

Chapter 5, “Review of the MENU_”

(N)ew Estimate – off the Main Menu

Opens a new Estimate Header so that an estimate can be manually entered via this screen. This is normally utilized when you quickly need to establish an estimate to bring a vehicle under accountability when towed onto your lot, or when a person walks in with an estimate in hand from some insurance company. As we have said before, CC3 is not an Estimating Program and thus normally relies on an outside Estimating Program to create Estimates.

Bridge Import – off the Main Menu

One of the most important feature of CC3; it allows Estimates written in any of the three most popular estimating packages to be bridged or imported into CC3 with no extra re-entry of data. A REAL TIME and WORK SAVER. (For a detailed explanation of this powerful feature see CHAPTER 6, Review of Bridging/Importing.)

Estimates in Progress – off the Main Menu

Displays a listing of all the Estimates in CC3. It starts with the last Estimate # and displays in descending order. Therefore if you have just Bridged and Estimate into CC3, it will be the top Estimate in the list. To recall an Estimate, you merely enter the desired Estimate # and “press ENTER”. Those Estimates with an asterisk (*) in front of the Name have already been converted to a Repair Order. (For a detailed description of what can be done once an Estimate is displayed, see CHAPTER 7, “Working with the Estimate”.

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Estimates List Select

Est #	Last Name	First	Yr	Make	Model	Lic #	Claim #	Insurance	Est Price	Ronum
9499	MALTON	TARA	96	MAZD	PROTEGE			SELF PAY	115.65	9083
9498	VASQUEZ	ALFRED	01	MIT	GALANT	L62WGL	100251329411	FARMERS INSURANCE	677.46	9082
9497	BUICK	FERNAN						DEALER PAY	58.00	9081
9496	SCHRIEVER	CRAIG	99	CHEV	C1500	2GHM09	43S084076	STATE FARM SERVICE	2092.27	9080
9495	SIFUENTES	MIRNA	03	NISS	ALTIMA		039499469	PROGRESSIVE INSUR	359.53	9079
9494	BUICK	FERNAN	03	PONT	GRAND AM	DEALER		DEALER PAY	594.60	9078
9493	SHUMATE	ROBERT	93	NISS	MAXIMA		1002506147	FARMERS COD	113.50	9077
9492	HWANG	HAN	02	NISS	MAXIMA	N72JMD	43S08707701	STATE FARM SERVICE	4623.30	9076
9491	BAYLESS	JACK	98	BUIC	CENTURY	ZYH51Y	4036846873B02	ALLSTATE INSURANCE	487.95	9075
9490	OLIVAREZ	JUAN	01	FORD	MUSTANG	N28NTB	43S086831	STATE FARM SERVICE	2151.75	9074
9489	GUERRA	CARLOS	01	GMC	SIERRA	5RNN81	43S08664501	STATE FARM SERVICE	2310.46	9073
9488	PEARSON	RODRIC	98	BUIC	REGAL	B27BMX	ARROW	CUSTARD INS ADJ.	2756.31	9072
9487	C	MARIO	96	CHEV	1500	1MB541	1002498733	FARMERS INS. COD	80.15	9071
9486	DIAZ	THERESA	90	PONT	GRAND AM	P47KHF	403688880002	ALLSTATE INSURANCE	100.80	9070
9485	SANDS	VALENC	01					PRUDENTIAL	1058.38	9069
9484	PRICE	BEN	00	FORD	MUSTANG	F90VGL	4036888024	ALLSTATE INSURANCE	3471.69	9068
9483	SHED	CASSAN	00	DODG	GRD CARAVAN	K80XCG		TRAVELERS INSURANCE	2566.49	9067
9482	MCCORMICK	TERRI	00	DODG	CARAVAN	M22FLJ		CSI	0.00	9066
9481	MITSUBISHI	DON HE	03	MITU	MONTERO	DEALER		DEALER PAY	925.90	9065

F2-Est #	F3-Name	F4-Lic#	F5-Claim#	F6-Insurance	F7-Vin	Enter to Select	Esc to Bail
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You can always click on the header of the column in this screen to set the order.

F2-EST # look up by CC3 estimate number

F3- Name Last, is just as stated, you enter a last name or partial and the system displays the Estimate the closest meets your request. You may then use Page Up or Page Down to see other estimates around the one the system chose.

F4-Lic# License Plate, is just that; if you know a license plate #, you can recall an estimate by that single known parameter. Say you had a car towed in over the weekend and Monday when you got your downloads, bridged them to CC3 and then wanted to see if you had an estimate to match the car. Just get the license # and search your Estimates using it.

F5-Claim# Claim #, is another convenient method of locating an Estimate. Say the insurance Company calls up and wants to talk about their Claim # so and so. Well, here's a quick and easy way to make sure you're talking about the same vehicle.

F6-Insurance Insurance Company, allows a recall of Estimates by Insurance Company. Say you wanted to find an Estimate that was by ALLSTATE; you'd enter ALL or ALLSTATE and CC3 would display the 1st Estimate that met your search criteria. Using Page Up or Page Down allows you to look at the Estimates by ALLSTATE

F7-Vin Number, is still another way of locating an Estimate that matches a car sitting on your lot.

The fastest way is to just start typing in the RO number at this screen.

(R)Os In Progress – off the Main Menu

CC3 MAIN MENU, Ph: 360-582-0202, www.softwa... Search

RO List Select

RO #	Last Name	First	Yr	Make	Model	Lic #	Claim #	Insurance	RO \$
10333	GUNTLY	NANCY	01	MERC	S55 AMG				1988.84
10332	EMS1	Test file	89	HOND	ACCORD	1ABC123	1234554321	CCC PROCES	765.54
10331	FERNANDE	KRISTIN	98	CHEV	K1500 4X4	4VBC515	395360072601	ALLSTATE INS	9441.09
10330	FERNANDE	KRISTIN	98	CHEV	K1500 4X4	4VBC515	395360072601	ALLSTATE INS	9298.78
10329	FERNANDE	KRISTIN	98	CHEV	K1500 4X4	4VBC515	395360072601	ALLSTATE INS	18417.88
10328	FERNANDE	KRISTIN	98	CHEV	K1500 4X4	4VBC515	395360072601	HARTFORD IN	9298.78
10327	aaa	ccctest	92	ISUZ	RODEO 4				1285.29
10326	FERNANDE	KRISTIN	98	CHEV	K1500 4X4	4VBC515	395360072601	HARTFORD IN	751.54
10325	MAMAOAG	JOSEPH	03	ACUR	TL 3.2L 6	4YCB534	100299219311	FARMERS-FAR	11323.44
10324	LAWRENCE		97	CHEV	2500			LAWERNEC LI	2068.72
10323	LIVERMOR		00	RANG	DISCOVE	STK#3U195		LIVERMORE H	1562.85
10322	MCMILLAN	GUY	00	DODG	CARAVAN 4	MVY279		FARMERS INS	467.35
10319	REID	ROBER	01	BMW	X5	4NLE978		STATE FARM	1705.50
10318	ACCARDO	BOB	92	FORD	MUSTANG	3BIU152		CASH	1000.00
10317	LAWRENCE		98	DODG	B1500 4X4	G4203010			1040.40

F2-RO # F3-Name F4-Lic# F6-Insurance F8-Vin Enter to Select Esc to Bail

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9:20 PM

Just Like estimates in Progress **ROs In Progress** can be looked up several ways as you can see on the screen above. You can also just start typing as you enter this screen & a box will appear to accept your entry.

R(O) Call Back– off the Main Menu

This is a powerful tool to make sure all of your customers get that call that was promised.

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RO Customer Call Back Screen

RO#	Name	Car	Home Phone	Work Phone	Call Back	Total \$
9244	WATER, GLAZIER	00NISS FRONTIER			02/12/2003	267.75
9245	FLORES, LILY	95NISS ALTIMA	214 330-6534	972 898-5593	02/12/2003	313.15
9246	IMMLER, MICHAEL	99DODG DAKOTA	972 283-2782	214 312-6631	02/12/2003	0.00
9247	EMS1, TEST FILE	89HOND ACCORD L	6265551212 12	6265551234	03/06/2003	579.71
20001	MCCOLL, STUART				05/02/2003	998.09
781	ORTIZ, JENNIFER	03NISS ALTIMA		972 649-0030	12/12/2003	137.50
849	FLORES, LILY	95NISS ALTIMA	214 330-6534	972 898-5593	12/12/2003	313.15
20004	CORDERO, JOSEPHINE	91Toyo Celica	510-794-9591	510-444-7200	12/17/2003	1824.56
20005	CORDERO, JOSEPHINE	91Toyo Celica	510-794-9591	510-444-7200	12/17/2003	2334.45
20006	TEST,				01/05/2004	2878.69
20007	MCCOLL, STU	97Chry Sebring	- -	- -	01/06/2004	991.06
20008	MCCOLL, STU	97Chry Sebring	- -	- -	01/06/2004	2752.45
20009	CARDS52, Diane	98 WINDSTAR 4X2	2143094840		01/22/2004	957.71
20011	TEST MAN,				01/28/2004	0.00
20012	MCCOLL, STU	97Chry Sebring	- -	- -	02/17/2004	2747.81
20013	MCCOLL, STU	97Chry Sebring	- -	- -	02/17/2004	2747.81
9032	TAYLOR, CATHERINE	02BUIC LASABRE	972 296-7104	972 296-7104	02/18/2004	5108.54
9075	BAYLESS, JACK	98BUIC CENTURY	972 224-7143	972 223-7464	02/18/2004	487.95
9076	HWANG, HAN	02NISS MAXIMA	972 530-7206	214 417-6075	02/18/2004	4623.30
9080	SCHRIEVER, CRAIG	99CHEV C1500	97229789267	2147811471/F	02/18/2004	2092.27
20016	FIKE, NATASJA	00MAZD MIATA	2105996916		02/20/2004	10386.88

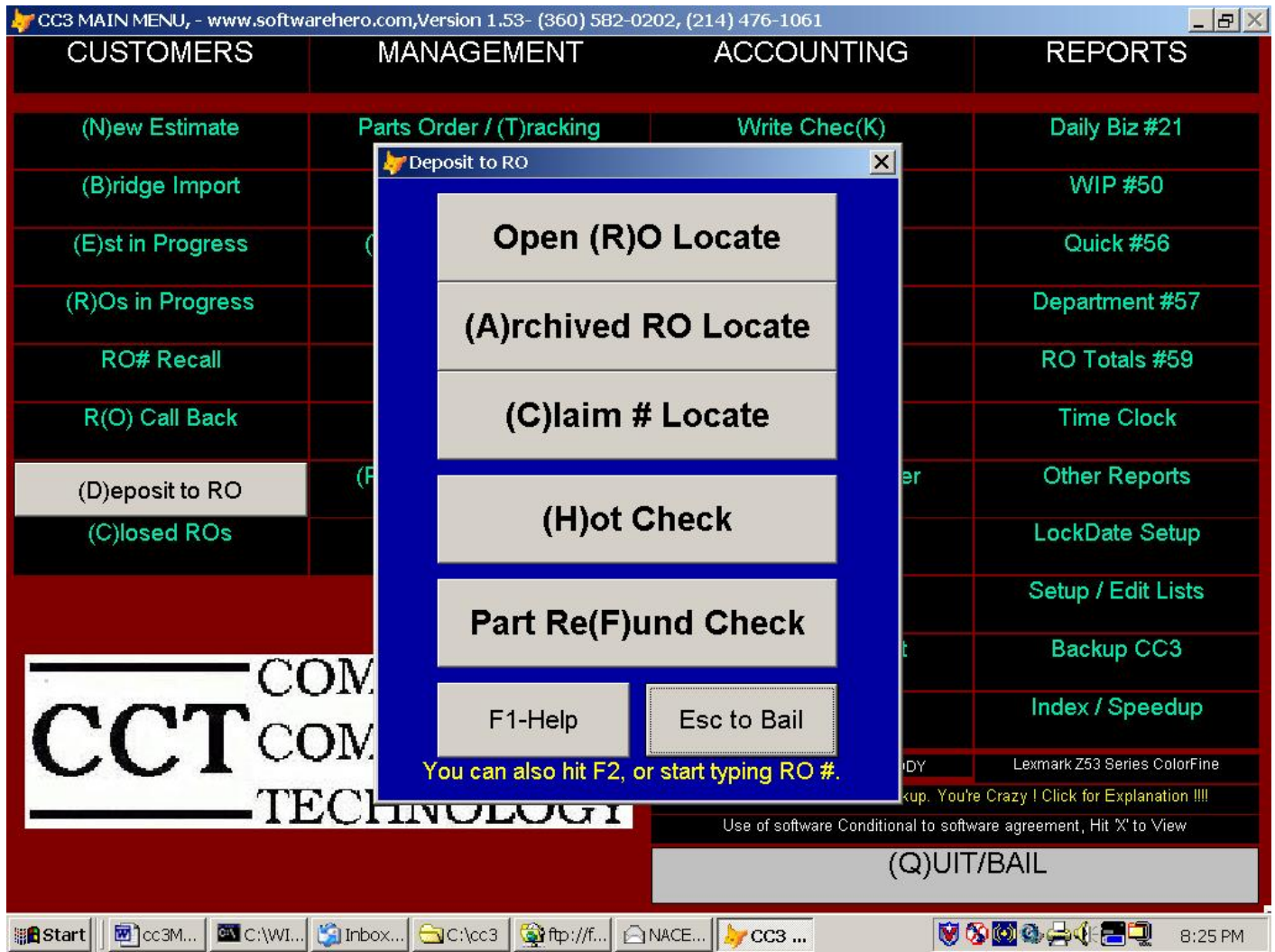
F1-Help **Enter RO#, PgUp, PgDn** Esc to Bail

Start | Inbox - Outlook Express | cc3MAN - Microsoft ... | CC3 MAIN MENU, - ... | 6:35 PM

This can be tracked by writer with preset day's for call back this is a good list to have the receptionist or estimator advise the customer of status of there vehicle.

Deposit to RO– off the Main Menu

You can receive money to an open RO, or a closed RO if there is a receivable open on that closed RO. If you make a mistake and you have posted a wrong amount to an RO, if you havn't posted the bank deposit (MainMenu>BankDeposit) just post a negative amount for the mistake amount, and the postive and negative will show up on the bank deposit slip and wash out. To write a refund check to an Open RO, go to Write Check, and on a closed RO go to the Receivable Ledger.



