



DAILY REPORTS



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COLLISION CENTER DAILY SALES AND DEPOSIT PROCEDURES

ROME REPAIR ORDERS:

PAYMENTS/Closing Repair Orders

- All payments will be posted immediately in Rome repair order upon receipt.
- All payments received by the accounting department will be posted daily into Rome repair orders upon receipt.
- All fees/payments must be posted (cash, check, 2/3 party check, etc.) in Rome repair order before “Detail Customer Invoice” (final bill) printed.
- The customer MUST sign the final bill.
- No cars delivered without a signed final bill.
- The Rome Repair Order will be DATED OUT- this makes it a sale.
- The final bill scanned into the electronic file jacket of the repair order as a permanent record and will show any outstanding balance of repair order at time delivery.

INVOICES FOR 3 PARTY PARTS AND SUBLET

- All third-party invoices received by parts person will be posted first into Rome repair order.
- The Rome “Vendor Invoice Reconciliation” report printed and stapled to each invoice.
- All sublet invoices received by parts person/ writer/estimator will be posted first into Rome repair order.
- The Rome “Vendor Invoice Reconciliation” report printed and stapled to each invoice and then stamped or labeled SUBLET.
- All parts and sublet invoices with Vendor Reconciliation reports stapled are then turned in to Accounting on a daily basis

ROME/DMS INTERFACE:

- All Payments will be uploaded daily to DMS.
- All closed REPAIR ORDERS will be uploaded daily into DMS.

ROME

ACCOUNTING OFFICE DAILY REPORTS:

Rome vendor invoice reconciliations:

Go to the RO > Click Parts Box > Click Print Box > Select Vendor Reconcile > Select Date Range > Select Vendor > Click OK

Rome receipts journal for the day:

Reports > Accounting Tab > Receipts > Date Range of Today > (Report Defaults should be fine) > Click OK

Rome sales journal for the day:

Reports > Accounting Tab > Profit Journal > Summary > Date Out > Run just the day for the Date Range > Sort by Date > Click OK

Rome RO/CDK reconciliation for the day

Reports > Management Tab > select your accounting software option of Reconciliation report (i.e ADP, AutoMate, Dealer Track, PBS)

Reports > Accounting Tab > RO Reconciliation (QuickBooks or ERA)

SCREENSHOT INSTRUCTIONS:

ROME VENDOR INVOICE RECONCILIATIONS:

