checks. It **MUST NOT** be the same account used to accumulate the federal income tax withheld from the employee's pay checks. (As supplied, the system will use account number 2111.)

Withholding additional Social
Security tax

If you withhold additional Social Security tax from the employee's pay checks, enter the amount for the additional tax to be withheld. (You **MUST** enter this as a NEGATIVE amount.)

You may enter the amounts deducted from the employee's pay checks for the following periods: current (last pay check), month-to-date, quarter-to-date and calendar-year-to-date. (Enter these as NEGATIVE amounts.) Press [Enter] to skip these amounts.

Disbursement account for Medicare tax

Next, enter the disbursement account number that will be used to accumulate the medicare tax withheld from the employee's pay checks. It **MUST NOT** be the same account used to accumulate the federal income tax withheld from the employee's pay checks and it **MUST NOT** be the same account used to accumulate the Social Security tax withheld from the employee's pay checks. (As supplied, the system will use account number 2121.)

SECTION 2.3
SETTING UP THE EMPLOYEE COMPENSATION SYSTEM

Withholding additional Medicare tax

If you withhold additional Medicare tax from the employee's pay checks, enter the amount for the additional tax to be withheld. (You **MUST** enter this as a NEGATIVE amount.)

You may enter the amounts deducted from the employee's pay checks for the following periods: current (last pay check), month-to-date, quarter-to-date and calendar-year-to-date. (Enter these as NEGATIVE amounts.) Press [Enter] to skip these amounts.

Disbursement account for state withholding

Next, enter the disbursement account number that will be used to accumulate the state withholding deducted from pay checks written to the employee. This disbursement account **MUST NOT** be the same account used to accumulate the federal income tax withheld from employee number one's pay checks and it **MUST NOT** be the same account used to accumulate the Social Security tax withheld from employee number one's pay checks. (As supplied, the system will use account number 2300.) Even if your state does not impose a state income tax, you must enter an account number.

Withholding additional State tax

If you withhold additional State tax from the employee's pay checks, enter the amount for the additional tax to be withheld. (You **MUST** enter this as a NEGATIVE amount.)

You may enter the amounts deducted from the employee's pay checks for the following periods: current (last pay check), month-to-date, quarter-to-date and calendar-year-to-date. (Enter these as NEGATIVE amounts.) Press [Enter] to skip these amounts.

Disbursement account for 1st additional deduction

You may set up the system so that up to five additional deductions will be made from pay checks. This will accommodate such things as employee contributions for 401K plans, S.E.P., Section 125 pass through programs, uniforms, group insurance, savings plan, etc. If you wish to enter an additional standard deduction to be made from the pay check for this employee, enter that account number.

> **Precision tip: See the section on additional deductions and special case deductions, starting on page 47, for more information.**

Entry description for deduction

If you are going to use the 1st additional deduction, enter the description that you wish to appear on the pay check stubs.

Amount of 1st additional deduction

If you are going to use the 1st additional deduction, enter the amount that you wish to be deducted from the employee's pay check.

You may enter the amounts deducted from the employee's pay checks for the following periods: current (last pay check), month-to-date, quarter-to-date and calendar-year-to-date. (Enter these as NEGATIVE amounts.) Press [Enter] to skip these amounts.

Precision tip: Deductions MUST be NEGATIVE AMOUNTS. That is, the amount to be deducted must start with a minus sign.

Additional deductions	The previous four steps may be repeated if a 2nd, 3rd, 4th and/or 5th additional standard deduction are desired.
Overtime factor	Now, enter the overtime factor. For example, if this employee is to be paid time-and-a-half for overtime, you should enter 1.5. If this employee is to be paid straight time for overtime, you should enter 1. If this employee is to be paid double-time for overtime, you should enter 2.
Pay overtime on commission	If you wish the system to convert the commission paid this employee to an equivalent hourly rate and apply the overtime factor to this rate, press Ⓨ, otherwise press Ⓝ.
Employee commissions	The system will track each employee's sales by sales department for the current pay period, month, calendar year and fiscal year. If you have the C.A.R.S. function and have turned on the Book Hours feature, the system will also track the Book hours for current pay period, month, calendar year and fiscal year. (See Sections 2 and 3.3 of the C.A.R.S. manual for information on the setup and use of "Book hours".)

SECTION 2.3
SETTING UP THE EMPLOYEE COMPENSATION SYSTEM

The commission rate on the Book hours line is the amount to be paid to the employee per book hour. To enter the employee's Book hours hourly rate or Commission percentage rate, press ③ to go to the Employee commission page. The following appear:

```
                              Your Company Name
Employee Information   Employee Inquire/edit   Employee Commission (Page 3)
                            Friday, April 21, 2000

     Employee number 1, John Smith

                   Commission   Current pay     M.T.D.      C.Y.T.D.     F.Y.T.D.
                      rate     period sales      sales        sales        sales

Book hours       :$    0.00         0.00        0.00         0.00         0.00
Gasoline         :     2.00%        0.00        0.00         0.00         0.00
Oil              :    14.60%        0.00        0.00         0.00         0.00
Labor            :    33.33%        0.00        0.00         0.00         0.00
Parts            :    10.00%        0.00        0.00         0.00         0.00
Sublet           :     0.00%        0.00        0.00         0.00         0.00
Tires            :     3.33%        0.00        0.00         0.00         0.00
Batteries        :     3.33%        0.00        0.00         0.00         0.00
                 :     0.00%        0.00        0.00         0.00         0.00
Road serv/tow    :    10.00%        0.00        0.00         0.00         0.00
EPA charges      :     0.00%        0.00        0.00         0.00         0.00
X-sales tax      :     0.00%        0.00        0.00         0.00         0.00

>>> Your selection : ?
<N>-Next             <P>-Previous        <S>-Search          <T>-Turn page
<1>  <2>  <3>  <4>   <A>-Add   <E>-Edit  <R>-Renumber  <#>-Delete   <*>-Exit
```

Entering employee commission rate

Information is entered by editing the displayed information. To edit the information shown for a sales department, press Ⓔ. Pressing [Enter] or [Down Arrow] will move down the departments. Pressing [Up Arrow] will allow you to return to a department. If you would like to edit a line, press Ⓔ or the [Right Arrow] to move to the first column, then use [Enter] or [Down Arrow] to move across the line.

You will be allowed to edit the current pay period sales, month-to-date sales, calendar-year-to-date and fiscal-year-to-date sales for each sales department. Pressing [Esc] while on the commission rate field will abort the editing of that line. Pressing [Esc] while on any of the dollar amount fields will erase the changes made to that sales category and return you to the commission rate field. You do not need to enter current pay period, month-to-date, calendar-year-to-date or fiscal-year-to-date sales information. Skip these fields by pressing [Enter]. The changes will become permanent, when you have entered through all the sales departments and the "Your selection" prompt appears.

Commissions paid by Book hours

If you pay employees based upon a dollar amount per Book hour, go to the Book hours line, then press Ⓔ or the [Right Arrow] to move to the first column of the Book hours line. Next, enter the dollar amount paid to this employee per Book hour.

SECTION 2.3
SETTING UP THE EMPLOYEE COMPENSATION SYSTEM

The labor times entered on C.A.R.S. repair orders will be transferred to the book hours in Employee information. The system will multiply the hourly rate just entered by the hours transferred from C.A.R.S. to determine the commission for the employee.

> **Precision tip:** The "Book hours" feature is only active on systems with the C.A.R.S. function. C.A.R.S. MUST be setup to use the "Book hours" feature. (See Sections 2 and 3.3 of the C.A.R.S. manual for information on the setup and use of "Book hours".)

Commission paid by a percentage of sales

To calculate commissions, the system will multiply the employee's sales for the current pay period by the commission percentage rate established for each sales department. The commission percentage rate may be different for each sales department and each employee.

> **Precision tip:** Imaginary commission percentage rates can be entered to monitor employee productivity. When using imaginary commission, remember to enter a zero (0) on the commission line when writing paychecks.

If you are going to use the Employee Commission Report, you must enter the commission percentage rate by sales department for each employee. (For information on the Employee Commission Report, see Section 3.2 Posting Invoices, starting on page 113.) The percentages may be entered or edited at any time.

If you pay employees based upon a percentage of sales, move to the sales department you would like to edit, press Ⓔ or the [Right Arrow] to move to the first column of that sales department line. Next, enter the commission percentage rate in the first column.

Salesman commission percentages

The system can track each salesman's sales by sales department for the current pay period, month, calendar year and fiscal year. To calculate commissions, the system will multiply the salesman's sales for the current pay period by the commission percentage rate established for each sales department. The commission percentage rate may be different for each sales department and each salesman. The commission percentage rate may also be different from the Employee commission percentage rate.

> **Precision tip:** If not paid commission, entering Salesman commission percentage rate will help in analyzing the effectiveness of a person acting as a salesman. When using Salesman commission to analyze effectiveness, remember to enter a zero (0) on the commission line when writing paychecks.