You can recall a closed or open RO from this screen. If it's a closed RO, it will look for the Account Receivable amount for that RO in the A/R Ledger. You can recall by claim # as well, and the system will automatically search both closed and open ROs for that RO #. (H)ot check feature allows you to post a check that has bounced – this will then post the negative amount to the closed or open RO, and correct the bank balance for that deficient amount. This will then allow you to redeposit the check all over again. Part Re(F)und check allows you to deposit a check you might have received as a refund for parts purchased and returned – usually to do with used parts. This will then decrease the cost of that parts account appropriately, and place the check on the bank deposit slip, for today's bank deposit. Note that in all cases here, notes are automatically added to the open or closed RO that will notate the amounts of the checks posted, the check #s, and the date & time. Access the notes in an RO by going to the RO, and using F10-Notes.

print/fax/email (via Outlook) it. We do print cash receipts if you set up a cash receipt number in the SetupAccounting area of the program, MainMenu>Setup>Accounting. See a sample of the cash receipt in the appendix samples area at the end of the manual. Note that the cash receipt actually embeds a copy of the check/cash into it, so that the customer can see that his/her check was in fact posted against his/her account. That's probably the best cash control system imaginable.

Closed ROs– off the Main Menu

CLOSED REPAIR ORDERS, is another “wonderful” feature of CC3. Every REPAIR ORDER that is Closed is moved into an area called Archive and from this stored database tremendous amounts of information can be pulled to enhance your business operations. All information recorded to an RO, including the entire RO, Jobcosting info, notation, and scanned images is stored in the Archive once the job is closed automatically.

CC3 MAIN MENU, Ph: 360-582-0202, www.softwa... Search									
Closed RO List Select									
RO #	Last Name	First	Yr	Make	Model	Lic #	Claim #	Insurance	RO \$
10333	GUNTLY	NANCY	01	MERC	S55 AM				1988.84
10321	BUSTOS	ISIDRO	98	DODG	CARAV	3BLD99		FARMERS	512.50
10320	HARDEN	DIANA	01	TOYO	COROL	4SFX09	05489037	FARMERS	267.40
10312	LIVERMOR		03	AUDI	A6	STK#A3		LIVERMOR	185.00
10310	BROWN	KEVIN	01	NISSA	MAXIM	4PRG83		STATE FA	662.50
10308	THOE	CHERY	01	ACURA	MDX 4X	4FOA10	39536161	ALLSTATE	1200.44
10304	HALL	SANDR	97	HONDA	CIVIC	3VKZ84		FARMERS	430.00
10302	REID	SEAN	02	BMW	325I 6-2	4VMV00		STATE FA	750.00
10300	JUDGE	KIMBE	97	BMW	328I 6-2	4HTC61	39535816	ALLSTATE	466.12
10299	IGNATCHU	YEVGE	03	SATUR	L200	4ZYU34		FARMERS	530.00
10298	WYLD	ERNES	02	TOYO	TACOM	6V7340	39536164	ALLSTATE	3281.48
10296	TAYLOR	CHRIS	95	FORD	MUSTA	3JPN72	15137460	ALLSTATE	114.00
10295	BANKE	JULIE	96	CHEVR	BLAZER	4SDJ07	05489976	STATE FA	801.64
10294	BUCKLEY	WILLIA	99	INFINIT	G20T 4	4HKS89	39535983	ALLSTATE	3614.18
10293	LIVERMOR		02	AUDI	1.8T	STK#3U		LIVERMOR	125.00
10290	VARNEY	PETE	93	FORD	EXPLO	3NEE63		CASH	71.50
10289	GARIBALD	BOB	02	CHRY	300M 6	4VGJ37			909.19

MANAGEMENT GROUPING:

This grouping moves beyond dealing with an ESTIMATE or REPAIR ORDER and deals instead with the actual management of the shop.

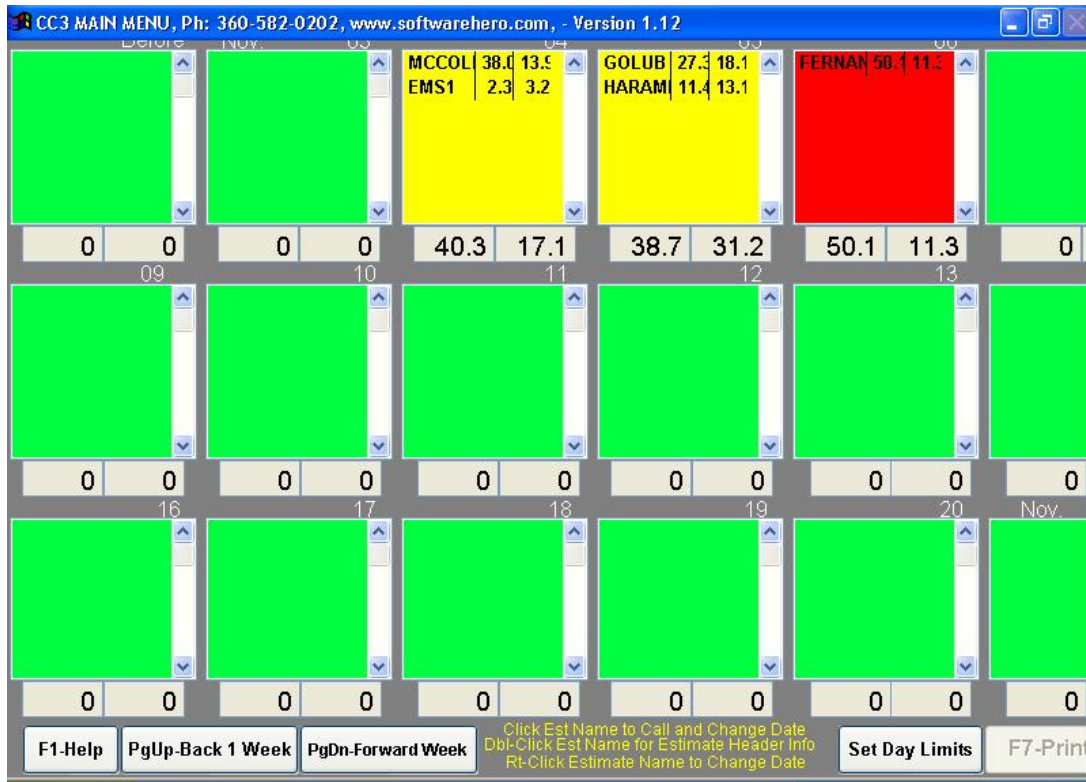
Parts Order / (T)racking – off the Main Menu

Assuming your Estimating Package supplies the parts information, all you have to do is decide what vendor you are going to order what parts from; then print out their Parts Order and FAX, or EMAIL (via

Outlook) it to the vendor please see the entire chapter devoted to this process toward the end of the manual.

(S)cheduler– off the Main Menu

Scheduler, is just that. It keys off the RO Arrival Date and displays vehicles due to arrive in the date bracket that you supplied.



(W)orker Time Report, provides a quick view of temporary Worker Time Report ledger. It is used to accumulate times posted against REPAIR ORDERS for every worker. It supports any desired pay interval and will produce a consolidated Worker Report and/or Individual Worker Reports. These are the reports needed by your accountant to produce your payroll. At the end of each pay period, this file is Zapped (Emptied) and made ready for the next pay period. (Estimator's probably will not utilize this function, it's more of a management tool.) The idea is that you post Hours against an RO, thus creating cost against the RO, and at the same time that cost is added to the worker time report, which will summarize for you and the employee on a line for line basis how much and for which cars they are being paid for.

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Worker Time Report

Worker	Car	RO#	Daily	Date	L	Posted	Rate	Cost	Hrs	\$	Time In	Time
003	97 Sebring	20008	1.00	01/21/04	M	1.00	77.00	77.00	0.00	0.00		
003	97 Sebring	20012	3.00	02/18/04	B	3.00	11.00	33.00	0.00	0.00		
003	02 FORD EX	9226	2.80	05/02/03	B	2.80	0.00	30.80	6.80	327.80		
005	98 DEVILLE	9036		02/02/03	M	0.50	0.00	13.33	0.00	0.00		
005	00 SENTRA	9056		02/02/03	B	61.40	0.00	859.60	0.00	0.00		
005	01 S40 4-1.9	9151	65.30	02/02/03	B	3.40	0.00	47.60	0.00	0.00		
005	01 RIO	9102		02/03/03	B	10.90	0.00	152.60	0.00	0.00		
005		9047		02/03/03	B	3.00	0.00	42.00	0.00	0.00		
005	00 GALANT	8982	14.20	02/03/03	B	0.30	0.00	4.20	0.00	0.00		
005	02 ALTIMA	9205		02/10/03	B	1.70	0.00	23.80	0.00	0.00		
005	01 CAVALIE	9146		02/10/03	B	54.20	0.00	758.80	0.00	0.00		
005	99 GRAND A	9198		02/10/03	B	7.10	0.00	99.40	0.00	0.00		
005	96 CHEVY T	9071		02/10/03	M	4.50	0.00	119.93	0.00	0.00		
005	02 BEETLE	9165		02/10/03	B	16.90	0.00	236.60	0.00	0.00		
005	02 DURANG	9196	85.30	02/10/03	B	0.90	0.00	12.60	164.80	2370.46		
008	01 MAXIMA	9015		02/03/03	B	10.00	0.00	132.50	0.00	0.00		

F1-Help F2-Add F3-Edit F4-History F5-Delete F7-Print / Post / Zap F8-Zoom F9-Filter F10-Notes Esc2Bail

Start cc3... C:\... C:\c... (No ... CC...

12:29 AM

At the end of the payroll period, you must zap the report to clear it, and prepare for the next payroll period. This is a mistake many users make and be aware that you don't make it, and that is they don't zap the report, and let it pile up with years of information. Once information is zapped, it can be retrieved using the F4-History function. So the tech walks in and says "gee I didn't get paid for X last August", and you of course say "no problem", click F4-History, F9-filter, and filter out just the information for last August for this particular tech, print the report and hand it to him/her. You will use the F7-Print function to create worker time reports that will tell you how much to pay your techs at the end of any particular period. You can print the report as a whole, but more commonly users choose the Individual reports so that each tech gets his/her own report.

Post (I)nvoice to RO, is a quick and easy way to post the cost of parts against a REPAIR ORDER. It pops you right into a posting screen without have to go through the REPAIR ORDER Header and several other key strokes. This will allow you to also scan the invoice right into the accounting system and the RO.

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G/L	Acct #	Sales	Cost	Profit	Prof %	Hours /	Posted
Paint	501	582.00	0.00	582.00	**.*	9.7	0.0
Body	502	522.00	174.00	348.00	66.7	8.7	8.7
Mech.	503	0.00	0.00	0.00	0.0	0.0	0.0
Frame	504	0.00	0.00	0.00	0.0	0.0	0.0
Glass	505	0.00	0.00	0.00	0.0	0.0	0.0
Detail	506	0.00	0.00	0.00	0.0	0.0	0.0
Other	507	0.00	0.00	0.00	0.0	0.0	0.0
Labor Total		1104.00	174.00	930.00	84.2	18.4	8.7
Parts	551	579.83	44.00	510.94	92.1		
P Mat	552	203.70	101.85	101.85	50.0		
B Mat	553	0.00	0.00	0.00	0.0		
Haz Wst	554	0.00	0.00	0.00	0.0		
Sublet	555	0.00	0.00	0.00	0.0		
LKQ	556	0.00	0.00	0.00	0.0		
Towing	557	0.00	0.00	0.00	0.0		
USED	558	0.00	0.00	0.00	0.0		
BATTER	559	0.00	0.00	0.00	0.0		
TIRES	560	0.00	0.00	0.00	0.0		
MiscTxd	561	0.00	0.00	0.00	0.0		
MiscNTx	562	10.00	0.00	10.00	**.*		
Items Total		768.64	145.85	622.79	81.0		
Subtotal		1872.64	319.85	1552.79	82.9		

Vendor F2-Vendor List

Posting Date > 02/23/04

Invoice #

Invoice Amount 0.00

Retail Amount 0.00

Acct# **Disc%** 0

RO# 20004

CORDERO

91 Toyota

Celica

Post & Scan **Post Invoice**

Vendor	Invoice	Amount
ARLINGTON 12312		100.00
ARLINGTON 46546546		-56.00

Up **Down** **Esc2Bail**

Start cc3... C:\... C:\c... (No ... CC...

12:24 AM

You can see here that there are already 2 invoices posted to the parts cost of this RO for a net total of \$44. There is a negative invoice posted for -56.00, which is parts being returned. The idea here is to be able to see costs that are posted, as we are posting more costs, so we're not surprised at the end of the job to find out about cost overruns and problems. The acct # in the middle right of the screen must be filled out with one of the cost of goods account numbers on the left hand column of the screen. Please see the chapter at the end of the manual regarding Part Tracking for a more comprehensive description of this screen.

Post (L)abor to RO, is a quick way of posting hours to REPAIR ORDERS. It is designed in such a manner as to allow a worker's time card to be posted against all the REPAIR ORDERS and yet never actually having to open the REPAIR ORDER. The screen to post labor looks like this:

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G/L	Acct #	Sales	Cost	Profit	Prof %	Hours /	Posted
Paint	501	582.00	0.00	582.00	** *	9.7	0.0
Body	502	522.00	174.00	348.00	66.7	8.7	8.7
Mech.	503	0.00	0.00	0.00	0.0	0.0	0.0
Frame	504	0.00	0.00	0.00	0.0	0.0	0.0
Glass	505	0.00	0.00	0.00	0.0	0.0	0.0
Detail	506	0.00	0.00	0.00	0.0	0.0	0.0
Other	507	0.00	0.00	0.00	0.0	0.0	0.0
Labor Total		1104.00	174.00	930.00	84.2	18.4	8.7
Parts	551	579.83	-156.00	710.94	** *		
P Mat	552	203.70	101.85	101.85	50.0		
B Mat	553	0.00	0.00	0.00	0.0		
Haz Wst	554	0.00	0.00	0.00	0.0		
Sublet	555	0.00	0.00	0.00	0.0		
LKQ	556	0.00	0.00	0.00	0.0		
Towing	557	0.00	0.00	0.00	0.0		
USED	558	0.00	0.00	0.00	0.0		
BATTER	559	0.00	0.00	0.00	0.0		
TIRES	560	0.00	0.00	0.00	0.0		
MiscTxd	561	0.00	0.00	0.00	0.0		
MiscNTx	562	10.00	0.00	10.00	** *		
Items Total		768.64	-54.15	822.79	** *		
Subtotal		1872.64	119.85	1752.79	93.6		

Worker: ANTONIO PAZ

Date: 02/23/2004

Labor Type: B H 14.00
P,B,M,F,G,D,O

Hours: 0.0 (Overtime)

\$ 0.00

Enter to Post PgDn Post & Again

Worker: PEDRO GONZ Labor: B Hours: 8.70

RO# 20004

CORDERO

91 Toyota

Celica

Up Down Esc2Bail

Gross Profit

You can see identify the body labor type and hours and the amount will calculate. If you enter an "O" for overtime, the system will calculate at time and ½. Look at the costing here and you can see that 8.7 hours have already been posted to body labor cost for a cost of \$174.00 .