1. Select Parts button in bottom row (in between the Layer and Labor buttons).

The screenshot shows the Rome Vendor Invoice Reconciliation software interface. The top bar includes a title bar with the file name 'RO (0002698 - TRUUT28N741022944)' and a menu bar with 'Tools', 'Est./Suppl', 'Print', and 'Multiple Print'. Below the menu bar is a row of buttons: 'Order/Pre-Order', 'Auth/Cust', 'Auth/Ins', 'Blueprint', 'Dispatch', 'In Shop', and 'Completed'. The main area is divided into several sections. On the left, there are fields for 'Customer', 'Misc.', 'Notes', 'Worksheet', 'Payments', and 'Cost'. The 'Customer' section includes fields for 'RO No.', 'WEBINAR / D-HARD HIT /', 'First Name', 'Last Name', 'Addr1', 'Addr2', 'City, ST, Zip', 'Home/Work', 'Writer', 'Writer 2', 'Prod Date', 'Source(s)', 'Color', 'Paint Cd', 'Trim Cd', 'Engine', 'Key Tag', 'Unit', 'Mileage In', 'Mileage Out', 'ST Lic', 'Date Creatd', 'Date In', 'In Shop', 'Date O.P.', 'Date Due', 'Pay Resp', 'Owner', 'Claimant', 'Insured', 'Shop', 'Date Cmpit', 'Date Out', 'Delivered', 'Deduct', 'Betterment', 'Grand Total', 'Payments', and 'Balance'. The 'Auth/Cust' section includes fields for 'Status', 'Tow In', 'Comeback RO', 'Total Loss', 'Reviewed', 'Des./Phone', 'E-Mail', 'E-Mail 2', 'Spouse', 'Policy No', 'Date Loss', 'Claim No', 'Claim R.', 'Year', '04', 'Make', 'Model', 'Style', 'Type', 'VIN', 'Engine', 'Color', 'Paint Cd', 'Trim Cd', 'Engine', 'Key Tag', 'Unit', 'Mileage In', 'Mileage Out', 'ST Lic', 'Date Creatd', 'Date In', 'In Shop', 'Date O.P.', 'Date Due', 'Pay Resp', 'Owner', 'Claimant', 'Insured', 'Shop', 'Date Cmpit', 'Date Out', 'Delivered', 'Deduct', 'Betterment', 'Grand Total', 'Payments', and 'Balance'. The 'Auth/Ins' section includes fields for 'Status', 'Tow In', 'Comeback RO', 'Total Loss', 'Reviewed', 'Des./Phone', 'E-Mail', 'E-Mail 2', 'Spouse', 'Policy No', 'Date Loss', 'Claim No', 'Claim R.', 'Year', '04', 'Make', 'Model', 'Style', 'Type', 'VIN', 'Engine', 'Color', 'Paint Cd', 'Trim Cd', 'Engine', 'Key Tag', 'Unit', 'Mileage In', 'Mileage Out', 'ST Lic', 'Date Creatd', 'Date In', 'In Shop', 'Date O.P.', 'Date Due', 'Pay Resp', 'Owner', 'Claimant', 'Insured', 'Shop', 'Date Cmpit', 'Date Out', 'Delivered', 'Deduct', 'Betterment', 'Grand Total', 'Payments', and 'Balance'. The 'Blueprint' section includes fields for 'Status', 'Tow In', 'Comeback RO', 'Total Loss', 'Reviewed', 'Des./Phone', 'E-Mail', 'E-Mail 2', 'Spouse', 'Policy No', 'Date Loss', 'Claim No', 'Claim R.', 'Year', '04', 'Make', 'Model', 'Style', 'Type', 'VIN', 'Engine', 'Color', 'Paint Cd', 'Trim Cd', 'Engine', 'Key Tag', 'Unit', 'Mileage In', 'Mileage Out', 'ST Lic', 'Date Creatd', 'Date In', 'In Shop', 'Date O.P.', 'Date Due', 'Pay Resp', 'Owner', 'Claimant', 'Insured', 'Shop', 'Date Cmpit', 'Date Out', 'Delivered', 'Deduct', 'Betterment', 'Grand Total', 'Payments', and 'Balance'. The 'Dispatch' section includes fields for 'Status', 'Tow In', 'Comeback RO', 'Total Loss', 'Reviewed', 'Des./Phone', 'E-Mail', 'E-Mail 2', 'Spouse', 'Policy No', 'Date Loss', 'Claim No', 'Claim R.', 'Year', '04', 'Make', 'Model', 'Style', 'Type', 'VIN', 'Engine', 'Color', 'Paint Cd', 'Trim Cd', 'Engine', 'Key Tag', 'Unit', 'Mileage In', 'Mileage Out', 'ST Lic', 'Date Creatd', 'Date In', 'In Shop', 'Date O.P.', 'Date Due', 'Pay Resp', 'Owner', 'Claimant', 'Insured', 'Shop', 'Date Cmpit', 'Date Out', 'Delivered', 'Deduct', 'Betterment', 'Grand Total', 'Payments', and 'Balance'. The 'In Shop' section includes fields for 'Status', 'Tow In', 'Comeback RO', 'Total Loss', 'Reviewed', 'Des./Phone', 'E-Mail', 'E-Mail 2', 'Spouse', 'Policy No', 'Date Loss', 'Claim No', 'Claim R.', 'Year', '04', 'Make', 'Model', 'Style', 'Type', 'VIN', 'Engine', 'Color', 'Paint Cd', 'Trim Cd', 'Engine', 'Key Tag', 'Unit', 'Mileage In', 'Mileage Out', 'ST Lic', 'Date Creatd', 'Date In', 'In Shop', 'Date O.P.', 'Date Due', 'Pay Resp', 'Owner', 'Claimant', 'Insured', 'Shop', 'Date Cmpit', 'Date Out', 'Delivered', 'Deduct', 'Betterment', 'Grand Total', 'Payments', and 'Balance'. The 'Completed' section includes fields for 'Status', 'Tow In', 'Comeback RO', 'Total Loss', 'Reviewed', 'Des./Phone', 'E-Mail', 'E-Mail 2', 'Spouse', 'Policy No', 'Date Loss', 'Claim No', 'Claim R.', 'Year', '04', 'Make', 'Model', 'Style', 'Type', 'VIN', 'Engine', 'Color', 'Paint Cd', 'Trim Cd', 'Engine', 'Key Tag', 'Unit', 'Mileage In', 'Mileage Out', 'ST Lic', 'Date Creatd', 'Date In', 'In Shop', 'Date O.P.', 'Date Due', 'Pay Resp', 'Owner', 'Claimant', 'Insured', 'Shop', 'Date Cmpit', 'Date Out', 'Delivered', 'Deduct', 'Betterment', 'Grand Total', 'Payments', and 'Balance'. The bottom row of buttons includes 'Level', 'Layer', 'Parts', 'Labor', 'Sublet/Misc', 'Schedule', 'Forecast', 'Profile', 'File Jacket', 'A', 'OK', and 'Cancel'. The 'Parts' button is highlighted with a red box and a red arrow pointing to it.