SECTION 2.3
SETTING UP THE EMPLOYEE COMPENSATION SYSTEM

To enter the salesman's commission rate (percentages), press ④ to go to the Salesman commission page. The following will appear:

```
                              Your Company Name
Employee Information  Employee Inquire/edit   Salesman commission  (Page 4)
                            Friday, April 21, 2000


    Salesman number 1, John Smith

                    Commission   Current        M.T.D.      C.Y.T.D.     F.Y.T.D.
                       rate    period sales      sales        sales        sales


    Gasoline       :    2.00%       0.00          0.00         0.00         0.00
    Oil            :   14.60%       0.00          0.00         0.00         0.00
    Labor          :   33.33%       0.00          0.00         0.00         0.00
    Parts          :   10.00%       0.00          0.00         0.00         0.00
    Sublet         :    0.00%       0.00          0.00         0.00         0.00
    Tires          :    3.33%       0.00          0.00         0.00         0.00
    Batteries      :    3.33%       0.00          0.00         0.00         0.00
                   :    0.00%       0.00          0.00         0.00         0.00
    Road serv/tow  :   10.00%       0.00          0.00         0.00         0.00
    EPA charges    :    0.00%       0.00          0.00         0.00         0.00
    X-sales tax    :    0.00%       0.00          0.00         0.00         0.00

    >>> Your selection : ?
    <N>-Next          <P>-Previous          <S>-Search              <T>-Turn Page
    <1>  <2>  <3>  <4>   <A>-Add   <E>-Edit   <R>-Renumber   <#>-Delete   <*>-Exit
```

Entering salesman commission percentages

Information is entered by editing the displayed information. To edit the information shown for a sales department, press ⒠. Pressing [Enter] or [Down Arrow] will move down the departments. Pressing [Up Arrow] will allow you to return to a department. If you would like to edit a line, press ⒠ or the [Right Arrow] to move to the first column, then use [Enter] or [Down Arrow] to move across the line.

You will be allowed to enter the commission percentage rate, the current pay period sales, month-to-date sales, calendar-year-to-date and fiscal-year-to-date sales for that sales department. Pressing [Esc] while on the percentage field will cancel the editing of that line. Pressing [Esc] while on any of the dollar amount fields will erase the changes made to that sales department and return you to the commission percentage rate field. You do not need to enter current pay period, month-to-date, calendar-year-to-date or fiscal-year-to-date sales information. Skip these fields by pressing [Enter]. The changes will become permanent, when you have entered through all the sales departments and the "Your selection" prompt appears.

If you are going to use the Employee Commission Report, you must enter the commission percentages by sales department for each salesman. (For information on the Employee Commission Report, see Section 3.2 - Posting Invoices, starting on page 113.) The percentages may be entered or edited at any time.

SECTION 2.3
SETTING UP THE EMPLOYEE COMPENSATION SYSTEM

Alternate uses for commission percentages

If you do not pay sales commissions to salesmen, you can use the salesman commission percentages as a very effective management tool. Enter into the salesman commission percentage rate the same percentages you have entered for the sales department gross margin percentages. The Employee Commission Report will show the total gross profit each salesman has generated. (For information on the Employee Commission Report, see Section 3.2 - Posting Invoices, page 113.) By comparing this figure to the salesman's gross pay, you can quickly gauge the profitability of employing that person. A quick rule of thumb is that each salesman should generate a gross profit in excess of three times his gross pay.

Another alternative is to enter the commission percentage rate you would consider using if you were to pay on a commission basis and compare this figure to what the salesman is otherwise paid.

Accumulate sales across sales departments

Another way to use "Salesman" information is to accumulate sales information across sales departments. For example, if you would like to keep track of total sales related to front end service and repair, you can create an imaginary employee. Name this employee "Front end service". When anything related to front end service is put on a repair order, during Shift checkout you will enter a Sold-by Memo invoice for the front end service using the employee number of "Front end service". (See page 100, for more information on Sold-by memos.)

> **C.A.R.S. users note:** When you have set up the system to calculate commission for salesmen, the employee number of the salesman is entered into a column on the parts page of the repair orders. Sold-by Memo invoices will automatically be generated by the C.A.R.S. Transfer Paid Repair Orders function.

Repeat the above for as many salesmen as you wish to add at this time. To exit the employee information screen, press ⊡. At the employee information menu, press ⊡ to exit to The Employee info. menu.
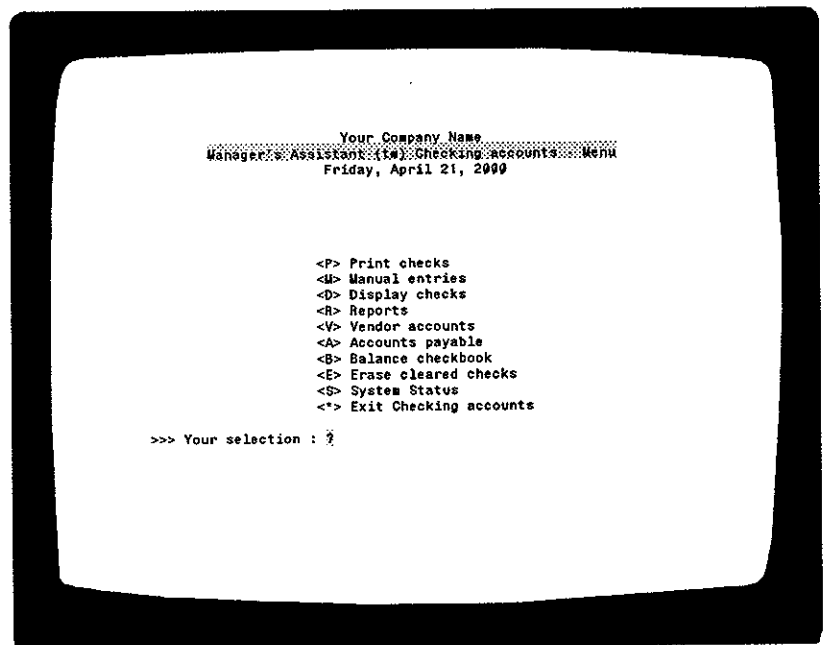
Explanation

The Manager's Assistant™ will maintain two checking accounts. The system can print checks using both accounts. One account is called the "Commercial" account. Usually, this account is used as the main checking account. The second account is called the "Miscellaneous" account. Usually, this account is used for secondary purposes such as using it as a payroll account, a product replacement account, a tax account or a credit card clearing account. If you are going to have the computer type the checks, you will need the correct checks. (See Appendix B, starting on page 193, for more information.)

Entering the Checking Accounts System

To enter the Checking Accounts System press Ⓒ at The Manager's Assistant™ main menu.

After a few moments the screen will show:

```
                  Your Company Name
     Manager's Assistant (tm) Checking accounts Menu
                 Friday, April 21, 2000




               <P>  Print checks
               <M>  Manual entries
               <D>  Display checks
               <R>  Reports
               <V>  Vendor accounts
               <A>  Accounts payable
               <B>  Balance checkbook
               <E>  Erase cleared checks
               <S>  System Status
               <*>  Exit Checking accounts

      >>> Your selection : ?
```
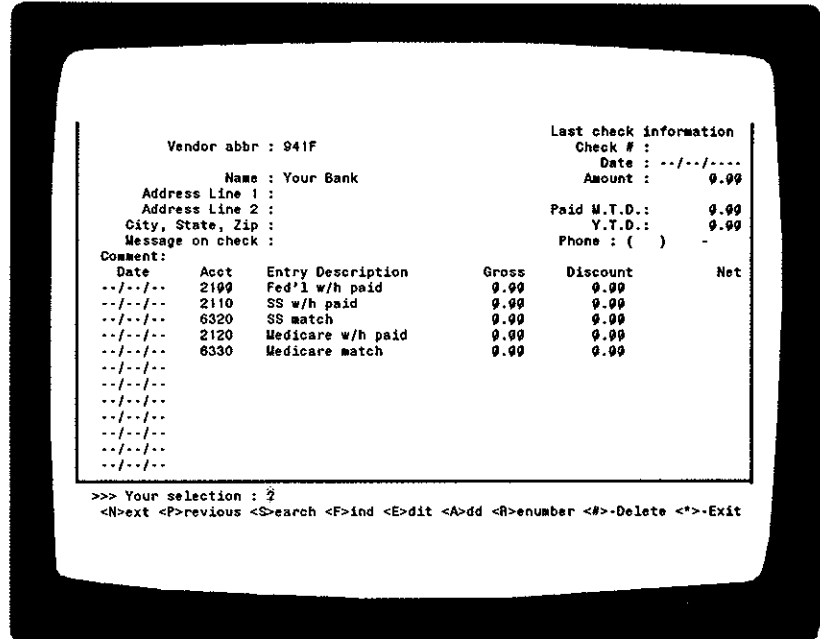
SECTION 2.4
SETTING UP THE CHECKING ACCOUNTS SYSTEM

To add vendors

The system can store the name and address of up to 500 frequently used vendors (payees). To add vendor accounts (payees), press Ⓥ. The screen will show the vendor account display screen.

```
                                                      Last check information
                  Vendor abbr : 941F                    Check # :
                                                          Date : --/--/----
                          Name : Your Bank                Amount :        9.99
              Address Line 1 :
              Address Line 2 :                          Paid M.T.D.:        9.99
            City, State, Zip :                                Y.T.D.:        9.99
            Message on check :                          Phone : (   )   -
  Comment:
     Date       Acct    Entry Description       Gross      Discount          Net
  --/--/--      2199    Fed'l w/h paid          9.99        9.99
  --/--/--      2110    SS w/h paid             9.99        9.99
  --/--/--      6320    SS match                9.99        9.99
  --/--/--      2120    Medicare w/h paid       9.99        9.99
  --/--/--      6330    Medicare match          9.99        9.99
  --/--/--
  --/--/--
  --/--/--
  --/--/--
  --/--/--
  --/--/--
  --/--/--

  >>> Your selection : 2
  <N>ext <P>revious <S>earch <F>ind <E>dit <A>dd <R>enumber <#>-Delete <*>-Exit
```

Precision tip: See Appendix D, page 219, for the Vendor Accounts (Payees) work sheet.

