

3.1.6

This is the Dealer Choice user manual. This document is updated with each software release to include details of new features added. Bookmarks have been added to make finding specific sections easier.



Login Window

From your computer desktop, open Windows Internet Explorer and browse to the URL defined during system setup. You will see the Login Window. Before you can access your system, you must enter a valid username and password.

Usernames are not case sensitive and can be entered with any combination of upper and lowercase letters. Passwords are case sensitive. You must type your password exactly as it was entered into the database by your System Administrator. Case sensitive means that an uppercase letter is different from a lowercase letter.

The passwords "Password" and "password" are not the same.

Press the 'Enter' key or click on the 'GO' button and your login information will be verified. If the username and password entered are valid (exist in the User database) you will see the Main Window. If not, you will see an error message noting that the information you entered is invalid. You must enter your username and password again or check with your System Administrator to verify your login credentials.

DE	ALER CHOICE
	Site URL: staging.dc-syslic.com
	Username: Test Password:
	Database: staging_v26_test
	Licensed To: DealerChoice (123456)

The Database selection box allows you to choose which of your databases you want to log into. Use the database selection box to select which database you want to log into. Once you select a



database, this selection will be preserved for you until you change it again during the login process.

Each site consists of two databases, a production database and a test database.

The test database is the database that you used during your training (pre-live) period. This database remains available after you go live. This database is intended for you to use to train new employees or to use as a practice area. The test database is denoted by 'TEST' at the end of the database name. Your live database is your site name.

In the example above, the user will be logged into the test database called "staging-dev26_test".

Upon the entry of valid login information you will be presented with the 'Main' window.

Main Window

The Main window displays the menu navigation options that you have access to. You can navigate to all options that your permissions settings allow (see 'Permissions').

If a menu item appears in the menu bar then you have 'View' access to this menu item. You may click on any available option to begin your work.

After clicking on a main menu item, you may see a submenu appear. If a submenu item displays with a right arrow, there is another set of menu options under that item. Placing your mouse on a menu item that has a submenu will cause the submenu options to appear. You may click on any menu option to access that option.



On the upper right corner, we have added a proposal search feature. Here, you can enter your proposal number to easily search through your proposal list.

The Home menu option can be clicked on at any time. This option will clear your browser window and display the Main window. You may also click on the Dealer Choice logo for the same effect.



Dealer Choice allows you to send messages to all members of a Group. These messages are accessed by clicking on 'Messages' in the upper right side on the Main Window. To access the Message system, click on 'Messages' in the Main window and the Messages window will open. You can read, write, delete and reply to internal Dealer Choice messages from here.

To the right of the Dealer Choice logo is the [Logout] link. To properly logout, click on 'Logout' under the 'Welcome' greeting and the system will log you off.



Do not use the 'X' in the top right hand corner of your browser. This will close your browser but leave your session open so that it appears to Dealer Choice that you are still logged in.

Dealer Choice will automatically close (logout) any sessions that are left open for an extended period of time. This time out period can be set by System Administrators in System Configuration. The time out feature is a global setting in System Configuration. This setting does not have an individual user time out feature.

Upon logging out properly, your browser will return to the Login window. You may then close your browser.

Mobile View

When using Dealer Choice on a mobile device (smart phone, tablet, etc), users are encouraged to use the mobile login for better viewing and functionality on smaller screens. At the log in screen in the upper left corner, there is a "Switch to Mobile Login" button which is shown in the screenshot below. After clicking this, log in as you normally would with your username and password. Dealer Choice will still look and function the same as the desktop version, except it can be pinched and zoomed in for use on smaller screens.

DEALER CHOICE SYSTEMS support@dc-sysllc.com (877) 769-1865	
DEALER CHOICE	
Site URL: stage314.dc-syslic.com Standard Login	
C Switch To Mobile Login	
Username: Test User	
Password:	
Remember me on this computer.	
SIGN IN	
Licensed To: Stage314 (DC31414)	

Customers

To access your Customer List click on the Customers menu option in the main menu bar at the top of the screen. There are three menu items under Customers; Customer List, Receive Payments and Customer Credits. Under Customer List there are two options; Create a New Customer and Search for a Customer.

The Receive Payments option is only available to users that have permission to receive customer payments (See System Settings & Configuration - Users - Permissions).

Home	Customers	Vendors	A & D	Proposals	System	Accounting	Reports	Help & Communications	Proposal Number:	Go
	Customer Lis Receive Payr	-		Create a New Cus Search for a Cust	- mar	Hello Deale	r Chaica	Admin		
DEALER OH	Customer Cr	edits	١	Message	85		er Choice	Admini		
Welcome D	ealer Choice	Admin!								

Customer List

The Customer List displays the customers saved in your customer database. To access the Customer List, click on Customers, Customer List.



Showing 1 - 2 of 2 Cus	stomers.					Page	1 of 1 1
<u>Customer Name</u>	<u>Account No.</u>	<u>Location</u>	<u>Current</u>	<u>Past 30</u>	<u>Past 60</u>	<u>Past 90</u>	<u>Total</u>
Test Customer		Allentown, PA	\$651.36				\$651.36
		Catonsville, MD					

There are several icons available in the Customer List window.

6 6 7 6 7 6 7 6 7 6 7 7 6 7 7 7 7 7 7 7	stomers.					Page	1 of 1 1
i <mark>stomer Name</mark>	Account No.	<u>Location</u>	<u>Current</u>	<u>Past 30</u>	<u>Past 60</u>	<u>Past 90</u>	<u>Tota</u>
est Customer		Allentown, PA	\$651.36				\$651.3
est Customer 1		Catonsville, MD					
	to Spreadsheet Customer Payments						

Customer List Icons

Create a new customer	Click on this to create a new customer entry
Search for a customer	Click on this to search your customer database
Receive a customer payments	Click on this to receive a customer payment
Export customer list to a spreadsheet	Click on this to export your customer database to a
	spreadsheet. This icon will only appear to users
	that have permission (See System Settings &
	Configuration – Users – Permissions).

Each Column title in the customer list is underlined. Any column title in any Dealer Choice list that is underlined may be clicked on to sort the list by that column. You do not have to run additional sort options to change the way your list is displayed. If you click on the Customer Name column title, your list will automatically be displayed in ascending order. Click the Customer Name column title again and your list will be displayed in descending order.

Below is an example of the customer list displayed in Customer Name descending order.



Showing 1 - 3 of 3 Cus	stomers.					Page 1 of	1 1
Customer Name 🗢	Account No.	Location	Current	Past 30	<u>Past 60</u>	Past 90	Tota
Test Customer 3		Parkville, MD					
Test Customer 2		Towson, MD	\$107.25				\$107.25

Create New Customer

To create a new customer, you can select Create a new customer from the menu option or you can click on the icon to create a new customer from the Customer List.

Menu option:

Home	Customers Vendors	A & D) Proposals	System	Accounting	Reports	Help & Communications	Proposal Number:	Go
	Customer List Receive Payments Customer Credits	• •	Create a New Cus Search for a Custr Messages	omor	lo Dealer C	hoice Ad	min!		
Welcome I	Dealer Choice Admin!								
		l I	Menu Optio	n					

Icon option:

Showing 1 - 3 of 3 Cust	tomers.					Page	1 of 1 1
<u>Customer Name</u>	<u>Account No.</u>	<u>Location</u>	<u>Current</u>	<u>Past 30</u>	<u>Past 60</u>	<u>Past 90</u>	<u>Tota</u>
Test Customer		Allentown, PA	\$651.36				\$651.3
Test Customer 1		Catonsville, MD					
Test Customer II		Jersey City, NJ					

I Icon Option

Both options will display the Create A New Customer window.



Create A New (Custon	ner		I	_ ×
General Info	Paym	ent Info	Contact Info	D Location Info	Î
Customer Na					
S	treet:	Active			1
C	ity: *				
Sta	ate: *	Select Sta	te	▼	
	Zip:]		
Coun	try: *	United Sta	ates of America	a 🔹	
P	hone:				
	Fax:				
Custome	er No:]		
Customer M [add a	lotes: <u>a note</u>]			Æ	
Add Custome	r				•

When creating a new customer entry, you will only see 4 tabs (General Info, Payment Info, Contact Info and Location Info).

There are 2 more tabs (Discounting and Customer Stats) that will appear after the customer entry has been saved to the database.

General Info tab

The General Info tab stores the billing address information for your customers. Required fields are noted by the asterisk following the field name. After changing any customer information, always click on the 'Update Customer' button to save your changes. The example above is an example of creating a new customer.

The save button is named 'Add Customer' when creating a customer record. It will appear as 'Update Customer' on an existing record.

The only required fields are the Customer Name, City, State and Country, as noted by the asterisks, to create a customer entry.



Customer Name *	Enter the customer name
Street:	Enter the customers primary billing address
City: *	Enter the customers City name
State: *	Select the customers State name
Zip:	Enter the customers ZIP or Postal code
Country: *	Select the customers country name
Phone:	Enter the customers phone number
Fax:	Enter the customers fax number
Customer No:	You may assign a customer number. If an existing
	customer number is entered here, a warning will
	alert you that the number entered is in use.
Customer Notes:	You may enter any text you want concerning this
	customer. The information entered in the
	Customer Notes field will not appear on any
	customer facing documents.

Although the Customer Name, City, State and Country are the only required field to create a customer database entry, as much information as is available should be entered in the General Info tab.

If you have all the customer information that you are going to enter be sure to click on the 'Add Customer' button to save your changes.

Payment Info Tab



Create A New Customer		×
		-
General Info Payment Info Cont	tact Info Location Info	
DUNS Number:	xx-xxx-xxxx	l
Customer Account Number:		
Required Deposit Percentage:	: 50.0 %	
GSA Account:		
Customer PO Required:		
Default Currency:	Canadian 🔻	
Customer Payment Terms:	ays	
	🖉 Upon Receipt	
Customer Credit Limit:		
	Manual Credit Hold	
Late Invoice Reminder:		L
Apply Finance Charges:		
Tax Exemption Number:		
Separate by comma or line break		
Add Customer		+
		11

The Payment Info tab contains information regarding the payment information for this customer.

There are no required fields on the Payment Info tab.

DUNS Number:	Enter the customers Dun & Bradstreet number
Customer Account Number:	You may assign an account number to your customer
Required Deposit Percentage:	Enter the amount of deposit that you require from this customer to process with cutting purchase orders. There is a System Configuration field that allows you to set the default customer deposit required. If this field is populated, that value will be presented in this field when you are creating new customers.
GSA Account:	This flag allows to you define this customer as a GSA customer. If this flag is set, then US tax



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	rules will not be invoked and only discounts that are defined as GSA discounts will be allowed to be used for this customers proposals
Customer PO Required:	If this flag is set, then the Customer PO field in the Project info tab on Proposals is expected to be filled in. If it is not, the user will get a warning during proposal finalization that the customer po is required.
Customer Payment Terms:	The number of days that this customers invoices are due. This will affect the Due Date field that is printed on customer invoices.
Customer Credit Limit:	Enter the maximum amount that you are extending to this customer. Existing purchase orders and outstanding invoices are used to validate the customer remaining credit. If this limit is reached then users will get a warning when trying to create purchase orders that exceed the available credit.
Late Invoice Reminder:	If this field is checked, a late invoice reminder will be sent to your customer if the original invoice was emailed or faxed from Dealer Choice.
Apply Finance Charges:	If this field is checked, finance charges will be applied to outstanding invoices.
Tax Exemption Number:	Enter your customers tax exempt id number. Sales tax will not be applied if a tax exemption id number is on file.

The example above shows a new customer entry being created. The save button is titled "Add Customer" until the record has been saved. The save button will be titled "Update Customer" on existing records. You can save your new entry by clicking on the "Add Customer" button from the General or Payment tab.

Contact Info Tab



Create A New Customer	
General Info Payment Info Cont	tact Info Location Info
Contact Name: *	
Title:	
Phone:	
Phone 2:	
Mobile:	
Fax:	
Email:	

The Contact Info tab contains all your contact information for this customer. If you would like to add a contact, the Contact Name is the only required field. You can add as many customer contacts as you need. You can only enter a single contact name if you are creating a new customer. Once you save your customer record, you can add additional contacts. Customer contacts can be used as the contact name in proposals.

Contact Name: *	Enter the name of the contact person
Title:	Enter the contact's title
Phone:	Enter the contact's phone number
Phone 2:	Enter a second phone number for the contact
Mobile:	Enter the contact's mobile phone number
Fax:	Enter the contact's fax number
Email:	Enter the contact's email address

When you are finished entering the contact information, you will have to go back to the General Info or the Payment Info tab to click on the Add Customer button (When adding a new customer).

If this is an existing customer, The Contact Info tab will have an Update Contact and a Delete Contact button as shown below.



Edit Custome	r : ABC						l.
							1
General Info	Payment Info	Conta	ict Info	Location Info	Discounting	Customer Stats	
	Contact Na	me: *	ABC Pro	posal Person			
		Title:					
	Phone:		443-973	3-3003			
Phone 2:		one 2:					
	Mobile:						
Fax:							
Email:							
<u><- Back</u>				U	odate Contact	+ Delete Cont	act X

Location Info Tab

Create A New Customer	_ X
Committee Downsont Info Com	
General Info Payment Info Cont	tact Info Location Info
Location Name: *	
Account No:	
Street:	
City: *	
State: *	Select State
Zip:	
Country: *	United States of America
	•
	li.

The Location Info tab is for storing multiple or alternate addresses for this customer. You can only enter a single location if you are creating a new customer. Once you save your customer record, you can add additional locations. If your customer has more than one location (building or site) you can add these addresses here without creating a separate entry in your Customer database.



Address information stored as a Customer Location can be used in the following fields when creating or updating a Proposal: Customer (this is used as the billing address), Propose To, Install Location, and Ship To Location.

