

Autosoft5 Getting Started Guide

Standard or Premium

Workshop (inc Parts) Modules

Press F1 in Autosoft for further online Help or contact us on; Ph. 02 9979 1693 Email.support@autosoft.com.au

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Contents

Welcome to Autosoft! This Guide has been created to show you the basics of the Autosoft Parts and Workshop Program.

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What happens now?

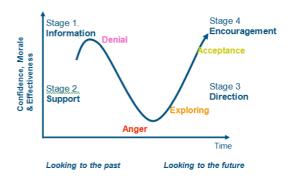
You and your Staff

Now that you have bought the Autosoft system, you get to go through the exciting process of learning how to use the system and set it all up. As with any change, this can be daunting for some so it is important that all involved know whats involved. Here are a few tips on what we recommend to help you and your staff;

- Have a meeting to discuss why you have changed to Autosoft and all the benefits it will have in your business e.g;
 - The ability to Enter all the rego and service info of your customers
 - Send service reminders to get your customers coming back.
 - Make more educated business decisions based on the info you will have like Part Sales and Profits, how long labor is taking vs what is charged
 - Other core reasons you bought this great system!
- Allocate Time Before, During and After Going Live with Autosoft;
 - Set time aside to Learn the System, there are many resources to help you learn the system as will be explained further in the next sections but it is up to you and each person who is learning to take responsibility for their learning which means taking the time and using the resources to help them do so.
 - Allocate extra time to do all your normal tasks as when you are doing these tasks in Autosoft for the first time, they will take a little longer.
 - To get the system setup with all the valuable info you can use, this will take all involved in entering the 'Data' to take the time to do it properly. Depending on if you have imported some information to start you off with the system or not, this may also include inputting all your Customers, Suppliers, Parts and other info which may take some time.
- Be aware of your own and others emotions which come with dealing with the process of change;

The Change Curve

• **Don't be shy to contact us!** We have been through this process with our clients many times before and we are here to help every step of the way!

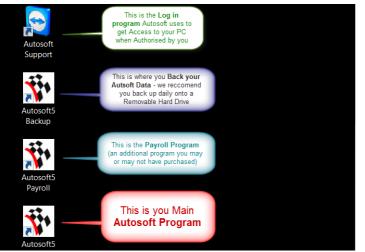


System Setup

We would have sent you a Client Info Booklet to fill in for us to customize your system which is the first step in your system setup. Through the stages of learning the system you can then setup other areas and features such as; Before going Live;

- **Creditors (Suppliers)** Enter in &/or make sure all the creditors you send and receive orders from as well as all your utility companies and any other companies you regularly invoice in from are in Autosoft.
- **Debtors (Customers) & Their Vehicles** Enter in &/or Make sure all your Account and Cash customers and their vehicles are in the system ready for when you need to invoice out to them.
- General Ledgers Make sure the chart of GL Accounts we have preset for you cover everything you need.
- Parts & Labour Codes Enter in &/or Make sure all your Parts, Consumables and Labour Job Codes you invoice in and out are in the system.
- SMS Features -Call SMS Global to setup an account with them, then see this guide to enable it in Autosoft http://service.autosoft.com.au/entries/21174681-Setting-up-SMS-and-or-Fax-features-in-Autosoft-
- **Email Features** Simply make sure Outlook or another email program is you 'Default Mail Server'. Check with you IT consultant or google to find out more on how to set this up on your PC.
- Enter in all the Opening Balances of you Debtors, Creditors and GL Accounts upon Go Live.

Logging in to Autosoft and Your Learning Resources



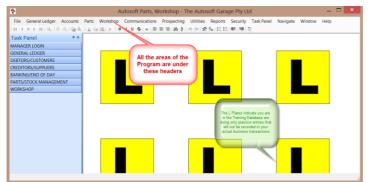
In your package you have access to the following Learning Resources which you can start using straight away!

1. To **Log in to Autosoft** on your PC where Autosoft was installed - Find the following icons

Double Click on the Autosoft5 icon and you will get a pop up

Your LOGIN is; Username: MANAGER Password: MANAGER Database: Training5

Autosoft Automotive Software
User Name: MANAGER
Password:
Database: TRAINING5
Ok Cancel



Once you have logged in, you now have access to start Practicing in the Autosoft System

Practice using Autosoft in your Training database and this will not affect your actual data.

2. F1 help within Autosoft, Simply press your F1 key on your keyboard or go to the website http://www.autosoft.com.au/f1help/index.html

3. Client Portal for all your system updates and Online Training Videos http://www.autosoft.com.au/clients/videos.html

LOGIN = Username: Your Business Name

Password: Your Autosoft Account Code

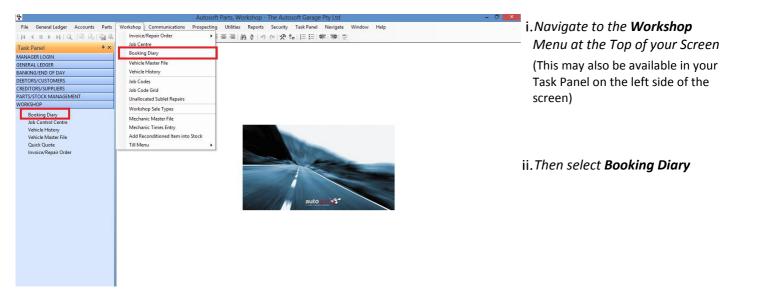
NOTE: You can find out what your code is by calling us or find it on an invoice we have sent you.

4. For all FAQs, Guides and Articles http://service.autosoft.com.au/forums

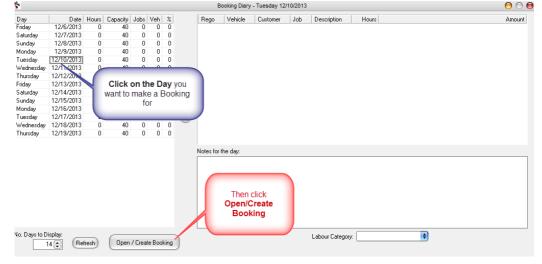
General Daily Workshop Operations

Making a booking

1. Open the Booking Diary



- iii. Click on the Day you want to make a booking for.
- iv. Then click on Open/Create Booking



Follow the next step as per option

a) Brand New Customer

Click Add New Vehicle. See the next page for details.

b) Existing Customer

Press F4 to search and select the customer. See Page 7 for details.

				Invoice/Rep	air Order						
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Billing Code: Select by <u>C</u> ust Customer Mobile	whe this ' sear	Name: ess F4 or cli ere ever you s Elipsis' butto ch your exis records	see 5 on to sting		R Click th to Add a Vehicle Customer	a New e and Detai	s	Pick Up Tr	,	77 Invoid	ce Status: Open 🖉
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PML Lookup	Alternate/IRN	Job Centre	Print Pick Slip	1			arrantv	\$0.00	Mech H	[

a) Brand New Customer

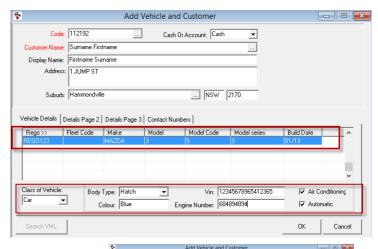
i. Click Add New Vehicle & Enter the Customer Details;

- Code: This is an auto-created code for the customer.
- o Cash Or Account: Choose CASH or ACCOUNT
- Customer Name: We recommend you enter the customer details as SURNAME FIRSTNAME as this helps when you need to search for the customer by surname OR Company Name if they are a business customer.
- Display Name: This is the name that will print on the customer's invoice, so we usually recommend their FIRSTNAME SURNAME or company name again.
- o Address: Enter their Address details if necessary

ii. In the same screen go down to the Rego>> field and add all the Vehicle details;

- Rego, Fleet Code, Make Model, Model Code.
 Model series, Build Date: Enter all these details as necessary (you can add as little or as much as you like)
- Class of Vehicle and other options along the bottom of the screen: Enter all these details as necessary (you can add as little or as much as you like)
- iii. **Details Page 2 & 3 Tab** If you also want to add further details like the current speedo and more in depth details on the vehicle go to these tabs

Add Vehicle and Customer Choose Cash Code: 112191 Cash Or Account or Account Surname Firstnam ner Name: Display Name: Firstname Surname Address: 1 Jump St Name and Address Details ... NSW 2170 Suburb: Vehicle Details | Details Page 2 | Details Page 3 | Contact Numbers | Rego >> Fleet Code Make Model Model Code Model series Build Date Class of Vehicle: I Air Conditioning Body Type: Sedar • Vin: Car -Colour: Engine Number: Automatic ПΚ Cancel





- iv. **Contact Numbers** Tab **Enter in all the contact details** you have for the customer;
 - o Name: Enter the main contacts Name again
 - **Type**: Select the Type of contact details you have from the list of options
 - **Number:** Enter the number or email as per the contact type
 - Email/Fax: If you would like to be able to Email or Fax the Customers Statements, Invoices or Both, select the option as applicable. If you always want to print their statements and invoices, leave this blank.

v. **OK** to Save and Close this screen and their details. If you made a mistake or need to add an additional vehicle for the same customer, click back on the Add New Vehicle button.

Coo	le: 112192	Cash Or	Account: Cash 🗨	
Customer Nam	e: Surname Fir	stname		
Display Nam	e: Firstname Su	imame		
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hicle Details	Details Page 2	Details Page 3 Contact Numb	ers	
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Name	Туре	Number	ers Email/Fax	^
Name	Type Mobile	Number 0404040404	Email/Fax	^
Name	Туре	Number		^
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	Type Mobile	Number 0404040404	Email/Fax Send Invoices Send Invoices Send Statements	^
Name	Type Mobile	Number 0404040404	Email/Fax Send Invoices	^
Name Firstname	Type Mobile Email	Number 0404040404	Email/Fax Send Invoices Send Invoices Send Statements	^
Name Firstname	Type Mobile Email	Number 0404040404	Email/Fax Send Invoices Send Invoices Send Statements	^^
Name Firstname	Type Mobile Email	Number 0404040404 email@email.com	Email/Fax Send Invoices Send Invoices Send Statements	^
Name Firstname	Type Mobile Email	Number 0404040404 email@email.com	Email/Fax Send Invoices Send Invoice Send Statements Send Both	^^
Name Firstname Details for Mai	Type Mobile Email	Number 0404040404 email@email.com	Email/Fax Send Invoices Send Invoice Send Statements Send Both	•

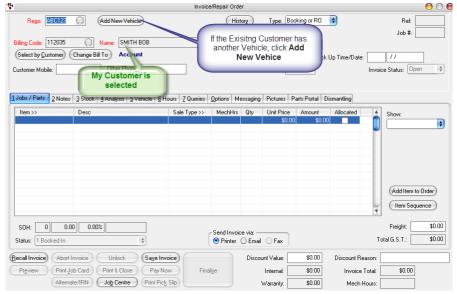
b) Existing Customer

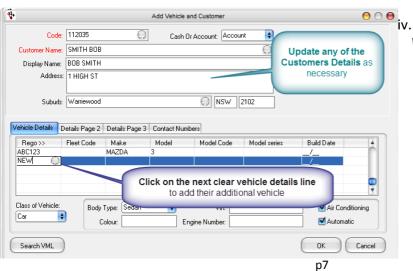
i. In the Rego field press F4 to search

 If you have the customers Rego Number, start typing it in and press Enter or click on OK to sort the search results by this field.

