APPENDIX A SAMPLE REPORTS

Your Company Name 13957 S Kostner Avenue Crestwood, IL 60445 Phone (708) 371-6555

Open Monday - Friday 7:00a - 6:30p, Saturday 8:30a - 3:30p, closed Sundays. Complete line of mechanical repair services. Invoice number 000058 Vehicle: 2000 Chevrolet Monte Carlo Mr. William Thomas Job# 3 Engine: 350 C/O Hi-Price Machine Co.: License: HPM 777 VIN: 1Z1GF9F421D234121 Started: 07/30/02 Completed: 07/30/02 12234 Any Street {Tuesday, July 30, 2001, 3:23 pm} Mileage: 28348 Your Town, US 10000 Hm (112) 481-8777 Wk (112) 481-8787 Color: BLAC Color: BLACK | Service history Date Mileage Description of work 28348 | Oil & Filter Change 07/30/02 Senior citizen disc. Check for need of engine tune up 07/30/02 28348 Air Filter (Stalls on damp days when engine is cold) 28348 Tune Up 07/30/02 Lube, oil and filter change, 10/30 Fuel Filter 07/30/02 28348 Rotate tires **Emission Testing** OUR INSPECTION OF YOUR VEHICLE SHOWS IT NEEDS THE FOLLOWING: Fuel Injector Svc. --1--1--Alignment --1--1--4 shocks - Est. \$215 Shocks / Struts --1--1----/--/--***Your right front tire is DANGEROUS and should be REPLACED IMMEDIATELY*** New Tires Rotate Tires 07/30/02 28348 Front Brakes --/--/--*Unless otherwise specified, all service includes 120 day / 6000 mile warranty Rear Brakes --/--/--Cooling System Flush Amount Tn Sb Net Qty Description Fach Thermostat --1--1--..... --1--1--4.75 7 Belts 5.00 4.75 Labor Lube, oil & filter chg --/--/--10.10 5 1 Hoses 2.25 2.02 00-1030 5 Oil (quart) 1 Oil filter 6.25 5 1Ì New Battery 6.95 6.25 OF-MOF33 Transmission Service 23.26 <=== ===> Subtotal -) 7.60 7 8.00 7.60 Labor Rotate tires 8.00 ... ===> Subtotal B) 06.05 35.10 --1--1--7.92 <=== 35.10 Labor Engine tune up 8 cyl 6.70 6.70 7.45 FA-AF52 1 Air filter 7.37 Totals 8.19 7.37 FF-3040 1 Fuel filter 3.63 5 1 Ignition rotor 4.03 3.63 TR-DR311 17,44 5 2.42 2.18 8 Spark plug IS-R46SX ===> Subtotal C) 75.94 <=== 0.00 Gasoline 11.25 0i1 Labor Parts 45.98 Sublet Labor 0.00 Tires 0.00 Batteries 0.00I hereby authorize the repair work herein set forth to be done along with the Accessories 0.00necessary material and agree that you are not responsible for loss or damage to vehicle or articles left in vehicle in case of fire, theft or any other Road Service/Tow : 0.00 4.20 EPA Charges cause beyond your control or for any delays caused by unavailability of parts or delays in parts shipments by the supplier or transporter. I hereby grant Sub Total : 111.38 Discount : you and/or your employees permission to operate the vehicle herein described -8.24 Sales Tax : 3.98 on streets, highways or elsewhere for the purpose of testing and/or inspection. An express mechanic's lien is hereby acknowledged on the above TOTAL DUE : 107.12 vehicle to secure the amount of repairs thereto. _____ Thanks! Your Company Name | Status : Charge # 3500 UNATIONE ,

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APPENDIX A SAMPLE REPORTS

Your Company Name 13957 S Kostner Avenue Crestwood, IL 60445 Phone (708) 371-6555

O Jeff Lane	n Sbj	Oil & Filter Change Air Filter Tune Up Fuel Filter Emission Testing Fuel Injector Svc. Alignment Shocks / Struts New Tires Rotate Tires Front Brakes		
OUR INSPECTION OF YOUR VEHICLE SHOWS IT NEEDS THE FOLLOWING: Stock no. Qty Description Each Price T Labor Replace engine 441.15 GO-19822 1 454 big block 2833.33 2833.33	n Sb 5 1	Tune Up Fuel Filter Emission Testing Fuel Injector Svc. Alignment Shocks / Struts New Tires Rotate Tires Front Brakes		
OUR INSPECTION OF YOUR VEHICLE SHOWS IT NEEDS THE FOLLOWING: Stock no. Qty Description Each Price T Labor Replace engine 441.15 GO-19822 1 454 big block 2833.33 2833.33	n Sb 5 1	Tune Up Fuel Filter Emission Testing Fuel Injector Svc. Alignment Shocks / Struts New Tires Rotate Tires Front Brakes		
Labor Replace engine 441.15 GO-19822 1 454 big block 2833.33 2833.33	5 1 5 1	Front Brakes Rear Brakes Cooling System Flust Thermostat Belts Hoses New Battery Transmission Service		
Labor Replace engine 441.15 GO-19822 1 454 big block 2833.33 2833.33	5 1 5 1	Cooling System Flust Thermostat Belts Hoses New Battery Transmission Service	 	
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I become authorize the renair work herein set forth to be done along with the		ì	//	•
I become authorize the renair work herein set forth to be done along with the	ļ	 + +	Totals	
I become authorize the renair work herein set forth to be done along with the	•	Advance deposit :	-500.00	
I become authorize the renair work herein set forth to be done along with the		Concline	0.00	
I become authorize the renair work herein set forth to be done along with the		I Oil	0.00	
I became authorize the renair work herein set forth to be done along with the		Labor	441.15	
I became authorize the renair work herein set forth to be done along with the		Parts	2833.33	
I became authorize the renair work herein set forth to be done along with the		Sublet Labor :	0.00	
I became authorize the renair work herein set forth to be done along with the		Tires	0.00	
I became authorize the repair work herein set forth to be done along with the		Batteries	0.00	
I POSONA SILLUCLIZE THE CHUSIC MOLY HREATH SOF IOLEN TO NO GOUR GEARN METAL THE		Accessories :	0.00	
necessary material and agree that you are not responsible for loss or damage		Road Service/Tow :	0.00	
to we will an anticles left in webicle in case of fire. There or any other		Gasoline Oil Labor Parts Sublet Labor Tires Batteries Accessories Road Service/Tow : EPA Charges	15.00	
cause beyond your control or for any delays caused by unavailability of parts		Sub Total :		
you and/or your employees permission to operate the venicle herein described		Sales Tax :	219.58	
on streets, highways of the above inspection. An express mechanic's lien is hereby acknowledged on the above vehicle to secure the amount of repairs thereto.		BALANCE DUE :		
SIGNATURE :				

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APPENDIX A SAMPLE REPORTS

Your Company Name 13957 S Kostner Avenue Crestwood, IL 60445 Phone (708) 371-6555

Jamison Company Marilyn Adams		Invoice # 000059 PO# JJ125432 Job# 4				
12234 Any Stree Your Town, US 10			Job# Completed	•		
Stock no.	Qty Description	Each	Price			
TA-185654RAQUB	2 Goodyear Aquatred	29.64	29.64	59.28		

Notes & Instructions

2 tires

Charge # 4100 Sub Total : 61.80

Thanks for your business! Sales Tax : 4.59

Signature: TOTAL DUE : 66.39

APPENDIX A SAMPLE REPORTS

Your Company Name 13957 S Kostner Avenue Crestwood, IL 60445					Date :	Tuesday, Decembe	r 4, 2001	9:08	:14 a.m.
Job# / Name Tn Description of work		/ehicle		Invoice#	Notes		Amount		us ate Paid
5 A Cash Sale: 4	•	Commercial Acco	ount	000053			43.74		- Cash 11/29/01
						Subtotal:	43.74	Paid	- Cash
4 Jamison Company:	(Over The Counte	er	000059			66.39	Charg	e # 4100 11/29/01
						Subtot	al:		Charged
11 Doran,Mr. Chris 7		1986 Chevrolet	Monte Carlo	000064			24.31	Pald	- C.Card 11/30/01
						Subtotal:	24.31	Paid	- C.Card
2 Mathius,Ms. Julie		2002 GMC Envoy		000057			54,11		- Check 11/29/01
6 Adams,Mr. Jim			Cavalier	000054	 -		141.26		- Check 11/30/01
						Subtotal:	195.37	Paid	- Check
#50=====#60=====	Printed		329.81 Paid		0.00 Completed	0.00 Pe			
	System	totals:	343.99 Paid	2	20.55 Completed	3,757.02 Per	nding		

Page (1) - Status report of paid repair orders marked paid on or before 11/30/2001 printed in status order

APPENDIX A SAMPLE REPORTS

											• • • • • • • • •	
Invoice # 0 Paid - C.Ca	nd	1001 Chr	veler	Imporiol		1900	Walnut Place Mileage: 62,813	Homewood, II	L 6043 8) 555-6	0 461 Work :	(708) 555	-1122 X 418
	Gasolin	ne Oil		abor	Parts	Suble	t		Road se	rv epa charg		
Retail Cost			8.33	150.23	223.45 33.51					8.48	17.96 17.96	408.45 55.84
Profit				150.23	189.94					8.48	0.00	352.61
Invoice # C Paid - Chec	k	2002 GMC	Envoy	ılie			Sycamore Drive Mileage:	Diamond, US Home : (12		061 Work:		-6555
	Gasoli	ne Oil		abor	Parts	Suble	t		Road se	rv EPA charg	X-sales t	Total
Retail Cost				51.90						2.21		54.11 0.00
Profit				51.90	+					2.21		54.11
Invoice # (Charge# 350				Monte C			Any Street Mileage: 28,348		2) 481-8	777 Work: This repair	order was	discounted
									Dood co	ny EDA chang	V-coloc t	Total
	Gasoli	ne Oil							Road se	rv EPA charg	X-sales t	Total
		1	10.10 4.85	47.45	41.39 27.13	, , , , , , , , , , , , , , , , , , ,	t 		Road se	rv EPA charg 4.20	X-sales t 	Total 107.12 35.96
Retail Cost Profit		1	10.10 4.85	47.45	41.39 27.13		t		Road se	4.20	X-sales t 3.98 3.98	Total 107.12 35.96
Cost Profit Invoice # (000059	Jamison	0.10 4.85 5.25	47.45 47.45	41.39 27.13 44.26	12234	Any Street	Your Town,	Road se	4.20	3.98 3.98 3.98	Total 107.12 35.96
Cost Profit Invoice # (000059 00	Jamison Over The	10.10 4.85 5.25 Compa	47.45 47.45 ny: ter	41.39 27.13 14.26	12234	Any Street Mileage:	Your Town, Home : (Road se	4.20 4.20 Work:	3.98 3.98 0.00 : (112) 555	Total 107.12 35.96 71.16 5-1414 X 24 Total
Cost Profit	000059 00	Jamison Over The	10.10 4.85 5.25 Compa	47.45 47.45 ny: ter Labor	41.39 27.13 14.26 Parts	12234 Suble	t Any Street Mileage:	Your Town, Home : (US 100	4.20 4.20 000 Work :	X-sales t 3.98 3.98 0.00 (112) 555 ; X-sales t 4.55 4.55	Total 107.12 35.96 71.16 5-1414 X 24 Total 0 66.33 44.5
Cost Profit Invoice # (Charge# 410 Retail Cost	000059 00	Jamison Over The	10.10 4.85 5.25 Compa	47.45 47.45 ny: ter Labor	41.39 27.13 14.26 Parts	12234 Suble	Any Street Mileage:	Your Town, Home : (US 1000)	4.20 4.20 Work: 2.52	X-sales t 3.98 3.98 3.98 3.98 3.98 3.98 3.98 3.98	Total 107.12 35.96 71.16 71.16 71.16 71.16 71.16 71.16 71.16 71.16 71.16 71.16 71.16
Cost Profit Invoice # (Charge# 41(000059 00 Gasoli	Jamison Over The ne Oil	0.10 4.85 5.25 Compa- e Coun	47.45 47.45 hy: ter Labor	41.39 27.13 14.26 Parts 59.26 39.92	12234 Suble	Any Street Mileage: 'S Kostner Avenue Mileage:	Your Town, Home : (Crestwood, Home : (US 1000)	4.20 4.20 Work: 2.52 4.45 Work:	3.98 3.98 3.98 0.00 (112) 556 4.59 4.59 2.0.00	Total 107.12 35.96 71.16 5-1414 X 24 Total 66.30 44.5
Cost Profit Invoice # (Charge# 410) Retail Cost Profit Invoice # (000059 00 Gasoli	Jamison Over The ne Oil	0.10 4.85 5.25 Compa Coun	47.45 hy: ter Labor	41.39 27.13 14.26 Parts 59.26 39.92	12234 Suble	Any Street Mileage: S Kostner Avenue Mileage:	Your Town, Home : (Crestwood, Home : (US 10C)	4.20 4.20 Work: 2.52 4.45 Work:	X-sales t 3.98 3.98 3.98 0.00 (112) 555 4.55 4.55 0.00 (708) 371	Total 107.12 35.96 71.16 5-1414 X 24 Total 6-344.5 21.86 -6555 Total
Cost Profit Invoice # (Charge# 410) Retail Cost Profit Invoice # (000059 00 Gasoli	Jamison Over The ne Oil A Cash : Commerci	0.10 4.85 5.25 Compae Coun	47.45 47.45 hy: ter Labor count Labor 38.00	Parts 59.26 39.92 19.36 Parts	12234 Suble 3 13957	t Any Street Mileage: 7 S Kostner Avenue Mileage:	Your Town, Home : (Crestwood, Home : (Road se	4.20 4.20 000 Work: 2.52 2.52 445 Work: 3.28	(112) 555 (112) 555	Total 107.12 35.96 71.16 5-1414 X 24 Total 6-1415 21.86 -6555 Total