Precision tip: You may add the vendors (payees) during the set up process or let the system add them automatically as you write the first check to each vendor. (See Section 3.6 - Using the Checking Accounts, starting on page 139, for more information.)

Press Ⓐ to add a vendor.

Vendor code

Enter the Vendor code. The Vendor code may consist of one to four letters, numbers and punctuation marks. If the vendor already exists, the vendor will be displayed. If the vendor does not exist, it will be created. Pressing [Esc] while in the vendor code field will return you to the vendor accounts mini-menu.

Open account purchases

If you are using Open Account Purchases you may use the Checking accounts function to automatically look-up the amount you owe the vendor (open account) and have the system put that amount on the check automatically. To do this you must identify the vendor code with the same four digits as the open account (disbursement account). The disbursement account must begin with the number 2.

SECTION 2.4
SETTING UP THE CHECKING ACCOUNTS SYSTEM

For example: If you have set up an open account for ABC Auto Parts using disbursement account 2105, when setting up the Vendor account the vender code will 2105 for ABC Auto Parts.

Enter vendor name

As you enter the information, it will be treated as successive fields. You may use the editing functions described in Section 1 of the Precision Main Menu manual to correct mistakes. Enter the vendor's name exactly as you wish it to appear on checks written to this vendor. Use correct capitalization, punctuation and spacing. Pressing [Esc] while entering the vendor name or any subsequent information will cancel what you have entered and return you to the vendor code field.

Mailing address

Enter the vendor's mailing address as you wish it to appear on checks written to this vendor. As with entering the vendor's name, use correct capitalization, punctuation and spacing.

Message line

Enter a standard message that will be printed on any checks written to this vendor. (For example, you can use this space to write your account number.) This message may be changed when writing a check to this vendor.

Payments and last check information

If the information is available, you may enter the check number, the date and the amount of the last check written to the vendor. You may also enter the month-to-date payments and year-to-date payments made to the vendor.

Phone number

Enter the phone number for the vendor or press [Enter] to skip the phone number.

Comment

You may enter a comment about this vendor or press [Enter] to skip the comment.

> Precision tip: Pressing [Esc] after entering the comment will store the vendor information.

Built-in standard check for vendor

The system will store a standard check stub detail entry for each vendor. The system will store the disbursement account numbers, entry descriptions, gross amounts and discounts used when writing checks to that vendor. Enter the information for each disbursement. Pressing [Esc] when asked for an account number will store the vendor information.

Standard check for Open accounts

When using the Open account feature the disbursement account used on the check stub **MUST** be the same account as the vendor code. When this is done correctly the system will look-up the balance owed to the open account for the end of last month and automatically put that amount on the check.

Editing information

If the information is not correct, you may edit the information by pressing [E], or erase the information by pressing [ ].

SECTION 2.4
SETTING UP THE CHECKING ACCOUNTS SYSTEM

Delete standard check

To delete a standard check stub detail entry you have previously entered press ⎡E⎦ to edit the information. When the cursor appears on the first disbursement account number press [Esc]. This will erase the check stub detail entry.

Add additional vendors

Repeat the process for as many vendor accounts as you wish to add at this time. To leave the vendor account entry screen, press ⎡•⎦ this will return you to the Checking Accounts System menu.

> Precision tip: Before payroll checks can be printed you must set up the payroll system. (See Section 2.3 Employee Information, starting on page 39, for more information.)

Exit the Checking Accounts System

This completes the setup of the Checking Accounts System. Press ⎡•⎦ to return to the Checking Accounts System menu, then, at the Checking Accounts System menu, press ⎡•⎦ to return to The Manager's Assistant™ main menu.
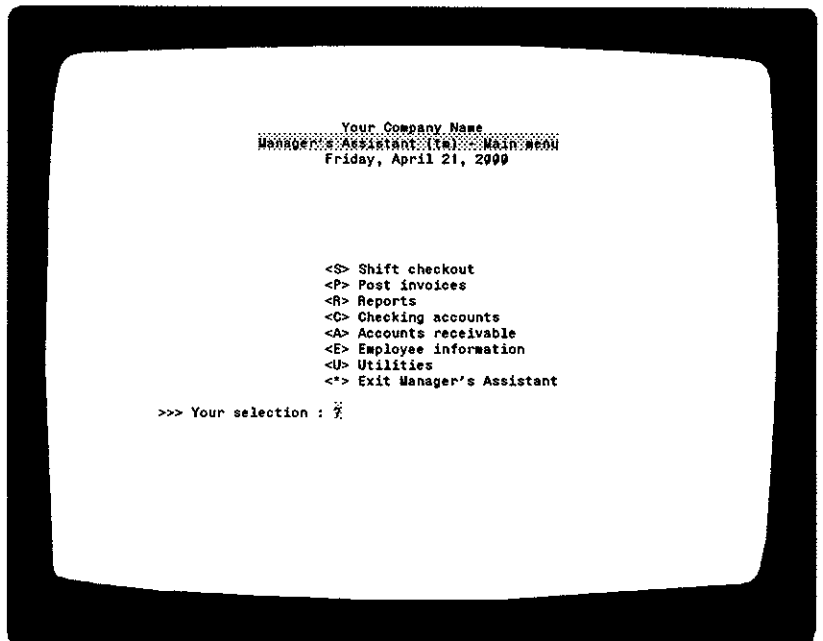
Description

The Manager's Assistant™ is an integrated system consisting of shift checkout (cash drawer balancing), accounts receivable, disbursement reporting, employee sales and commissions, computerized checking and business analysis. All information is automatically accumulated while you do your shift checkout and write checks with the computer. At the end of the pay period, the system will report on employees' sales and calculate sales commissions due. At the end of the month, the system will print charge account statements for your charge customers and prepare itself for the coming month.

Starting the system

To start The Manager's Assistant™, press [M] at the "Precision" Main Menu. The system will go to The Manager's Assistant™.

After a few moments, The Manager's Assistant™ Main Menu will appear:

```
                    Your Company Name
            Manager's Assistant (tm)  Main Menu
                    Friday, April 21, 2000




                    <S> Shift checkout
                    <P> Post invoices
                    <R> Reports
                    <C> Checking accounts
                    <A> Accounts receivable
                    <E> Employee information
                    <U> Utilities
                    <*> Exit Manager's Assistant

        >>> Your selection : ?
```

Manager's Assistant™ Main Menu

The menu displayed on the screen provides access to the system. Briefly, this is what each choice will do:

Shift checkout
> Allows you to balance the cash drawer for a shift or day. This will automatically record sales, accounts receivable transactions, deposits and cash paid out.

Post invoices
> Updates the customers charge accounts by posting charge sales and collections to their charge accounts, updates the employees' sales by posting sales to the employees' information, and updates the disbursement accounts by posting cash paid out transactions. This function also includes end of pay period processing.

Reports

Prints various reports including a Business analysis report, a Disbursement report, P & L (income statement), Invoice reports, Daily sales reports, Fuel sales summary report and Cash receipts report.

Checking accounts

Allows you to print checks, reconcile your checking accounts, enter manually written checks, add/edit/inquire payees (vendors), print check disbursement detail by account, and display your current checking account balance.

Accounts receivable

Prints a complete accounts receivable report with all detail, prints a statement for any account at any time, does an aging analysis, and allows you to add/inquire/edit accounts.

Employee information

Allows you to print employee lists, commission plans and individual W-2s. You may also add/inquire/edit employees.

Utilities

Allows access to the Company setup, Month / year end and System expansion.

Exit Manager's Assistant™

Returns to the "Precision" main menu.

Process the shifts

To make effective use of the system, you should use the system as part of your daily routine. At least one shift should be processed for each business day. Each day may be divided into as many as four shifts. Prior to doing a shift checkout, add any new employees to the employee sales and commission system. Then do the shift checkout. After the last shift for the day has been processed, the system will automatically perform certain housekeeping functions to ready itself for the next business day.