Location Name: *	Enter a name for this location (South Building,
	Deliveries)
Account No:	If you assign account numbers to your customers,
	enter that number here for this location
Street:	Enter the street address for this location
City: *	Enter the City name for this location
State: *	Select the State name for this location from the
	drop down selection box
Zip:	Enter the ZIP or Postal code
Country: *	Select the Country for this location from the drop
	down selection box

You can add as many Locations as you need for each customer. After a location is entered, it will be displayed in a list on the location info tab (shown below). If this is a new customer that you are entering into the database, you have to click on the General Info or Payment info tab and click on the Add Customer button to save your changes. For existing customers, click on the Add New Location button in the upper left corner of the Location Info window as shown below.

Edit Customer	: Test Custome	er I					_ ×
General Info	Payment Info	Contact Info	Location Info	Discounting	Customer S	tats	4
Showing 1 - 1 [Add New Locat		for Test Custor	ner I			Page 1 of 1	1
Location Name		<u>Account</u>	No.	Location .	Address		
Test Location				Baltimore,	MD		

Tax rules can be set for each customer location. This can only be done after a location has been added to the customer database. To set tax rules, click on a location name. A window will open with the information you previously entered for that location. There will be a new section at the bottom of the window called Location Sales Tax (shown below). This is where the tax rules can be selected. Check the boxes next to where you would like sales tax to be applied. (See system configurations for information on how to set those locations). You also have the option of locking the tax rules so that they cannot be changed during proposal finalization when that customer location is used. When you are finished, click the Update Locations plus sign icon to save your changes.



Edit Customer : Test Customer I 📃 🗷					
General Info Payment Info Conta	act Info Location Info Discounting Customer Stats				
Location Name: *	Test Location				
Account No:					
Street:	100 Mountain Road				
City: *	Baltimore				
State: *	Maryland				
Zip:	21227				
Country: *	United States of America				
Location Sales Tax:	MARYLAND				
Lock Tax Rules: 🔲	Baltimore				
	Catonsville				
<- Back	Update Location 🛛 + Delete Location 🗙	•			

Discounting Tab

The Discounting tab will only appear for existing customers. You will not see this tab when you are creating a new customer entry. If discounts have been entered for this customer, they will be listed in the Discounting tab. To edit an existing discount, simply click on the discount in the list.

You can enter your customer specific discounts (price agreements) from the Discounting tab in the customer database or from the Discounting tab in the Vendor database. You can only create discounts for the customer you are editing via the Discounting tab in the Customer database. You can create a discount for any customer when you are working in the Vendor Discounting tab.

Creating discounts is a two-step process. The first step is creating the discount record by entering general discount information. This will be displayed in the discount list. The second step is entering specific details for that discount on the discount table.

Creating a New Discount



Step 1: To create a customer discount record, click on the Discounting tab and Select "new discount".

Edit Customer : Test Customer II 🗾 🖬							
General Info	Payment Info	Contact Info	Location Info	Discounting	Customer Stats		
Showing 1 - 0 of 0 Discount Records for Test Customer II. Page 1 of 0 1 [New Discount] Page 1 of 0 1						1 of 0 1	
<u>Vendor</u>	<u>/endor</u> Discount Descr <u>Discount ID</u> <u>Expiration Date</u>						
No discounts ha	ave been create	d under this cu	stomer.				

Fill in the information about the discount. Required fields are marked with an asterisk *.

Edit Custome	r : Test Custom	er 1					_ ×	
							A	
General Info	Payment Info	Conta	act Info	Location Info	Discounting	Customer Stats		
	Ven	dor: *	Teknion	l	•			
	Discount	t ID: *	950000					
	Descript	ion: *	Test Cu	stomer 1				
			🔲 GSA	?				
	Effective D	ate: *	Sep ▼	12 🔻 2016	1			
	Expiration D	ate: *	Mar ▼	Mar ▼ 11 ▼ 2017				
						Add Discou	ınt 🕂	
							•	

Vendor: *	Enter the vendor that the discount is for
Plus sign icon on Vendor	This is a link to create a new Vendor, only users
	with permission will see this icon
Discount ID: *	Enter the discount id number, (SQ #, Price
	Agreement Number)
Description: *	Enter a description for this discount so it can be
	identified for selection in proposals
GSA Check Box:	If this is GSA specific discount, check this box. If
	the GSA Account flag is set on the Payments tab
	in the Customer database, then only GSA flagged
	discounts will be available for selection in
	proposals to this customer
Effective Date: *	Enter the date that this discount becomes active.

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	Only active discounts can be selected in proposals
Expiration Date: *	Enter the date that this discount becomes inactive.
	Inactive discounts cannot be used in proposals
Add Discount:	Click the plus sign button to create the discount
	header.

After entering the discount record information, click on the Add Discount plus sign icon to save your changes. This will create the discount record in the database. A window will open to allow you to add the products to the discount. If you would like to go back to the discount list instead, you can click on 'Customer Discounting' link. The discount information will appear in the discount list as shown below.

General Info Payment Info C Showing 1 - 1 of 1 Discount Rec [New Discount]		Page 1 of 1	1
[New Discount]	cords for Test Customer 1.	Page 1 of 1	1
<u>Vendor</u> Discount Descr	r <u>Discount ID</u>	Expiration Date	
Teknion Test Customer 1	1 950000	3/11/2017	

All saved discount records are displayed in the Discount list. If you are adding product lines to an existing discount record, click on the discount record. The information for that discount will open. You can update the discount if desired or select the 'view discount table' link on the top, right corner to be able to add the product lines. (See 'Adding or Editing an Existing Discount' in the section below for more information)

Step 2: The second step is to assign the actual discounts on product lines. Once the discount record information has been entered and the Add Discount button has been clicked to save the discount information, your discount record will be saved. The following window will open to allow you to select the product to be discounted.



Edit Custome	r : Test Custom	er 1				_
General Info	Payment Info	Contact Inf	o Location Info	Discounting	Customer Stats	
👻 Customer I	Discounting > Tekn	ion				
i 💜 Item &	Product Discour	ts				
[<u>New Discount</u>	<u>t]</u>					
Product	Ite	m/Code	Buy Disc		List Disc	c Margin
Discount has r	no associated pro	duct/item le	el discounts			
[<u>create new</u>]					
t.						

[New Discount]	Click on this link to start assigning discounts to
	product
create new	Click on this link to start assigning discounts to
	product

Both of these links open the exact same input window as shown below



Edit Custome	r : Test Custome	er I				_ ×
						A
General Info	Payment Info	Contact Info	Location Info	Discounting	Customer Stats	
👻 Customer	Discounting > Tekn	ion Inc > Custon	ner Discount Table			
	New Item/Prod	uct Discount				
What ty	pe of discount ar	e you creating?				- 11
A	discount to be ap	plied to an enti	ire product line			
A	discount to be ap	plied only on sp	pecific items with	in a product lin	e	- 11
A	discount to be ap	plied based on	item discount co	de		- 18
	roduct(s) should		P			
Ability Ability F ALTOS Bouleva	Punch	A				
Which d	liscounting metho	d should be us	ed?			
Non-Tie	ered or Multi-Leve	l Discount 🔻				
	Buy Discou GP Marg		OR % Di	% scount Off List	%	
If this d If under Effect		m freight terms		e: ▼		
Are the	freight terms on i	this discount qu	uoted?			
Ξ Q	uoted?					
<u><- Back</u>					Add Discount	+

Discount applied to an entire product line	This type of discount will be applied to all items within the selected catalog(s).
Discount applied only on specific items within a product line	This type of discount will be applied on specific item numbers within a catalog. This discount can be different than the discount for the entire catalog.
Discount applied based on item discount code	This type of discount requires that the Discount Code to be entered. The Discount Code is in the specification tool export file.
Which product(s) should be used for this discount?	Select the catalog, item number or discount code to enter a discount for.



Which discounting method should be used?	Non-Tiered or Multi-Level (discount by purchase
	volume).
Buy Discount:	The purchase discount - the dealers buy discount.
GP Margin:	You can enter the desired GP% to be applied on
	the cost of the product to generate the sell price.
OR % Discount Off list	Or, you can enter the percentage off list price to
	generate the sell price.
Custom freight terms:	If specific freight terms exist for this product, enter
	the terms here.
Are the freight terms quoted?	If the freight terms cannot be entered above, check
	the Quoted check box. This will flag a message to
	be displayed during proposal finalization that
	warns the user that the freight terms must be
	quoted from the vendor.
Add Discount	Click on the Plus sign icon to save your discount.

There are three options to select the type of discount you are entering.

- 1) A discount to be applied to an entire product line.
- 2) A discount to be applied only to specific items within a product line (by item number)
- 3) A discount to be applied to items regardless of product line (discount codes)

1) A discount to be applied to an entire product line



This option allows you to enter a discount that will be used to discount all the items within a specific catalog code Select the Product Line(s) from the 'Apply a discount on' selection box first. If multiple product lines have the same discount, you can select all of those product lines by holding down the CTRL(Control)key and clicking on multiple product lines.



Edit Customer : Test Customer I
General Info Payment Info Contact Info Location Info Discounting Customer Stats
Customer Discounting > Teknion Inc > Customer Discount Table
Create New Item/Product Discount
What type of discount are you creating?
A discount to be applied to an entire product line
A discount to be applied only on specific items within a product line
A discount to be applied based on item discount code
Which product(s) should be used for this discount? Ability Ability Punch ALTOS Boulevard Boulevard Component Guide Which discounting method should be used? Non-Tiered or Multi-Level Discount Buy Discount: % % % % GP Margin: % % % % %
If this discount has custom freight terms, enter them here: If under \$ Then add T Effective: Thru: T
Are the freight terms on this discount quoted? Quoted?
<- Back Add Discount +

Next, select the discounting method. You can choose between Non-Tiered and Multi-Level. Both examples are shown below.

Non-Tiered

Enter your purchase discount percentages here.

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	<pre>support@dc-sysllc.com (877) 769-1865</pre>
Which discounting method should Non-Tiered or Multi-Level Discoun	
Buy Discount: GP Margin:	% % % % % % % OR % Discount Off List

Multi-Level

If this discount is based on purchase volume, select the Tiered Discount by List Price option. The tier window will open as shown below:

Tiered Discount by List Price 🔹	
Tier 1:	Tier 2:
From: \$ 0.00	From:
То: \$	To: \$
Buy Discount: 🦳 🕺 %	Buy Discount: %
% Off List:%	List Discount: %
Tier 3:	Tier 4:
From:	From:
To: \$	To: \$
Buy Discount: %	Buy Discount: %
Discount Off List:%	Discount Off List: %
Tier 5:	Tier 6:
From:	From:
To: \$	To: \$
Buy Discount: %	Buy Discount: %
Discount Off List: %	Discount Off List: %

In the Tier 1: input frame, enter your lowest purchase discount level. If your first discount level is \$100,000.00 enter that amount in the To: field. Enter your purchase discount in the Buy Discount input field. If the customer's discount is a percentage off of list price, you can enter that percentage in the '% Off List:' input field. If your next discount level is \$200,000.00, enter that in the Tier 2 To: input field with the discount that is in effect and so on until you have reached your highest discount level. Currently, only 6 levels of discounting are available.

Below shows an example of a 3 level discount.

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Tier 1: From: \$ 0.00	Tier 2: From: \$ 100,000.01
To: \$ 100,000.00 Buy Discount: 60 % % Off List: %	To: \$ 200,000.00 Buy Discount: 62 % List Discount: %
Tier 3: From: \$ 200,000.01 To: \$ 300,000.00 Buy Discount: 65 % Discount Off List: %	Tier 4: From: \$ 300,000.01 To: \$ Buy Discount: % Discount Off List: %
Tier 5: From: \$ To: \$ Buy Discount: % Discount Off List: %	Tier 6: From: To: \$ Buy Discount: % Discount Off List: %

2) A discount to be applied only to specific items within a product line (by item number) Edit Customer : Test Customer I

Edit Custome	r : lest custom	eri				르스	
						^	
General Info	Payment Info	Contact Info	Location Info	Discounting	Customer Stats		
Create							
	What type of discount are you creating? A discount to be applied to an entire product line						
A discount to be applied only on specific items within a product line							
0 A	discount to be ap	plied based on	item discount co	ide			

This option allows you to apply discounts on specific item numbers. These are the base part numbers from the specification tool. When you select this option, you must select the product line that the items to be discounted exist in first.



Edit Customer	: Test Custome	er I				_ 2
]	
General Info	Payment Info	Contact Info	Location Info	Discounting	Customer Stats	
👕 Customer E)iscounting > Tekn	ion Inc > Custor	ner Discount Table			
Create	New Item/Prod	uct Discount				
What ty	pe of discount ar	e you creating?				
A 0	discount to be ap	plied to an enti	ire product line			
			pecific items withi		e	
0 A (discount to be ap	plied based on	item discount co	de		
Anniv a i	discount to speci	fic items within :	the product line:			
Ability		T				
Which it	em numbers sho	uld be included	in this discount?			
Enter ea	ach item number	on a new line				
	scounting metho		ed?			
Non-Tie	red or Multi-Leve	l Discount 🔻				
	Buy Discou	nt: %	%	%	%	
	GP Marg		DR % Di	scount Off List		
If this di	scount has custo	m freight terms	, enter them her	e:		
If under	\$	 then a 	dd	•		
Effecti	ve: 🔽	Thru: 🗾 🔻				
Are the i	freight terms on [.]	this discount qu	ioted?			
🔲 Qı	uoted?					
<u><- Back</u>					Add Discour	nt +

In the 'Where the item numbers to be discounted are:' input box, enter individual part numbers, with each part number on a line. After entering a part number, press the enter key to go to the next line. After you have entered all the part numbers that have the same discount, select the discount method (non-tired or tiered) and enter your discounting. Of course, if there are specific freight rules that can be entered for these items, enter that information in the custom freight terms section.