	Stock Num	ber Cod	le Customer	Make	Model	Vin		Engine number	Key numb	ber
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- If you do not have their Rego
 Number, simply click in any of the
 other column fields and start typing it
 in and press Enter or click on OK to
 sort the search results by this field.
- ii. Once you have found the customer you are looking for - **press Enter or Click OK**
- iii. If your Existing Customers Details have changed OR they now have more than one vehicle – Click Add New Vehicle





Update their details or Add New Vehicle Details as Necessary

2. Enter the Booking Details

• TAB until you get to the Advisor field Press F4 to search and Select yourself from the list

*			In	voice/Repair Or	der			
Rego:	REG0123	Add Nev	Vehicle	ŀ	History	Type: Booking or F	0 🔻	Ref:
					Ad	visor: /		Job #:
Biling Code	112102	Alara I	Augilable	e Selections			×	
Select by			AvdiidDii	Selections		'	n/Dt	11
Customer M		ame nanda						Invoice Status: Open 👻
		orey					-	,
	RR R							
<u>1</u> Jobs / Par	SS S	srena		EA to S	earch and	Select	hantling	1
Item >>					vame from		Allocated	A Show
								· · · · · · · · · · · · · · · · · · ·
								_
	T	alesperson Lookup						
	Type: 1	sesperson Lookup						_
			<u>0</u> K	Search	Filter	Cancel	1	
	4 records lis	ted						V Item Sequence
· _								
SOH:	0 0.00	0.00%		- Send Inv	voice via:			Freight: \$0.00
Status: 1 E	looked in		Ŧ	Print	er C Email C	Fax		Total G.S.T.: \$0.00
<u>R</u> ecal Invoic	e Abort Inv	oice Unlo	* Save Invoice		Discount	Value: \$0.0	0 Discount Rea	ason:
Preview	Print Job	Card Print & C	Close Pay Now	Finalise	In	ternal: \$0.0	0 Invoice T	otal: \$0.00
PML Lookup	Alternate	IRN Job Ce	ntre Print Pick Slip		Wa	rranty: \$0.0	0 Mech H	ours:

v. Keep TABing to enter any additional details for the booking

e.g the Drop Off/Pick Up time as necessary (NOTE: the time are in 24hr time)

÷		Invoice/Repa	air Order						- 6	
Rego: REG0123	Add New Vehicle		History	ı ۱	Type: Bookin	ng or RO 💌]		Ref: 1592	
				Ad	visor: AR				Job #: 1592	
	Name: Surname Firstname			Date Po	sted: 11/29	/2013				
Select by Qustomer Change Bill To Cash Drop Off Time: 10.00 Pick Up Tm/Dt: 17.00 12/11/2013										
Customer Mobile: Other Phone: Order Number: Invoice Status: Open 💌									~	
								-		
1 Jobs / Parts 2 Notes 3 Stock	4 Analysis 5 Vehicle 6 Hours	s <u>7</u> Queries <u>O</u> p	tions Mess	aging Pi	ictures Part:	Portal Dism	anting			
Item >>	Desc	Sale Type >>	MechHrs		Unit Price	Amount	Allocated	^	Show:	
				1.00	\$0.00	\$0.00		-		•
									Item Sequence	
-								~		<u> </u>
SOH: 0 0.00 0.00	%		end Invoice v						Freight:	\$0.00
Status: 1 Booked In	•		Printer C		Fax			To	al G.S.T.:	\$0.00
Becall Invoice Abort Invoice	Unlock Sa <u>v</u> e Invoice	•		Discount \	Value:	\$0.00	Discount Rea:	son:		
Preview Print Job Card	Print & Close Pay Now	Finalige		Int	ternal:	\$0.00	Invoice To	otal: [\$0.00	
PML Lookup Alternate/IBN										

vi. In the Job/Parts Tab, click in the line and if you know the Labour/ Part Code you can type in code and TAB OR F4 to search and select one.

The same searching options apply, click in the column field you would like to search by and start typing.

NOTE: A General Labour you can use is **LAB01**, this is a default Labour Code entered in every new clients Autosoft system.

4	Invoi	ce/Repair Order		- • •					
Rego: REG0123	Add New Vehicle	History Type: Boo	king or RO 🗨	Ref: 1592					
		Advisor: AB		Job #: 1592					
Billing Code: 112192 1	Name: Surname Firstname	Date Posted: 11/	29/2013						
Select by <u>C</u> ustomer Change Bill	To Cash	Drop Off Time: 10.	00 Pick Up Tm/Dt 17.00 12/1	1/2013					
Customer Mobile:	Other Phone:	Order Number:	Invoi	ce Status: Open 💌					
1 the One law - Law - L	leurilau lao	, los lu sies lo	in iter in t						
		ueries Options Messaging Pictures P		- 1					
LAB01	Desc Sale	Type >> MechHrs Qty Unit Price 1.00 \$0.	Amount Allocated Straight Amount Allocated Amount Allocated Amount Allocated Amount Allocated Amount Allocated	Show:					
		1.00 30.	40.00	· ·					
	can type	w the Labour/ Part Code you e in code and TAB OR F4 to earch and select one)						
			¥	Item Sequence					
SDH: 0 0.00 0.00% Status: 1 Booked In	Send Invoice via:								
Recall Invoice Abort Invoice	Unlock Save Invoice	Discount Value:	\$0.00 Discount Reason:						
Preview Print Job Card	Print & Close Pay Now	Finalize Internal:	\$0.00 Invoice Total:	\$0.00					
PML Lookup Alternate/IRN	Jo <u>b</u> Centre Print Pic <u>k</u> Slip	Warranty:	\$0.00 Mech Hours:	0.00					

₽ •		Invoice/Repair Order		
Rego: REG0123	Add New Vehicle	History	Z Type: Booking or RO	▼ Ref: 1592
Customer Mobile:	Name: Surname Firstname hange Bill To Cash Other Phone:	Qty is nun hours the lab booked	l for.	Job #: [1592 Tm/Dt: [17.00 [12/11/2013 Invoice Status: Open
	3 Stock 4 Analysis 5 Vehicle 6 Hours			
LAB01		01 - Retail	Qty Unit Price Amount 1.00 \$102.50 102	Allocated Allocated Show:
	Change/Upo the fields as			
				V Item Sequence
SDH: 39 0.00 Status: 1 Booked In	0.00%	Send Invoice •	via: Email ⊂ Fax	Freight: \$
Recall Invoice Abort Inv	roice Unlock Save Invoice		Discount Value: \$0.00	Discount Reason:
Preview Print Job	Card Print & Close Pay Now	Finali <u>s</u> e	Internal: \$0.00	Invoice Total: \$0.00
PML Lookup Alternate				

viii. Go to the Notes Tab to add any story or details you want to put on the job card for the mechanic to be aware of.

*			In	voice/Repair Or	der				
Rego: F	EG0123	Add New Vehicle	•	H	-		-	•	Ref: 1592
Billing Code: 1 Select by <u>C</u> us Customer Mobil	stomer Change	Name: Surnam Bill To Cash Other Phone:	e Firstname	<u></u>]	Date P	Time:	11/29/2013	Tm/Dt 17.00	Job #: 1592
R0 Notes Additional		lechanic to be a	ware of for the	Z Queries Options whole booking These will print ottom of the job	at the	Pictures	RO Item Notes Specific Lab	our/Part notes on the line sele	for the mechanic to cted in the previous These will print under the selected line
<u>B</u> ecall Invoice	Abort Invoice	Unlock	Sa <u>v</u> e Invoice		Discount	Value:	\$0.00	Discount Reaso	in:
Preview	Print Job Card	Print & Close	Pay Now	Finali <u>s</u> e	Ir	nternal:	\$0.00	Invoice Tot	1
PML Lookup	Alternate/IRN	Job Centre	Print Pick Slip		S.7.	I	00.05	Marala I I.a.	0.00

- ix. Go back to the Job/Parts to add anything else on as necessary
- x. Save Invoice to save the booking.

•		Invoice/Rep	air Order						
Rego: REG0123	Add New Vehicle		Histor	¥	Type: Booki	ng or RO 💌	[Ref: 1592
				Ad	visor: AR				Job #: 1592
Billing Code: 112192	Name: Surname Firstname			Date Po	sted: 11/29	/2013			
Select by Customer Change Bill To Cash Drop Off Time: 10.00 Pick Up Tm/Dt: 17.00 12/11/2013									
Customer Mobile: Other Phone: Order Number: Invoice Status: Open 💌									
1 Jobs / Parts 2 Notes 3 Stock	4 Analysis 5 Vehicle 6 Hour	s 7 Queries C	ptions Mes	saging Ì F	ictures Part	s Portal Dism	antling		
ltem >>	Desc	Sale Type >>	MechHrs	Qty	Unit Price	Amount	Allocated	<u>^</u>	
LAB01	LABOUR (WORKSHOP)	01 - Retail	0.00	1.00	\$102.50			L	Show:
Z252X	FUEL FILTER	01 - Retail	0.00	1.00	\$33.60	\$33.60			· · · ·
				1.00	\$0.00	\$0.00			
								- 11	
									Item Sequence
1								~	
SOH: 0 0.00 0.00	š [Freight: \$0.00
			Send Invoice					Та	tal G.S.T.: \$13.61
Status: 1 Booked In	_		Printer C	Email (Fax			10	
Becall Invoice Abort Invoice	Unlock Sa <u>v</u> e Invoic	e	1	Discount	Value:	\$0.00 [Discount Rea	ison:	
Preview Print Job Card	Print & Close Pay Now	Finalis	e	In	ternal:	\$0.00	Invoice T	otal: [\$149.70
PML Lookup Alternate/IRN	Job Centre Print Pick Sli	P		Wa	rranty:	\$0.00	Mech H	ours: [0.00

Printing a Job Card

There are 2 ways you can print your Job Cards;

- Individually as the customer comes in from the Booking Diary
- \circ ~ Individually OR in Bulk (All for the next day) Job Control Centre

1. From the booking Diary

- i. Go to Workshop Booking Diary
- ii. Click on the day/date of the booking
- iii. Find the booking in the screen on the right and **Double click on it**
- iv. Add any further Jobs/Parts or Notes if necessary
- v. Click on Print Job Card

