REPORTS

ROME MANAGEMENT USER GUIDE

REPORTS

Rome Management has many different reports to print out various kinds of information. The first category reports can be divided into are Global and RO reports. Global reports take data from many different ROs and the RO reports only use data is the RO that you are currently working on.

SETTING REPORT DEFAULTS

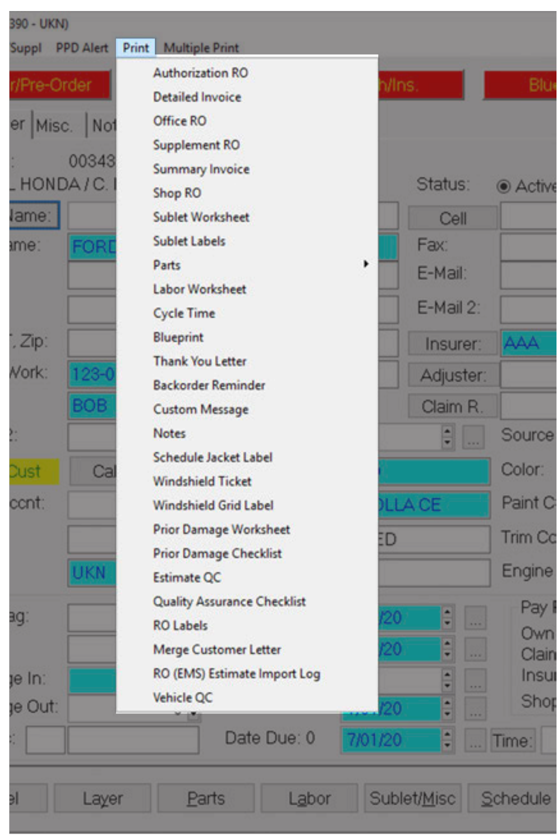
On every report in Rome Management in the Options screen there will be a Report Default button in the lower left hand corner.

When you change any of the options the green check will go away.

If you want to make the current options the default when you open the report again, you press the button. The green check will reappear and the next time you open the report those options will be selected.

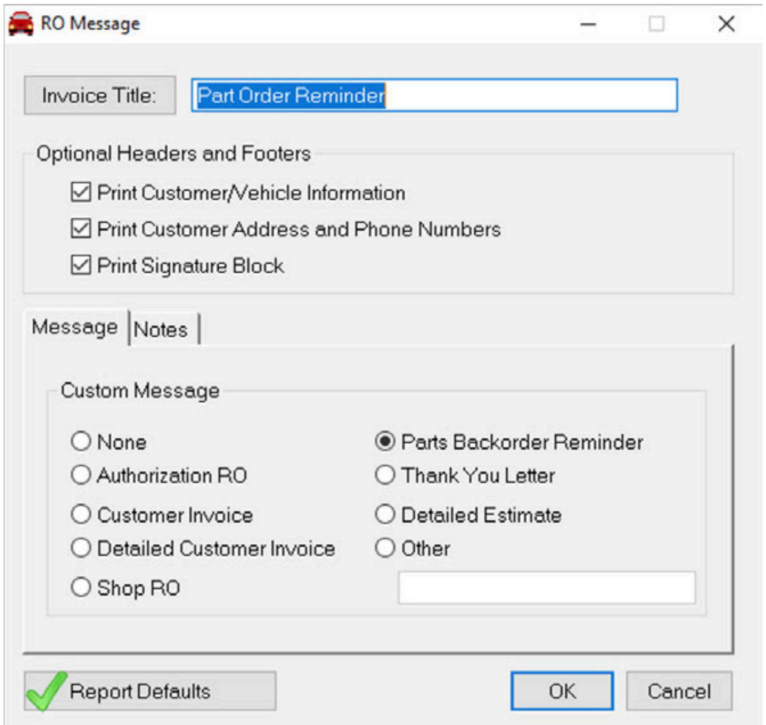
RO reports

Most of the RO reports are found in the Print menu of the Repair Order. You must be in an RO then click Print on the menu bar to bring up the Print menu.



AUTHORIZATION RO

The Authorization RO is the paperwork that the customer signs to authorize the body shop to work on the car. It will include the legal disclaimers and any warranties or guarantees that management wants them to agree to. When you press Authorization RO you will get the following option screen.



The first field is the Invoice title. It defaults to Authorization RO but you may change it to whatever you like. The next section is for Optional Headers and Footers on the report.

Print Customer/Vehicle Information - Checking this box will include the customer name and vehicle info such as, vehicle make model and VIN and the insurance company info.

Print Customer Address and Phone Numbers - Checking this box will include the Customer Address and phone numbers. Some state privacy laws dictate that you can't display this info so you would uncheck this box to comply. If the Print Customer/Vehicle Info box is unchecked this will automatically be unchecked as well.

Print Signature Block - This will print a signature block at the bottom of the form with the Shop's address and a place for the customer to sign.

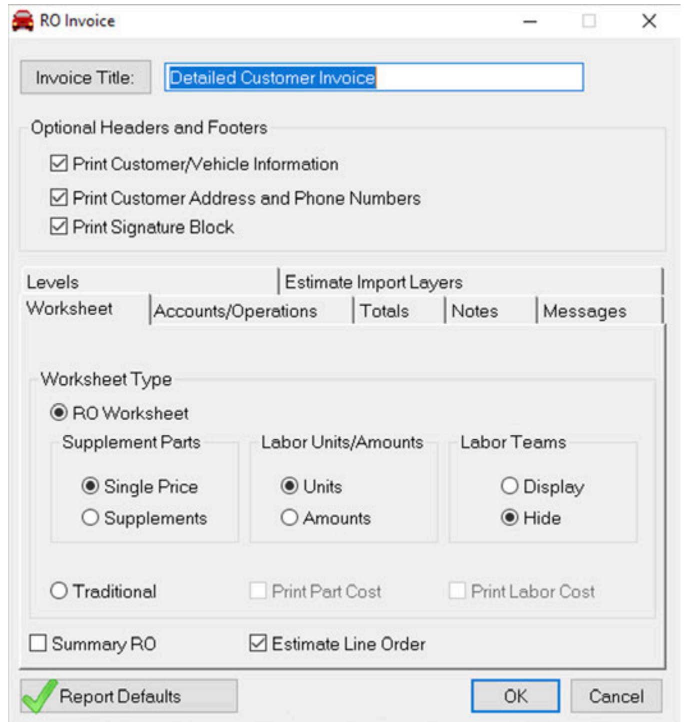
Message Tab - This is where you choose what custom messages to include on this report. When Rome Management was setup management created the legal disclaimers and warranty verbiage custom message to print on this report. The dot should default to the Authorization RO choice and should not be removed from there so that custom messages will print on the form.
See Messages in Setup

Notes Tab - Is where you can select notes that have been created in this RO to print on the form. You can select one or more types of notes to print by checking the boxes for them.

DETAILED INVOICE

The Detailed Invoice is the final bill that gets presented to the customer or insurance company. It has the itemized line numbers with prices and the grand total of the repair. When you press the Detailed Invoice you will get the following screen.

This report has the same Optional Header and Footer section as the Authorization RO report above.



Worksheet Tab

There are two different ways to display the worksheet, RO Worksheet or Traditional.

RO Worksheet - Displays the lines in line number order just as they appear on the Worksheet in Rome Management.

Traditional - Groups the lines by Parts/Sublet and Labor. This was the format of the invoice in the old DOS system.

Supplement Parts - If you choose RO worksheet, you can then choose to display just a single price for the parts or display the estimate list price, the vendor list price, and the supplement price.

NOTE: If you select Supplements the Labor Teams option above will be grayed out because of the additional columns needed to display the supplemental price.

Labor Units/Amounts - If you choose RO Worksheet, you can choose whether to display the unit hours or the actual price in dollars for each labor line.

Labor Teams - You can choose to display the labor team name on the detailed invoice.

Print Part Cost - If you choose traditional, you can check the Print Part Cost box to have the cost of the parts displayed.

Print Labor Cost - If you choose traditional, you can check the Print Labor Cost box to have the cost of the labor displayed.

Summary RO check box - Checking this box will just display the summary total for each account code for the job. So you will see the total for Body, Paint Frame and Mech.; as well as parts sublet etc. The detail of each line will be left off of this report.

Estimate line order check box - Checking this box will display the lines in order by the CSW line number.

Account/Operations tab - This tab is for choosing to include account codes or labor operations on the invoice.

Level Numbers - Checking this box will display the Rome Management level number (E1, E2, S1, C1, etc.) on each of the lines.

Labor Operation - Checking this box will display the labor operation (replace, R&I, etc.) on each of the body, frame, and mech. lines.

Refinish Operation - Checking this box will display the labor operation (refinish, buff, etc.) on each of the paint lines.

Parts Account - Checking this box will display the two letter account code on each of the parts lines.

Labor Account - Checking this box will display the two letter account code on each of the labor lines.

Refinishing Account - Checking this box will display the two letter account code on each of the paint lines.

Sublet/Miscellaneous Account - Checking this box will display the two letter account code on each of the sublet and miscellaneous lines.

Totals Tab

This tab is for setting the 6 columns of the totals summary that prints at the bottom of the report.

Cost Col 1 - You can choose to leave the column blank or to display the estimated cost of the category.

Cost Col 2 - You can display the labor rate, the actual total cost, or leave it blank. The labor rate displayed will be from the profile used on the job, not the actual rate on the lines if they are different.

Cost Col 3 - You can display the total units, the estimated profit, or leave it blank. The estimated profit number will come from the cost factor applied to the account by management.

Cost Col 4 - You can display the estimate amount, the actual profit or leave it blank.

Cost Col 5 - You can display the supplement amount, the profit percentage, or leave it blank.

Cost Col 6 - You can display the total revenue of all the lines in the account code or leave it blank.

Show Account Code box - checking this box will display the account code number in front of the account name.

Notes Tab

This is for displaying certain types of notes on the report. Check the box for any types of notes you want to show up on the report.

Messages Tab

This tab is for selecting custom messages to print on the report. Select the pre-defined message you want or put the dot in Custom message and select one of the Custom messages you have created.

Levels Tab

Check the box of the levels you want to display and only lines in those levels will be printed and calculated. This is handy if you have some customer pay lines on the ticket. You can turn levels on and select just the E and S levels and print out the insurance companies invoice. Then select just the C levels and print out the customers invoice.

Show Level Numbers check box - Checking this box will display the level numbers on the lines.

Print Deleted Transactions check box - Checking this box will print the deleted transactions that normally do not print on the invoice. Those lines will be printed in italics so they stand out on the report.

Estimate Import Layers Tab - Check the Print Selected Import Layers if you want to print out the detailed invoice to show the totals according to the estimate imports you did.

After you check that box you can then select which estimate imports or changes you want to print out.

OFFICE RO

The Office RO is a detailed invoice that has the defaults set to print cost and profit amounts. It is de· signed for management to see the profitability of the RO.

SUPPLEMENT RO

The Supplement RO is a detailed invoice that has the defaults set to print out columns for the Estimated List, vendor list prices and the supplement amount.

SUMMARY INVOICE

The Summary Invoice is a detailed invoice that has the defaults set to just print out the summary footer not the line details.

SHOP RO

The Shop RO is a report for the shop floor that show parts status
labor teams assigned and labor unit hours.

Print Customer Address and Phone Number in Vehicle Header box - Checking this box will include the customers address and phone in the header.

Labor Tab - This is for choosing what kinds of information will be displayed in the labor section of the report.

Task Description - Select Detail to display the task description on the report. Hide will not display the description.

Labor Units - Selecting Detail will display the labor units of each line. Selecting Summary will display only the subtotal of the labor type hours. Hide will not display either.

Labor Rate - Selecting Detail will display the labor rate of each line. Hide will not display the labor rate at all.

Labor Cost - Selecting Detail will display the cost in dollars of the line if a tech is assigned to it. Selecting Summary will display only the subtotal of labor cost. Hide will not display either.

Labor Amount Billed - Selecting Detail will display the revenue dollars of the line. Selecting Summary will display only the subtotal of revenue for the labor type. Hide will not display either.

Totals, Notes and Messages Tabs - These are the exact same as in the Detailed Invoice report above.

SUBLET WORKSHEET

Displays the sublet transactions that have been invoiced.

Customer Address/ Phone Number with Vehicle info box - Checking this box will include the customers address and phone in the header.

Date Range - Input the date range you are looking for. Any sublet transactions with an invoice date that falls with the range will be displayed on the report.

Include -You can include Sublet and/ or Miscellaneous transactions by check the appropriate boxes.

Vendors - Here you can select All Vendors or just one in particular.

Transaction Excluded from Worksheet with Cost box - Checking this box will display Excluded transactions that have a cost on them.

Transaction Excluded from Worksheet without Cost box - Checking this box will display Excluded transactions that do not have a cost on them.

Print Worksheet in Estimate Line Order box - Checking this box will print the lines of the report in the order they appeared in the estimating system.

PARTS REPORTS

The parts reports in the print menu are the same as the ones in the Parts Management section. They are explained in the Parts section earlier in this manual.

Labor Worksheet - This report shows the tech, units, rate cost and revenue amount of every labor transaction on the RO.

General Options - This is where you set what you want to see on the report.

Task Description - Select Detail to display the task description on the report. Hide will not display the description.

Labor Units - Selecting Detail will display the labor units of each line. Selecting Summary will display only the subtotal of the labor type hours. Hide will not display either.

Labor Rate - Selecting Detail will display the labor rate of each line. Hide will not display the labor rate at all.

Labor Cost - Selecting Detail will display the cost in dollars of the line if a tech is assigned to it. Selecting Summary will display only the subtotal of labor cost. Hide will not display either.

Labor Amount Billed - Selecting Detail will display the revenue dollars of the line. Selecting Summary will display only the subtotal of revenue for the labor type. Hide will not display either.

Sort By - You can choose to sort the report by either the Account code or the Tech team.

Include Information - This will let you select a specific Account code to display or all of them. Show Timecard Transactions Box -will display timecard transactions in the report, if you have some timecard techs.

Transaction Excluded from Worksheet with Cost box - Checking this box will display Excluded transactions that have a cost on them.

Transaction Excluded from Worksheet without Cost box - Checking this box will display Excluded transactions that do not have a cost on them.

Print Worksheet in Estimate Line Order box - Checking this box will print the lines of the report in the order they appeared in the estimating system.

CYCLE TIME

This will print the cycle time for body, paint, frame, mech, etc. so you can see when it each phase will start and finish.

NOTE: Depending on what forecast method is selected in the damage profile, Cycle Time or Blueprint, only that report will work correctly.

BLUEPRINT

This is for printing out a generic Thank you letter for the customer.

THANK YOU LETTER

The same as the cycle time report but instead of the labor categories it will be broken out by the 15 “tasks” that were setup.

Print Customer/Vehicle Information - Checking this box will include the customer name and vehicle info such as, vehicle make model and VIN and the insurance company info.

