

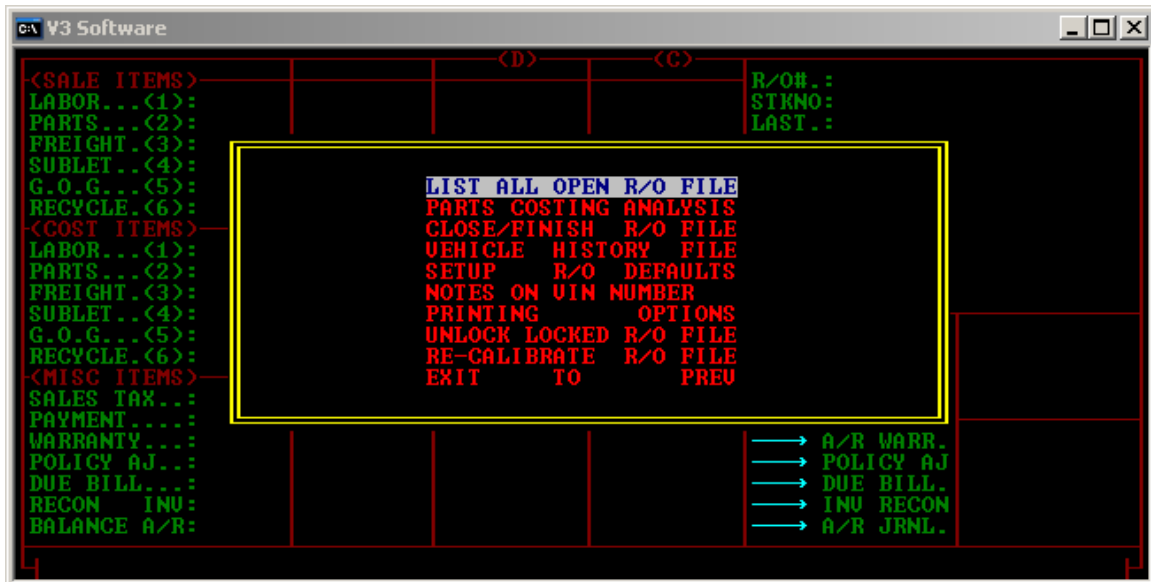


## RECAP OPEN R/O

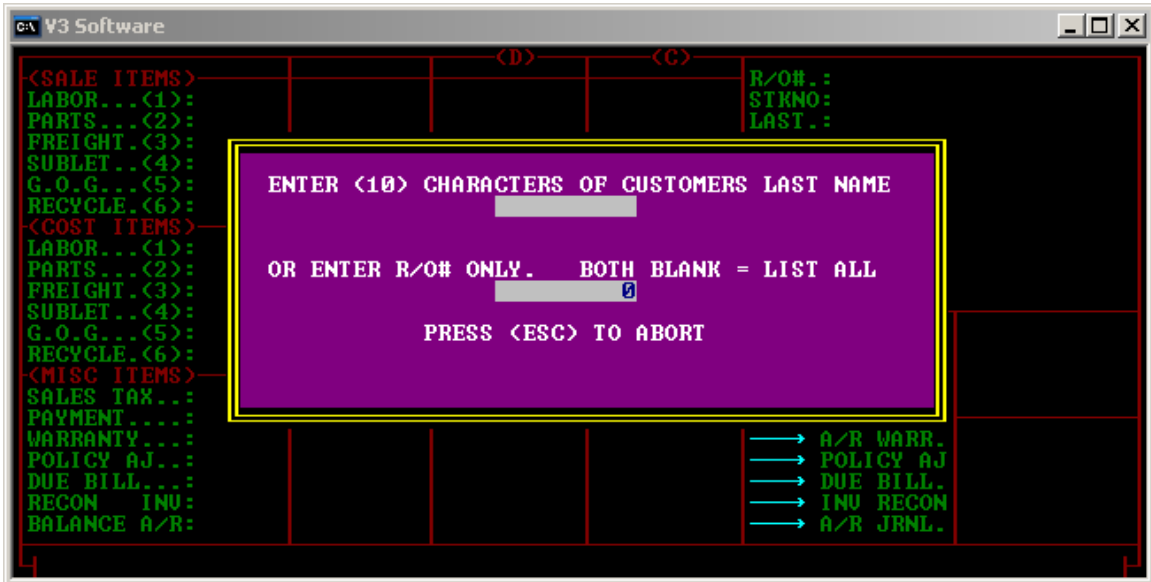
In the first step of the R/O process we created the R/O with the customer complaints. In the second step of the R/O process we added and edited parts and labor, posted actual time worked, and separated out the labor by mechanic in the **EDIT OPEN R/O** module. In the final step of the R/O process the accounting department will **RECAP** the R/O verify the money has been collected and finalize the R/O by closing it to **HISTORY**.