Post invoices

The accounts receivable system, the employee compensation system, and the disbursement accounts are all brought up to date during invoice posting. The more often this function is selected, the more current the above information will be. A report of the employees' sales and commissions is available through the invoice posting function. You should make a complete set of backup copies after finishing a business day but PRIOR to selecting the posting function.

Use the Checking accounts system

Your periodic bill paying session is a convenient time to enter manually written checks. Your checking account balances will be accurate only after all manually written checks and all adjustments (debit and credit memos from the bank) have been entered into the system.

Backup copies

A complete set of backup copies should be made after entering all shifts for a day but PRIOR to selecting the invoice posting function or any

end-of-period processing function. This will prevent the loss of large amounts of information in the event of a power interruption, an equipment malfunction or human error. **Note:** Invoice posting should **NEVER** be selected without a current HdBackup.

End-of-period processing

After completing the last checkout for a period (year, month or pay period), exit the system and make backups, then return to The Manager's Assistant™ Main Menu and select invoice posting. This will make all information in the accounts receivable system, the employee sales and commission system, and the disbursement accounts current and up to date. (See Section 3.2 - Posting Invoices, starting on page 113, for more information.) After the posting is complete, print the reports needed by you or your accountant. (See Section 3.8 - Ending the Pay period, starting on page 171, for a detailed explanation of ending the pay period. Also see the section on End-of-month and End-of-year processing, starting on page 162.)

Description

The shift checkout function performs a reconciliation of the money received for a period of time. The system will accommodate up to 4 reconciliations per day. A reconciliation should be done at least once a day.

Purpose of reconciling the money

The purpose of reconciling the money received is not necessarily to prevent the theft of cash, but as verification that all bookkeeping has been done correctly. The idea is this: add the sales for the day, the cash at the start of the day and the amount collected on house charge accounts. That total should equal the bank deposit for the day plus the sales on house charge accounts, plus sales on credit cards (manual), plus miscellaneous cash expenditures made that day (coffee, UPS charges, parts, cleaning supplies, etc.), plus cash remaining at the end of the day.

As you balance the cash for a shift, you will enter all information needed for the system to automatically accumulate the sales by department, update the house charge accounts, accumulate expenditures by appropriate disbursement account, credit the sales to the proper employee and record the bank deposits.

To do a shift checkout

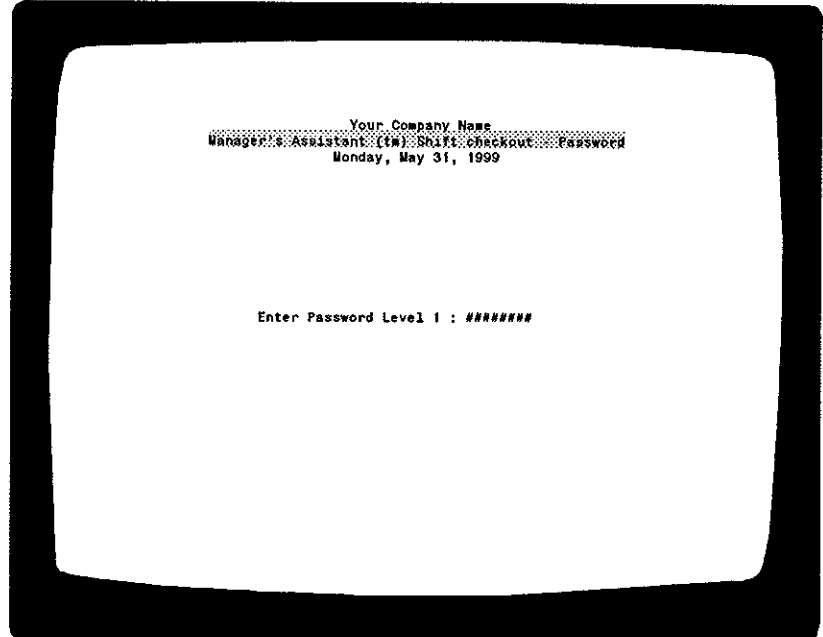To do a shift checkout, press Ⓢ at The Manager's Assistant™ main menu.

> C.A.R.S. users note: When doing a Transfer Paid repair orders you will be taken automatically to the Shift checkout.

SECTION 3.1
DOING A SHIFT CHECKOUT

If you are using a level 1 password, in a few moments, the following will appear:

```
                        Your Company Name
Manager's Assistant (tm) Shift Checkout   Password
                      Monday, May 31, 1999




             Enter Password Level 1 : ########
```

Enter the password

If a level 1 password has been entered into the system, it will be required to process a shift checkout. Enter the password carefully. As you type the password, it will not appear on the screen. If the password is exactly eight characters long, you need not press [Enter] after typing the password.
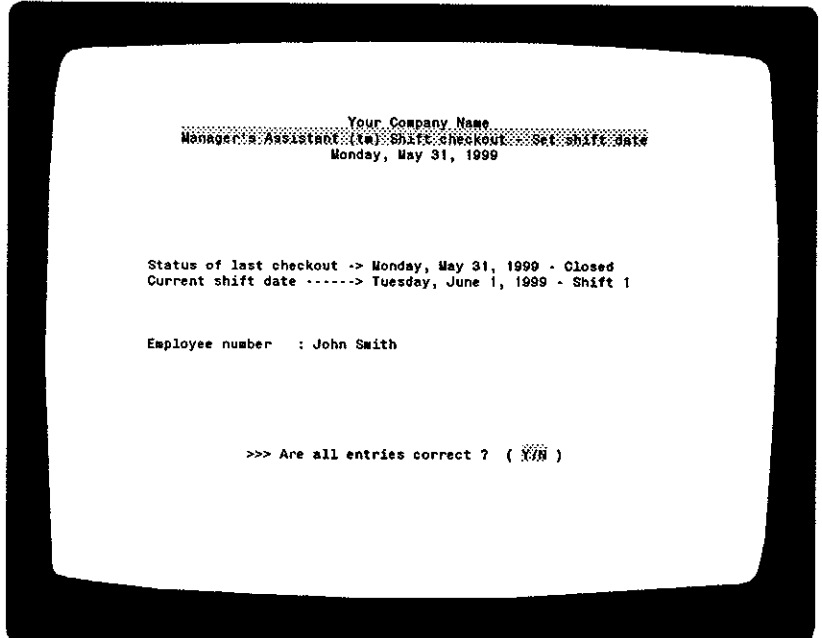
SECTION 3.1
DOING A SHIFT CHECKOUT

Status of last checkout

The status of the last shift checkout will be displayed on the screen. After the date will be the number of the last shift balanced with the system. If the word "Closed" appears after the date in place of a shift number, it indicates that all shifts for that date have been processed and the books for that day are closed. Unless the word "Closed" appears after the date, the system is expecting at least one more shift for that date to be processed.

```
                    Your Company Name
      Manager's Assistant (tm) Shift checkout    Set shift date
                    Monday, May 31, 1999




      Status of last checkout -> Monday, May 31, 1999 - Closed
      Current shift date ------> Tuesday, June 1, 1999 - Shift 1


      Employee number   : John Smith




              >>> Are all entries correct ?  ( Y/N )
```

A closed checkout

You will be allowed to enter the date of the next business day (set a shift date) only if the status of the last checkout displays "Closed".

Set shift date

The shift date is the date of the business for which the reconciliation is to be done. Unless you are doing the reconciliation at the close of the business day, the shift date is **NOT** today's date. To set the shift date, enter the date of the checkout you are about to process. The date must be entered in MM/DD/YYYY format. This date may not be earlier than the date displayed in the status line above. The date you enter must be within the same month as the date displayed in the status line unless you have closed the month by selecting end of month processing. Pressing [Esc] instead of setting a shift date will cause the system to return to The Manager's Assistant™ main menu.

Invoices pre-entered from C.A.R.S. - Utilities Manager's Assistant invoice entry

Invoices pre-entered in the "C.A.R.S. - Utilities - Manager's Assistant invoice entry" for a Shift checkout do NOT appear in the Shift checkout until a "Transfer paid repair orders" has been done.