Print Customer Address and Phone Numbers - Checking this box will include the Customer Address and phone numbers. Some state privacy laws dictate that you can’t display this info so you would uncheck this box to comply. If the Print Customer /Vehicle Info box is unchecked this will automatically be unchecked as well.

Print Signature Block - This will print a signature block at the bottom of the form with the Shop’s address and a place for the customer to sign.

Messages tab - This will default to Thank you letter. See Chap?? of the Setup guide to learn how to setup the Thank You letter.

Notes Tab - Is for choosing if you want certain types of notes in the RO to print.

BACKORDER REMINDER

This is used to print out a reminder that there are backordered parts on order.

CUSTOM MESSAGE

This is for printing out a custom message that you have created in the system. The selection will default to Other and then you enter the name of the custom message you have created.

NOTES

This will print out a report that lists the notes that have been entered into the RO. You can choose the types that you want to print by checking the boxes.

SCHEDULE JACKET LABEL

This prints out a label to affix to the vehicle and/or the file jacket that has the RO number, barcode and other info.

Label Name - This is the name of the label. It is usually named for the type of label writer it prints from. i.e. Dymo, Zebra.

Label Count - The number of copies that will be printed.

Skip labels - The option to skip labels if necessary.

Label Type - You can choose a standard labor that includes customer’s name, Make, and color or a label that just displays the VIN, RO number and the barcode.

WINDSHIELD TICKET

This will print an 8 x 11 sheet of paper with information about the RO for putting in the car window. At the bottom of the sheet there are sections that can be cut off to use for keytag.

WINDSHIELD GRID LABEL

This prints a large label that has the RO number, VIN number, a grid for the 15 tasks and three smaller key tag labels. You must have a label printer that can print 6” x 8” labels for this label to print.

PRIOR DAMAGE WORKSHEET

This prints out a picture of a car so you can mark off areas that are prior damage.

RO LABELS

This prints out a label that just has the RO number.

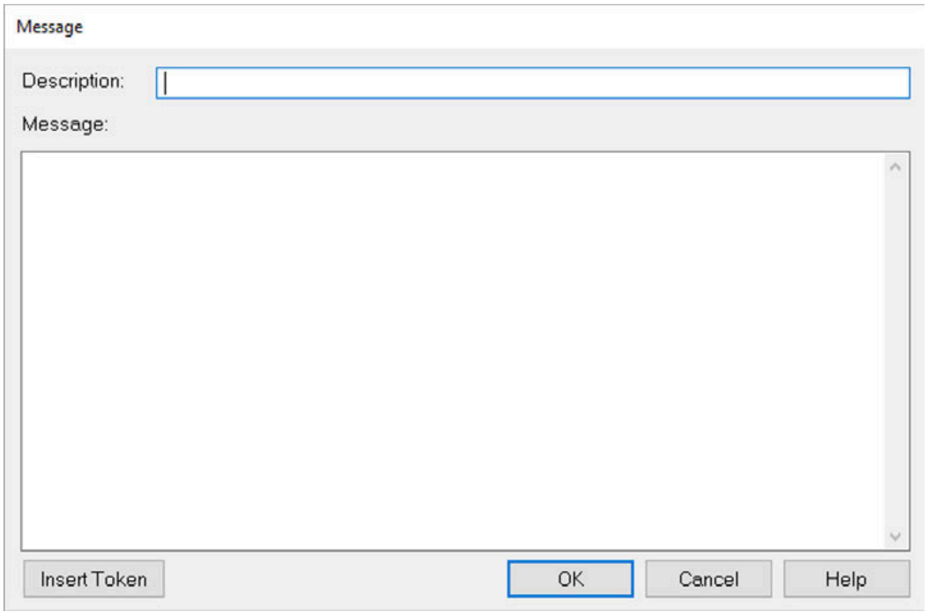
MERGE CUSTOMER LETTER

This is for creating a template for a letter that will insert the customer name address, etc. into the letter when it is printed.

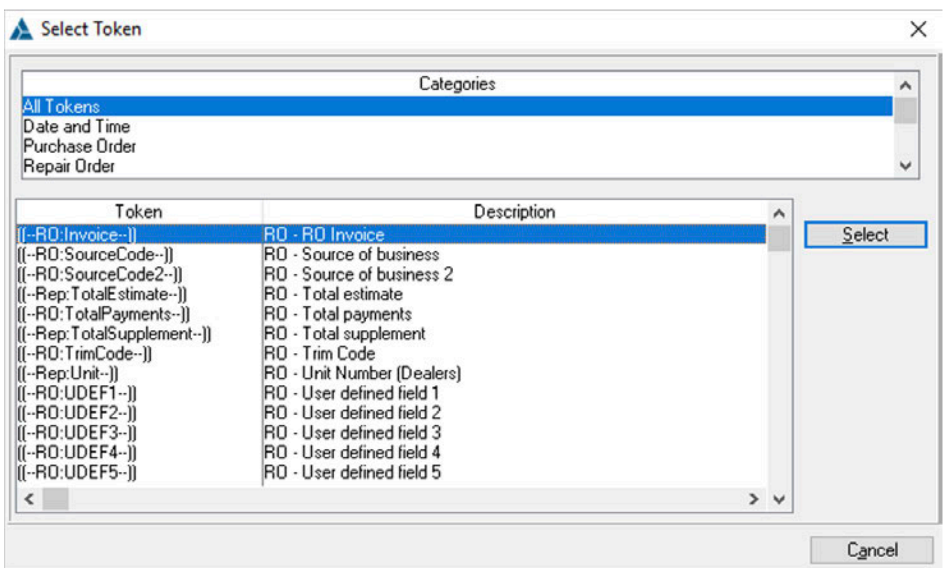
First the Messages Defined for Mail Merge window will display. Here you can choose a letter that you have created by highlighting it and pressing Select. Pressing Insert will let you create a new template, and pressing Change will let you edit the highlighted template.

CREATING A NEW TEMPLATE

Press Insert to create a new template. The Message window will be displayed.

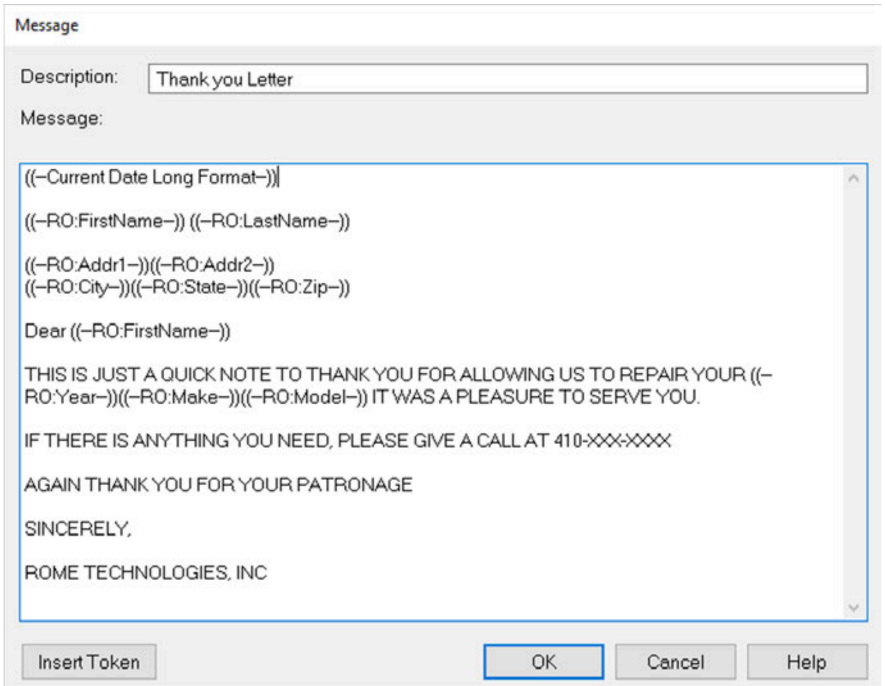


Enter a description this template will be called in the description field. In the message area you can the text as you want it to appear in the document. In the lower left corner there is an Insert Token Button. This button is for inserting a token (or variable) into the document that will change for each different RO the template is run for. The Select token screen will be displayed when you press the Insert Token button.

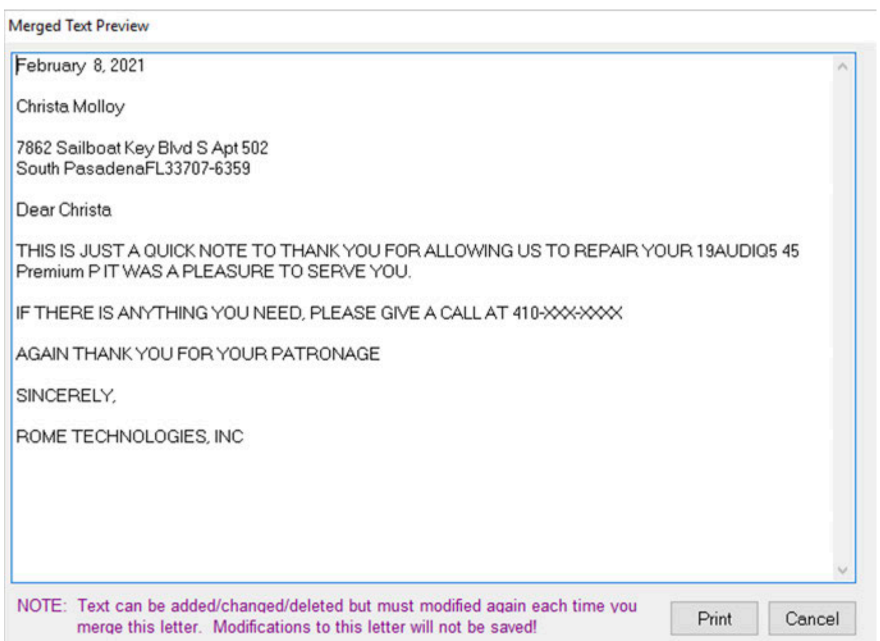


You can then select one of the tokens to insert into the document.

Below is an example of a letter template with the tokens inserted:



Here is what the actual text will look like when used with an actual RO.



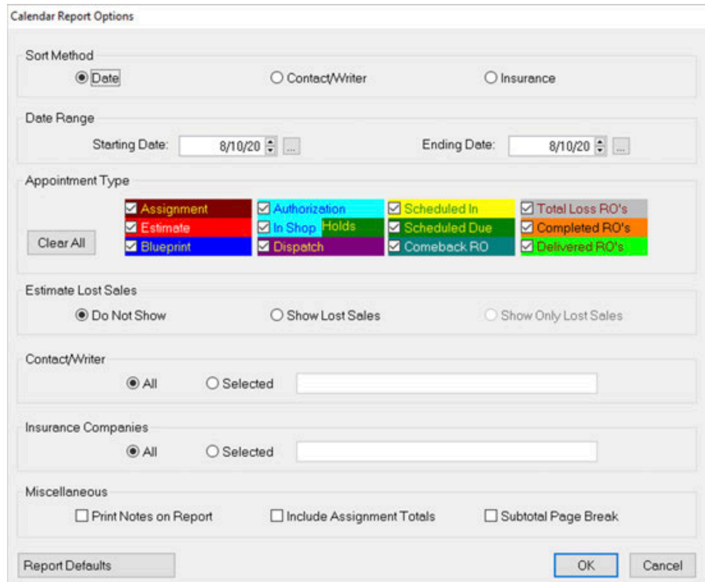
RO (EMS) Estimate Import log -This prints out a report that will show what lines were imported into this RO from an EMS estimate. This report will not work for UDS estimates.

Global Reports

The global reports can be accessed by clicking the Reports button on the Rome Management Main screen or by using the Reports Menu in the menu bar. The reports are divided into two sections Management and Accounting. Management reports have to do with the status of the ROs and Accounting reports have to do with the financial; Sales & profit reports, etc.

Management Reports

Calendar



The calendar report will print out entries in the calendar in a list format. When you select the Calendar report, the Calendar Report Options window will be displayed.

Date Range - Select the Date range you want to display. Any calendar entries that appear on the calendar in that date range will be displayed.

Appointment Type - This is where you select the types of appointments you want listed on the reports.

Contact/Writer - You can choose to run the report for one writer or for all of them.

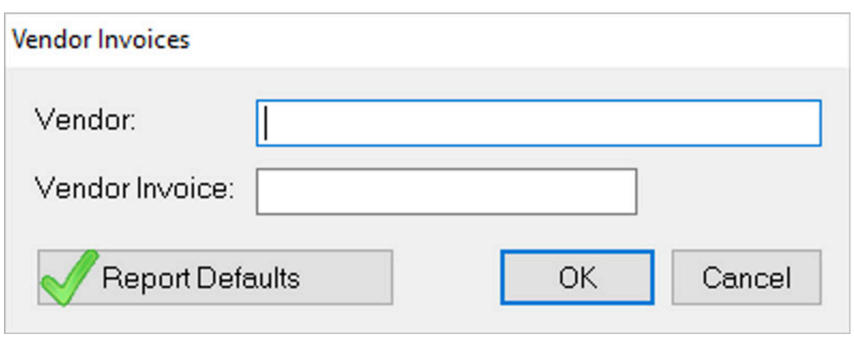
Insurance Companies - You can choose to run the report for one insurance company or for all of them.

Print Notes on Report check box - Checking this box will print shop notes on the report underneath its entry. Only Shop notes will print, no other type of note will print.

Parts

Several parts reports will be found inside of the Parts button.

Vendor Invoices - This report will allow you to display and print one specific Invoice. When you press the button the Vendor Invoices window will be displayed.

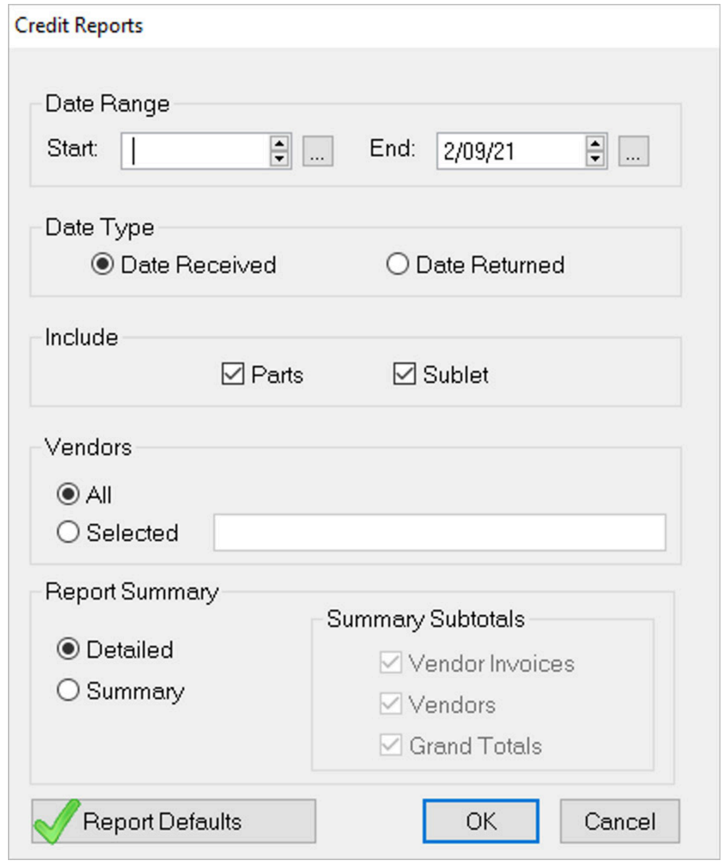


Enter the vendor and the invoice number and the invoice will be displayed and can be printed.