Page (1) - Abbreviated job costed copies

APPENDIX A SAMPLE REPORTS

Your Company Name 13957 S Kostner Avenue Crestwood, IL 60445

Date: Thursday, November 29, 2001

			Cur	rent				
Sales Department	Cash	Charge	C.Card	Check	Total	No Tax	Cost	G.P.
	0.00	10.10	8,33	0.00	18.43	0.00	9.22	50.0%
0i1	38.00	47.45	150,23	51.90	287.58	51.90	0.00	100.0%
Labor		100.67	223.45	0.00	327.12	0.00	100.56	69.3%
Parts	3.00	0.00	0.00	0.00	1.00	0.00	0.00	100.0%
	1.00	6.72	8.48	2.21	20.70	2.21	1.00	95.2%
EPA charges	3.29		17.96	0.00	26.77	0.00	26.77	0.0%
X-sales tax	0.24	8.57	17.90	0.00	20111	****		
T-+-1-	45.53	173.51	408,45	54.11	681.60	54.11		
Totals	1.24	80.47	55.84	0.00	137.55			
Cost		93.04	352.61	54.11	544.05			
G/P	44.29	2	1	1	5			
R/O count	1	2	•	•	•			

1 discounted repair order for a total discount of : Net deposits received: -150.00 8.24

Average Repair order :

Retail 136.32 27.51 Cost G/P

108.81 79.8%

				to date				• •
Sales Department	Cash	Charge	C.Card	Check	Total	No Tax	Cost	G.P.\$
Oil Labor Parts EPA charges X-sales tax	11.25 101.50 25,468.24 1.00 3.29 1,974.76	32.81 589.18 566.53 0.00 6.72 25.51	8.33 501.23 484.77 0.00 8.48 38.21	11.25 64.90 5.95 0.00 2.21 1.33	63.64 1,256.81 26,525.49 1.00 20.70 2,039.81	0.00 351.90 270.00 0.00 2.21 0.00	29.59 0.00 383.28 0.00 1.00 2,039.81	53.5% 100.0% 98.6% 100.0% 95.2% 0.0%
Totals Cost G/P R/O count	27,560.04 1,982.83 25,577.21 8	1,220.75 233.66 987.09 7	1,041.02 228.07 812.95 3	85.64 9.12 76.52 2	29,907.45 2,453.68 27,453.77 20	624.11		

Average Repair order :

Retail 1495.37

Cost 122.68

91.8% G/P 1372.69

Page (1) - Transfer recap report 10

APPENDIX A SAMPLE REPORTS

Your Company Name 13957 S Kostner Avenue Crestwood, IL 60445

Date : Thursday, November 29, 2001

	•••		Year	to date				
Sales Department	Cash	Charge	C,Card	Check	Total	No Tax	Cost	G.P.%
Oil Labor Parts Sublet EPA charges	21.38 212.00 25,662.30 0.00 2.00 4.79	57.56 1,117.63 975.70 111.68 0.00 6.72	18.46 961.23 488.47 0.00 0.00 8.48	11.25 282.65 132.00 0.00 0.00 2.21	108.65 2,573.51 27,258.47 111.68 2.00 22.20 2,076.82	0.00 1,168.65 571.00 0.00 0.00 2.21	49.00 0.00 655.41 44.67 0.00 2.00 2,076.82	54.9% 100.0% 97.6% 60.0% 100.0% 91.0%
X-sales tax Totals Cost G/P R/O count	1,990.60 27,893.07 2,118.68 25,774.39 12	35.83 2,305.12 378.96 1,926.16	39.29 1,515.93 235.74 1,280.19 5	439.21 94.52 344.69	32,153,33 2,827.90 29,325.43 32	1,741.86	2,010.02	

Average Repair order :

Retail 1004.79 Cost 88.37 G/P 916.42 91.2%

					Inv.#
Name	Address line 1			Home phone	1114. #
Name	Nual 630 IIII6 I		0	Work phone /	Extension
Vehicle	Address line 2	City	State / Žip	Work phone /	EX (CUSTOU

THE SYSTEM HAS DETECTED NO EDIT(S) OF THE NAME/ADDRESS/VEHICLE FIELDS OF REPAIR ORDERS SINCE THE LAST TRANSFER

Page (2) - Transfer recap report 10

APPENDIX A SAMPLE REPORTS

Your Company Name 13957 S Kostner Avenue Crestwood, IL 60445

Date : Thursday, November 29, 2001

Туре	Date	Stock No.	Description	Invoice #	Qua	ntity	Price	Total/Posted?	Descrepancy
Sale	11/08/01	CH-H0061585	Hose, radiator (upper)	000056 1			23.50	23.50 Yes	
Sale	11/08/01		Hose, radiator (lower)	000056 1			32.25	32.25 Yes	
Sale		CW-4654392AB	Water pump	000056 1	i	1	74.50	74.50 Yes	
Sale	11/08/01		Oil filter	000056 1		1	6.50	6.50 Yes	
Sale	11/08/01		Heater hose (ft)	000056	l	3.00	1.40	4.20 Yes	
Sale	11/08/01		Heater hose (ft)	000056 1	l	3.50	1.55	5.43 Yes	
Sale	11/08/01		Anti-freeze	000056	i		10.89	19.06 Yes	
Sale	11/08/01		Fan belt	000056	I		12.92	12.92 Yes	
Sale		CB-15555	Fan belt	000056	1		11.98	11.98 Yes	
Sale	11/08/01		Fan belt	000056	ł		13.87	13.87 Yes	10.00 / Group
Sale	11/08/01		Hose clamp	000056	i	4	1.10	4.40 Yes	0.60 / Retail
Sale	11/08/01		Hose clamp	000056	1	4	1.25	5.00 Yes	0.00 (.0-4-/3
Sale	11/08/01	01-L	•	000056	1	2.80	51.87	145.24 Yes	0.08 / Retail
Sale	11/08/01	00-1030	Oil (quart)	000056	1	4.50	1.85	8.32 Yes	1.80 / Retail
Sale	11/08/01		Air filter	000056	1	1	9.84	9.84 Yes	
Sale	11/08/01		Lube, oil & filter chg	000056	1	1.00	5.00	5.00 Yes	
Sale	11/29/01		•	000057	2	1.00	51.90	51.90 Yes	
Sale	11/29/01		Lube, oil & filter chg	000058	3	1.00	5.00	5.00 Yes	
Sale	11/29/01	_	Rotate tires	000058	3	1.00	8.00	8.00 Yes	
Sale	11/29/01		Engine tune up 8 cyl	000058	3	1.00	36.95	36.95 Yes	
Sale	11/29/01		Spark plug	000058	3	8	2.42	19.36 Yes	4.48 / Group
Sale	11/29/01		Ignition rotor	000058	3	1	4.03	4.03 Yes	
Sale	11/29/01		Fuel filter	000058	3	1	8.19	8.19 Yes	
Sale	11/29/01		Air filter	000058	3	1	7.45	7.45 Yes	
Sale	11/29/01		Oil filter	000058	3	1	6.95	6.95 Yes	
Sale	11/29/01		Oil (quart)	000058	3	5.00	2.25	11.25 Yes	
Sale	11/29/01			000059	4	2	29.64	59.28 Yes	
Sale	11/29/01		Spark plug	000053	5	8	0.00	0.00 Yes	
Sale	11/29/01		Spark plug	000053	5	1	0.00	0.00 Yes	
Sale	11/29/01		Mount & balance tire	000053	5	1.00	8.00	8.00 Yes	
Sale	11/29/01		Valve stem	000053	5	1.00	2,00	2.00 Yes	
Sale	11/29/01		Wheel weights	000053	5	1.00	1.00	1.00 Yes	1.00 / Retail
Şale	11/29/01		Tire disposal	000053	5	1	1.50	1.50 Yes	
Sale	11/29/01		Tire tax	000053	5	1	1.00	1.00 Yes	
Sale	11/29/01		Balance tire	000053	5	0.60	50.00	30.00 Yes	
Ty	/pe Dat	e Stock No.	Description		d on	For use	on Qua	ntity Cost	Total/Posted?
Re	eceived 11/29	7/01 IS-R46SX	Spark plug	APC 1		000058	3	8 1.79	14.32 Yes
	eceived 11/29		Ignition rotor	APC 1		000058		1 2.14	2.14 Yes
	eceived 11/29		Fuel filter	APC 1		000058		1 4.20	4.20 Yes
	eceived 11/29		Air filter	APC 1		000058		1 4.35	4.35 Yes
	eceived 11/29		Oil filter		12234	000058		1 2.12	2.12 Yes
	eceived 11/29		Oil (quart)	APC 1	12234	000058	3	5.00 0.97	4.85 Yes
	eceived 11/2					000059	4	2 19.96	39.92 Yes

Page (1) - Inventory posting report

APPENDIX A SAMPLE REPORTS

Your Company Name 13957 S Kostner Avenue Crestwood, IL 60445

Date : Tuesday, July 30, 2002

Туре	Date	Stock No.	Description	Reference	Quantity	Cost	Total/Posted?		
					• • • • • • • • • • •				

Posting recap	Posted	Not-Posted	Total
B) Oil	19.58	0.00	19.58
C) Labor	290.09	0.00	290.09
D) Parts	331.71	0.00	331.71
G)	1.00	0.00	1.00
J) EPA charges	1.50	0.00	1.50
Totals:			
Sales	643.88	0.00	643.88
Received	71.90	0.00	71.90
On-Order	0.00	0.00	0.00

Page (2) - Inventory posting report

APPENDIX A SAMPLE REPORTS

Your Company Name 13957 S Kostner Avenue Crestwood, IL 60445	Date : T	Date : Tuesday, July 30, 2002 9:19:01 a.m.			
Invoice Date / Shift Emp	- Paid out - Act# Category	Paid to/Purpose	Amount		
5429// 1 12580// 1	4006 Sublet 4005 Parts	Fleet Towing ABC Parts	145.00 53.76		
	s receivable - Receive np Act# / Account t		Amount		
3421//-	1 4050 / General &		60.00 1007.76		

Page (1) - Manager's Assistant invoice entries

APPENDIX A SAMPLE REPORTS

Your Company Name
13957 S Kostner Avenue
Crestwood, IL 60445

Date : Tuesday, July 30, 2002

		CASH			CHARGE		CR	EDIT CARD	RD CHECK			
	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%
Gasoline	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Dil	11,25	4.85		44.06	20.37	53.8%	19.58	9.22	52.9%	11.25	4.85	56.9%
Labor	101.50		100.0%	294,18	0.00	100.0%	506.23	0.00	100.0%	194.65		100.0%
Parts	18095.36	2.22	100.0%	301.30	183.60	39.1%	490.57	187.71	61.7%	12.19	2.94	75.9%
Sublet Labor	0.00	0.00		0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Tires	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Batteries	1.00	0.00	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Accessories	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
EPA Charges	3.29	1.00	69.6%	7.61	0.00	100.0%	9.42	0.00	100.0%	7.00	0.00	100.0
Sub total	18212.40	8.07	100.0%	647,15	203.97	68.5%	1025.80	196.93	80.8%	225.09	7.79	96.5%
Sales Tax	1403.33	1403.33		26.75	26.75		39.53	39.53	0.0%	1.81	1.81	0.09
Fotal	19615.73	1411.40	92.8%	673.90	230.72	65.8%	1065.33	236.46	77.8%	226.90	9.60	95.89
	=======================================		=======			===== =	========	======	=======================================	====¤¤======	.======:	
Repair order count		7			7			4			3	
Average R/O	2802.25	201.63	92.8%	96.27	32.96	65.8%	266.33	59.12	77.8%	75.63	3.20	95.89

M.T.D. TOTALS for SALES by TAX TABLE "A" :

TOTAL FOR ALL FORMS OF PAYMENT

	Retail	Cost	G.P.\$	G.P.%
Gasoline	0.00	0.00	0.00	0.0%
Oil	86.14	39.29	46.85	54.4%
Labor	1096.56	0.00	1096.56	100.0%
Parts	18899.42	376.47	18522.95	98.0%
Sublet Labor	0.00	0.00	0.00	0.0%
Tires	0.00	0.00	0.00	0.0%
Batteries	1.00	0.00	1.00	100.0%
Accessories	0.00	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.00	0.0%
EPA Charges	27.32	1.00	26.32	96.3%
Sub total	20110.44	416.76	19693.68	97.9%
Sales Tax	1471.42	1471.42	0.00	0.0%
Total	21581.86	1888.18	19693.68	91.3%
Repair order count		21		
Average R/O	1027.71	89.91	937.79	91.3%

Page (1) - Transfer Recap totals by tax table

APPENDIX A SAMPLE REPORTS

Your Company Name 13957 S Kostner Avenue Crestwood, IL 60445

Date : Tuesday, July 30, 2002

		CASH		C	CHARGE CI		CRE	DIT CARD		CHECK		
	. 		-									
	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%
Nasoline	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
)il	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
abor	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Parts	7372.88		100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Sublet Labor	0.00	0.00	0.0%	0.00	0,00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Tires	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Batteries	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Accessories	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.03
Road Service/Tow	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0
PA Charges	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Sub total	7372.88	0.00	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	
Sales Tax	571.43	571.43		0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0
Total	7944.31	571.43	92.8%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0
Repair order count	_=========	:======= 1	=======================================	:E50,== 226 506;	0			0			0	

M.T.D. TOTALS for SALES by TAX TABLE "B" :

TOTAL FOR ALL FORMS OF PAYMENT

	Retail	Cost	G.P.\$	G.P.%
Gasoline	0.00	0.00	0.00	0.0%
Oil	0.00	0.00	0.00	0.0%
Labor	0.00	0.00	0.00	0.0%
Parts	7372.88	0.00	7372.88	100.0%
Sublet Labor	0.00	0.00	0.00	0.0%
Tires	0.00	0.00	0.00	0.0%
Batteries	0.00	0.00	0.00	0.0%
Accessories	0.00	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.00	0.0%
EPA Charges	0.00	0.00	0.00	0.0%
Sub total	7372.88	0.00	7372.88	100.0%
Sales Tax	571.43	571.43	0.00	0.0%
Total	7944.31	571.43	7372.88	92.8%
	========			
Repair order count		1		
Average R/O	7944.31	571.43	7372.88	92.8%

Page (2) - Transfer Recap totals by tax table

APPENDIX A SAMPLE REPORTS

Your Company Name 13957 S Kostner Avenue Crestwood, IL 60445

Date : Tuesday, December 4, 2001

			М.	T.D. SALES	by TAX T/	ABLE "J"	- Non-Taxabl	е				
	••••	CASH			CHARGE		CRE	DIT CARD)		CHECK	
	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%
Gasoline	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Oil	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Labor	0.00	0.00	0.0%	312.60	0.00	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Parts	0.00	0.00	0.0%	271.00	11.97	95.6%	0.00	0.00	0.0%	0.00	0.00	0.0%
Sublet Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Tires	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Batteries	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Accessories	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
EPA Charges	0.00	0.00	0.0%	0.58	0.00	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Sub total	0.00	0.00	0.0%	584.18	11,97	98.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Sales Tax	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Total	0.00	0.00	0.0%	584.18	11.97	98.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Repair order count		0			2			0			0	
Average R/O			0.0%	292.09	5.99	98.0%			0.0%			0.0%