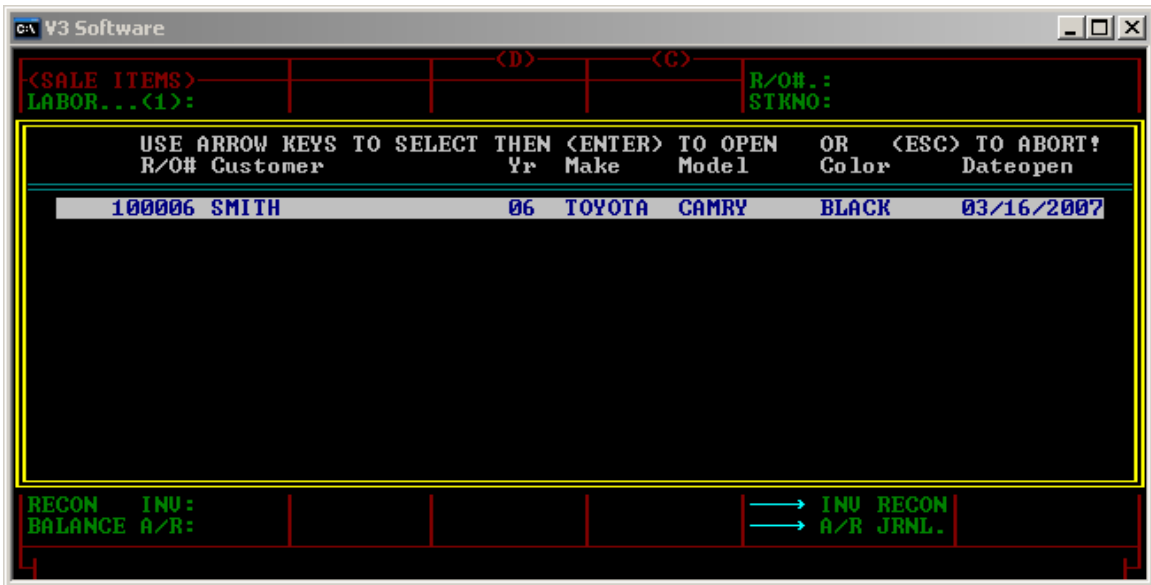
Highlight and press enter to continue.



To continue with the R/O we have created highlight and choose **LIST ALL OPEN R/O FILE**.



To find a specific R/O, find by entering the **CUSTOMER LAST NAME** or **R/O NUMBER** or press enter through the filters to **LIST ALL**.



Highlight and press enter on the target R/O.

		(D)	(C)		
<b>&lt;SALE ITEMS&gt;</b>					
LABOR...<1>:	4500		140.00	R/O#..:	100006
PARTS...<2>:	4530		40.54	STKNO:	2460
FREIGHT.<3>:	4560		0.00	LAST.:	SMITH
SUBLET...<4>:	4570		0.00	CLOSE:	03/28/2007
G.O.G...<5>:	4580		0.00	LOCAT:	USED CARS
RECYCLE.<6>:	4590		3.50	MAKE.:	TOYOTA
<b>&lt;COST ITEMS&gt;</b>					
LABOR...<1>:	5500	33.00		VIN...:	1JH4T75GL65425698
PARTS...<2>:	5521	18.67		LIC#..:	751GJK
FREIGHT.<3>:	5560	0.00		<b>TYPE.: RETAIL</b>	
SUBLET...<4>:	5561	0.00		<b>STAT.: LOCKED</b>	
G.O.G...<5>:	5562	0.00		→ CASH...\$	0.00
RECYCLE.<6>:	5563	0.00		→ CREDIT..\$	0.00
<b>&lt;MISC ITEMS&gt;</b>					
SALES TAX..:	2330		15.09	→ CHECK...\$	0.00
PAYMENT....:	1010	0.00		→ CHECK NUM	
WARRANTY...:	1160	0.00		→ A/R WARR.	0.00
POLICY AJ...:	5570	0.00		→ POLICY AJ	0.00
DUE BILL...:	2410	0.00		→ DUE BILL.	0.00
RECON INU:	1300	0.00		→ INU RECON	0.00
BALANCE A/R:	1150	199.13		→ A/R JRNL.	199.13
<b>EXPENDITURE</b> <b>LIST ITEMS</b> <b>MORE OPTIONS</b> <b>EXIT TO MAIN</b>					

To enter the payment highlight and press enter on **EXPENDITURE**.

		(D)	(C)		
<b>&lt;SALE ITEMS&gt;</b>					
LABOR...<1>:	4500		140.00	R/O#..:	100006
PARTS...<2>:	4530		40.54	STKNO:	2460
FREIGHT.<3>:	4560		0.00	LAST.:	SMITH
SUBLET...<4>:	4570		0.00	CLOSE:	03/28/2007
G.O.G...<5>:	4580		0.00	LOCAT:	USED CARS
RECYCLE.<6>:	4590		3.50	MAKE.:	TOYOTA
<b>&lt;COST ITEMS&gt;</b>					
LABOR...<1>:	5500	33.00		VIN...:	1JH4T75GL65425698
PARTS...<2>:	5521	18.67		LIC#..:	751GJK
FREIGHT.<3>:	5560	0.00		<b>TYPE.: RETAIL</b>	
SUBLET...<4>:	5561	0.00		<b>STAT.: LOCKED</b>	
G.O.G...<5>:	5562	0.00		→ CASH...\$	0.00
RECYCLE.<6>:	5563	0.00		→ CREDIT..\$	0.00
<b>&lt;MISC ITEMS&gt;</b>					
SALES TAX..:	2330		15.09	→ CHECK...\$	0.00
PAYMENT....:	1010	0.00		→ CHECK NUM	
WARRANTY...:	1160	0.00		→ A/R WARR.	0.00
POLICY AJ...:	5570	0.00		→ POLICY AJ	0.00
DUE BILL...:	2410	0.00		→ DUE BILL.	0.00
RECON INU:	1300	0.00		→ INU RECON	0.00
BALANCE A/R:	1150	199.13		→ A/R JRNL.	199.13