If you are doing the Shift checkout for the last day of the month and go directly to The Manager's Assistant™ - Shift checkout with out doing a
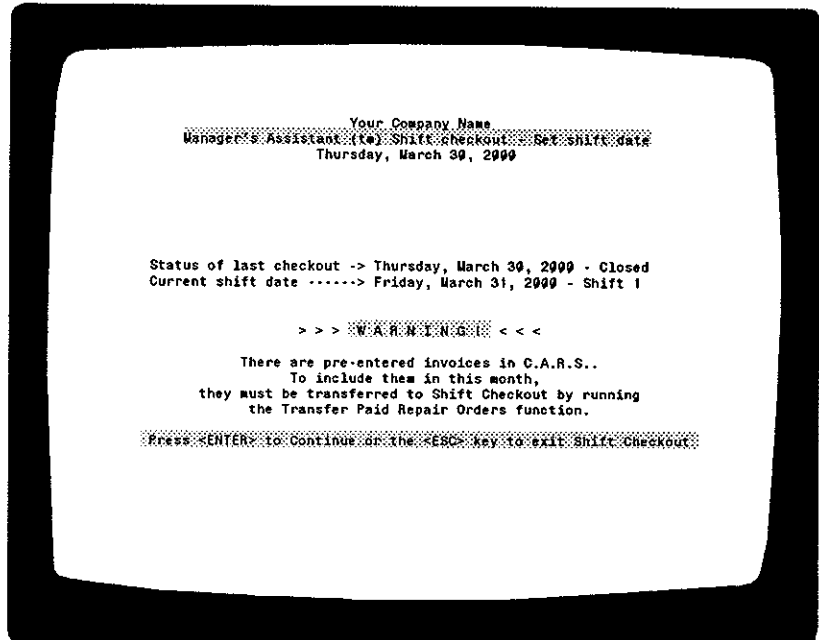
THE MANAGER'S ASSISTANT™

SECTION 3.1
DOING A SHIFT CHECKOUT

"Transfer paid repair orders", the pre-entered invoice will NOT be included in this month's totals.

If there are pre-entered invoices in the C.A.R.S. system which need to be transferred to be part of the current month and the Shift date you entered is the **last calendar day of the month,** the Shift checkout function will display the following:

```
                    Your Company Name
     Manager's Assistant (tm) Shift checkout   Set shift date
                  Thursday, March 30, 2000




     Status of last checkout -> Thursday, March 30, 2000 - Closed
     Current shift date ------> Friday, March 31, 2000 - Shift 1

                  > > >  W A R N I N G !  < < <

              There are pre-entered invoices in C.A.R.S..
                   To include them in this month,
          they must be transferred to Shift Checkout by running
                the Transfer Paid Repair Orders function.

     Press <ENTER> to Continue or the <ESC> key to exit Shift Checkout
```

If this warning appears, pressing [Enter] will allow you to do the shift. If the invoices pre-entered in C.A.R.S. should be included with this month's information, press [Esc], you will be returned to The Manager's Assistant™ Main menu. Exit The Manager's Assistant™ and go to C.A.R.S. and do a "Transfer paid repair orders". After the transfer return to The Manager's Assistant™ and do the Shift Checkout.

Shift number

The system will process up to four shifts for each business day. You need not be consistent. One day may consist of one shift and the next day may consist of four shifts.

Employee number

The employee number entered may be either the number of the employee responsible for the shift or the employee balancing the shift with the system. Only active employee numbers are valid. The employee number entered will be recorded and will be printed on the shift report (daily sales report).

Press [F3] for list of employees

When the cursor is in the Employee number field the prompt "Press <F3> for list" will appear near the bottom of the screen. Pressing [F3] at this time will display a list showing the employee names and numbers as assigned in Employee information. To have the system insert the
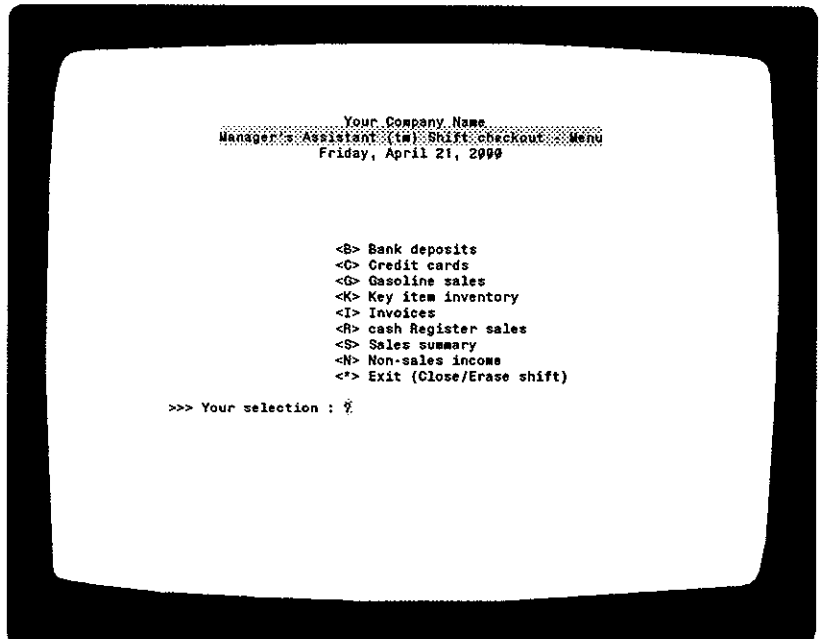
SECTION 3.1
DOING A SHIFT CHECKOUT

employee number, use the arrow keys to highlight the employee number you would like to use and press [Enter]. If you do not wish to use an entry on the display and would like the display to disappear, press [Esc].

Position of decimal point

Dollar figures (except gasoline cost and retail price) are limited to two places to the right of the decimal point (dollars and cents). Retail fuel prices may contain three places to the right of the decimal point (tenths of a cent). Pump unit readings may have only one number to the right of the decimal point (tenths). If you have computerized pumps that read out more places to the right of the decimal point than the system will accept, you must round off your entries to the proper number of decimal places. The effect on the shift balance will be insignificant.

Shift checkout menu

After entering the employee identification number, you will be asked if the information is correct. If you press [N], you will be allowed to answer the above questions again. Pressing [Y] will display the Shift checkout menu.

```
                      Your Company Name
         Manager's Assistant (tm) Shift checkout   Menu
                   Friday, April 21, 2000




                    <B> Bank deposits
                    <C> Credit cards
                    <G> Gasoline sales
                    <K> Key item inventory
                    <I> Invoices
                    <R> cash Register sales
                    <S> Sales summary
                    <N> Non-sales income
                    <*> Exit (Close/Erase shift)

        >>> Your selection : ?
```

Transactions

The movement of money into or out of the business, or from one area of the business to another are called transactions. The Shift checkout menu allows you to select the area of the business you wish the entry to affect.

Bank deposits
    Records the bank deposit(s) (cash, checks and bank credit cards) and the cash left in the cash drawer at the end of the shift.

Credit cards (manual)
    Records the oil company credit card charge slips collected during the shift and records the amount of oil company credit card charge slips submitted to the oil company during the shift. (If you

have set up the system to drop the credit card entry for more bank deposit lines this choice will not appear.)

Gasoline sales

Records gasoline (fuel) sales and deliveries made during the shift. (If you do not sell gasoline this choice will not appear.)

Key item inventory

Allows recording the sale of fast moving or impulse items based upon physical count. (If you do not use Key item inventory this choice will not appear.)

Invoices

Used to enter, review and edit manually written work orders and charge sales, gasoline charge sales, paid outs (by cash), received on account, miscellaneous sales items and open account purchases. Also used to review and edit electronically transferred work orders and charge sales.

cash Register sales

Used to enter lump sum sales from a cash register tape. (If you have set up the system to lock out cash Register sales entry this choice will not appear.)

Sales summary

Summarizes sales and shows the over/short for the shift.

Non-sales income

Allows the entry of unusual transactions.

Your first checkout

When you set up the system, the last two items requested were the cash on hand and credit cards (manual) on hand at the end of the last manual shift. (These amounts automatically became the cash on hand and credit cards (manual) on hand at the beginning of the next shift, the first shift to be balanced with the computer.) If you did not have this information available at that time, you must make the proper "Non-sales income" entry while processing your first shift to adjust the system so the first shift can be balanced.

Correct opening cash & credit cards

To correct the opening cash on hand and opening credit cards (manual), total the cash on hand and the credit cards (manual) on hand at the end of the last manually balanced shift. When processing this first shift, enter a [N]on-sales income transaction for an amount equal to the total of the cash on hand and credit cards (manual) on hand. Use the description "Open cash & C.C.s". Next, enter the amount of the credit cards (manual) as a separate credit card amount in the "Credit cards" section. (Do NOT include the cash on hand at the beginning of the shift in the credit card amount.) Then continue with the shift checkout as described later in this section.

SECTION 3.1
DOING A SHIFT CHECKOUT

Bank deposits

Bank deposits are sums of money (cash and checks) deposited with your bank for which you must write a SEPARATE deposit slip. Bank charge card charge slips deposited with your bank must be treated as a bank deposit, not as credit cards. Any amount entered as a bank deposit **MUST** physically be deposited in your bank account using a separate deposit slip. Failure to make physical bank deposits exactly as the deposits are entered into the system during the checkout will make it very difficult to use the system for reconciling your bank account(s). Do **NOT** combine deposits from different shifts. Keep bank deposits from different shifts separate.

The system will automatically make a bank deposit entry into the checkbook section of the system by creating a paid out by cash invoice to disbursement account 1010 for deposits made to the Commercial Account and to disbursement account 1020 for deposits made to the Miscellaneous Account. The bank deposits may be included in an invoice report of paid out by cash invoices. (See the section on printing Invoice reports on page 118, for information on printing a report of Paid out (by cash) invoices.)