3) A discount to be applied to items regardless of product line (discount codes)



Image: Second								
Create New Item/Product Discount What type of discount are you creating? A discount to be applied to an entire product line	neral Info	Payment Info	Contact Info	Location Info	Discounting	Customer Stats		
 A discount to be applied to an entire product line 	Create	New Item/Prod	uct Discount					
				pecific items with	in a product lin	e		

This option allows you to apply discounts by Discount Codes. Discount codes are defined by the vendor and can be different between items in a single catalog. The discount code is part of the specification file that is imported into Dealer Choice. Upon import, Dealer Choice looks for the discount code for each line item in the specification file. If a discount code is defined in Dealer Choice that matches the discount code of the line item being imported, the discount is applied to that item in your proposal.



dit Custome	r : Test Custom	er I				_
General Info	Payment Info	Contact Info	Location Info	Discounting	Customer Stats	
Customer	Discounting > Tekn	ion Inc > Custom	ner Discount Table			
Create	New Item/Prod	uct Discount				
What ty	/pe of discount ar	e you creating?				
0 A	discount to be ap	oplied to an enti	re product line			
A	discount to be ap	oplied only on sp	pecific items with	in a product lin	e	
A	discount to be ap	oplied based on	item discount co	de		
Enter e Descript	each discount cod	e on a new line.		//		
	discounting metho ered or Multi-Leve		ed?			
	Buy Discou GP Marg		0R // % Di	% iscount Off List	%	
If under Effect Are the		Thru:	dd	e: •		

When this option is selected, you will see an input box for discount codes 'Which discount codes should be included in this discount? * '. This is a required field. The 'Discount Description:' field is optional and is used to describe the discount code.

Below are a list of examples of Discount Codes and Discount Descriptions:

Discount Code	Discount Description
GAL	All Seating
FSB	Falcon

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	DEALER CHOICE SYSTEM support@dc-sysllc.com (877) 769-18	
▲	For each product line, item number group or discount code discount th sure to click on the Add Product Discount plus sign icon on the lower window to save your changes.	•
	If under \$ Then add Then add	
	Are the freight terms on this discount quoted? Quoted?	
<u><- Ba</u>	<u>ck</u>	Add Discount +

After you click on the Add Product Discount plus sign icon, your window will update and you will see product with their associated discounts in the Product Discount Table.

	Customer I			-
General Info Paym	ent Info Contact I	Info Location Info Discountir	g Customer Stats	
Customer Discount	-			
Showing 1 - 4 of 4 P [New Discount]	roduct Discounts fo	or Test Customer I.	Page 1 of	1 1
[New Discount]	roduct Discounts fo <u>Item/Code</u>	or Test Customer I. Buy Disc		1 1 Margin
				: Margin
[New Discount] Product	<u>Item/Code</u>	Buy Disc	List Disc	: Margin
(<u>New Discount</u>) Product Ability	<u>Item/Code</u> 8A	Buy Disc 76%	List Disc 70%	: Margin

If you have completed entering your discount, you can close the Edit Customer window.

Adding or Editing an Existing Discount

To add to or edit an existing discount, click on the discount name in the Discount tab window. Expired discounts will be displayed with the expiration date and will be highlighted in red, as shown below.



Edit Vendor : AIS			_ X
		Update Vendor	Delete Vendor
General Payments Contacts L	ocations Product	s Discounting Vendor Stats	
Showing 1 - 3 of 3 Discount Records [Add New Discount]	5 for AIS		Page 1 of 1 1
Discount Description	Discount ID	<u>Customer</u>	Expiry Date
AIS Standard	AIS-DISC	Standard Discount	12-31-2017
Test Customer	AIS Tiered	Test Customer	12-31-2017
Test Customer Clone	AIS Tiered	Test Customer	12-31-2018
Update Vendor Delete Vendor			

Then click on the 'view discount table' link.

E	Edit Customer : Test Customer I								
							_	<u>۸</u>	
0	ieneral Info	Payment Info	Conta	act Info	Location Inf	Discounting	Customer Stats		
							🗹 <u>view dis</u>	count table	
		Ven	dor: *	Teknion	Inc				
		Discount	t ID: *	950000	950000				
		Descript	tion: *	Test Cu	stomer I				
				🔲 GSA	?				
	Effective Date: *			Sep ▼ 12 ▼ 2016					
		Expiration D	ate: *	Mar ▼	11 ▼ 2017				
4	- Back				U	pdate Discount	+ Delete Disco	unt X	

Then click on the Product name that you wish to edit to open the details of the discounting.



Edit Customer : Test Customer I							
General Info	Payment Info	Contact Info	Location Info	Discounting	Customer Sta	ts	
Customer Discounting > Teknion Inc							
Showing 1 - 4 [<u>New Discount</u>	l of 4 Product Di	scounts for Te	est Customer I.		P	age 1 of 1	1
<u>Product</u>	<u>Iten</u>	n <u>/Code</u> B	uy Disc		Li	st Disc	Margin
Ability	8A	7	6%			70%	
Boulevard	R	7	6% 20% 10%			70%	

This will open the Edit Item/Product Discount window where you can make your changes to the product. Click on the 'update discount' plus sign icon to save your changes or use the 'back ->' link to go back to the Product Discount Table.

Edit Customer :	Test Custome	er I				_ 🗵
General Info	Payment Info	Contact Info	Location Info	Discounting	Customer Stats	*
: ~~	counting > Tekn /Product Disc a		ner Discount Table			
Item disco Ability	ount for product	: line:				
Item Num 8A	ber:]				
	ng Method: ed or Multi-Leve	l Discount 🔻				
	Buy Discou GP Marg		0R 70 % D	% scount Off List	%	
If this disc If under \$ Effective		m freight terms then a Thru:	, enter them her dd	e: •		
_	eight terms on [.] oted?	this discount qu	ioted?			
<- Back			Upo	late Discount	+ Delete Discou	unt X



Discounts can also be cloned to save time. You can even clone an expired discount. Click on the discount you would like to copy from the discount list. Then click on the Clone Discount option.

Edit Vendor : AIS	_ X
	Update Vendor Delete Vendor
General Payments Contac	ts Locations Products Discounting Vendor Stats
	🗹 <u>view discount table</u>
Discount Type:	Customer Discount : Test Customer
Discount Description:	Test Customer
	GSA?
Discount ID:	AIS Tiered
Effective Date:	Jun ▼ 13 ▼ 2017
Expiration Date:	Dec ▼ 31 ▼ 2017
<u><- Back</u>	Update Discount + Delete Discount X Clone Discount C
Update Vendor Delete Ven	dor

Now the discount you just cloned will be displayed in your discount list with the phrase "--- clone" behind it. You can edit the cloned discount any way you would like now.

		Update Vendor	Delete Vendor				
	Update Vendor (
General Payments Contacts Locati	ions Products	Discounting Vendor Stats					
Showing 1 - 3 of 3 Discount Records for [Add New Discount]	AIS		Page 1 of 1 1				
Discount Description Dis	scount ID	<u>Customer</u>	<u>Expiry Date</u>				
AIS Standard AIS	G-DISC	Standard Discount	12-31-2017				
Test Customer AIS	6 Tiered	Test Customer	12-31-2018				
Test Customer Clone AIS	Test Customer	12-31-2018					

Customer Stats Tab

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The Customer Stats tab will only appear for existing customers. You will not see this tab when you are creating a new customer entry.

The Customer Stats tab gives you a current standing of your customers.

eneral Info	Payment Info	Contact Info	Location Info	Discounting	Customer Stats		
ustomer Sta	tistics for 1A Goo	d Customer as	of 12-04-2009	2:51 pm			
Open Invo	ices (7)						
Invoice	No. Invoice	Date In	voice Amount	Amount D	ue 🔺		
2009-1	04-22	-2009 \$5	,300.00	\$4,430.82	2		
2009-2	2009-21 05-15-1		,000.00	\$550.00			
2000-2	2000-28 05-20-2000		50 AN	¢578 73	-		
Accounts R	teceivables				Ť		
Total Out	tstanding: \$12,213	3.17					
Total	Current: \$0.00		Total Over 6	0:\$1,718.42			
Total	Total Over 30: \$5,593.34		Total Over 90: \$4,901.41				
Total Dep	posits (included in a	ging above): \$125	.00				
⊤Total Invoi	ced Sales						
10	Days To Pay: 18.5	i3 days	Average GP	Margin: 28.06%	0		
Tatal Inc.	oiced Sales:		5	5			
10.000 AD10.000 AD10.000	MTD: \$0.00		YTD: \$15,866.66				
QTD: \$5,855.34			Overall: \$15,866.66				

Open Invoices	This frame displays the open invoices for this customer. The invoices in the list can be clicked on to open and view the invoice details.
Accounts Receivables	This frame displays aging statistics and
	deposits received from this customer.
Total Invoiced Sales	This frame displays statistics on the customer
	payment history.

Customer Search

Searching for a Customer



There are two ways to search for a customer. The first option is from the main navigation menu Customers – Customer List – Search for a Customer. The second way is from the Search Customers icon in the customer list window.

Menu	Option:								
Home	Customers Vende	ors A 8	k D Proposals	System	Accounting	Reports	Help & Communications	Proposal Number:	Go
	Customer List	•	Create a New Cu	stomer					
	Receive Payments Customer Credits Customer Customer Cus								
Welcome D	ealer Choice Admin!								
			Menu Optio	ı					
T C	· ··								

Icon Option:

Showing 1 - 3 of 3 Cus 🔲 📮 🛐 🔀	tomers.					Page :	1 of 1 1
<u>Customer Name</u>	<u>Account No.</u>	<u>Location</u>	<u>Current</u>	<u>Past 30</u>	<u>Past 60</u>	<u>Past 90</u>	<u>Tota</u>
Test (ustomer		Allentown, PA	\$651.36				\$651.3
Test Customer 1		Catonsville, MD					

Search Customers Icon Option

Both options will display the proposal list search window. Several search criteria fields' display on the Customer Search form.



Search Customers	_ 🗵
	^
Choose your customer & location search criteria below.	
Customer Name Customer Number Customer Number	
Tax ID Credit Limit	
Discount ID GSA? PO Required?	
Sales Rep	
Search	h -

If you have multiple currencies defined in your System Configuration, you will also see the Customer Currency selection option as shown below.



ch Customers		
Choose your customer & location se		Customer Number
		•
Discount ID	SA? ORequired?	
		Search

Search Field Options

Customer Name	Enter the first few characters of the customer name
	or Second Name (if used), if you entered a
	second customer name, the search will return the
	primary customer name, if found
Account Number	Enter the Customer account number
Customer Number	Enter the Customer number
Located In	Allows searching by State
Country	Allows searching by Country
Tax ID	Allows searching by Tax Exempt ID number
Credit Limit	Allows searching by Credit Limit dollar value
Customer Currency	Allows searching by currency type
Discount ID	Allows searching by defined discount id's
GSA	Allows searching for customers flagged as GSA
PO Required	Allows searching for customers flagged for PO
	Required
Sales Rep	Allows searching by Sales Rep name, finds all
	customers that this sales rep has created proposals
	for



Enter as many of the search criteria fields as you like. The more information you enter the fewer matches you will find. Broader searches will return more results.

If no matches are found, a message saying no matches were found is displayed.

4y Customers							
Search Results							
[Show All]							
🗉 📑 😫 💌							
<u>Customer Name</u>	Account No.	<u>Location</u>	<u>Current</u>	<u>Past 30</u>	<u>Past 60</u>	<u>Past 90</u>	<u>Total</u>
Search returned empty r	result set						

The example below shows the search results from inputting 'tes' in the Customer Name search field.

Search Customers	_ X
Choose your customer & location search criteria below.	
Customer Name Account Number	Customer Number
Customer List	
Test Customer Test Customer 1	rrency
Sales Rep	
	Search 🗸

As you type in the Customer Name field, any matching entries found in the Customer database will appear in a drop down selection box. If you see the entry you wish to search for, click on that entry and click on the Search button. If the drop down selection box does not display any matches then that customer name does not exist in your customer database.

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To select a customer from the Search Results window, just click on that entry in the displayed list. This will open the Edit Customer window on the General Information tab.

Customer Credits

Customer credits created from the Customers menu are credits that can be applied to any invoice for that specific customer. Customer Credits are applied to a customer invoice by opening the customer invoice (from the Receivables tab on Proposals) and applying the credit from the Receive Payments (once the invoice has been opened) tab.

These credits are considered "gift certificates", meaning that they can be applied to any customer invoice for any reason. These are not credits that you need to issue on a specific line item. See the section on the Proposal Receivables tab for applying credits on a specific line item.

Clicking the 'Customer Credits' menu item will display a list of all existing customer credits as shown below:

stomer Credits					
Showing 1 - 25 of 68 Cust	tomer Credits.				Page 1 of 3 1 2 3 >
<u>Customer</u>	Invoice No.	<u>Credit No.</u>	<u>Credit Date</u> 🔻	Amount	Balance
Test Customer	<u>3798</u>	CR-37980	06/06/2016	\$10.60	\$0.00
New Test Customer	3786	999	03/30/2016	\$400.00	\$0.00
Test Customer	3772	CR-37720	01/27/2016	\$117.96	\$0.00
New Test Customer		111	12/21/2015	\$100.00	\$100.00
New Test Customer		123	12/21/2015	\$20.00	\$20.00
New Test Customer		124	12/21/2015	\$20.00	\$20.00
New Test Customer	3693	CR-36930	12/02/2015	\$140.26	\$0.00
Test Customer	<u>3674</u>	CR-36740	09/21/2015	\$106.00	\$0.00
Test Customer	3660	QB Deposit Credi	08/14/2015	\$9,265.00	\$0.00
Test Customer	TST-3632	CR-TST-36320	06/17/2015	\$106.00	\$0.00
ABC	<u>TST-3613</u>	CR-TST-36130	02/12/2015	\$106.00	\$106.00

The Sort Options function allows you to filter the Customer Credits that are displayed in the main Customer Credits window. The Sort Options link is in the upper right hand side of the window under the Pagination controls.



stomer Credits							
Showing 1 - 25 of 68 Customer Credits. Page 1 of 3 1 2 3 2							
<u>Customer</u>	Invoice No.	<u>Credit No.</u>	<u>Credit Date</u> 🔻	Amount	Sort Options 🛛 🗵		
Test Customer	<u>3798</u>	CR-37980	06/06/2016	\$10.60	Show:		
New Test Customer	3786	999	03/30/2016	\$400.00	 All Credits Credits with Open Balances 		
Test Customer	3772	CR-37720	01/27/2016	\$117.96	 Fully Applied Credits 		
New Test Customer		111	12/21/2015	\$100.00	Remember Preferences G0		
New Test Customer		100	10/01/0015	400 00	420.00		

All Credits	This option will display all credits you have created
Credits with Open Balances	This option will only display credits with balances
Fully Applied Credits	This option will display credits that have been
	applied
Remember Preferences	Check this box to have Dealer Choice remember
	the option you have selected

The Customer Credits window has two icons, one for creating customer credits and one for searching for customer credits.