(A)rrival Report shows exactly which cars are coming in based on the Date In of the open ROs. This is a great report to have a copy printed out for the week or day to make sure the customer's come in for there repairs and is also a tool used in the scheduling process as it totals the labor hours & dollar amount of jobs scheduled in.

(P)roduction Report – off the Main Menu, allows a facility to keep track of all jobs being processed and quickly determine what still needs to be done. It is kind of like an electronic white board where you post each job and track it through your shop.

CC3 MAIN MENU Version - Version 1.53 , - www.softwarehero.com Ph: 360-582-0202 or Ph: 214-4...

Production Report

Allocated 094-B-33.6 07

Posted

RO Hours 54.10

RO #	Name
9032	TAYLOR
9120	BUSTAMANTE
9162	HOLLIS
9194	DIRKS
9219	NISSAN
9237	ROBINS
9156	DIAZ
9181	CELAYA
9197	ARCHIE
9166	ELLIS
9189	CAIN
9191	HOWLE
9216	HILL
9112	RIGGS
9153	JEANOTTE
9155	GUARRA/BROO
9159	BASS
9174	SMITH
9210	PRADA
9212	CLEVELAND
9110	MCGLOTHAN
9141	GUERRA
9171	ROWE
9192	GREEN LLOYD

Production Filter

Enter 2ndDate Range

01/01/1950 to 12/31/2050

Tech Painter Mechanic

Delivered Date E(X)cluded, exclude cars delivered ☐ True/False

(D)elivered not Closed, ROs to be closed ☐ True/False

(C)ompleted Date Excluded, exclude cars completed ☐ True/False

(N)o Filter, Open RO List ☐ True/False

Writer

Insurance Company

Esc to Bail

F1-Help F2-Work Order F3-Post Hrs F4-Calculate F5-RO F6-ChangSort F7-Print F8-Filter Esc to Bail

Start cc3... C:\... C:\c... (No ... CC...

2:08 AM

Delivery (/) Report – off the Main Menu, is another of CC3’s time and money saving features. It displays a listing of jobs due to be delivered keyed to the 2nd Target Date (may be the same as Target date) and shows status as well as value of the job. This allows those in the Production Meeting to put their emphasis where the most revenue is generated. The status of every active job can be updated for this one Delivery Report Screen and then a detailed report printed that can be given to front office personnel to contact each owner with an updated status on their car.

Delivered Report is linked to the delivery report through the above mentioned F8-Filter. You would place a (T)rue in the Delivered Not Closed block above.

Technicians and Painters can also be included in the report as you can see in the image above there is a column for them. The reason that you would do that is that you are now able to print a deliver report for each technician and painter using that information. Hitting F7 will offer you those options. Most users of CC3 will print off these tech reports by tech to they can hand them out to the techs in the morning. This way the techs are brought into the process of tracking the deliveries of the cars. As well, you can F6-ChangeSort the report so it sorts by tech. This way you can easily track how many jobs and when the jobs will ship for each tech. So this helps to schedule the techs.

It's safe to say that the deliver report is a totally cool and powerful report that any body shop can understand and use. While noone uses all features in CC3, I think every single CC3 user uses the Delivery Report, it's that simple.

ACCOUNTING GROUPING

Accounting, is a doorway into the financial side of you shop. This doorway is "PASSWORD" protected once set up and owners should carefully evaluate who has the password(s) necessary to get into this area and what sub-areas they are to allowed into.

Write Chec(K) – off the Main Menu

CC3 MAIN MENU, Ph: 360-582-0202, www.softwa...
Write Check / Bank Balance is \$ 25337.00

Check Printer >>> HP DeskJet 882C
Dbl-Click Change here only. Change permanently at Setup Accounting from Main Menu

Write Check

Check # 67916
Check Date 09/11/2003
Amount \$ ****\$344.00

*** Three Hundred Forty Four & 00/100 *** Dollars

Invoice # 3333

Pay To The Order EAST BAY BMW
Address 4350 ROSEWOOD DRIVE
City/ST/Zip PLEASANTON, CA 94588-
Memo 3333

(E)dit p(O)st Check / No Print (P)rint Check Esc to Bail
post Check / No Print & (S)can Print (C)heck & Scan

start SBC Connection Man... cc3MAN8-9-2003 - Ml... CC3 MAIN MENU, Ph... 9:53 PM

Note that the Write Check screen allows you to quickly write a check. If you write a check for some Cost of Goods sold account, like towing, you can write the check here and post the cost to the RO. However, it is recommended that you post any COGS charges through the Post Invoice button on the Main Menu, and then clear the check from the payable ledger itself, that is because it is better designed around jobcosting and displays the jobcosting information of the RO while you are posting the invoice. That screen also allows you to linecost the invoice, where write check does not. It takes a little while to do it that way, but many times it is worth it. For instance, you have an invoice for parts that need to be paid, sure would be nice to see if there are any costs posted to it, so if the invoice was already posted, you might not double pay it. Regardless, you can quickly print the check, and post the cost to the RO, or if it's a check for the rent, you can print it there quickly as well. To post a payable for a

non COGS (cost of goods sold) like the phone bill or the rent, you do that through Post Transaction, see below a few pages.

(J)ournal – off the Main Menu

The first screen in the journal looks like this below. This screen is similar to the ledgers in that it allows you to create a filter and control the order, before you enter the journal list itself. If you just hit enter, it will look at just the months information that is highlighted in “Access” below. In this screen that would be Feb-2004. Note that to be able to access the filter elements you must either hit the letter in the (), or you must click on the word on the left hand column you want to enter a value for.

Example, you may have a problem with a screwed up RO, and you want to see every entry for that RO. You start by going up to the RO# slot by hitting “R”, or clicking on the “RO#” text itself just below “Descrip”. Enter the RO #. Now you want to see everything, not just the stuff for this month, so you need to “(A)ccess “ ALL in the far right lower side of the screen by clicking on ALL. This will change the Dates in the middle of the screen to something like “1900” to “2099”. Or you could go right up to (D)ate and enter the dates “01/01/1900” to “01/01/2099”. Once you sent the filter and the access, and the order if you choose, click the big button at the bottom “Enter Click Here”. So you can setup all kinds of filters here for all kinds of data. Example “ABC FORD” with the date range “08/01/2005” to “08/30/2005”, aka all the stuff for ABC FORD last August sorted by Invoice #. At the next screen you will be able to see the data, filtered, printable and exportable to Excel.

CC3 MAIN MENU, - www.softwarehero.com, Version 1.53- (360) 582-0202, (214) 476-1061

Journal Search

De(S)crip

(R)O #

(I)nvoyce #

A(M)ount 0.00

(D)ate 02/01/2004 to 02/29/2004

(C)heck #

De(B)it

Cr(E)dit

Db/Cr(X)

(O)rder By Date Descr RO # Invc # Amt Cred Debit Chk #

(A)ccess 02-04 01-04 12-03 Year04 Year03 All

F1-Help

ENTER / Click Here to View/Print

Esc to Bail

C(H)eck Balance

Start Inbox - ... C:\Docu... WinZip - ... cc3MAN... Printers CC3 M... 7:57 PM

CC3 MAIN MENU, - www.softwarehero.com, version 1.53- (360) 582-0202, (214) 476-1061

Total \$ 14831.89

Description / Pay To	Invoice / RO#	Check	Amount	DB	CR	Date	RO #
24 HOUR WRECKER SERV	Covers 15 Invoices, 100058		2425.34		101	02/16/04	
24 HOUR WRECKER SERV	148366		84.80	260		02/16/04	
24 HOUR WRECKER SERV	148389		89.60	260		02/16/04	
24 HOUR WRECKER SERV	148391		75.40	260		02/16/04	
24 HOUR WRECKER SERV	148499		320.39	260		02/16/04	
24 HOUR WRECKER SERV	148527		114.60	260		02/16/04	
24 HOUR WRECKER SERV	148564		129.20	260		02/16/04	
24 HOUR WRECKER SERV	148591		88.40	260		02/16/04	
24 HOUR WRECKER SERV	148592		118.20	260		02/16/04	
24 HOUR WRECKER SERV	148598		84.80	260		02/16/04	
24 HOUR WRECKER SERV	148654		273.84	260		02/16/04	
24 HOUR WRECKER SERV	148665		149.80	260		02/16/04	
24 HOUR WRECKER SERV	148686		83.60	260		02/16/04	
24 HOUR WRECKER SERV	148697		616.91	260		02/16/04	
24 HOUR WRECKER SERV	148703		82.40	260		02/16/04	
24 HOUR WRECKER SERV	148725		113.40	260		02/16/04	
AMERICAN AUTO SALVAGE	423423432		34.00	551	260	02/18/04 9244	9
A PLUS WRECKER SERVICE	ASFADSFADSF		55.00	561	260	02/18/04 9244	9
BIG BILLY BARRET ISUZU	5465		100.00	551	260	02/20/04 20015	
A PLUS WRECKER SERVICE	456546		12.00	551	260	02/20/04 20015	
SATURN OF DUNCANVILL	51034	100059	27.92	260	101	02/20/04	
SATURN OF DUNCANVILL	51617	100060	363.98	260	101	02/20/04	
BILL SMITH	CHK# 4352435 CR#		500.00	110	270	02/20/04 20015	
CENTRAL WHEELS INC	6546546	100061	75.00	560	101	02/20/04	
BILL SMITH	20015		1754.09	104		02/20/04 20015	
BILL SMITH	20015		500.00	270		02/20/04 20015	
BILL SMITH	20015		102.62		261	02/20/04 20015	
BILL SMITH	20015		2151.47		466	02/20/04 20015	

F1: Help F2: Edit F3: Delete F4: Top F5: End F6: Excell F7: Print F8: Jobcost F9: DesZoom F10: RO Notes F11: Add F12: Image Esc: to Ball

Start Inbox - Out... C:\Docume... WinZip - oc... CC3MAIN.doc... Printers Microsoft Vis... CC3 MAIN... 6:37 PM

CC3 Journal keeps track of all transactions coded by account number. The 5th and 6th columns are Debit and Credit. The best way to really get your accounting working right is to make a transaction, like post an invoice, and then go to the journal and study how that transaction posted. Look at the journal listing above and you will see the 1st 16 entries are a check that is written to 24 Hour Wrecker for \$2425.34. Note the credit account #101 is the checking account number meaning cash is being subtracted from the bank account, and debit to #260 are the payables being removed from the payables ledger. The next entry for American Salvage is an invoice being posted to RO# 9244, recording a debit to cost incurred by the business to COGS account #551, and the A/P ledger (money that we owe) increased by the same \$34, a credit to #260. A few more lines down we see a single check written to Saturn of Duncanville for \$27.92. And, we eventually see Bill Smith giving us \$500 debiting the deposit in transit (envelope) account #110, and crediting (increasing) the liability account customer deposit #270. Note the last 4 lines are the RO being closed with an entry to the A/R ledger of \$1754.09, a reduction of the customer deposit liability of the same \$500 debit to 270, an increase of the sales tax liability account #261 of \$102.62, and a general revenue posting crediting account #466. So that is in general how the journal works. To finish off, WIP and General revenue will be distributed when those reports are run later in the month. See Month End Closeout for detailed description on those.

That said, the buttons at the bottom of the journal allow you to Export to Microsoft Excell 2000 with the F6-Excell key. You can drill directly to the jobcosting of an RO with F8, access the notes of an RO directly with F10, and if there was an image scan at the time the invoice or check was posted you

can access the image with the F12-Image key, or dbl-click on the line itself. Incidentally, if you failed to scan the image at the time you posted the deposit, or the time you posted the invoice, you can add it here in the journal by dbl-clicking on the line, and when it doesn't find an image, will offer to scan it in then. The image will be added not only to the journal, but also to the RO itself.

(G)eneral Ledger – off the Main Menu

CC3 MAIN MENU, Ph: 360-582-0202, www.softwa... Search

General Ledger Trial Balance 09/01/03 to 09/30/03

Account Name	Acct #	Begin	Debits	Credits	Change	Ending
CHECK BOOK #1	101	-2047.00	0.00	965.00	-965.00	-3012.00
BANK OF WC -CREDIT C	102	0.00	0.00	0.00	0.00	0.00
BANK OF WALNUT CREEK	103	0.00	0.00	0.00	0.00	0.00
ACCOUNTS RECEIVABLE	104	0.00	0.00	1109.08	-1109.08	-1109.08
PETTY CASH	105	0.00	0.00	0.00	0.00	0.00
DEPOSITS ON REPAIRS	110	0.00	450.00	0.00	450.00	450.00
WIP LABOR	120	0.00	0.00	0.00	0.00	0.00
WIP ITEMS	130	0.00	0.00	0.00	0.00	0.00
LABOR ACCUM LIABILT	240	0.00	0.00	0.00	0.00	0.00
IN JOURNAL ACCT #245	2450	0.00	0.00	0.00	0.00	0.00
ACCOUNTS PAYABLE	260	-2069.00	255.00	400.00	145.00	-1924.00
SALES TAX LIABILITY	261	0.00	0.00	0.00	0.00	0.00
MASTERCARD/AMERICAN	265	0.00	0.00	0.00	0.00	0.00
CUSTOMER DEPOSITS	270	0.00	0.00	100.00	100.00	100.00
CURRENT EARNINGS	3130	22.00	0.00	0.00	0.00	22.00
PAINT LABOR	401	0.00	0.00	0.00	0.00	0.00
BODY LABOR	402	0.00	0.00	0.00	0.00	0.00
MECHANICAL LABOR	403	0.00	0.00	0.00	0.00	0.00
FRAME LABOR	404	0.00	0.00	0.00	0.00	0.00
GLASS LABOR	405	0.00	0.00	0.00	0.00	0.00
DETAIL LABOR	406	0.00	0.00	0.00	0.00	0.00

F1-Help (D)rill Acct Down (E)xport to Excel (P)rint Esc to Bail
De(T)ail to Excel

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The General ledger is the accumulation of the amounts in the journal for each and every account with the beginning amount coming from the amount posted in the account for that month. Find that amount from the MainMenu>General Ledger>Setup Accounts. You can see that screen a few pages back where the Balance sheet was being setup and the balances entered, and some explanation. The General Ledger allows you to (D)rill down and easily see the journal entries that accumulate to the totals displayed on the screen. You can export to Excel, and print to the printer as well.