Day Wednesday			apacity J	aha Ma	h Z		Rego Vehicle Customer Job Description Hours Amount
	11/13/2013	D D	ED ED		0 0		REGO123 MÁZDA 3 S Sumane Erdname LABOL LABOUR MORKSHOPI 1 \$102.50
Thursday	11/14/2013	0	60		0 0		1 102.5
Friday	11/15/2013	Ū.	60		0 0		100.0
Finday Saturday	11/16/2013	0	03		0 0		
	11/17/2013	0	0		0 0		
Sunday		0			0 0		
Monday	11/18/2013		48				
Tuesday	11/19/2013	0	60				
Wednesday	11/20/2013	0	60		0 0		
Thursday	11/21/2013	0	60		0 0	-1	Find the Problem and double
Friday	11/22/2013	0	60		0 0	-	Find the Booking and double
Saturday	11/23/2013	0	0		0 0	_	click on it to open it
Sunday	11/24/2013	0	0		0 0	•	
Monday	11/25/2013	0	48	0	0 0		
Tuesday	11/26/2013	0	60		0 0		
Wednesday	11/27/2013	0	60		0 0		
Thursday	11/28/2013	0	60	0	0 0		Notes for the day.
Friday	11/29/2013	1	60		1 1		
Saturday	11/30/2013	0	0		0 0		
Sunday	12/1/2013	0	0		0 0		
No. Days to D	9 Refre	sth	Open / I	Dieate B	oking		Labour Category
							InvoiceRepair Order
Regor /		_	Add Ne			by	History Type: Booking or RD P Ref. 3334 Advice: 01
ng Code: [elect by <u>C</u> u	6625 stomer) (Ch	_	Name:		The	by	History Type: Booking or R0 # Ref. 33384 Advisor: 01
ng Code: [slect by <u>C</u> u tomer Mobi	6625 stomer) (Ch	ange Bil	Name. I To] Othe	Lewis Cash	er [History Type: Booking or RD P Ref. 33384 Advisor: 01
ng Code: [elect by Qu tomer Mobi be / Parts	6625 stomer) (Ch	ange Bil	Name: ITo Othe 4 Analy Des	Lewis Cash r Phon sis 5	e:		History Type: Booking or R0 Pref 23384 Advice: 0
ng Code: [elect by <u>C</u> u tomer Mobi bs / Parts em >>	6625 stomer) (Ch	ange Bil	Name: ITo Othe 4 Analy Des	Lewis Cash r Phon	e:		History Type: Booking or PD P Ref. 33384 Adviso: 01 Job # 33384 Dee Pointed 18/05/2012 Drop 081 Time: 000 Pick Up Tw/Dt: 0.00 / / / Drider Number: Invoice Statu: Open Hours Z Querie: Dismanting Options Messaging Pictures Parts Portal Sale Type >> Mech Him: Qity Urd Price Amount Allocated A Show:
ng Code: [elect by <u>C</u> u tomer Mobi bs / Parts em >>	6625 stomer) (Ch	ange Bil	Name: ITo Othe 4 Analy Des	Lewis Cash r Phon sis 5	e:		History Type: Booking or PD P Ref. 33384 Advice: 01 Job # 33384 Date Posted: 18:05/2012 Drop 081 Time: 0:00 Pick Up Tw/Dt: 0:00 / / / Invaice Status: 0:pen Hours: Z Queries: Dismartling: gptione: Messaging: Pictures: Parts Postal See Type:>> Mech Nis: 0 yr Ure Pice: Amount: Allocated + Retail 0:00 17:2 55:000 17:2 25:00
ng Code: [elect by <u>C</u> u tomer Mobi bs / Parts em >>	6625 stomer) (Ch	ange Bil	Name: ITo Othe 4 Analy Des	Lewis Cash r Phon sis 5	e:		History Type: Booking or PD P Ref. 33384 Advice: 01 Job # 33384 Date Posted: 18:05/2012 Drop 081 Time: 0:00 Pick Up Tw/Dt: 0:00 / / / Invaice Status: 0:pen Hours: Z Queries: Dismartling: gptione: Messaging: Pictures: Parts Postal See Type:>> Mech Nis: 0 yr Ure Pice: Amount: Allocated + Retail 0:00 17:2 55:000 17:2 25:00
ng Code: [elect by Qu tomer Mobi be / Parts	6625 stomer) (Ch	ange Bil	Name: ITo Othe 4 Analy Des	Lewis Cash r Phon sis 5	e:		History Type: Booking or PD P Ref. 33384 Advice: 01 Job # 33384 Date Posted: 18:05/2012 Drop 081 Time: 0:00 Pick Up Tw/Dt: 0:00 / / / Invaice Status: 0:pen Hours: Z Queries: Dismartling: gptione: Messaging: Pictures: Parts Postal See Type:>> Mech His: 0 by Ure Pice: Amount: Allocated + Retail 0:00 17:2 55:000 17:2 25:00
ng Code: [elect by Gu tomer Mobi	6625 stomer) (Ch	Stock	Name: ITo Othe 4 Analy Des Minor	Lewis Cash r Phon sis 5 c Servic	Tho er	le §I	History Type: Booking or PD P Ref. 33384 Advice: 01 Job # 33384 Date Posted: 18:05/2012 Drop 081 Time: 0:00 Pick Up Tw/Dt: 0:00 / / / Invaice Status: 0:pen Hours: Z Queries: Dismartling: gptione: Messaging: Pictures: Parts Postal See Type:>> Mech His: 0 by Ure Pice: Amount: Allocated + Retail 0:00 17:2 55:000 17:2 25:00
ng Code: [elect by <u>C</u> u tomer Mobi bs / Parts em >>	6625 stomer) (Ch	Stock	Name: ITo Othe 4 Analy Des Minor	Lewis Cash r Phon sis 5 c Servic Note	Tho er	le §I	History Type: Booking or R0 P Job Pet 93384 Advice: 0 Job Pet 93384 Date Ported 180/2012 Dros 0 BT Tree: 0.00 Pet Up Tru/Dt 0.00 / / / Under Number: Invoice Status: 0pm Houri 7 Queries: Dismarting Optione: Messaging Pictures: Pats Portal Sale Type >> Mech His: 0 Jy Urd Pice: Amount: Allocated + Retail 0.00 1.75 \$33.00 \$172.25 Sale Type >> Mech His: 0 Jy Urd Pice: Amount: Allocated + Retail 0.00 1.75 \$33.00 \$172.25 Tru of \$1000 \$1000 \$170.00 Sale Type >> Mech His: 0 Jy Urd Pice: Amount: Allocated + Story 5000 \$170.00 Brown: Internet Pats Portail
ng Code. [elect by <u>C</u> u tomer Mobi bs / Parts em >> 801	6625 Intonie) (Ch kr 2 Notes 3	Stock Clic	Name: ITo Othe 4 Analy Minor kk the	Lewis Cash r Phon sis 5 c Servic Note	Tho er	le §I	History Type: Booking or R0 P Job P Hel 39384 Advice: 0 Job P Held 193984 Job B 99809 Dide P Ordel 1950/2012 Drog OP Held 1950/2012 Drog OP Held 1970/2012 Drog OP Held 1970/2012 Houri 2 Queries: Dismarting Qations Messaging Picture: Parts Postal Recal 0.00 1.75 \$39.00 \$173.25 Recal 0.00 1.75 \$39.00 \$173.25 Recal 0.00 1.75 \$39.00 \$173.25 Recal 0.00 1.75 \$39.00 \$173.25 Hens Sequence Disck to Print the Job Card
ng Code: [elect by Qu tomer Mobi be / Parts	6625 Intonie) (Ch kr 2 Notes 3	Stock	Name: ITo Othe 4 Analy Minor kk the	Lewis Cash r Phon sis 5 c Servic Note	Tho er	le §I	History Type: Booking or R0 R Job Rei 39384 Advice: 0 Job Reveal Date Partiel: 1962/2012 Dros Off Time: 0.00 Pick Up Tw/Dt: 0.00 / / / Under Number: Invoice Status: 0pen Hour: 2 Queries: Dismarting Qptons: Messaging Pictures: Parts Postal Sale Type>>: Mech Hrs: 0y Up Pice: Amore Allocated 4 Sale Type>>: Mech Hrs: 0y Up Pice: Amore Allocated 4 Sale Type>>: Mech Hrs: 0y Up Pice: Amore Allocated 4 Sale Type>>: Mech Hrs: 0y Up Pice: Amore Allocated 4 Sale Type>>: Mech Hrs: 0y Up Pice: Amore Allocated 4 Sale Type>: Mech Hrs: 0y Up Pice: Amore Allocated 4 Sale Type>: Mech Hrs: 0y Up Pice: Amore Allocated 4 Sale Type>: Mech Hrs: 0y Up Pice: Amore Allocated 4 Sale Type>: Mech Hrs: 0y Up Pice: Amore Allocated 4 Sale Type>: Mech Hrs: 0y Up Pice: Amore Allocated 4 Sale Type>: Mech Hrs: 0y Up Pice: Amore Allocated 4 Sale Type>: Mech Hrs: 0y Up Pice: Amore Allocated 4 Sale Type>: Mech Hrs: 0y Up Pice: Amore Allocated 4 Sale Type>: Mech Hrs: 0y Up Pice: Amore Allocated 4 Sale Type>: Mech Hrs: 0y Up Pice: Amore Allocated 4 Sale Type>: Mech Hrs: 0y Up Pice: Amore Allocated 4 Sale Type>: Mech Hrs: 0y Up Pice: Amore Allocated 4 Sale Type>: Mech Hrs: 0y Up Pice: Amore Allocated 4 Sale Type>: Mech Hrs: 0y Up Pice: Amore Allocated 4 Sale Type>: 0y Pice: 0y
ng Code. [elect by <u>C</u> u tomer Mobi bs / Parts em >> 801	6625 stome) (Ch k: [2 Notes 3 0 000	Stock Clic	Name: ITo Othe 4 Analy Minor kk the	Lewis Cash r Phon sis 5 c Servic Note	Tho er	le §I	History Type: Booking or R0 P Job P Hel 39384 Advice: 0 Job P Held 193984 Job B 99809 Dide P Ordel 1950/2012 Drog OP Held 1950/2012 Drog OP Held 1970/2012 Drog OP Held 1970/2012 Houri 2 Queries: Dismarting Qations Messaging Picture: Parts Postal Recal 0.00 1.75 \$39.00 \$173.25 Recal 0.00 1.75 \$39.00 \$173.25 Recal 0.00 1.75 \$39.00 \$173.25 Recal 0.00 1.75 \$39.00 \$173.25 Hens Sequence Disck to Print the Job Card

2. From the Job Centre

- i. Go to Workshop Job Centre
- ii. Double Click to Open a particular booking
- iii. Add any further details if necessary and Print Job Card

OR	
U	

•						Job Control Cent	tre						
Post date		Rego	Fleet Code	Model	Colour	Customer	Advisor	Amount	Lab Hrs Mobile	Drop Off	Pick Up		_
5/7/2012		1DJV485		F250		AQUATANK FISHING SERVICI	ES Corey	\$608.20	0 0411 441 9			2 Work In Pr.	
5/30/2012		TC5350		HZJ78		GLOBAL GYPSIES PTY LTD	Corey	\$2,967.90	12.25 0418 91307			6 Completed .	
5/30/2012		1AZU303		XJ		WILTON LUKE	Ray	\$778.40	0 0498	0		2 Work In Pr	
6/5/2012						MANSELL GARETH	Ray	\$225.50	0 0403 94604			2 Work In Pr	
6/5/2012		KM38933		HZJ105R		EDMUNDS LIZ	Corey	\$1,734.60	0 0418 92571			2 Work In Pr	
6/6/2012		1CTC109		KUN26R		KEA CONSTRUCTIONS	Corey	\$1,582.70	5.63 0412 12288	5 0		2 Work In Pr	
6/7/2012		9BS759		FZJ80		ROSS MARKHAM	Ray	\$112.75	0 0421 61404			2 Work In Pr	
6/11/2012		PL10857		GU		LYNN ROBERT	Corey	\$3,760.90	0 0427 99405			2 Work In Pr	
6/11/2012		1DLR061		LN172		O'SULLIVAN RICHIE	Corey	\$225.50	2.22 0488 47514	8 0	0	2 Work In Pr	
6/11/2012		AU13669		KUN26		WARRILOW TONY	Corey	\$2,001.40	6.44 0422 52339	3 0		1 Booked In	
6/11/2012	60240	1ABY211		PATROL		HOLM STEVE	Corey	\$225.50	0	0	0	1 Booked In	
6/12/2012		PH5290		2		HALL DEREK	Ray	\$112.75	0 0430 07446	4-D 0	4.3	2 Work In Pr	
6/12/2012	60245	1AFM727				GIBSON ANDREW	Corey	\$1 700 00	0 0.000 000 0		0	2 Work In Pr	
6/12/2012	60246		Click Pri	nt.loh		GAGE CHRIS	Ray					2 Work In Pr	
6/12/2012	60247	1BYM313	Cards fo			DELBENE DANNY	Ray					2 Work In Pr	
6/13/2012		18RY021				BENNETT MARK	Amanda	Doub	le click to open a	particular boo	oking	1 Booked In	
6/13/2012	1385		Print all			BEZGOVSEK PAUL	Ray					1 Booked In	
6/13/2012		1COS042	upcomin	g date.		HEATH SUE	Amanda					1 Booked In	
<	• • • •						<u>^</u>			_			>
Filter Jobs by						110 Jobs displayed							
Advisor:		-	Labour Cat.:		-	Open Job	SMS a C		SMS Message				
-Job Status:									You vehicle is ready		ur worksho	p. Direct SN	ЛS
	C In Pro	gress C	NOT Completed	C Comp	leted	Print Job Cards for Day	SMS Comp	leted Jobs	sent from Autosoft5	software.			
Post Dat	e = 12/4	/2013		Show Dea	criptions	·							
	,			✓ Show Veł	nicle Detail	Refresh	Print Cont	rol Sheet					

- iv. Click on Print Job Cards for Day
- v. Enter the Date you wish to print all the bookings for and OK

	Select Date
Date:	12/04/2013
	<u> </u>

vi. This will print all the bookings for that date

Workshop Invoicing - Preparing & Charging the Invoice to the Customer

This guide has been broken up into 7 Steps you can follow as applicable.

1. Find the Booking/RO Job you need to finish or Start Creating the Invoice/RO from Scratch

Go to Workshop - Job Centre OR Recall 0 Invoice, find and select the job you want to finish

File General Ledger Accounts Parts Workshop Vehicles Com Reports Task Panel $\equiv \equiv | \bigotimes \varphi \mid \circ ~ \circ ~ | \And \mathfrak{k} \models | \equiv | \equiv | \mathfrak{m} \mid \mathfrak{m} \mid \supseteq$ Job Centre

OR

- Go to Workshop- Invoice /Repair Order Invoice/Repair Order (Vehicle) 0
 - File General Ledger Accounts Parts Task Panel Navigate Window Help 應 🕸 🌍
- Select the Existing Rego or Add New 0 Vehicle and enter the Customer and Rego Details.
- Change the Type to Invoice 0

2. Mechanic Hours - Add in the mechanic hours for who worked on the Job

- i. Highlight the Labour Line
- ii. Go to Hours tab

•			In	voice/kepai	ir Order							<u>ا ا</u>
Rego: K	м38933	Add New Vehic	le		History		Type: Invoid	e	•		Ref: 60215	
_						Ac	tvisor: CO				Job #: 60215	i
Billing Code: E	DM02	Name: EDMUI	NDS LIZ			Date P	osted: 6/5/2	012				
Select by <u>C</u> us	tomer Change B	Bill To Cash							m/Dt: 0.00	17		
Customer Mobile	e: 0418 925719	Other Phone	9257 2440			Order Nu	mber:		,	Invoic	e Status: Open	Ψ
Jobs / Parts	2 Notes 3 Stock	<u>4</u> Analysis <u>5</u> V	ehicle <u>6</u> Hours	7 Queries Opt	ions Mess	aging F	Pictures Part	s Portal Dis	mantling			
ltern >>		Desc	5			Qty	Unit Price	Amount	Allocated	L ^	Show:	
STD SVC HDJ	100	STANDARD S	ERVICE HZJ10 0	1 - Retai	0.00	3.00	\$102.50	\$307.5	50			-
		Click t	to select the I	abor								
		line the	en go to the H	lours								
			Tab									
										- 11		
											Item Sequence	
										~		_
SOH: 10	0.00 100.0	10%									Freight:	\$0.00
	, ,				nd Invoice v Printer C					т.	tal G.S.T.: \$	30.75
Charles 234/												
Status: 2 Wor	rk In Progress		<u> </u>		THING		Tax				,	_
Status: 2 Wor	rk In Progress Abort Invoice	Unlack	Save Invoice			Discount		\$0.00	Discount Re	ason:	,	_
Status: 2 Wor Becall Invoice Pr <u>e</u> view		Unlock Print & Close	Sage Invoice Pay Now	Finalize		Discount		\$0.00	Discount Re Invoice 1		\$338.25	

History Type: Invoice

Order Number:

Advisor: AB ...

ing | Pictures | Parts Portal | Di

Drop Off Time: 0.00 Pick Up Time/Date: 0.00 / /

Date Posted: 22/11/2013

Rego: 01CLNT ... Add New Vehicle

Select by <u>C</u>ustomer Change Bill To Cash

r Mobile:

Code >> Name >>

Billing Code: AUTOMOT ... Name: Automotive Company

1_Jobs / Parts | 2_Notes | 3_Stock | 4_Analysis | 5_Vehicle | 6 Hours | 7_0

Veh. Owr

Other Phone: 02 9316 7600

r: 11111, new client

Ref: 60033

Job #: 60033

Invoice Status: Open ____

Labour Times Rep

iii. Search and Select the Mechanic that worked on the job

- **Code** The Mechanic
- Date When the job was done
- Begin Time time the job was started
- End Time time the job was finished
- Hours automatically added for you
- iv. Go back to Job/Parts tab and you will see the total hours reflected on the MechHrs Column

Rego: 01CLNT	Add New Vehicle		History	Type: Invoice	•	Ref	60033
	Veh. Owner: 11	111, new client		Advisor: AB		Job #	60033
ing Code: AUTOMOT	Name: Automotive Comp	any	Date	Posted: 22/11/	2013		
Select by Customer	Change Bill To Cash		Drop	Off Time: 0.00	Pick Up Time/I	Date: 0.00 7 7	_
tomer Mobile:	Other Phone: 02 9316	5 7600	Order	Number:		Invoice Status:	pen
stomer Mobile:	Other Phone: 02 9316	5 7600	Order	Number:		Invoice Status: [)pen
,				,	Portal Dismantling	•)pen
obs / Parts <u>2</u> Notes	3 Stock 4 Analysis 5 Vehicle 6	Hours <u>7</u> Queries <u>D</u>	(ptions Messaging	Pictures Parts		1	lpen
, lobs / Parts <u>2</u> Notes ltem >>			lptions Messaging MechHrs Qty	,	Amount Alloc	ated A Show:	lpen
ustomer Mobile: Jobs / Parts <u>2</u> Notes Item >> D125654 D132801114	3 Stock 4 Analysis 5 Vehicle 6	Hours <u>7</u> Queries <u>0</u> Sale Type >>	ptions Messaging MechHrs Qty 0.00 1.	Pictures Parts	Amount Alloc \$100.00	1	lpen .

