



Dealer Management Suite

Release Notes for Release 0201.00

	BO=Business Office CS=Customer/Showroom Management GL=General Ledger	PD=Parts Department PY=Payroll and Personnel Management SD=Service Department
BO	Charge Interest on Odd Days added to 27=Payment Options A new prompt <u>Charge Interest on Odd Days</u> has been added to the 27=Payment Options window. Set this to N=No to not charge interest until 30 days before the date of the first payment.	
BO	Pack is automatically removed for wholesale deals When a deal is a wholesale deal, any <u>Pack</u> on the vehicle is automatically removed.	
BO	Option to assign trade stock number A new prompt has been added to Business Office-Preferences-Initial Values/Options <u>Assign Trade Stock Number</u> . When this is set to Y , the trade stock number will be automatically assigned instead of being manually entered. The trade stock number is assigned by taking the sold vehicle stock number and adding A, B, C, etc to the end of it. Note: This is for the first trade only. If multiple trades are on a deal, stock numbers must be manually assigned for additional trades.	
BO	Option to require F&I manager A new prompt has been added to Business Office-Preferences-Initial Values/Options <u>Require F&I Manager</u> . When this is set to Y , an F&I Manager must be assigned to a deal before forms can be printed.	
BO	Option to select deals in process on sales analyses A new prompt <u>Include In Process Deals</u> has been added to all analyses in menu option 10=Sales Analysis . When this is set to Y , all stock numbers that have a customer associated with them, but have not been accepted yet, will be included on the report.	
BO	Notes Exist displays if notes have been added to a deal If notes have been added to a deal using function 84=Notes , <u>Notes Exist</u> will display on the deal screen below the trade information.	
BO	Deals can't be accepted or capped with an unassigned trade VIN The VIN on a trade vehicle must be entered before a deal is accepted or capped. This message Deal may not be accepted or capped with unassigned trade VIN will display if the trade VIN has not been entered and the user tries to use function 24=Accept Deal or function 90=Cap Deal .	
CS	Search by stock number added for 1=Contact Management An additional customer search parameter, <u>Stock #</u> , has been added in menu option 1=Contact Management . Enter a stock number here to display the Owner Vehicles Screen of the customer associated with this stock number.	
CS	VIN can not be left blank when adding a vehicle When using option AV=Add Vehicle from the Owner Vehicles Screen, the VIN may not be left blank. The message <i>VIN is invalid</i> will display in the bottom left hand corner if the VIN field is skipped. The Owner Vehicles Screen is displayed by taking menu option 1=Contact Management from the Customer Showroom Management menu and searching for a customer by using one of the 6 search parameters listed.	
GL	Reconciled deposits and checks can no longer be voided If a deposit or check has been reconciled through menu option 33=Reconcile Bank Accounts , it may not be voided.	
GL	Invoices may be selected by invoice number on the Cashier Screen A new prompt <u>Invoice/RO#</u> has been added to the Cashier Screen. Enter the parts invoice or repair order number in this field to display the	