Post Transaction – off the Main Menu

CC3 MAIN MENU, Ph: 360-582-0202, www.softwa...
 Post Transaction / Bank Balance \$25337.00

F2 or Dbl-Click Description, Debit, & Credit for popup window

Posting Date 09/11/2003

Check #	Description	Invoice #	Amount	Debit	Credit
			0.00		
			0.00		
			0.00		
			0.00		
			0.00		
			0.00		
			0.00		
			0.00		
			0.00		
			0.00		
			0.00		
			0.00		
			0.00		
			0.00		
			0.00		

F1-Help Recall Series Save Series PgDn - Post Esc to Bail

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This is where you can enter basic general ledger entries, and post non-COGS (cost of goods sold) entries for things like the phone bill. You can cut a check directly from here as well if you Credit the checking account G/L # (typically 101). You can use this screen to enter say a multiple distribution for a visa card where you might be debiting gasoline expense, meals and entertainment, travel, and opposing the accumulated debit with a credit to #101. In this case, on the line with the credit to #101, you would enter the check # in the far left column. You also have the ability to recall and saves series of entries. The visa card bill would be an example of a repetitive series of entries where you don't want to type that same 4 lines every time, you just want to drop the totals in. Any line item that debits the A/R (receivable) account # (typically 104) will automatically create an entry in the A/R ledger. And any line item that credits the A/P (payable) ledger, will automatically create an entry in the payable ledger. Also any line that debits the deposit in transit account number will automatically put the amount of the line into today's bank deposit slip. Examples: You write an employee a \$500 check as a strict cash loan, debiting A/R and crediting the checking account – a check prints and an entry for that A/R is placed on the A/R ledger. You have your employees post the phone bill as a payable, they debit the 600 account that is "Telephone Expense" and you credit accounts payable (typically 260). And, you receive miscellaneous check from the sale of scrap metal, you debit the Deposit In Transit (envelope account) acct #, and credit a miscellaneous revenue account like "Returns and Allowances" typically 499.

You can also Post to ROs from the Post Transactions screen, and that is especially important for transactions that are too intense to use the Post Invoice option from the Main Menu. There are 2 primary cases for this: 1. When an invoice covers one RO, but 2 costing categories, like an invoice for lock code cylinder (a part cost) AND the recode (a sublet cost) 2. When an invoice has parts for more than 1 RO. If you debit a COGS account, like parts or sublet, the system will automatically ask you

for the RO#, and when you enter it, the costing screen of that RO will pop up. So in the case of #1 here, you would debit 1 line with the cost of the lock cylinder to parts expense (something like 551-Parts), you would then add a 2nd line and debit that to sublet (something like 555-sublet cost), and then you would add a 3rd line and credit it to accounts payable (something like 260-accounts payable). That “multiple distribution” would then post costs to 2 different cost categories within 1 RO, and post the total of the invoice to the A/P ledger. In the 2nd case, the 1st line would be posted to one RO, the 2nd and subsequent lines to perhaps different ROs, and again the total credit to A/P account.

The Post Transaction screen is a very powerful screen that allows strong General Ledger journal entry as well as direct posting to ROs.

Pa(Y)able Ledger – off the Main Menu

CC3 MAIN MENU, - www.softwarehero.com,Version 1.53- (360) 582-0202, (214) 476-1061

AP Search

(V)endor

(R)O #

(I)nvoice #

(A)mount

(D)ate to

(O)rder By

To filter search for a specific Vendor, click on (V)endor or type "V".
You can filter by any of the above this way. Dbl-Click on the Green titles to activate.

ENTER / Click Here to View/Print	Vendor Total(\$)	(M)ulti Pay	Esc to Bail
	A/P (T)rial Balance		

Start | cc3MAN.doc - Micr... | C:\WINNT\system... | CC3 MAIN MEN... | 12:30 PM

From the Main Menu you select Payable Ledger and see this screen here. This screen is similar to the Journal and A/R primary screen in that it allows you to setup a filter and the order of the listing screen to follow. So to set a filter for all the money you owe “ABC AUTO PARTS”, you’d either hit the key “V” or click on the green word “(V)endor)” and the vendor box will light up with the cursor in it. Then type in “ABC AUTO PARTS”, and hit Enter. If you wanted to set the order by Invoice #, you’d

either hit “O” twice for order and change the order so “Inv#” highlights, or you would click on the box “Inv #”. Now either click on the larger “ENTER” button in the lower left, or hit Enter, and you will get into the A/P list screen filtered and ordered as you specified.

“Vendor Totals” button quickly adds up the value of money owed to each vendor. Use MultiPay to pay the bills, and A/P Trial will be discussed a few pages below. For now, here is the simple payables listing:

CC3 MAIN MENU, Ph: 360-582-0202, www.softwa... Version 3.05

Payables Listing

Total \$ 16241.23

Description	Invoice	Amount	RO #	Posted	G/L #	X
ACTION TRUCK AND	24243	200.00	10328	05/29/03	556	
ACTION TRUCK AND VAI	3847923874	240.00	10327	05/29/03	556	
ACURA OF PLEASANTON	4395	365.00	10140	03/12/03	551	
ADVANCE INT. REST. S	4395	365.00	10140	03/18/03	555	
ADVANCED INTERIOR R	121212	22.00	10333	09/08/03	555	
ADVANCED INTERIOR R	333	33.00	10315	05/19/03	555	
ALLENS TOWING SERVI	66499	290.00	10299	04/22/03	557	
ALTAMONT TOWING	14341	280.00	10285	04/12/03	557	
AMADOR VALLEY PROPI	676987	20.00	10311	05/02/03	551	
ANG NEWSPAPER	432324	100.00	10311	05/04/03	551	
ANG NEWSPAPER	870987	100.00	10315	05/30/03	551	
APAP APAP APAP	09809	22.00	10327	05/30/03	551	
ARMANDS UPHOLSTER	4325435K45	100.00	10314	05/29/03	555	
ARROWHEAD MOUNTAIN	2345243525	44.00	10327	05/30/03	551	
AUTOPIA	212121	155.00	10333	09/05/03	551	
BIG O TIRES	115860	105.99	10204	03/17/03	555	
BIG O TIRES	115861	115.99	10203	03/17/03	556	
CAMPWAY TRUCK AND	4323452435	33.00	10286	05/30/03	555	
CONCORD AUTO DISMAI	1504	405.00	10192	04/08/03	556	
CONCORD AUTO DISMAI	42015	125.00	10203	03/10/03	556	
CONCORD AUTO DISMAI	42046	500.00	10203	03/17/03	556	
CONCORD AUTO DISMAI	42169	675.00	10246	04/12/03	556	
CONCORD AUTO DISMAI	42283	1055.00	10264	04/09/03	556	
CROWN CHEVROLET	069613	48.83	10271	04/12/03	551	

F1-Help F2-Edit (T)op E(N)d (D)delete (W)rite Off (P)ay/Rt-Click Esc to Bail
E(X)port to Excel F7-Print F3-Add (B)last (I)mage/Dbf-Click

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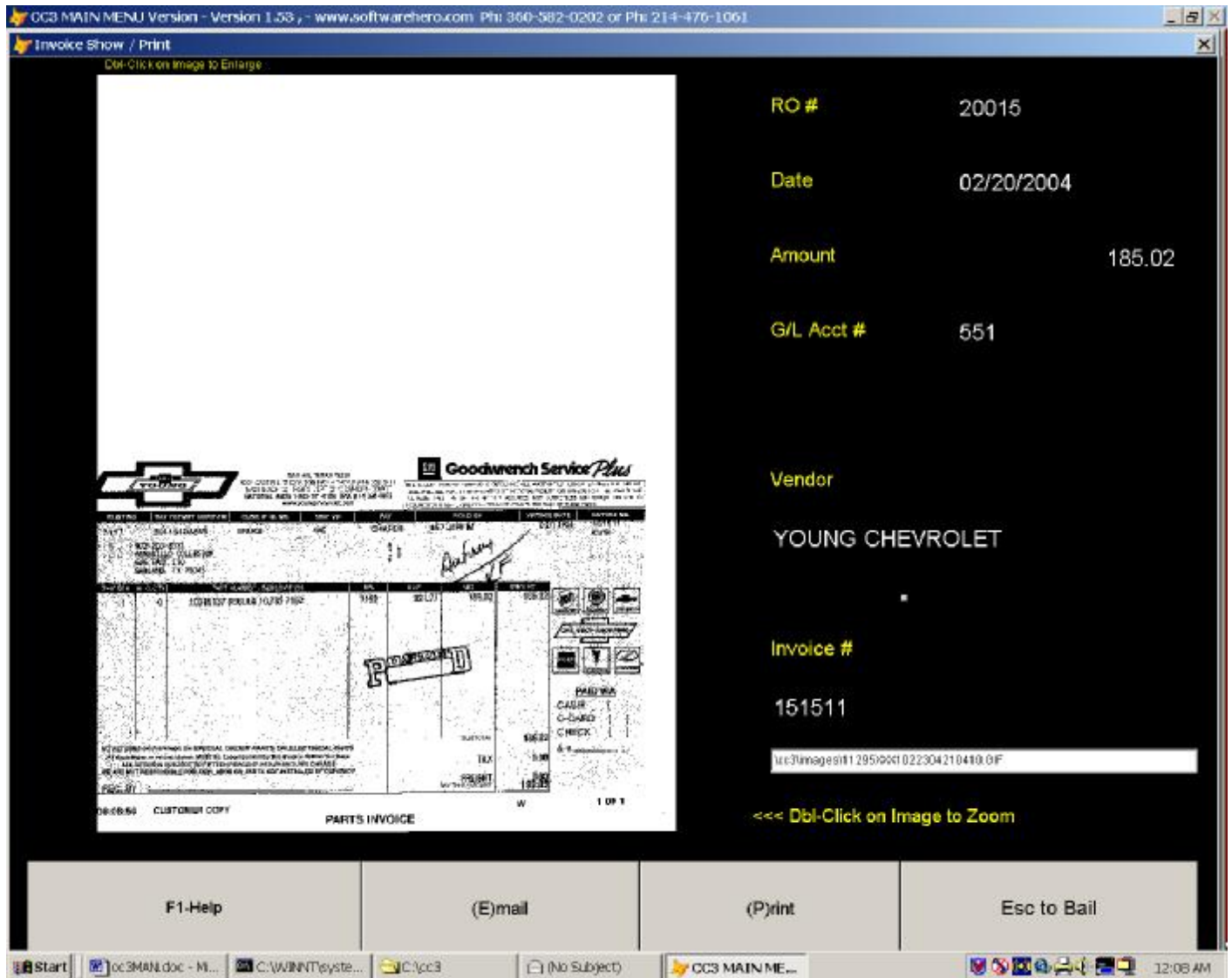
“Write Off” button allows you to write off an entry, or portion of an entry, in the payable ledger. It reduces or removes the amount, and posts through to the journal. “Blast” allows you remove an entry from the A/P ledger, the ROs jobcosting, and make the appropriate journal entry. This is a very powerful feature that allows you to conveniently “fix” a payable that was posted to the wrong RO and would only be available from a fully integrated accounting system like CC3. What you don’t want to do if you have an mistaken entry posted to your payable ledger is to delete it, you want to back it out in an orderly way so that it is removed from all places in the system like the RO, Journal, and the Ledger here.

“Edit”, “Delete”, “Add” will need the Master Password, that is if you have a master password setup in your system, and you should have one setup in your system. From the MainMenu>Setup>Security. The only reason you would add/edit/delete is if something were screwed up, or you were at some unusual point in the use of the software, like you are setting up your system. If you were to add/edit/delete from this screen, but not add/edit/delete to the journal in the appropriate way, you would throw the accounting system out of balance – and your balance sheet and A/P Trial wouldn’t

match – basic out of control lifestyle. Some people would say “why do you offer Edit/Add/Delete at all”, and the answer is, in the hands of an educated user, it allows you to fix things quickly, and sometimes can be very helpful. The bottom line regarding Master Password, is that it protects you from all bad things happening like this, and throughout the manual we will point out the other things it protects you from.

“Pay” allows you to pay a single payable. If, of course more typically, you are paying a whole list of payables from a vendor, you would have gone at the previous A/P screen, and that is covered a few pages down in this manual. “Pay” will go right into the check writing screen. The primary use of this button is when you just want to quickly go in and pay a bill, like a tow bill that your guy in the back just posted and the tow truck driver is standing right in front of you.

“Image” allows you to see the scanned image of the invoice that you scanned in when you posted the invoice to the system. This is one of the things that completely reduces copying in the shop, and makes “paper work” which is now “e-paper work” far easier and efficient to deal with. This is arguably the strongest feature of CC3 and something you cannot get from accounting systems which are not built specifically for the body shop business, like Quicken or Quick Books or all that other 3rd party accounting software like Business Works and Peachtree like other software vendors are feeding to you like dogfood. It just isn’t going to happen with those systems. When you post an invoice to an RO (Main Menu>Post Invoice or from within the RO F6-Close button), the image is scanned in and filed with the RO itself, the Payable ledger entry, and into the journal. Physically that would be like the Parts guy copying the invoice 2 times, and filing the original in the vendor’s folder, putting a copy into the ROs folder, and finally setting aside and filing a copy for the accountant for permanent archive in the journal. Of course, now you can recall that image in your computer, and print/fax/email that to anyone from within your computer. This opens up a lot of cool possibilities like “Mr. Insurance adjuster, I want to get paid for that supplement, I can email you that copy of that invoice right now and I’d like you to answer your email now and see that that copy of that invoice is now in your possession and you are prepared to pay the supplement now that you have that copy – see the invoice on your screen right now ?” or “I’ll just go home and write the checks because I can use Microsoft Terminal server, and I can see the invoices on my screen from home just as easy as from the office, and there is certainly no need for me to haul around a box of paper now is there ?” Last thing, if an image failed to get scanned in during the Post Invoice process, you can add the image after the fact from the Journal.