The payment may be entered by **CASH**, **CREDIT** or **CHECK**. Adjustments may be made for **POLICY ADJ'S** and **DUE BILLS**. Any funds not collected at this time will be saved in the **ACCOUNTS RECEIVABLE** module.

<(D)>		<(C)>		R/O#.: 100006	
<(SALE ITEMS)>				STKNO: 2460	LAST: SMITH
LABOR...<(1)>:	4500		140.00	CLOSE: 03/28/2007	LOCAT: USED CARS
PARTS...<(2)>:	4530		40.54	MAKE: TOYOTA	VIN...: 1JH4T75GL65425698
FREIGHT...<(3)>:	4560		0.00	LIC#: 751GJK	
SUBLET...<(4)>:	4570		0.00		
G.O.G...<(5)>:	4580		0.00		
RECYCLE...<(6)>:	4590		3.50		
<(COST ITEMS)>				TYPE.: RETAIL	STAT.: LOCKED
LABOR...<(1)>:	5500	33.00		→ CASH...\$	0.00
PARTS...<(2)>:	5521	18.67		→ CREDIT...\$	0.00
FREIGHT...<(3)>:	5560	0.00		→ CHECK...\$	0.00
SUBLET...<(4)>:	5561	0.00		CHECK NUM	
G.O.G...<(5)>:	5562	0.00		→ A/R WARR.	0.00
RECYCLE...<(6)>:	5563	0.00		→ POLICY AJ	0.00
<(MISC ITEMS)>				→ DUE BILL.	0.00
SALES TAX...:	2330		15.09	→ INU RECON	0.00
PAYMENT...:	1010	0.00		→ A/R JRML.	199.13
WARRANTY...:	1160	0.00			
POLICY AJ...:	5570	0.00			
DUE BILL...:	2410	0.00			
RECON INU...:	1300	0.00			
BALANCE A/R...:	1150	199.13			

EXPENDITURE    LIST ITEMS    MORE OPTIONS    EXIT TO MAIN

To list the complaint lines highlight and choose **LIST ITEMS**.

FIRST.....: KYLE	DATE IN.: 03/16/2007	R/O#.: 100006
LAST.....: SMITH	MILE IN.: 12,534	TYPE: RETAIL
	MILE OUT: 0	STAT: LOCKED
VIN.....: 1J		N: USED CARS
YR/MAKE...: 06		#: 751GJK
MODEL.....: CA		D: 12/10/2006
BODY.....: SE		L:
WARR/ITEM.:	<b>LIST COMPLAINT LINE&lt;1&gt;</b>	
COMPLAINT.:	LIST COMPLAINT LINE<2>	
CAUSE.....:	ADD COMPLAINT LINE	
	EXIT TO PREU	
CORRECTION.:		
MECHANIC...:		
LABOR...<(1)>:	140.00	→ SUB TOTAL...: 180.54
PARTS...<(2)>:	40.54	→ RECYCLE...<(6)>: 3.50
FREIGHT...<(3)>:	0.00	→ SALES TAX...: 15.09
SUBLET...<(4)>:	0.00	
G.O.G...<(5)>:	0.00	→ GROSS TOTAL...: 199.13
		→ PYMT FORM: 0.00
		→ PAYMENT...: 0.00
		→ WARRANTY...: 0.00
		→ WARR TAX...: 0.00
		→ BALANCE...: 199.13

**LIST COMPLAINT LINE(1).**

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V3 Software
FIRST.....: KYLE          DATE IN.: 03/16/2007  R/O#: 100006
LAST.....: SMITH         MILE IN.: 12,534    TYPE: RETAIL
VIN.....: 1JH4T75GL65425698 MILE OUT: 0        STAT: LOCKED
YR/MAKE...: 06 TOYOTA    DATE PRM: 03/18/2007 STKM: USED CARS
MODEL.....: CAMRY       TIME PRM: 15:00    LIC#: 751GJK
BODY.....: SEDAN        LOCATION: USED CARS SOLD: 12/10/2006
TAG NUM: 1256          TLL:

USE ARROW KEYS TO SELECT THEN <ENTER> TO EDIT OR <ESC> TO ABORT!
R/O# Item Warr Complaint Labour Cost Estimate Total Done
-----
100006 1 N CUSTOMER STATES 18.00 95.00 108.20 Y
100006 2 N LOF AND FILL FL 15.00 0.00 43.28 Y

