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

To get to this screen, you go into an RO from the Main Menu>RO Recall, and then from the header of the RO, you hit F6-Close. Believe it or not, this screen is not an "original" idea, it is the accumulation of several different ideas from several different management systems developed over a span of 20 years. The screen looks like this:

	G/L Acct #	Sales	Cost	Profit	Prof %	Hours	Posted		
Paint	501	34.12	0.00	34.12	**.*	3.0	0.0	Subtotal	563
Body	502	61.18	24.15	37.03	60.5	2.1	2.1	Sales Tax	16
Mech.	503	0.00	0.00	0.00	0.0	0.0	0.0	GrandTotal	579
Frame	504	1.00	0.00	1.00	**.*	0.0	0.0		
Glass	505	0.00	0.00	0.00	0.0	0.0	0.0	Deposits	200
Detail	506	7.70	0.00	7.70	**.*	0.2	0.0	Receivable	379
Other	507	0.00	0.00	0.00	0.0	0.0	0.0		
Labor Total		154.00	24.15	129.85	84.3	5.5	2.1	Deductible	0
Parts	551	203.08	180.00	23.08	11.3			Post Date	02/23
P Mat	552	44.80	22.40	22.40	50.0				
B Mat	553	11.50	5.75	5.75	50.0				
Haz Wst	554	0.00	0.00	0.00	0.0			RO#	
Sublet	555	0.00	0.00	0.00	0.0				
LKQ	556	0.00	0.00	0.00	0.0			9247	
Towing	557	200.00	0.00	200.00	**.*				
USED	558	0.00	0.00	0.00	0.0			EMS1	
BATTER	559	0.00	0.00	0.00	0.0			89 HONDA	
TIRES	560	0.00	0.00	0.00	0.0			ACCORD LX	
MiscTxd	561	0.00	0.00	0.00	0.0				
MiscNTx	562	0.00	0.00	0.00	0.0				
Items Total		409.38	208.15	201.23	49.1				
Subtotal		563.38	232.30	331.08	58.7		< Gross Profit		

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(C)loseout
(D)eposits (N)ota
D(A)tePost (J)obc
Part(R)econ (M)oney
(P)rint #17 Esc2E

Here we have all the sales displayed for this RO on a department by department basis, and the cost column showing costs posted to the RO, notice that there is some labor cost posted and apparently some parts cost. Paint Material cost is a calculated cost as few body shops post paint material invoices against ROs. Incidently you set that paint mat. cost percent in MainMenu>Setup>SetupShop. You see in the top right section that the labor hours are listed, and the amount of hours costed as well. In this case you can see 5.5 total hours on the job sold, with so far only 2.1 hours costed against it. Everything is totaled down at the bottom, and we see a way to high gross profit margin of 58.7% . Everything points to the obvious – and that is we are not done jobcosting this RO, and are therefore not ready to close it. In the upper Right hand column, we see total sales, sales tax, and deposits against the RO for $200. That's what we can see here.

Deposit Button - What bout that $200 deposited against the RO. Is that cash/check/charge ? Posted to the right RO ? Can we see a copy of the check please to verify everything is good. All those questions are answered by hitting the Deposit Button, that will take you to the deposits screen, that was previously displayed in this manual You're one button push away from all that information.

Notation Button – Want to check the notes of the RO, or put some notes in yourself, you're one button push away.

Date Posted Button – As long as the previous month isn't closed, you can still close ROs out to that month by "back posting" the date to say the 30th.

Part Recon – This is a very powerful Parts Reconciliation report that is so powerful, I have to admit, the same format is actually used by some other management systems. You know something is successful when more than one management system uses pretty mush the same format. It's easily accessible from this screen and should really be printed before closing the RO out to certify that the parts have all been tracked and costed out.

Money Grabber – Allows you to "move" revenue around within the RO itself. The most common case is the 14 hour quarter panel with the sublet bill for R&I glass. You are going to have a cost in sublet, that will need to be balanced against revenue, unless you want to tweak the lines of the RO around so much they won't even look like the original estimate, you need to shift some money from body labor to sublet. It's self explanatory and easy to use. We know this is a very successful because it was originally referred to us by ARMS systems users, and was first implemented in body shops almost 20 years ago. This feature gives you the power and flexibility to make adjustments so your ROs look "right".

Print #17 Report – This should be printed along with the parts reconciliation report prior to closing the RO. This will print exactly the screen you are looking at here, along with detailed listing of the invoices posted against the RO. It will show the employees that worked on the job, and exactly the times posted against it. And it will list out any money deposited against the RO.

Closeout – Closes the RO and send it to the archive. Posts a receivable to the A/R ledger if there is one, and makes entries to the journal for the General Ledger accounting.

Jobcost - Allows you to go in and look closely at each department, as well as post invoices and time from this screen. For instance, let's say you can obviously see the time has been over posted for the body work, it would be nice if you could go right up to that body labor cost there, and back flag to get to the correct amount. Or, maybe you have one last invoice to post, you can post it from right here as well. Or, maybe you're just want to see the detail of any one of the cost categories. You can either hit (J) for jobcost, and then arrow up and down the column, and hit Enter when you get to the cost category you want to zoom in to, or you can just dbl-click on it. I'm going to dbl-click on parts, and when I do I see this below:

So a window has opened up at the top of this Closeout window that shows the invoices (in this case invoice) posted to the parts of this RO, and you see that you can F12-Image to look at the image of those invoices, and (P)ost another invoice if necessary. I can do the same thing with the labor of the RO.

Conclusion – This screen allows you to access all financial elements of the RO within a one click or one button push. That means that you are in control of your money and your shop. It means that because you can do these things quickly, you get to go home earlier.