Payable Multi Pay – off the Payable Ledger

From the main payables ledger menu, if you choose “M” you will be asked for the vendor’s name and the statement cutoff date. This is where you will pay off several invoices from a statement from your vendor. The system will show just the invoices that are for that vendor, and allow you tag/untag all the invoices that add up to the invoices displayed on the statement. Then you will be able to print a check with the invoice #’s displayed on the check stub. The screen looks like this:

CC3 MAIN MENU Version - Version 1.53 , - www.softwarehero.com Ph: 360-582-0202 or Ph: 214-4...

Payables no filter

Total \$ 275087.42

Description	Invoice	Amount	RO #	Posted	G/L #	X
24 HOUR WRECKER SERV	148534	153.00	8906	12/09/02	561	
24 HOUR WRECKER SERV	148552	172.20	8885	12/04/02	561	
24 HOUR WRECKER SERV	148559	357.63	8868	12/04/02	561	
24 HOUR WRECKER SERV	148570	114.60	8905	12/12/02	561	
24 HOUR WRECKER SERV	148576	131.20	8922	12/11/02	561	
24 HOUR WRECKER SERV	148688	117.00	8978	12/23/02	561	
24 HOUR WRECKER SERV	148691	312.40	8993	12/26/02	561	
24 HOUR WRECKER SERV	148698	319.08	9002	12/30/02	561	
24 HOUR WRECKER SERV	148726	87.00	8989	12/26/02	561	
24 HOUR WRECKER SERV	148732	229.13	8997	12/27/02	561	
24 HOUR WRECKER SERV	148738	100.00	9022	12/31/02	561	
24 HOUR WRECKER SERV	148744	80.00	9047	01/07/03	561	
24 HOUR WRECKER SERV	148781	84.80	8973	12/19/02	561	
24 HOUR WRECKER SERV	148803	86.00	8945	12/18/02	561	
24 HOUR WRECKER SERV	148806	556.15	8950	12/13/02	561	
24 HOUR WRECKER SERV	148819	627.60	8974	12/19/02	561	
24 HOUR WRECKER SERV	148820	309.05	8969	12/19/02	561	
24 HOUR WRECKER SERV	148820	312.05	8969	12/20/02	561	
24 HOUR WRECKER SERV	148829	111.00	9005	12/30/02	561	
24 HOUR WRECKER SERV	148830	245.36	9010	12/30/02	561	
24 HOUR WRECKER SERV	148848	90.80	9077	01/13/03	561	
24 HOUR WRECKER SERV	148864	84.80	8982	12/23/02	561	
24 HOUR WRECKER SERV	148893	86.00	9067	01/09/03	561	
24 HOUR WRECKER SERV	148898	80.00	8988	01/14/03	561	

F1-Help F2-Edit (T)op E(N)d (D)elite (W)rite Off (P)ay/Rt-Click Esc to Bail
E(X)port to Excel F7-Print F3-Add (B)last (I)mage/Dbl-Click

Start cc3... C:\... C:\c... (No ... CC... 2:07 AM

Same rules mentioned about for Add/Edit/Delete/Writeoff/Blast/Image. In general you come right in and TagAll (button), and then untag the items that might not be on the statement or you choose not to pay. The \$ numbers at the top show the amount of the check that will be printed, as well as any discount \$ you may have entered using the Discount button. When you have everything tagged and balanced to the invoice, you would hit (P)ay, and you will be taken to the check write screen.

Credit (M)emos – off the Main Menu

The credit memos are entered from the RO>F4-Lines>F4-Parts. How a credit memo is entered is covered in the Parts section of this manual. The concept is this, when you return a part, the amount is taken off the jobcosting of the RO, and an entry is not immediately made to the accounting system or the A/P ledger, it is rather placed on the Credit Memo ledger. Once you get the Credit Memo back from the vendor, you attached the credit memo # and clear the credit memo off the credit memo ledger to the A/P ledger; also at that time an entry is made to the journal. A credit memo number is typically different from the Invoice #, so that's why we do it this way. You can clear a credit memo off the credit memo ledger at any time, with or without a credit memo #, and just use the invoice number. If the vendor can't get it's act together, or you just lost the credit memo ledger, or you just don't care and you just know for a fact you aren't going to pay that amount, just clear the entry off the credit

memo ledger. Once cleared off the credit memo ledger, the entry shows up as a negative payable for that vendor in the payables ledger, aka, money that is owed to you.

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Credit Memo Ledger sorted by Vendor, Total \$-234.00

Vendor	Invoice #	Amount	Debit	Credit	Date	RO #
3E COMPANY	12312	-100.00	551	260	01/07/2004	20004
AMERICAN AUTO SALVA	65885698	-78.00	551	260	01/22/2004	20001
ARLINGTON AUTO MALL	46546546	-56.00	551	260	02/23/2004	20004

F1-Help F3-Del F4-Top F5-End F7-Print F9-Post Credit Memo F10-ZoomRO F12-Image Esc to Bail

Start cc3... C:\... C:\c... (No ... CC...

2:06 AM

Note that Add/Edit/Delete/Blast buttons live under the same rules discussed above regarding payables ledger. F10 allows you to zoom right into the RO, so you can see the credit memo posted in detail to the lines of the RO and the Jobcosting of the RO as well. The F12-Image allows you to view a copy of the credit memo slip that your shop issued, and had the driver sign when he picked up the parts. And, you can easily dbl-click (or F12) on that line entry to see this, and of course print/fax/email that copy for the vendor to see once they've lost their copy. If the image is not there, the system will automatically prompt you to add the image, and this is how you parts person will add the image.

The F8-Email is a very interesting because it allows you to email (via Microsoft Outlook) a list of the credit memos listed to your particular vendor. F11-Excell allows you to export the list to Microsoft Excell. The previous screen allows you to filter down this list to just the credit memos for a particular vendor.

Recei(V)able Ledger – off the Main Menu

In CC3 when you close a Repair Order & money is due it ends up here.

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Receivables sorted by Date, Total \$237810.52

Customer	Insurance Co.	Claim #	Date	RO #	Owed	RO Amt	Adjuster	T	Writer	PO #
GRAHAM	ALLSTATE INSURANCE	4498096024B03	02/05/03	9149	2617.23	2617.23	BB 37438		BRIAN	
BOSS	SAFECO	3653662910008	02/05/03	9184	166.56	166.56	STEVE P		LUPE N	
MITCHELL	STATE FARM SERVICE FI	43S091984	02/06/03	9158	1469.40	1469.40	MICHELE		LUPE N	
LE..	GEICO INSURANCE	0060742250101072	02/06/03	9154	200.54	1200.68			LUPE N	
PINSON	STATE FARM DRIVE IN		02/06/03	9196	56.25	56.25			LUPE N	
GUERRA	STATE FARM SERVICE FI	43S08664501	02/06/03	9073	2640.16	2640.16	PATRICK		LUPE N	
HWANG	STATE FARM DRIVE IN	43S08707701	02/06/03	9076	215.84	215.84			LUPE N	
CASTRO	STATE FARM SERVICE FI	43S09867302	02/06/03	9205	577.86	577.86	VICTORI		LUPE N	
TABOADA	FARMERS INSURANCE	100245120411	02/06/03	9022	11396.94	11396.94			LUPE N	
BELCHER	FARMERS	H125858001	02/06/03	9126	1569.33	1569.33			LUPE N	
MOSES	ALLSTATE INSURANCE	403692054601	02/06/03	9172	500.00	2295.42	DD 37438		BRIAN	
LOWERY	ALLSTATE INSURANCE	4036916726	02/06/03	9177	732.34	732.34	BB 37438		BRIAN	
JOHNSON	STATE FARM SERVICE FI	59Y252872	02/06/03	9213	143.50	143.50			LUPE N	
MALONE	ALLSTATE INSURANCE	403693892801	05/20/03	9236	2373.66	2373.66	DD 37438		BRIAN	
PEOPLES	SELF PAY	0014823610000000	11/28/03	9243	430.44	430.44	00051		BRIAN	
PAZ	FARMERS INS. COD	1002627350	12/05/03	9232	3589.63	3589.63	TOMMY		LUPE N	
HEARST	FARM BUREAU	215194	12/12/03	9223	1182.50	1182.50			BRIAN	
MALONE	ALLSTATE INSURANCE	403693892801	12/12/03	922	2873.66	2873.66	DD 37438		BRIAN	
CASTRO	STATE FARM SERVICE FI	43S09867302	12/12/03	883	326.72	348.72			LUPE N	
BABBITT	SELF PAY		12/12/03	8839	893.90	893.90			GLEN E	
MILLIGAN	FARMERS	4131287301	12/31/03	8858	1567.36	1567.36			LUPE N	
CORDERO		A026U4902401	01/05/04	20003	1857.83	1857.83			JASON	
WATER GLAZIER			01/09/04	9244	-76.00	0.00				
CORDERO		A026U4902401	02/05/04	20002	1838.56	1838.56			JASON	
HERNANDEZ VICTOR		\4036845321	02/06/04	9201	-22.00	0.00				
ENTERPRISE RENT A			02/20/04	20015	1754.09	1754.09			SUPER	
MOORE		04212553001	02/23/04	20010	108.44	14208.44				

F1-Help	(A)dd	e(X)cell	Tag A(L)l	(S)tatement	(T)ag/Untag	(Z)oom	(R)eceive	Esc2Bail
(D)elete	F2-Edit	(P)rint	(W)riteOff	(O)rder				

Start | cc3MAN.doc ... | C:\WINNT\sy... | Inbox - Outlo... | CC3 MAIN ... | 3:18 PM

First thing to check out on this A/R ledger are the columns and the information they contain. Note that we tack here the A/R by Name, Insurance Company, Claim #, RO#, adjuster name, and writer. Any A/R ledger in a body shop that does not track all these things is inferior, and most management system do not track at this level of detail. Note that if you click on the header of any of these columns, the list reorders itself under that column, so if you were looking to quickly see all A/R for a particular writer, it's easy and fast. Also you could find a claim # on the A/R ledger this way.

You can receive money on a closed RO either here, or from the header of the closed RO itself in F11-Deposit. To receive money here just highlight the entry and hit the Receive button. You will be able to receive a partial payment, and the system will leave any unpaid (or overpaid) balance in the ledger here until it is paid or written off. Use the Writeoff button to writeoff an underpaid or overpaid amount. Everything you do here will be notated to the closed RO, so you see this is the value of an integrated accounting system, where a 3rd party system cannot communicate this kind of information back to the RO. So whether you receive the money here or over in the closed RO, both spots will reflect the exact payments, dates, and amounts and therefore the outstanding balance if any. Now let's say you looking at you're A/R ledger here, and you wonder about some amount, like MOORE there at the bottom of the list for \$108.44 . Before we call the person, let's look at the detail of this A/R, hit the Zoom button and you will be taken to the closed RO F10-Notes.

You will see:

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CLOSED RO HEADER

Name: MOORE DONALD Est # 10059 Closed RO # 20010

Address: 594 E PIPE CREEK RD

City: PIPE CREEK

Hphone: 2103

Wphone: 2106

E-Mail:

Lic: 8GGU

Year: 03

Model: PICKUP

Ins Co: USAA

Ins Adrs: 1230

Ins City: LOS ANGELES

Ins Ph: 310-343-9087

Adjuster: MIKE BILLINGS

Adj Adrs: SAM

Adj City:

Adj Ph:

Ad Email:

Notes: 01/22/04 20:01 DATE RO CREATED
03/10/04 15:17 COLLECT CHECK \$14100.00 CHK# 234234 CR#1191
03/10/04 18:16 CALLED INSURANCE COMPANY ABOUT OUTSTANDING
03/10/04 18:16 MESSAGE FOR MIKE THE ADJUSTER TO CALL US ABOUT
02/23/04 15:16 DEPOSIT CHECK \$500.00 CHK# 98798709 CR#1190
02/23/04 15:16 CLOSED:02/23/04 RECEIVABLE\$ 14208 DEPOSITS\$ 500

Car: 03 DODG PICKUP

Date	Time	Notes	Ven	Pers	X	Amount
01/22/04	20:01	DATE RO CREATED			F	0.00
03/10/04	15:17	COLLECT CHECK \$14100.00 CHK# 234234 CR#1191	I			14100.00
03/10/04	18:16	CALLED INSURANCE COMPANY ABOUT OUTSTANDING				0.00
03/10/04	18:16	MESSAGE FOR MIKE THE ADJUSTER TO CALL US ABOUT				0.00
02/23/04	15:16	DEPOSIT CHECK \$500.00 CHK# 98798709 CR#1190	I		F	500.00
02/23/04	15:16	CLOSED:02/23/04 RECEIVABLE\$ 14208 DEPOSITS\$ 500				0.00

Resale: N

F1-Help F2-Edit F3-New Note F7-Print Esc to Bail

F1-Help F2-Edit F4-Line F5-Total F6-Closed F7-Print F8-Jobcost F10-Note F11-Dep F12-Image ESC

Start cc3MAN.d... C:\WINN... Inbox - O... Re: Hello CC3 MA... 6:19 PM

And check out those notes ! You can see you actually called on the same day you posted the \$14,000 payment, on March 10, 2004 at 4:16pm, and left a message about the payment. At you can see, right behind this screen is the RO header screen that has insurance adjuster's phone number, Mike Billings Ph: 310-343-9087 at USAA. So you call him up and he says he doesn't know anything about the call, you say "no problem, I have it in my journal I called on March 10th, please go ahead and send the check and I'll make another note here". This again is the value of the integrated accounting system where nothing can slip through the cracks.