Lumping deposits together

If you do not wish to make a separate deposit for each shift, the money (cash, checks and bank charge card slips submitted to your bank) must be brought forward to the next shift as part of the cash on hand at the end of this shift. The cash on hand at the end of this shift will automatically become the cash on hand at the beginning of the next shift.

SECTION 3.1
DOING A SHIFT CHECKOUT

Entering deposits

To enter a bank deposit and to enter the cash on hand at the end of the shift, press ⬚B⬚. The bank deposit screen will appear.

```
                        Your Company Name
            Manager's Assistant (tm) Shift checkout  Bank deposits
                        Tuesday, June 1, 1999


                 Deposit                        Deposit
                 amount    Bank Account          description
              1)                                 Cash & Checks
              2)                                 Master Card & Visa
              3)
              4)



                    Cash on hand (close)      9.99


                    ( the <ESC> key to exit )
```

Up to six deposits may be made for each shift. (There will be four or six deposit lines, depending on how you have setup the system. See page 22, for more information on bank deposits.)

Entering deposits

Enter the deposit on the deposit line that matches it's description. (The deposit descriptions that appear are those entered in the Company setup Bank deposit built-in answers.) If you have no bank deposit for that deposit line enter 0 for the amount.

Which account

If you have only one bank account, after entering the amount the system will go to the deposit description. If you have two bank accounts, the system will go to the which account field. If you press [Enter] the system will use the account you supplied in the Company setup Bank deposit built-in answers. If you wish the bank deposit to be placed in the other account, press ⬚C⬚ for the Commercial account or ⬚M⬚ for the Miscellaneous account as appropriate.

Bank deposit description

Next, enter the bank deposit description. You may retain the deposit description shown on the screen by pressing [Enter]. If you wish the deposit description to be something different for this deposit, press [F5]. type it in description, then press [Enter].

> Precision tip: When entering a bank deposit, changing the bank account or deposit description will not change the Company setup Built-in answers.

Precision tip: If a deposit line has a deposit discount percentage setup in the Company setup Built-in answers, changing the bank account or deposit description will not change the discount percentage. If the Company setup tells the system that the bank deposit on that line is to be discounted, it WILL ALWAYS be discounted.

Enter the cash on hand

After entering or skipping the last deposit, the system will total the deposits and request the cash on hand at the end of the shift. Enter the cash on hand at the end of the shift and press [Enter].

Correcting deposit information

If the bank deposits or cash on hand information is incorrect, press Ⓝ in response to "Are all entries correct ?". You will be allowed to enter the bank deposits and the cash on hand again. Press [Enter], [F9], [F10] or [Down Arrow] to retain correct entries. Pressing Ⓨ will cause the Shift checkout menu to reappear.

Keeping track of information entered

After entering bank deposits, you will see an asterisk immediately to the left of the Bank Deposits line on the Shift checkout menu. This is provided to help you keep track of what has been entered. You may return to the bank deposits entry screen at any time to inspect the information entered or to edit the information already entered.

Editing bank deposits

To edit the bank deposits, at the transactions menu, press Ⓑ. You will be returned to the bank deposits display screen.

Credit cards (manual)

The Credit card entry section is used to keep track of manual (non-electronic) credit card slips still physically on hand. These credit card slips are typically submitted to an oil company. If manual (non-electronic) bank card charge slips are submitted to the oil company, they will be included as credit cards. **Note:** Bank card charge slips deposited with your bank are treated as a bank deposit and should not be entered here.

Credit card (manual) control

The credit card charge slip total carried in the system should at all times equal the total of the credit card charge slips in your possession. You may carry the credit card charge slips in the system at the value as submitted to the oil company. The total credit cards on hand at the beginning of the shift is added into the "Total to account for" and the credit cards on hand at the end of the shift is included in the "Total accounted for" in the CASH BALANCE display. The difference represents the amount of credit cards slips collected during this shift.

Credit card (manual) discount

The total of the credit card charge slips is always entered at face value. If bank card charge slips are submitted to the oil company and the handling fee percentage for bank card charge slips is different than oil company credit cards, they should be entered as a separate credit card amount. If the discount taken by the oil company is not based on a straight percentage, you will have to calculate the discount amount manually.

Automatic Credit card (manual) discount

Enter the total credit card charge slips at face value. After entering the amount, you will inform the system that the credit card charge slips are to be carried in the credit cards on hand at face value or at the discounted value. If the credit cards are to be carried at the discounted value, the system will automatically calculate the applicable discount based on the discount percentage entered in the setup information. A cash paid-out entry for the amount of the discount will be made automatically to disbursement account #5580, discount on credit cards. Any disbursements made to account #5580 will reduce the overall profit on gasoline (pool margin) on the Business Analysis Report.

If the oil company discounts only certain types of sales, (for example, repairs) you may find it most convenient to physically separate the oil company credit card charge slips containing discounted charges from the oil company credit card charge slips containing non-discounted charges. Using this method, you would enter two separate credit card amounts. The total of the non-discounted credit card charge slips would be entered with no discount taken. The total of the discounted credit card charge slips would be entered into the system as discounted. Remember that when you enter credit card charge slips into the system, the total face value amount is always entered. The system will calculate the applicable discount and automatically enter the cash paid-out entry for the amount of the discount.

Two discounts

If you have to use two different discount percentages (for example one discount percentage for gas and oil, a second discount percentage for repairs), you will have to handle the discount manually. That means the company setup information for the credit card service charge **MUST** be set to 0 (zero) percent.

To enter credit cards (manual)

To enter credit card charge slips, press Ⓒ at the Shift checkout menu. The oil company credit card entry screen will appear.

```
                        Your Company Name
        Manager's Assistant (tm) Shift checkout   Credit cards
                        Friday, April 21, 2000


                                    <F>ace Value
            Number       Amount     <D>iscounted
            _____       _____     _____
             1 )        1756.29     Face Value
             2 )         481.99     Discounted ( 3% )

            Total gross 2238.19
            Discount      14.46
                        _____
            Net total   2223.64
        Amount of oil company credit cards paid out :    6934.56




               >>> Are all entries correct ?  ( Y/N )
```

Entering credit card (manual) amounts

One or two credit card amounts may be entered. Each may be at face value or automatically discounted. The discount will be calculated on the discount percentage entered in the setup information. The credit cards will be totaled, the discount (if any) subtracted from the total (gross), and the net amount displayed. The system will make an automatic cash paid-out entry for the discount.

Face value or Discounted

After entering a credit card amount the system will ask <F>ace value or <D>iscounted. Press Ⓕ for Face value or Ⓓ for discounted. (See sections on credit card discounts, starting on page 77, for more information.)

> Precision tip: Remember that when you wish to enter a manually calculated discount, press Ⓓ for discounted. With the credit card discount percentage set to Ø (zero) in the company setup, you will be allowed to enter the amount of the discount.

Credit cards (manual) paid out

Enter the amount of oil company credit card charge slips that were submitted to the oil company, if any, during this shift. If the credit card charge slips are carried at face value, enter the amount of charge slips paid out at face value. If the credit card charge slips are carried at the discounted value, enter the amount paid out at the discounted value. The system will automatically record the disbursement of credit card charge slips as a paid out by cash invoice to disbursement account #1030.

THE MANAGER'S ASSISTANT™

SECTION 3.1
DOING A SHIFT CHECKOUT

Editing credit card (manual) information

After entering the oil company credit card charge slips paid out, the message "Are all entries correct?" will appear. Pressing Ⓝ will allow you to re-enter the information. Pressing Ⓨ will return you to the Shift checkout menu. You may return to the credit card entry display at any time during the shift checkout to review or to correct the information.

Gasoline sales

To record gasoline (fuel) sales, press Ⓖ. Gasoline sales are recorded by entering the closing reading for each pump. Both the units (gallons or liters) and the dollars readings are entered. (For computerized pumps, enter the sales from each pump, both in units and in dollars. For units-only pumps, the dollar amount will not be requested. For dollars-only pumps, the units amount will not be requested.) The closing readings from the previous shift will automatically become the opening readings for this shift. Computerized pumps will always show zero as the opening readings.