You can click on any credit that is displayed to view or edit the credit details.

Create Customer Credits

There are two ways to create a customer credit. The first option is from the main navigation menu Customers – Customer Credits – Create Customer Credits and the second is from the Create Customer Credits icon in the Customer Credits window.

on Option: stomer Credits Showing 1 - 25 of	[:] 69 Customer Cre	dits.					Page 1 of 3 1 2 3 Image 1 of 3 Sort Opt
stomer Credits							
on Unfion.							
	١M	1enu Option					
elcome Dealer Choice #							
		Create Customer Crei Search Customer Cre	lit [r Choice Admi	IN!		
Receive Payr		(Chaine Admi			
Customer Lis			System Accountin	g Reports H	Help & Communications	Proposal Number:	

Create New Customer Credits Icon Option

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The Customer Credits list displays all credits that you have created for your customers. The list can be sorted by clicking on any of the column headings that are underlined. The list can be sorted in ascending or descending order for any of the underlined column headings. The list also displays the remaining balance. If the balance is 0.00 then the credit has been used in full.

Q

- Customer credits created here do not include sales tax and are not linked to a specific proposal or invoice. Credits created here are considered "gift certificates" and can be used on any invoice for the customer that the credit was created for. To create a credit on a specific invoice (and to include sales tax) see the proposal Receivables tab section for details.

Credits are applied to customer invoices in the Receive Payment tab (Proposals - Receivables tab) after the invoice has been opened from the Receivables tab on your proposal. If a credit exists for a customer and you are in the Receive Payment tab of an invoice, you will see a link called [Apply Customer Credits] to the right of the Receipt Date: field.

To create a customer credit, click on the menu option or icon and the Create a New Customer Credit will open. Both options will display the proposal list search window.

Customer:	
	Select customer first Optional
Amount:	0.00
Reference:	
Date:	Jan V 26 V 2016
Notes:	
Distribution Total:	
Correction Code	Amount Memo

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Customer	Enter the customer name that you are creating the			
	credit for, as you type, customer matches in your			
	customer database will appear in a selection box			
	below this field, you can click on the entry in the			
	list to select that customer			
Proposal No (Optional)	The proposal number is optional and has no effect			
	on this credit; it can be applied to any invoice for			
	this customer. This may be the proposal number			
	that the credit was generated from.			
Amount	Enter the amount of the credit, credit amounts			
	cannot be negative			
Reference	Enter a reference number that you devise. This			
	reference number is a way for you to track the			
	credit			
Date	The date that you are creating the credit			
Notes	Use this input field to enter any information you			
	need to document this credit			
Correction Code	Correction codes are used to define the G/L			
	account to log the credit transactions. The account			
	entered here, typically a General Sales account,			
	will be debited when the credit is created. When			
	the credit is applied to an invoice, A/R will be			
	debited. See creating Correction Codes below			
Save & Close	Click on the Save & Close button to save your			
	credit			

After your credit has been created, you have to apply it to an invoice to issue the credit to a customer, see Receivables for details.

You can create Correction Codes from the Customer Credit create window by selecting --Create/Edit Correction Codes option in the drop down selection box in the Credit Distribution section.

The Create Correction Codes is also available under System Configuration - Company & System Settings - System Settings. The Customer Credits option is only available to users with access to Customer Credits via permissions settings (See System Configuration for details).



Create New Custor	ner Credit	
	Save & Close	
Customer:		
Proposal No:	Select customer first Optional	
Amount:	0.00	
Reference:		
Date:	Sep 🔻 13 🔻 2016	
Notes:		
Distribution Total:		
Correction Code	Amount Memo	
CRDINTLL - To credit CRFRT - To credit frei CRPOAMT - To Corre PROD - To credit pro QB DEP - QB Deposit	ght ct PO Amt Invoiced duct return : Credit <u>[add more lines]</u>	
Create/Edit Corr	ection Codes	

After clicking on the -- Create/Edit Correction Codes option, the Edit List: Customer Correction Codes window will open.



_ X

Edit List : Customer Correction Codes

Correction Code Table

F ...

Customer credit correction codes are used to issue a customer a credit memo. Each correction code can be used to identify the reason for the credit being issued, as well as the chart of account that is affected by the credit. You may create and edit your correction codes below.

[add new code]			
Description	Code	Account	Active
To credit Installtion	CRDINTLL	575 : Installation	Y
To credit freight	CRFRT	570 : Freight In	Y
To Correct PO Amt Invoiced	CRPOAMT	510 : Cost of Goods Sold	Y
To credit product return	PROD	510 : Cost of Goods Sold	Y
QB Deposit Credit	QB DEP	400 : Revenue	Y
	·		

Click on the [add new code] to create a new Correction Code.

Edit List : Customer Correctio	n Codes	_ ×
Add Correction Code		Î
Description:	Active?	
Correction Code:		
Income/Expense Account:		
	Save	•

Description	Enter a description for this correction code, such
	as Customer Returns, or Returned - Damage to
	identify the credit reason.
Active?	This check box is set to Active (checked) by
	default. To make a Correction code inactive, un-
	select the Active flag
Correction Code	Enter a code that describes the credit. This can be
	an alpha-numeric code. You cannot use the same
	code twice.



Income/Expense Account	Select the account from your G/L that will be used for logging the credit transactions.
Save	Click on the Save button to save your codes.

An example of a correction code is shown below.

Edit List : Customer Correction Codes	_ 🗵
Edit Correction Code : C-REF	^
Description: Customer Returns Image: Customer Returns Image: Customer Returns Image: Customer Returns	
Correction Code: C-REF	
Income/Expense Account: 404 - General Sales	
Save Delete	•

After you create Customer Correction codes, they can be edited from the Edit List: Customer Correction Codes window by simply clicking on the code you wish to edit.

Search Customer Credits

The Customer Credits search window can be accessed from the main navigation window under Customers or from the Customer Credits window using the Search icon.

Marris											
Menu O	Customers Vendors	A & D	Proposals	System	Accounting	Reports	Help & Communications	F	Proposal Number:		Go
	Customer List Receive Payments Customer Credits		reate Customer Ci earch Customer C	realt	Dealer (Choice Ad	min!				
Welcome Dea	ler Choice Admin!	M	enu Option								
Icon Op	tion:										
Customer C	redits										
Showin	g 1 - 25 of 69 Custo	omer Crea	lits.							-	$23 \ge$ ort Options
Custor			voice No.	<u>Credit N</u>	<u>lo.</u>	<u>Credit Dat</u>	<u>e</u>		Amount		Balance
I	Search Custom	er Cred	its Icon O	ption							

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Both options will display the Search Customer Credits window.

Search Customer Credits	_ ×
Search Customer Credits Filter your search criteria below: Credit Number Invoice Number Credit Date Credit Date Search By Customer	
Credit Applied/Unapplied	earch v

Credit Number	Enter the credit number to search for
Invoice Number	Enter the invoice number that the credit was
	created for
Credit Date	Enter a date for which the credit was created on
Customer	Enter the customer name that the credit was
	created for
Applied/Unapplied	Select to search for applied on unapplied credits
	select Fully Applied, Partially Applied or Not
	Applied

Printing Customer Credits

To print a customer credit, click on the credit you wish to print. A print icon will display at the top of the credit window. See example below.



Vi	ew/Edit Invoice Credit CR-2018-10220	_ ×
		- 1
C	Customer Invoice : 2018-1022	
	Customer: Test Customer	
	Proposal: <u>2018-1001</u>	
	Invoice Date: 4/06/2018	
	Invoice Total: \$159.00	
	Inunica Balancas #140.40	

A PDF will generate with the customer credit information as shown in the example below.

DealeyCholee Systems, LLC P.O. Box 21055 Catouxille, MD 21228	Customer: Test Custom	er		Credit Memo CR-2018-10220 4/06/2018						
Customer: Test Customer 100 Main Street Baltimore, MD 2122	Customer: Fest Customer									
Credit Number	Credit Date	Credit Amount	Credit Tax	Credit Balance						
CR-2018-10220	4/06/2018	\$10.60	\$0.60	\$0.00						

Receive Customer Payments

There are two ways to receive customer payments:

Customer Payments can be received by using the Receive Payments menu option under Customers in the main navigation menu and payments can be received on the actual invoice by using the Receivables tab in Proposals and clicking on the invoice then selecting the Payment Tab. Receiving payments on invoices in the Proposal is covered under Proposals. Users must have the appropriate permission settings to receive payments through Proposals.



Menu Option:

	opnom								
Home	Customers Vendors	A & D	Proposals	System	Accounting	Reports	Help & Communications	Proposal Number:	Go
	Customer List	•							
	Receive Payments Customer Credits	•	Messages	Hel	lo Dealer C	hoice Ad	min!		
DEALER C	нстов								
Welcome	Doaler Choice Admin!								
	I Menu Option								

To enter customer payments, click on Receive Payments under Customers in the main navigation window.

Customer Payment		
eive Customer Payments		
Customer:	Date Received: Jan ▼ 26 ▼ 2016	
Receipt Amount:	Payment Method: Check v	Check / Reference No:
	Acc	Save & Close

Customer	Enter the customer name
Date Received	Enter the date that the payment was received
Receipt Amount	Enter the amount of the payment
Payment Method	Select the payment type, Check, Cash or Credit
	Card
Check/Reference Number	Enter the check number or reference number of the
	payment method
Account	Select the account to save the payment to (if you
	have multiple accounts defined
Save & Close	Click to save and close the Receive Customer
	Payments window

Enter the first few characters of the customer's name; select the appropriate customer from the list of matches that are displayed.

Once a customer has been selected the Receive Payments window will update to display all the outstanding invoices for this customer.



Enter the payment information (Date Received, Amount, Payment Method and reference number) then you can select the invoice or invoices to apply the payment to.

You can select multiple invoices and the payment will be distributed to pay the selected invoices until the Amount entered has been exhausted. You cannot select invoices that total more than the amount received.

Customer: New Test Cust	omer	Outsta	nding Balance: \$1,550.64			
Receipt Amour	nt:	Payment Method: Check v	Check / Refe	Check / Reference No:		
Invoice No.	Invoice Date	Original Amount	Amount Due	Payment		
3690	11/24/2015	\$635.99	\$635.99			
3691	11/24/2015	\$323.88	\$323.88			
3694	12/02/2015	\$295.78	\$295.78			
3739	12/21/2015	\$0.00	\$-50.00			
3740	12/21/2015	\$212.00	\$212.00			
3754	11/23/2015	\$150.00	\$150.00			
3759	12/21/2016	\$167.99	\$167.99			
3760	1/04/2016	\$265.00	\$265.00			
3765	1/12/2016	\$159.00	\$-100.00			
			ſ	Save & Close		

After you select an invoice to apply the payment to, the window will update showing any remaining amount of the payment. You also have options to save the remainder as an un-applied deposit or to create a refund to the customer.



Custome New Test		ner	Date Received: Sep ▼ 13 ▼ 2016	Outsta	anding Balance: \$1,774.64
Receipt A	mount: ,000.00		Payment Method: Check 🔻	Check / Refe 66778	erence No:
Invoic	e No.	Invoice Date	Original Amount	Amount Due	Payment
3690		11/24/2015	\$635.99	\$635.99	
3691		11/24/2015	\$323.88	\$323.88	
3694		12/02/2015	\$295.78	\$295.78	
3739		12/21/2015	\$0.00	\$-50.00	
3740		12/21/2015	\$212.00	\$212.00	
3754		11/23/2015	\$150.00	\$150.00	150.00
3759		12/21/2015	\$167.99	\$167.99	
3760		01/04/2016	\$265.00	\$265.00	
3765		01/12/2016	\$159.00	\$-100.00	
3786		03/30/2016	\$318.00	\$-82.00	
3787		03/30/2016	\$106.00	\$106.00	
) Save it a	l we do as unap	,850.00. with the remainin plied to be used la payment to the cu	ter. Acco	unt: 100.01 Ope	Save & Close erating Cash 🔻

Once you have selected the invoices to apply the payment to, click on the Save & Close button. Your customer invoices will be updated with the payments.

If you have multiple cash accounts defined, you will see the Account: prompt below the Save & Close button. This allows you to select the account that the payment transaction will be saved to.

After saving the payments, your Cash Receipts report will display the receipt and the invoice amount (Proposals - Receivable tab) will be updated with the payment amount received.



Vendors

To View, Create or Edit your Vendors, click on Vendors in the main navigation bar. You can also enter Vendor Payables from the Vendors menu through the Receive & Pay Bills menu option.

Home	Customers	Vendors	A & D	Proposals	System	Accounting	Reports	Help & Communications	Proposal Number:	Go
_		Vendor Li	st	•	Create a New	Vendor				
	Welco	Receive &	Pay Bills	•	Search for a \	/endor	ler Choice	Admin		
	Logot	5		messa	ges	icito Dedi	ler choice	Aurmin:		
DEALER CHO	ICE									

Only users with the appropriate permission settings will have access to the Receive & Pay Bills menu option.

Vendor List

There are 2 sub-menu's available under the Vendors menu, 'Vendor List' and 'Receive & Pay Bills'. Under the Vendor List menu there are two menu items: 'Create a New Vendor' and 'Search for a Vendor'.

To display the Vendor List, click on the Vendor List menu option.

Menu Option:

Home	Customers	Vendors A & D	Proposals	System	Accounting	Reports	Help & Communications	Proposal Number:	Go
	Welcor [Logotr	Vendor List Receive & Pay Bills	Messages	Hell	o Dealer C	hoice Ad	min!		
Welcome D	ealer Choice A	imin!							
		^I Menu Option							

A window will open displaying all the vendors in your database.