M.T.D. TOTALS for SALES by TAX TABLE "J" :

TOTAL FOR ALL FORMS OF PAYMENT

TOTAL	. TOIL MEE TO			
	Retail	Cost	G.P.\$	G.P.%
Gasoline	0.00	0.00	0.00	0.0%
Oil	0.00	0.00	0.00	0.0%
Labor	312.60	0.00	312.60	100.0%
Parts	271.00	11.97	259.03	95.6%
Sublet Labor	0.00	0.00	0.00	0.0%
Tires	0.00	0.00	0.00	0.0%
Batteries	0.00	0.00	0.00	0.0%
Accessories	0.00	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.00	0.0%
EPA Charges	0.58	0.00	0.58	100.0%
Sub total	50A 19	11 07	572.21	%n ao
Sales Tax	0.00	0.00		

Total		11.97		98.0%

Repair order count		2		
Average R/O	292.09	5.99	286,11	98.0%

Page (3) - Transfer Recap totals by tax table

APPENDIX A SAMPLE REPORTS

Your Company Name
13957 S Kostner Avenue
Crestwood, IL 60445
Date : Tuesday, December 4, 2001

			М	.T.D. SALES	by TAX TA	ABLE GRA	ND TOTALS				•	
		CASH			CHARGE		CRI	EDIT CAR)		CHECK	
	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%
Gasoline	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0,00	0.0%	0.00	0.00	0.0%
Oil	11.25	4.85	56.9%	44.06	20.37	53.8%	19.58	9.22	52.9%	11.25	4.85	56.9%
Labor	101.50	0.00	100.0%	606.78	0.00	100.0%	506.23	0.00	100.0%	194.65	0.00	100.0%
Parts	25468.24	2.22	100.0%	572.30	195.57	65.8%	490.57	187.71	61.7%	12.19	2.94	75.9%
Sublet Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Tires	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Batteries	1.00	0.00	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Accessories	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
EPA Charges	3.29	1.00	69.6%	8.19	0.00	100.0%	9.42	0.00	100.0%	7.00	0.00	100.0%
Sub total	25585.28	8.07	100.0%	1231.33	215.94	82.5%	1025.80	196.93	80.8%	225.09	7.79	96.5%
Sales Tax	1974.76	1974.76	0.0%	26.75	26.75	0.0%	39.53	39.53	0,0%	1,81	1.81	0.0%
Total	27560.04	1982.83	92.8%	1258.08	242.69	80.7%	1065.33	236.46	77.8%	226.90	9.60	95.8%
Repair order count		8			9			4			3	
Average R/O	3445.01	247.85	92.8%	139.79	26.97	80.7%	266.33	59,12	77.8%	75.63	3.20	95.8%

M.T.D. GRAND TOTALS :

TOTAL FOR ALL FORMS OF PAYMENT

			·	
	Retail	Cost	G.P.\$	G.P.%
Gasoline	0.00	0.00	0.00	0.0%
0i 1	86.14	39.29	46.85	54.4%
Labor	1409,16	0.00	1409.16	100.0%
Parts	26543.30	388.44	26154.86	98.5%
Sublet Labor	0.00	0.00	0.00	0.0%
Tires	0.00	0.00	0,00	0.0%
Batteries	1.00	0.00	1.00	100.0%
Accessories	0.00	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.00	0.0%
EPA Charges	27.90	1,00	26.90	96.4%
Sub total	28067.50	428.73	27638.77	98.5%
Sales Tax			0.00	0.0%
Total			27638.77	91.8%
Repair order count		24	EDEEDD303355	=======
Average R/O	1254.60	102.98	1151.62	91.8%

Page (4) - Transfer Recap totals by tax table

APPENDIX A SAMPLE REPORTS

Your Company Name 13957 S Kostner Avenue Crestwood, IL 60445

Date : Tuesday, December 4, 2001

		CASH			CHARGE		CR	EDIT CARE	ס	CHECK		
	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.
Gasoline	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	
0i1	21.38	9.22	56.9%	68.81	31.04	54.9%	29.71	13.59		11.25	4.85	
Labor	212.00	0.00	100.0%	522.63	0.00	100.0%	966.23	0.00	100.0%	412.40	0.00	
Parts	18289.42	116.86	99.4%	409.47	245.01	40.2%	494.27	189.93	61.6%	138,24	78.57	43.29
Sublet Labor	0.00	0.00	0.0%	111.68	44.67	60.0%	0.00	0.00	0.0%	0.00	0.00	0.09
Tires	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00		0.00	0.00	0.09
Batteries	2.00	0.00	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.09
Accessories	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0
Road Service/Tow	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.09
EPA Charges	4.79	2.00	58.2%	7.61	0.00	100.0%	9.42	0.00	100.0%	7.00	0.00	100.09
Sub total	18529.59	128.08	99.3%	1120.20	320.72	71.4%	1499,63	203.52	86.4%	568.89	83.42	85.39
Sales Tax	1419.17	1419.17	0.0%	37.07	37.07	0.0%	40.61	40.61	0.0%	11.58	11.58	0.0
Total	19948.76	1547.25	92.2%	1157.27	357.79	69.1%	1540.24	244.13	84.1%	580.47	95.00	83.6
Repair order count	***********	 11		******	10	=======================================		6			5	
Average R/O	1813,52	140.66	92.2%	115.73	35.78	69.1%	256.71	40.69	84.1%	116.09	19.00	83.6

Y.T.D. TOTALS for SALES by TAX TABLE "A" :

TOTAL FOR ALL FORMS OF PAYMENT	LL FORMS OF PAYMEN	DRMS OF	ALL	FOR	TOTAL
--------------------------------	--------------------	---------	-----	-----	-------

	Retail	Cost	G.P.\$	G.P.%
Gasoline	0,00	0.00	0.00	0.0%
Oil	131.15	58.70	72.45	55.2%
Labor	2113.26	0.00	2113.26	100.0%
Parts	19331.40	630.37	18701.03	96.7%
Sublet Labor	111.68	44,67	67.01	60.0%
Tires	0.00	0.00	0.00	0.0%
Batteries	2.00	0.00	2.00	100.0%
Accessories	0.00	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.00	0.0%
EPA Charges	28.82	2.00	26.82	93.1%
Sub total	21718.31	735.74	20982.57	96.6%
Sales Tax	1508.43	1508.43	0.00	0.0%
Total	23226.74	2244.17	20982.57	90.3%
Repair order count	===######	32	======================================	
Average R/O	725.84	70.13	655.71	90.3%

Page (5) - Transfer Recap totals by tax table

APPENDIX A SAMPLE REPORTS

Your Company Name 13957 S Kostner Avenue Crestwood, IL 60445

Date : Tuesday, December 4, 2001

		CASH		C	CHARGE			DIT CARD	1	CHECK		
•	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.
Gasoline	0,00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Oil	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Parts	7372.88	0.00	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Sublet Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Tires	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Batteries	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Accessories	0,00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.09
EPA Charges	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Sub total	7372.88	0.00	100.0%	0.00	0.00	0.0%	0.00	0,00	0.0%	0.00	0.00	0.0%
Sales Tax	571.43	571.43	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Total	7944.31	571.43	92.8%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0
Repair order count					 0			0			0	

Y.T.D. TOTALS for SALES by TAX TABLE "B" :

TOTAL FOR ALL FORMS OF PAYMENT

	Retail	Cost	G.P.\$	G.P.%
Gasoline	0.00	0.00	0.00	0.0%
0i1	0.00	0.00	0.00	0.0%
Labor	0.00	0.00	0.00	0.0%
Parts	7372.88	0.00	7372.88	100.0%
Sublet Labor	0.00	0.00	0.00	0.0%
Tires	0.00	0.00	0.00	0.0%
Batteries	0.00	0.00	0.00	0.0%
Accessories	0.00	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.00	0.0%
EPA Charges	0.00	0.00	0.00	0.0%
Sub total	7372.88	0.00	7372.88	100.0%
Sales Tax	571.43	571.43	0.00	0.0%
Total	7944.31	571.43	7372.88	92.8%
Repair order count		1		
Average R/O	7944.31	571.43	7372.88	92.8%

Page (6) - Transfer Recap totals by tax table

APPENDIX A SAMPLE REPORTS

Your Company Name
13957 \$ Kostner Avenue
Crestwood, IL 60445

			Υ.	T.D. SALES I	y TAX TA	ABLE "J"	- Non-Taxabl	е				
***************************************	(CASH		CHARGE			CREDIT CARD			CHECK		
••	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%
Gasoline	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Oil	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Labor	0.00	0.00	0.0%	612,60	0.00	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Parts	0.00	0.00	0.0%	572.00	30.20	94.7%	0.00	0.00	0.0%	0.00	0.00	0.0%
Sublet Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Tires	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Batteries	0.00 4	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0,00	0.0%
Accessories	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
EPA Charges	0.00	0.00	0.0%	0.58	0.00	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
0.1. 4.4.1	0.00	0.00	0.0%	1185.18	30.20	97.5%	0.00	0.00	0.0%	0.00	0.00	0.0%
Sub total Sales Tax	0.00	0.00		0.00		0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
- Total	0.00	0.00	0.0%	1185.18	30,20	97.5%	0.00	0.00	0.0%	0.00	0.00	0.0%
== Repair order count		0	=======================================		3	====== :		0			0	
Average R/O			0.0%	395.06	10.07	97.5%			0.0%			0.0%

Y.T.D. TOTALS for SALES by TAX TABLE "J" :

TOTAL FOR ALL FORMS OF PAYMENT

	Retail	Cost	G.P.\$	G.P.%
				0.0%
Gasoline	0.00	0.00	0.00	
0il	0.00	0.00	0.00	0.0%
Labor	612.60	0.00	612.60	100.0%
Parts	572.00	30.20	541.80	94,7%
Sublet Labor	0.00	0.00	0,00	0.0%
Tires	0.00	0.00	0.00	0.0%
Batteries	0.00	0.00	0.00	0.0%
Accessories	0.00	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.00	0.0%
EPA Charges	0.58	0.00	0.58	100.0%
Era Giarges				
Sub total	1185.18	30.20	1154.98	97.5%
	0.00	0.00	0.00	0.0%
Sales Tax	0.00	0.00		
T.4.3	1185.18	30.20	1154.98	97.5%
Total				
	========	3		
Repair order count		3		
			004.00	97.5%
Average R/O	395.06	10.07	384.99	91.5%

Page (7) - Transfer Recap totals by tax table

APPENDIX A SAMPLE REPORTS

Your Company Name 13957 S Kostner Avenue Crestwood, IL 60445

Date : Tuesday, December 4, 2001

			Υ.	T.D. SALES	by TAX T	ABLE GRA	ND TOTALS						
••••	CASH				CHARGE			CREDIT CARD			CHECK		
•	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%	
Gasoline	0.00	0.00	0.0%	0,00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	
Oil	21.38	9.22	56.9%	68.81	31.04	54.9%	29.71	13.59	54.3%	11.25	4.85	56.9%	
Labor	212.00	0.00	100.0%	1135.23	0.00	100.0%	966.23	0.00	100.0%	412.40	0.00	100.0%	
Parts	25662.30	116.86	99.5%	981.47	275.21	72.0%	494.27	189.93	61.6%	138.24	78.57	43.2%	
Sublet Labor	0.00	0.00	0.0%	111.68	44.67	60.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	
Tires	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	
Batteries	2.00	0.00	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	
Accessories	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	
Road Service/Tow	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	
EPA Charges	4.79	2.00	58.2%	8.19	0.00	100.0%	9.42	0.00	100.0%	7.00	0.00	100.0%	
Sub total	25902.47	128.08	99.5%	2305.38	350.92	84.8%	1499.63	203.52	86.4%	568.89	83.42	85.3%	
Sales Tax	1990.60	1990.60	0.0%	37.07	37.07	0.0%	40.61	40.61	0.0%	11.58	11.58	0.0%	
Total	27893.07	2118.68	92.4%	2342.45	387.99	83.4%	1540.24	244.13	84.1%	580.47	95.00	83.6%	
Repair order count		12	*******	*********	13			6	DOGEDZE H		5		
Average R/O	2324.42	176.56	92.4%	180.19	29.85	83.4%	256.71	40.69	84.1%	116.09	19.00	83.6%	

Y.T.D. GRAND TOTALS :

TOTAL FOR ALL FORMS OF PAYMENT

	Retail	Cost	G.P.\$	G.P.%
Gasoline	0,00	0.00	0.00	0.0%
Oil	131.15	58.70	72.45	55.2%
Labor	2725.86	0.00	2725.86	100.0%
Parts	27276.28	660.57	26615.71	97.6%
Sublet Labor	111.68	44.67	67.01	60.0%
Tires	0.00	0.00	0.00	0.0%
Batteries	2.00	0.00	2.00	100.0%
Accessories	0.00	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.00	0.0%
EPA Charges	29.40	2.00	27.40	93.2%
Sub total	30276.37	765.94	29510.43	97.5%
Sales Tax	2079.86	2079.86	0.00	0.0%
Total	32356.23	2845.80	29510.43	91.2%
Repair order count		36		
Average R/O	898.78	79.05	819.73	91.2%

Page (8) - Transfer Recap totals by tax table

APPENDIX A SAMPLE REPORTS

Your Company Name 13957 S Kostner Avenue Crestwood, IL 60445

Date : Tuesday, December 4, 2001

***************************************	••••		CUI	RRENT BUSINE	ss by so	URCE CODE	E "C" - Cust	omer Ref	erral			
	••••	CASH		CHARGE		CREDIT CARD			CHECK			
	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%
Gasoline	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0,00	
0i1	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	
Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	181.65	0.00	
Parts	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	6.24	0.00	
Sublet Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Tires	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	
Batteries	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	
Accessories	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	
Road Service/Tow	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	
EPA Charges	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	7.00	0.00	100.0%
Sub total	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	194.89	0.00	100.0%
Sales Tax	0.00	0.00		0.00	0.00		0.00	0.00	0.0%	0.48	0.48	0.0%
Total	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	195.37	0.48	99.8%
== Repair order count		0	252555 =	=======================================	0	=======	±±======	0			2	
Average R/O			0.0%			0.0%			0.0%	97.69	0.24	99.8%