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CLOSED RO HEADER

Name	MOORE DONALD		Est #	10059	Closed RO #	20010	
Address	594 E PIPE CREEK DR		Estimator				
City	PIPE CREEK	78063	Body Tech	092	Pnt Tech		
Hphone	2103645929		PntCode	1MAROON	Mileage		
Wphone	2106958400		Agent		EstDate	01/22/04	
E-Mail			Est Price	14708.44	Datein	01/22/04	
Lic	8GGL35	Vin 3D7MA48C23G737355	RO Price	14708.44	Closed	02/23/04	
Year	03	Make DODGE	Style		Target	01/22/04	
Model	PICKUP	Prod Date		Supplem	0.00	Date2nd	01/22/04
Ins Co	USAA	Div		Deposit	14600.00	Complete	/ /
Ins Adrs	1230 CORPORATE WAY		Deduct	250.00	Delivered	02/23/04	
Ins City	LOS ANGELES, CA 90265		Policy #	04379292-004			
Ins Ph.	310-343-9087	Insured		Source			
Adjuster	MIKE BILLINGS	Appraisr		Othnum			
Adj Adrs	SAME	Claimant		A/R #			
Adj City		Claim #	04212553001	Resale	N		
Adj Ph.		Remark					
Ad Email		Status					
Notes	01/22/04 20:01	DATE RO CREATED					
	03/10/04 15:17	COLLECT CHECK \$14100.00 CHK# 234234 CR#1191					

F1-Help F2-Edit F4-Line F5-Total F6-Closed F7-Print F8-Jobcost F10-Note F11-Dep F12-Image ESC

Start cc3MAN.d... C:\WINN... Inbox - O... Re: Hello CC3 MA... 6:25 PM

You are easily able to click through to the images of the checks right from the header of the RO as well. From the header of the RO in the lower right corner you see F11-Deposit button. There you will see the track record of all payments received.

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CLOSED RO HEADER

Name: MOORE DONALD Est # 10059 Closed RO # 20010

Address: 594 E PIPE CREEK DR

City: PIPE CREEK

Hphone: 210364

Wphone: 210695

E-Mail:

Lic: 8GGL3

Year: 03

Model: PICKUP

Ins Co: USAA

Ins Adrs: 1230 C

Ins City: LOS AN

Ins Ph: 310-343

Adjuster: MIKE B

Adj Adrs: SAME

Adj City:

Adj Ph:

Ad Email:

Notes: 01/22/04 03/10/04

Deposit to Archived RO

Closed On 02/23/04

Grand Total 14708.44

RO # 20010 Deductible 250.00

Deposits 2 14600.00

Name MOORE DONALD

A/R Amt \$ 108.44

Car 03 DODGE PICKUP

Received Today\$ 0.00

Claim# 04212553001

F3-Payment Method CHECK

Posting Date 03/10/04

Check # (I)ns/(C)ust I

Date	Notes	Deposit	IC
02/23/04	DEPOSIT CHECK \$500.00 CHK# 98798709 CR#1190	500.00	I
03/10/04	COLLECT CHECK \$14100.00 CHK# 234234 CR#1191	14100.00	I

Resale N

F1-Help F2-Date F3-Pay Method PgDn - Post Enter - Post & Scan Esc 2 Bail

F1-Help F2-Edit F4-Line F5-Total F6-Closed F7-Print F8-Jobcost F10-Note F11-Dep F12-Image ESC

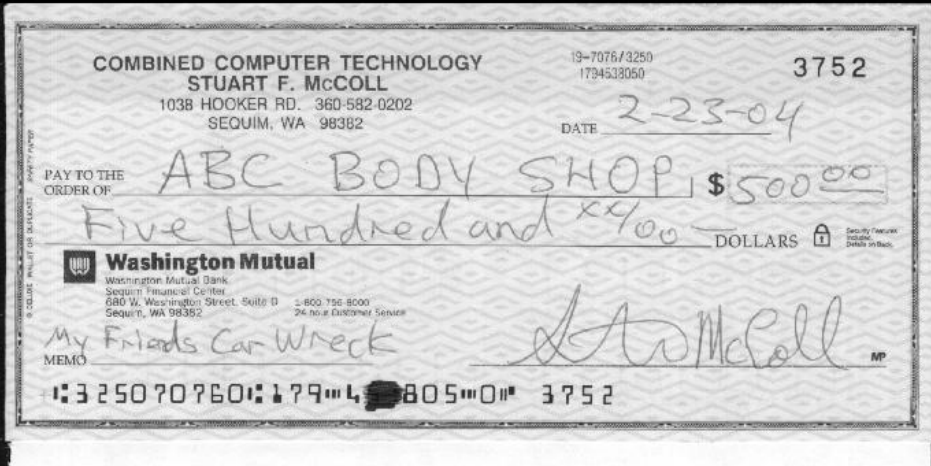
Start cc3MAN.d... C:\WINN... Inbox - O... Re: Hello CC3 MA... 6:17 PM

You can receive money here, but you can also see the track record of money paid so far against this RO with the \$500, probably the deductible check posted, on 02/23/04. You also see a followup payment for \$14,100. You can easily and quickly see not only the amount and check # itself, but by dbl-clicking you can see the deposit check itself for \$500. So you could tell if maybe the check was posted to the wrong RO, or read the address and phone number off the check, etc. You know all that information on insurance checks, like policy and claim # that help make things more clear – you could find them all right here easily, effortlessly, and quickly. As you can see there is an email and print/fax button.

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Deposit Show

Dbl-Click on Image to Enlarge



RO Name MOORE DONALD RO # 20010

Check # Amount 500.00

Date 02/23/2004 [\cc3\images\9238mitsu022320142857.gif](#)

F1-Help Email Print / Fax Esc to Bail

Start cc3MAN.d... C:\WINN... Inbox - O... C:\cc3\JM... CC3 MA... 7:26 PM

So you see this is very fast and easy to get from an amount on you're A/R ledger, to the phone numbers of the customer and adjusters, to the notes in the RO that tell us the story, to the payment history, and finally to the actual images of the checks that were posted. At the time of the writing of this manual, there was no other system available at any price that could do this, that can track your money this fast and this accurately.

Bank Deposit – off the Main Menu

Whenever you make a deposit to the system the money will show up here. The only exception is when you post an EFT (Electronic Fund Transfer), which is not really a bank deposit. See the section near the start of the manual for how to actually do a bank deposit. The idea is that you accumulate money, visas, checks, discover, Amex as the day goes on, and you put that into an envelope in your drawer. The deposit screen you are looking at below, should always represent what is in the drawer. At the end of the day you print this off as your “Daily Bank Deposit Slip” that you would fill out your bank deposit slip with. One tip for you there Mr. Body shop owner – do not allow bookkeeping and accounting people to not post money throughout the day. Allowing them to accumulate the deposit, and then post it all at the same time at the end of the day is an invitation to mischief. A person who says “I don’t have time to post the deposits during the middle of the day” is to be watched. We do

have cash receipts that print from our system, and they do represent the ultimate in cash and funds control. If you want to talk about those kinds of problems in more detail, please give us a call.

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Bank Deposit - Note that Post is (T)rue / (F)alse. (F)alse leaves off today's deposit.

Checks\$	16600.00	Cash\$	0	Visa\$	2475.42	Disc\$	100.00	AMEX\$	1000.00	Total\$	20175.42
Description	Check #	Amount	Typ	Pos	Total	Date	RO #	I			
ENTERPRISE RENT A CA	5654654	2000.00	C	T	0.00	02/23/2004	20014				
MOORE DONALD	98798709	500.00	C	T	0.00	02/23/2004	20010				
MOORE DONALD	234234	14100.00	C	T	16600.00	03/10/2004	20010				
JACKSON CASSANDRA	VISA	1975.42	V	T	0.00	03/10/2004	9235				
CORDERO JOSEPHINE	VISA	500.00	V	T	2475.42	03/10/2004	20004				
COX YVONNE	DISC	100.00	D	T	100.00	03/10/2004	9222				
MCCOLL STU	AMEX	1000.00	X	T	1000.00	03/10/2004	20008				

F1 - HELP (D)elete (T)ag (U)ntag (Z)ap & Post (P)rint Ticket Print (R)eport Esc2Bail

(A)dd F2-Edit (B)last

Start cc3MAN.d... C:\WINN... Inbox - O... C:\cc3\JM... CC3 MA... 7:15 PM

Add/Edit/Delete are to be used rarely, and this topic was addressed in the payables ledger area in this manual – the same rules apply – basically don't use them except in extremely rare exception. There are some pretty powerful buttons here on this report. Blast will allow you to wipe the particular deposit away in a single click, in other words, treat the deposit like it never happened. You use that when someone accidentally posted the check to the wrong RO altogether. Blast removes it from here, the journal, the A/R ledger if applicable, and the RO Deposit screen. You can use (T)ag and (U)ntag certain deposits, when you want to hold checks and not actually send them to the bank. This is sometimes the case when you'd rather not leave checks in a file, or maybe you know the check simply won't clear. So if you untagged a check, it would not show up on today's bank deposit report, and would stay here (in the drawer shall we speak), until the point came that you actually did tag it and let it post. (P)rint Ticket prints just the cash and checks – so that would be exactly what you would take to the bank, where Print (R)eport prints cash, checks, visa, discover, amex ... everything. Zap button actually posts the deposit to the journal, and clears the screen (the drawer) for "tomorrow's" deposits. In other words, when it's time to go to the bank, you print the Ticket, and Zap it. When you do hit

Zap, it looks like this:

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Bank Deposit - Note that Post is (T) rue / (F)alse. (F)alse leaves off today's deposit.

Checks\$	Cash\$	Visa\$	Disc\$	AMEX\$	Total\$
16600.00	0	2475.42	100.00	1000.00	20175.42

Description	Check #	Amount	Typ	Pos	Total	Date	RO #	I
ENTERPRISE RENT A CA	5654654	2000.00	C	T	0.00	02/23/04	20014	
MOORE DONALD	98798709	500.00	C	T	0.00	02/23/04	20010	
MOORE DONALD	234234	14100.00	C	T	16600.00	03/10/04	20010	
JACKSON CASSANDRA	VISA	1975.42	V	T	0.00	03/10/04	9235	
CORDERO JOSEPHINE	VISA	500.00	V	T	2475.42	03/10/04	20004	
COX YVONNE	DISC	100.00	D	T	100.00	03/10/04	9222	
MCCOLL STU	AMEX	1000.00	X	T	1000.00	03/10/04	20008	

Post & Zap Bank Deposit

Enter Posting Date: 03/10/2004

Type 'OK' to post all deposits,
(V)isa only, (D)iscover only, Ame(X) only.

Hit ESC key to bail with no posting.

F1 - HELP (D)elete (T)ag (U)ntag (Z)ap & Post (P)rint Ticket Print (R)eport Esc2Bail

(A)dd F2-Edit (B)last

Start cc3M... C:\WI... Inbox... C:\cc3 ftp://f... NACE... CC3 ... 8:45 PM

In general, at the end of the day, you zap the report, , enter “OK” at the screen above, everything is cleared, and you head down to the bank. But there are days when you aren’t going down to the bank, like you only have one check for \$100 and it doesn’t need to happen and you can leave the \$100 to start off tomorrow’s deposit, aka, just leave it in the drawer. But, Visa, Discover, Amex, all clear daily, so you’d need to be able to clear them, while not clearing cash and check. That’s why you see it allows you to clear them separately by hitting (V)isa, (D)iscover, Ame(X).

For the accounting roundup on this whole deal, when you deposit money against an open RO, the system will debit the Deposit in Transit (envelope account) and credit customer deposits. On an open RO, Deposit in Transit will be debited, and A/R will be credited. When the Bank Deposit is Zapped, you will see Deposit in Transit Credited, and Cash in Bank debited. On EFTS, Cash in bank is directly debited, and never is posted to Deposit in Transit.

Note Pad – off the Main Menu

This button accesses a general note pad area that allows you to keep non RO specific notes about vendors and/or insurance companies. For instance – an insurance company creates a new policy, and the guy on the phone is explaining it to you, so you go into the notepad, open up a note form that insurance company, and write down the new policy. You might then have to leave the office, and

calling back to the shop, you tell your writer “check out the notes on XYZ Ins. Co., their policy changed”.

Income Statement– off the Main Menu

A screen shot is not necessary here, you can see a sample of this report in the back of the manual in the Reports Appendix. It does compare a current months column percentage wise to a year to date column so you can keep an eye on any variances. The only tricky issue here is where it get's the 1st month of the year to create that Year to Date column, and the answer is in Setup off the Mainmenu, there is an accounting setup area. In there in the lower right hand corner you set the 1st month of the fiscal year. The balance sheet is also run from this same screen, so the button should really be labeled “Income Statement & Balance Sheet”, but there is not enough room for that.

Analysis & Audit – off the Main Menu

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Analysis Reports

(D)ate Range 03/01/2004 to 03/31/2004

Analysis Reports

F 7(5) Profitability Analysis

F 7(9) Cycle Time

Audit Reports

F 2(4) COGS not posted to an RO

F 2(6) RO Overwrite

F 2(7) Shop Report 56 vs. Journal Sales

(Excell for 75 Report Only)

(O)rder I I-Insurance, W-Writer, S-Source, N-Notes, A-Adjuster, R-Remarks, M-Make, T-Tech

(A)ccess 03-04 02-04 01-04 Year04 Year03 All

F1-Help (E)xport to Excel Enter to Print (S)creen Esc to Bail

These are some of the analysis reports that CC3 offers. Note that this manual, because it can't possibly be as up to date as the software itself, may not reflect all the analysis reports available, there might be more. Please see sample of these reports in the reports appendix in the back.

75 Profitability Report calculates profitability by several different factors like Insurance Company, Writer, Source, etc.

79 Cycle Time Report does the same, only calculates the actual amount of days (target date vs. date delivered).

24 Cost of Goods Sold Report identifies COGS (cost of goods sold) that were not posted to an RO, which should be checked at the end of every month. If you are buying some parts but they're not on the jobcosting of any individual RO, seem you like should know about that, and that better be a short list if any.

26 RO Overwrite Report helps you keep an eye on which ROs were overwritten by estimates. This is one of the classic places to ditch all kinds of things in a body shop, at least theoretically. You just take an estimate and bury an already open RO that might have anything from parts posted to it to money deposited against it. Of course, with an integrated accounting system like this, it's extremely difficult to get away with it, but this report brings attention to something that maybe needs a little extra inspection. Should be part of your month end procedure.