Showing 1 - 25 of 30 Vendors.						Page 1 c	of2 1 <u>2</u> ≥
<u>Vendor Name</u>	Account No.	<u>Location</u>	<u>Current</u>	<u>Past 30</u>	<u>Past 60</u>	<u>Past 90</u>	<u>Total</u>
AIS		Hudson, MA		\$3,969.00			\$3,969.00
AIS Installers		Baltimore, MD					
Allermuir Ltd		Baltimore, MD					
Allseating		Mississauga, ON					
Bernhardt Textiles		Catonsville, MD					
Brothers Upholstery		Baltimore, MD	\$1,570.95	(\$32.00)			\$1,538.95
Davis Furniture		Pasadena, MD					
Dealer Choice Systems Inc		Catonovilla MD	¢101.00			¢76.00	¢177 00

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The Vendor List displays all the vendors in your Vendors database. On the top left, you have icons to Create a New Vendor (permission required), Search Vendors and to export your Vendors List to a spreadsheet. The Export Vendor List Icon will only appear if the user has permission



Vendor List Icons

Create a new vendor	Click on this to create a new vendor entry
Search for a vendor	Click on this to search your vendor database
Export customer list to a spreadsheet	Click on this to export your vendor database to a
	spreadsheet. This icon will only appear to users
	that have permission (See System Settings &
	Configuration – Users – Permissions).
Import Catalog Codes	Click on this icon to import catalog codes to the
	vendors of your choosing.

On the top right, you have your pagination controls to page through your vendor database. You can click on a page number to advance directly to that page, or you can click on the left "<" and right ">" arrows to scroll page by page.

The column titles in the Vendor List are underlined. This means that they are active links. By clicking on any of the underlined column titles, your vendor list will be sorted by the column. The first time you click a column title, the list will be sorted in ascending order (the default) the second time you click on the same column title, the list will be sorted in descending order.

The Vendor list also displays the Vendor Account number field, Location, and Accounts Receivable status per your aging defaults.

To view or edit your vendor details, click on any vendor name in the list to open the vendor details.

Create a new Vendor

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There are two ways to create a vendor database entry. The first method is from the main navigation menu under Vendors, Vendor List Create a New Vendor. The second option is from the Vendors List window by clicking on the Create a New Vendor icon.

Menu Option:									
Home Customers	Vendors	A & D	Proposals	System	Accounting	Reports	Help & Communications	Proposal Number:	Go
	Vendor List		, с	Create a New	Vendor				
		Pay Bills	Messages	Search for a V	endor o Deaner C	Choice A	dmin!		
Welcome Dealer Choice	Admin!								
	^I Menu Option								
				-					

con Option:							
My Vendors							
Showing 1 - 25 of 865 Vendors.					Page :	1 of 35 1 <u>2 3</u>	<u>35</u> >
<u>Vendor Name</u>	<u>Account No.</u>	<u>Location</u>	<u>Current</u>	<u>Past 30</u>	<u>Past 60</u>	<u>Past 90</u>	<u>Tota</u>
Create a New Vendor Icon	Option						

Both options will open the Create a New Vendor window.



Create A New Vendor				
	Add Vendor			
General Payment	s Contacts Locations			
Vendor Name: *				
	Active			
Street:				
City: *				
State: *	Select State			
Zip:				
Country: *	United States of America			
Phone:				
Fax:				
Vendor No:				
Vendor Account No:				
Electronic Order Email:				
Electronic Order Fax:				
E-Order Template:	Assign E-Order Template			
Default Order Method:	 Fax Email none 			
SQ:				
Vendor Notes: [add a note]				
Add Vendor				

When creating a new vendor, the Create a new Vendor window will open displaying 4 tabs, General, Payments, Contacts and Locations. Once the Vendor entry is saved to the database the Products, Discounts and Stats tabs will be displayed.



General Tab

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Required fields are noted by an asterisk following the input field name. These fields must be completed before you can save your vendor entry into the database.

Vendor Name *	Enter the name of the Vendor to be created. As
	you type any matches found in the database will
	appear below the Vendor Name input box to help
	you avoid duplication of Vendors.
Active Check box	By default the active flag is checked, meaning the
	vendor is available for use. If you uncheck this
	box, then vendor will not be available for selection
	in reports or proposals.
Street	Enter the primary street address. This is the
	default billing/remit to address
City *	Enter the City for the vendors location
State *	Enter the State or Province for the vendors
	location
Zip	Enter the ZIPCODE or Postal Code for the
-	vendors location
Country *	Enter the Country for the vendors location
Phone	Enter the vendors phone number
Fax	Enter the vendors fax number
Vendor No	If you have used vendor numbers in a previous
	system, you can enter those vendors numbers here
Vendor Account No	This field holds YOUR account number with the
	vendor. It will be included on purchase orders to
	this vendor
Electronic Order Email	Enter the default order email address for this
	vendor. This address can be changed at purchase
	order creation
Electronic Order Fax	Enter the default order fax number for this vendor.
	This address can be changed at purchase order
	creation
Default Order Method	Select your default order method, either by email
	or by fax
Vendor Notes	You can enter any information that you want in
	this input box. This can be any information you
	want pertaining to this vendor. This information
	does not appear on any outgoing documents, it is
	for internal use only.

After entering your vendor information, click on the Add Vendor button and your entry will be saved into the database.



Payments Tab



Create A New Vendor

	Add Vendor	
General Payments Con	tacts Locations	
Required Deposit Percentage:	%	
Early Payment Discount:	% if paid days prior to due date	
Vendor's Payment Terms:	days	
Tax ID Number:		
1099 Vendor:		
Group Invoices Into Single Check?	Multiple invoices can be grouped and paid in a single check)	
Comment To Appear On POs:		
Small Order Fee: <i>Quoted</i> ?	If under \$ then add 0.00 dollars v	Ŀ
	Compare amount to: List Effective: Thru:	L
Freight Terms: Quoted?	If under \$ Thru: Thru:	
Fuel Surcharge:	Effective: Thru:	L
Surcharge: Quoted?	Effective: Thru: T	
Call Before Delivery Charge:	\$ Effective: Thru: T	
Manual Credit:	Activate Manual Credit? 🔲	
	Account:	
	Amount %	
Billing Remittance Inform	nation If different from general info	
Remittance Name:		
Street:		
City:		
State:	Select State	
Zip:		
Country:	United States of America	
Add Vendor		<i>this</i> Deale



Required Deposit Percentage	If this vendor requires a deposit payment before
	processing orders, you can enter the deposit
	percentage required here. When purchase orders
	are created for this vendor, the deposit payable
	will be created and placed in your Payables
	window so the deposit check can be generated.
	Only use this field if the deposit is required for all
	orders for this vendor
Early Payment Terms	If this vendor offers an early payment discount,
	enter the terms here. When invoices are entered
	for this vendor, the early payment terms are
	checked and the due date of the invoice will be
	flagged with an asterisk (and if you hold your
	mouse over the due date - an early discount
	message will be displayed) to alert you that a
	discount can be taken if the invoice is paid early.
	The early payment discount will be calculated and
	deducted from the payment automatically when
	the invoice is flagged for payment
Vendor's Payment Terms	Enter the payment terms you have with this
	vendor. This will be used to warn you of
	payments coming due for this vendor in the View
	and Pay Bills window.
Tax ID Number	Enter the vendor's Tax ID number here (1099
	Vendors)
1099 Vendor	If you need to issue 1099 forms to vendor's (or
	employees) check this box. This vendor will be
	included in the 1099 report for reporting purposes
Default Currency	Enter the default currency that you will pay this
	vendor in. Only applicable if you have multiple
	currencies defined in your System Configuration
Group Invoices Into Single Check	If this box is checked, multiple invoice payments
	for this vendor will be grouped to be paid on a
	single check. Up to 22 invoices can be paid per
	check. If more than 22 invoices are being paid, an
	additional check will automatically be created to
	pay the remaining invoices. The limit is set at 22
	invoices per check because only 22 printable lines
	exist on the check voucher stub. If more than 22
	invoices were listed, the print would run into the
	check print area. This also helps you conserve
	check print area. This also helps you conserve



	check stock
Comment To Appear on POs	Text entered here will be printed on all purchase orders generated for this vendor
Small Order Fee	If the vendor charges a small order fee and the terms can be defined here, enter those terms here. If the terms cannot be entered here, check the Quoted box. Proposals containing products from this vendor will be checked to see if this vendor charge is to be applied during the proposal finalization process. If the charge is to be applied, you will get a message alert in the proposal finalization window displaying the calculated charge. You have the option of allowing the charge to be applied to the proposal or to reject the line from being applied to your proposal. You also have the ability to add a GP% to the charge to sell the charge to your customer.
Quoted?	If the Quoted box is checked, you will get an alert message during the proposal finalization process that the vendor fee must be verified with the vendor. You can then call the vendor to discuss the details of your proposal to see if the fee is to be applied or not.
Freight Terms	If the vendor's freight terms can be defined here, enter those terms here. See Small Order above for proposal finalization processing
Quoted	See Quoted description above
Fuel Surcharge	If the vendor's Fuel Surcharge terms can be defined here, enter those terms here. See Small Order above for proposal finalization processing
Quoted	See Quoted description above
Surcharge	If there are any other terms you would like to add to this vendor, they can be added here. See Small Order above for proposal finalization processing.
Quoted	See Quoted description above
Call Before Delivery Charge	If the vendor's Call Before Delivery terms can be defined here, enter those terms here. See Small Order above for proposal finalization processing
Billing Remittance Information	These fields allow you to enter a remittance address for this vendor if it is different from the address entered on the General Tab. This address will be printed on checks generated to this vendor



Contacts Tab

Create A New Vendor	
General Payments Contac	Add Vendor
Contact Name: *	
Title:	
Phone:	
Phone 2:	
Mobile:	
Fax:	
Email:	
Add Vendor	•

Contact Name *	Enter the name of your contact with this vendor
Title	Enter the contact's Title
Phone	Enter the contact's phone number
Phone 2	Additional phone number input field
Mobile	Contact's cell phone
Fax	Contact's fax number
Email	Contact's email address

The Contacts tab allows you to enter the contact information for the people or departments that you work with at this vendor. This allows you quick access to phone numbers and email addresses.

If you would like to add a contact, the Contact Name is the only required field. You can add as many vendor contacts as you need. You can only enter a single contact name if you are creating a new vendor. Once you save your vendor record, you can add additional contacts.

After entering a contact, be sure to click on the Add Contact plus sign icon to save your entry.



Locations Tab

Create A New Vendor			
	Add Vendor		
General Payments Contacts Locations			
Location Name: *			
Account No:			
Street:			
City: *			
State: * Select State			
Zip:			
Country: * United States of America			
Add Vendor			

Location Name *	The short name of the location, (i.e. COM
	Location, Shipping Dept.)
Account No	If you have a specific account number with this
	vendor location you enter that number here
Street	Location street address
City *	Enter the locations City
State *	Enter the locations State
Zip	Enter the locations ZIPCODE or Postal Code
Country *	Enter the Country for this location

Required fields are noted by an asterisk following the input field name. These fields must be completed before you can save your entry into the database.

The Locations tab allows you to enter multiple addresses for the same vendor. If the vendor requires the shipment of COM to a different address than what appears in the General tab, you can add that address under the Location Tab. Vendor Locations can also be used as Ship To location in proposals and purchase orders.



You can enter as many Locations per vendor as you want. There are required fields on the Locations info window. You must complete the required fields before you will be allowed to save a location entry.

P

Vendor Locations can be used as Ship To locations in proposals and purchase orders.

After entering a location, be sure to click on the Add Location plus sign icon to save your entry.

Products Tab

Edit Vendor : Test Vendor	
	Update Vendor Delete Vendor
General Payments Contac	ts Locations Products Discounting Vendor Stats
Product Name or Description:	
	✓ Active?
Catalog Code:	
Cut Separate Purchase Order?	
If purchase orders for this produ	ct are submitted differently than is listed under the General tab, enter below:
Electronic Order Email:	
Electronic Order Fax:	
Default Order Method:	Place orders by fax
	Place orders by email
If this product has freight terms	different than those found in the Payments tab, enter below:
Freight Terms:	If under \$ then add
Quoted?	Effective: Thru: 💌
Please assign the income accour	nt, expense account, and tax status to be used for this product:
Income Account: *	
Expense Account: *	510 - Cost of Goods Sold
Taxable?	
<- Back	Add Product +
	and then Return to product listings 🔻
Update Vendor Delete Ven	dor 🗸



The Products tab is used to define products offered by the vendor. The Catalog Code that is used in electronic specification catalogs for that product line typically identifies products. You do not have to enter a catalog code to define a vendor product. Entering vendor products allows you to specify the characteristics of how that product is handled in Dealer Choice. When vendor Products are defined, they can be used to create discounts (Standard discounts or Customer discounts) and this information will be obtained and used upon selecting the Product for a proposal line item or during the import of a specification file to create the proposal line items. The taxable information for each Product is stored here as well as the income and expense account for tracking dollars associated with each Product.

Product Name or Description	Enter the Product name or description. Typically
	this is the catalog name
Active?	Select whether or not this product is active. If the
	Product is active it can be used in proposals, if it is
	not active the Product cannot be selected as a
	product in proposals
Catalog Code	Enter the electronic catalog code exactly as it
	appears in the specification catalog. This is
	typically a 3 character code. These codes are
	defined by the vendor. These codes are used when
	a specification file is imported into a proposal to
	identify the vendor, Product and any of the rules
	defined in the database to be applied to this
	Product
Cut Separate Purchase Order?	If you want this Product to always be placed on its
	own purchase order, check this box. No other
	product will be placed on the purchase order with
	this product.
Electronic Order Email	Enter the default electronic email order address.
	This address can be changed at purchase order
	creation time
Electronic Order Fax	Enter the default electronic fax order address.
	This address can be changed at purchase order
	creation time
Default Order Method	Select the default order method (email or fax). The
	order method can be changed at purchase order
	creation time
Freight Terms	If there are specific freight terms for this product
	that can be defined here, enter those terms. If not,
	check the Quoted box
Quoted	When the Quoted check box is checked, a message
	will be displayed during the proposal finalization
	process warning users that the freight terms must



	be confirmed by the vendor. This helps avoid missing freight charges that should be applied to
	proposals
Income Account *	Select the income account (Sales) that is to be used
	to track the sales dollars of this Product
Expense Account *	Select the expense account (COGS) that is to be
	used to track the cost dollars of this Product
Taxable?	Check this box if the product is taxable. When
	checked, you will be presented with all the tax
	entities defined in your tax table (System
	Configuration) and you must select the entities that
	you are responsible for collecting sales tax on for
	this product

Required fields are noted by an asterisk following the input field name. These fields must be completed before you can save your entry into the database.