CURRENT TOTALS for BUSINESS by SOURCE CODE "C" :

TOTAL FOR ALL FORMS OF PAYMENT

•••••	Retail	Cost	G.P.\$	G.P.%
Gasoline	0.00	0.00	0.00	0.0%
Oil	0.00	0.00	0.00	0.0%
Labor	181.65	0.00	181.65	100.0%
Parts	6.24	0.00	6.24	100.0%
Sublet Labor	0.00	0.00	0.00	0.0%
Tires	0.00	0.00	0.00	0.0%
Batteries	0.00	0.00	0.00	0.0%
Accessories	0.00	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.00	0.0%
EPA Charges	7.00	0.00	7.00	100.0%
Sub total	194.89	0.00	194.89	100.0%
Sales Tax	0.48	0.48		0.0%
Total			194.89	99.8%
=======================================		========	_=========	=======
Repair order count		2		
Average R/O	97.69	0.24	97.44	99.8%

Page (1) - Business by source code

APPENDIX A SAMPLE REPORTS

Your Company Name 13957 S Kostner Avenue Crestwood, IL 60445

Date : Tuesday, December 4, 2001

			CU	JRRENT BUSINE	ss by so	DURCE COD	E "M" - Thi:	s Code Is	Untitle	d			
		CASH		c	CHARGE			CREDIT CARD			CHECK		
•	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%	
Gasoline	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	
0il	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0,00	0.0%	
Labor	0.00	0.00	0.0%	0.00	0,00	0.0%	188.50	0.00	100.0%	0.00	0.00	0.0%	
Parts	0.00	0.00	0.0%	0.00	0.00	0.0%	60.90	36.54	40.0%	0.00	0.00	0.0%	
Sublet Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	
Tires	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	
Batteries	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	
Accessories	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	
Road Service/Tow	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	
EPA Charges	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	
Sub total	0.00	0.00	0.0%	0.00	0.00	0.0%	249.40	36.54	85.3%	0.00	0.00	0.0%	
Sales Tax	0.00	0.00	0.0%	0.00	0.00	0.0%	4.72	4.72		0.00	0.00	0.0%	
Total	0.00	0.00	0.0%	0.00	0.00	0.0%	254.12	41.26	83.8%	0.00	0.00	0.0%	
Repair order count		0			0	.EEE352 E		i			0	*****	
Average R/O			0.0%			0.0%	254.12	41.26	83.8%			0.0%	

CURRENT TOTALS for BUSINESS by SOURCE CODE "M" :

TOTAL FOR ALL FORMS OF PAYMENT

	Retail	Cost	G.P.\$	G.P.%
Gasoline	0.00	0.00	0.00	0.0%
Oil	0.00	0.00	0.00	0.0%
Labor	188.50	0.00	188.50	100.0%
Parts	60.90	36.54	24.36	40.0%
Sublet Labor	0.00	0.00	0.00	0.0%
Tires	0.00	0.00	0.00	0.0%
Batteries	0.00	0.00	0.00	0.0%
Accessories	0.00	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.00	0.0%
EPA Charges	0.00	0.00	0.00	0.0%
Sub total	249.40	36.54	212.86	85.3%
Sales Tax	4.72	4.72	0.00	0.0%
Total	254.12	41.26	212.86	83.8%
Repair order count	====#####	1		
Average R/O	254.12	41.26	212.86	83.8%

Page (2) - Business by source code

APPENDIX A SAMPLE REPORTS

Your Company Name 13957 S Kostner Avenue Crestwood, IL 60445

Date : Tuesday, December 4, 2001

			CUI	RRENT BUSIN	ESS by SO	OURCE CODE	E "R" - Repe	at Custo	omer			
		CASH		CHARGE			CREDIT CARD			CHECK		
-	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%
Gasoline	0.00	0.00	0.0%	0.00	0,00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
0i1	0.00	0.00	0.0%	0.00	0.00	0.0%	11.25	4.85	56.9%	0.00	0.00	0.0%
Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	5.00	0.00	100.0%	0.00	0.00	0.0%
Parts	0.00	0.00	0.0%	58.10	39.92	31.3%	5.80	2.22	61.7%	0.00	0.00	0.0%
Sublet Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Tires	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Batteries	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Accessories	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
EPA Charges	0.00	0.00	0.0%	2.47	0.00	100.0%	0.94	0.00	100.0%	0.00	0.00	0.0%
Sub total	0.00	0.00	0.0%	60.57	39.92	34.1%	22.99	7.07	69.2%	0.00	0.00	0.0%
Sales Tax	0.00	0.00	0.0%	4,50	4.50	0.0%	1.32	1.32	0.0%	0.00	0.00	0.0%
Total	0.00	0.00	0.0%	65.07	44.42	31.7%	24.31	8.39	65.5%	0.00	0.00	0.0%
= Repair order count		0			1			1			0	
Average R/O			0.0%	65.07	44.42	31.7%	24.31	8.39	65.5%			0.0%

CURRENT TOTALS for BUSINESS by SOURCE CODE "R" :

TOTAL FOR ALL FORMS OF PAYMENT

	Retail	Cost	G.P.\$	G.P.%
Gasoline	0.00	0.00	0.00	0.0%
0il	11.25	4.85	6.40	56.9%
Labor	5.00	0.00	5.00	100.0%
Parts	63.90	42.14	21.76	34.1%
Sublet Labor	0.00	0.00	0.00	0.0%
Tires	0.00	0.00	0.00	0.0%
Batteries	0.00	0.00	0.00	0.0%
Accessories	0.00	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.00	0.0%
EPA Charges	3.41	0.00	3.41	100.0%
Sub total	83,56	46.99	36.57	43.8%
Sales Tax	5.82	5,82	0.00	0.0%
Total	89.38	52.81	36.57	40.9%
Repair order count		2		
Average R/O	44.69	26.41	18.29	40.9%

Page (3) - Business by source code

APPENDIX A SAMPLE REPORTS

Your Company Name 13957 S Kostner Avenue Crestwood, IL 60445

Date : Tuesday, December 4, 2001

			CUI	RRENT BUSIN	ESS by SC	OURCE CODE	E GRAND TOTA	ALS				
		CASH		CHARGE		CREDIT CARD			CHECK			
	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%
Gasoline	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
0il	0.00	0.00	0.0%	0.00	0.00	0.0%	11.25	4.85	56.9%	0.00	0.00	0.0%
Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	193.50	0.00	100.0%	181.65	0.00	100.0%
Parts	0.00	0.00	0.0%	58.10	39.92	31.3%	66.70	38.76	41.9%	6.24	0.00	100.0%
Sublet Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Tires	0.00	0.00	0.0%	0.00	0.00	0.0%	~ 0.00	0.00	0.0%	0.00	0.00	0.0%
Batteries	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Accessories	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
EPA Charges	0.00	0.00	0.0%	2.47	0.00	100.0%	0.94	0.00	100.0%	7.00	0.00	100.0%
Sub total	0.00	0.00	0.0%	60.57	39.92	34.1%	272.39	43.61	84.0%	194.89	0.00	100,0%
Sales Tax	0.00	0.00	0.0%	4.50	4.50		6.04	6.04	0.0%	0.48	0.48	0.0%
Total	0.00	0.00	0.0%	65.07	44.42	31.7%	278.43	49.65	82.2%	195.37	0.48	99.8%
==							*****			==========	*****	
Repair order count		0			1			2			2	
Average R/O			0.0%	65.07	44.42	31.7%	139.22	24.83	82.2%	97.69	0.24	99.8%

CURRENT GRAND TOTALS :

TOTAL FOR ALL FORMS OF PAYMENT

	Retail	Cost	G.P.\$	G.P.%
Gasoline	0.00	0.00	0.00	0.0%
Oil	11.25	4.85	6.40	56.9%
Labor	375.15	0.00	375.15	100.0%
Parts	131.04	78.68	52.36	40.0%
Sublet Labor	0.00	0.00	0.00	0.0%
Tires	0.00	0.00	0.00	0.0%
Batteries	0.00	0.00	0.00	0.0%
Accessories	0.00	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.00	0.0%
EPA Charges	10.41	0.00	10.41	100.0%
Sub total	527.85	83.53	444.32	84.2%
Sales Tax	11.02	11.02	0.00	0.0%
Total		94.55	444.32	82.5%
Repair order count	A100 40000	5		
Average R/O	107.77	18.91	88.86	82.5%

Page ($\bf 4$) - Business by source code

APPENDIX A SAMPLE REPORTS

Your Company Name 13957 S Kostner Avenue Crestwood, IL 60445

Date : Tuesday, December 4, 2001

			CU	MULATIVE BUS	INESS by	SOURCE	CODE "C" - C	ustomer	Referral			
		CASH		C	HARGE		CRE	CREDIT CARD			CHECK	• • • • • •
	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%
Gasoline	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Oil	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	
Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	181.65		100.0%
Parts	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	6.24		100.0%
Sublet Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Tires	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Batteries	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Accessories	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
EPA Charges	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	7.00	0.00	100.0%
Sub total	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	194.89	0.00	100.0%
Sales Tax	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.48	0.48	0.0%
Total	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	195.37	0.48	99.8%
Repair order count		0			0			0			2	
Average R/O			0.0%			0.0%			0.0%	97.69	0.24	99.8%

CUMULATIVE TOTALS for BUSINESS by SOURCE CODE "C" :

TOTAL FOR ALL FORMS OF PAYMENT

	Retail	Cost	G.P.\$	G.P.%
Gasoline	0.00	0.00	0.00	0.0%
Oil	0.00	0.00	0.00	0.0%
Labor	181.65	0.00	181.65	100.0%
Parts	6.24	0.00	6.24	100.0%
Sublet Labor	0.00	0.00	0.00	0.0%
Tires	0.00	0.00	0.00	0.0%
Batteries	0.00	0.00	0.00	0.0%
Accessories	0.00	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.00	0.0%
EPA Charges	7.00	0.00	7.00	100.0%
Sub total	194.89	0,00	194.89	100.0%
Sales Tax	0.48	0.48	0.00	0.0%
Total	195.37	0.48	194.89	99.8%
Repair order count	=========	2		
Average R/O	97.69	0.24	97.44	99.8%

Page (5) - Business by source code

APPENDIX A SAMPLE REPORTS

Your Company Name 13957 S Kostner Avenue Crestwood, IL 60445

Date : Tuesday, December 4, 2001

			CI	UMULATIVE BUS	INESS by	SOURCE	CODE "M" -	This Code	s Is Unti	tled		
		CASH		CHARGE			CRI	DIT CAR)		CHECK	
•	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Reta i l	Cost	G.P.%
Gasoline	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Oil	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	188.50	0.00	100.0%	0.00	0.00	0.0%
Parts	0.00	0.00	0.0%	0.00	0.00	0.0%	60.90	36.54	40.0%	0.00	0.00	0.0%
Sublet Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Tires	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Batteries	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Accessories	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
EPA Charges	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Sub total	0.00	0.00	0.0%	0,00	0.00	0.0%	249.40	36.54	85.3%	0.00	0.00	0.0%
Sales Tax	0.00	0.00	0.0%	0.00	0.00	0.0%	4.72	4.72	0.0%	0.00	0.00	0.0%
Total	0.00	0.00	0.0%	0.00	0.00	0.0%	254.12	41,26	83.8%	0.00	0.00	0.0%
=			383228	EEEDGUNUU3231								
Repair order count		0			0			1			0	
Average R/O			0.0%			0.0%	254.12	41.26	83.8%			0.0%

CUMULATIVE TOTALS for BUSINESS by SOURCE CODE "M" :

TOTAL FOR ALL FORMS OF PAYMENT

	Retail	Cost	G.P.\$	G.P.%
Gasoline	0.00	0.00	0.00	0.0%
Oil	0.00	0.00	0.00	0.0%
Labor	188.50	0.00	188.50	100.0%
Parts	60.90	36.54	24.36	40.0%
Sublet Labor	0.00	0.00	0.00	0.0%
Tires	0.00	0.00	0.00	0.0%
Batteries	0.00	0.00	0.00	0.0%
Accessories	0.00	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.00	0.0%
EPA Charges	0.00	0.00	0.00	0.0%
Sub total	249.40	36.54	212.86	85.3%
Sales Tax	4.72	4.72	0.00	0,0%
Total	254.12	41.26	212.86	83.8%
Repair order count		1	**************************************	
Hopari or der count		,		
Average R/O	254.12	41.26	212.86	83.8%

Page (6) - Business by source code

APPENDIX A SAMPLE REPORTS

Your Company Name 13957 S Kostner Avenue Crestwood, IL 60445

Date : Tuesday, December 4, 2001

		CASH		CHARGE			CRE	DIT CARE)	CHECK			
	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.	
Gasoline	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0	
Oil	0.00	0.00	0.0%	0.00	0.00	0.0%	11,25	4.85	56.9%	0.00	0.00	0.0	
Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	5.00	0.00	100.0%	0.00	0.00	0.09	
Parts	0.00	0.00	0.0%	58.10	39.92	31.3%	5.80	2.22	61.7%	0.00	0.00	0.09	
Sublet Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.09	
Tires	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.09	
Batteries	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.09	
Accessories	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.09	
Road Service/Tow	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.09	
EPA Charges	0.00	0.00	0.0%	2.47	0.00	100.0%	0.94	0.00	100.0%	0.00	0.00	0.09	
Sub total	0.00	0.00	0.0%	60.57	39.92	34.1%	22.99	7.07	69.2%	0.00	0.00	0.0	
Sales Tax	0.00	0.00	0.0%	4.50	4.50	0.0%	1.32	1.32	0.0%	0.00	0.00	0.0	
Total	0.00	0.00	0.0%	65.07	44.42	31.7%	24.31	8.39	65.5%	0.00	0.00	0.0	
Repair order count	=======================================	0	1220222 2	========	1			1			0		
Average R/O			0.0%	65.07	44.42	31.7%	24.31	8.39	65.5%			0.0	

CUMULATIVE TOTALS for BUSINESS by SOURCE CODE "R" :