	<p>Payment Options Window for the invoice. Note: The <u>Position To</u> prompt is still available for positioning to a customer's name on the cashier invoice list.</p> <p>The Cashier Screen is displayed by taking menu option 2=Cashier from the Parts Department or Service Department menus, or, taking menu option 26=Cashier from the General Ledger menu.</p>
GL	<p>Trial Balance report now defaults to Summary=Y The Trial Balance report in general ledger menu option 34=Audit Reporting now defaults to Summary=Y instead of Summary=N.</p>
GL	<p>Option to manually create customer/vendor numbers A new prompt has been added to General Ledger-Preferences: <u>System to Generate Customer/Vendor Numbers</u>. When this is set to N, customer and vendor numbers are manually entered by the user when adding a new customer/vendor. See below for information on adding a new customer.</p>
GL	<p>New customer/vendor number window when adding a new customer/vendor When adding a new customer/vendor, a window will display confirming the new customer/vendor number that has been added after all the information has been added and [CTRL] has been pressed.</p> <p>To add a new customer:</p> <ol style="list-style-type: none"> 1. Take menu option 41=Customers from the General Ledger menu. 2. Use function F6=Add to display a blank Customer Information Record. 3. Enter the new customer information and press [CTRL]. 4. The message <i>Customer [customer number] has been added Press Ctl or Enter to continue</i> will display.
GL	<p>Reference number displays on audit reports Detail option reports run from menu option 34=Audit Reporting now display the <u>Reference</u> number in between <u>Document</u> number and <u>Description</u>.</p>
GL	<p>Customer name added on deposit worksheet The customer name associated with a cash receipt is now included in the <u>Description</u> column of the deposit worksheet.</p> <p>To print a deposit worksheet:</p> <ol style="list-style-type: none"> 1. Take menu option 23=Bank Deposits from the General Ledger menu. 2. Take line option 6=Print Work Sheet by the cash drawer you wish to print the deposit worksheet for. 3. Alternatively, take menu option 22=Receipt Cash and use function F18=Print Deposit Worksheet to print the worksheet for the <u>Cash Drawer*</u> listed.
GL	<p>Customer look-up change for cash receipts When [F4] is pressed at <u>Customer*</u> when doing a cash receipt, you now have the option to search by <u>Name</u>, <u>Phone Number</u>, or <u>Customer Number</u>.</p> <p>Cash receipts are entered by taking menu option 22=Receipt Cash and taking option 1=Select by <u>Other Receipts</u>.</p>
GL	<p>Description for split accounting displays on checks When writing a check and the F5=Split option is used, the <u>Description</u> entered on the Split Account Window for the first account will display on the check stub as it does for the accounting copy of the check.</p> <p>Checks are written by using General Ledger menu option 24=Write Checks. Alternatively, use the 8=Hand Check line option by the desired vendor when using menu option 5=Open Payables.</p>
GL	<p>Option to leave invoice number blank when writing checks If an invoice number is not entered when writing a check, the check number is entered as the reference number on the check instead of the invoice number.</p> <p>Note: Prior to this release, the invoice number was a required field when writing a check for A/R and A/P.</p>
GL	<p>A/R detail aged report now prints in landscape The accounts receivable detail aged report will now print in landscape format to accommodate larger field sizes for balances in the 10's of millions.</p>
GL	<p>Sequence option for customer/vendor lists When using the F18=List option for the customer/vendor list, a sequence option has been added. Set <u>Sequence</u> to C=Customer # (V=Vendor # for vendor list) to order by</p>

	<p>customer number or N=Name for an alphabetical listing by company/last name.</p> <p>Customer/vendor lists are printed by taking menu option 41=Customers / 42=Vendors and using function F18=List.</p>
GL	<p>Selective payables listing now includes transaction description When doing a selective payables listing for an individual vendor, the transaction description appears after the date as it does for an open payables listing.</p>
PD	<p>Special handling order type added for Chrysler stock orders Order Type S=Special Handling has been added to the <u>Order Type</u> options when placing a stock order on order.</p> <p>Note: This only applies to Chrysler stock orders being downloaded to the DIAL machine.</p>
PD	<p>Counterperson ID displays for purchase orders opened through 1=Parts Transactions When a part is emergency purchased and a PO is opened for that part through line option 98=Add to Purchase Order, CPID: and the counterperson ID will display in the <u>Written By</u> and <u>Requested By</u> fields of the purchase order instead of the User ID for the session.</p>
PD	<p>NG=Negative on hand added as a line option/Negative on hand report If operating in negative on hand mode, NG=Negative on hand is available as a part line option. This works as the LS, SO and EP line options for parts with no on hand quantity.</p> <p>To run the negative on hand report:</p> <ol style="list-style-type: none"> 1. Select menu option 24=Reports from the Parts Department menu. 2. Take option 1=Select by <u>Parts With Negative On Hand</u>. 3. Enter a <u>Printer ID*</u> and the number of <u>Copies</u> of the report to print and press [CTRL]. 4. The report prints the following information for each part: <ul style="list-style-type: none"> ?? Part Number/Description ?? Bin/Shelf location ?? On hand quantity ?? On order quantity ?? Quantity special ordered ?? Quantity on backorder
PD	<p>Changes to the special order parts report The special order parts report now includes the following information (reading column headings from left to right):</p> <ul style="list-style-type: none"> ?? Date: Date part was billed on the parts invoice / repair order ?? CTP: Counterperson ID ?? SWR: Service writer ID (new) ?? Part Number/Description ?? Ord Qty: Order quantity ?? Fill Qty: Fill quantity ?? Net Price ?? \$: Deposit (Y/N) ?? Status: Status of order ?? P: Special order priority (new) ?? Original Document: Parts invoice or repair order number ?? Order Number ?? Order Date ?? Date Ordered (new) ?? Date Arrived ?? Customer name and phone number <p>To display this report, select menu option 24=Reports from the Parts Department Menu and take option</p>