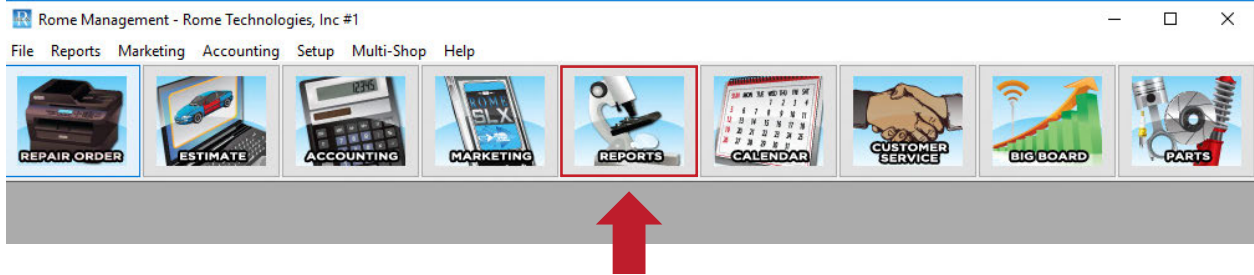
- Circle Print in the top left tool bar then Circle “Vendor Part Reconciliation” option (it’s the fifth option in the dropdown)

- Circle the word “Selected” under “Vendors” then press OK.