PARTS..<2>: 40.54 RECYCLE..<6>: 3.50 PAYMENT..: 0.00
FREIGHT<3>: 0.00 SALESTAX....: 15.09 WARRANTY..:< 0.00>
SUBLET..<4>: 0.00 GROSS TOTAL.: 199.13 WARR TAX..:< 0.00>
G.O.G..<5>: 0.00 BALANCE...: 199.13
  
```

Highlight the target complaint line to edit the labor time/costs.

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V3 Software
FIRST.....: KYLE          DATE IN.: 03/16/2007  R/O#: 100006
LAST.....: SMITH         MILE IN.: 12,534    TYPE: RETAIL
VIN.....: 1JH4T75GL65425698 MILE OUT: 0        STAT: OPEN
YR/MAKE...: 06 TOYOTA    DATE PRM: 03/18/2007 STKM: 2460
MODEL.....: CAMRY       TIME PRM: 15:00    LIC#: 751GJK
BODY.....: SEDAN        LOCATION: USED CARS SOLD: 12/10/2006
TAG NUM: 1256          TLL: 2

WARR/ITEM.: N 1 DONE: Y
COMPLAINT.: CUSTOMER STATES VEHICLE STALLS AT LIGHTS. TIME: 2.50 (*-)
CAUSE.....: DIRTY AIR FILTER COMBINED WITH BAD GAS RATE: 40.00 (+)
CORRECTION: INSTALLED NEW AIR FILTER AND FLUSHED TANK SUB.: 100.00 (=)
MECHANIC...: TAXR: 8.20 (*-)
TOTAL: 108.20 (<)

LABOR..<1>: 80.00 SUB TOTAL...: 80.00 PYMT FORM:
PARTS..<2>: 0.00 RECYCLE..<6>: 3.50 PAYMENT..: 0.00
FREIGHT<3>: 0.00 SALESTAX....: 6.85 WARRANTY..:< 0.00>
SUBLET..<4>: 0.00 GROSS TOTAL.: 90.35 WARR TAX..:< 0.00>
G.O.G..<5>: 0.00 BALANCE...: 90.35
  
```

Verify the complaint lines have been complete including the CAUSE AND CORRECTION lines.

FIRST.....: KYLE	DATE IN.: 03/16/2007	R/O#: 100006
LAST.....: SMITH	MILE IN.: 12,534	TYPE: RETAIL
UIN.....: 1JH4T75GL65425698	MILE OUT: 0	STAT: OPEN
YR/MAKE...: 06 TOYOTA	DATE PRM: 03/18/2007	STKM: 2460
MODEL.....: CAMRY	TIME PRM: 15:00	LIC#: 751GJK
BODY.....: SEDAN	LOCATION: USED CARS	SOLD: 12/10/2006
	TAG NUM: 1256	TILL: 2
WARR/ITEM.: N 1	DONE: Y	
COMPLAINT.: CUSTOMER STATES VEHIC	TIME WORK: 1.20	TIME: 2.50 (*->)
CAUSE.....: DIRTY AIR FILTER COMB	COST HOUR: 15.00	RATE: 40.00 (+->)
	TTL COST: 18.00	SUB.: 100.00 (=->)
CORRECTION: INSTALLED NEW AIR FIL	GROSS.....: 82.00	TAXR: 8.20 (*->)
MECHANIC...:		TTAX: 8.20 (+->)
		TOTAL 108.20 (T->)
LABOR..(1): 80.00	SUB TOTAL...: 80.00	PYMT FORM:
PARTS..(2): 0.00	RECYCLE..(6): 3.50	PAYMENT...: 0.00
FREIGHT(3): 0.00	SALESTAX....: 6.85	WARRANTY..(< 0.00)
SUBLET..(4): 0.00		WARR TAX..(< 0.00)
G.O.G..(5): 0.00	GROSS TOTAL.: 90.35	BALANCE...: 90.35

Verify the COST time worked and hour.

FIRST.....: KYLE	DATE IN.: 03/16/2007	R/O#: 100006
LAST.....: SMITH	MILE IN.: 12,534	TYPE: RETAIL
UIN.....: 1JH4T75GL65425698	MILE OUT: 0	STAT: OPEN
YR/MAKE...: 06 TOYOTA	DATE PRM: 03/18/2007	STKM: 2460
MODEL.....: CAMRY	TIME PRM: 15:00	LIC#: 751GJK
BODY.....: SEDAN	LOCATION: USED CARS	SOLD: 12/10/2006
	TAG NUM: 1256	TILL: 2
WARR/ITEM.: N 1	DONE: Y	
COMPLAINT.: CUSTOMER STATES VEHICLE STALLS AT LIGHTS.	TIME: 2.50 (*->)	
CAUSE.....: DIRTY AIR FILTER COMBINED WITH BAD GAS	RATE: 40.00 (+->)	
	SUB.: 100.00 (=->)	
CORRECTION: INSTALLED NEW AIR FILTER AND FLUSHED TANK	TAXR: 8.20 (*->)	
MECHANIC...:	TTAX: 8.20 (+->)	
	TOTAL 108.20 (T->)	
LABOR..(1): 140.00	SUB TOTAL...: 140.00	PYMT FORM:
PARTS..(2): 0.00	RECYCLE..(6): 3.50	PAYMENT...: 0.00
FREIGHT(3): 0.00	SALESTAX....: 11.77	WARRANTY..(< 0.00)
SUBLET..(4): 0.00		WARR TAX..(< 0.00)
G.O.G..(5): 0.00	GROSS TOTAL.: 155.27	BALANCE...: 155.27