	1=Select by Special Order Parts.
PD	<p>Parts with no quantity available but with a quantity on hand will display the Qty/Avl entry in reverse image If a part's <u>In Process</u> quantity equals it's <u>On Hand</u> quantity, the <u>Qty/Avl</u> entry on the parts ticket will display in reverse image.</p> <p>Note: When the <u>In Process</u> quantity equals the <u>On Hand</u> quantity, the part must be treated as an emergency purchase, special order, lost sale, or negative on hand to add it to the invoice. It is this entry that will display in reverse image under the <u>Qty/Avl</u> column.</p>
PD	<p>New parts transactions line option 9=Order Status A new line option has been added to the Parts Transactions screen 9=Order Status. Take this line option by a part number to display the Order Status Window. This window displays the part's <u>Quantity on order*</u>, quantity <u>Backordered*</u>, quantity on <u>Special Order*</u>, and quantity <u>In Process*</u>.</p> <p>Position the cursor to any of these fields and press [F4] to display the details of the quantity displayed.</p>
PD	<p>Stocking groups added to stock order reports Stocking group (SGP) has been added as a column to the stock order reports between <u>Description</u> and <u>Order</u> for the Stock Order Edit List and Stock Order Receiving List.</p> <p>These reports can be printed by taking menu option 11=Stock Orders and taking line option 9=Print by the listed stock order. Select the desired report by entering Y by <u>Stock Order Edit List</u> and/or <u>Stock Order Receiving List</u>.</p>
PD	<p>Receive more than was ordered on a stock order You may now receive overages directly from the stock order 8=Receive screen.</p> <p>To receive a quantity greater than the order quantity:</p> <ol style="list-style-type: none"> 1. Take option 8=Receive by the Stock Order. 2. Take option 5=Partial Receipt by the part number. 3. Enter the quantity to receive in the <u>Received</u> field and press [CTRL]. 4. The message <i>Quantity received + backordered + canceled + referred is not equal to the quantity ordered-- Press F10 to accept.</i> will display. Press [F10] to receive the part.
PD	<p>Warning appears for vendors selected for parts transactions When selecting a customer for a parts invoice, if the customer entered has a V=A/P Vendor status, the message <i>[Vendor number] is an A/P Vendor only Press Enter to accept or F12 to cancel</i> will display.</p>
PY	<p>Checks printed by sort option Payroll checks are now printed in the same sort sequence that employees are displayed on screen for menu option 1=Perform Payroll.</p> <p>For example, if Employee Department is selected for the F13=Sort function, then when the employee checks are printed, they are printed by department.</p>
PY	<p>W-2 submission file can be created for electronic transfer to the IRS Copy A (Federal Employer Submission) of W-2s can now be printed or sent to a file for electronic transfer to the IRS. For a copy of detailed instructions on how to set up the submission file, please contact ARKONA Customer Support at 1-800-945-1028.</p>
PY	<p>Payroll work sheet can be printed by department, pay class, and/or pay period The Payroll work sheet report (PY 300) now has a Select Employees Window that displays after the Printer Selection Window. From this window you can select <u>Department</u>, <u>Pay Class</u> (Hourly, Salary, Commission), and/or <u>Pay Period</u> (Weekly, Bi-weekly, Semi-monthly, Monthly, Quarterly, Semi-annually, or Annually). To print the payroll work sheet:</p> <ol style="list-style-type: none"> 1. Use function F7=Print from the 1=Perform Payroll or 40=Employees Payroll menu options. 2. Type Y by <u>Payroll Work Sheet</u> and press [CTRL]. 3. Select a <u>Printer</u> or leave as the default and press [CTRL]. 4. Enter a <u>Department</u> code, <u>Pay Class</u>, and/or <u>Pay Period</u> and press [CTRL]. Note: Leaving any prompt blank will select all for that prompt.