3. Labour Lines – Update and Add any Extra as needed

- i. Change the Qty field if necessary this is the total hours that need to be charged to the customer
- ii. **F4 to search and add any other labour lines** as necessary
- iii. When you are in the lookup screen and only want to view Labour -Select Labour in the type box
- iv. Search & Select the Labour line you want to use & Press Ok

4. Parts - Add on any Parts

- i. Go to Item field and F4 to search
- ii. When you are in the lookup screen and only want to view Parts-Select Parts in the type box
- iii. Search & Select the Part you want to use & OK

1.2	tem >>	Desc		Sale Type >>	MechHrs	Qty	Unit Price	Ar
0	125654	Voltage regulai	or	Retail	0.00	1.00	\$100.00	
0	132801114	Motor		Retail	0.00	1.00	\$200.00	
P	D	Pre Delivery		Retail	10.00	10.00	\$10.00	
ress	1					1.00	\$0.00	1
F4	Available Se	lections						
nere	Litem code	Description	Category		Grout	2		TT
	TEST PART B	test part B	**NOT DE	FINED**		DEFINE	D**	S
	0125654	Voltage regulator	3 - NPN F	arts	NPNO	04 - Loan	Cars	5
	0132801114	Motor	3 - NPN F	arts	NPNO)4 - Loan	Cars	9
	1856915	Engine Oil Filter	3 - NPN F	arts	NPNC	04 - Loan	Cars	0 0 0 0 0
	DELETED	DELETED ITEM FOR HISTOP	Y **NOT DE	FINED**	**NO	DEFINE	D**	9
- L	NEW PART	description	3 - NPN F	arts	NPNC	02 - Gen 0	Consum	S
	NONE	No Product	**NOT DE	FINED**	**NO	DEFINE	D**	S
	NPN01	Environmental Compliance Fee	3 - NPN F	arts	NPNO	1 - Env C	ompliance Fee	S
d	NPN02	General Consumables Used	3 - NPN F	arts	NPNO)1 - Env C	ompliance Fee	s
1	NPN03	Miscellaneous Parts (Non Stoc	k) 3 · NPN F	arts	NPNO	01 - Env C	ompliance Fee	S
le	NPN04	Loan Car	3 - NPN F	arts	NPNO)1 - Env C	ompliance Fee	S

5. Notes/Story - Enter your Notes or Story on the Labour or Parts

i. Highlight the Labour or Part lines & Go to Notes tab

		Invoice/Rep	air Order								
Rego: KM38933	Add New Vehicle		History	1	Type: Invoice	-			Ref:	60215	[
				Ad	visor: CO]			Job #	60215	
Biling Code: EDM02	Name: EDMUNDS LIZ			Date Po	-				000 11.	,	
Select by Customer Chan	ge Bill To Cash			Drop Off		Pick Up Tm	/Dr 0.00	17			
Customer Mobile: 0418 92571	9 Other Phone: 9257 2440							,		200	-
ustomer Mobile: 0410-32371	3 Uther Phone: 3237 2440			Order Nu	imber: j			Invoid	ce Status: 0	Jen	-
Jobs / Parts 2 Notes 3 St	ock <u>4</u> Analysis <u>5</u> Vehicle <u>6</u> Hour	rs 7 Queries 0	ptions Messa	ging F	ictures Parts	Portal Dism	antling				
Item>>	Desc	Sale Type >>	MechHrs	Qty	Unit Price	Amount	Allocated	^	Show		
	Desc STANDARD SERVICE HZJ10		MechHrs 0.00	Qty 3.00	Unit Price \$102.50	Amount \$307.50	Allocated	L^	Show:		
Item >>							Allocated	L^	Show.		•
Item >> STD SVC HDJ10	STANDARD SERVICE HZJ10	001 - Retail	0.00	3.00	\$102.50	\$307.50	Allocated	^	Show:		-
Item >> STD SVC HDJ10D MAGNATEC-15V40A	STANDARD SERVICE HZJ10 MAGNATEC ENGINE OIL	01 - Retail 01 - Retail	0.00	3.00 9.50	\$102.50 \$9.50	\$307.50 \$90.25	Allocated	L^	Show:		-
Item >> STD SVC HDJ100 MAGNATEC-15V/40A Z334	STANDARD SERVICE HZJ10 MAGNATEC ENGINE OIL OIL FILTER	01 - Retail 01 - Retail 01 - Retail	0.00 0.00 0.00	3.00 9.50 1.00	\$102.50 \$9.50 \$31.99	\$307.50 \$90.25 \$31.99		^	Show:		
Item >> STD SVC HDJ100 MAGNATEC-15V 40A Z334 T0-9043012031	STANDARD SERVICE HZJ10 MAGNATEC ENGINE OIL OIL FILTER GASKET 12MM SUMP	01 - Retail 01 - Retail 01 - Retail 01 - Retail	0.00 0.00 0.00 0.00	3.00 9.50 1.00 1.00	\$102.50 \$9.50 \$31.99 \$2.50	\$307.50 \$90.25 \$31.99 \$2.50			Show:		•
Item >> STD SVC HDJ100 MAGNATEC-15V40A Z334 T0-9043012031 CONS	STANDARD SERVICE HZJ10 MAGNATEC ENGINE OIL OIL FILTER GASKET 12MM SUMP W/SHOP CONSUMABLES	01 - Retail 01 - Retail 01 - Retail 01 - Retail 01 - Retail	0.00 0.00 0.00 0.00 0.00	3.00 9.50 1.00 1.00 1.00	\$102.50 \$9.50 \$31.99 \$2.50 \$10.00	\$307.50 \$90.25 \$31.99 \$2.50 \$10.00	Allocated		Show:		•
Item >> STD SVC HDJ100 MAGNATEC-15V/40A 2334 T0-9043012031 CONS REC-0 LABD	STANDARD SERVICE HZJ10 MAGNATEC ENGINE OIL OIL FILTER GASKET 12MM SUMP W/SHOP CONSUMABLES ENVIRONMENTAL DISPOS	0 01 - Retail 01 - Retail 01 - Retail 01 - Retail 01 - Retail 01 - Retail 01 - Retail	0.00 0.00 0.00 0.00 0.00 0.00	3.00 9.50 1.00 1.00 1.00 1.00	\$102.50 \$9.50 \$31.99 \$2.50 \$10.00 \$7.15	\$307.50 \$90.25 \$31.99 \$2.50 \$10.00 \$7.15			Show:		
Item >> STD SVC HDJ100 MABNATEC15V 40A 2334 T0-9043012031 CONS REC-0 LAB01 LAB Click to sele	STANDARD SERVICE H2JIC MAGNATEC ENGINE OIL OILFILTER GASKET 12MM SUMP W/SHOP CONSUMABLES ENVIRONMENTAL DISPOS	0 01 - Retail 01 - Retail	0.00 0.00 0.00 0.00 0.00 0.00 0.00	3.00 9.50 1.00 1.00 1.00 1.00 4.00	\$102.50 \$9.50 \$31.99 \$2.50 \$10.00 \$7.15 \$102.50	\$307.50 \$90.25 \$31.99 \$2.50 \$10.00 \$7.15 \$410.00			Show:		
Item >> STD SVC HDJ100 MABNATEC15V 40A 2334 T0-9043012031 CONS REC-0 LAB01 LAB Click to sele	STANDARD SERVICE HZJ10 MAGNATEC ENGINE OIL OIL FILTER GASKET 12MM SUMP W/SHOP CONSUMABLES ENVIRONMENTAL DISPOS	0 01 - Retail 01 - Retail	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	3.00 9.50 1.00 1.00 1.00 1.00 4.00 6.00	\$102.50 \$9.50 \$31.99 \$2.50 \$10.00 \$7.15 \$102.50 \$102.50	\$307.50 \$90.25 \$31.99 \$2.50 \$10.00 \$7.15 \$410.00 \$615.00			Show:		
Item >> STD SVC HDJ100 MABNATEC15V 40A 2334 T0-9043012031 CONS REC-0 LAB01 LAB Click to sele	STANDARD SERVICE H2JIC MAGNATEC ENGINE OIL OILFILTER GASKET 12MM SUMP W/SHOP CONSUMABLES ENVIRONMENTAL DISPOS	0 01 - Retail 01 - Retail	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	3.00 9.50 1.00 1.00 1.00 1.00 4.00 6.00 1.00	\$102.50 \$9.50 \$31.99 \$2.50 \$10.00 \$7.15 \$102.50 \$102.50 \$102.50	\$307.50 \$90.25 \$31.99 \$2.50 \$10.00 \$7.15 \$410.00 \$615.00 \$102.50	Allocated		Show:		•

Job Card Notes for the Mechanic	Notes on Particular Part or Labour Line for Job Card as well	ii. Type in your story either in
		• Invoice Item Notes field - these notes will appear
Invoice Notes / Future Work Required Future Work or Invoice Notes to print at the bottom of the customers invoice.	Invoice Item Notes Notes on Particular Part or Labour Line for the Customer Invoice.	underneath the Labour line Invoice Notes/Future Worked Required -notes will appear at the bottom of the invoice

Group

WORKSHOP LABOU... Job WORKSHOP LABOU... Job

WORKSHOP LABOU... Job WORKSHOP LABOU... Job WORKSHOP LABOU... Job WORKSHOP LABOU... Job WORKSHOP LABOU... Job WORKSHOP LABOU... Job

LOG BOOK ##,####KM VEHICLE SERVICE WORKSHOP LABOU... Job LABOUR [WORKSHOP] WORKSHOP LABOU... Job

Sale Type >> MechHrs Qty Unit Price Amount Allocated A

Туре

List Cost

0

0

On Hand Bin

Des

LABOUR [ON-SITE/CALL OUT] LABOUR [NON PRODUCTIVE]

Description

LABOU | LABOUR [NON CHARGEABLE] NEWJOBCODEK... LABOUR [WORKSHOP] NEWJOBCODEK... LABOUR [WORKSHOP] NEWJOBCODEK... LABOUR [WORKSHOP]

Pre Delivery

ENGINE

Available Selections

PD Item co

ABC123 LAB01

LAB02 LAB03

PD

RECONBUILD1

Type: 1La

Click F4

here

6. Vehicle Details - Enter any additional Vehicle Details

- i. Go to the details on the vehicle tab
- ii. Add any other info in fields as required
 - E.g.
- o VIN Number
- Engine Number
- o Model Code

nvoice/Repair Order			
Rego: 01CLNT 4	Add New Vehicle	History Type: Invoice 🗸	Ref: 60033
	Veh. Owner: 11111, new client	Advisor: AB	Job #: 60033
ling Code: AUTOMOT N	ame: Automotive Company	Date Posted: 22/11/2013	
Select by <u>C</u> ustomer Change Bill	To Cash	Drop Off Time: 0.00 Pick Up Tin	ne/Date: 0.00 / /
istomer Mobile:	Other Phone: 02 9316 7600	Order Number:	Invoice Status: Open 🚽
	4 Analysis 5 Vehicle 6 Hours 7 Queries 0 arranty / Notes Follow Up 1 Due Dates 1 Whe Build Date: Compl Date: Body Type: T3ST	Make 2 details (e.g. RV's) Make2 Model2	
Model Series: VIN:	Class of Vehicle: Car Colour:	Model Code2: Model Series2:	
Model Series: VIN: Engine Number:	Colour:	Model Series2:	
Model Series: VIN:	Colour:	Model Series2:	
Model Series: VIN: Engine Number: Radio Code:	Colour:	Model Series2:	

7. Print & Close OR Finalise

i. Click **Print & Close** if they are not there and you want them to review the invoice before putting it through (you can then go back to Job Centre to find it again and Finalise it when they come in)

<u>R</u> ecall Invoice	Abort Invoice	Unlock	Sa <u>v</u> e Invoice		Discount Value:	\$0.00	Discount Reason:	
Pr <u>e</u> view	Print Job Card	Print & Close	Pay Now	Finali <u>s</u> e	Internal:	\$0.00	Invoice Total: \$1,734.60	
PML Lookup	Alternate/IRN	Jo <u>b</u> Centre	Print Pic <u>k</u> Slip		Warranty:	\$0.00	Mech Hours: 0.00	

ii. Once it is all ready to put through - Click on Finalise.