SECTION 3.1
DOING A SHIFT CHECKOUT

Entering pump readings

The first pump will be displayed. Enter the closing units reading (except dollars-only pumps), then press [Enter]. Next, enter the closing dollars reading (except units-only pumps), then press [Enter]. The system will take the difference between the opening and closing units readings, multiply this number by the per gallon price, and compare this dollar amount to the difference between the opening and closing dollars readings. If the two disagree by more than the amount of lee-way specified during the setup, the system will not allow you to continue to the next pump. If the two disagree by less than the amount of lee-way specified during the setup, the pump balances. The next pump will be displayed and the calculated sales for the first pump will be shown at the bottom of the screen.

```
                          Your Company Name
          Manager's Assistant (tm) Shift checkout   Gasoline pump readings entry
                        Friday, April 21, 2000


          Pump number:  2
          Product    : Mid-Grade
          Island     : Full Service
          Pump type  : Computerized pump
          Pump price :   1.319
                            Units                 Dollars
          Opening                   0.0               0.00
          Closing                   0.0
          Sales


          Pump  1 Balanced   3562.1                4342.20



                       ( the <ESC> key to redo )
```
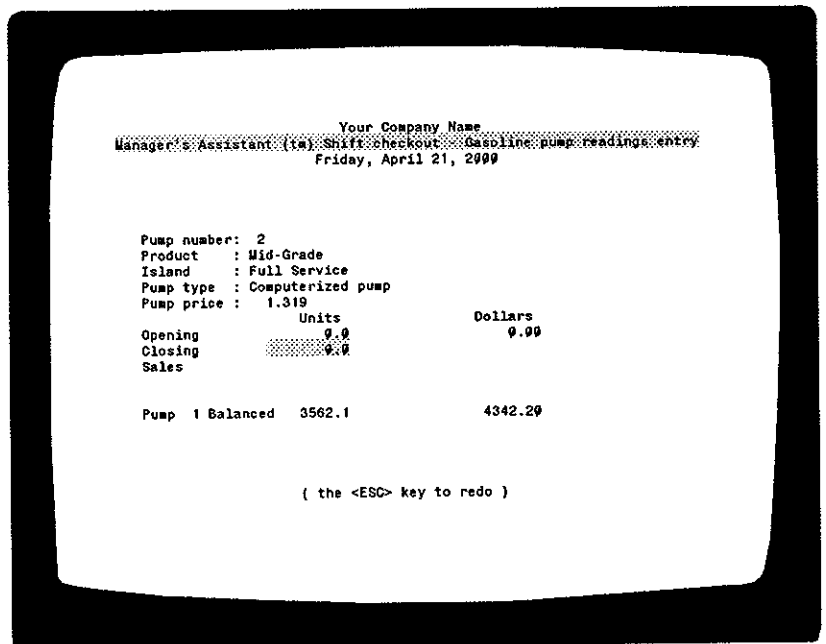
Precision tip: When using dollars-only pumps or units-only pumps, entering a closing reading that is smaller than the opening reading will cause the system to think that a pump roll-over has occurred. If a roll-over had not occurred, the system will erroneously show VERY large sales from that pump.

Out-of-balance pump

If the readings are out of balance by more than the allowed lee-way, the system will display the amount that the pump is out of balance and flash the message:

Press <Enter> to Redo / <Esc> to override error

You cannot enter additional information until you clear the message. Pressing [Enter] will allow you to enter different (hopefully correct) readings so you can try to resolve the difficulty. Pressing [Esc] will accept the sales

SECTION 3.1
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as computed on the dollars reading. Note that if the readings are grossly out of balance, they will not be accepted.

> **Precision tip: Units-only pumps and dollars-only pumps will always balance because there is no way to perform a cross check when only one number is entered.**
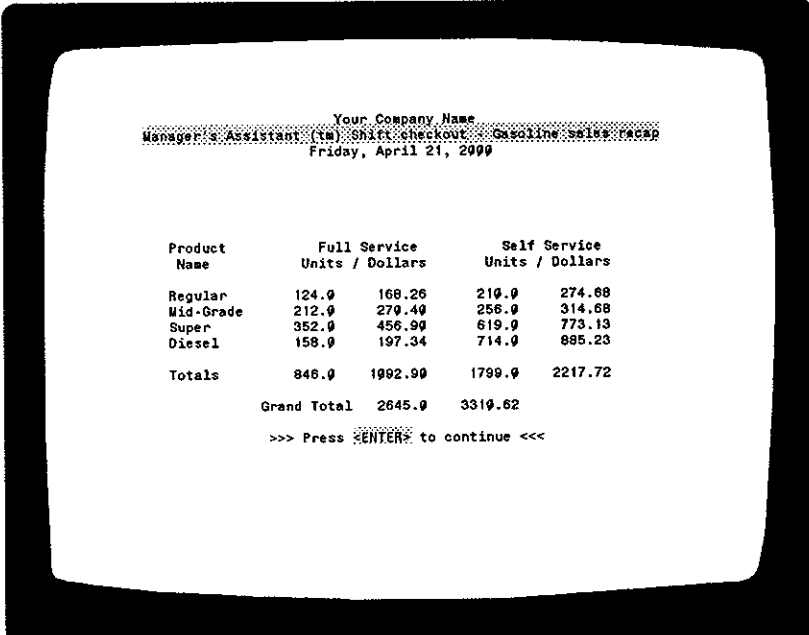
Accepting an out-of-balance pump

If you are unable to correct the out of balance pump, you may force the system to accept the readings by pressing [Esc]. This will cause the shift to be over or short by the amount of the discrepancy. This pump should have the same difficulty on the next shift but in the opposite direction.

Change gasoline selling price

While entering the closing pump readings, you may change the selling price. Before entering the closing units, press the [F1], [F2] or [Up Arrow] key. You will be allowed to change the pump price. If you are using a level 2 password and have not had to enter it, you will be prompted to do so. You will not be allowed to change the selling price unless the level 2 password has been correctly entered.

Gasoline sales recap

After entering the readings for the last pump, the gasoline sales recap will appear.

```
                        Your Company Name
        Manager's Assistant (tm) Shift checkout - Gasoline sales recap
                       Friday, April 21, 2000


          Product          Full Service        Self Service
          Name            Units / Dollars      Units / Dollars

          Regular         124.0    168.26      210.0    274.68
          Mid-Grade       212.0    279.40      256.0    314.68
          Super           352.0    456.90      619.0    773.13
          Diesel          158.0    197.34      714.0    885.23

          Totals          846.0   1092.90     1799.0   2217.72

          Grand Total    2645.0    3319.62

          >>> Press <ENTER> to continue <<<
```
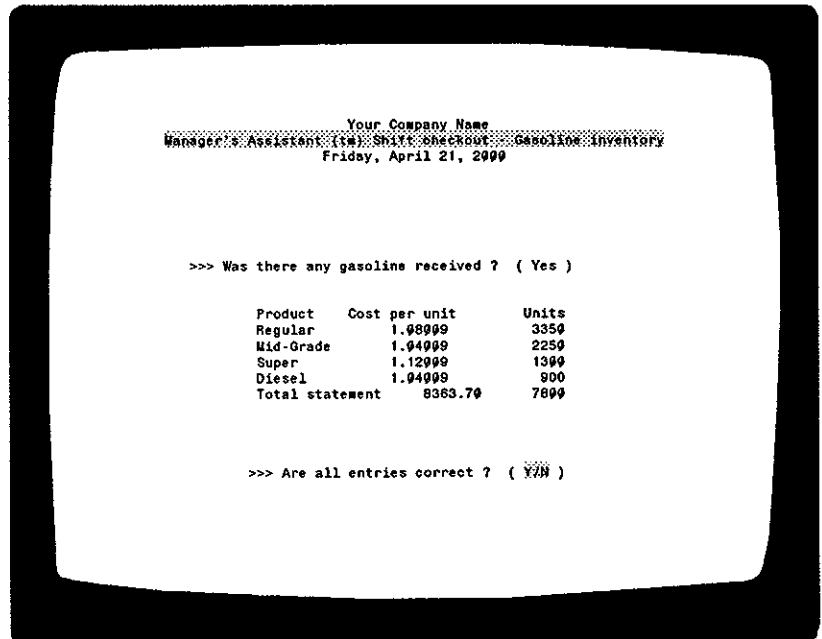
The gasoline sales will be recapped by service type (self service, full service, etc.) and product type (unleaded, regular, etc.). This recap will help you control the distribution of gasoline sales between islands and among products. A comprehensive pool margin analysis is available in the Business Analysis Report.

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Receiving a load of gasoline

To leave the gasoline sales recap display, press [Enter]. The system will ask if you have received gasoline. It is important to correctly enter gasoline receipts because the volume of gasoline received will be used to balance the storage tanks. The price paid for the gasoline received will be used in calculating margins. If you received a gasoline delivery during this shift, press Ⓨ.

```
                          Your Company Name
        Manager's Assistant (tm) Shift checkout   Gasoline inventory
                          Friday, April 21, 2000




        >>> Was there any gasoline received ?  ( Yes )


               Product     Cost per unit        Units
               Regular          1.98999          3350
               Mid-Grade        1.94999          2250
               Super            1.12999          1300
               Diesel           1.94999           900
               Total statement     8363.70       7800



        >>> Are all entries correct ?  ( Y/N )
```

Enter the oil company invoice

For each product, enter the per unit (gallon or liter) price paid and the number of units (gallons or liters) received. Include all taxes paid directly to the oil company in the per unit cost except any prepayments of any percentage based tax (i.e. pre-paid sales tax). This will become the cost that the system will use to calculate gasoline margins. After entering the last quantity, the system will calculate the correct invoice total. If the invoice total does not reconcile with the computer's calculation, you have entered the figures incorrectly or there is an error in the invoice.

Changing the cost of gasoline

To change the cost of gasoline without receiving a delivery of gasoline, enter the receipt of a load of gasoline using the new cost and zero units. This will change the cost without having any other effect.