PAYMENT/MISC    LIST ITEMS    MORE OPTIONS    EXIT TO MAIN

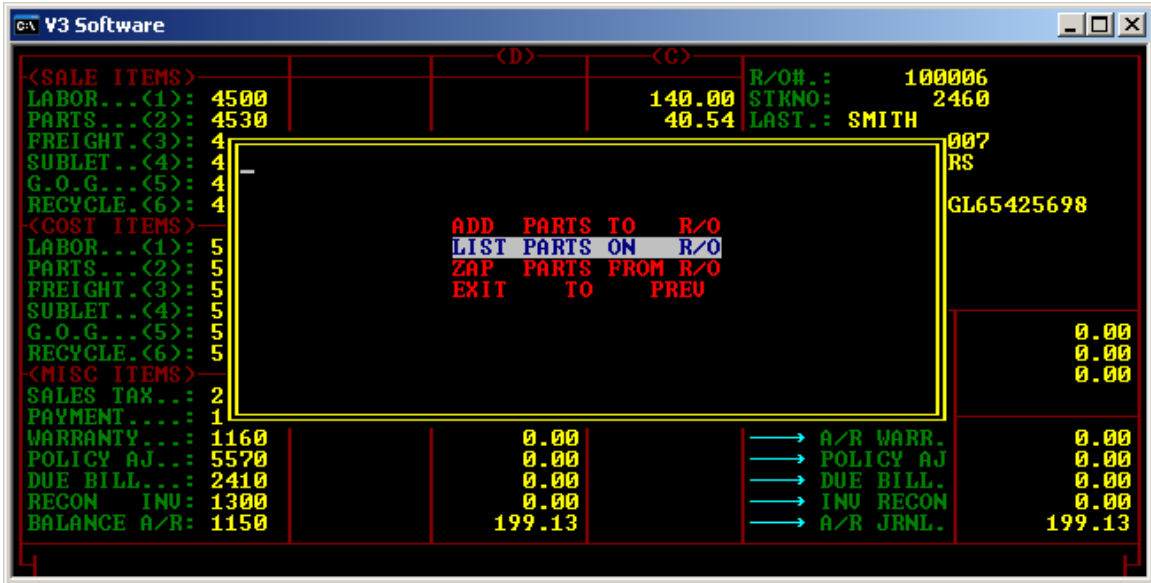
Repeat the last steps until all the complaint lines have been verified.

		(D)	(C)		
<b>&lt;SALE ITEMS&gt;</b>					
LABOR...<1>:	4500		140.00	R/O#..:	100006
PARTS...<2>:	4530		40.54	STKNO:	2460
FREIGHT.<3>:	4560		0.00	LAST.: SMITH	
SUBLET...<4>:	4570		0.00	CLOSE:	03/28/2007
G.O.G...<5>:	4580		0.00	LOCAT:	USED CARS
RECYCLE.<6>:	4590		3.50	MAKE.: TOYOTA	
<b>&lt;COST ITEMS&gt;</b>					
LABOR...<1>:	5500	15.00		VIN...:	1JH4T75GL65425698
PARTS...<2>:	5521	18.67		LIC#..:	751GJK
FREIGHT.<3>:	5560	0.00		TYPE..:	RETAIL
SUBLET...<4>:	5561	0.00		STAT.:	LOCKED
G.O.G...<5>:	5562	0.00		→ CASH...\$ 0.00 → CREDIT..\$ 0.00 → CHECK...\$ 0.00 CHECK NUM	
RECYCLE.<6>:	5563	0.00		→ A/R WARR. 0.00 → POLICY AJ 0.00 → DUE BILL. 0.00 → INU RECON 0.00 → A/R JRNL. 199.13	
<b>&lt;MISC ITEMS&gt;</b>					
SALES TAX..:	2330		15.09		
PAYMENT....:	1010	0.00			
WARRANTY...:	1160	0.00			
POLICY AJ...:	5570	0.00			
DUE BILL...:	2410	0.00			
RECON INU...:	1300	0.00			
BALANCE A/R:	1150	199.13			
EXPENDITURE      LIST ITEMS      MORE OPTIONS      EXIT TO MAIN					