56 vs. Sales Journal – this is a very important audit report that verifies what you are closing for ROs matches what you are reporting on your income statement. It works like this – when you close an RO out, there is a credit that goes to “General Revenue”, the actual revenue is distributed and debited away with the 59 report into individual revenue accounts at the end of the month this way. Several pages back the RO closeout procedure and some of the journal entries are covered with some screen shots as well, so be familiar with that as well. OK – RO closes and credits general revenue, and the RO is moved from being an open RO to a closed RO. Most of your intense shop reports that look closely at RO profitability like the 56, 57, 59, 75 (profitability), WIP report, etc. calculate based of these closed ROs. On the other hand, General Ledger and Income Statement calculate off the Journal. So unfortunately, you have can have 2 reports like the 56 (shop sales report) and the Income Statement reporting sales off 2 different sets of data. Everything is fine, until someone starts editing either the closed ROs or the journal. Let it be knows, that you cannot edit either the closed ROs, or the Journal, without the master password. Regardless, an audit report that certifies that the shop sales match the G/L sales is necessary. The primary reason a closed RO is edited is by a shop manager trying to make his “monthly numbers”. So he closes an RO out on the 2nd of the new month, wants it included in last months sales, and then goes into the closed RO, and with the master password, edits the closed RO, and changes date closed from the 2nd to the 30th of the previous month. The journal doesn't get edited, and here we are with the shop sales report not matching the income statement sales. All that said, if you actually did want the RO recorded in the previous month, you would need to edit the closed RO's closed date, the journal transactions that recorded the RO closing and change those dates in the journal, and the date on the A/R for that RO, if there is an A/R. You really shouldn't edit them at all, and really shouldn't find yourself editing on a regular monthly basis, that's just bad form. In the closeout screen of the RO itself, you can assign it a date you would like to use to close with, so if it is the 2nd, and you want it included in last months sales, that's how you should do it. One last quick not to make sure you don't fall into this trap, you can't edit a closed RO and expect the money to show up on the journal and A/R ledger – in other words, you can't add a tow bill to a closed RO and expect the A/R ledger to know you added the tow bill to it. Again, you shouldn't edit closed ROs, if you did do that, you would need to edit the amounts in the journal, and the A/R ledger as well. Just do your best to avoid editing closed ROs and the journal, and things will go better. The master password is there for a reason. If an employee says he can't get his job done because of the master password, it's time to start listening very carefully. There is another way to create a disparity also, and that is if you distribute the #59 Revenue Distribution report for the month, and instead of moving the lockdate forward, decide to close out more ROs. See #59 report below for detail on that.

Reports

Daily Biz # 21 – from the Main Menu

This allows you to print sections of transactions that are typically reviewed on a daily basis, although it can be run for any date range.

CC3 MAIN MENU, - www.softwarehero.com,Version 1.53- (360) 582-0202, (214) 476-1061

Daily Business Report

Daily Business Report

(D)ate Range 03/10/2004 to 03/10/2004

Deposits ☐ T

Checks ☐ T

Payables ☐ T < Enter (T) rue or (F) alse

Receivables ☐ T

Jobs Closed ☐ T

Jobs Date In ☐ T

03-04 02-04 01-04 Year04 Year03 All

F1-Help ENTER / Click Here to Print Esc to Bail

The options for this report are straight forward and you can choose to include them by using a (T) rue to include them, or an (F) alse to leave those sections you don't want off.

WIP # 50– from the Main Menu

WIP or Work in Process allows you to calculate the value of work in process for a given date. Typically you want to know this as part of your monthly financials and want to post it to the current month (remove those costs from this months journal) and then have the costs posted forward to next month. The definition of WIP is the costs that have been posted to open ROs that have not been recorded as revenue. If you haven't made the revenue (sales) then you shouldn't include the costs. When an invoice is posted against an RO, the invoice is debited against a COGS account directly, not a WIP account, so that is why we need this posting mechanism. The reason, we went to this

convention is to have the most efficient, least possible, journal entries. The WIP report on the screen looks like this:

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Wip Display / Print Screen

Paint	5095.05	375.10	WIP Display / Print		
Body	10097.06	742.50			
Mech	1485.79	54.00			
Frame	13.25	1.00			
cothdol4	47.10	55.20			
Detail	0.00	0.00			
cothdol5	0.00	0.00			
Parts	71611.28	Total Hours >	1227.80		
Paint Mat.	0.00	Excludes Calculated Paint Material			
Body Mat	0.00				
Hazardous	0.00	WIP as of		03/10/2004	
Sublet	0.00	Last WIP Posted		11/30/2020	
LKQ	41.86				
Towing	0.00				
cothdol1	0.00	Total Items WIP		81610.16	
cothdol2	0.00	Total Labor WIP		16738.25	
cothdol3	5498.14				
cothdol6	4458.88				
custom2	0.00				
Total WIP	98348.41	Open ROs	116		

F1-Help	(E)xport to Excel	(P)rint	Print(R)O Totals	(J)ournal Post	Esc to Bail
			Print RO (D)etail		

Startcc3MAN.d...C:\WINN...Inbox - O...C:\cc3CC3 MA...11:14 PM

Once you are here you can print the report totals with “(P)rint”, print a report with the totals and a line per RO with WIP total of each RO “Print(R)O Totals”, or print it with the maximum amount of RO detail “Print RO (D)etail”. This is where you post the WIP entries to the journal as well. The system will automatically figure out the last day of the month to credit out the COGS (cost of Goods Sold) expenses while debiting the WIP Items and WIP labor asset accounts. On the first day of the following month, the reverse of those entries will be posted. Here is what the journal entries (there are 11 here) look like for the “current month of March we are closing”.

CC3 MAIN MENU Version - Version 1.53 , - www.softwarehero.com Ph: 360-582-0202 or Ph: 214-476-1061								
Total \$ 214372.24								
Description / Pay To	Invoice / RO#	Check	Amount	DB	CR	Date	RO #	X
MOORE DONALD	CHK# 234234 CR#119		14100.00	110	104	03/10/04	20010	
JACKSON CASSANDRA	VISA CR#1192		1975.42	110	270	03/10/04	9235	
CORDERO JOSEPHINE	VISA CR#1193		500.00	110	270	03/10/04	20004	
COX YVONNE	DISC CR#1194		100.00	110	270	03/10/04	9222	
MCCOLL STU	AMEX CR#1195		1000.00	110	270	03/10/04	20008	
WIP-ITEMS CREATED			81610.16	130		03/31/04		
WIP-LABOR CREATED			16738.25	120		03/31/04		
WIP-PAINT LABOR			5095.05		501	03/31/04		
WIP-BODY LABOR			10097.06		502	03/31/04		
WIP-MECH LABOR			1485.79		503	03/31/04		
WIP-FRAME LABOR			13.25		504	03/31/04		
WIP-GLASS			47.10		505	03/31/04		
WIP-PARTS			71611.28		551	03/31/04		
WIP-LKQ			41.86		556	03/31/04		
WIP-TIRES			5498.14		560	03/31/04		
WIP-MISC NOTAX			4458.88		561	03/31/04		

Quick # 56 – from the Main Menu

See the report in the Appendix. The 56, 57, and 59 are all the same report, only in a different format. ARMS users will remember these reports as the 756, 757, and 759 reports. The thing to understand about them is that they print from the ROs that are in the Closed file. If you are serious about the accounting system, I advise you to understand the 56 vs. Sales Journal report that is described several pages back. These 3 reports are very powerful jobcosting reports and no amount of explanation here can equal just looking at them. Remember that the numbers that are reflected here are just the accumulation of all the ROs closing out, every time you hit the F6-Close button from an open RO, and close an RO, those totals accumulate here. As long as you can get that F6-Close screen on each RO perfect, then reports like this are meaningful.

Department # 57– from the Main Menu

Same as #56 only in more detail regarding profitability of each department in each RO. Also the #57 includes valuable totals that allow you to use it as a sales tax report. See the totals at the bottom of the report and you will see it totals “Taxable Sales”, “Non-Taxable Sales”, etc. Just right for filling out your state sales tax report.

RO Totals # 59 – from the Main Menu

Same as #56 in that it runs from Closed RO file, and comes up with the same total for the time period entered. #59 however handles monthly revenue distribution and displays on the screen as you can see here:

Shop #59 Report							
Paint	80.60	1.30	0.00	0.00	80.60	** *	
Body	148.80	2.40	0.00	0.00	148.80	** *	
Mech	0.00	0.00	0.00	0.00	0.00	0.0	
Frame	0.00	0.00	0.00	0.00	0.00	0.0	
GLASS LAI	0.00	0.00	0.00	0.00	0.00	0.0	
Detail	0.00	0.00	0.00	0.00	0.00	0.0	
OTHER LAI	0.00	0.00	0.00	0.00	0.00	0.0	
Labor Total	229.40	3.70	0.00	0.00	229.40	** *	
Parts	0.00		0.00		0.00	0.0	
Paint Mat.	35.10		22.81		12.28	35.0	
Body Mat	0.00		0.00		0.00	0.0	
Hazardous	0.00		0.00		0.00	0.0	
Sublet	0.00		0.00		0.00	0.0	
LKQ	0.00		0.00		0.00	0.0	
Towing	0.00		0.00		0.00	0.0	
A/M	0.00		0.00		0.00	0.0	
STORAGE	0.00		0.00		0.00	0.0	
RENTAL	0.00		0.00		0.00	0.0	
MISC TAXE	0.00		0.00		0.00	0.0	
COMMISS	0.00		0.00		0.00	0.0	
Items Total	35.10		22.81		12.28	35.0	
Subtotals	264.50	3.70	22.81	0.00	241.68	91.3	

Shop #59 Report
Date Range
05/01/2003
to 09/30/2003

Sales Tax
2.90

Grand Total
267.40

ROs 1
Last Posted
02/28/2003

F1-Help
(P)rint
(E)xport to Excel
(J)ournal Post
Esc to Bail

Note the Journal Post button here is where revenue is distributed to the journal. Note that when an RO is closed, all of the revenue of that RO is credited to the general revenue account, instead of crediting to each separate account (like Paint, Body, Parts, Towing, etc.). This is to keep the journal simple and easy to read. When you are done closing ROs for the month, you post this report to debit away all of the General Revenue, and then credits (distributes) all of the revenues to their prospective departments. This is covered in the "End of Month procedure section of this manual as well. Here are what journal entries look like when you distribute the revenue:

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Total \$ 80546.73

Description / Pay To	Invoice / RO#	Check	Amount	DB	CR	Date	RO #	X
ENTERPRISE RENT A CAR	20014		2124.09	104		02/23/04	20014	
ENTERPRISE RENT A CAR	20014		102.62		261	02/23/04	20014	
ENTERPRISE RENT A CAR	20014		2021.47		466	02/23/04	20014	
ENTERPRISE RENT A CAR	CHK# 5654654 CR#11		2000.00	110	104	02/23/04	20014	
ENTERPRISE RENT A CA			124.09	499	104	02/23/04	20014	
MOORE DONALD	CHK# 98798709 CR#1		500.00	110	270	02/23/04	20010	
MOORE	20010		14208.44	104		02/23/04	20010	
MOORE	20010		500.00	270		02/23/04	20010	
MOORE	20010		475.94		261	02/23/04	20010	
MOORE	20010		14232.50		466	02/23/04	20010	
PAINT LABOR	DIST. 5 ROs		2341.60	466	401	02/29/04		
BODY LABOR	DISTRIBUTION		3529.40	466	402	02/29/04		
MECHANICAL LABOR	DISTRIBUTION		630.00	466	403	02/29/04		
FRAME LABOR	DISTRIBUTION		247.00	466	404	02/29/04		
PARTS	DISTRIBUTION		8074.27	466	451	02/29/04		
PAINT MATERIAL	DISTRIBUTION		1084.90	466	452	02/29/04		
HAZ WASTE	DISTRIBUTION		10.00	466	454	02/29/04		
SUBLET	DISTRIBUTION		187.40	466	455	02/29/04		
LKQ	DISTRIBUTION		4150.00	466	456	02/29/04		
TOWING	DISTRIBUTION		423.00	466	457	02/29/04		
MISC SALES NO TAX	DISTRIBUTION		10.00	466	462	02/29/04		
CAR RENTAL	DISTRIBUTION		30.00	466	460	02/29/04		

F1-Help F2-Edit F3-Delete F4-Top F5-End F6 - Excel F7 - Print F8 - Jobcost F9-DepZoom F10 - RO Notes F11 - Add F12-Image Esc to Bail

Start cc3MAN.d... C:\WINN... Inbox - O... C:\cc3 CC3 MA... 11:45 PM

Look at these journals entries closely and you can see that a car for Enterprise Rent A Car was closed on 02-23-04 with a general revenue posted of \$2021.47, as well an RO was closed for Moore with a general revenue credited to account #466 of \$14232.50 . Moore then was the last RO closed for Feb. 2004, and the revenue distribution for all the ROs (in this case 5 ROs) was distributed on 02/29/04. You should not close any ROs out after the distribution has been posted. If you do close ROs after that, the revenue on your shop report will not match the revenue on your income statement. If you must close an RO in a month after you have posted the revenue distribution, then you need to delete out of the journal this entire series of Distribution entries. Once you are done closing ROs, what you do to prevent the closure of more ROs in that month, and prevent anything from posting for that month for that matter, is to move the LockDate forward to “lock out” any further activity in that month.

Time Clock – from the Main Menu

CC3 MAIN MENU Version - Version 1.53 , - www.softwarehero.com Ph: 360-582-0202 or Ph: 214-4...

CC3 Timeclock Program - Ph: 360-582-0202, www.softwarehero.com

People That are Clocked In

Wrkname	Wrkabrv	Wrkdatein	Wrktimein	Wrkronum
IGNACIO DOMINGU	023	10/29/2003	13:22	
ARTURO DOMINGUE	028	10/29/2003	13:37	9
HUMBERTO GUTIER	022	10/29/2003	13:40	9
JAVIER MORENO	027	11/19/2003	20:15	XXXXX
MARIO JUAREZ	040	12/01/2003	23:32	9238

List - o - Techs

Wabrv	Wname
003	BRIAN NICHOLS
004	JUAN GOMEZ
005	ANTONIO PAZ
001	DARRELL BABB
006	MAURICIO PAZ
007	DAVID BARRER
008	BENIGNO GALV
009	GREG FINCHER
010	BECCY HILLIARI
002	GLEN BABBITT
014	SANTIAGO REYI
015	RAFAEL GONZA
016	FELIPE RUIZ
019	LEE HAWTHORI
020	PEDRO GONZAL
021	JOSE JIMENEZ
022	HUMBERTO GU
023	IGNACIO DOMIN
024	LEWIS LEMASTI
025	HAROLD WILSO
026	TIMOTHY SHED

To clock in a person, dbl-click from the list on the right. To clock out, dbl-click from list on the left. To direct post a tech with time to an RO, go to "Post Labor to RO", at CC3 Main Menu. Direct Post here is for office people only, who do not clock into an RO. For Direct Time Post, single click from list on Right, then click "Direct Post" button. Find posted time at Worker Time Report on Main Menu.