After entering a vendor Product, click on the Add Product plus sign icon to save your changes. You also have the option of returning to the product list, or to return to Add Another Product input window. The option selection box is just below the Add Product icon.

Discount Tab

Vendor discounts are entered into the database via the Discounts tab. Discounts defined for vendor Products can be applied to proposal line items automatically during specification file import into proposals or manually on the Item Details tab in Proposals.

In the Vendor Discounts tab, you can create vendor standard discounts or customer specific discounts. In the Customer Discounts tab, you can only enter customer specific discounts (discounts for that customer only). A Standard discount is a discount offered by the vendor that can be used for any customer purchasing that vendor's products. A Customer discount can only be used by that customer.



Edit Vendor : Test Vendor					
			Update Vendor	Delete Vendor	•
General Payments Contacts L	ocations Product	s Discounting	Vendor Stats		
[Add New Discount]					
Discount Description	<u>Discount ID</u>	<u>Customer</u>		<u>Expiry Date</u>	
No discounts have been created unde	r this vendor.				
Update Vendor Delete Vendor					•

Standard Discount

Edit Vendor : Test Vendor					
	Update Vendor Delete Vendor				
General Payments Contac	ts Locations Products Discounting Vendor Stats				
Discount Type:	Standard Discount 🔻				
Discount Description:					
	GSA?				
Discount ID:					
Effective Date:	Sep V 19 V 2016				
Expiration Date:	Mar 🔻 18 🔻 2017				
<- Back	Add Discount +				
Update Vendor Delete Ven	dor 🗸				

See Customer Discounts for details on entering discount information. The only difference between entering a discount in the Vendors Discount tab is that you get the option to create a vendor standard discount. Typically, discounts are entered in the Vendor Discount tab because you can enter both vendor discounts and customer discounts here. The input fields are exactly the same in the Customer Discount tab and Vendor Discount tab and they update the exact same database.

Customer Discount



Edit Vendor : Test Vendor	
	Update Vendor Delete Vendor
General Payments Contac	ts Locations Products Discounting Vendor Stats
Discount Type:	Customer Discount 🔻
	Customer:
Discount Description:	GSA?
Discount ID:	
Effective Date:	Sep V 19 V 2016
Expiration Date:	Mar V 18 V 2017
<- Back	Add Discount +
Update Vendor Delete Ver	dor 🗸

See Customer Discounts for details on entering discount information. The only difference between entering a discount in the Vendors Discount tab is that you get the option to create a vendor standard discount. Typically, discounts are entered in the Vendor Discount tab because you can enter both vendor discounts and customer discounts here. The input fields are exactly the same in the Customer Discount tab and Vendor Discount tab and they update the exact same database.

Vendor Stats Tab



Update Vendor Delete Vendor
General Payments Contacts Locations Products Discounting Vendor Stats
Vendor Statistics for Test Vendor as of 1:50 pm
Open Bills (0)
There are no open bills for this vendor.
Outstanding A/P
Total Outstanding: \$0.00
-Purchase Order Booking
Total Booked Sales:
MTD: \$0.00 YTD: \$0.00
QTD: \$0.00 Overall: \$0.00
Update Vendor Delete Vendor

Open Bills	Lists any open invoices that you have with this vendor. You can click on any invoice that appears
	in this list and that invoice will open for review
Outstanding A/P	Displays a dollar amount of all open invoices you
	have with this vendor
Purchase Order Booking	Lists a snapshot of your Month To Date, Quarter
	To Date, Year To Date and total Purchase Order
	amounts you have for this vendor.

Search Vendors

There are two ways to search the Vendor database. The first option is from the main navigation menu and the second is from the Search Vendors icon in the Vendors List window.



Main Menu Option:

main mone op	tion.						
Home Customers	Vendors A & D	Proposals	ystem Accounting	Reports	Help & Communications	Proposal Number:	Go
	Vendor List	 Cre. 	te a New Vendor				
Welcoi	Receive & Pay Bills		ch for a Vendor	Choico Ac	mint		
		messages	Tiello Dealei	Choice Ac			
DEALER CHOICE							
Welcome Dealer Choice Ad	leader a						
welcome Dealer Choice Ad	imin:						
		'Me	nu Option				

Icon Option:

My Vendors							
Showing 1 - 25 of 865 Vendors.					Page :	1 of 35 1 <u>2 3</u>	<u>35</u> ≥
<u>Vendcr Name</u>	<u>Account No.</u>	<u>Location</u>	<u>Current</u>	<u>Past 30</u>	<u>Past 60</u>	<u>Past 90</u>	<u>Total</u>
¹ Search for a Vendor Icon	Option						

Both options open the exact same search input window.

earch Vendors	_
Filter your vendor search criteria below:	
Vendor Name Account Number Vendor Number	
Country	
Tax ID Discount ID Vendor Currency	
Default Order Method Misc Vendor Fees Misc Vendor Fees Small Order Fees Vendor Freight Fees Product Specific Freight Fees Fuel Surcharge	
Call Before Delivery Fees	
	rch

Enter the name of the vendor. As you type, any existing vendor names that match the character string will be displayed in the drop down selection

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	box below the Vendor Name field. If your vendor name appears you can click on the name in the list and click on the search button to access the vendor. If the drop down box with matches does not appear, then that entry does not exist in your database.
Account Number	If you use vendor account numbers in your vendor database, you can search by entering the number here
Vendor Number	If you use Vendor Numbers in your vendor database, you can search by entering the numbers here
Located In	Select the State or Province name to search the database. Any vendors having the selected State or Province in their address will be displayed.
Country	Select a Country from the selection list and any vendors having this Country will be displayed
Tax ID	Enter a tax id number and the vendor database will be searched on that id
Discount ID	Enter a discount id and the vendor database will be searched for that number
Customer Currency	If multiple currencies are defined, you can search for vendors that have that currency defined
Default Order Method	Select the default order method to search for and any vendors with your selection will be displayed
1099 Vendor	This check box will display any vendors that have been flagged as 1099 vendors
Deposit Required?	This check box will display any vendors that have the Deposit Required flag set
Misc. Vendor Fees	Selecting any of these items will search the vendor database for vendors that have miscellaneous vendor fee's defined

After entering your search criteria, click on the Search button. If any matches are found, they will be displayed as shown below in the Vendor List

My Vendors							
Search Results							
[Show All]							
Showing 1 - 1 of 1 Ver	ndors.					Page 1 of	f1 1
<u>Vendor Name</u>	Account No.	Location	<u>Current</u>	<u>Past 30</u>	<u>Past 60</u>	<u>Past 90</u>	<u>Total</u>
Test Vendor		Baltimore, MD					

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Import Catalog Codes

Users have the option of updating their Vendor Catalog Codes through the Import Catalog Codes icon. This icon will search your vendor list for new catalog codes. Click on the Import Catalog Codes icon and the follow box will display.

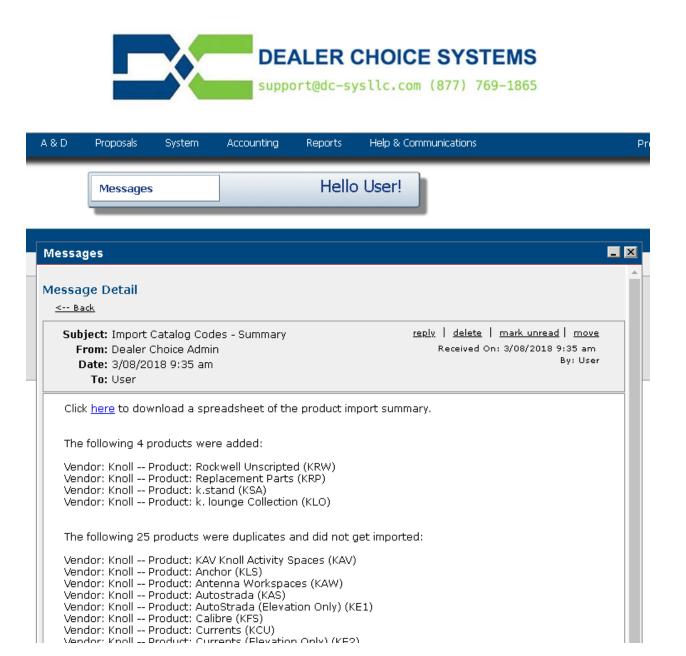
	port Catalog Codes			_ ×
	15 Vendors found		Select all vendors	Import
<u>Vendor Name</u>	Select the vendors to import catalog codes:			
AIS	AIS Planse select the correct vendor below.	Allseating	Falcon	
AIS Installers	Do not import V	🗹 Allseating - Mississauga, ON CA	🗹 Falcon - Baltimore, MD US	
Allermuir Ltd				
Allseating	Haworth	HBF HBF - Baltimore, MD US	Herman Miller Inc - Zeeland, MI US	
Bernhardt Textiles	B Hawordt - Baidhore, MD 03	MBP - Baidmore, MD 03	C Herman Miller Tric - Zeeland, MI 03	
Brothers Upholster	Knoll Knoll - Baltimore, MD US	LESRO Lesro - Baltimore, MD US	National ☞ National Office Furniture - Catonsville, MD US	
Davis Furniture				
Dealer Choice Syste	OFS	Sit On It Sit on It - Catonsville, MD US	Spec Furniture Spec Furniture - Catonsville, MD US	
Desk Makers				
Falcon	Steelcase	Teknion	Allermuir	
Haworth	🗹 Steelcase - Catonsville, MD US	🗹 Teknion, LLC - Mt Laurel, NJ US	Allermuir Ltd - Baltimore, MD US	
HBF				
Herman Miller Inc				

This window will show all of the vendors from your vendor list that has matches with vendors that have catalog codes. Select any vendors you would like to update to the latest catalog codes. When you are finished selecting vendors, click on the import button.

P

The Import Catalog Codes icon will not delete any existing catalog codes in your vendor database. It will only add new products that are not already in your system. It will not delete anything that already exists.

Now there will be a message in your message box with a list of the catalog codes that have been added to your site. You can click on the message to view that list. There is also a link in the message to download the import list in excel format.



Receive and Pay Bills

The Receive & Pay Vendor bills option is available under the Vendors menu. There are 3 options available under Receive & Pay Vendor Bills and they are New Vendor Bill, Receive Vendor Credits and Create a Customer Refund.

Home	Customers	Vendors	A & D	Proposals	System	Accounting	Reports	Help & Communications	Proposal Number:	Go
	Welcou [Logour	Vendor Li Receive 8		Messau	New Vendor B Receive Vendo Create a Custo	r Credits	oice Ad	min!		
Welcome De	aler Choice A	dmin!								

To view the list of entered vendor invoices click on Vendors - Receive & Pay Bills and the list will appear.

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Showing 1 - 4 of 🚯 🙀	l Vendor Invoices. 彈					Page 1 of 1 1 Sort Options
Vendor	<u>PO No.</u>	Invoice No.	Invoice Date	<u>Due Date</u>	Amount	Balance
😺 Teknion	2013-1000	100	5/06/2014	5/06/2014	\$500.00	\$0.00
😺 авсо		186	9/20/2016	10/05/2016	\$100.00	\$0.00
Dealer Choice	Systems Vendor Credit	1357	9/20/2016		\$1,500.00	\$1,500.00
Test Vendor		83482	9/20/2016	9/14/2016	\$1,400.00	\$1,400.00

The Vendor Invoices and Customer Refunds window column headings that are underlined can be used to sort the window data.

Vend	lor Invoices and Custon	ner Refunds					
	Showing 1 - 4 of 4 Venc						Page 1 of 1 1
	Vendor	<u>PO No.</u>	<u>Invoice No.</u>	<u>Invoice Date</u>	<u>Due Date</u>	Amount	Balance

Vendor Check Box	When viewing unpaid payable, clicking this box will flag all payables for payment, clicking the box
	a second time will un-select the payables
Vendor	This column displays the vendor name the payable was entered for
PO No.	This field displays the purchase order number that was entered on the payable, this field is an active link to the purchase order, clicking on the purchase order number will open the purchase order without having to leave the Receive & Pay Bills window
Invoice No.	This field displays the vendor invoice number that was entered
Invoice Date	This is the invoice date from the vendor invoice
Due Date	This is the Due Date of the invoice
Amount	This is the amount of the invoice
Balance	This is the balance due remaining on the invoice

In the Vendor Invoices window, there are up to 6 icons available.





Receive a new vendor bill

This option allows you to enter information from the paper vendor invoice. You are creating an entry in your Accounts Payables list. This will create an entry in your Vendor Invoices and Customer Refunds list. This is a list of payables that you will generate a check for. All entries made will stay in this list unless the entry is deleted. Of course, only unpaid entries may be deleted. To delete an invoice, click on the invoice and click on the Delete icon at the top of the window. If an invoice is paid in error, the check may be voided and the invoice can be adjusted if necessary and sent to the Pay Queue to be paid again. Once a check has been voided, that check number cannot be used again.

See the New Vendor Bill section of this document for details on entering a vendor bill (invoice).

The Flag Invoices for Payment icon no longer exists. All unpaid invoices appear with a selection box to the left of the invoice in the list. When you select an invoice for payment by clicking on this check box, the invoice is automatically flagged for payment.

Create a Customer Refund

If you need to generate a refund check to your customer, this option allows you to create the entry in your Payables list so you can generate a refund check.