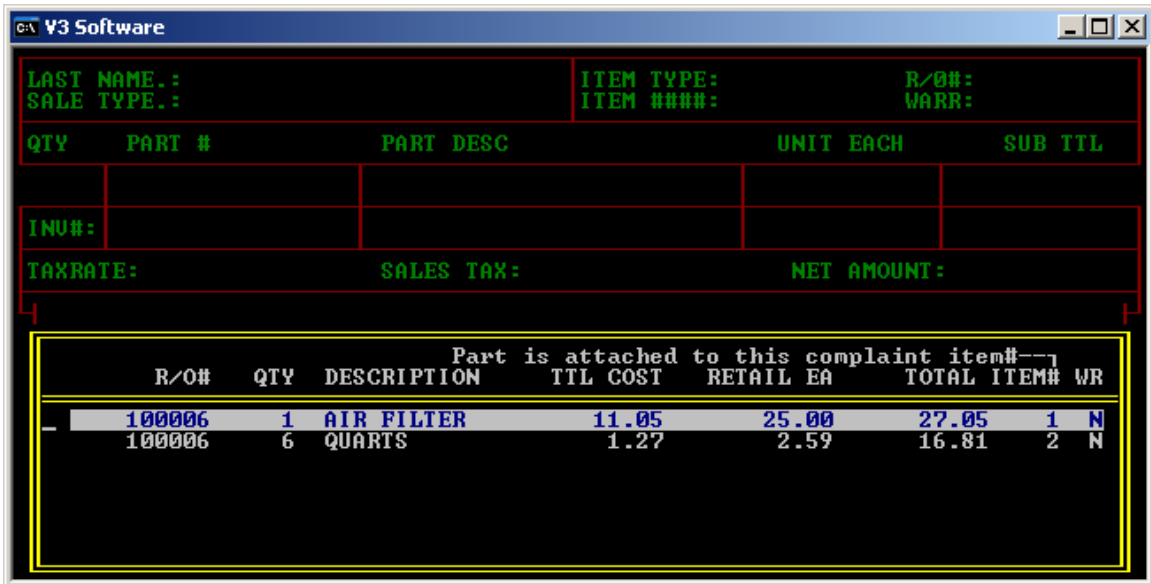
Go to **MORE OPTIONS** to verify parts.

		(D)	(C)		
<b>&lt;SALE ITEMS&gt;</b>					
LABOR...<1>:	4500		140.00	R/O#..:	100006
PARTS...<2>:	4530		40.54	STKNO:	2460
FREIGHT.<3>:	4			LAST.: SMITH	
SUBLET...<4>:	4				007
G.O.G...<5>:	4				RS
RECYCLE.<6>:	4				GL65425698
<b>&lt;COST ITEMS&gt;</b>					
LABOR...<1>:	5				
PARTS...<2>:	5				
FREIGHT.<3>:	5				
SUBLET...<4>:	5				
G.O.G...<5>:	5				
RECYCLE.<6>:	5				
<b>&lt;MISC ITEMS&gt;</b>					
SALES TAX..:	2				
PAYMENT....:	1				
WARRANTY...:	1160	0.00		→ A/R WARR.	0.00
POLICY AJ...:	5570	0.00		→ POLICY AJ	0.00
DUE BILL...:	2410	0.00		→ DUE BILL.	0.00
RECON INU...:	1300	0.00		→ INU RECON	0.00
BALANCE A/R:	1150	199.13		→ A/R JRNL.	199.13
LIST ALL OPEN R/O FILE PARTS COSTING ANALYSIS CLOSE/FINISH R/O FILE VEHICLE HISTORY FILE SETUP R/O DEFAULTS NOTES ON VIN NUMBER PRINTING OPTIONS UNLOCK LOCKED R/O FILE RE-CALIBRATE R/O FILE EXIT TO PREU					

Highlight and press enter on **PARTS COSTING ANALYSIS**.

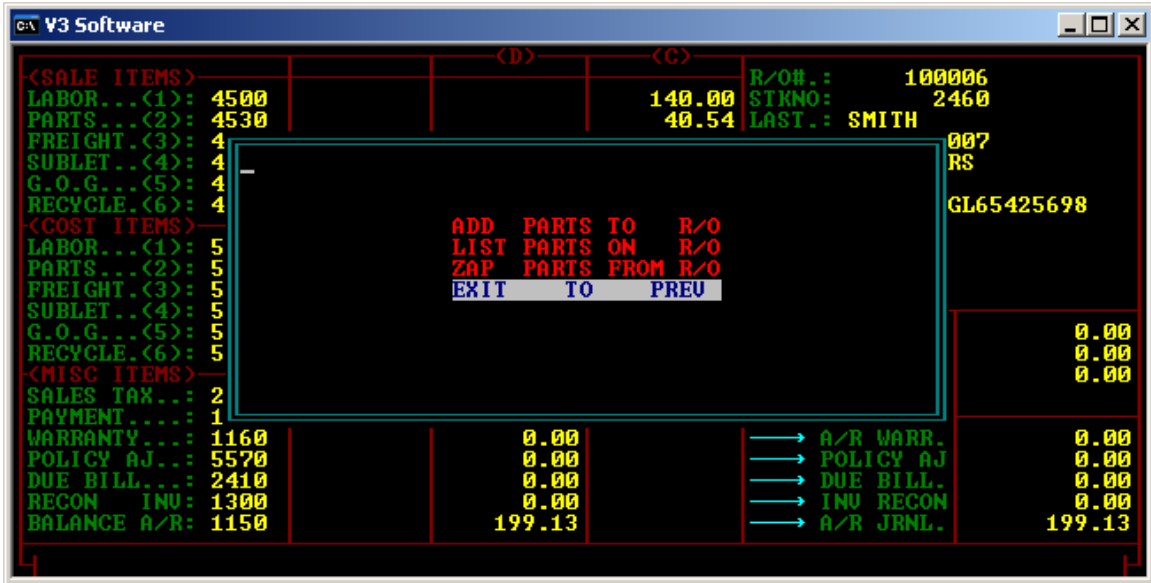


Highlight and press enter on **LIST PARTS TO R/O**.