PY	<p>Deduction Report can be selected by date range and deduction code The Deduction report (PY 270) now has a Selection Window that displays after the Printer Selection Window. From this window, you can select a specific mm/dd <u>Date range</u> for the current payroll year, as well as up to 8 <u>Deduction codes</u> to report on.</p> <p>To print the deduction report:</p> <ol style="list-style-type: none"> 1. Use function F7=Print from the 1=Perform Payroll or 40=Employees Payroll menu options. 2. Type Y by <u>Deduction Report</u> and press [CTRL]. 3. Select a <u>Printer</u> or leave as the default and press [CTRL]. 4. Enter a <u>Date range</u> to report on in <i>mddd</i> format. 5. Enter up to 8 <u>Deduction codes</u> to report on. You may also press [F4] at each line to display the Deduction Codes List Window. Position the cursor to the desired code and press [CTRL] to add it to the report. Note: Leaving the <u>Deduction codes</u> lines blank will select all deduction codes for the report.
PY	<p>Simple State Un-Employment Report added A new report has been added to 35=Reports to Outside Parties: <u>State Un-Employment Report (Simple)</u>. This is a simplified report displaying:</p> <ul style="list-style-type: none"> ?? Social security number ?? Employee name ?? Gross wages for MTD, QTD, or YTD ?? Hire date (if selected) ?? Termination date (if selected) <p>To print the report:</p> <ol style="list-style-type: none"> 1. Take menu option 35=Reports to Outside Parties from the Payroll menu. 2. Select the <u>State Un-Employment Report (Simple)</u> in social security number order or name order. 3. Enter the <u>Printer ID</u> and number of <u>Copies</u>. A Report Customization Window displays. 4. Select the report for month to date, quarter to date, or year to date by entering Y at <u>MTD</u>, <u>QTD</u>, or <u>YTD</u>. 5. Enter Y at <u>MTD</u>, <u>QTD</u>, or <u>YTD</u> to display those figures. Enter Y at <u>Hire Date</u>, and/or <u>Term Date</u> to include those dates for each employee. 6. Press [CTRL] to print the report.
PY	<p>YTD figures included on pay stub Year to date deduction totals and net pay now appear on the employee's pay stub.</p>
PY	<p>Multiple state, county, city totals on reports The total page for the W-3 summary report and the Payroll Register Report now breaks out totals by state, county, and city taxing unit.</p>
SD	<p>Copy series feature for recommended service When adding a new series for recommended service, you are now able to copy the VIN details and labor ops from an existing series to the new series.</p> <ol style="list-style-type: none"> 1. Take menu option 50=Application Environment from the Service Department Menu. 2. Take option 1=Select by <u>Recommended Service</u> to display the Recommended Service Series List Screen. 3. Use function F6=Add to add a new series. 4. Enter a <u>Series Description</u> for the new series (ex. Chevrolet Malibu). 5. At <u>Copy from Series*</u> press [F4]. All existing series descriptions will display. 6. Take option 1=Select by series you wish to copy. 7. Press [CTRL] to display the VIN definitions for the new series (copied from the selected series).