TOTAL FOR ALL FORMS OF PAYMENT

	Retail	Cost	G.P.\$	G.P.%
Gasoline	0.00	0.00	0.00	0.0%
0il	11.25	4.85	6.40	56.9%
Labor	5.00	0.00	5.00	100.0%
Parts	63.90	42.14	21.76	34.1%
Sublet Labor	0.00	0.00	0.00	0.0%
Tires	0.00	0.00	0.00	0.0%
Batteries	0.00	0.00	0.00	0.0%
Accessories	0.00	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.00	0.0%
EPA Charges	3.41	0.00	3.41	100.0%
Sub total	83.56	46.99	36.57	43.8%
Sales Tax	5.82	5.82	0.00	0.0%
Total	89.38	52.81	36.57	40.9%
Repair order count		2		
Average R/O	44.69	26.41	18.29	40.9%

Page (7) - Business by source code

APPENDIX A SAMPLE REPORTS

Your Company Name 13957 S Kostner Avenue Crestwood, IL 60445

Date : Tuesday, December 4, 2001

			C	UMULATIVE BU	SINESS by	SOURCE	CODE GRAND 1	TOTALS				
***************************************		CASH		CHARGE			CRE	DIT CAR)		CHECK	
	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G.P.%	Retail	Cost	G,P.%
Gasoline	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Oil	0.00	0.00	0.0%	0.00	0.00	0.0%	11.25	4.85	56.9%	0.00	0.00	0.0%
Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	193,50	0.00	100.0%	181.65	0.00	100.0%
Parts	0.00	0.00	0.0%	58.10	39.92	31.3%	66.70	38,76	41.9%	6.24	0.00	100.0%
Sublet Labor	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Tires	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Batteries	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Accessories	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00		0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
EPA Charges	0.00	0.00	0.0%	2.47	0.00	100.0%	0.94		100.0%	7.00	0.00	100.0%
Sub total	0.00	0.00	0.0%	60.57	39.92	34.1%	272.39	43.61	84.0%	194.89	0.00	100.0%
Sales Tax	0.00	0.00		4.50	4.50		6.04	6.04		0.48		0.0%
Total	0.00	0.00	0.0%	65.07	44.42	31.7%	278.43	49.65	82.2%	195.37	0.48	99.8%
		.======:	=====		========	======	***********		======			++====
Repair order count		0			1			2			2	
Average R/O			0.0%	65.07	44.42	31.7%	139.22	24.83	82.2%	97.69	0.24	99.8%

CUMULATIVE GRAND TOTALS :

TOTAL FOR ALL FORMS OF PAYMENT

	Retail	Cost	G.P.\$	G.P.%
Gasoline	0.00	0.00	0.00	0.0%
Oil	11.25	4.85	6.40	56.9%
Labor	375.15	0.00	375.15	100.0%
Parts	131.04	78.68	52.36	40.0%
Sublet Labor	0.00	0.00	0.00	0.0%
Tires	0.00	0.00	0.00	0.0%
Batteries	0.00	0.00	0.00	0.0%
Accessories	0.00	0.00	0.00	0.0%
Road Service/Tow	0.00	0.00	0.00	0.0%
EPA Charges	10.41	0.00	10.41	100.0%
Sub total	527.85	83.53	444.32	84.2%
Sales Tax	11.02	11.02	0.00	0.0%
Total	538,87	94.55	444.32	82.5%
Repair order count		5		=======
Average R/O	107.77	18.91	88.86	82.5%

Page (8) - Business by source code

APPENDIX A SAMPLE REPORTS

Your Compa											_				
Crestwood,												esday, c	July 30, 200	2	
Work in pr	ogress	for *11,	/30/2001												• • • • • • • • • • • • • • • • • • • •
Job #															
Invoice # Completed		1999 P	ontiac Gr	and Am				Home :	(122) 5	555-1317	Work	:			
	Gasol	ine		Labor	Parts	Sublet	La	Tires B	atterie	s Access	ori Ro	ad Serv	EPA Charg S		Total
Retail Cost					6.25 2.22								0.27	0.48	7.00 2.70
Profit			• • • • • • • • •		4.03								0.27		4.30
Subtotal f	or *11/	30/2001	•												
	Gasol												EPA Charg S		Total
TOTAL Ret. TOTAL Cost				* * * * * * * * *	6.25 2.22								0.27	0.48 0.48	7.00 2.70
TOTAL G.P.					4.03								0.27	0.00	4.30
Work in pr					======			======	=====	:======	======	======	.========		
Job # Invoice # Awaiting U	000068 nit	1999 GI	WC Yukon	•				Home :	()	Hometown	Work	: X P/			
	Gasol	ine	Oil		Parts	Sublet	La	Tires B	atterie	es Access	ori Ro	ad Serv	EPA Charg S	ales Tax	Total
Retail Cost	•••••		• • • • • • • • •												0.00 0.00
Profit	•••••			• • • • • • • • • • • • • • • • • • • •	• • • • • • • • •										0.00
Job # Invoice # Parts Orde	7 000060 red	Hawkin 1986 C	s Jr.,Mr. hevrolet	Robert Pickup C2	0	5150 J	Jeff La	ne Home :	()	Your Tow	n, US Work	10000			
		ine	Oil		Parts	Sublet	La	Tires B	atterio	es Access	ori Ro	ad Serv	EPA Charg S		Total
Retail Cost		•••••			2833.33 1700.00								15.00	219.58 219.58	3067.91 1919.58
Profit					1133.33								15.00	0.00	1148.33

Page (1) - Work In Progress report subtotaled by completion date

APPENDIX A SAMPLE REPORTS

Your Company 13957 S Kost Crestwood, l	tner A											day, Jul	y 30, 2	002		
Work in prog	gress	for "Not	complete													
Job # 8 Invoice # 00 In Shop Now		#1 2002	Chevrole	t Avaland	he.			enue Home : ()	-						
	Gasol:	ine	0il	Labor	Parts	Sublet	La.	Tires Batt	erie	s Accessor		l Serv EP	A Charg	Sales	s Tax	Total
Retail Cost		• • • • • • •	*******		97.37 65.73							• • • • • • • •	4.14		7.55 7.55	109.06 73.28
Profit .	• • • • •		• • • • • • • •		31.64								4.14		0.00	35.78
Job # 9 Invoice # 00 Initialized	00070	1998 Fo	rd Crown	Charles Victoria		988 S	Oakwood	Drive Home : (11	3) 5	Summervill 55-8777	e, US	10009				*****
•		ine	Oil	Labor	Parts	Sublet	t La	Tires Batt	erie	s Accessor						
Retail Cost	• • • • • •	• • • • • • •														0.00 0.00
Profit	• • • • • •			• • • • • • • • • •		• • • • • •	• • • • • • • •					• • • • • • • • •				0.00
Job # 12 Invoice # 00 Initialized	00065	1998 Bu	ick LeSal	ore				Home : (11	12) 5	Summervill 55-8864	e, US Work	10009 : X PAGE	R			
	Gasol	ine	Oil	Labor	Parts	Suble	t La	Tires Batt	terie	s Accessor						
Retail Cost	•••••	• • • • • • • •	•••••						• • • • •	•••••		40.00 17.50				40.00 17.50
Profit		• • • • • • •						· · · · · · · · · · · · · · · · · · ·				22.50			• • • • • • •	22.50
Job # 10 Invoice # 00 Initialized	4 00067	Jones, I	Ms. Kate odge Inte	rpid	٠	873	Newberry	Street Home : (11	12) (Diamond, 1 555-9631	Work	:			******	
	Gasol	ine		Labor	Parts	Suble	t La		terie	s Accessor	i Roa		PA Char	g Sale	s Tax	Total
Retail Cost						•••••	• • • • • • •	••••••			••••	•••••		• • • • •		0.00
					• • • • • •	• • • • • •			• • • • •		• • • • •		• • • • • •	• • • • • •	• • • • • • •	0.00

Page (2) - Work In Progress report subtotaled by completion date

APPENDIX A SAMPLE REPORTS

Your Compan 13957 S Kos Crestwood,	tner Av	15										Tuesday,	July	30, 200	02	
Work in pro	gress t															
Job # 1 Invoice # 0 Awaiting Un	000071	#4 1008	Chevrole	t Silvers	ido C3			Home :	()	-	Wo	rk:				
	Cocoli	ina	Oi I	Lahor	Parts	Sublet	l a	Tires	Batteri	es Acce	essori	ноас Ser	V EPA	unarg :	Sales Tax	IULAI
Retail Cost																0.00
Profit																0.00
Job # 1 Invoice # 0 Need Approv	16 000072	Cunard,	Ms. Marga	ret		934 N	7th Av	enue Home :	(123)	Your 555-44	Town, U	8 1000 irk:	00			
,,,			ni i	Labor	Dorte	Sunlet	i a	Tires	Batters	Les Acc	essorı	Road Ser	V LFA	Unary -	Sales Tax	IVLAL
Retail Cost		,		•••••												0.00
Profit		• • • • • • •														0.00
Job # 1 Invoice # (Initialized	17 000073	Diamond	Police (D Ford Cr		t: oria	6850	Centen	nial Dr: Home	Lve	Diamo	nd, US Wo	10006 ork :				
	Gasol	ine	Oil	Labor	Parts	Sublet		Tires	Batter	ies Acc	essori	Road Set	rv EPA	Charg	Sales Tax	Total
Retail Cost			10.45		5.35		•••••			• • • • • •				0.67		16.47 8.29
Profit			- 40		0 44									0.07		8.18
Subtotal fo	or "Not			••••	••••				••••							
	Gasol	ine	Oil	Labor	Parts	Sublet	La	Tires	Batter	ies Acc	essori	Road Se	rv EPA	Charg	Sales Tax	Total
TOTAL Ret. TOTAL Cost			10.45		2936.05							40. 17.	00 50	19.81	227.13 227.13	3233.44 3 2018.65
TOTAL G.P.			E 40		1167 29							22.	50	19.81	0.0	
GRAND TOTA		10==0====	========	=========	========	=====	=#====		======			=====				********
	Gasol	line	Oil	Labor	Parts	Suble	t La	Tires	Batter	ies Acc	essori	Road Se	rv EPA	Charg	Sales Ta	c Total
TOTAL Ret. TOTAL Cost	•••••		10.45		2942.30	• • • • • • • • • • • • • • • • • • •			• • • • • • •			40. 17.	00 50	20.08	227.6 227.6	1 3240.44 1 2021.35
TOTAL G.P.			E 40		1171 /1							22.	50	20.08	0.0	0 1219.09

Page (3) - Work In Progress report subtotaled by completion date

APPENDIX A SAMPLE REPORTS

APPENDIX B DESIGN REPAIR ORDER SAMPLES & CODES

HEADING *100*						
101*		Vehicle:	*107*		ımber *112*	
102*		Engine:	*108*	j *113*	*114*	
103*		License:	*109*	Started: *115*	Completed:	*116*
104*		VIN:		*117*		
im *105*	Wk *106*	Color:	*111* 	Mileage:	*119* 	-
300				Service history	Date	Mileage
301				I *401*		
201				*402*		
201				*403*		
				404		
				405		
				406		
				407		
				408		
				409		
				410		
				411		
				412		
				413		
				414		
				415		
				416		
				417		
				418		
				419		
				420		
				† *	Totals	
				 596	:*500*	
				390	:	
				1	:*501*	
				0i1	:*502*	
				Labor	:*503*	
				Parts	:*504*	
				Sublet	;*505*	
					:*506*	
					:*507*	
					:*508*	
				Road Svc/Tow Shop Supplies	:*509* :*510*	
				i Sub Total	:*512*	·
				597	:*513*	
				Sales Tax		
				593		
				598	:*516*	
				594	. 515	
				Thanks! *595*		
				Status : *599*		
600 *60						
*60						
*60						
) 4 *					

APPENDIX B DESIGN REPAIR ORDER SAMPLES & CODES

*HEADING**	
	Taunian # 440+
101* 102*	Invoice # *112* *113*
102* 103*	*114*
104*	Completed *116*
200 	
201	
202	
203	
204	
205	
206	
207	
208 *208*	
209 *210*	
210 *211*	
*211**	
213	
214	
215	
216	
217	
218	
219	
220 *221*	
221 *222*	
~222~ *223*	
224	
225	
226	
227	
228	
229	
230	
231	
	Instructions
301*	
302*	
303*	
599*	Sub Total : *512*
~~	*597* : *513*
hanks for your business!	Sales Tax : *514*
•	
ignature:	*598* : *516*
	•••••

APPENDIX B DESIGN REPAIR ORDER SAMPLES & CODES

Customer & Vehicle information (Screen Page 1)

Code	Information	<u>Width</u>	Notes & Comments
100	Ad line / File copy	128	Prints Ad line in CARS and file copy in filedrawer
101	Customer name	30	Always Customer name
102	Address line 1	25	Contains Address2 if Address1 blank
103	Address line 2	39	Contains City,ST,Zip if Address 1 blank
104	City, State, Zip	39	Contains 39 blank spaces if Add 1 blank
105	Home phone	14	
106	Work phone	22	Includes ext. (if any)
107	Unit	30	•
108	Engine	17	
109	license	17	
110	VIN	17	
111	Color	17	
112	Invoice number	6	
113	PO#	16	Prints "PO#" followed by the PO#
114	Job #	8	Prints "Job#" followed by the job number
115	Arrived on (Started) date	8	• •
116	Completion date	8	
117	Time stamp	31	
118	Mileage in	6	
119	Mileage out	6	
120	Other phone	14	
121	Email address	54	
	•····		
		Parts & Labor	(Screen Page 2)
000	O	82	76 if Parts Ticket - Tn & Sb not printed
200	Parts heading	82	76 if Parts Ticket - Tn & Sb not printed
201	1st Parts line	02	70 II Falls Tithet - III a 30 Not phines
071	Thru	82	76 if Parts Ticket - Tn & Sb not printed
231	31st Parts line	02	70 IL Falls Hense - 111 a 30 hot philiseo
		Description of Wo	rk (Screen Page 3)
		00	70 % O . N. Tistori
300	Description of work heading	82	78 if Parts Ticket
301	1st line of Description of work	78	
	thru		
311	11 th line of Description of work	78	
		Service history	(Screen Page 4)
403	19.5	ΛĦ	
401	1st Service history category	43	
400	thru 20 th Service history category	43	
420	ZO Service History Category	45	

APPENDIX B DESIGN REPAIR ORDER SAMPLES & CODES

Totals Box (Shown on screen under Display by department)