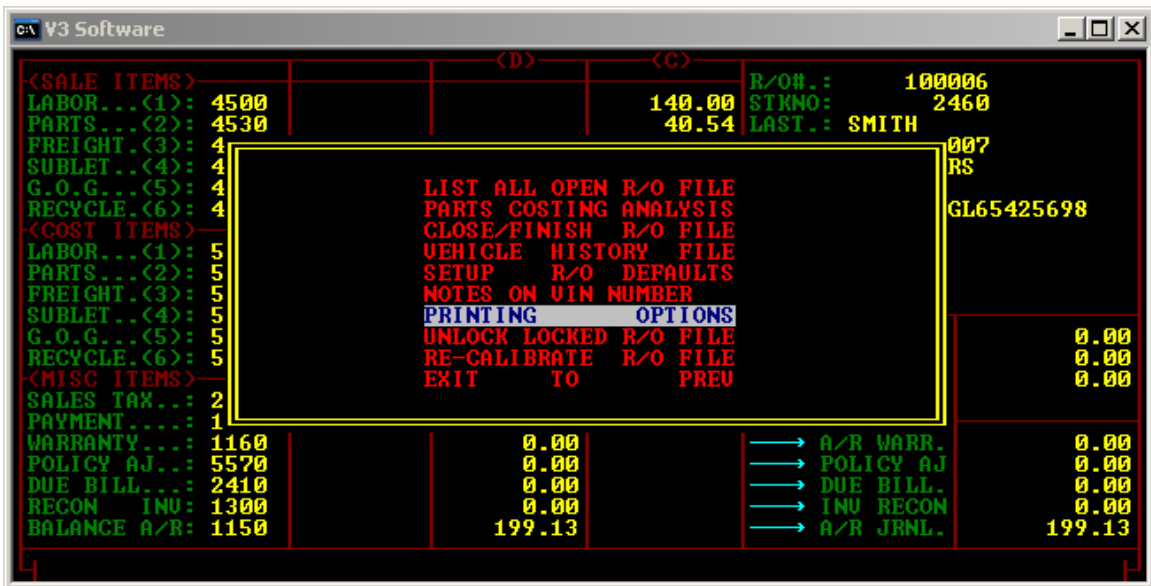


Highlight and press enter on a specific part to go into the part line otherwise ESC and continue.