Credit

This report displays all of the open credits in the system. It will not display any credits that have been received into the system.

When you press the Credits button the Credit Reports window will be displayed.



Date Range - Enter the date range of the credits you want to display. Credits that have a date received or a date returned in that date range will be displayed.

Date Type - This selects which date type criteria the Date range above will use. Date received is when the part was received into Rome Management. The Date returned is when the return was done in Rome Management.

Include - Check the boxes if you want to include parts and/ or sublet transactions on the report.

Vendors - You can run the report for a specific vendor or for All of them.

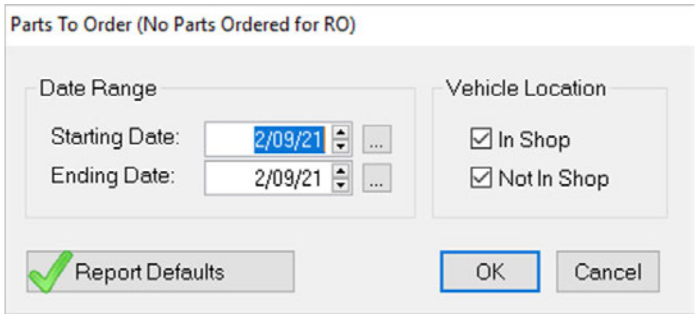
Report Summary - You can run a detailed report that will print out details for each item on the invoice or a summary report which will just give you summary data based on your choices in the summary Subtotal section.

Summary Subtotal - When you choose to run a summary report you can check off what data you want summarized. Vendor Invoices will give you a total of each of the invoices. Vendors will give you a subtotal for each of the vendors. Grand totals will give you a grand total of all vendors.

Not Ordered - This report will list all of the parts that have not yet been ordered on ROs where some parts have been ordered. The only options are if you want to see cars In Shop and/or cars Not In Shop. This report has been made obsolete by the Parts status screen which displays this info in real-time.

To Order

This report will list all of the parts that have not been ordered on ROs where no parts have been ordered.

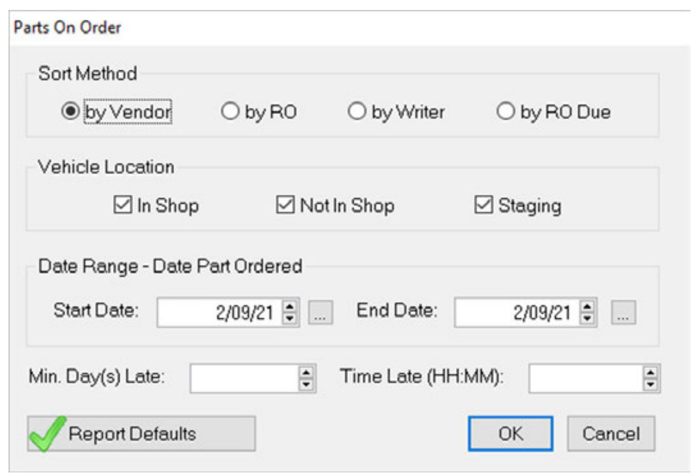


Date Range - Any RO with a Date In that falls within the date range specified here will be displayed on the report.

Vehicle Location - Check the boxes to include vehicles marked In Shop and/or Not In Shop. Again, this report has been made obsolete by the Parts Status screen.

On Order

This report will display all of the parts that have been ordered but not received.



Sort Method - You can choose to sort the entries in the report by the RO number, the Vendor, or by the writer on the job.

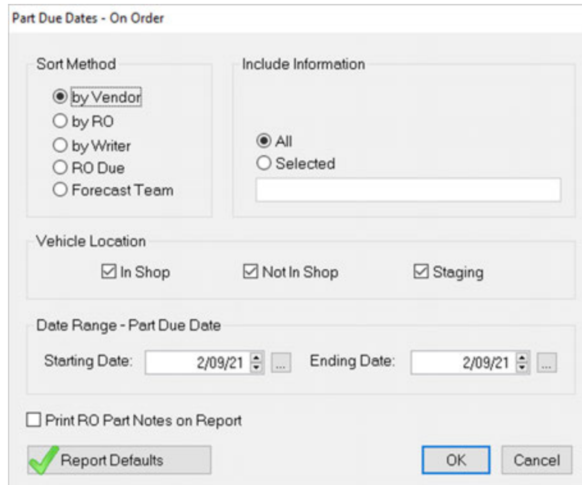
Vehicle Location - Check the boxes if you want to display ROs marked In Shop, Not In Shop, or Staging.

Date Range - ROs that have a Date Due within this Date Range will be displayed.

Minimum Days late - This is for displaying only the parts that are a certain number of days past when they were due. When you order parts there is a Date Due field where you put when you expect to receive the parts. If there are parts are have not been received, for more then the number of days you enter in this field, past the Due date, they will be displayed. For example, if you put the number two in this field then only parts that have a Date Due two days earlier then the current date will be displayed.

Orders Due

This report will display parts that are Due in the date range you select.



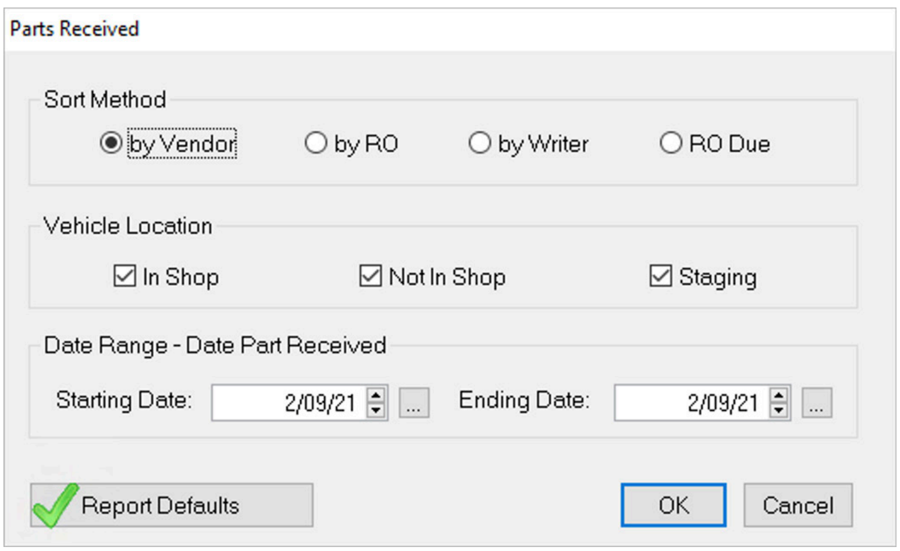
Sort Method - You can choose to sort the entries in the report by the RO number, the Vendor, or by the writer on the job.

Vehicle Location - Check the boxes if you want to display ROs marked In Shop, Not In Shop, or Staging.

Date Range - Parts that have a Date Due within this Date Range will be displayed.

Received

This report will show all parts received in the date range you select.



Sort Method - You can choose to sort the entries in the report by the RO number, the Vendor, or by the writer on the job.

Vehicle location - Check the boxes if you want to display ROs marked In Shop, Not In Shop, or Staging.

Date Range - ROs that have a Date Due within this Date Range will be displayed.

Returned

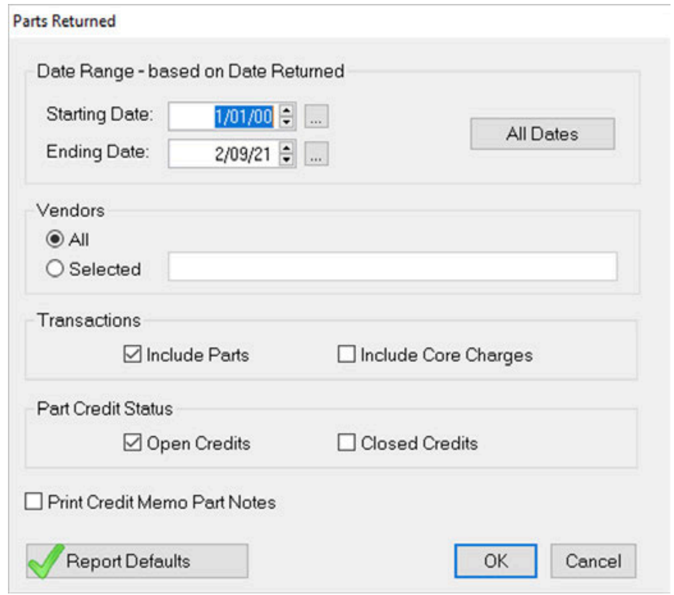
This report will show parts that have been returned.

Date Range - Select a date range for the report. The date the parts were returned must fall within the date range you specify.

Vendors - You may run the report for all vendors or select a specific vendor.

Parts Credit Status - Check the box if you want to see Open Credits or Closed credits or both.

Print Credit Memo Part Notes box - Check this box if you want the parts notes to print on the report.



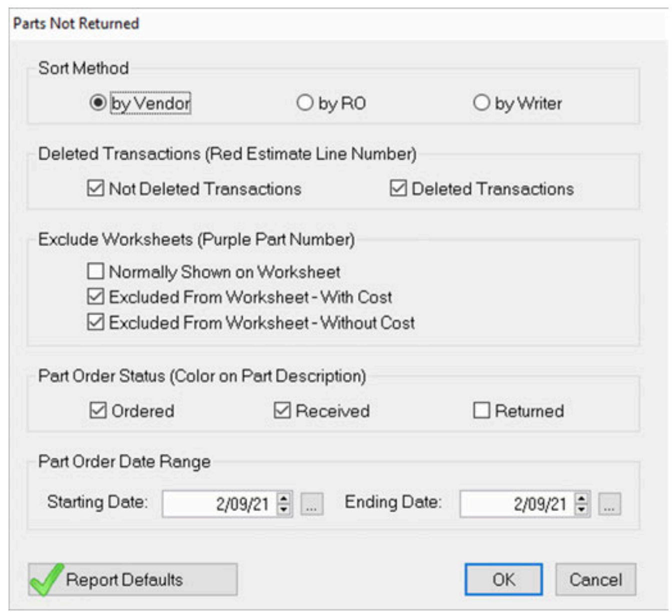
Not Returned

This report shows parts that have been removed or replaced but have not been returned yet.

Sort Method - Choose what you want to sort the report by; Vendor, RO, or Writer.

Deleted Transactions - Choose whether you want to search deleted and/ or normal transactions. A deleted transaction is one that has been changed or removed by an incoming supplement. The est line number will be red.

Exclude Worksheets - Check the box to search parts Excluded from the worksheet with or without cost or to include normal transactions. Since the purpose of this report is to find parts that need to be returned because they are excluded by an incoming supplement the Normal transaction selection is unchecked by default.



Part Order Status - Select to search Ordered, Received or Returned. Since the purpose of this report is too find parts that need to be returned, returned is unchecked by default.

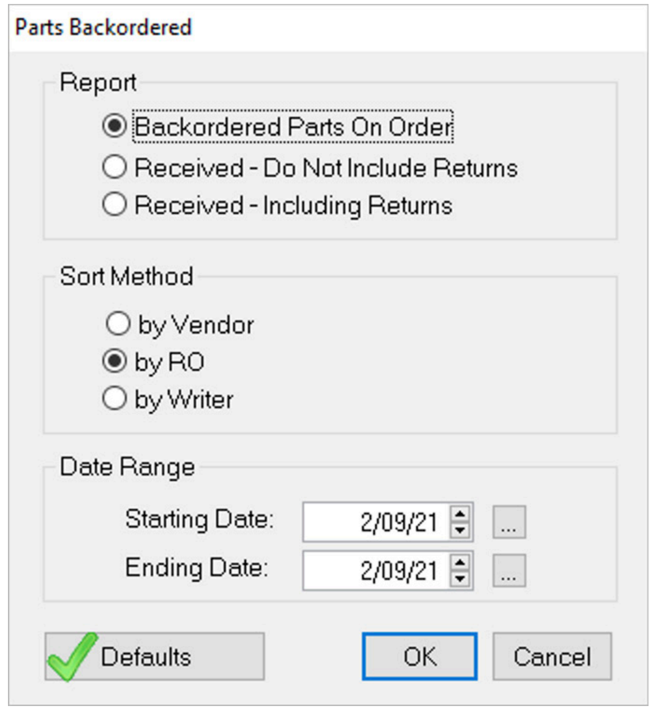
Part Order Date Range - Select the Date range you want to search. If the Date the part was ordered falls within the range it will displayed on the report.

Backordered

This report will show parts that are on backorder.

Report - Select whether you want to see the parts that are on Order, or that have been received.

Date Range - Parts that have a order date within this date range will be displayed.

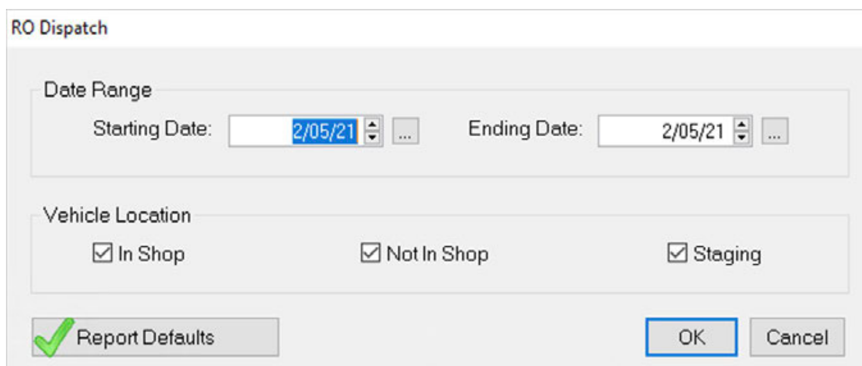


Dispatch

This report will display ROs that have the In Shop check box checked but do not have all the labor assigned.