500	Advanced deposit amount	11	Prints only if amount not zero
501	Department "A" total amount	11	
502	Department "B" total amount	11	
503	Department "C" total amount	11	
504	Department "D" total amount	11	
505	Department "E"total amount	11	
506	Department "F" total amount	11	
507	Department "G" total amount	11	
508	Department "H" total amount	11	
509	Department "I" total amount	11	
510	Department "J" total amount	11	
511	Not used		Reserved for future use
512	Sub-total of 500 thru 510	11	
513	Discount amount	11	Prints only if amount not zero
514	Sales Tax (Dept "K") total amount	11	·
515	Not used		Reserved for future use
516	Total of 512 thru 514	11	
593	** Do not pay. This is not a bill! **	37	If password set MUST have 593 or 594. Not required on Parts ticket
	•		If no password prints 37 dashes
594	** Do not pay. This is not a bill! **	37	Same as 593 above, except
274	bo not pay. This is not a one	2,	if no password prints 37 equal signs
595	Prints your company name	35	Required on all repair orders
596	Title "Advance deposit"	15	Prints only if #500 is not zero
597	Title "Discount"	11	Prints only if #513 is not zero
598	Prints "Credit memo" or		Time only if it is in the case
270	"Balance Due" or "Total Due"	11	Whichever is appropriate
599	Repair order status	35	whichever is appropriate
J77	Nepali order statos	رر	
Othe	r information		
600	Origina and the	8	Required except on Parts ticket
601	Prints sequence #	108	Required except on Parts ticket
	Precision copyright	121	Required if your system has Mitchell
602	Mitchell copyright	121	
603	Mitchell copyright		Required if your system has Mitchell
604	Mitchell copyright	121	Required if your system has Mitchell

APPENDIX C CHECKLISTS

WINDOWS SYST€M

CHECKLIST FOR TRANSFER & SHIFT CHECKOUT FOR A REPAIR SHOP - WITHOUT GASOLINE

At the C.A.R.S. Main Menu. From there, go to Etilities - Reports to print a Status report for Eaid repair orders, in Status order, Complete copy. The system will ask: "Print Repair orders marked paid on or before: MM/DD/YYYY". The system will supply the current date, if you are doing the bookkeeping for a different date, enter that date. Go over the report to make sure all paid repair orders have been marked with the appropriate type of payment and date.
If there are any repair orders that are on the report that should not be or repair orders that should be on the report that are not, go to Tepair Orders pending, Search for the repair order then change the status ([SHIFT]-15) on the repair order to show the appropriate type of status. If the date is incorrect, change the status and correct the "Paid on" date.
Exit I from the Precision Data Systems' program to the Windows Desktop. Do a backup by clicking on the "HdBackup" icon. Answer Mes to continue. When the backup is complete, click on the "PDS Menu" icon to return to the system. At the Precision Main Menu, press to return to C.A.A.S
Return to ①.A.R.S. and press [SHIFT]-① to Transfer Paid Repair Orders. Then press ② to transfer Paid repair orders.) The system will now ask: "Transfer paid repair orders marked paid on or before: MM/DD/YYYY". The system will supply the current date, if you are doing the bookkeeping for a different date, enter that date. Answer ②es to the question "Do you have a current HDBACKUP?". When the computer has finished the Transfer you will be in Shift checkout.
Enter the shift date (use 8 digits $00/00/0000$), press [ENTER]. Enter your employee number and press [ENTER]. Answer \square to "Are all entries correct (Y/N)".
Enter your \blacksquare ank Deposit (cash and checks on the first line and bank credit cards on the second line). Enter the Cash on hand and press [ENTER]. Press \boxdot to "Are all entries correct (Y/N).
If you have any Paid out's or Received on accounts to enter, press 1 to go to the invoice menu. Next enter any Paid out by cash. Next enter any Received on accounts you have for this shift. (Enter only the Paid outs and Received on accounts you did not pre-enter into C.A.R.S.) After you have entered these, press 1 to Exit Invoices.
Press \P to look at Sales summary. Check to make sure you balance. If your shift has balanced, press the \P to close the shift. Type in \P \P answer \P is this the closing shift?". (If you have more than one shift a day answer \P until you are processing the final shift for the day.) Answer \P es if you would like to print the Business Analysis report or \P or
After closing the shift, exit I from the Precision Data Systems' program to the Windows Desktop. Do a backup by clicking on the "HdBackup" icon. Answer Tes to continue. When the backup is complete, click on the "PDS Menu" icon to return to the system.

RPPENDIX C

	CHECK LISTS
]	Return to Manager's Assistant™. Press [SHIFT]-12 to select Post invoices. Answer 12es or 12es to the reports. Exit 12es Manager's Assistant™.
	Go to The \$\overline{\text{Service Manager}}\$. Press [SHIFT]-\$\overline{\text{Service Process repair orders. Exit \$\overline{\text{Service Manager}}\$.
	At THE END OF THE DAY, go to Elledrawer Utilities and Backup. When you have completed the filedrawer backup, exit from the Precision Data Systems' program to the Windows Desktop and do a backup (floppy disk backup) by clicking on the "Backup1" icon. The Backup1 MUST be done at the END OF ERCH DAY, whether or not you have done bookkeeping on this day.
	At least once a week, go to The Service Manager [™] and print your Thank you and Reminder letters. At The Service Manager [™] Main menu, go to Print letters. Next, go to Print automatic letters. Answer I, to the "Printer is fed by:" question. Press [Enter] to use the current date or enter the date you would like on the letters. Print the letters in Mame order. Press [Enter] for the "Start printing with" prompt. Answer Pes to the question "Are all entries correct?". Press [Enter] to print the letters. After you have printed the letters and list(s), exit I to the Precision Main menu.
	If you have Tickler letters, at the Precision Main menu, go to Dickler letters. Next, go to Print automatic Tickler letters. Answer D, to the "Printer is fed by:" question. Press [Enter] to use the current date or enter the date you would like on the letters. Print the letters in Dame order. Press [Enter] for the "Start printing with" prompt. Answer Des to the question "Are all entries correct?". Press [Enter] to print the letters. After you have printed the letters and list(s), exit to the Precision Main menu.

APPENDIX C

MS-DOS SYST€M

CHECKLIST FOR TRANSFER & SHIFT CHECKOUT FOR A REPAIR SHOP - WITHOUT GASOLINE

At the C.A.R.S. Main Menu, go to Utilities - Deports to print a Status report for Daid repair orders, in Status order, Complete copy. The system will ask: "Print Repair orders marked paid on or before: MM/DD/YYYY". The system will supply the current date, if you are doing the bookkeeping for a different date, enter that date. Go over the report to make sure all paid repair orders have been marked with the appropriate type of payment and date.
If there are any repair orders that are on the report that should not be or repair orders that should be on the report that are not, go the Bepair orders pending, Search for the repair order and change the status ([Shift]-15) on the repair order to show the appropriate type of status. If the date is incorrect, change the status and correct the "Paid on" date.
Exit I from the Precision Data Systems' program to the "C" (C:\PDS>) prompt. Do a backup by typing IDBACKUP then press [ENTER]. Answer Yes to continue. When the backup is complete, type PDS, then press [ENTER] to return to the system.
Return to [2.A.R.S. and press [SHIFT]-[1] to Transfer Paid Repair Orders. Then press [2] to transfer Paid repair orders.) The system will now ask: "Transfer paid repair orders marked paid on or before: MM/DD/YYYY". The system will supply the current date, if you are doing the bookkeeping for a different date, enter that date. Answer [2] es to the question "Do you have a current HDBACKUP?". When the computer has finished the Transfer you will be in Shift checkout.
Enter the shift date (use 8 digits $00/00/0000$), press [ENTER]. Enter your employee number and press [ENTER]. Answer \Box to "Are all entries correct (Y/N)".
Enter your \blacksquare ank Deposit (cash and checks on the first line and bank credit cards on the second line). Enter the Cash on hand and press [ENTER]. Press \boxdot to "Are all entries correct (Y/N).
If you have Paid out's or Received on accounts to enter, press 11 to go to the invoice menu. Next enter any Paid out by cash. Next enter any Deceived on accounts you have for this shift. (Enter only the Paid outs and Received on accounts you did not pre-enter into C.A.R.S.) After you have entered these, press 12 to 6xit Invoices.
Press 15 to look at Sales summary. Check to make sure you balance. If your shift has balanced, press the 15 to close the shift. Type in [12] 15 [15], answer [12] to "Is this the closing shift?". (If you have more than one shift a day answer [10], until you are processing the final shift for the day.) Answer [16] es if you would like to print the Business Analysis report or [16] or if you do not want to print the Business Analysis report.

	CHECK LISTS
	After closing the shift, exit from the Precision Data Systems' program to the "C" (C:VPDS>) prompt. Do a backup by typing HDBACKUP then press [ENTER]. Answer Mes to continue. When the backup is complete, type PDS, then press [ENTER] to return to the system.
ם	Return to Manager's Assistant™. Press [SHIFT]-10 to select Post invoices. Answer 12 es or 10 to the reports. Exit 10 Manager's Assistant™.
	Go to The ¶ervice Manager™. Press [SHIFT]-¶ to select Process repair orders. Exit ☐ Service Manager™.
	At THE END OF THE DAY, go to Elledrawer Utilities and Backup. When you have completed the filedrawer backup, exit from the Precision Data Systems' program to the "C" (C:\PDS>) prompt and do a BACKUP! (floppy disk backup). The Backup! MUST be done at the END OF EACH DAY, whether or not you have done bookkeeping on this day.
	At least once a week, go to The Service Manager [™] and print your Thank you and Reminder letters. At The Service Manager [™] Main menu, go to Print letters. Next, go to Print automatic letters. Answer T, to the "Printer is fed by:" question. Press [Enter] to use the current date or enter the date you would like on the letters. Print the letters in Mame order. Press [Enter] for the "Start printing with" prompt. Answer Tes to the question "Are all entries correct?". Press [Enter] to print the letters. After you have printed the letters and list(s), exit T to the Precision Main menu.
	If you have Tickler letters, at the Precision Main menu, go to Dickler letters. Next, go to Drint automatic Tickler letters. Answer T, to the "Printer is fed by: " question. Press [Enter] to use the current date or enter the date you would like on the letters. Print the letters in Name order. Press [Enter] for the "Start printing with" prompt. Answer Des to the question "Are all entries correct?". Press [Enter] to print the letters. After you have printed the letters and list(s), exit to the Precision Main menu.

APPENDIX C

WINDOWS SYST€M

CHECKLIST FOR TRANSFER & SHIFT CHECKOUT FOR A REPAIR SHOP - WITH GASOLINE

At the C.A.R.S. Main Menu. From there, go to Otilities - Reports to print a Status report for Oaid repair orders, in Status order, Complete copy. The system will ask: "Print Repair orders marked paid on or before: MM/DD/YYYY". The system will supply the current date, if you are doing the bookkeeping for a different date, enter that date. Go over the report to make sure all paid repair orders have been marked with the appropriate type of payment and date.
If there are any repair orders that are on the report that should not be or repair orders that should be on the report that are not, go to 🗓 epair Orders pending, 🖺 earch for the repair order then change the status ([SHIFT]-1]) on the repair order to show the appropriate type of status. If the date is incorrect, change the status and correct the "Paid on" date.
Exit I from the Precision Data Systems' program to the Windows Desktop. Do a backup by clicking on the "HdBackup" icon. Answer Tes to continue. When the backup is complete, click on the "PDS Menu" icon to return to the system. At the Precision Main Menu, press © to return to C.A.R.S
Return to ①.A.R.S. and press [SHIFT]-① to Transfer Paid Repair Orders. Then press ② to transfer Paid repair orders.) The system will now ask: "Transfer paid repair orders marked paid on or before: MM/DD/YYYY". The system will supply the current date, if you are doing the bookkeeping for a different date, enter that date. Answer ② es to the question "Do you have a current HdBackup?". When the computer has finished the Transfer you will be in Shift checkout.
Enter the shift date (use 8 digits, $99/99/9999$), press [Enter]. Enter your employee number, then press [Enter]. Answer \square to "Are all entries correct (Y/N) ".
Enter your Bank Deposit (cash and checks on the first line, bank credit cards on the second line). Enter the Cash on hand, press [Enter]. Press 12 to "Are all entries correct? (Y/N)".
If you accept Oil company Credit Cards, press 🖸 to enter your Oil company Credit Cards (Manual credit cards only.)
Press 🖻 to enter your Gasoline sales.
If you are using the Key item inventory, press $lacksquare$ to enter your Key item inventory.
If you have any Paid out's, Received on accounts or Gasoline charge sales to enter, press 11 to go to invoice menu. Next enter any Paid out by cash and any Received on accounts you have for this shift. If you sell gasoline on account enter your Gasoline charge sales. After you have entered these, press 12 to exit Invoices.