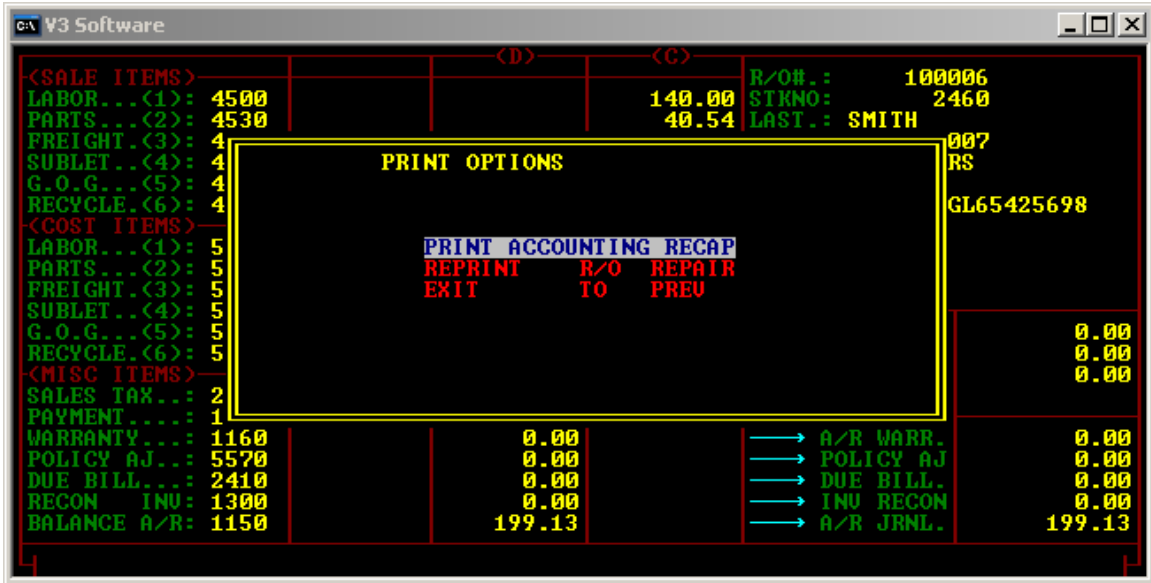




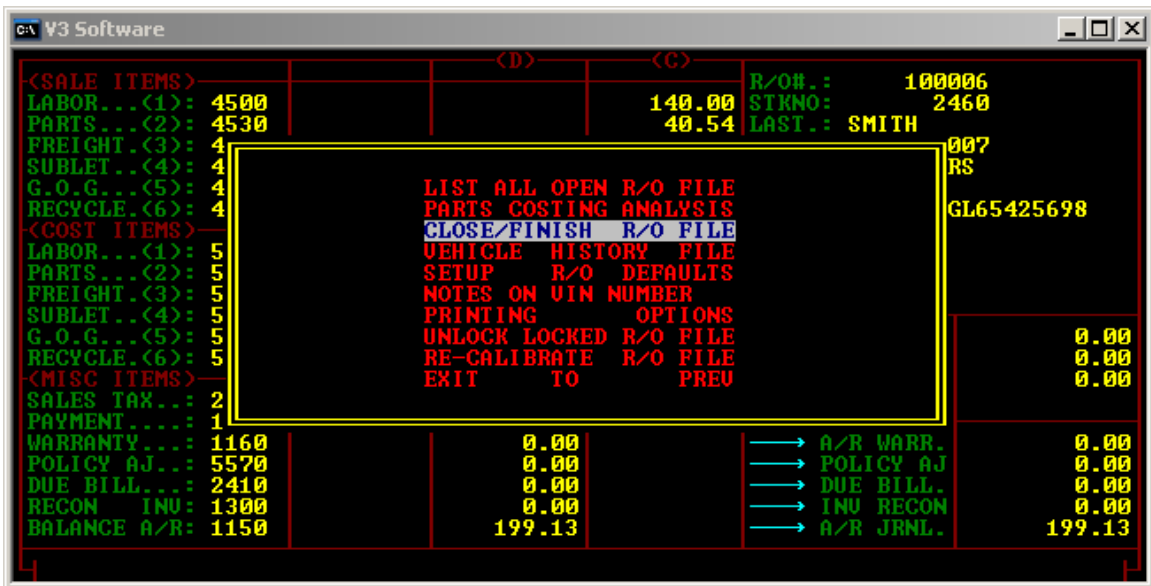
Exit to Previous to continue closing.



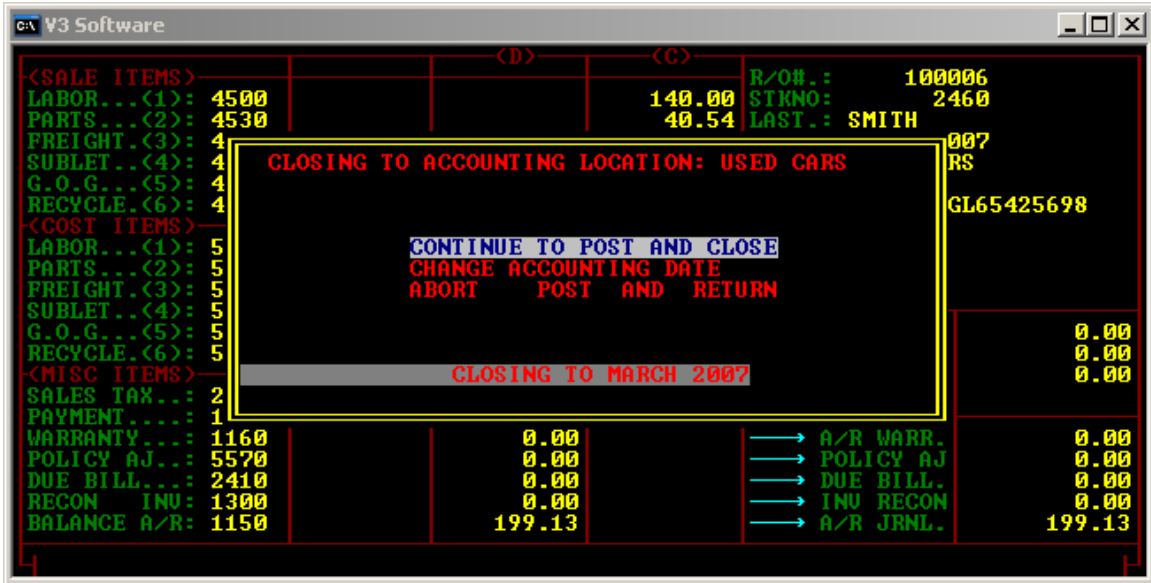
An accounting recap or copy of the R/O may be printed.



To close R/O to **HISTORY** highlight and press enter on **CLOSE/FINISH R/O FILE**.



If the R/O needs to be sent back to the **EDIT R/O** module, highlight and press enter on **UNLOCK LOCKED R/O FILE**.



Highlight and press enter on **CONTINUE TO POST AND CLOSE**.

**EXIT TO MAIN.**

V3 software notes:

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