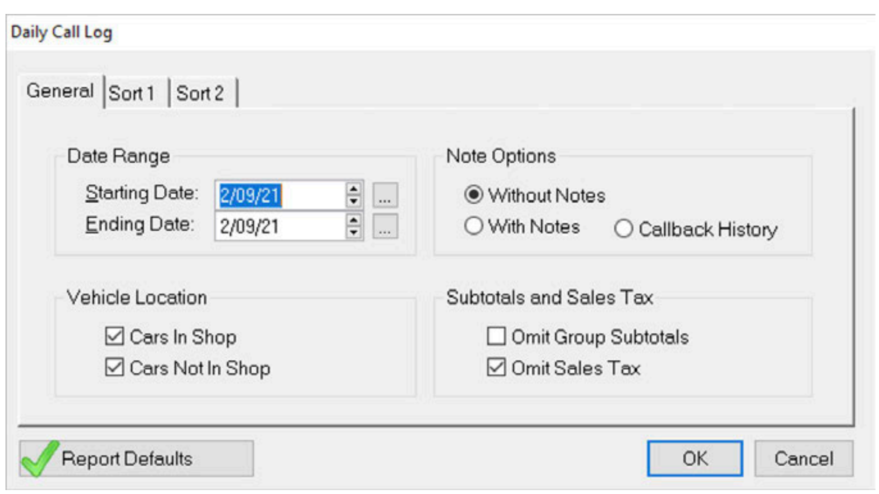
Date Range - Select a date range for the report. Any RO having a Date Due within the date range will be displayed.

Vehicle Location - Check the boxes if you want to display ROs marked In Shop, Not In Shop, or Staging.



Daily Call Log

This will print out the customers that need to be called because of Date Due changes or for regular updates. This report has been made obsolete by the Customer Service Status gauge.



General Tab

Date Range - Enter a date range for the report. Any RO that has a Callback Due in that range will be displayed.

Note Options - Select if you want to include notes on the report or not.

Vehicle location - Check the boxes if you want to display ROs marked In Shop or Not In Shop.

Subtotals and Sales Tax - Check the boxes if you want to omit the sales tax and/or group revenue information.

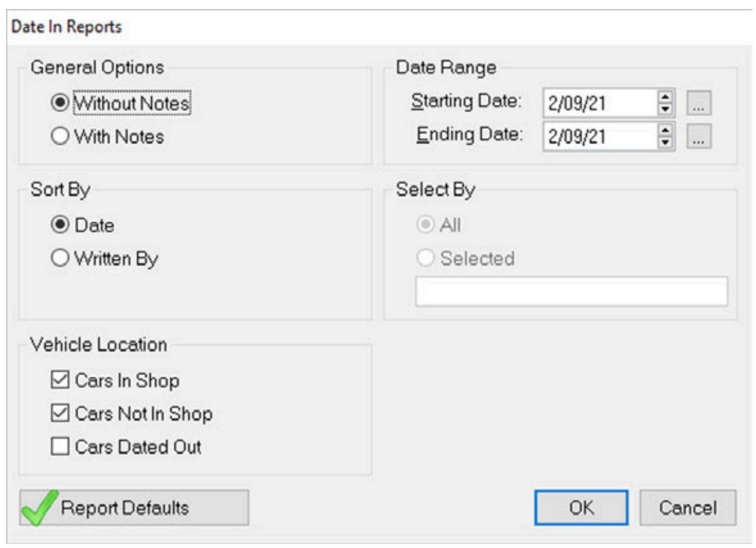
Sort Tabs

Sort By - You can sort by Date Due, Date OP, Writer, Insurance Co, Team. If you select Writer, Insurance or Team you can then select to run the report for all or an individual.

There are two sort tabs so it will sort the report by the Sort selection then make sub-groups by the Sort 2 selection.

Date In

This report will print out ROs that have a Date In within the date range you have selected.

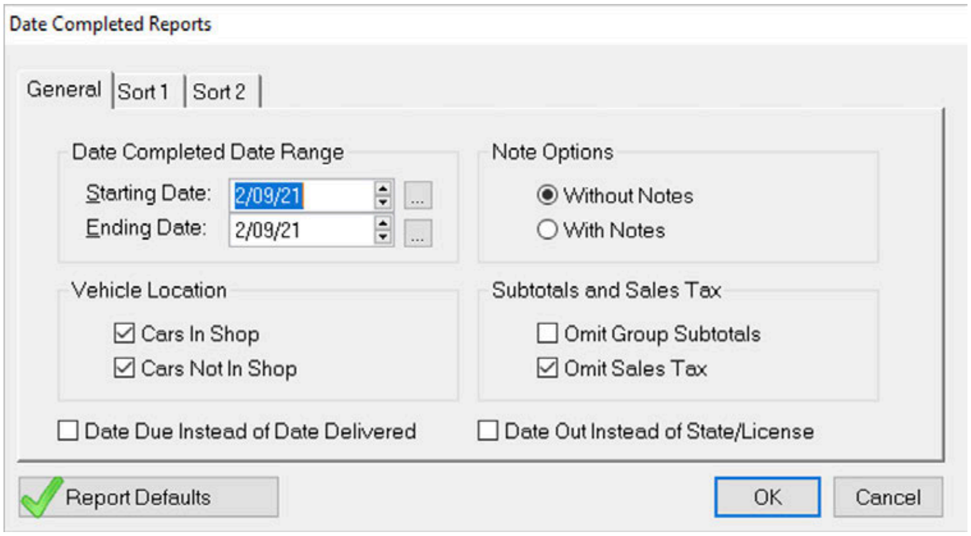


General Options - Select whether you want the shop notes to print or not. Only the shop notes will print not other types of notes.

Date Range - Repair orders that have a Date In within the date range you select here will be displayed on the report.

Sort By - You can select to sort by the Date In or by the writer of the RO.

Vehicle location - Check the boxes if you want to display ROs marked In Shop, Not In Shop, and/or Dated Out.



Date Completed

This report will display ROs that have a Date Completed within the Date you have selected but have not been Dated Out.

Completed Date Range - ROs that have a Date Completed within the Date range you select here will be displayed.

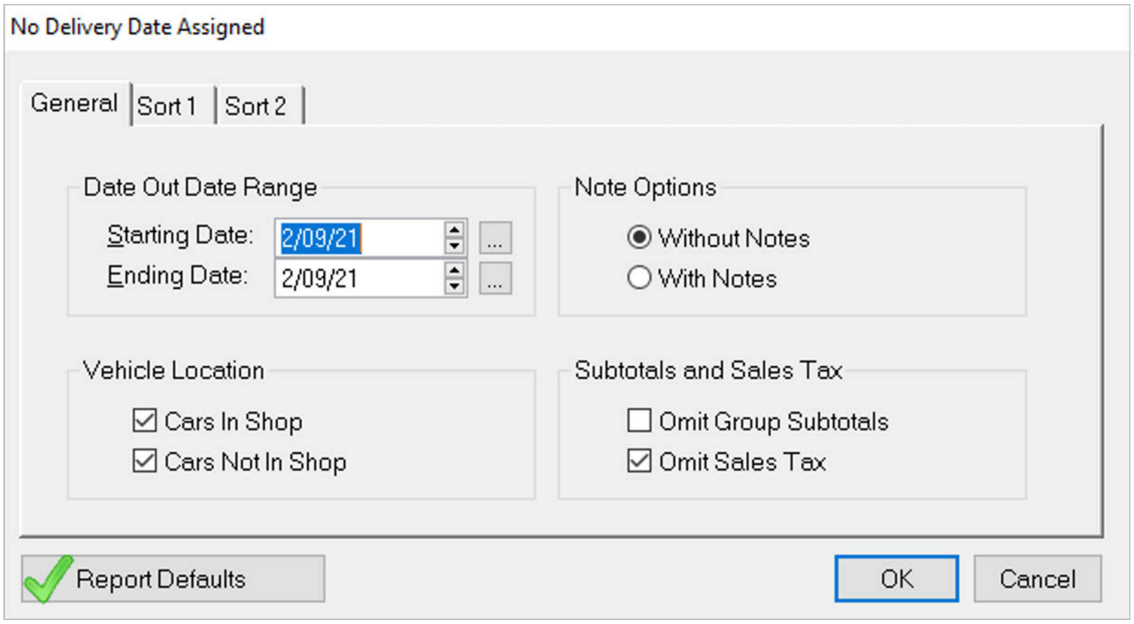
Note Options - Select whether you want the shop notes to print or not. Only the shop notes will print not other types of notes.

Vehicle Location - Check the boxes if you want to display ROs marked In Shop or Not In Shop.

Subtotals and Sales Tax - Check the boxes if you want to omit the sales tax and/or group revenue information.

Show Date Due Instead of Dale Delivered box - Checking this box will display the Date Due of the ROs instead of the Date Delivered.

NO DELIVERY DATE



This report is for finding repair orders that have been Dated Out but do not have a Delivery date.

Date Out Date Range - ROs that have a Date Out within the Date range you select here will be displayed.

Note Options - Select whether you want the shop notes to print or not. Only the shop notes will print not other types of notes.

Vehicle Location - Check the boxes if you want to display ROs marked In Shop or Not In Shop.

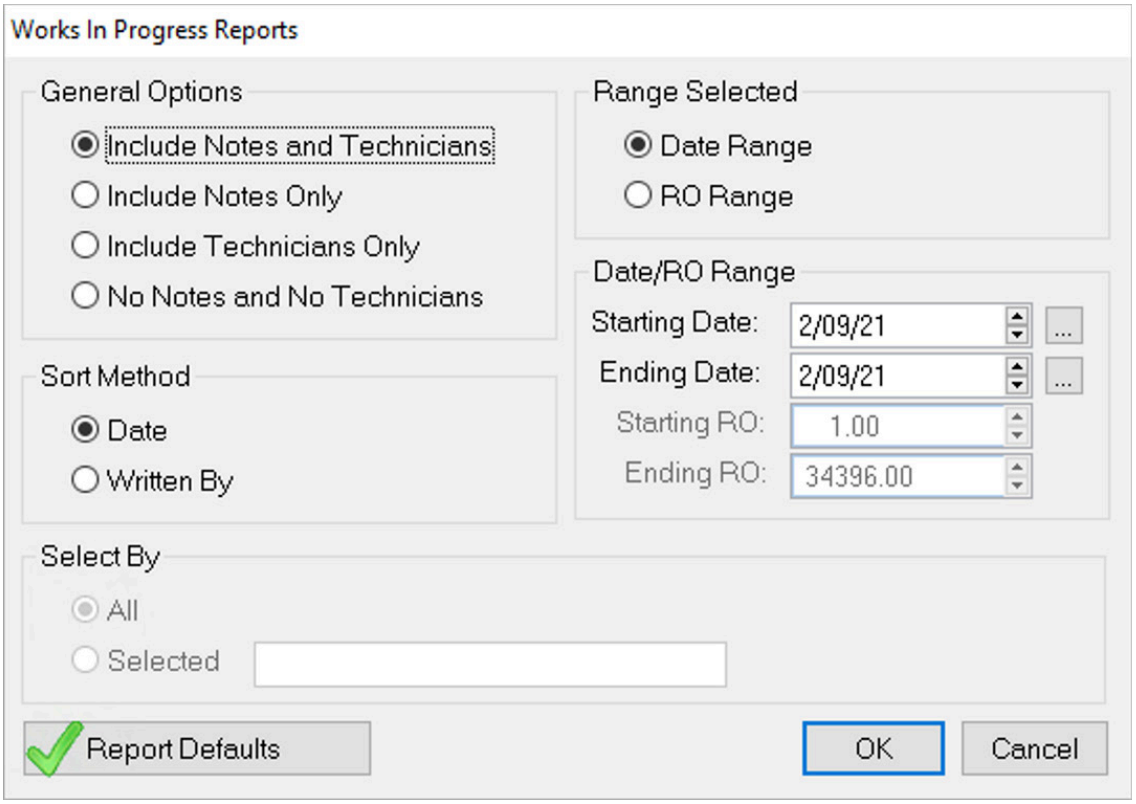
Subtotals and Sales Tax - Check the boxes if you want to omit the sales tax and/or group revenue information.

Sort tabs

Sort By - You can sort by Date Due, Date OP, Writer, Insurance Co, Team. If you select Writer, Insurance or Team you can then select to run the report for all or an individual.

There are two sort tabs so it will sort the report by the Sort selection then make sub-groups by the Sort 2 selection.

WORKS IN PROGRESS



This report will show what percentage of cost has been applied to each of the account codes on the job.

General Options - You can select whether to have the shop notes and/or the technicians that have been assigned to the job to show up on the report by selecting the appropriate option.

Range Selected - This is where you select which criteria you want to use when selecting the range for report. Selecting Date Range will have the report use the Date In as the criteria when selecting a range for the report. RO Range will let you select a range by the RO number.

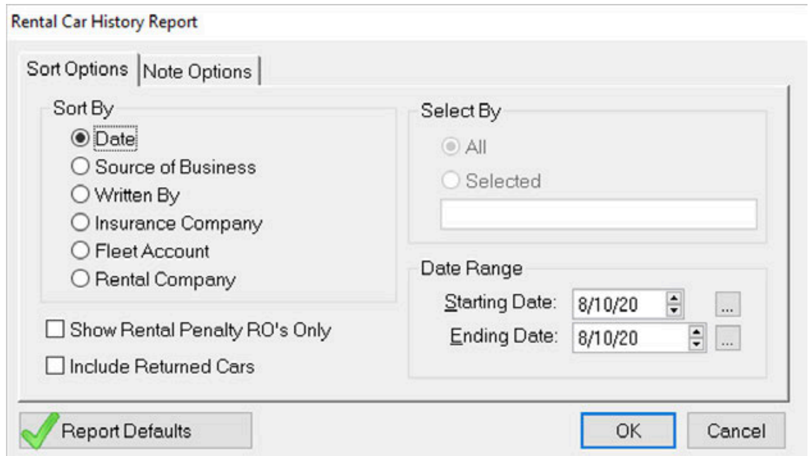
Date/RO Range - This where you can select the range you want based on choice in the above selection. If you chose Date Range the RO fields in this section will be grayed out and vice verse.

Sort Method - You can choose to sort the report by Date In or by writer.

Vendor Phone Book - This report will print out the entire vendor list so you can see address and phone information more easily.

RENTAL CARS

This report will show repair orders that have rental cars that are currently out with a customer and have not been returned.



Sort By - You can choose to sort the report by Date, Source of Business, Written By, Insurance, Fleet Account or the Rental Company.

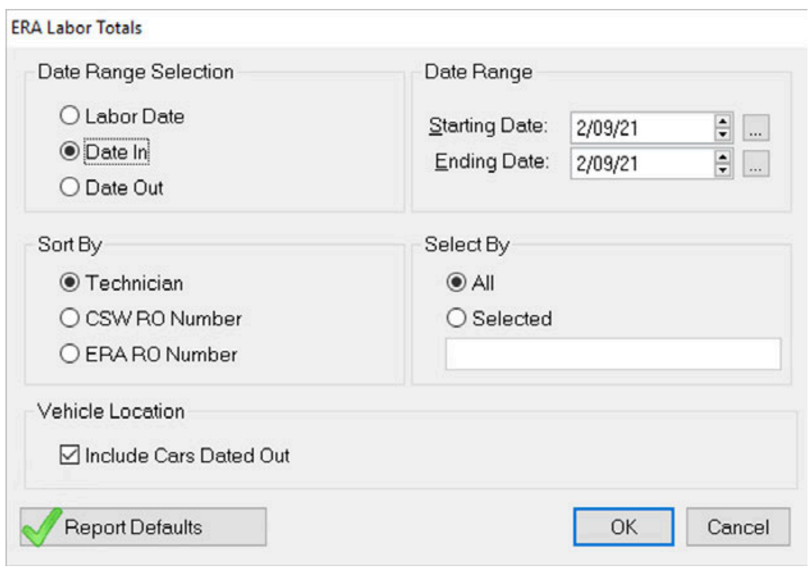
Select By - Depending on what selection you chose above you will be able to select an individual or run the report for all of them.