$lue{lue}$ If you are using the cash Register sales, press $lack{\mathbb{R}}$ to enter your cash Register sales.	
Press S to look at Sales summary. Check to make sure you balance. If your shift has balanced, press to clin CLOSE. If you have more than one shift answer NO to "Is this the closing shift for the day?". If this is the day, answer TES to "Is this the closing shift for the day?". Answer Tes if you would like to print the Bu report or No if you do not want to print the Business Analysis report.	the last shift of
After closing the shift, exit 1 from the Precision Data Systems' program to the Windows Desktop. Do a bacon the "HdBackup" icon. Answer 1 es to continue. When the backup is complete, click on the "PDS Menu to the system.	
Return to Manager's Assistant™. Press [SHIFT]-® to select Post invoices. Exit Manager's Assistant™.	
Go to The Service Manager™. Press [SHIFT]-15 to select Process repair orders. Exit 15 Service Manager™	
At THE END OF THE DAY, go to Filedrawer Utilities and Backup. When you have completed the filedraw from the Precision Data Systems' program to the Windows Desktop and do a backup (floppy disk backup the "Backup1" icon. The Backup1 MUST be done at the END OF EACH DAY, whether or not you have done on this day.) by dicking on
At least once a week, go to The \(\) ervice Manager\(\) and print your Thank you and Reminder letters. Manager\(\) Manager\(\) Main menu, go to \(\) Print letters. Next, go to \(\) Print automatic letters. Answer \(\) to the "Print question. Press [Enter] to use the current date or enter the date you would like on the letters. Print the letters Press [Enter] for the "Start printing with" prompt. Answer\(\) est to the question "Are all entries correct?". Press the letters. After you have printed the letters and list(s), exit \(\) to the Precision Main menu.	ter is fed by :" ∩™ame order.
If you have Tickler letters, at the Precision Main menu, go to Dickler letters. Next, go to Print automatic Answer , to the "Printer is fed by: " question. Press [Enter] to use the current date or enter the date you we letters. Print the letters in Name order. Press [Enter] for the "Start printing with" prompt. Answer Des to the all entries correct?". Press [Enter] to print the letters. After you have printed the letters and list(s), exit Main menu.	ould like on the e question "Are

APPENDIX C

MS-DOS SYST€M

CHECKLIST FOR TRANSFER & SHIFT CHECKOUT FOR A REPAIR SHOP - WITH GASOLINE

At the C.A.R.S. Main Menu, go to Utilities - Reports to print a Status report for Paid repair orders, in Status order, Complete copy. The system will ask: "Print Repair orders marked paid on or before: MM/DD/YYYY". The system will supply the current date, if you are doing the bookkeeping for a different date, enter that date. Go over the report to make sure all paid repair orders have been marked with the appropriate type of payment and date.
If there are any repair orders that are on the report that should not be or repair orders that should be on the report that are not, go the Depair orders pending, Dearch for the repair order and change the status ([Shift]-1) on the repair order to show the appropriate type of status. If the date is incorrect, change the status and correct the "Paid on" date.
Exit $lackbox{1}$ from the Precision Data Systems' program to the "C" (C:\PDS>) prompt. Do a backup by typing $lackbox{1}$ $lackbox{1}$ $lackbox{2}$ then press [ENTER]. Answer $lackbox{1}$ es to continue. When the backup is complete, type $lackbox{1}$ $lackbox{2}$ $lackbox{3}$ $lackbox{2}$ $lackbox{3}$ $lackbox{4}$ $lackbox{2}$ $lackbox{4}$ $lackbox{2}$ $lackbox{3}$ $lackbox{4}$ $lackbox$
Return to A.R.S. and press [SHIFT]- to Transfer Paid Repair Orders. Then press to transfer Paid repair orders.) The system will now ask: "Transfer paid repair orders marked paid on or before: MM/DD/YYYY". The system will supply the current date, if you are doing the bookkeeping for a different date, enter that date. Answer es to the question "Do you have a current HDBACKUP?". When the computer has finished the Transfer you will be in Shift checkout.
Enter the shift date (use 8 digits, $90/90/9000$), press [Enter]. Enter your employee number, then press [Enter]. Answer \square to "Are all entries correct (Y/N)".
Enter your \blacksquare ank Deposit (cash and checks on the first line, bank credit cards on the second line). Enter the Cash on hand, press \blacksquare to "Are all entries correct? (Y/N)".
If you accept Oil company Credit Cards, press 🖸 to enter your Oil company Credit Cards (Manual credit cards only.)
Press 🗓 to enter your Gasoline sales.
If you are using the Key item inventory, press $lacksquare$ to enter your Key item inventory.
If you have any Paid out's, Received on accounts or Gasoline charge sales, press 11 to go to invoice menu. Next enter any 12 aid out by cash and any 13 eceived on accounts you have for this shift. If you sell gasoline on account enter your 13 asoline charge sales. After you have entered these, press 15 to exit Invoices.

CUECU (1212
If you are using the cash Register sales, press 🗈 to enter your cash Register sales.
Press I to look at Sales summary. Check to make sure you balance. If your shift has balanced, press I to close shift. Type in IIIOISIE. If you have more than one shift answer IIO to "Is this the closing shift for the day?". If this is the last shift of the day, answer IIOIS to "Is this the closing shift for the day?". Answer IOO if you would like to print the Business Analysis report or IOO if you do not want to print the Business Analysis report.
After closing the shift, exit from the Precision Data Systems' program to the "C" (C:\PDS>) prompt. Do a backup by typing HDBACKUP then press [Enter]. Answer Yes to continue. When the backup is complete, type PDB, then press [Enter] to return to the system.
Return to Manager's Assistant™. Press (SHIFT)-1 to select Post invoices. Exit 1 Manager's Assistant™.
Go to The ¶ervice Manager™. Press [SHIFT]-1 to select Process repair orders. Exit □ Service Manager™.
At the END OF THE DAY, go to Eiledrawer Utilities and Backup. When you have completed the Filedrawer backup, exit from the Precision Data Systems' program to the "C" (C:\PDS>) prompt and do a BACKUPII (floppy disk backup). The Backup1 MUST be done at the END OF EACH DAY , whether or not you have done bookkeeping on this day.
At least once a week, go to The \(\text{\textserion}\) ervice Manager\(^\mathrm{\text}\) and print your Thank you and Reminder letters. At The Service Manager\(^\mathrm{\text}\) Main menu, go to \(\text{\textserion}\) rint letters. Next, go to \(\text{\textserion}\) rint automatic letters. Answer \(\text{\textserion}\), to the "Printer is fed by: "question. Press [Enter] to use the current date or enter the date you would like on the letters. Print the letters in \(\text{\textserion}\) ame order. Press [Enter] for the "Start printing with" prompt. Answer \(\text{\textserion}\) es to the question "Are all entries correct?". Press [Enter] to print the letters. After you have printed the letters and list(s), exit \(\text{\textserion}\) to the Precision Main menu.
If you have Tickler letters, at the Precision Main menu, go to Dickler letters. Next, go to Print automatic Tickler letters. Answer D, to the "Printer is fed by:" question. Press [Enter] to use the current date or enter the date you would like on the letters. Print the letters in Name order. Press [Enter] for the "Start printing with" prompt. Answer Des to the question "Are all entries correct?". Press [Enter] to print the letters. After you have printed the letters and list(s), exit D to the Precision Main menu.

APPENDIX C

WINDOWS SYSTEM

CHECKLIST FOR TRANSFER FOR A REPAIR SHOP WITHOUT MANAGER'S ASSISTANT™

At the C.A.R.S. Main Menu, go to Etilities - Deports to print a Status report for Paid repair orders, in Status order, Complete copy. The system will ask: "Print Repair orders marked paid on or before: MM/DD/YYYY". The system will supply the current date, if you are transferring the repair orders from a different date, enter that date. Go over the report to make sure all paid repair orders have been marked with the appropriate type of payment.
If there are any repair orders that are on the report that should not be or repair orders that should be on the report that are not, go to Pepair Orders pending, Search for the repair order then change the status ([SHIFT]-15]) on the repair order to show the appropriate type of status. If the date is incorrect, change the status and correct the "Paid on" date.
Exit I from the Precision Data Systems' program to the Windows Desktop. Do a backup by clicking on the "HdBackup" icon. Answer Tes to continue. When the backup is complete, click on the "PDS Menu" icon to return to the system. At the Precision Main Menu, press to return to C.A.R.S
From the C.A.R.S. Main Menu, press [SHIFT]-1 to Transfer Paid Repair Orders. Then press 1 to transfer Paid repair orders. The system will now ask: "Transfer paid repair orders marked paid on or before: MM/DD/YYYY". The system will supply the current date, if you are transferring the repair orders from a different date, enter that date. Answer 1 es to the question "Do you have a current HdBackup?". When the computer has finished the Transfer you will be back at the C.A.R.S. Main Menu.
Exit Inform the Precision Data Systems' program to the Windows Desktop. Do another backup by clicking on the "HdBackup" icon. Answer Information to continue. When the backup is complete, click on the "PDS Menu" icon to return to the system.
Go to The Service Manager™. Press [SHIFT]-15 to select Process repair orders. Exit 15 Service Manager™.
At THE END OF THE DAY, go to Eliledrawer Utilities and Uackup to make a backup of filedrawer. When you have completed the filedrawer backup, exit I from the Precision Data Systems' program to the Windows Desktop and do a Backup? (removable disk backup) by clicking on the "Backup?" icon. The Backup? MUST be done at the END OF EACH DAY, whether or not you have done a transfer this day.
At least once a week, go to The Service Manager™ and print your Thank you and Reminder letters. At The Service Manager™ Main menu, go to Erint letters. Next, go to Erint automatic letters. Answer ①, to the "Printer is fed by :" question. Press [Enter] to use the current date or enter the date you would like on the letters. Print the letters in ③ame order.

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Press [Enter] for the "Start printing with" prompt. Answer Des to the question "Are all entries correct?". Press [Enter] to print the letters. After you have printed the letters and list(s), exit to the Precision Main menu.

If you have Tickler Letters, at the Precision Main menu, go to \square ickler letters. Next, go to \square rint automatic Tickler letters. Answer \square , to the "Printer is fed by:" question. Press [Enter] to use the current date or enter the date you would like on the letters. Print the letters in \square ame order. Press [Enter] for the "Start printing with" prompt. Answer \square es to the question "Are all entries correct?". Press [Enter] to print the letters. After you have printed the letters and list(s), exit \square to the Precision Main menu.

APPENDIX C

MS-DOS SYSTEM

CHECKLIST FOR TRANSFER FOR A REPAIR SHOP WITHOUT MANAGER'S ASSISTANT™

At the C.A.R.S. Main Menu, go to Utilities - Reports to print a Status report for Paid repair orders, in Status order, Complete copy. The system will ask: "Print Repair orders marked paid on or before: MM/DD/YYYY". The system will supply the current date, if you are transferring the repair orders from a different date, enter that date. Go over the report to make sure all paid repair orders have been marked with the appropriate type of payment.
If there are any repair orders that are on the report that should not be or repair orders that should be on the report that are not, go to Depair orders pending, Dearch for the repair order then change the status ([Shift]-1) on the repair order to show the appropriate type of status. If the date is incorrect, change the status and correct the "Paid on" date.
Exit $lacksquare$ from the Precision Data Systems' program to the "C" (C:\PDS>) prompt. Do a backup by typing $lacksquare$ then press [ENTER]. Answer $lacksquare$ es to continue. When the backup is complete, type $lacksquare$, then press [ENTER] to return to the system.
Return to ①.A.R.S. and press [SHIFT]-① to Transfer Paid Repair Orders. Then press ② to transfer Paid repair orders.) The system will now ask: "Transfer paid repair orders marked paid on or before: MM/DD/YYYY". The system will supply the current date, if you are transferring the repair orders from a different date, enter that date. Answer ②es to the question "Do you have a current HDBACKUP?". When the computer has finished the Transfer you will be at the C.A.R.S. Main Menu.
Exit $lacksquare$ from the Precision Data Systems' program to the "C" (C:\PDS>) prompt. Do a backup by typing $lacksquare$ then press [ENTER]. Answer $lacksquare$ to continue. When the backup is complete, type $lacksquare$ then press [ENTER] to return to the system.
Go to The ¶ervice Manager™. Press [SHIFT]-¶ to select Process repair orders. Exit ☐ Service Manager™.
At THE END OF THE DAY, go to Elledrawer Utilities and Elackup. When you have completed the filedrawer backup, exit from the Precision Data Systems' program to the "C" (C:\PDS>) prompt and do a BIACKUP1 (floppy disk backup). The BACKUP1 MUST be done at the END OF EACH DRY, whether or not you have done a transfer this day.
At least once a week, go to The Service Manager™ and print your Thank you and Reminder letters. At The Service Manager™ Main menu, go to Print letters. Next, go to Print automatic letters. Answer T, to the "Printer is fed by:" question. Press [Enter] to use the current date or enter the date you would like on the letters. Print the letters in Name order. Press [Enter] for the "Start printing with" prompt. Answer Des to the question "Are all entries correct?". Press [Enter] to print the letters. After you have printed the letters and list(s), exit to the Precision Main menu.

APPENDIX C

If you have Tickler Letters, at the Precision Main menu, go to Dickler letters. Next, go to Dirint automatic Tickler letters. Answer , to the "Printer is fed by: " question. Press [Enter] to use the current date or enter the date you would like on the letters. Print the letters in Name order. Press [Enter] for the "Start printing with" prompt. Answer Des to the question "Are all entries correct?". Press [Enter] to print the letters. After you have printed the letters and list(s), exit to the Precision Main menu.

APPENDIX C

WINDOWS SYST€M

CHECKLIST FOR END OF MONTH PROCESSING WITH MANAGER'S ASSISTANT

Balance the last shift for the month.
After closing the shift, Exit I from the Precision Data Systems' program to the Windows Desktop. Do a backup by clicking on the "HdBackup" icon. When the backup is complete, click on the "PDS Menu" icon to return to the system.
Return to Manager's Assistant™. Press [SHIFT]-1 to Post invoices. After the posting process is complete, have the system print an employee commission report. After the report has printed the system will ask if you want to reset current sales. Do this ONLY if you are ending the pay period as well as the month.
Next, print any reports you will need from Precision Parts Manager and The Manager's Assistant™ such as sales reports, accounts receivable reports and check writer reports. (See The Manager's Assistant™ instruction manual for the checklist of reports you should print.)
After printing the reports you will need to make an archive backup. You will need at least one blank formatted diskette. Et to the Windows Desktop.
At the Windows Desktop make your end of month archive backup by clicking on the "Archive" icon.
At the Windows Desktop make your end of month archive backup by clicking on the "Archive" icon. After your backup is complete label the diskette(s) Archive MONTH YEAR. Write protect the diskette(s) and put away for future use. When the backup is complete, click on the "PDS Menu" icon to return to the system.
After your backup is complete label the diskette(s) Archive MONTH YEAR . Write protect the diskette(s) and put away for
After your backup is complete label the diskette(s) Archive MONTH YEAR . Write protect the diskette(s) and put away for future use. When the backup is complete, click on the " PDS Menu " icon to return to the system. At the Manager's Assistant Main Menu go to Utilities Menu. At the Utilities menu press [Shift]-M. After a few seconds the sustem will show: Ready for End of Month processing. Next, the system will ask: Is this your FISCAL YEAR END TOO? If you

Load statements into the printer. Turn your printer off to take it out of the condensed mode. Turn the printer back on. The system will ask if you would like a printer alignment test. Press \mathbf{Y} . The $><$ mark should print directly over the perforation on the right hand side of the statement. The phrase Previous Balance Line -> must point to the space on the statement for the previous balance.
After the statement alignment is correct, press ${\Bbb N}$, the statements will print.
After the statements are printed, the system will ask "Do you approve of the statements as printed?" If you wish to reprint the statements, press \blacksquare . Pressing \blacksquare will cause the end-of-month processing to continue.
After the Manager's Assistant TM end-of-month processing, the C.A.R.S. end-of-month processing screen will appear. If you are ending the year as well as the month, press [F5] and answer \mathbf{YE} to Reset the YTD sales too. If you are not ending the year, press [ENTER].
How you answer the "Reset Precision Inventory" questions depends upon how you are using the current and cumulative fields. See Precision Inventory Control manual, Section 3.8.3, End of Period, for information on resetting Precision Inventory.
How you answer the "Reset Service Manager" questions depends upon how you are using the current and cumulative fields. See The Service Manager™ manual, Section 3.8, Employee Performance, for information on resetting The Service Manager™.
Press \square es to answer "Are all entries correct". The system will ask "Do you need to set the reports printer back to condensed mode? (Y/N)". (If you have printed the statements on the reports printer make sure you put plain paper into the printer at this time.) If your printer does not have an easy to use method of switching the printer into condensed mode you can do so by pressing \square es.
After the report prints the system will ask "Do you approve of the report as printed?" If you wish to reprint the report, press [1]. Pressing [2] will cause the end-of-month processing to continue. When the end-of-month processing has completed you will be returned to The Manager's Assistant - Main Menu.