<u>R</u> ecall Invoice	Abort Invoice	Unlock	Sa <u>v</u> e Invoice	-	Discount Value:	\$0.00	Discount Reason:	
Pr <u>e</u> view	Print Job Card	Print & Close	Pay Now	Finali <u>s</u> e	Internal:	\$0.00	Invoice Total: 🛛	\$1,734.60
PML Lookup	Alternate/IRN	Jo <u>b</u> Centre	Print Pic <u>k</u> Slip		Warranty:	\$0.00	Mech Hours:	0.00

iii. If it is an Account Customer; this will charge the invoice onto their account.

OR

- iv. If it is a Cash Customer; POS will appear in front of you.
- v. Enter in how they paid and click OK

POS Payment			×
<u>1</u> Cash	280.50	6 Direct payment	\$0.00
2 Eftpos	\$0.00	<u>7</u> Visa	\$0.00
<u>3</u> Cheque	\$0.00		
4 Amex	\$0.00		
5 Master Card	\$0.00		
Amount Tendered:	\$280.50		
Invoice Amount:	\$280.50		
Change:	\$0.00		
1		Cancel	ОК

Parts Only Invoicing

If you have the Parts Module, you can go to Parts – Invoicing to do a general Parts only invoice to a Customer. If not you can go to the Workshop – Invoice/RO – Labour Invoice/RO. This guide shows the steps in the Parts Module system.

i. Go to Parts – Invoicing – Invoicing

need create the invoice for

ii.

Autosoft Parts, Workshop - The Autosoft Garage Pty Ltd File General Ledger Accou Reports Security Task Panel Parts We Navigate Help In oicing Ctrl+I $\mathbb{I} = \mathbb{I} = \mathbb{I} = \mathbb{I} = \mathbb{I} = \mathbb{Q}_{0}$ Stock **Transaction Finde** Ctrl+ Catalogue 🔸 Serial Number Finder 🐓 Invoice View ... Invoice Type: Invoice Credit Period: C Account Name: Suburb: In the Account Name find the customer you Available Selection: Suburb State PCode Contact Name Nam Ph. DELETED ACCOUNT FOR HISTORY DELETED Items Invoice Notes Stock De Internal Account INTERNAL Internal Reconditi INTRECON Desc Item code >> Internal Vehicles Stock Test Customer TEST V 112035 112038 72... 12... test Customer Vehicle Supplie 112039 vehicle testing TESTING • Type: • <u>QK</u><u>S</u>earch... Filter<u>C</u>ancel 9 records listed

Þ

iii. TAB to Sales Person – Search and Select yourself

TAB OR click in the Item iv. Code line and if you know the Part Code you can type in code and TAB OR F4 to search and select one.

ems Invoice N <u>o</u> te	s Stock Details [Click F4 here to find th Delivery Options Queries B		ures Parts Po	ortal		
Item code >> 🥢	Desc	Qty ordered	Supplied Back Order	RRP	Unit D	eposit Amount	GST Incl 🔺
		1.00	1.00	\$0.00	\$0.00	\$0.00 \$0.00	\$0.00
							=
	📧 Available Sele	ections					×
	Item code	Description	Group	Lis	: Cost	On Hand Bin	Supplier 🔺
	DELETED	DELETED ITEM FOR HISTOR	Y **NOT DEFINED**	\$0.00	\$200.00		**NOT
	NONE		**NOT DEFINED**	\$100.00	\$100.00	-1	**NOT
	NONE	No Product	**NOT DEFINED**	\$0.00	\$0.00	0	**NOT
	NPN01	Environmental Compliance Fee	NPN01 - Env Complianc	e F \$0.00	\$0.00	0	**NOT
	NPN02	General Consumables Used	NPN01 - Env Complianc	e F \$0.00	\$0.00	0	**NOT 📕
	NPN03	Miscellaneous Parts (Non Stoc	k) NPN01 - Env Complianc	eF \$200.00	\$0.00	0	**NOT
	NPN04	Loan Car	NPN01 - Env Complianc	eF \$0.00) \$0.00	-1	**NOT
	Z79A	ENGINE OIL FILTER	**NOT DEFINED**	\$60.00	\$57.53	-2	Sundry
	Z79A (EXAMPL	ENGINE OIL FILTER	**NOT DEFINED**	\$100.00	\$29,1	-3	Sundry

Once you have the part ٧. selected enter in the Qty the customer is buying - you can also change the unit price if necessary

		😵 Invoice View									
		Account Name: CASH			Invoice Type	: Invoice		-	Credit Perio	d: Current	-
		Suburb:			Sales Persor	n AB					
vi.	If it is an Account Customer;	Cash	F	Ref: 1137	Date	14/02/20	013		Order	#:	
	this will charge the invoice										
	onto their account.	Items Invoice Notes	S <u>t</u> ock Details Deli <u>v</u> ery			antling Pict	tures Parts				
	0.5	Item code >> Z79A	Desc ENGINE OIL FILTER	Qty ordered 1.00	Supplied Ba	ick Order	88P	Unit \$332.80	Deposit \$0.00	Amount \$332.80	GST Incl \$366.08
	OR	2738		1.00	1.00	0.00	\$366.06	\$332.80	\$0.00	\$332.80 \$0.00	\$366.08
vii.	If it is a Cash Customer ; POS wil	'l appear in fror	nt of you.		POS Payment	1 Cash	280.50	<u>6</u> Direct pa	ayment	\$0.00	
viii.	Enter in how they paid and clicl	k ОК				2 Eftpos	\$0.00		<u>7</u> Visa	\$0.00	
• • • • •	, para ana ana				É.	3 Cheque	\$0.00				
					EN.	4 Amex aster Card	\$0.00				
					<u>2</u> Ma	sster Card j	\$0.00				
					Amount T	endered:	\$280.50				
					Invoice	Amount:	\$280.50				
						Change:	\$0.00				
					1			Ca	ncel	OK	

Parts/Stock and Labour Management

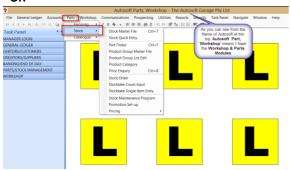
Parts

There a few different options, this guide has been broken up into 4 sections which you can use as applicable for what type and how you would like to create your part. Depending on the modules you have purchased in Autosoft, your **Stock section can** either be found under;

Parts – Stock (For customers who only have the Both Parts & Workshop modules or Only the Parts Module they sell a lot of parts so need a full Parts management system. If you would like this option added to your package, please contact us)

0



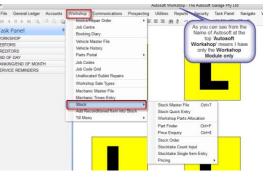


Workshop - Stock

(For customers who only have the Workshop module as their workshop

primarily does Labour& buyin parts so don't need a full Parts management system)

Once you are in the Stock Section, you then have 2 options of how you would like to add your Part



1. Stock Master File

This gives you all the available options to set up your part. It is best to use this option if you need to setup Parts that come in Litres, Metres, and Packs or are consumables or need any Stock Options set.

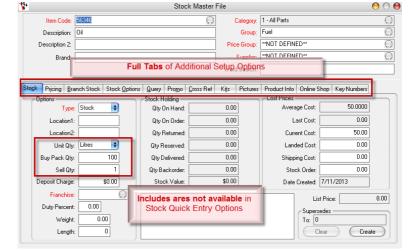
i. Simply add all the details of your Part as necessary

ii. Main Tabs to put in your info

- Stock All main Details
- Pricing –Customer Pricing
- Cross Ref Alternate Codes

• **Stock Options** – Ordering and other details (see your F1 Help on what all the available options are in these tabs)

iii. F2 to Save



2. Stock Quick Entry

This option gives you all the main options you need for a normal Part in the one screen. This is often handy when adding a range of new parts in as it is fast and you have the **Copy this Product** option so can easily add similar parts using this feature

i. Simply add all the details of your Part as necessary

This give you only 1 main page of information

- ii. Click Save
- iii. You can also use the **Copy this Product** option when making Parts that are similar to your existing Parts

4	F	Product Qui	ck Entry		00
Item Code:	1341080				0
Description:	DRIVE BELT				
Description 2:					
Brand:					
Category:	**NOT DEFI	1ED**			Θ
Group:	**NOT DEFI	√ED**			Θ
Price Group:	**NOT DEFI	VED**			Θ
Supplier:	Repco Auto	Parts			\odot
List Price:	20.90			Comments:	- RTF - Online
Average Cost:	12.7500	Curr Cost:	12.75		
Stock Order Cost:	0.00	Location1:			main Part
Weeks Cover:	4	Duty %:	0.00		otions for a mal Part are
Maximum:	0	Weight:	0.00		ailable in the
Minimum:	0	Length:	0		e screen for icker Entry
Barcode:					ICKET LINUY
🔲 Gst Free	📃 Buy In	Copy th	is Product	Lios	e <u>b</u> ave

3. Within Invoicing

You can create a new part when you are in a Customer or Creditor Invoice

- i. In the any Invoice Item Code Field - type in the Item Code of your new Part
- TAB and this will look for the existing Part in the ii. system, and if it cannot find this item code on an existing Part, it will auto prompt you; 'Item not on file, add stock to file?
- iii. Select Yes and you will get a similar screen to the Stock Quick Entry

	Add	I New Produ	ct		
Item Code:	9999999			Similar to	
Description:				Quick	
Description 2:				Entry, give	Ň
Brand:				you all the	
Category:				Setup	
Group:				options	
Price Group:					٧
List Price:		(ä.S.T. <u>M</u> inus	Calc using Retail Markup	
Cost:		Markup%:		Calc Mar <u>k</u> up	
Location:					
Barcode:					
Supplier Name:	Sundry Supplier			\bigcirc	
				Weight:	
Franchise:	N/A 💮		D	uty Percent:	
	🗹 Buyln 📃 GST Free		\subset	Cancel OK	

ų, 000 Creditor Invoic Supplier: Sundry Supplie 5464654 Reference Date: 15/11/2013 \$110.00 SUNDRY Invoice Amount: 1. In any Invoice Screen, ŧ Simply type the Item Code of your New Part Date Posted: 15/11/2013 and TAB Ge cal Ledu Unit Landed Unit Deposit Foreign Amount R0 >> 0 Add item If the Item 2 is not in the system, It will give you this promt and you Item not on file, add to stock file? can select Yes 454.55 SOH: 1 Last Cost: Yes No Print Options Co G.S.T. \$0.00 \$0.00 \$0.00 Stock/Purch Order Abort Add Sublet Total Freight: Proc \$110.00 Import Costing Save Invoice Difference:

Enter in all the details of the Part

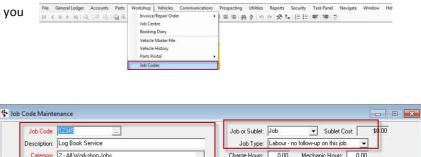
File G

OK to Save and this will also add the Part onto the Invoice.

Job Codes

Job Codes are the Labour lines you charge out for all Jobs you perform.

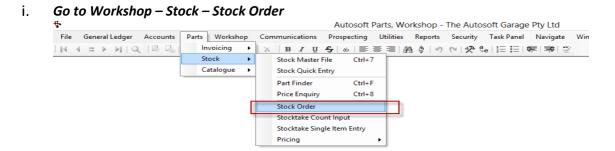
- i. Go to Workshop – Job Codes
- ii. Enter in all the Details of the Labour/Job Code;
 - Job Code is the Item Code you want to be 0 able to type in when you use the Job Code
 - Description Enter in the Description that will 0 appear on the invoice for the customer and you can search for the job by.
 - Category and Group if you have specific 0 Categories and Groups for your Labour you can select them, otherwise search and select the default '2 - All Workshop Jobs' and WORKSHOP LABOUR
 - Job or Sublet Select the option as applicable 0
 - Job Type This is for use of follow up 0 reminders, select the Default VEHICLE SERVICE or other as applicable from the list.
 - RO Comments These will be the default 0 RO/Job Card notes for the Mechanic.
 - Invoice Comments- These will be the default 0 Story/Invoice Notes for the Customers Invoice.