Date Range - Any RO that has a Rental Car Date Out within the range you select will be printed.

Include Returned Cars box - If you check this box the report will include cars that have a Rental Car Date In which is entered when the car is returned to the shop by the customer.

ERA LABOR TOTALS (REYNOLDS CUSTOMERS ONLY)

This report will total the labor units and cost in Rome Management so they can be used to reconcile the numbers in Reynolds.



Date Range Selection - This is where you select what criteria you will be using to select a date range. Labor date in the date the labor was flagged. Date In is the Date In of the RO. Date Out is the Date Out of the RO.

Date Range - This is where you would select the date range for the criteria you selected above.

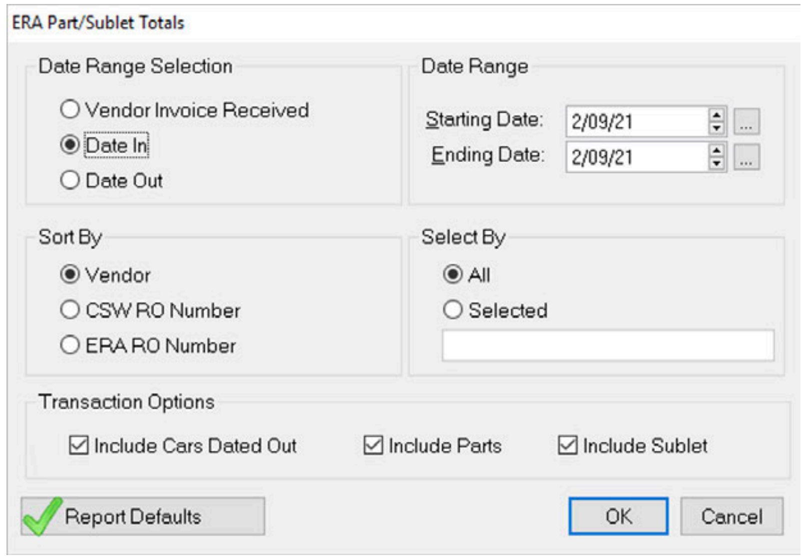
Sort By - This is where you select what you want to report sorted by; Technician, RO Number or the ERA RO number.

Select By - If you selected to sort by a technician above, you can run the report for an individual or for all the techs.

Transaction Options - You can choose to include Cars dated out, Parts and/or Sublet on the report by checking the boxes that apply.

ERA PART TOTALS (REYNOLDS CUSTOMERS ONLY)

This report will total the parts in Rome Management so that they can be reconciled to the numbers in Reynolds.



Date Range Selection - This is where you select what criteria you will be using to select a date range. Vendor Invoice Received is the date you entered when you received the parts or sublet. Date In is the Date In of the RO. Date Out is the Date Out of the RO.

Date Range - This is where you would select the date range for the criteria you selected above.

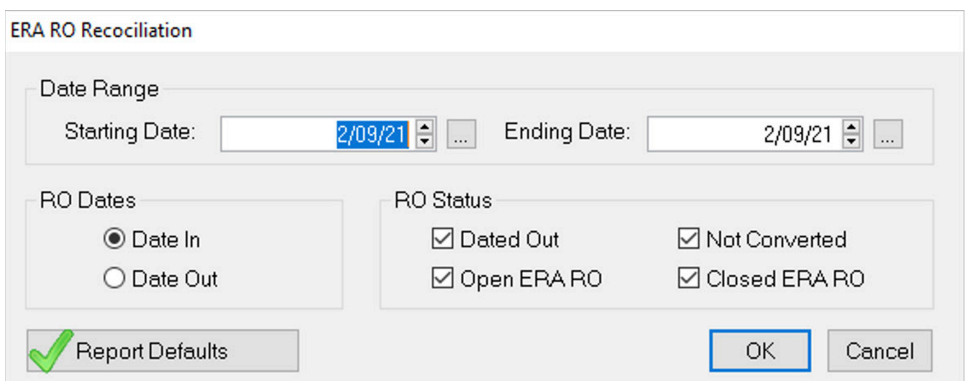
Sort By - This is where you select what you want to report sorted by; Vendor, RO Number or the ERA RO number.

Select By - If you selected to sort by a technician above, you can run the report for an individual or for all the techs.

Transaction Options - You can choose to include Cars dated out, Parts and/or Sublet on the report by checking the boxes that apply.

ERA RECONCILIATION

This report shows which repair orders were converted and/or closed with the ERA interface. It is used to reconcile with ERA to make sure the repair orders were processed correctly.



Date Range - Enter the Date range you want to search based on the date criteria you select below.

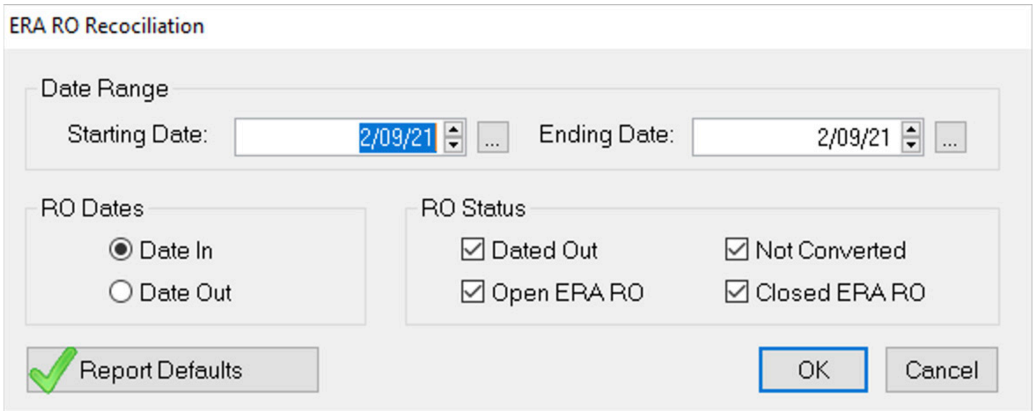
RO Dates - Select the date criteria you want to use with the above Date range.

RO Status - This selects the different types of ROs you want displayed on the report.

Dated Out means the RO has a date in the Date Out field. Not converted will show ROs that have never been linked to ERA. Open ERA RO will display ROs that have been linked to a ERA ticket but not closed out. Closed ERA RO will display tickets that have been linked and closed in ERA.

ADP RECONCILIATION (ADP OMS USERS ONLY)

This report shows which repair orders were converted and/or closed with the ADP interface. It is used to reconcile with ADP to make sure the repair orders were processed correctly.



Date Range - Enter the Date range you want to search based on the date criteria you select below.

RO Dates - Select the date criteria you want to use with the above Date range.

RO Status -This selects the different types of ROs you want displayed on the report.

Dated Out means the RO has a date in the Date Out field. Not converted will show ROs that have never been linked to ERA. Customer Converted will display ROs that have been linked to a ADP ticket but not closed out. RO Converted will display tickets that have been linked and converted to an ADP ticket.

VENDOR PHONE BOOK

This report prints out all of the vendors in the vendor list.

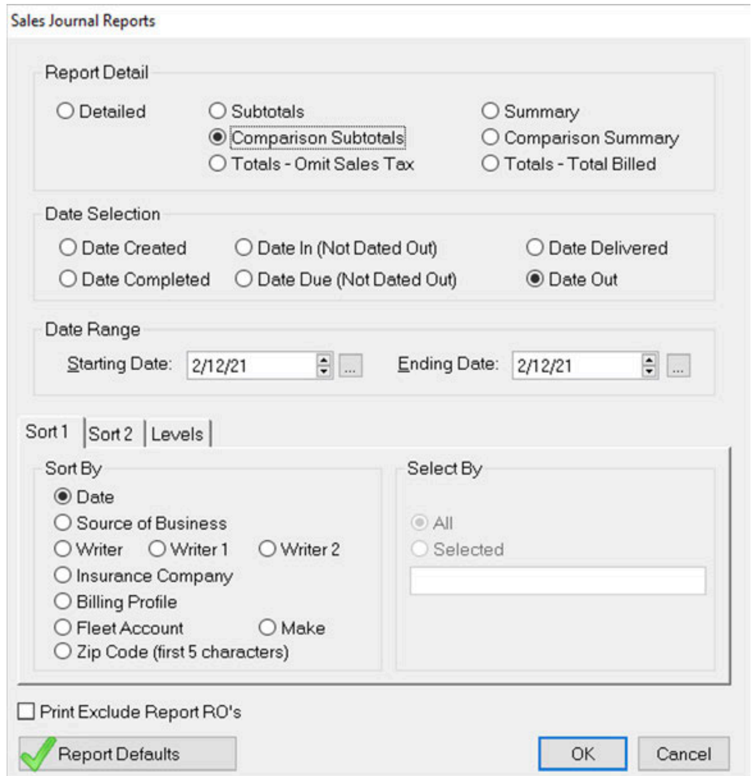
Accounting Reports

SALES REPORT

The sales report will display the revenue the shop generated in the time period you select.

Report Detail - This section deals with how detailed you want the report to be. It ranges from showing totals for each individual RO to a summary of revenue by account code.

Detailed - Will display totals for each account code for every RO in the date range you select. This can be a large and busy report so make sure you really need the info before printing it out.



Subtotals - This will display sales totals for each date in the date range you select.

Summary - This will display the total revenue for each account code (Body, Paint, Parts, etc.) for the date range you select.

Comparison Subtotal - This report will place subtotals for periods of time next to each other so you can easily see a comparison between different time periods.

Comparison Summary - The report will total the revenue by account code for periods of time next to each other so they can be easily repaired.

Totals - Omit Sales Tax - This report will display the total revenue minus the taxes for each day in the date range you select. It will also display the total amount of payments that have been received, the total supplement amount and total remaining balance due.

Totals / Total Billed - This report is the same as the Totals report above but it will display the total revenue including tax.

Date Selection - This is where you select which date criteria you want to use when inputting a date range. The Date created, Date Completed and Date out selections will use the respective fields. Date in(Cars Not Dated Out) and Date Due(Cars Not dated Out) will display sales info on currently open jobs.

Date Range - This is where you in out the date range you are interested in displaying on the report. It will display ROs that have dates of the criteria you selected above that fall within the range you select.

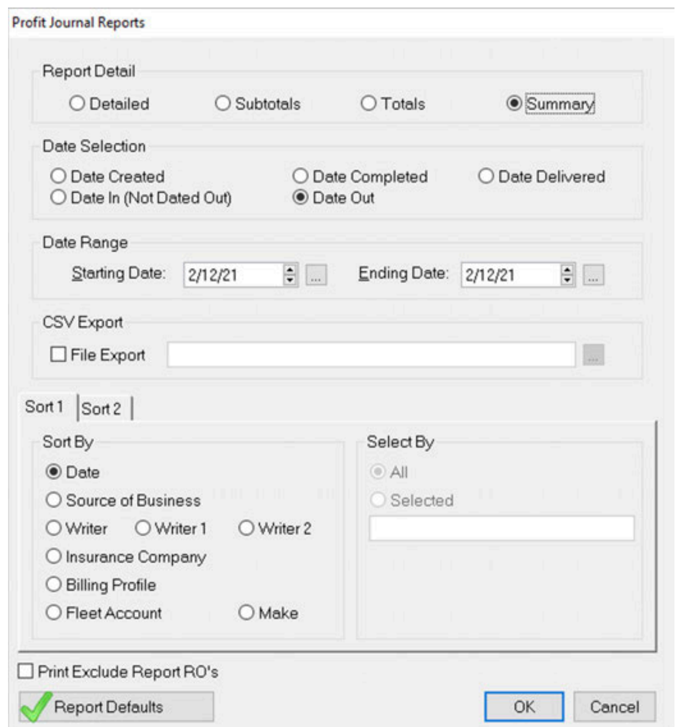
Sort Tabs

Sort By - You can sort by Date, Source, Writer, Insurance Co, Fleet Account or Make. For all except Date you can then select to run the report for all or an individual.

There are two sort tabs so it will sort the report by the Sort1 selection then make sub-groups by the Sort 2 selection.

PROFITS

The profit report will display the revenue, cost, profit and profit margin for the date range you select.



Report Detail

This selects how detailed you want the report.

Detailed - Will show totals for each RO

Subtotal - Will give the totals by Account code for each day

Totals - Will give a summary total for each day

Summary - Will give you a summary by Account code for the entire date range.

Date Selection - This is where you select which date criteria you want to use when inputting a date range. The Date created, Date Completed and Date out selections will use the respective fields in the RO. Date In (Cars Not Dated Out) will display profit info on currently open jobs.

Date Range - This is where you input the date range you are interested in displaying on the report. It will display ROs that have dates of the criteria you selected above that fall within the range you select.

CSV Export - This will allow you to export the report to a CSV file which can be brought into a spread-sheet program.

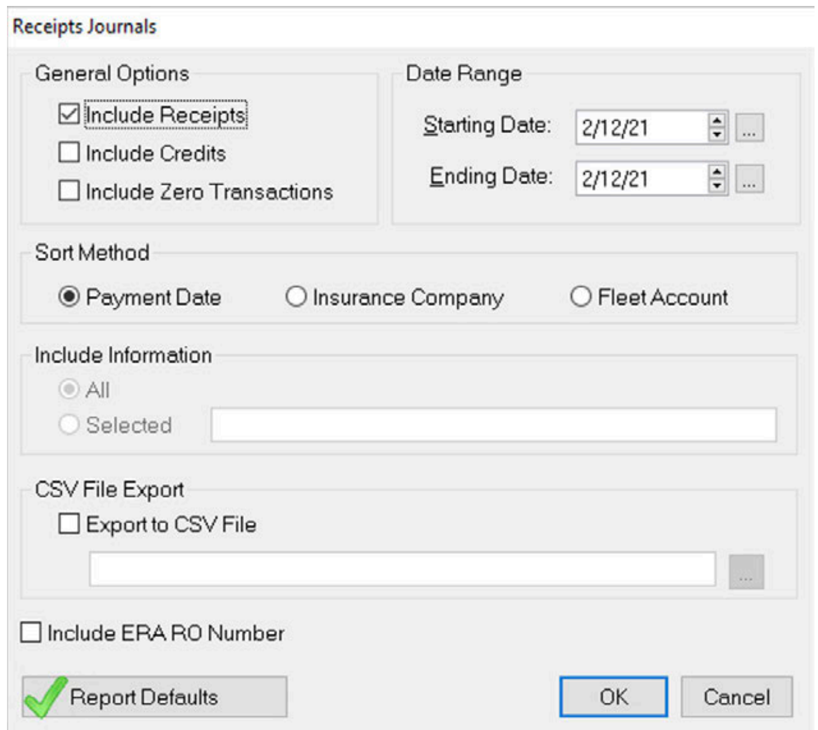
Sort Tabs

Sort By - You can sort by Date, Source, Writer, Insurance Co, Fleet Account or Make. For all except Date you can then select to run the report for all or an individual.