If the information is incorrectly entered, press Ⓝ in response to "Are all entries correct?", this will allow you to re-enter the gasoline invoice. If you are satisfied that the information is correct, press Ⓨ.
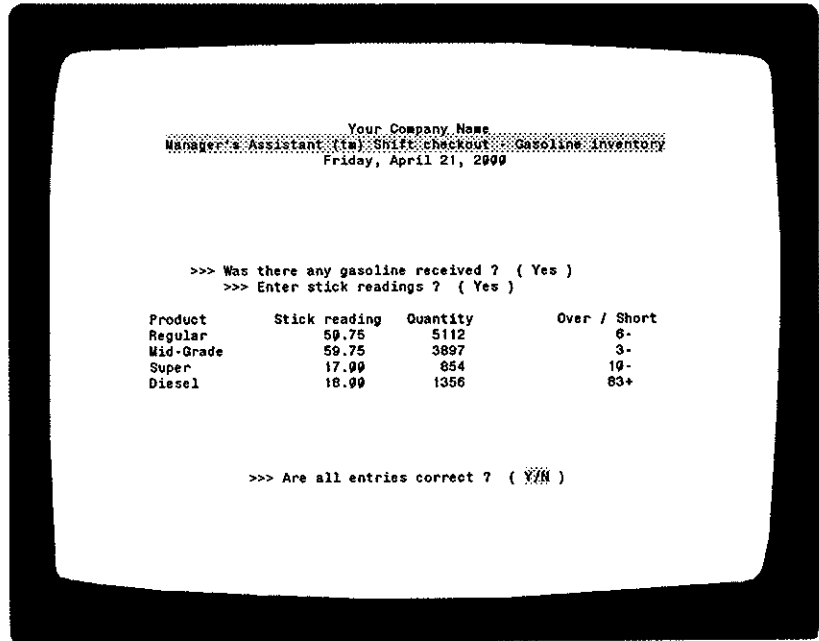
Stick readings

The system will ask if you wish to enter your stick readings.

```
                        Your Company Name
        Manager's Assistant (tm) Shift checkout - Gasoline inventory
                       Friday, April 21, 2000




             >>> Was there any gasoline received ?  ( Yes )
                 >>> Enter stick readings ?  ( Yes )

             Product      Stick reading   Quantity         Over / Short
             Regular          59.75         5112                6-
             Mid-Grade        59.75         3897                3-
             Super            17.99          854               19-
             Diesel           18.99         1356               83+




                  >>> Are all entries correct ?  ( Y/N )
```

Entering stick readings

If you would like to enter the stick readings taken at the close of this shift, press [Y]. You may enter the actual stick readings or the quantity on hand as taken directly from your tank charts. Entering the stick readings will cause the system to compute the quantity on hand based on the tank depth, volume and shape as entered during the set up process. The system will calculate the tank overage or shortage based on the prior shift's quantity on hand, plus receipts of gasoline, less sales, less the stick readings just entered. The storage tank over and short amounts are cumulative during the month. Make a note of any tank that does not balance closely so you may take appropriate action. If you do not wish to enter the stick readings, press [N]. You will be returned to the Shift checkout menu.

> Precision tip: You may enter stick readings for any or all shifts. Only the stick readings entered on the closing shift will be retained.

> Precision tip: Stick readings entered into the last shift of a month will become the actual opening gasoline inventory for the next month.

Again, you will be asked if the information is correct. Pressing [N] will allow you to re-enter the stick readings. Pressing [Y] will return you to the Shift checkout menu.

SECTION 3.1
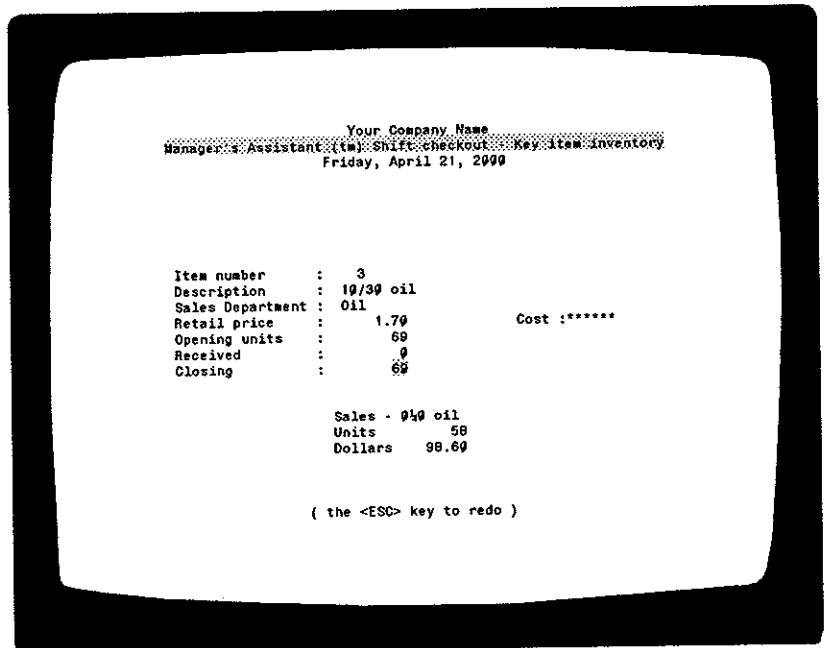## DOING A SHIFT CHECKOUT

Editing the gasoline sales

You may return to the gasoline sales entry screen to review or edit the information. If you return to the gasoline sales entry screen, the first pump will be displayed. A mini-menu will appear at the bottom. To display the next pump, press ⊞. To display the previous pump, press ℗. To go directly to a particular pump, press Ⓢ. You will be prompted to enter the desired pump number. To edit the information displayed, press Ⓔ. To leave the gasoline sales entry, press ⊡. You will be shown the gasoline sales recap and then be allowed to review and edit the gasoline storage tank stick readings and the gasoline receipts.

Editing stick reading & gas receipts

Press [Enter] to retain the previously made entry. To change a figure, enter a new amount, then press [Enter].

Key Item Inventory

To enter sales of items from the 48 item Key Item Inventory, press Ⓚ at the Shift checkout menu. The first item in the inventory will be displayed.

```
                         Your Company Name
          Manager's Assistant (tm) Shift checkout  Key item inventory
                         Friday, April 21, 2000




          Item number      :    3
          Description      :  10/30 oil
          Sales Department :  Oil
          Retail price     :       1.70        Cost :******
          Opening units    :       69
          Received         :        0
          Closing          :       69


                   Sales - 040 oil
                   Units         50
                   Dollars    90.60


                 ( the <ESC> key to redo )
```

Recording receipts, changing price

To record inventory received press the [F1], [F2] or [Up Arrow]. To change cost or selling price, press the [F1], [F2] or [Up Arrow] again. If you are using a level 2 password and you have not yet entered it, you will be prompted to do so. Once the level 2 password has been entered, the system will not ask for it again.

Entering sales

Key Item Inventory sales will be calculated by subtracting the inventory quantity on hand at the end of the shift from the quantity on hand at the start of the shift (plus the quantity received, if any). Enter the quantity on hand at the end of the shift for each item, then press [Enter]. Pressing [Enter] without entering a quantity will cause the system to use the opening quantity as the closing quantity, thereby recording the sale of zero

units. If the quantity on hand at the end of the shift is different from the opening quantity, the system will calculate the sales units and dollars and display this information on the bottom of the screen. The next item will appear on the screen in the same order as the items were entered during the system setup. Repeat the above until all inventory items have been entered.

Editing the information

After entering the quantity on hand for the last item, the mini-menu will appear at the bottom of the screen. Use ⓝext, ⓟrevious and ⓢearch to review the information and ⓔdit (change) the information. When complete, press ⊡. The system will display the Key Item Inventory sales for your review. Up to twelve items at a time will be displayed. Press [Enter] to review the next twelve items. After all items have been reviewed, press [Enter] to return to the Shift checkout menu.

Invoices

Work Orders (repair orders), Paid Out (by cash) memos, Charge Sale slips or charged work orders, Received on Account records, Open Account Purchases, Gasoline charge sales, Sold-by memos and Miscellaneous Sales records are the eight types of invoices handled by the system. Your customer's check can serve as the received on account invoice. Receipts from parts stores for purchases you have made from them on your account are Open Account Purchase invoices. A cash register total or hand-written note on your shift checkout sheet may serve as a Miscellaneous invoice.

System capacity

The system will handle up to a maximum of 999,999 transactions. Most transactions are created as the result of entering invoices.

```
****************** PLAN AHEAD! ******************
*                                                      *
*     Monitor the "Transactions available". If it reaches    *
*      zero. you will not be able to complete this shift     *
*      checkout or balance additional shifts. If you are     *
*     running out of space, combine repair orders,         *
*     charge sales or paid outs (by cash) as necessary to   *
*     complete the shift. Then expand the system. See       *
*     Section 3.7, Utilities - Expanding the System,        *
*     on page 169, for more information.                   *
*                                                      *
******************************************************
```

Precision tip: See Section 2.1 - Setting up the Bookkeeping, page 20, for information on the systems Information Self-Management function.