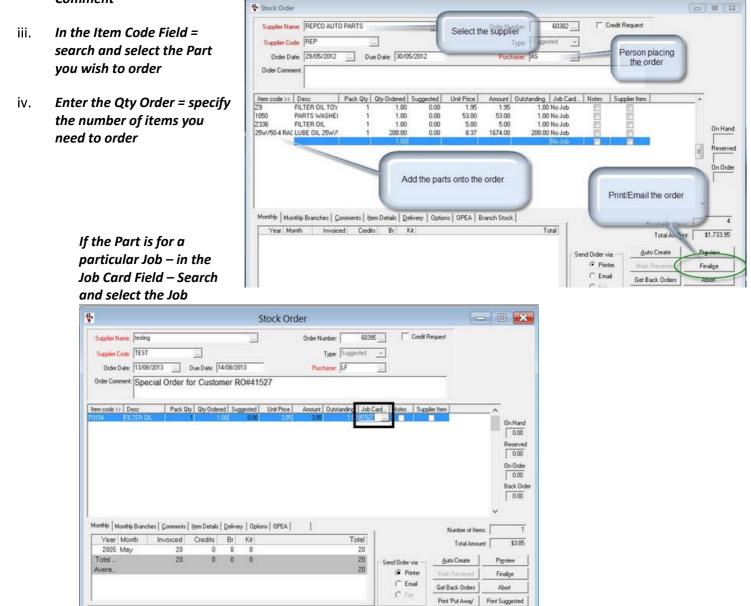
Description: Log Book 9	Service	Job Type: Labour - no follow-up on this job.
Category: 2 - All Work Group: WORKSHO		Charge Hours: 0.00 Mechanic Hours: 0.00
Retail Price: Default SaleType: Comments Pricing Promotion Retail Price: Pricing Promotion	0.00 Service Claim Amt	0.00 Fixed Price Inactive GST Free Kit Show Inactive Jobs Princ Updates Key Numbers
Replace the following: as per OEM Schedule Service the following: as per OEM schedule Work Instructions: Replaced and/or service a Perform checks and adjus components as per RO in DO NOT perform any unau Check vehicle interior & e: etc Complete "Invoice Notes/A	stments on associated voice item notes uthorised work xterior of workshop soiling	Comments Carried out log book as per manufacturers schedule, refer to your log book for details of service

Stock Orders

This guide has been broken up into 2 parts- Creating a general Stock Order and Creating a Stock Order for Parts needed on a Job



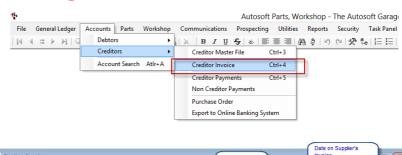
ii. Fill in the necessary details such as the Supplier Name and Code, Order Date, Due Date, Purchaser and Order Comment



v. Finalise to send/Print the order

Creditor Invoicing – Receiving in Parts

i. Go to Creditor – Creditor Invoice



ii. Select the Supplier from which your invoice is from

iii. You now need enter the following information;

• Reference: Invoice Number

the Invoice.

- Invoice Amount: Total Amount inc GST
 Reference Date: The date on the
- Supplier Invoice
 Date Posted: The Date you are doing

			Export	to Online Banking Sy	stem		
Creditor Invoice				Invoice Number		ate on Supplier's voice	
Supplier: testing Code: 112			Reference: Invoice Status: Type		Reference Date: Invoice Amount: Date Posted:	\$57.53	Total amoun inc GS
	er Item Details N plier # Descri.	Notes Query Options	Unit price Unit Lan	nded Unit Deposit Fr	Date the invoice is made preign Amt Amount		
			\$0,0000 \$:
ist Cost:	SOH: 0	List Price:		Update Stock Prices	1		
ast Cost: Print	SOH: 0	List Price:		및pdate Stock Prices Round	ing: \$0.00	G.S.T.:	\$0.00
ast Cost: Print Print Stock/Purch Order			Brocess			G.S.T.:	\$0.00 \$0.00

Difference: (\$492.47)

iv. Start adding on the lines you received onto the invoice under the Parts tab - If you sent a Parts Stock Order and want to add the Parts/Purchase Order details onto the invoice Click on Stock/Purch Ord - Find the stock order that you are tying into the creditor invoice, highlight it and then double click on it - click OK

0	8	* Creditor Invoice	• •
-	your invoice is not for Parts – Go to	Supplier: testing Reference: 1174 Reference Date: 8/05/2013 Code: 112 Invoice Status: Open Invoice Amount: \$57.53 Type Invoice Date Posted: 23/09/2013	
Gl	e General Ledger Tab and Select the . the Cost of the Invoice is to be	Parts General Ledger Item Details Notes Query Options Item Code >> Supplier # Descri Pack Qtv Qtv Unit price Unit Landed Unit Deposit Foreign Amt Amount R0 >>	
re	ceived against	Test Duby Standard Reserved Standard St	E
v.	Edit any other Invoice details For example; Freight or		-
	Rounding amounts to match the total of your invoice.	Last Cost: SDH: 0 List Price: Update Stock Prices Print Options Copy Invoice Rounding: \$0.00 G.S.T.:	\$50.00
		Stock/Purch Order Abort Add Sublet Brocess Freight \$0.00 Total	\$550.00

vi. **Process** (this will only be available if all your line totals match your total invoice amount as entered at the top)

Cost to Vehicle Save Invoice Import Costing

General Administration/Book keeping Operations

Entering Debtor Customer Accounts

To view, *create or make an exi*sting customer a Debtor Account,

Å •				Autosoft	Parts, Wo	rkshop -	The Auto	soft Garage	e Pty Ltd
File General Ledger	Accounts Parts	Workshop	Communications	Prospecting	Utilities	Reports	Security	Task Panel	Navigate
	Debtors	•	Debtor Master	ile Ctrl+1		0 0	C X 3	e 🗄 🗄	¢≡∣⊒≎∣
	Creditors	· · · ·	Receipts	Ctrl+2	-				
	Account Search	h Atlr+A	Output Stateme	ents	1				

i. Go to Accounts- Debtor- Debtor Master File

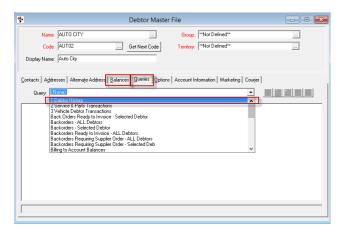
ii. Existing Customer - F4 to search and Select the existing Customer OR If it is a New Customer – Fill in all the necessary information such as;

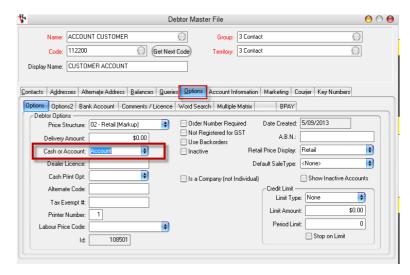
- Name this can be the name of a business or individual. If entering a customer's name, we recommend you enter it with SURNAME FIRSTNAME.
- Code this is a unique code that identifies the Debtor. The Debtor code will show once a name is chosen. Searches for debtors can also be made by debtor code. The code can be automatically generated by using the Get Next Code in.
- Display Name This is the Name that will appear on Invoices and Statements. Therefore you would enter the full business name OR the customers TITLE FIRSTNAME SURNAME. For example. Mr John Smith
- Group & Territory Groups & Territory's can be are and are good for reporting. If you do not have any set select the default '1-Customer'

(Display N	lame: ACCOU Code: 112200 lame: CUSTO	MEHALLOUNI		Key Numbere
Name	Type Email Phone Mobile	Number custome@email.com.au 02.99669966 0400200200	Emal/Fax Send Both Invoices and Statements directly instead of printing them.	
Auto Fix Details for Title:	Name Mail Merge	Browse Open Document	Send SMS Surname:	

- iii. Go to the Addresses Tab to add their Address Details
- Options tab Fill in any further info you want to store against the customer - set the option to make the customer an Account

To see the Current Balance or any History on the Customer Go to the Balances or Query Tab



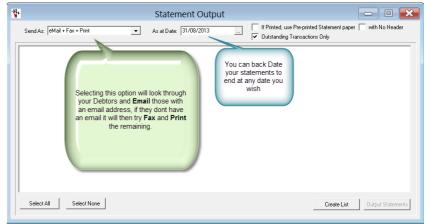


Send Out Account Customer Statements

i. Go to Accounts - Debtors - Output Statements

ii. Select the Send As option as applicable to you.

- **Print** = will generate and Print all Statements to your Default Printer
- Fax + Print = will generate and select the Fax option for Debtors with a Fax number listed (in their Debtor Master File) then print the remaining who do not have a Fax number listed.
- Email + Fax + Print = this will generate and select the Email option for Debtors with an email address listed, then Fax for those with a Fax, then Print the remaining with neither listed.



NOTE: You must have Fax setup to use the Fax

option http://service.autosoft.com.au/entries/21174681-Setting-up-SMS-and-or-Fax-features-in-Autosoft-. To use the Email option you must have a Default Mail Server setup on your PC - usually this would be Microsoft Outlook or similar. Check with your IT or google how to set this up.

iii. Choose the As at Date for the End Date of your statements.

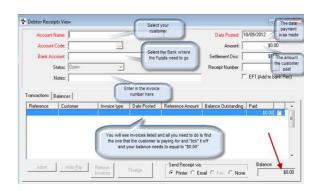
iv. Select Create List

This will give you your list of Debtor Account Customer Statements and you can Check and Change the Output Method as you wish or un-check the Debtor in the list if you do not wish to send it.

v. Select Output Statements and this will Output the statements as per your options selected.

Receiving Debtor Account Payments

- i. Go to Accounts Debtors Debtor Receipts
- ii. F4 to Search and Select the Customer
- iii. Select the bank account the Payment is going in to (we recommend Undeposited funds for all CASH, EFT/CRD and Cheque Payments)
- iv. Enter the Date of payment & Enter the Amount paid by the customer
- v. *Click on Autopay* to auto allocate the amount being paid to the oldest outstanding invoices or manually select which you would like to pay off.



vi. Click on FINALISE and enter the Method of Payment and click on OK

		Stat	ement O	utput		- 0	X
Send As:	eMail + Fax + Print	▼ As at D	ate: 31/08/20	13	If Printed, use Pre-printed Statement pap v Outstanding Transactions Only	er 🔲 with No Hea	.der
Code	Desc	Method	Owing	Email	Fax	Select	^
1636	and the second secon	Email	\$297.00			v	
1389		Email	\$1,640.50			•	
8031		Print	\$681.80		If you do not wish to	•	
1427	- A CONTRACTOR OF A CONTRACTOR	Email	\$0.01		send their statement	•	
1676	You can change	Print	\$232.05		now you can un-select	-	
1525	the Method from	Email	\$72.35	in the second second	π	×	
1494	here if you wish	Email	\$949.50	in the second second		×	
1039		Email	\$2,425.50	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		•	
8081		Print	\$68.18			×	
1584	202.2: 10 ·	Email	\$2,143.50			×	
1451		Email	\$4,522.84			×	
1268	Construction of the local division of the lo	Email	\$5.50			•	
1503		Email	\$1,394.00			~	
1083		Email	\$1,189.00				
1129		Email	\$1,344.50				~

Accounts Payable - Company Payments

1. Non-Creditor Payments

Non creditor payments are payments that have been made to creditors that are one off or creditors you don't always use on a regular basis and you are tying a general ledger code to them. See the processes below how you can do a non-creditor payment in your system.

i. Go to Accounts - Creditors - Non Creditor Payment

ii. Enter in the Payment Details;

- **Payee** If this supplier has been used previously it will be in the file, search for the name OR simply type in the name of who/what you are paying. Maintenance program.
- o Bank Name Use the default bank account set in the System File or select another bank account.
- Cheque/EFT Number If you have already processed the payment in your online banking, enter the BPAY or Ref No. OR if you are writing a cheq put in the Cheq No. OR Leave the number as the autogenerated No.
- EFT Payment If payment is made by Direct Online Banking for this creditor this box should be ticked. See Export To Online Banking System.
- Date Posted The default is today's date. Change if the payment is to be posted to another date or period.
- Amount Enter the payment amount.
- Status This will always be Open or Closed. This field cannot be manually edited and will be Open before a payment is processed, and Closed after it is processed.
- Notes Field The Notes field at the top right can be used for any paymentrelated notes. These will appear in the non-creditor payment screen only.

iii. Select GL Account

Telstra 0 Payee 1 - Bank Account 1 \bigcirc Bank Name: 555 Cheque / EET Number: EFT Payment (export to online banking) Date Posted: 12/6/2013 \bigcirc \$50.00 Status: Open + Amount Bill 1234 Needed to be Paid by 10/12/2013 Control # Account >> Account Name >> Bemark Amount Gist type Account >> Bran G.S.T.: \$0.00 Force Gst Copy Transaction Abort Process Price Includes GST \$0.00 Change Post Date Change GL Account Total:

Non Creditor Payments

This is the general ledger you are going to allocate this to. Example you might be paying for a one off phone bill so the general ledger code would be 5900 telephone, Fax. However this may vary depending on if you have a different chart of accounts that have been done for you by Autosoft