There are two sort tabs so it will sort the report by the Sort selection then make sub-groups by the Sort 2 selection.

RECEIPTS

This will display the payments that you have received into the system within the date range you select.



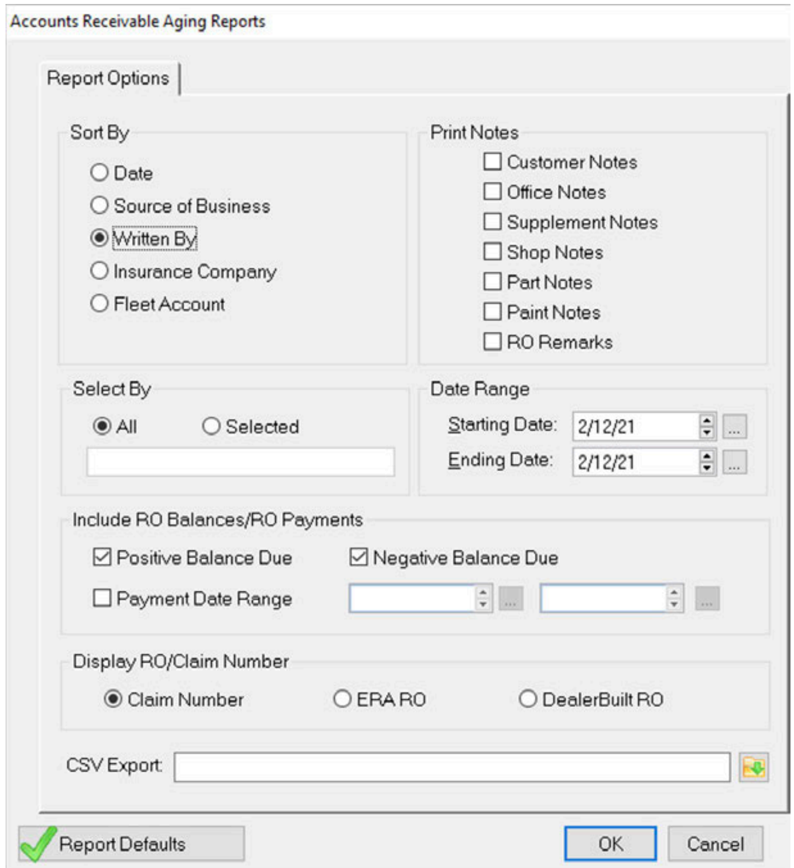
General Options - Select what you want to appear on the report. Receipts will include payments, Credits will include refunds, and Zero Transactions will payments that have an amount of zero.

Date Range - This is where you input the date range you are interested in displaying on the report. It will display payments that have dates within the range you select.

CSV Export - This will allow you to export the report to a CSV file which can be brought into a spreadsheet program.

RECEIVABLES

This will print the Receivables Aging report that show which ROs have outstanding balances and how far behind they are.



Sort by - Select which criteria you want to sort the report by

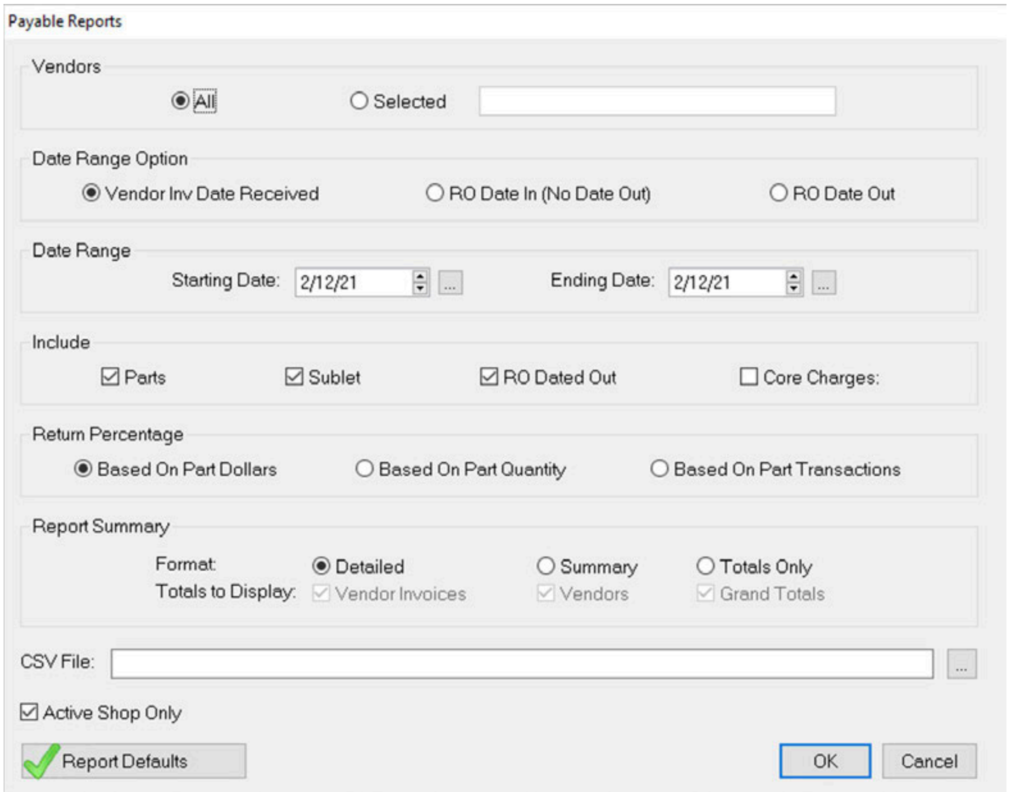
Print Notes - If you want a certain note type to be displayed on the report check the appropriate box.

Select By - If you selected anything except Date in the above field this box will become active., You can select whether you want to run the report by a specific writer, source, insurance or fleet account; or if you want to include them all.

Date Range - Select the date range you what the report to search.

Include RO Balances - Select whether you want to display positive balances (money owed to you) and/ or negative balances (money you owe to the customer) by checking the boxes.

ERA RO/Claim Number - Select if you want to display the claim number or the ERA RO number whichever would help you more.



PAYABLES

This report shows the invoices for each vendor and will calculate the net discount and return percentage for each vendor.

Vendors - Choose whether you want to run the report for one vendor or all of them.

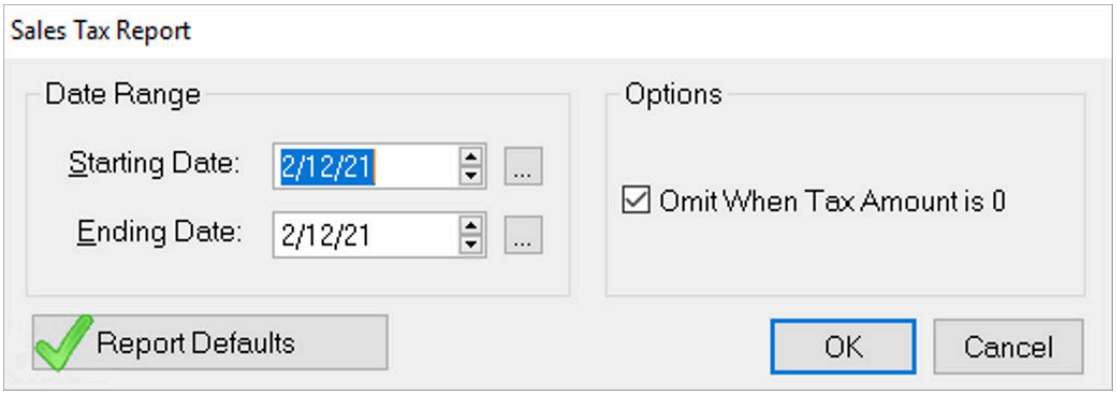
Date Range - Select the date range you are interested in. Any transaction with a Invoice date within this range will be included in the report.

Include - Check the appropriate boxes if you want to include part transactions, sublet transactions and/ or transaction from ROs that have been dated out.

Report Summary - This is where you choose how detailed you want the report. Detailed will print out information about each specific invoice for the vendor. Summary will print out just the summary totals for the vendor without the specific vendor information. Totals Only will print out the totals for the vendor and the invoices.

Totals to display - If you select Summary or Totals Only this section will become available so you can choose which totals to display on the report. Vendor Invoices will display the totals for the Invoices. Vendors will display the subtotal for each vendor. Grand Totals will display the grand total of all vendors on the report.

SALES TAX

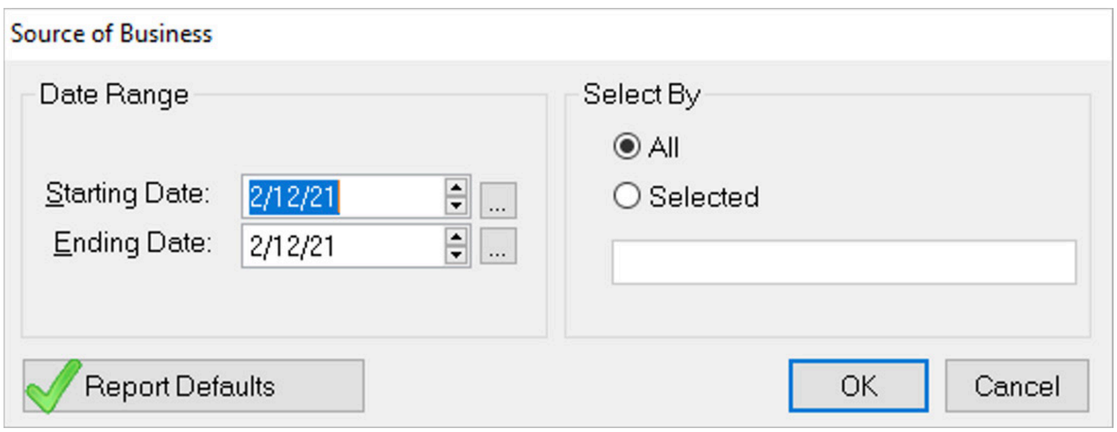


This will print out the sales tax amount on each RO and give you a total for the date range you select.

Date Range - This is where you select the date range for the report. Any RO with a Date Out within this date range will be calculated on the report.

Options - Click the box to omit ROs that do not have Sales Tax on them.

SOURCE OF BUSINESS



This report will group all the Dated out ROs in the date range you select by the Source.

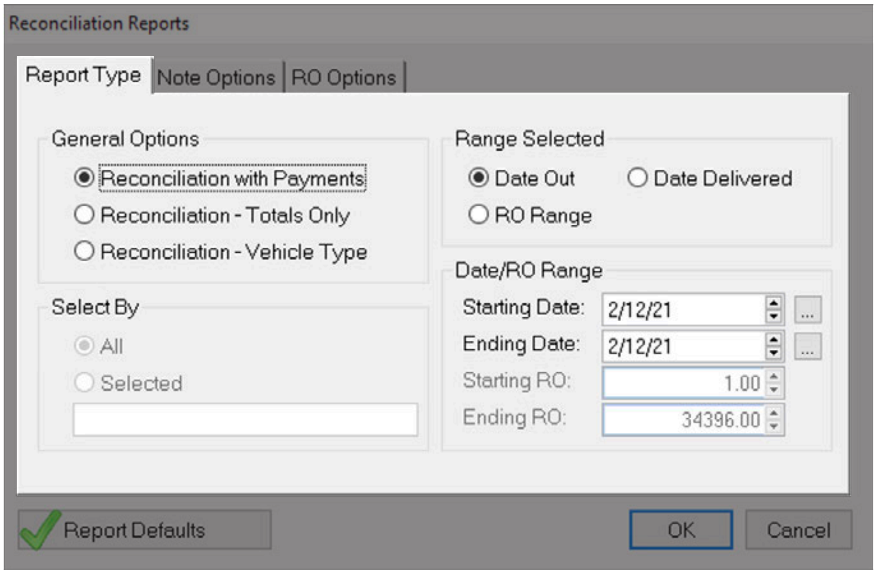
Date Range - This is the date range for the report. Any RO that has a Date Out within this range will be included in the report.

Select By - You can select to print the report for just one Source or all of them with subtotals for each Source.

RO RECONCILIATION

This report is used to print out all ROs so you can check to see if there are any RO that haven't been Dated Out and should be.

Report Type Tab



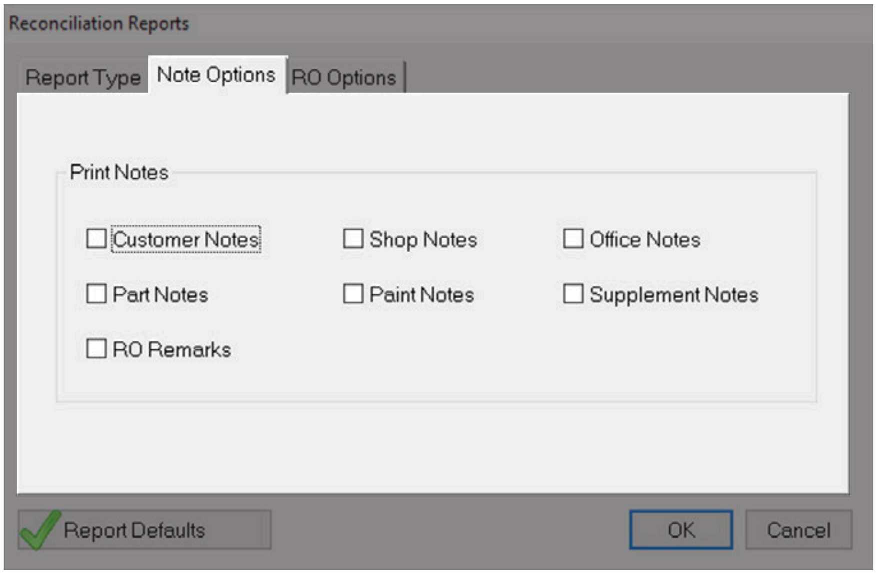
General Options - Here you choose which info you want to show on the report. With Payments will display payments that have been received so you can see if there are any outstanding balances. Totals Only will just display the totals and some vehicles info. Vehicle Type will sort the report by the vehicle make & model.