	Make any changes and press [F12] to display the copied labor op codes for the new series. Make any changes to the labor op codes and press [F12] to return to the Recommended Service Series List Screen.
SD	Service writer remains on RO List Screen for all RO statuses On the Open RO List Screen (displayed using menu option 1=Repair Orders), the service writer ID displays in the fourth column, to the right of the customer name, for all repair orders, no matter what the status of the RO.
SD	Inventory vehicle, customer copy and service contract copies of invoices will now print without cost Note: Service contract copies will still only display service contract pay lines.
SD	Change to appointment set-up When opening an appointment, the date and time of the appointment is now selected after jobs are added to the appointment. To open an appointment: <ol style="list-style-type: none"> 1. Use function F8=Appointment from the Customer/Vehicle Information Screen. The Service Repair Order Screen will display to add jobs to the appointment. (Previously, the Appointment Date/Time Selection Window would display). 2. Add jobs to the appointment as you would for a repair order. 3. Exit the Service Repair Order Screen using [F3] or [F12]. The Appointment Date/Time Selection Window will display. 4. Several choices are available: <ol style="list-style-type: none"> a. F12=Cancel – Sets the appointment without a specific date and time. The message <i>WARNING—Date and time not selected</i> will display. Press [F12] again to accept the appointment without a date and time. b. F10=Select w/o Time – Sets the appointment for the selected date but no specific time. c. Select an appointment date and time: <ol style="list-style-type: none"> i. Enter the <u>Date</u> of the appointment using the format <i>mmdyy</i> with no slashes. ii. Take option 1=Select by a time to assign the appointment time; or, iii. Take option 2=Assign by a time to assign the appointment time and select a service writer to assign the appointment to.
SD	Option to require an estimate for an appointment A new prompt has been added to Service Department-Initial Values <u>Require Estimate for Appoint</u> . When this is set to Y , undefined labor operations must have an estimated <u>Hours</u> entered before being able to add it to the appointment.
SD	Cursor positioned to date field for appointments When adding a new appointment for a vehicle, the cursor will now be positioned to the <u>Date</u> field instead of the first available time.
SD	Notes split into vehicle and customer notes Customer notes on the Customer/Vehicle Information Screen are now split into notes associated with the customer and notes associated with the vehicle. To add notes: <ol style="list-style-type: none"> 1. Take option 1=Repair Orders from the Service Department Menu. Enter a valid Service Writer Password. 2. Display the Customer/Vehicle Information Screen by searching for a customer as if opening a new repair order. 3. You will notice that function F22=Comments has now been replaced by F22=Cust Notes and F23=Veh Notes. Enter new notes by taking either of these functions. Notes entered by using F23=Veh Notes will remain tied to the VIN, no matter which customer is associated with that VIN. Notes entered using F22=Cust Notes will remain tied to the customer, no matter what vehicles are associated with that customer. <p>If notes have been entered using either of these functions, that function will display in red on the Customer/Vehicle Information Screen.</p>

SD	<p>Tech time log report shows line number of the RO The Technician Time Detail Report now displays the line number of the RO between the RO number and tech name for each time entry.</p> <p>To run this report:</p> <ol style="list-style-type: none"> 1. Select menu option 24=Reports from the Service Department Menu. 2. Take option 1=Select by <u>Technician Time Report—Flag Date</u> or <u>Technician Time Report—Close Date</u>. 3. Enter the <u>Starting Date</u>, <u>Ending Date</u>, and select the <u>Technician ID</u>. 4. Enter Y by <u>Detail</u> (line number only displays on detail report) 5. Press [CTRL] to print the report.
SD	<p>Option to print g/l entries on the RO audit copy of an invoice A new prompt has been added to Service Department-Initial Values <u>Print GL on RO audit copy</u>. When this is set to Y, accounting entries will print on the RO audit copy.</p>