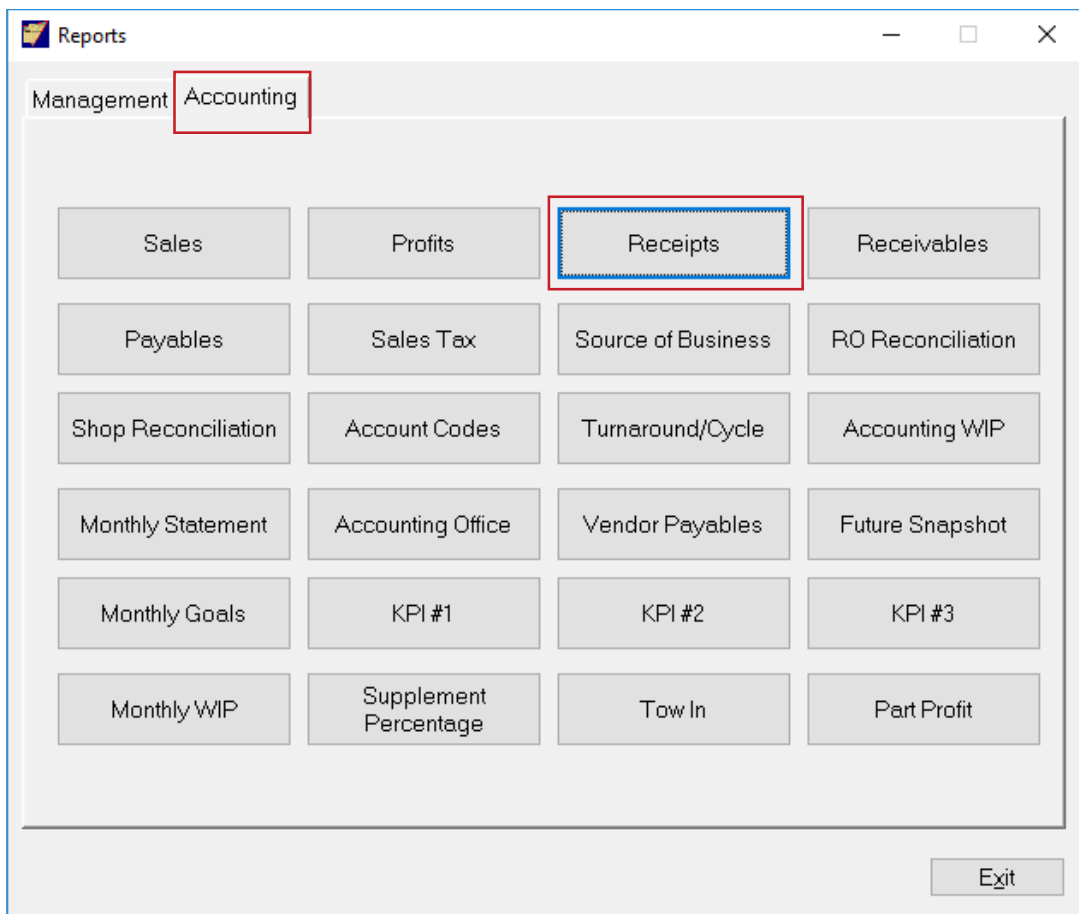
RO Part Reconciliation

ROME RECEIPTS JOURNAL FOR THE DAY:

- 1 Select the Reports tab in the top bar (the microscope).



- 2 Select the Accounting Tab then click on the Receipts button (third on the first row).