See the Customer Refund section of this document for details for creating a customer refund.

Make Payments

This icon allows you to complete the check generation process. Clicking on this icon opens the Pay Invoices window and all of the invoices you have flagged for payment will appear in this list. Each entry in this list has a selection check box to its left.



< E	<u>ack</u>		Sor	t By Vendor	Show all	Show fla	gged 🔍 Due	e on or before	
Pa	yment Account: 100	.01 Operating Ca	ash \$402,409.49	•			Endin	g Balance: \$401,	221.09
•	Vendor	Due Date	Amt Due	Discounts	Deposits	Credits	Amt To Pay	Check No.	
~	Knoll, Inc. Invoice KNOLL-100	04/27/2016	\$584.80				584.80	To be printed	•
	ABCO Office Furnitur		+					· · · · · · · · · · · · · · · · · · ·	
	Invoice abco-101	05/22/2016	\$750.00			226.40	523.60	To be printed	•
	Lowe's Invoice Merno cost	09/01/2016	\$20.00				20.00	To be printed	•
	UPS FREIGHT Invoice UPS Charges	00/07/2016	\$60.00				60.00	To be printed	•
		Totals:	\$1,414.80			(\$226.40)	\$1,188.40	10 bo princou	

Sort By Vendor	Checking this option will sort the invoices by
	vendor
Show All	Checking this option will display all unpaid
	vendor invoices, whether they have been flagged
	for payment or not
Show Flagged	This option will show you only the invoices that
	have been flagged for payment
Due on or before	This option will prompt you for a date. Only
	invoices with a Due date on or before the date you
	enter will be displayed
Payment Account	Select the cash account that you are going to make
	the payments from, if you have multiple cash
	accounts that are flagged as an account that you
	will write checks from, it will appear as a selection
	option here
Ending Balance	This field indicates the Payments Account balance
	if you generate checks for the selected invoices
Posting Date	This is the date that the payments will be posted to
	in your general ledger. You can pre and post date
	your checks
Submit To Pay Queue	Clicking on the Submit To Pay Queue button will
• -	update your ledger with the selected payments



Clicking on the Submit To Pay Queue button will flag your invoices as paid even though the checks have not yet been printed. You will see the rotating \$100 bill when you have checks waiting to be printed as a reminder that you have submitted checks to the Pay Queue but have not yet printed them. Don't forget to print your checks.

Manual Vendor Discounts

0

Back	oices k		Sort B	y Vendor	Show all	Show flag	ged 🔍 Du	e on or before		
Paym	ent Account: 100	0.01 Operating Cas	h \$402,409.49	•			Endin	g Balance: \$401,8	85.89	
V 💟	/endor	Due Date	Amt Due 🛛 🛛	iscounts	Deposits	Credits	Amt To Pay	Check No.		
А	BCO Office Furnitu	re								
🖉 h	nvoice abco-101	05/22/2016	\$750.00 (0.00)		226.40	523.60	To be printed	•	
		Totals:	\$750.00			(\$226.40)	\$523.60			
ep ▼	Date: 21 ¥ 2016 📰 : To Pay Queue									

Vendor discounts can be entered manually if necessary. If the vendor offers an early payment discount, the discount terms should be entered in the vendor database so the discount can be applied automatically.

To manually enter a discount, place your mouse in the Discounts column on the invoice line in the Pay Invoices window. You will see the discount input field appear allowing you to enter the dollar amount of the discount to be applied to the invoice.

After entering the discount amount, the Amt to Pay value will update reflecting the applied discount.

	<u>ack</u>				- 5116W al	l 💿 Show flag	igeu o Du	e on or before	
Pay	yment Account: 10	0.01 Operating Ca	sh \$402,409.49) •			Endin	g Balance: \$401	,935.89
~	Vendor	Due Date	Amt Due	Discounts	Deposits	Credits	Amt To Pay	Check No.	
	ABCO Office Furnitu	ire							
1	Invoice abco-101	05/22/2016	\$750.00	(50.00)		226.40	473.60	To be printed	٣
		Totals:	\$750.00	(\$50.00)		(\$226.40)	\$473.60		

If your vendors offer early payment discounts and you can enter the terms in the Vendor database (Payments tab - Early Payment Discount input field) the discounts will be calculated for you and will appear in the Discounts column automatically, if the discount terms are satisfied.



Vendor Deposits and Credits

If a deposit has been paid on a purchase order the deposit amount paid will appear in the Deposits column on the invoice line. Deposits paid towards a purchase order cannot be altered because the deposit check has already been generated.

When entering an invoice where a deposit has been paid be sure to enter the invoice for the full amount of the invoice before the deposit has been applied. The deposit amount paid will be deducted from the invoice amount when you pay the invoice.

Any vendor credits that have been entered will be automatically applied to payments to that vendor and if applied, will appear in the Credits column. If you wish to pay the invoice in full, without using any of the credits, simply remove the dollar amount from the Credits field.

To be Printed	If the check is to be printed on check stock, leave
	this option selected. The check number on your
	check stock must match the check numbers being
	printed.
Handwritten	If the check was handwritten select this option.
	The check will not be printed but your general
	ledger accounts will be updated as if the check was
	printed. The check number entered will appear in
	your check register as a check that has been
	generated as well.

Check No.

The handwritten check feature also includes an auto check number incriminator. When setup in System Configuration, there are fields for a seed number (Check number prefix) and for a check number counter. When the Handwritten check option is selected, the Check No: field will be automatically populated with the next check number to be used in sequence.



у II <u>< </u> Е	nvoices Back		Sor	t By Vendor	Show all	Show flag	ged 🔍 Due o	n or before
Pa	ayment Account: 10().01 Operating Ca	sh \$402,409.49) 🔻			Ending E	alance: \$401,885.89
•	Vendor	Due Date	Amt Due	Discounts	Deposits	Credits	Amt To Pay C	neck No.
	ABCO Office Furnitu	re					_	Hand written 🔹
	Invoice abco-101	05/22/2016	\$750.00		[226.40	523.60 C	heck No: EFT-1026
		Totals:	\$750.00			(\$226.40)	\$523.60	

Checks waiting to be printed

Once you have submitted invoices to the Pay Queue, you will see the rotating \$100 bill icon, which serves as a reminder that you have checks waiting to be printed. If you see the rotating \$100 bill then you know that checks are ready to be printed. Once all the checks in the Pay Bills window have been printed, the rotating \$100 bill will no longer be visible.

Vendor Invoices and Cust	ndar Invoices and Customer Refunds						
Showing 1 - 4 of 4 Vi						Page 1 of 1 1 Sert Options	
Vendor	PO Ne.	Invoice No.	Invoice Date	Due Date	Amount	Balance	
R	Rotating \$100 Dollar Bill Icon						

Select your starting check number that matches your check stock.

Print Checks	X
Printing checks for account: 100.01 Operating Cash Starting check number: 72 Go	•
	-
	- //



Payments To Be Made Preview Checks 100.01 : Operating Cash [change] [uncheck all]							
You have 3 pay	ments t	o make totaling	\$1,52	3.80.			
ABCO Office Fi Total Due: \$523				ABCO Office Furniture PO Box 2787 Florence, AL 35630	e 1099		
🗐 1 Invoice	e for AB	CO Office Furnit	ure				
Check	No.	Due Date	Invoid	e No.	Payment Amt		
✓ 72		07/01/2016	abco	-1002	\$523.60	*	
Knoll, Inc. Total Due: \$584	H.80			Knoll, Inc. PO Box 841366 Dallas, TX 75284-136	56		
	e for Kno	oll, Inc.					
🖃 1 Invoice	No.	Due Date	Invoid	e No.	Payment Amt		
1 Invoice Check							

[change]	This icon to the right of the account allows you to
	change the cash account that the selected checks
	will be paid from
[uncheck all]	This icon will unselect invoices. Any invoices
	unselected will not be paid in this check run
Selection box to left of check number	This check box allows you to (un)select which
	invoices you are going to pay in this check run.
	The invoice will remain flagged for payment.
Remove invoice from Pay Queue icon	This icon - to the right of the amount to pay field
	will remove the invoice from the pay queue,
	invoices removed from the pay queue must be
	flagged for payment again to be paid
Preview Checks	This button will open the Preview Checks window
	showing you a PDF view of the checks to be
	generated. From this window, you click on the
	printer icon to send the checks to your printer



After you click on "Preview Checks", a screen will appear to give a preview of what your check(s) will look like. Select the printer icon (in the upper left corner) from this screen to bring up a PDF of your printed checks. From there you can print to your check stock from your printer.

review Checks	
	No. 72 Date: 2016-09-21
Pay to the Order of:ABCO Office Furniture	\$ 523.60
Five Hundred and Twenty-three Dollars and 60/100 ABCO Office Furniture 1099 PO Box 2787 Florence, AL 35630	
Memo: abco-1002	_
:123456789: "O123456789"	

Reprint Checks

This icon allows you to reprint an existing check. To reprint a check, click on this icon and enter the check number or numbers separated by a comma and these check images will be reprinted. This option is to reprint a previously printed check.

vendor Involce	ndar Involces and Customer Refunds						
	- 4 of 4 Vendor Inv	oices.					Page 1 of 1 1
Vendo	£	PO No.	Invoice No.	Invoice Date	Due Date	Amount	Balance
	I Rep	rint Check	ks Icon				

Checks can also be reprinted from the Check Register under Accounting - Check Register.

Reprint Checks Window



- This option is only to be used to print an existing check on check stock containing the original check number.

- Checks can be printed on plain white paper if desired.

On the Print Checks window, enter the check number(s) of the checks you want to reprint and click on the Reprint Checks button.

Print Checks	_ ×
To reprint multiple checks, enter the check numbers below, separated by commas (i.e. 1001, 1002). This option is intended for checks that will be reprinted on the original check number. If your check was printed incorrectly, you must void that check and reprint it from your payables list.	
72, 73, 74	
Reprint Checks	

A PDF will open with the checks you have entered to reprint. From there you can print the checks from a printer connected to your computer or to a printer on your network.

You can only send checks to printers defined on your company network or to printers installed on your computer.

Search Payables

This icon allows you to search the invoices you have entered.

endor Invoices and Customer	Refunds					
Showing 1 - 4 of 4 Vendor	taugires					and the second
🕼 🧐 🖆 🚥 🦓 🖯						Page 1 of 1 1 Bort Options
Vendor	PO No.	Invoice No.	Invoice Date	Due Date	Amount	Balance
	Search for Payables Icon					

This is the Search for Payables window.



Search Payables	_ ×
Filter your payables search criteria below: Invoice Number Invoice Due Date From: To: Paid & Unpaid Check No	
Search] •

Invoice Number	Enter the invoice number on the invoice you received from the vendor. Entering the first few characters or digits of the vendor invoice number will display any vendor invoices that match what you have entered increasing the chance of finding the invoice
Invoice Due Date	Enter a date range (From date and To date), invoices with an Invoice Due date within this range will be displayed
Paid/Unpaid	Search by Paid invoices or Unpaid invoices
Check No	Search by the Check Number
Dealer Choice PO Number	Enter the purchase order number, invoices that we entered with this purchase order number will be displayed
Search By Vendor	Enter the vendor name and invoices from that vendor will be displayed, you can enter multiple vendor names.

Pagination Controls

The pagination controls allow you click on a page number to display, or you can use the left '<' and right '>' arrows to scroll through the pages of your invoices.

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Sort Options

The Sort Options control is found on the right side of the window under the Pagination controls. Click on the 'Sort Options' link to see the options.

Page 1 of 5 1 2 3 5 ≥
Sort Options
Sort Options 🗵
Show:
All Payables
 Only Paid Payables
 Only Flagged Payables
 Only Unpaid Payables
By Type:
Show All Types
 Only Show Bills
 Only Show Credits
 Only Show Refunds
 Only Show Deposits
With their due dates from:
•
То:
T
Created By:
Test1 ^
Test2 Test3
Test4
Remember Preferences GO

All Payables	This option will display the entire list of payables
	entered
Only Paid Payables	This option will display only payables that have
	been paid
Only Flagged Payables	This option will display payables that have been
	flagged for payment
Only Unpaid Payables	This option will display unpaid payables,



	including flagged payables		
Show All Types	This option will display bills, credits, refunds and		
	deposits		
Only Show Bills	This option will display invoices only per the		
	option selected in the 'Show' field		
Only Show Credits	This option will display credits only per the option		
	selected in the 'Show' field		
Only Show Refunds	This option will display refunds only per the		
	option selected in the 'Show' field		
Only Show Deposits	This option will display deposits only per the		
	option selected in the 'Show' field		
From Date	Filters the list to display by the Due date entered		
	on the bill, credit, refund or deposit, start date		
To Date	Filters the list to display by the Due date entered		
	on the bill, credit, refund or deposit, end date		
Created by	This option allows you to search the list by the		
	person that entered the payable		
Remember Preferences	Checking this box will preserve your Sort Options.		
	These settings will be used to display your		
	payables list until you change the settings. This		
	option is preserved by user, it is not a global		
	setting, if this box is left unchecked, the particular		
	sort will be preserved until you leave the Receive		
	& Pay Bills window		
Go	Click on the Go button after you have made your		
	Sort Option selections to perform the Sort		

New Vendor Bill

To Receive a New Vendor Invoice, you can enter it through the Vendors – Receive & Pay Bills – New Vendor Bills from the menu option or you can click on the Receive a New Vendor Invoice icon in the Vendor Receive and Pay Bills window.

Menu opt	ion:									
Home Cu	stomers Ven	dors	A & D	Proposals	System	Accounting	Reports	Help & Communications	Proposal Number:	Go
		ndor List		•	-		_	_		
	Welcol Rei	eive & P.	'ay Bills	Messau	-New Vendor E		oice Ac	lmin!		
					Receive Vend Create a Custi					
DEALER CHOICE					Create a cost	Smerrenaria				
Welcome Dealer	Choice Admin!									
					Menu Opt	tion				

Icon option:

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dor Invoices and Custome	er Refunds					
Showing 1 - 4 of 4 Vendo						Page 1 of 1 1
Vendor	<u>PO No.</u>	Invoice No.	<u>Invoice Date</u>	<u>Due Date</u>	Amount	Balance
Receive a New V	endor Invoice					

Both options will display the Receive a New Vendor Invoice window.



