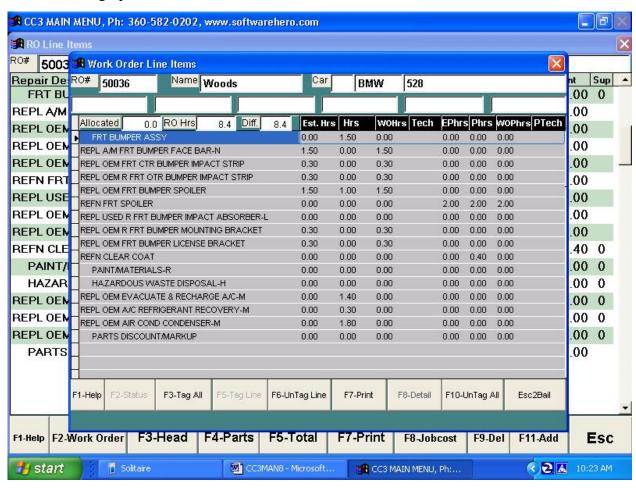to Deposit to RO Parts Refund Check from the main menu, the same place you would otherwise deposit any check against the RO, there is an option for it.

Parts Reconciliation report is available that will cross reference on a line by line basis whether the part was tracked to a invoice posted to the RO or not. It will simultaneously make sure that the amount of money on an invoice posted to the RO is represented in the lines of the RO itself. Run this Parts Reconciliation report from F4-Line, F4-Parts, F7-Print, (R)econciliation from any open RO. You can also print it from the F6-Closeout screen, or on a closed Archived RO from the F8-Jobcost/Closeout screen.

Chapter 13, "Assigning Work in CC3 & Work Orders"

Press "**F4**" to bring up the LINES Screen.

Press "**F2**" to bring up the WORK ORDER Screen.

As you study this screen, you'll see each line has an Estimate Time, a RO Time, and a WO Time. If no "Detail Adjustment" was taken, then all three entries should be the same. If your shop utilizes "Detail Adjustment", then the WO column would show a percentage discount on the hours allowed for the item. The hours shown are rounded for the display, however the printed Work Order will have hours carried out to the hundreds.

To Assign hours, all you do is press "**F3**" to tag all. Next you'll be prompted for the type of labor you are assigning, BODY, PAINT, FRAME, MECHANICAL, GLASS, DETAIL, OTHER. You make your selection and then you'll be prompted for the worker's code. If you don't know the code, just press, "ENTER" and the WORKERS POPUP will appear allowing you to arrow down or up until you find the worker you want to assign the labor to. If you decide that you don't want that worker to have all the hours, you can highlight the line and press "**F10**" to un-tag the line. **Now wasn't that simple?** You merely repeat the process until you have tagged all the labor hours. You can also use the F3 key to change a job from one worker to the other. Necessary possibly for scheduling.

F8-Discount/Detail, or labor discount, allows you to discount the labor in the WO column. Note that the WO column actually goes to the hundreds of an hour on the WO printout. The best place to enter the detail labor calculation is on the Estimate to RO conversion window. However, if you failed to enter the calculation there, or want to change or eliminate the calculation, this is the place to do it. When you hit F8 it will ask you for the detail labor calculation, which will calculate the labor in the WO column based on the number you enter. If you enter 5 it will remove 5% from the labor in the WO column compared to the labor in the standard "labor" and "paint" column. The system will then move that piece of labor on the RO calculated from each and every department to the detail labor department in the F6-Closeout screen.

Another nice feature is the ability to check on or modify the status from this screen by pressing "**F2**".

Now all that is left is to print out the WORK ORDERS via the old favorite "F7". Here you're allowed some options as to what to print. You can print a General WORK ORDER, a Specific WORK ORDER, or a WORK ORDER without times. We generally recommend that you print a General WORK ORDER for the Shop Manager and a set of Specific WORK ORDERS to divide up amount the assigned workers.

You're now finished assigning labor. If for some reason you have to change an assignment, then merely un-tag those lines and re-tag them to a different worker or use the F3-Tag All.

YOU WANT TO MAKE YOUR ESTIMATES LOOK LIKE THE INSURANCE COMPANY ESTIMATES TO REDUCE CONFUSION WITH THE INSURANCE COMPANY AND WITH THE CUSTOMER. DON'T TURN YOUR JOBCOSTING ISSUE INTO THEIR PROBLEM.

Specifically you have unusual power in this management system with the Work Order and the Money Grabber located in the F6-Jobcost, (J)obcost screen. The Work Order will allow you to sell Color Sand and Buff as body time, but move it over to the Painter behind the scenes. The classic of course is the 14 hour quarter panel that really is only 12 hours to the tech, because there will be a sublet Glass R&I charge of $100 coming in. So you keep the 14 hours on the RO, allocate 12 hours to the tech, and using the Money Grabber in F6-Close of the RO to move $150 of the body labor sales money down to sublet, without screwing up the RO.

Chapter 14, "F6-Closeout RO Screen – *most important screen"*