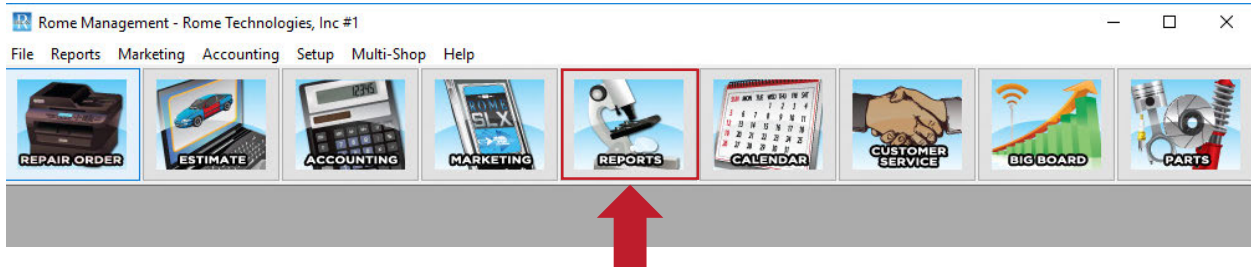
3 Click Ok

Receipts Journals

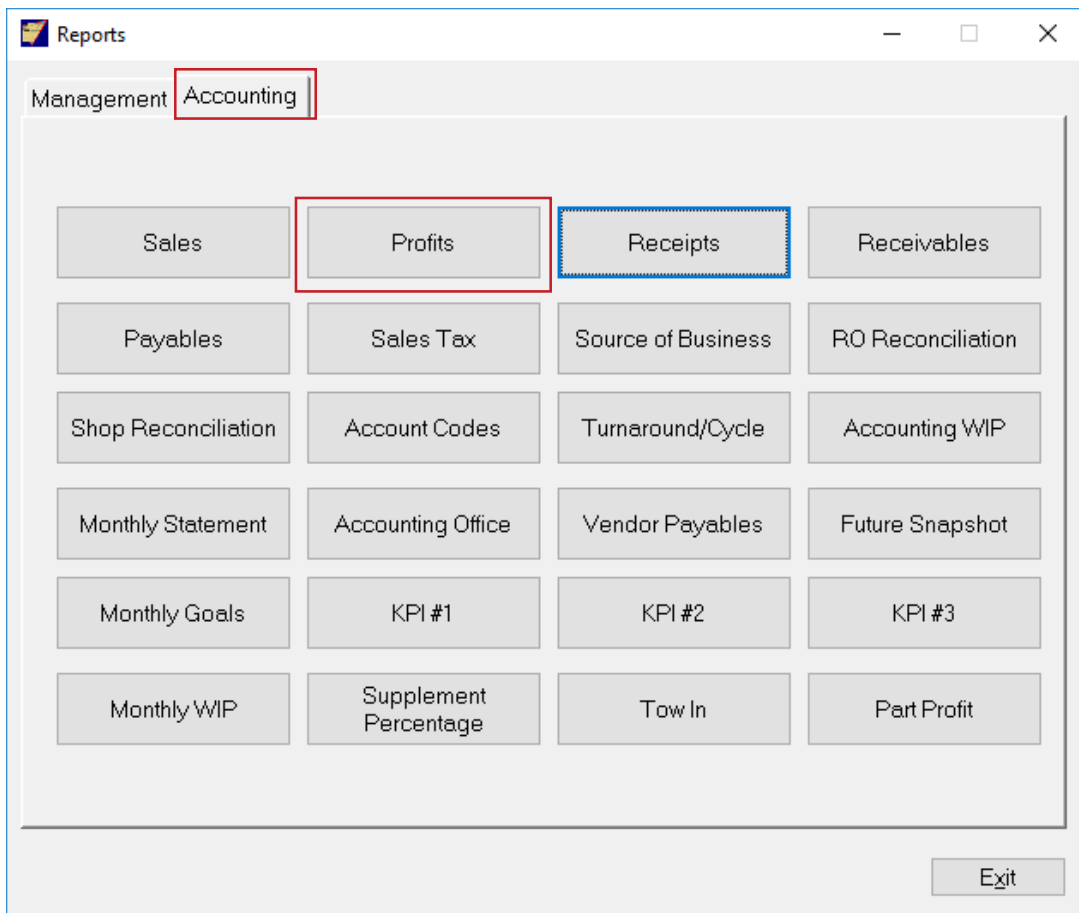
General Options <input checked="" type="checkbox"/> Include Receipts <input type="checkbox"/> Include Credits <input type="checkbox"/> Include Zero Transactions	Date Range Starting Date: 1/20/20 Ending Date: 1/20/20
Sort Method <input checked="" type="radio"/> Payment Date <input type="radio"/> Insurance Company <input type="radio"/> Fleet Account	
Include Information <input checked="" type="radio"/> All <input type="radio"/> Selected	
CSV File Export <input type="checkbox"/> Export to CSV File	
<input type="checkbox"/> Include EPA RO Number	
<input checked="" type="checkbox"/> Report Defaults	<input type="button" value="OK"/> <input type="button" value="Cancel"/>

ROME SALES JOURNAL FOR THE DAY:

- 1 Select the Reports tab in the top bar (the microscope).



- 2 Select the Accounting tab and then click on the Profits button (second on the first row).



3 Click Ok

Profit Journal Reports

Report Detail

☐ Detailed ☐ Subtotals ☐ Totals ☒ Summary

Date Selection

☐ Date Created ☐ Date Completed ☐ Date Delivered
☐ Date In (Not Dated Out) ☒ Date Out

Date Range

Starting Date: 1/20/20 ... Ending Date: 1/20/20 ...

CSV Export

☐ File Export ...

Sort 1 | Sort 2

Sort By

☒ Date
☐ Source of Business
☐ Writer ☐ Writer 1 ☐ Writer 2
☐ Insurance Company
☐ Fleet Account
☐ Make

Select By

☒ All
☐ Selected
...

☐ Print Exclude Report RO's

☒ Report Defaults

OK Cancel

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