RPPENDIX C

MS-DOS SYST€M

CHECKLIST FOR END OF MONTH PROCESSING WITH MANAGER'S ASSISTANT

Balance the last shift for the month.
After closing the shift, Exit I from the Precision Data Systems' program to the "C" (C:VPDS>) prompt. Do a backup by typing HOBACKUP then press [ENTER]. Type POIS, then press [ENTER] to return to the system.
Return to \square anager's Assistant $^{\intercal}$. Press [SHIFT]- \square to Post invoices. After the posting process is complete, have the system print an employee commission report. After the report has printed the system will ask if you want to reset current sales. Do this ONLY if you are ending the pay period as well as the month.
Next, print any reports you will need from Precision Parts Manager and The Manager's Assistant™ such as sales reports, accounts receivable reports and check writer reports. (See The Manager's Assistant™ instruction manual for the checklist of reports you should print.)
After printing the reports you will need to make an archive backup. You will need at least one blank formatted diskette. Exit to "C" prompt (C:\PDS>).
At the "C" prompt (C:\PDS>) make your end of month archive backup by typing: [AIRICHILIVE], then press [ENTER].
After your backup is complete label the diskette Archive MONTH YEAR . Write protect the diskette(s) and put away for future use.
At the Manager's Assistant™ Main Menu go to Utilities Menu. At the Utilities menu press [Shift]-M. After a few seconds the system will show: Ready for End of Month processing. Next, the system will ask: Is this your FISCAL YEAR END TOO? If you are also ending the current year as well as the current month, press [F5] and then type VEIS, then press [ENTER].
The system will now show the following WARNING: Before proceeding you MUST have a current ARCHIVE backup and a current HDBACKUP backup. Do you have these backups? (Yes/No). If you have made these backups answer \square and exit to the "C" (C:\PDS) prompt and make the backups.
The system will print a two line message on the bottom of the charge account statements. Enter that message as you wish it to appear. If you do not wish to print a message press [ENTER] to skip the message.

Load statements into the printer. Turn your printer off to take it out of the condensed mode. Turn the printer back on. The system will ask if you would like a printer alignment test. Press \square . The $><$ mark should print directly over the perforation on the right hand side of the statement. The phrase Previous Balance Line $->$ must point to the space on the statement for the previous balance.
After the statement alignment is correct, press $oxed{\mathbb{N}}$, the statements will print.
After the statements are printed, the system will ask "Do you approve of the statements as printed?" If you wish to reprint the statements, press \mathbb{N} . Pressing \mathbb{M} will cause the end-of-month processing to continue.
After the Manager's Assistant™ end-of-month processing, the C.A.R.S. end-of-month processing screen will appear. If you are ending the year as well as the month, press [F5] and answer [IE] to Reset the YTD sales too. If you are not ending the year, press [ENTER].
How you answer the "Reset Precision Inventory" questions depends upon how you are using the current and cumulative fields. See Precision Inventory Control manual, Section 3.8.3, End of Period, for information on resetting Precision Inventory.
How you answer the "Reset Service Manager" questions depends upon how you are using the current and cumulative fields. See The Service Manager™ manual, Section 3.8, Employee Performance, for information on resetting The Service Manager™.
Press \square es to answer "Are all entries correct". The system will ask "Do you need to set the reports printer back to condensed mode? (Y/N) ". (If you have printed the statements on the reports printer make sure you put plain paper into the printer at this time.) If your printer does not have an easy to use method of switching the printer into condensed mode you can do so by pressing \square es.
After the report prints the system will ask "Do you approve of the report as printed?" If you wish to reprint the report, press \blacksquare . Pressing \blacksquare will cause the end-of-month processing to continue. When the end-of-month processing has completed you will be returned to The Manager's Assistant \blacksquare - Main Menu.

APPENDIX C

WINDOWS SYSTEM

CHECKLIST FOR END OF MONTH PROCESSING WITHOUT MANAGER'S ASSISTANT™ *

Do the last Transfer paid repair orders for the month.
Next, print any reports you will need from C.A.R.S. and Precision Parts Manager. After printing the reports you will need to make an archive backup. You will need at least one blank formatted diskette. Exit to the Windows Desktop.
At the Windows Desktop make your end of month archive backup by clinking on the "Backup1" icon.
After your backup is complete label the diskette(s) Archive MONTH YEAR . Write protect the diskette(s) and put away for future use.
For extra protection in case a problem occurs while doing end-of-month, at the Windows Desktop, click on the "HdBackup" icon. When the backup is complete, click on the "PDS Menu" icon to return to the system.
At the ©.A.R.S. Main Menu go to ©tilities Menu. At the Utilities menu press [Shift]-Month-end processing. After a few seconds the system will show: Ready for End of Month processing. Next, the system will ask: Is this your FISCAL YEAR END TOO? If you are also ending the current year as well as the current month, press [F5] and then type VES, then press [ENTER].
The system will now show the following WARNING: Before proceeding you MUST have a current ARCHIVE backup and a current HDBACKUP backup. Do you have these backups? (Yes/No). If you have made these backups answer TEIS. If you have not made these backups, answer No and exit to the Windows Desktop and make the backups.
Press Tes to answer "Are all entries correct". When the end-of-month processing has completed you will be returned to C.A.R.S Main Menu.
If you have purchased the "Precision Parts Manager", you will also have to end the month in Precision Parts Manager. Do this by running the "End of period" function. See Precision Parts Manager manual, Section 3.8.3, End of Period, for information.

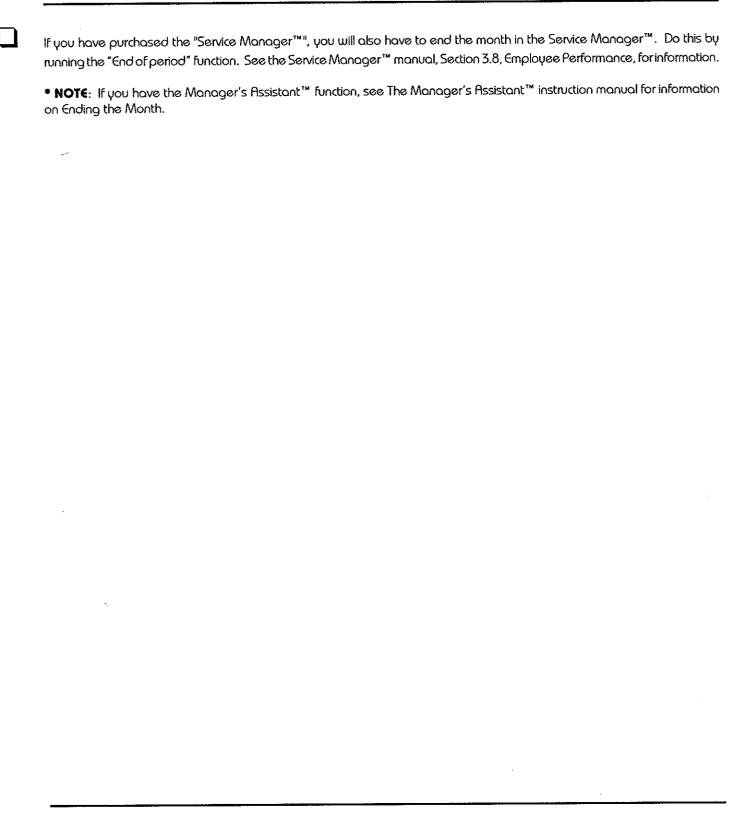
• NOTE: If you he on Ending the Mo	ave the Manager onth.	's Assistant™ fur	action, see The Mo	anager's Assistant	.™ instruction man	ual for informat
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APPENDIX C

MS-DOS SYSTEM

CHECKLIST FOR END OF MONTH PROCESSING WITHOUT MANAGER'S ASSISTANT™ *

Do the last Transfer paid repair orders for the month.
Next, print any reports you will need from C.A.R.S. and Precision Parts Manager. After printing the reports you will need to make an archive backup. You will need at least one blank formatted diskette. Exit to "C" prompt (C:\PDS>).
At the "C" prompt (C:\PDS>) make your end of month archive backup by typing: [IMGIK]UP][], then press [ENTER].
After your backup is complete label the diskette Archive MONTH YEAR . Write protect the diskette(s) and put away for future use.
For extra protection in case a problem occurs while doing end-of-month, at the "C" prompt (C:\PDS>), type, HDBACKUP. When the backup has completed, type PDS, then press [ENTER] to return to the system.
At the ©.A.R.S. Main Menu go to Utilities Menu. At the Utilities menu press [Shift]-Month-end processing. After a few seconds the system will show: Ready for End of Month processing. Next, the system will ask: Is this your FISCAL YEAR END TOO? If you are also ending the current year as well as the current month, press [F5] and then type YEAS, then press [ENTER].
The system will now show the following WARNING: Before proceeding you MUST have a current ARCHIVE backup and a current HDBACKUP backup. Do you have these backups? (Yes/No). If you have made these backups answer \square and exit to the "C" (C:VPDS) prompt and make the backups.
Press Tes to answer "Are all entries correct". When the end-of-month processing has completed you will be returned to C.A.R.S Main Menu.
If you have purchased the "Precision Parts Manager", you will also have to end the month in Precision Parts Manager. Do this by running the "End of period" function. See Precision Parts Manager manual, Section 3.8.3, End of Period, for information.



APPENDIX C **CHECK LISTS**

WINDOWS SYSTEM or MS-DOS SYSTEM

Checklist for End-of-month Reports

©. A.R.S Utilities - Peports
Print a □ransfer Recap by tax table report. (If you have The Manager's Assistant™ this report can be printed during the Endof-month processing.
Print a Work in Progress report. This report will tell your accountant about the items billed to repair orders that will not be on the Precision Parts Manager - Group totals report. After completing this report return to the Precision Main Menu.
Precision Parts Manager - Reports (If you have purchased Precision Parts Manager)
Print a @roup totals report - ©omplete. Answer ® to "Print totals only". After the report has run exit Precision Parts Manager to the Precision Main Menu.
Wanager's Assistant™ Main Menu - Reports (If you have purchased The Manager's Assistant™)
Print a Disbursement summary - for Accounts 1000 through 9999.
Print an Unvoice reports - Paid outs - by Account number. Limit the printing of Paid outs by date. Enter dates for the first day of the month until the last day of the month you are closing. Exit the Invoice reports menu.
Print a Cash receipts report.
Print a 🖺 ales Daily report - for the last day of month only - Sales/Cash Balance 🗹 - Invoices 🖪 - Key item inventory 🖪 .
If you sell gasoline print a Euel sales summary report.

Print a ®usiness Analysis report. When this report has printed you will be returned to the Manager's Assistant™ Main Menu.
If you are using the Checking Accounts function go to Deports and run the following reports:
Majustments - Selected - select by date - first day of the month until the last day of the month you are closing.
Bank deposits - Belected - select by date - first day of the month until the last day of the month you are closing.
Checks - Selected - select by date - first day of the month until the last day of the month you are closing.
Disbursements by account - Belected - select by date - first day of the month until the last day of the month you are closing. After this report has printed exit to the Checking Accounts Menu.
If you are using the - Thecking accounts - Accounts Payables go to Beports and run the following report.
Disbursements by account - Belected - select by date - first day of the month until the last day of the month you are closing. After printing this report exit to The Manager's Assistant™ Main Menu.
If you are using the Accounts Receivables go to Reports and run the following report.
Aging report - Complete - Numerical - No to exclude zero balance accounts. After printing this report exit to The Manager's Assistant™ Main Menu.
If you are using the Payroll function go to Employee info Beports and run the following reports.
Eayroll report.
Deductions report.
-

APPENDIX D PRINTER CONTROL STRINGS - POSPRN.DTA

Customize the repair order heading

You can customize the repair order heading (company name and address) by having the system tell the printer to select a special print style. The information necessary for the system to do this is stored in the printer control file (PosPm.Dta). It contains numbers (printer control codes) to tell the printer which print style to use for printing the repair order heading (company name and address) followed by a second set of numbers to tell the printer which print style to use for the body of the repair orders.

Characters per inch for the heading

The printer control codes are numbers separated by commas. The first number in the file tells the system how many characters that will be printed per inch for the print style you have chosen for printing the repair order heading. If this number is not correct the heading will not be properly centered.

Type style for the heading

The second number tells the system how many codes are required to tell the printer how to select the type style you have chosen for the heading. The next numbers will be the actual ASCII codes themselves. For example, if the print style you have chosen for the heading requires four codes there will be four numbers.

Characters per inch for the body of the repair order

The next number tells the system how many characters that will be printed per inch for the print style you have chosen for printing the body of the repair order. If this number is not correct the heading will not be centered.

Type style for the body of the repair order

The number after that tells the system how many codes are required to tell the printer how to select the type style you have chosen for the body of the repair order. The next numbers will be the actual ASCII codes themselves. For example, if the print style you have chosen for the body of the repair order requires six codes there will be six numbers.

If no printer control codes are desired the PosPrn.Dta file must contain the following: 0.0,0,0

APPENDIX D PRINTER CONTROL STRINGS - POSPRN.DTA

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Automatic Service Update	
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