Account >>	A account	subaccount	Dept	Franchise	Description	P & L Group	~
	5810	0	ADMI	0	Salaries & Wages	Expenses	
	5820	0	ADMI	0	Superannuation	Expenses	
	5830	0	ADMI	0	PAYG Tax	Expenses	
	5840	0	ADMI	0	Commission	Expenses	
	5870	0	ADMI	0	Holiday, Sick Pay, L.S.L.	Expenses	
	5880	0	ADMI	0	Workers Compensation	Expenses	
	5890	0	ADMI	0	Subscriptions & Memberships	Expenses	
GL Account	5900	0	ADMI	0	Telephone, Fax	Expenses	
	5905	0	ADMI	0	Till Variances	Expenses	

iv. **Process** - Once its processed it will than appear in your bank rec accordingly

NOTE: If you are being paid for something, you can put the amounts in negative. e.g I have been paid a check back from a Payee therefore I would enter the amount as -330.00. Alternatively if the Payment effects multiple GL Accounts (for example I have an amount in Expense GL and it can now be moved to another Expense or Liability) you can do a Journal Entry <u>http://service.autosoft.com.au/entries/21692749-How-to-Do-a-Journal-</u>

2. Creditor Payments

i. Go to Accounts - Creditor - Creditor Payments

ii. Search and Select the Supplier

iii. Enter the Payment Details;

- Bank Account Use the default account or 0 click on the ellipsis ... for another account to make this creditor payment from.
- Cheque / EFT Number The next cheque 0 number or EFT number (online banking payment) is chosen, depending on the EFT box in the Creditor Master File, Bank Account tab being ticked or not. Note: If you are not using online banking the cheque number only is used.
- EFT Payment (Export to Online Banking) If 0 payment is made by Direct Online Banking for this creditor this box should be ticked. See Export To Online Banking System for further details.
- Date Posted The default is today's date. 0 Change if the payment is to be posted to another date or period.
- Amount This is the amount of the 0 payment, less settlement discount (if any).
- Settlement Disc Enter the amount (if any) for settlement disco 0 discount for paying in 14 days, you pay \$98.
- Notes This is a free text field you can put any note you want to 0 invoice.

Auto Pay

Fax / Email Options

Send Payment via:

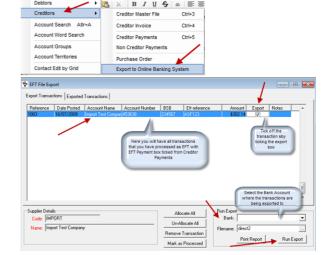
Process - If you are going to be using the Exporting System in iv. Autosoft, you will have the EFT Payments Details Screen appear, Make sure all the details are correct or enter them. Also enter a Reference – we recommend your own company name.

3. Export to Online Banking

Go to Accounts - Creditors - Export to Online Banking • System

You will see all your EFT payments listed in the list and you simply go through and tick off the once you are paying. These should match with the payments you did through the creditor payment screen. You now need to select your bank that these are going to go to and select your file name. Once you have this selected click on RUN EXPORT. It will ask if you want to print a report. For further info see this guide

http://service.autosoft.com.au/entries/21652760-Howto-use-the-Autosoft-Export-Online-Banking-System



Change Post Date Invoices	Decent Andrew Contraction of the second seco	Current Branch Transactions Only	
/Email Options and Payment via: Printer C Email C Fax C None	Print Transactions [Re]Print Payment)	
ment discount.i.e. You c ou want to display on	owe your creditor \$100 EFT Payment Detail	the	2
		Enter in the details or check the	

Account Name: Australia Post

BSB: 064787

EFT Reference: Inv 27118210073102

Account Number: 271182

\$0.00

details that are

ted are corre

OK

Cancel



😵 Creditor Payments						-	۰	×
Supplier Name:	Autobarn	K		Date F	osted: 14/09/2	2012	1	
Supplier Code:	AUTOBA			A	mount:	\$137.00		
Bank Account:	1 - Cheque Account -	Autosoft Dem	o	Settlemen	t Disc:	\$0.00		
Cheque / EFT Number:	785	🔽 EF	T Payment (Exp	ort to Online Banking)	You c	an tick this if you		•
Notes:	Invoice 12345					I be using the ing Syste, in your		
Reference Number	Creditor	Туре	Date	Amount	Outstanding	Amount Paid		<u> </u>
12345	Autobarn	Invoice	06/07/2010	137.00	0.00	\$137.00	V	
	you ne		invoice that ust Tick them ce should be					ш

End of Day Tasks

1. Till Reconciliation

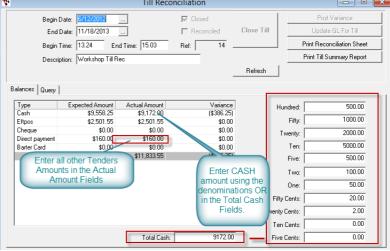
A till reconciliation is so that you can reconcile what you have received in takings for the day, regardless if you have a till or not and is great for businesses with Cash type customers and many staff so that all takings can be kept track of. This is an optional feature to use in conjunction with the Processing the Undeposited funds.

- i. Go to General Ledger Banking Till Menu – Till Reconciliation
- ii. The Begin Date will already appear for you, you need to enter in the End date
- iii. You can choose to put in a Begin Time, End Time and also a Description
- iv. You now need to click on Refresh
- Once you click on Refresh you will see in the Balance tab what has come in, from cash, to eftpos to cheques and so on

vi. Enter the Amounts you have actually counted

- For Cash Enter the amount in the Denominations fields OR in the Total Cash at the bottom
- For all other Payment Methods (Eftpos or cheque or credit cards) - Click into the Actual Amount field and Type in the amounts.

End Da		appears	c		Jpdate GL For Till
Begin Tir	ne: 12.01 End	d Time: 13.00 F	lef: 0	Print	Reconciliation She
Descripti	on: Enter description	here		Print	Till Summary Repo
cify		1		Refresh Payi	n / Payout for this T
alances Query					
Туре	Expected Amount	Actual Amount	Variance	Hundred:	0.00
Cash Eftpos	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	Fifty:	0.00
Cheque	\$0.00	\$0.00	\$0.00	Twenty:	0.00
Amex	\$0.00	\$0.00	\$0.00	Ten:	0.00
Master Card Direct payment	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	1	0.00
Visa	\$0.00	\$0.00	\$0.00	Five:	0.00
	\$0.00	\$0.00	\$0.00	Two:	0.00
				One:	0.00
				Fifty Cents:	0.00
				Twenty Cents:	0.00
				Ten Cents:	0.00
		Total Cash:	0.00	Five Cents:	0.0
		-12			



vii. Once you are happy with your final totals - click on Close Till

- viii. The system will ask if you want to close the till -say **Yes** if you are sure all the totals you have entered are correct. This is the last stage before closing the till and you cannot reopen a till period.
- ix. If your actual takings (the totals you entered) are different to the system totals and there are variances, it will ask if you want to Post the Variances Click Yes if the amount is worth keeping track of (see this guide for more details <u>http://service.autosoft.com.au/entries/21604315-What-to-Do-With-Your-Till-Reconciliation-Variances</u>)

The system will give it a reference number and create a NEW SHIFT for you, ready for the next till rec to be done

2. Processing Undeposited Funds

Undeposited funds works like a holding account; it keeps all your transactions that have gone through in the one place up until you see the funds in your bank account. The transactions will appear in your Undeposited funds once you have completed a till reconciliation, these are your cash sales and some of your account customer debtor receipts, depending on what bank was selected when a debtor receipt was done. Once you have ticked all the transactions off through undeposited funds they will carry over to your Bank Reconciliation as credits, ready for you tick them off when you do your Bank Reconciliation.

Reference:

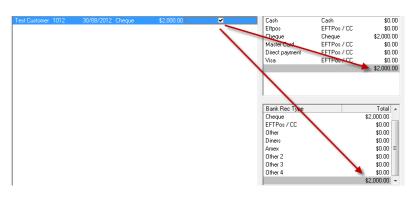
Post Date

Deposit to Bank A/C

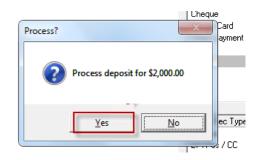
Ref

Account

- i. Go to General Ledger Banking Deposits Bank Undeposited Funds
- ii. Enter the Post Date = you must enter in that date the funds hit your bank account
- iii. Choose the Deposit to Bank A/C = you need to select the bank that funds belong to
- iv. Click Refresh to make sure all the transactions are up to date
- V. Find and tick the amounts to be deposited to the bank. The totals of these will add up on the right (For example if you had \$2000 hit your bank account for cheque payments you would look for all transactions for Cheque payments that add up to that amount)



- vi. Once you are happy what you have ticked and it all matches- click on Process
- vii. You will get a message pop up in front of you "Process deposits of \$\$\$\$" you now need to click Yes if its correct





¥

...

Sel

Status: Open

Amount

....

13/08/2013

New Bank Account

Post Date Pay Method

3. Backing Up your Autosoft

Autosoft offers multiple options for you to back up your system. This is a very important process and below shows you the most basic minimum recommended backup option. For more options including an Autosoft Automated Backup Service and if you have any trouble with backing up your Autosoft, contact us.

i. Plug in a USB Removable Hard Drive to your main Autosoft Server/PC

ii. Exit out of Autosoft on all PCs

iii. Double click to open the Autosoft Backup Icon.



 iv. All the SQL, Database and Backup to Folder info should be preset for you, similar to this screen. Simply tick the box to 'Copy to folder' and search and select your Hard Drive Location

SQL Server:	PC-NAME\SQLEXPP				
Database:	Autosoft5				
Backup to Folder:	c:\Autosoft5\Backup				
Delete backups ok	der than 🛛 🛛 😂 D	ays [0 = keep all backups]	Backup	v.	Click Backup
For Large Backups	(over 4Gb):				
Alternate Compres	sion Program: <altern< td=""><td>nate compression program, eg. 7-zip></td><td>2</td><td></td><td></td></altern<>	nate compression program, eg. 7-zip>	2		
Progr	am switches: a	File e	extri: 7z		
Use for All back	cups, not just Large or	ies			
On completion of Ba	ckup:				
	File Transfer Detai	ls			
Copy to FTP	Host Domain or IF	P: <insert domain="" ftp="" host="" ip="" or=""></insert>			
	User Name	c (Insert FTP Username)			
	Password	± маланиялиялиялиялиялия	Upload File		
	Circles diag place				
	Target Folder Ze	g. folder on external drive>	Copy Now		

Banking/End of Month Reporting and BAS

There are various procedures involved in you end of moth and things you should do for lodging your BAS. Use the Below as a checklist for what needs to be done. Most of what needs to be done has been covered in this guide but if not there are links to where to find further guides;

1. Make sure Accounts Payable, Receivable and other book keeping tasks are up to date i.e;

- Debtor Invoices- Go through all outstanding Jobs/Invoices in the Job Control Center to see if you can Finalise any outstanding Debtor Customer Invoices. For the guide on how to do this click here

 <u>http://service.autosoft.com.au/entries/21647560-How-to-use-the-Job-Control-Centre</u>
- Debtors Payments have been Finalised (where possible) Debtor Account Statements send out all your customer account statements
- o Creditor Invoices All Outstanding invoices to be received in have been Finalised
- **Creditor Payments** have been processed (where possible) <u>http://service.autosoft.com.au/entries/21372544-How-to-Do-a-</u> <u>Creditors-Run-</u>
- Non Creditor Payments/Journals- Any other company payments have been processed. Non-Creditor Payments <u>http://service.autosoft.com.au/entries/21433295-How-to-do-a-Non-Creditor-Payment-in-</u> <u>Autosoft</u> Journals <u>http://service.autosoft.com.au/entries/21692749-How-to-Do-a-Journal-</u> General Invoicing
- Undeposited funds all funds that have been banked have been processed to the Bank Account <u>http://service.autosoft.com.au/entries/21440774-How-to-Process-Undeposited-Funds</u>
- o All Opening Balances have been entered -
- Bank Reconciliation all Bank Reconciliations are up to date and have been Processed <u>http://service.autosoft.com.au/entries/21372654-How-to-Do-a-Bank-Reconciliation-Run-</u>

2. Additional Recommended Procedures

- Close the **GL Calendar** for the previous periods / open next period <u>http://service.autosoft.com.au/entries/21475589-How-to-turn-certain-months-on-and-off-in-the-Calendar</u>
- Run a Backup Backups are recommended DAILY but definitely make sure you do another one at EOFY and have it copied to a hard drive or other devise which is/can be taken OFFSITE. <u>http://service.autosoft.com.au/entries/21106542-How-to-Backup-your-Autosoft-Database</u>

3. Reports

These are the reports generally needed by your accountant/book keeper at the end of financial year. Please check with them for further information or reports they may need.