Range Selected - This lets you choose the range criteria to run the report by. Date Range is for running the report by Date In and RO Range is for selecting a range of RO numbers.

Select By - If you choose Vehicle Type in the area above this area will be activated so you choose a specific Make of vehicle.

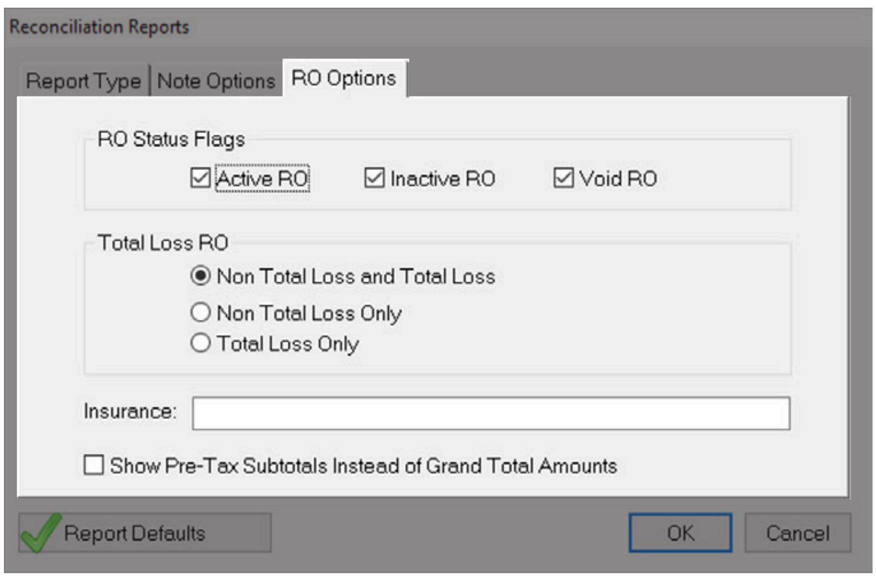
Date/RO Range - Depending on what you selected in the area above, one of these ranges will be active. The Date range will display ROs that have a Date In within the range you select. The RO range will display any ROs that have an RO number within the range you select. The RO Range will default to the first and the last in the system if you want to run the report for all ROs.

Note Options Tab



Notes - If you want a certain note type to be displayed on the report check the appropriate box

RO Options Tab



Status Flags - Here you select the RO status you want to display on the Report. Every RO must be either Active Inactive or Void and you can include each of them by checking the appropriate box.

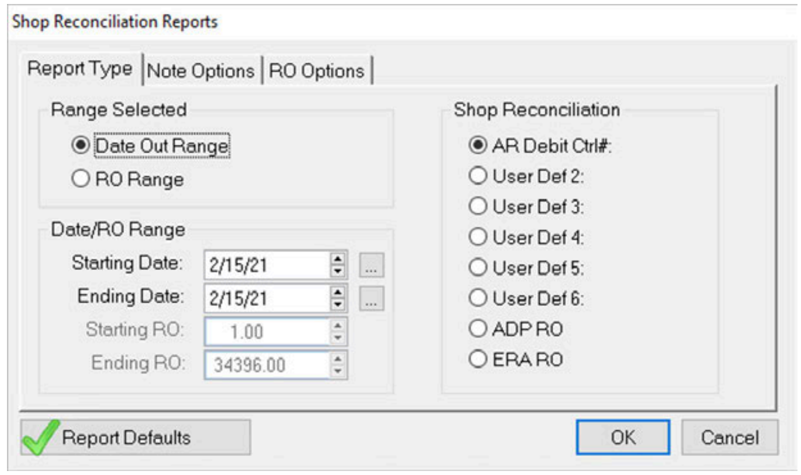
Total Loss RO - Select if you want to display Total Loss ROs, Normal (non-total loss), or both. Check the Pre-tax Subtotals box if you want the report to display the total without tax.

SHOP RECONCILIATION

This report is similar to the RO Reconciliation report but it lets you display different fields on the report. It is primarily used by shops with Dealership Management Systems to help reconcile with the Repair Orders in both systems.

The only tab different from the report above is the Report Tab.

You can select the Date or RO range like in the report above.



Shop Reconciliation - This is where you can choose to display the field that will help you reconcile. You can choose one of the 6 user defined fields, the ADP RO number or the ERA RO number.

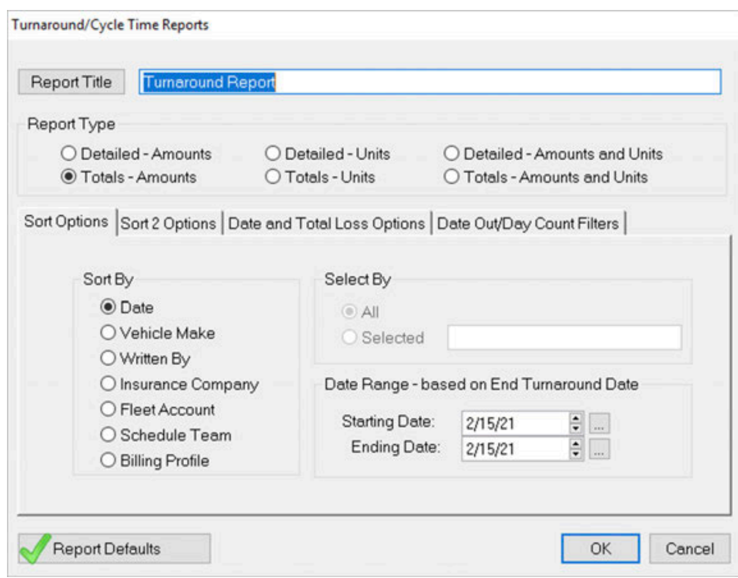
ACCOUNT CODES

This will print out a list of the account codes in Rome Management.

TURNAROUND/CYCLE

This report is used to figure out the Turnaround/Cycle time for the shop during a period of time.

Report Type - This section is for choosing the type of data and how detailed you want the report. If you select a detailed report it will print and subtotal each RO. A totals report will subtotal the ROs for whatever sort criteria you select. You can also choose whether to display units and the average units per day, amounts and average amount per day or both units and amounts.



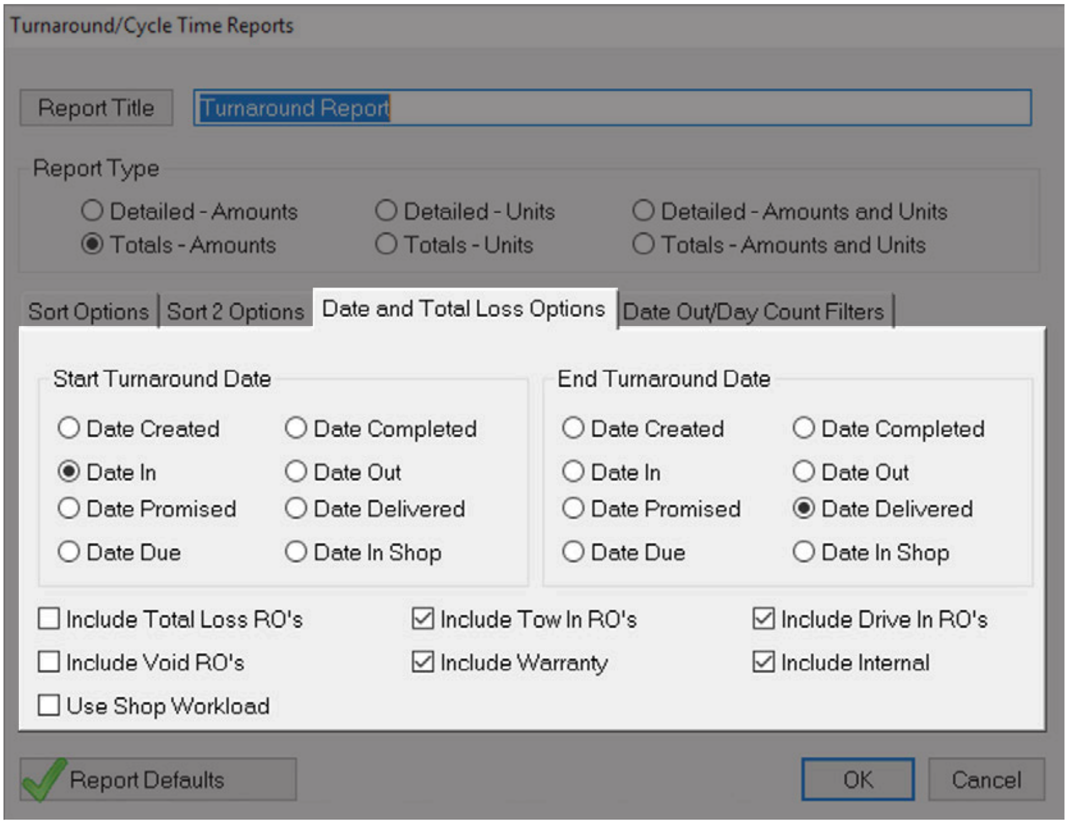
Sort Option Tab

Sort By - This is where you choose what data type you want to sort by. You can see the turnaround for Makes, Writers, Insurance, Fleet Accounts or Techs.

Select By - If you choose anything but Date this section will be available to choose a specific Make, Writer, Ins Co., Fleet, Tech or to include all.

Date Range - Select the date range you are interested in. Based on your selection in the next tab for End Turnaround Date ROs that have that date fall in the range you select will be calculated in the report.

DATE AND TOTAL LOSS OPTIONS TAB



Start Turnaround Date - Choose which date field you want to use as the starting date when figuring the cycle time. For instance, using Date In would figure the cycle time based on when the car arrived at your shop. Using Date In Shop would figure the cycle time based on when the car went into production in the shop. These may be two different dates depending on if the car sat on your lot waiting for parts or approval.

End Turnaround Date - Choose which date field you want to use as the end date when figuring the cycle time. For instance, using the Date Completed would figure the cycle time based on when the work was complete in the shop. Using the Date Delivered would base it on when the customer picked up the vehicle. If the vehicle wasn't picked up the same day as the work was completed these dates would be different.

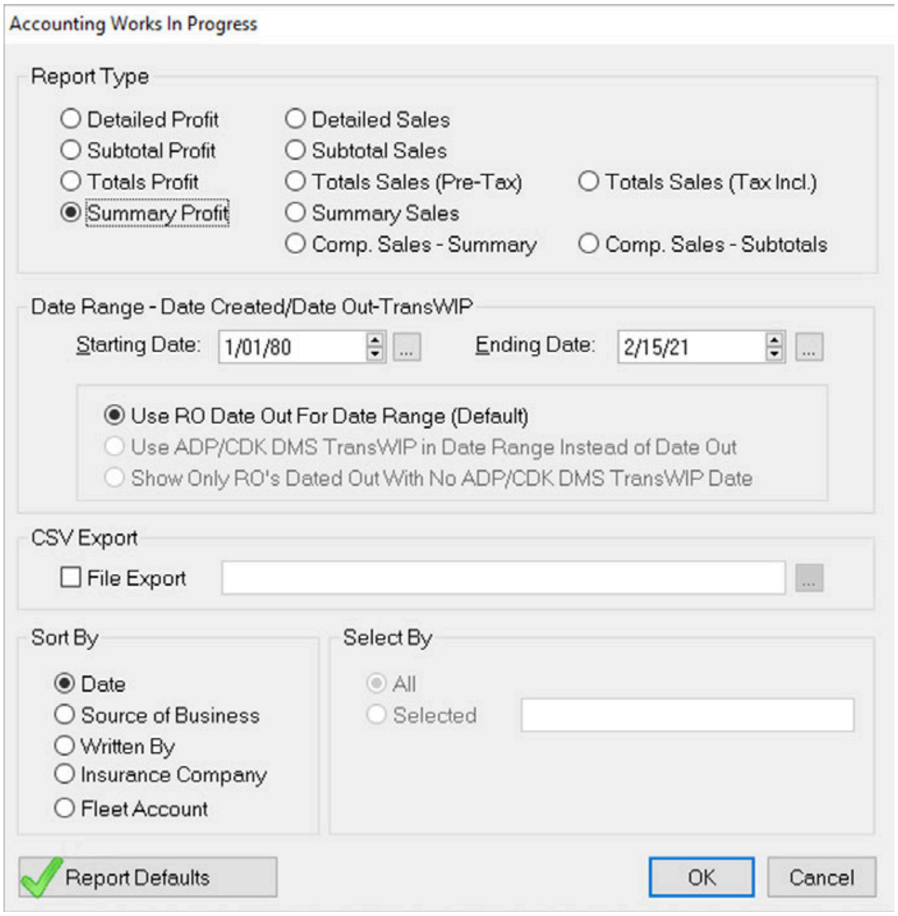
Include Total Loss check box - This will include ROs that have been marked as total loss in the report.

NOTE: If a repair order does not have a date entered in the field for either the start or end date that you selected. That RO will NOT be included on the report.

Use Shop Workload check box - This will factor in the holidays when coming up with the total number of days in the turnaround.

Include Void ROs - Check this box if you want include ROs that have been voided.

ACCOUNTING WIP



This report shows the Work in Progress for a select period of time.

Report Type - Here you select the type of report and level of detail you want to see. Selecting a profit report will display both cost and revenue and give you a profit margin. Sales reports will just display revenue information. A detailed report will display information for each individual RO. A subtotal report will subtotal the report for each account code based on the criteria you select in the Sort By section below. A totals report will summarizes the total revenue and/or profit for the criteria you sort the report by. It will not break it out by account code. The summary report will print a summary total for each account code for the entire date range you selected. The Total Sales (pre-tax) will not include sales tax info on the report, the Total Sales (tax incl.) will calculate the tax on the report. There is also a Comparison Sales report that will compare the WI P between different periods of time.

Date Range - This is where you select what date range you want to see the WI P for. If a RO bas a Date Created within this date range it will be selected to be included in this report.

CSV Export - This will allow you to export the report to a CSV file which can be brought into a spread-sheet program.

Sort by - Select which criteria you want to sort the report by.

Select By - If you selected anything except Date in the above field this box will become active. You can select whether you want to run the report by a specific writer, source, insurance or fleet account; or if you want to include them all.