F1-Help Direct Time Posting / Non-RO / Non-Tech Esc to Bail

Start | cc3... | C:\... | C:\c... | (No ... | CC...

1:42 AM

Time clock allows you to use the computer as a timeclock. There is a separate timeclock.exe program that you can use in a computer out in the shop. It's straight forward on the right listing the workers who are not logged in, and on the left the workers who are logged in. You must log into an RO, or to XXXXX for RO number means office staff. Time is costed to the ROs, and therefore eliminates the need to flag hours. All time is posted to the worker time report, that totals the hours and \$ during the payroll period.

Other Reports – from the Main Menu

There are currently 4 reports you can run from here - (A)utochex is a customer satisfaction index type form, (O)pen Deposits shows all deposits open and posted to open ROs, (C)heck/Bank Register allows you to closely track all movement in the checking account and follow the bank account balance, and Bank Reconciliation allows you to reconcile your bank account. Bank Reconciliation allows you to track uncleared checks and to calculate the amount of the uncleared checks to come to today's bank account balance. After tagging uncleared checks and deposits, the final total screen of Bank Reconciliation looks like this:

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CUSTOMERS	MANAGEMENT	ACCOUNTING	REPORTS
(N)ew Estimate	Parts Order / (T)racking	Write Chec(K)	Daily Biz #21
(B)ridge Im			VIP #50
(E)st in Prog			Quick #56
(R)Os in Prog			artment #57
RO# Rec			Totals #59
R(O) Call B			me Clock
(D)eposit to			er Reports
(C)losed R			«Date Setup
			p / Edit Lists
			ckup CC3
			x / Speedup
			Print pdfactory
			or Explanation.
			(Q)UIT/BAIL

Bank Reconciliation Final for Acct # 101

Enter Statement Starting Balance	15000.00	
Deposits on the Statement	401189.88	+
Cash Disbursements (Checks Written & Bank Charges)	17470.12	-
Ending Statement Balance	398719.76	=
Outstanding Deposits (not on stmt)	0.00	+
Outstanding Checks (not on stmt)	0.00	-
Ending Bank Balance	398719.76	=
		Bank Balance In Computer
		-3984.10

F1-Help (C)hange Bank Balance in Computer (P)rint p(O)ost (R)evue Esc to Bail

Use of software Conditional to software agreement, Hit 'X' to View

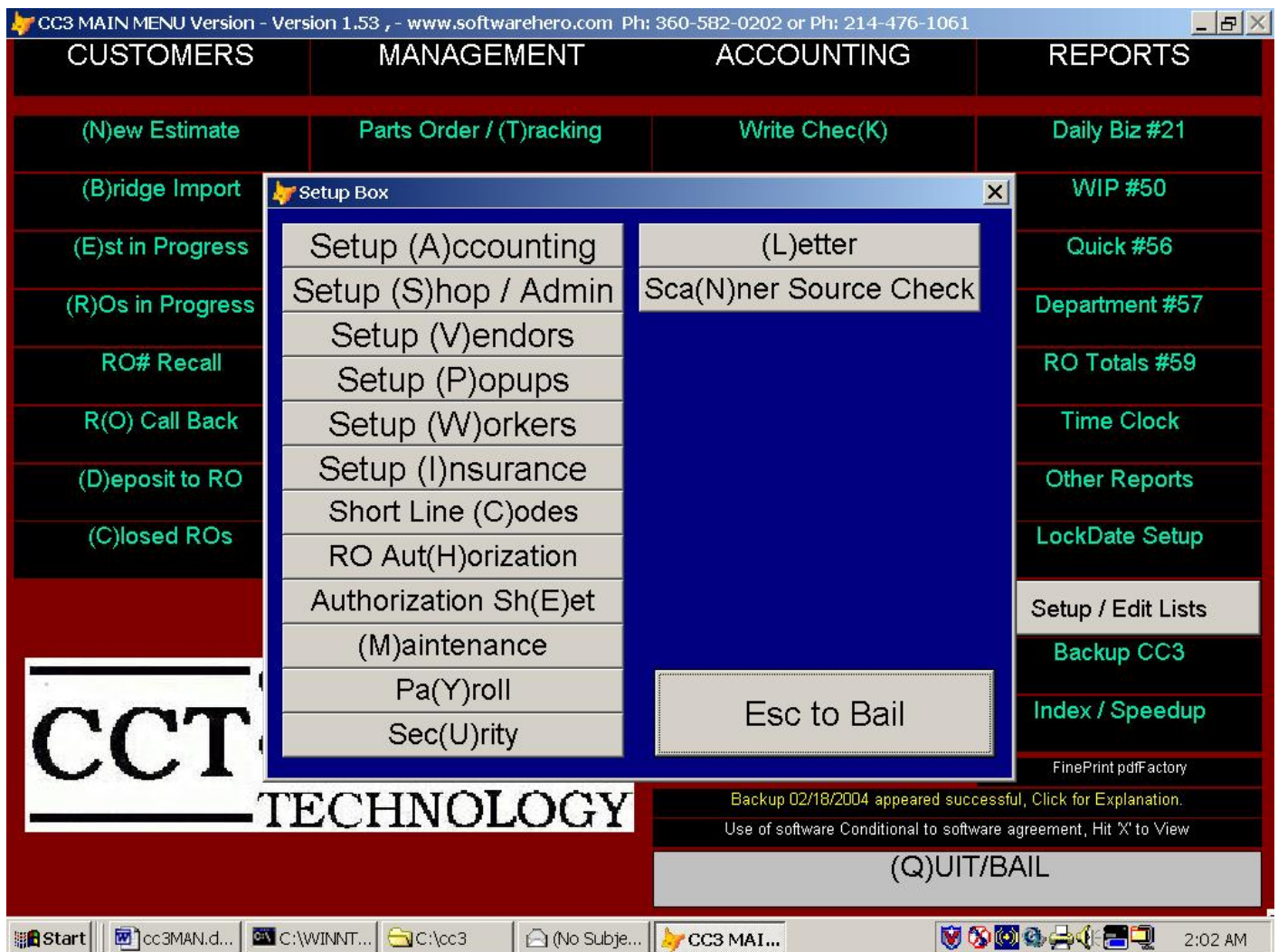
CC3 TECHNOLOGY

The other reports screen from the main menu also includes an invoice # search to search all ROs for a particular invoice # and a parts # search to search all ROs, open or closed, for a part number. This way, if you find a part, and wonder where it came from, this will locate which RO the parts belongs to, and can lead to the return of an otherwise stray part.

Lock Date – from the Main Menu

The Lock Date is a 60 day sliding window that prevents any posting outside the window. It is part of the month end close routine, and you will need to move the lockdate forward every month. The reason that it is 60 days is that you typically can't close your month on the very last day, so you need a couple more days in the new month to post any last minute transactions and post the closing reports. For instance, when you close the month of March 2004, you will move the lockdate up to March 1, 2004. When you move it, there will be no more transactions in March, effectively closing the month of March. That will let you post transactions all the way until April 30th. If you don't change the lockdate, like forget to do it, on May 1st, noone will be able to post invoices, close ROs, or do very much more. This is not only just a bookkeeping issue of preventing people from posting and closing in a closed month. It is also a security issue that prevents transactions from being ditched into either the past or the future. It also prevents accidental data entry into some period either way into the future or past. You do need the master password to change the lockdate.

Setup/Edit Lists – from the Main Menu



Setup/Accounting is where you setup all the account numbers that are reserved. Meaning, you might have established acct # 104 as accounts receivable in the General Ledger>Setup Accounts chart of accounts, but you need to be here to tell it that in fact 104 is the account the system uses when it adds something to the A/R ledger.

Setup/Shop This is where your shop rates, body materials, paint materials, tax rates, and what area are taxed is setup. These setting are again “system wide”, so use caution in making changes here after the initial setup. You also setup the CIECA path here that allows you to connect to outside estimating systems.

Setup Vendor This area serves a dual purpose, so you might have need of going into this area. This area store both Vendor Information and Insurance Company Information. This was covered in the Getting Started area at the beginning of the manual.

RO Authorization is where you edit the authorization at the bottom of the RO.

Authorization Sheet is where you edit the authorization sheet, which is a whole sheet of authorization that covers more than the simple authorization covered at the bottom of the RO.

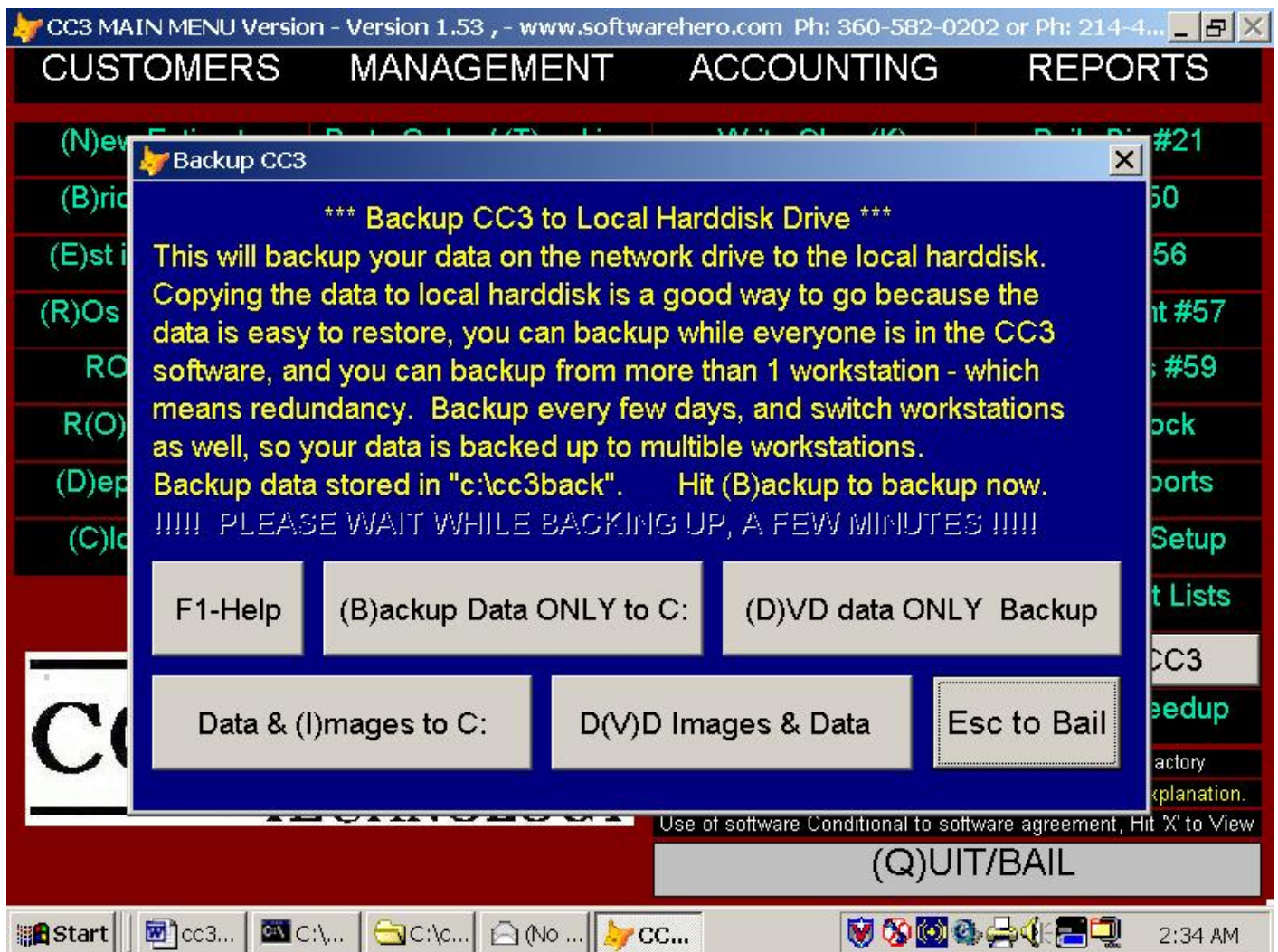
Maintenance is where you administer some advanced data manipulation tricks like deleting old data, like old payables that are clogging your system from when you first fired the system up. Best to do this with tech support on the line.

Payroll for tax payroll checks are calculated and processed here. Most CC3 customers prefer to calculate payroll outside the system and post it in a gross posting format. The screen here allows you to do that, or actually calculate payroll. You typically need tech support to work through setting that up.

Thank You letter is setup here. You must have Microsoft Word installed on your system to use this feature as it sends the letter out to Word to print.

Scanner button here allows you to select from your operating system which device CC3 will use to scan. Sometimes you will have more than one device driver for a scanner installed – like WIA and TWAIN. You want to always select Wisioneer or Twain. Also, camera's can get a conflict going too, so choosing Twain scanner device can clear up scanner problems as well. Defianately don't pick WIA or Camera.

Back Up CC3 – from Main Menu



The screen explains itself.

Index / Speedup – From Main Menu

Packs the data and is a maintenance routine that should be run about once a week. You have to get everyone out of CC3 to do this. This will make your system run faster, and can fix problems along the way.

Chapter 6, “Review of Bridging/Importing”

As previously stated, CC3 is “not” an Estimating Package, it is a Management Package to help you control your shop. So where do the Estimates come from? CC3 interfaces with the three (3) most recognized Estimating Packages on the market today; they are: ADP, CCC, and MITCHELL. When any of these three (3) Estimating Packages are used to create an Estimate and they have their “CIECA or EXPORT” feature turned on, a mirror image of the Estimate is placed into a special directory for use by programs such as CC3. All 3 estimating systems are setup differently to send their estimates out to the designated CIECA folder. They can send them to any folder, and CC3 can be designed to accept from any folder. CCC estimating system for instance is typically “f:\pathways\data\extcomm\emsout”. You set the path in CC3 from the Mainmenu>Setup>SetupShop. In the middle of that screen you will see “CIECA Path”. So as long as the estimating systems agree on the same path, and CC3 has that same path, then the estimates will go right into the CC3 bridge.

Selecting BRIDGE/IMPORT from the Estimates Grouping of the MAIN MENU will produce a listing of Estimates images stored in the appropriate directory (That is if you set the proper path under SETUP/SHOP.). In the example here we can see estimates from all 3 estimating systems.