Reports Console – Stock -

Stock Value – this report must be run on the date and time it is needed. i.e Run it at the end of trade on the 30th June
 Reports Console - General Ledger -

- o GL Balance Sheet
- o GST BAS Amounts
- o Profit & Loss

• Payroll Transactions By Employee - Summary (if you have the Payroll program)

For a guide on how to Cross Check the totals on the above reports - see this

guide http://service.autosoft.com.au/entries/22674980-How-to-Cross-Check-Totals-on-BAS-and-Other-Reports

4. Entering your Processed ATO BAS Payment as a Journal

This is an example of a journal you may post to record your processed BAS Payment.

•		Jour	nal Entry	
	ription: ATO BAS Notes: OCT - DEC 2012			Reference: 2554
Ac #>>	Description >> GST Collected	Control #	Note Deb	ebit The 'GST Collected' & the 'Accured Taxes - P.A.Y.G' GL Account need to be Debited.
2140	Accrued - Taxes P.A.Y.G. (4)		\$\$	sssss NON GST No Account Isssss NON GST No Account
	GST Paid Bank Account which the funds are being	peid from	ount from which	SSSSS NON GST No Account
	Bank Account which the funds are being			
< Credit to	Benk Account which the funds are being The '05 De funds increase account, debit to decrease.	ST Paid' and the GL Acco		
< Credit to Su	Benk Account which the funds are being .	ST Paid and the GL Accords were Paid from need to GST: 0.00	to be Credited.	Sassas NON GST No Account Sassas NON GST No Account Report Options Prev Audit Trail Run Report
< Credit to Su	Bent Account which the funds are being The '08' The '09' increase account, debi to decrease.	ST Paid' and the GL Acc ds were Paid from need t GST: 0.00 Totals:	0.00	Sassas NON GST No Account Sassas NON GST No Account Report Options Prev Audit Trail Run Report

General Ledger Accounts and Opening Balances

Autosoft comes with a full list of preset and pre mapped GL Accounts. Before you have to do your first Bank Rec and BAS tasks, we recommend give your accountant the new GL Chart of accounts;

- Is there any Edits or New GLs that they would like you to create?
- As of the changeover to the new system, which GLs need their current balances entered?

1. To get a full list of your New GL Chart of Accounts

- i. Go to Reports Console General Ledger Chart of Accounts
- ii. Choose your Grouping (Account Code or GL Type are suitable)
- iii. Run

2. To Change an existing GL

- i. Go to General Ledger General Ledger Accounts
- ii. Click into the Account field and F4 to search
- iii. Find & select the GL you want to change
- iv. Change any of the Fields as Necessary
- v. Click back in the first Account field and F2 save

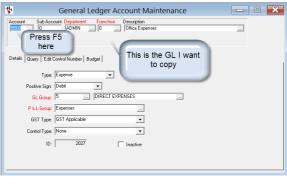
Printer Setup Options Run General Ledger Accounts Parts General Ledger Accounts - I Feet Account Sub Account Department Franchise Description 1020 _____0 BALSHT _____0 Cosh in Bank - No Query | Edit Control Number | Budget Type: Asset ٠ itive Sign: Debit CASH ACCOUNT P & L Group: N/A GST Type: NON GS Control Type: None • ID: Inactive

- • •

3. To Create a New General Ledger (by copying an existing one)

To create a NEW General Ledger account code is just as simple, what you can do is find a general ledger code that is similar to what you want the new one to be (as in the details are what you want it to be from Type, Positive Sign, GL Group, P & L Group, GST Type and Control Type)

- i. **F4 to search and select** the similar GL account you wish to copy
- Once selected- Click into the Account field Press F5 = this will clear the general ledger code and keep all the information, all you need to do is simply type in the new code into account field.
- iii. Edit the Fields as necessary = you can change any field you wish inc Account Number. You can even use totally different Number. If you are using the same number then you can enter a Sub Account Number
- iv. **TAB** through to next fields and update it as necessary
- v. Click back in the first Account field and F2 to Save



🚏 General Ledger Account Maintenance	- 0 💌
Account Sub Account Department Franchise Description 5500 1 ADMIN 0 Workshop Expenses	
Used Same Account Eat Number but Enter 1for Sub Account	Edited my Description
Positive Sign: Debit	
GL Group: 5 DIRECT EXPENSES	
P&LGroup: Expenses	
GST Type: GST Applicable	
Control Type: None	
ID: 2027 Inactive	

Opening Balances – Debtors & Creditors

Upon changing over to Autosoft, you have to enter the opening balances of your GL accounts. This has to be done for ALL system changeovers., the only time it doesn't have to be done is when you are a brand new business, you may only have to enter your opening Bank Balance and any other pre system company purchase Expenses.

This Process has been broken up into 4 Parts in the Order we recommend you Enter them into Autosoft (as shown in this guide);

To Start

- i. **Open the Initial Entry Program** = This program is specifically for the task of entering your Opening Balances and once you are done it should not need to be accessed again.
- ii. Go to your Main PC My Computer C Drive Autosoft 5 Folder- Programs
- iii. Click on "InitialEntry"
- iv. Login as you "Setup-pro" access user
 - 1. Debtor Opening Balances Debtors should be done first as after Go live, if account customers come in-you need to

have their balance in AS in order to make their Payments.

- i. Go to Initial Data Entry Initial Debtors/Creditor Trial Balances
- ii. Make sure the selection is on Debtor
- iii. F4 to Search and Select the Account Name
- iv. Enter in their current, 30, 60, 90 opening balances
- v. Click Save

Note: If you make an error and need to go back to adjust any of the balances you can. Take note though Autosoft does not allow you to make the amount \$0.00. The lowest you can go is \$0.01. Once you have done this you need to do a debtor receipt in Autosoft to balance this off and then go in do the correct opening balance and **Save**.

2. Creditors - Try and pay as many as you can before change over so there are less balances to enter. They can be done as

you go e.g When you get a Creditor Invoice, go to initial Entry and add your current owing balance to that supplier.

- i. Follow the same steps as above except make sure the selection is on Creditor
- ii. F4 to Search and Select the Account Name
- iii. Enter in your current, 30, 60, 90 opening balances
- iv. Click Save

Computer OS (C:)	Autosoft5 Programs
✓ Include in library ▼	Share with 🔻 🛛 Burn 🔹 New folder
ites allers for Autosoft	Name A DAutomationC39M
ent Places allers for Autosoft (2)	* InitialEntry MANAGEMENT TackPapel

File	Initial Data Entry	Security	Help
EN I	Initial Debtor	/ Creditor I	Balances
	Journal Entry		

ccount Name: Code:		F4 to search creditor here	
Balances	19 <u>11</u>		
	90+ D ays: 0	90+ Days:	\$0.00
	60 D ays: 0	60+ Days:	\$0.00
	30 Days 0	30+ Days:	\$0.00
	Current 0	Current	\$0.00
	Total: 0	Total:	\$0.00
	Save	□ Vehi	cle Debtor
Account Type-			
C Debt	or		Creditor

Journal Entries for All GL Accounts Opening Balances

Journal entry is where you enter your opening General Ledger Journals to populate your GL with balances for each relevant account. This needs to be completed after you have done your opening and closing balances for your Debtors and Creditors. Opening general balances are so that General Ledger Entries Balance from your previous system are carried over so they will appear on the Autosoft Balance Sheet. Here is the example process on how to do opening and closing balances for General Ledger of Trade Debtors, Creditors and Stock.

a) Journal for Trade Debtors - As the Balances of all your Debtor Account Customers were entered as a Opening Balance and not processed as transactions, the total Balance of the Trade Debtors File Initial Data Entry _Security _Help GL will also have to be entered. Initial Debtor / Creditor Balances

Go to Initial Data Entry – Journal Entry i.

- Description: Enter Something like 'Opening Balance Debtors' 0
- Journal Notes Any extra notes or description you want against this 0 entry.
- Posted- The Date this Entry needs to be Posted -This will most likely 0 be the First of the Month you started with Autosoft.
- Ac ##- The General Ledger codes that you need to use to process the 0 entry for Debtors is as follows
- 1100 = Trade Debtors put it as either Debit or Credit 0
- 9000 = Initial Entry Holding Account -Off sets the other side of your С trade debtor entry; you always need to end the journal with 9000 code, on whatever you are entering in
- eference: Entered: 4/12/2013 Posted: 4/12/2013 Status: Opi Debit Credit Gst type \$2 000.00 NON CS1 Debtor/Credit... Payee Chq number Branch>: Ac #>> Descriptio Control # Note Enter in amounts as to where they need to go- debit or credit. And the 9000 code 0.00 GST: 8.00 Print Audit Trail \$2,000.00 \$2.000.00 Run Report Totals: Standing J Force Gal Post

Journal Entry

. .

E IN

Post. ii.

b) Journal for Creditors - You now need to do an Opening Journal Entry for Creditors.

i. Go to Initial Data Entry – Journal Entry

ii. Enter the Journal Details;

- Description Enter Something like 'Opening Balance Creditors' 0
- Journal Notes Any extra notes or description you want against this entry. 0 Posted - The Date this Entry needs to be Posted - This will most likely be 0 the First of the Month you started with Autosoft.
- Ac ##: 2000 = Creditors put it as either Debit or Credit 0
- 9000 = Initial Entry Holding Account off sets the other side of your 0 creditor entry

iii. Post

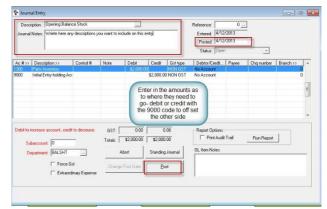
c) Journal for Stock/Parts Inventory - You now need to do an Opening Journal Entry for Stock.

i. Go to Initial Data Entry – Journal Entry

ii. Enter the Journal Details;

- Description- Enter Something like 'Opening Balance Stock' 0
- Journal Notes Any extra notes or description you want against this 0 entry
- Posted The Date this Entry needs to be Posted This will most likely 0 be the First of the Month you started with Autosoft.
- 0 Ac ##: 1300 = Parts Inventory - put it as either Debit or Credit
- 9000 = Initial Entry Holding Account off sets the other side of your 0 stock entry





iii. Post.

d) Bank Account GL and Other Balances on your Bank Rec- These are also an initial Entry Journal for

your Bank Account total Opening Balance and the other funds which although the transaction was processed in your previous system, the funds did not clear into your bank account until after the changeover. You need to do a journal for them so you can Balance your first Bank Rec.

i. Go to Initial Data Entry – Journal Entry

ii. Enter the Journal Details;

- Description: Enter Something like 'Opening Balance Bank Account' then do another Entry for the 'Unpresented Totals'
- Journal Notes Any extra notes or description you want against this entry.
- **Posted** The Date this Entry needs to be Posted -this is the date the transaction appears on your Bank Statement
- Ac ##:1020 OR Any other Bank Account GL you have in the system & Enter Each Entry Enter a line per Statement Entry and put a **Note** of the Cheque or any other Reference number so that it will appear on your Bank Rec.
- 9000 = Initial Entry Holding Account -to off sets the other side of your entries total balance

Description: Unpresented Totals Journal Notes: Transactions that didnt clear un Previous system GL Balance SI	itill Changeover to Autosoft heet)	(Already inc	Reference: Entered: 27/09 Posted: 3/07/ Status: Open		
Ac # >> Description >> 020 Cash In Bank - Bank Ac 020 Cash In Bank - Bank Ac 000 Initial Entry holding Acco	count 1		\$50.00 NO!	type Debtor/Credit I GST No Account I GST No Account I GST No Account	Pavee C ^
m					•
ebit to increase account, credit to decrease. Subaccount: 0	GST: 0.00 Totals: \$100.00	0.00 \$100.00 Standing Journal	Report Options	Frail Run Report	
Department:	ADOR	5			

iii. Post

e) All Other GL Expense Accounts - Do another In ital. Entry Journal for any other Expense GLs you were advised

by your accountant to enter.

A video guide is also available here; http://www.youtube.com/watch?feature=player_embedded&v=JYB5ZWIU05s

Shortcut Keys & Navigation

Function Keys:

- F1 = Help
- \circ F2 = Save
- Shift + F2 = Delete
- F3 = Close Current Screen
- F4 = Available Selections
- \circ F5 = Clear Screen (Can also be used to clear a row in a grid) F7 = Move back one record
- F8 = Move forward one record
- F9 = Find Closest record

Getting to Screens:

- Ctrl + 1 = Debtor Master File
- Ctrl + 2 = Debtor Receipts
- Ctrl + 3 = Creditor Master File
- Ctrl + 4 = Creditor Invoice Ctrl + 5 = Creditor Payments Ctrl + 7 = Stock Master File Ctrl + 8 = Price Enquiry
- Ctrl + 9 = Workshop Invoice/Job Card
- Ctrl + I (Letter I) = Parts Invoice
- Alt + D = Item Discount popup in Parts & Workshop Invoices

Moving through Field in screens:

- o Tab Go To Next Field
- Shift + Tab Go To Previous Field
- $\circ~$ Enter Can be used instead of mouse clicking OK

On screen Keyboard navigation:

- Where a letter or number is underlined, for example <u>A</u>utosoft
- $\circ~$ Hold the ALT key + the Underlined letter. 'ALT + A'
- o On Screen Tools:
- Ctrl + D = Calendar / Date picker
- Ctrl + L = Calculator

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