MONTHLY STATEMENT

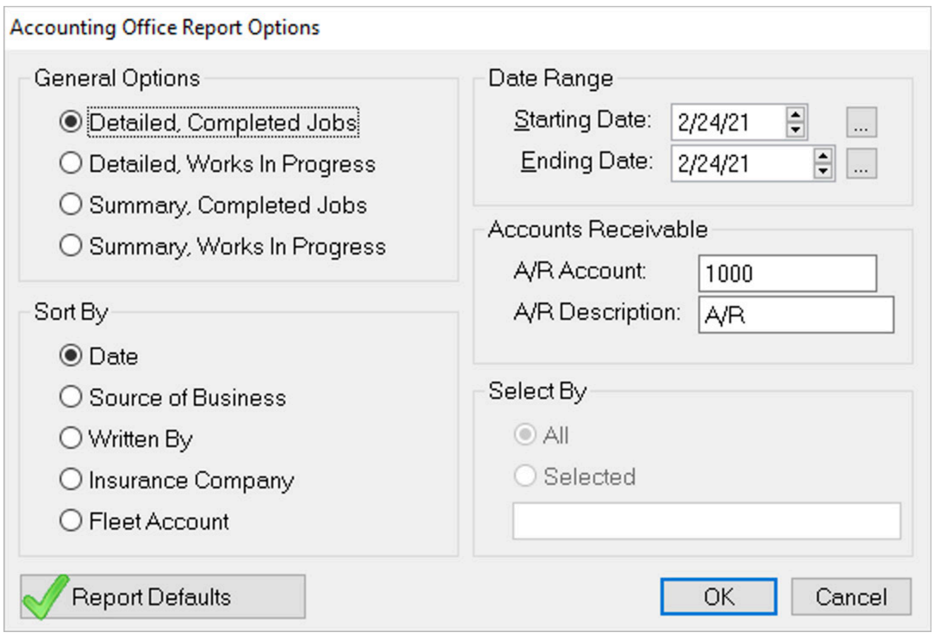
This report will print a statement for your fleet accounts. It will include each RO for that fleet account that was closed in the date range you select.

Select By - You can select to run the report for a specific Fleet account or for all of them.

Date Range - Enter the date range you are interested in displaying on the report. Any fleet RO that has a Date Out that falls in the date range you select will be displayed.

Reset Page After Account check box - Checking this box will insert a page break after each fleet account so its easier top keep them separate.

ACCOUNTING OFFICE



This is a report for the accounting office to run to show the debits and credits for each account code used in the Repair orders.

General Options - Here you choose which ROs to put on the report and how detailed you want it. Completed Jobs are ROs that have a Date Out. Works in Progress are ROs have a Date In but no Date Out. Detailed will show totals for each RO, Summary will display totals for each Account code.

Date Range - Here is where you select the date range for the report to run. If you choose Completed Jobs this will look at the Date Out of the RO, Works in Progress will be searching by the Date In field.

Accounts Receivable - Here you put the account number and name of your company's Accounts Receivable account.

Sort by - Select which criteria you want to sort the report by.

Select By - If you selected anything except Date in the above field this box will become active. You can select whether you want to run the report by a specific writer, source, insurance or fleet account; or if you want to include them all.

VENDOR PAYABLES

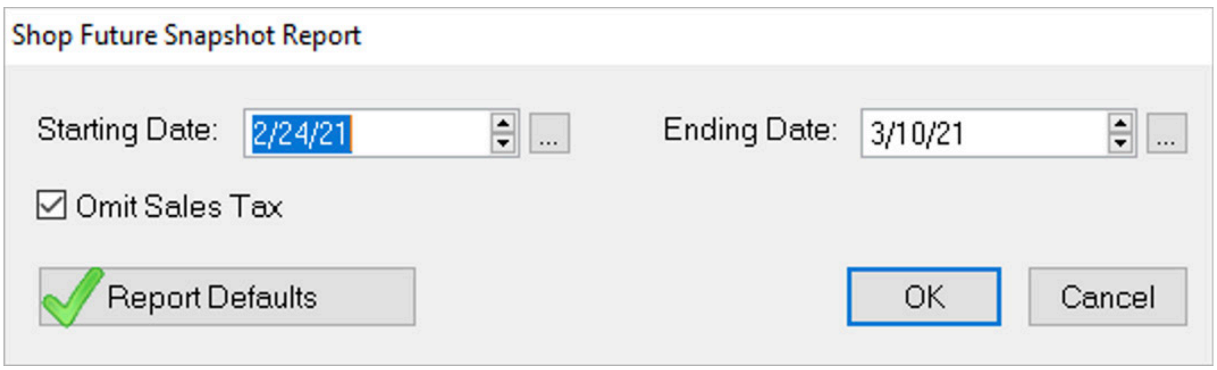
This report will list all of the invoices for vendors in the date range you select.

Vendors - You can select a single vendor or run the report for all of them. If you run the report for all each vendor will have a subtotal.

Date Range - Select the date range you want to search. Any invoice that has a date that falls within this range will be included on the report.

Include - Select what you want to be included in the report by checking the box. Parts will display invoices for parts received and Sublet will display sublet invoices you have entered into the system. COD Invoice will display transactions that have been marked in Rome Management as COD.

FUTURE SNAPSHOT



This report gives you a quick look at the number of cars leaving and their total revenue and also the number of cars coming in.

Date Range - Enter the Date range you want to look at

Omit Sales Tax - Check this box if you want the revenue total to be pre-tax

MONTHLY GOALS

This report allows you to track the revenue throughout the month and compare it to a daily sales average figure. First you need to setup what the Daily Sales goal is. In the Setup menu, go to Installation options menu, click on the fourth button labeled “ERA/FixAuto/Timecard/ .... “ In this window there will a field called Daily Sales goal put your daily sales goal figure in here. For instance, if your shop normally does 300K/month you would put 10,000 in here. Each individual writer can also have a daily sales goal. Go to Setup menu, then to Payroll menu, then to Employees. Highlight a writer’s name and hit Change. On the General tab there will be a Daily Sales Goal field where you can put his personal daily sales goal.

Report month - This is where you select what month you want to run the report for.

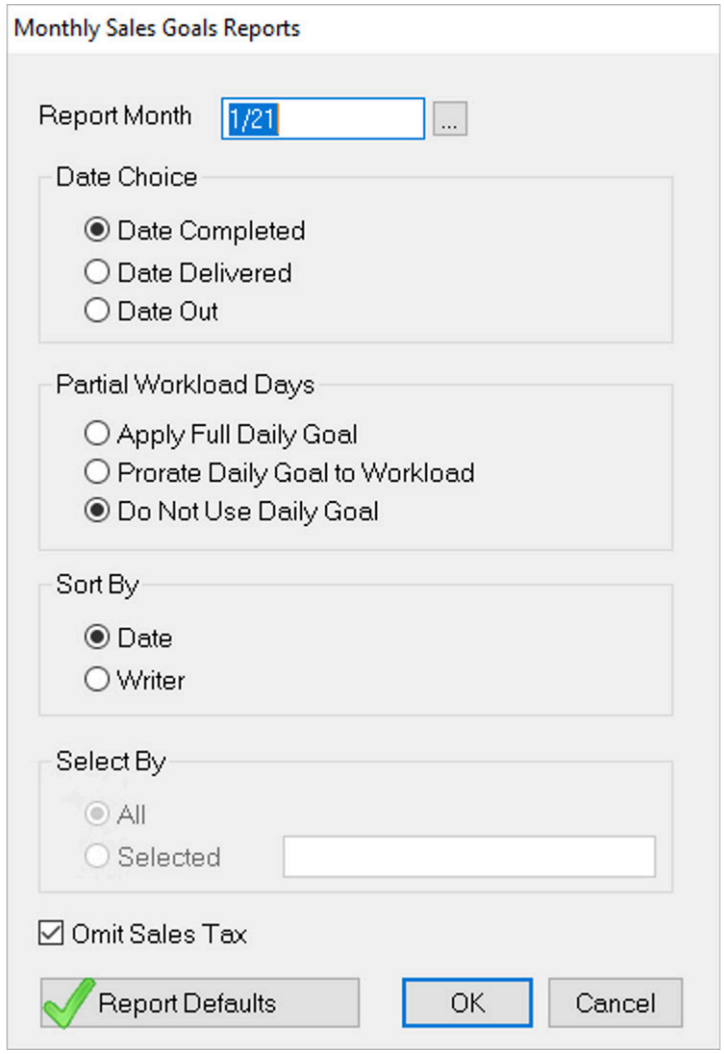
Date Choice - Choose which date you want the report to look at to see what job fall in the month you choose.

Partial Workload Days - This is how you want the report to show days where the shop is not open for a full day such as a Saturday half day or a holiday.

Apply Full Daily Goal - This will apply the full daily goal to the partial day.

Prorate the Daily Goal to Workload - This will apply a percentage of the daily goal equal to the percentage of the workload for that day. For instance, if it’s a half day Saturday the above 10,000 daily goal would be reduced to 5,000.

Do Not Use Daily Goal - This will not apply the sales goal at all to a partial workload day.

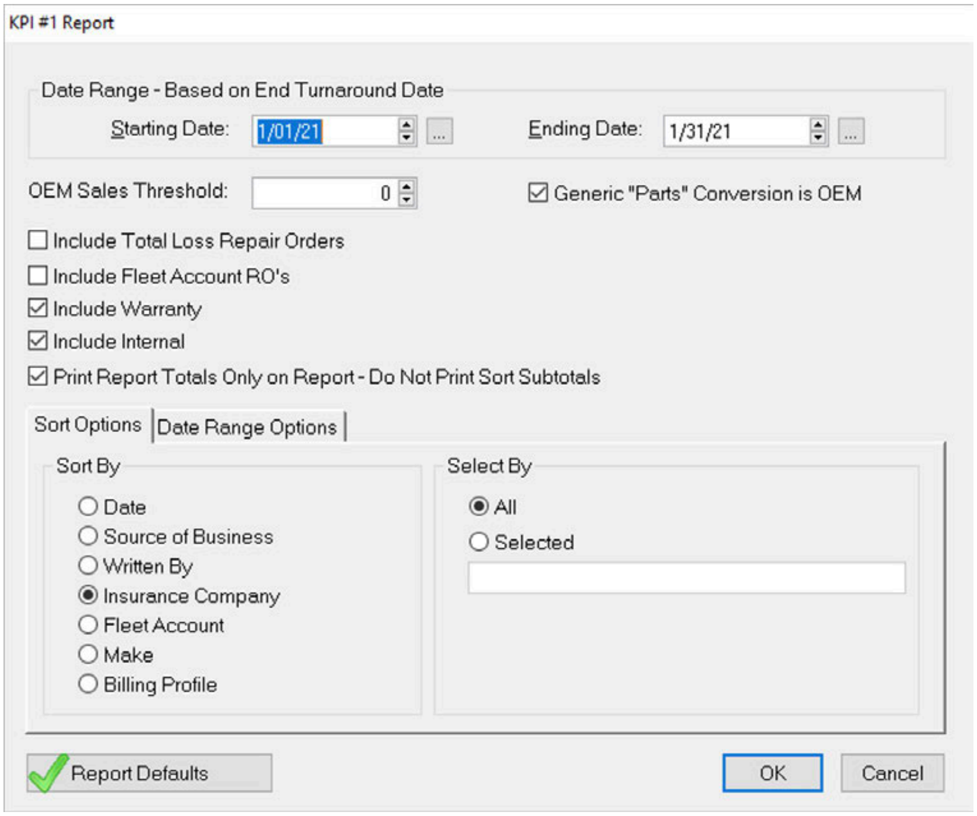


Sort by - This allows you to sort by the day or by the writers. If you sort by writers it will use the writer’s personal daily sales goal in the report.

Omit Sales Tax - Will display Pre-tax subtotals when checked.

KPI #1

This report gives you Key Performance Indicators to see how the shop is doing. It tracks how many ROs, the total revenue, cycle time and average per cycle, and also the percentage of total parts revenue that was OEM.



Date Range based on End Turnaround Date - This is the date range the report will run on. The date criteria the report will use, is selected in the Date Range Option section below.

OEM Sales Threshold - This is your target percentage of OEM Parts that you want to stay below. For instance if your target is to have no more than 75°/o OEM Parts then you would enter 75 in this field.

Generic Parts Conversion is OEM - If your shop does not separate out OEM, LKQ or A/ M this will mark all parts as OEM.

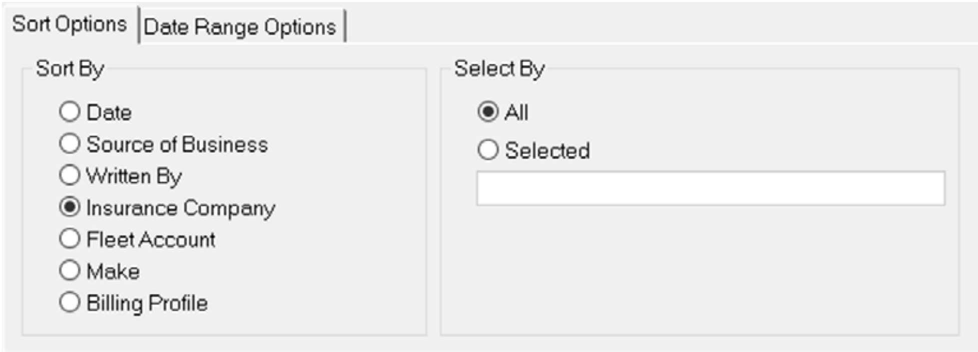
Include Total Loss Repair Orders - Check this box if you would like to include Total Loss ROs in the report.

Include Fleet Account ROs - Check this box if you want to included ROs assigned to a fleet account.

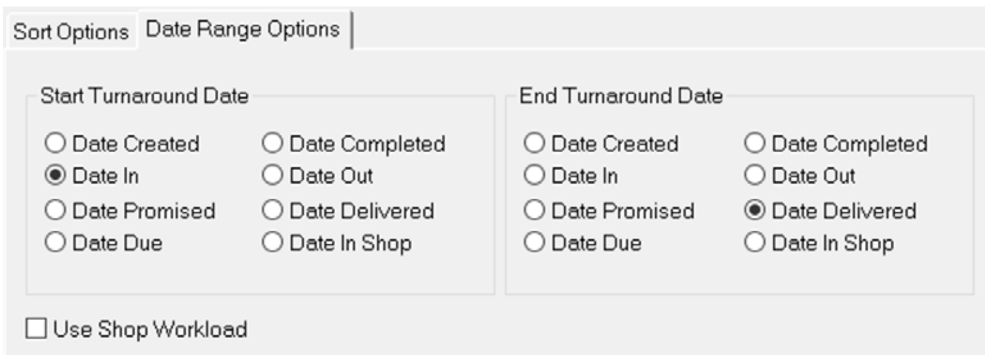
Print Report Totals only on Report - Do Not Print Sort Subtotals - This will only print Grand Totals on the report there will be no subtotals for the sort method you chose.

Sort Options Tab

Choose how you want the report sorted.



Date and Total Loss Options Tab



Start Turnaround Date - Choose which date field you want to use as the starting date when figuring the date range. For instance, using Date In would figure the report based on when the car arrived at your shop. Using Date In Shop would figure the cycle time based on when the car went into production in the shop.

End Turnaround Date - Choose which date field you want to use as the end date when figuring the cycle time. For instance, using the Date Completed would figure the end date based on when the work was complete in the shop. Using the Date Delivered would base it on when the customer picked up the vehicle.

NOTE: If a repair order does not have a date entered in the field for either the start or end date that you selected. That RO will NOT be included on the report.

Use Shop Workload checkbox - This will factor in the holidays when coming up with the total number of days in the turnaround.

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