Create a New Vendor Invoice/Deposit					_ ×		
Create a New Vendor Invoice	/Deposit	Save) and	Close	¥	Î		
Vendor: [
Туре:	Bill 🔻						
PO No:							
Hold Payment:							
Invoice Amount:							
Invoice No:							
Invoice Date:	Jul ▼ 17 ▼ 20	017					
Date of Receipt:							
Due Date:	Aug ▼ 1 ▼ 20						
Notes:							
				<u> </u>			
Total Expenses: Account	Amount	Memo		Proposal			
				Froposal			
J J							
		[1 - 25 [ad	d more lines]			
L							

Vendor	Enter the vendor name from the invoice. As you
82	

support@dc-sysllc.com (877) 769-1865

Type PO No	type, any matches found in your database will appear in a drop down selection box, select the vendor name from the list. If the vendor name is not in the list, you must enter the vendor into the
	will appear in a drop down selection box. Select the appropriate PO number from the list
Hold Payment	If this box is checked, this invoice payment will be placed on Hold. You cannot pay a vendor invoice if it is on Hold, if the payable is placed on Hold, the Vendor name will appear in the list in red letters
Invoice Amount	Enter the amount of the invoice. This amount should match your purchase order amount. If the amount you enter here does not match the amount of the purchase order, you will get a warning message when you try to save the invoice.
Invoice No	Enter the invoice number from the vendor invoice
Invoice Date	Enter the invoice date from the invoice
Date of Receipt	Enter the date your received the invoice
Due Date	Enter the Due Date from the invoice
Exclude Manual Credits	Check this box to exclude manual credits from this vendor invoice
Notes	Use this field to enter any notes you deem necessary concerning this invoice
Account Distribution	Enter your expense accounts to track your expenses, either type the account number or name or click on the drop down selection arrow to select the account from the list
[add more lines]	If you need to enter more accounts, click on the box next to this link. Enter the number of lines you will need between 1 and 25. Then click on the "add more lines" link. The amount of additional expense account lines you entered will be added. If you need more than 25 lines, you can continue to add them until you reach your desired amount. It is not limited.



Save and	Use this to specify the action taken when you click
	on the Save button
Save and Close	This option will save your payable and close the
	payable entry window
Save and Add New	This option will save your current entry and open
	the payable input again so you can enter another
	payable
Save and Add New Same Vendor	This option will save your current entry and open
	the input window again with the Vendor field
	populated with the vendor you used on the last
	payable.

Total Expenses

When entering invoices that were generated by a purchase order, you MUST use your Work In Progress (WIP) account as the first distribution account.

When payables are entered using the WIP account as the primary distribution account, the WIP account is debited for the invoice amount. When you create your customer invoice that contains the product on the associated purchase order, your WIP account is credited. This is how your WIP account is updated.

When entering invoices generated from a purchase order you must enter the purchase order number in the PO No. field to link the vendor invoice to the purchase order. Do not enter the associated proposal number in the Proposal input field when you have entered a purchase order number in the PO No. field. This will cause the costs to be charged twice against this proposal.

When entering invoices that have not been purchased on a purchase order, leave the Po No. field empty. In the Total Expenses section, enter the appropriate account distribution and include the proposal number in the Proposal input field to associate the costs with the proposal.

For example, if you incurred overnight shipping fees for sending documents or parts/tools to a customer or installation company, which were not purchased on a purchase order, you will enter the account that you have setup on your general ledger for overnight shipping fees (or whatever that account may be called) include the proposal number the extra charges were incurred on. This will add the costs to the proposal and will be used in the calculation of the overall Gross Profit on the proposal.

A/P Line Mapping

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The A/P Line mapping function allows you to select individual line items on a vendor invoice that you wish to pay for at a specific time. If you prefer to only make payment on specific line items on a vendor invoice, you can use the line-mapping feature to select those line items to be paid. Typically, only line items that have been received are selected for payment and the payment for the remaining items is made after the additional line items have been received.

A/P Line mapping is optional. You do not have to select each line item on a vendor invoice to pay the vendor invoice. If line item mapping in not used, then the entire amount of the vendor invoice will be paid.

There is a control setting in System Configuration (Company & System Settings tab - System Settings tab) called 'Require items to be received in order to map on A/P line item?' that can be set to Yes or No. If this control is set to No, then any line item on the purchase order can be selected for payment. If this control is set to Yes, then the line items must have a 'Received Date' entered via the entry of Acknowledgement data. If the line item does not have a received date entered and this control is set to Yes, then the line item cannot be selected for payment via the A/P line item mapping function.

After selecting a vendor name and the purchase order number to enter an invoice for, the Create a New Vendor Invoice window will display two links to the right of the PO No. field. These links are [View Purchase Order] and [Map Line Items]

Create a New Vendor Invoice/D	eposit	_ ×
Create a New Vendor Ir	voice/Deposit	Î
Vendor:	Knoll, Inc.	
Туре:	Bill	
PO No:	8265 <u>View Purchase Order</u> <u>Map Line Items</u>	
Hold Payment:		
Inucico Amount	71710	

The [View Purchase Order] link allows you to view the actual purchase order.

The [Map Line Items] link allows you to view and select line items on the purchase order to be paid.

In the example below, the [Map Line Items] link has been clicked. Also, the [Map Line Items] link changes to [Hide Line Items]. You can click on this link if you do not wish to map line items.



e a l	New Vendo	or Invoice/D	eposit			
Crea	ate a New	Vendor Ir	woice/D	eposit	Save and Clos	e T
		Vendor:	Knoll, Inc	•		
		Type:	Bill	•		
PO No:			8265		<u>View Purchase Order</u>	<u>Hide Line Items</u>
	Qty	Item No.		Item Desc		Ext Cost
	1.00	D1R9636G		Worksurface, Re	ctangular, 9	\$140.80
	1.00	55P3-4-A5K-	GH	Life Chair, High F	Performanc	\$279.04
	1.00	428C-1-U		Harry Bertoia Ba	irstool, bar	\$305.76
	Ho	d Payment:				
	Invo	ice Amount:	72	25.60		
		Invoice No:				
Invoice Date: Jul 🔻				18 🔻 2017 🔳		
Date of Receipt: Jul 🔻				18 🔻 2017 🛄		
		Due Date:	Aug 🔻	10 🔻 2017 🔳		
E	xclude Man	ual Credit?:				
		Notes				

As you can see in the example above, each purchase order line item is displayed with a line item selection check box and the line item selection box is grayed out. In this example, none of the line items can be mapped because the line items do not have a Received Date entered (acknowledgement info) and the System Configuration control 'Require items to be received in order to map on A/P line item?' is set to Yes.

In the next example, we have set the 'Require items to be received in order to map on A/P line item?' to no which means that we do not have to have a Received Date entered to be able to map line items for payment.



reate	e a New	Vendor Ir	woice/D	eposit Save and	Close 🔻	
		Vendor:	Knoll, Inc			
		Type:	Bill	¥		
		PO No:	8265	View Purchase Or	der Hide Line Items	
	Qty	Item No.		Item Desc	Ext Cost	
	1.00	D1R9636G		Worksurface, Rectangular, 9	\$132.32	
	1.00	55P3-4-A5K-	GH	Life Chair, High Performanc	\$279.04	
	1.00	428C-1-U		Harry Bertoia Barstool, bar	\$305.76	
	Ho	ld Payment:				
	Invo	ice Amount:	71	17.12		
		Invoice No:				
Invoice Date: Sep 🔻				22 🔻 2016 📕		
Date of Receipt: Sep 🔻				22 🔻 2016 🔳		
Due Date: Oct 🔻 1				15 🔻 2016 🗖		
Exclude Manual Credit?:						
		Notes:				

We will select 2 of the three line items to be paid as shown in the following example. After selecting our line items, you will see that the invoice total will be updated to match the line items selected, not the purchase order total amount.



reate	e a New	Vendor Ir	ivoice/D	Save and Clos	e v
		Vendor:	Knoll, Inc	· ·	
		Type:	Bill	Y	
		PO No:	8265	View Purchase Order	Hide Line Items
	Qty	Item No.		Item Desc	Ext Cost
	1.00	D1R9636G		Worksurface, Rectangular, 9	\$132.32
	1.00	55P3-4-A5K-	GH	Life Chair, High Performanc	\$279.04
	1.00	428C-1-U		Harry Bertoia Barstool, bar	\$305.76
	Ho	ld Payment:			
	Invo	ice Amount:	4:	11.36	
Invoice No:					
Invoice Date:			Sep ¥ 22 ¥ 2016		
Date of Receipt: S			Sep ¥ 22 ¥ 2016		
Due Date:			Oct V 15 V 2016		
Exclude Manual Credit?:			0		
		Notes:			

When the Save button is clicked, an error message will be displayed to warn you that the amount being entered does not match the purchase order amount. This alerts you to be sure to that you know that the invoice amount and the purchase order amount are different. Since we are mapping line items and have not selected all purchase order line items, we can ignore this message. The 'Proceed Anyway' allows you to save your invoice.



Create	reate a New Vendor Invoice/Deposit							_ X	
Total origin	Error! Total payables entered against this purchase order (\$411.36) differ from that of the original PO amount (\$717.12). Proceed Anyway								
C	Create a New Vendor Invoice/Deposit Save and Close								
			Vendor:	Knoll, Inc					
	Туре:			Bill	Bill 🔻				
	PO No:			8265 <u>View Purchase Order</u> <u>Hide Line Items</u>			l <u>er</u> <u>Hide Line Items</u>		
		Qty	Item No.		Item Desc		Ext Cost		
		1.00	D1R9636G		Worksurface, R	ectangular, 9	\$132.32		
		1.00	55P3-4-A5K-	GH	Life Chair, High	Performanc	\$279.04		
		1.00	428C-1-U		Harry Bertoia B	arstool, bar	\$305.76		
		Ho	ld Payment:						
		Invo	ice Amount:	411.36					
			Invoice No:	MAP_EXAMPLE					
	Invoice Date:			Sep ▼ 22 ▼ 2016					
	Date of Receipt:			Sep V 22 V 2016					
	Due Date:			Oct ▼ 15 ▼ 2016					
	Exclude Manual Credit?:								
	Notes			[

After reviewing your invoice details and confirming that they are correct, click on the 'Proceed Anyway' button to save your invoice. You can now flag this invoice for payment and only the amount of the selected line items will be paid on this invoice.

You can edit this invoice to select the remaining line items before paying this invoice or you can edit the invoice to select the remaining line items after this invoice has been paid. You do not have to enter a new invoice for the same purchase order to create a new payable entry in your payables list.

Receive Vendor Credits

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Vendor Credits can be entered through the Vendors – Receive & Pay Bills – Receive Vendor Credits menu option or from the Receive a New Vendor Invoice Icon on the Vendors – Receive and Pay Bills window.

Menu Option:						
Home Customers Vendors A	& D Proposals	System Accounting	Reports Help & C	Communications	Proposal Number:	Go
Welcon Kerceive & Pay		ew Vendor Bill eceive Vendor Credits reate a Customer Refund	oice Admin!			
Welcome Dealer Choice Admin!						
	'Me	enu Option				
Icon Option:						
Vendor Invoices and Customer Refu	nds					
Showing 1 - 4 of 4 Vendor Invoi 🤑 🐕 🚰	ces.					Page 1 of 1 1
Vendor	<u>PO No.</u>	Invoice No.	<u>Invoice Date</u>	<u>Due Date</u>	Amount	Balance
Icon Option						

If you use the Receive a new vendor invoice icon to enter a vendor credit, be sure to change the Type: field to "Credit".



Create a New Vendor Invoice/Deposi	t	_ ×
Create a New Vendor Invoid	e/Deposit Save and Close	Î
Vendor:		
Туре:	Credit 🔻	
PO No:		- 11
Hold Payment:		- 11
Amount:		
Reference No:		- 11
Date:	Aug ▼ 2 ▼ 2017 🛄	
Exclude Manual Credit?:		- 11
Notes:		- 11
Total Expenses: Account	Amount Mouro	- 11
	Amount Memo Proposal	
	1 - 25 [add more lines]	

Vendor	Enter the vendor name that is issuing the credit
Туре	This MUST be set to Credit to enter a vendor
	credit
PO No.	Enter the purchase order number that the credit is



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support@dc-sysllc.com (877) 769-1865

	being generated for. This is optional and if not entered, credits will be applied to any payable being paid for this vendor
Hold Payment	To place the credit on hold, check this box. A credit that is on hold will not be used when paying invoices for this vendor
Invoice Amount	Enter the amount of the credit
Reference No	Enter the credit number from the vendor. This reference number will be printed on the check stub, if possible when the credit is used on a payment to the vendor
Due Date	Enter the date the credit was issued by the vendor
Notes	Enter any text you deem necessary regarding this credit
Total Expenses	Enter your WIP account here. Your Vendor Credits account will be updated when the vendor credit is applied to a payment
[add more lines]	If you need to enter more accounts, click on the box next to this link. Enter the number of lines you will need between 1 and 25. Then click on the "add more lines" link. The amount of additional expense account lines you entered will be added. If you need more than 25 lines, you can continue to add them until you reach your desired amount. It is not limited.
Save and Close	Your credit will be saved and the input window will close
Save and Add New	Your credit will be saved a the input will open again so you can enter another credit
Save and Add New Same Vendor	Your credit will be saved and the input window will open again with the Vendor field populated with the vendor you used on the last credit

Vendor credits are applied automatically to vendor payments. If you wish not to use credits when paying the vendor, you can edit the Credits column in the Pay Invoices window (by changing the Credits amount to zero 0.00) and no credits will be used for that payment.

When credits are used to pay a vendor invoice, the reference number will be printed on the check stub. If multiple credits are used on a single payment, all credit reference numbers cannot be listed because of space limitations on the voucher. The Check Run Report will list all credit reference numbers used on each check (if applicable).



Create a Customer Refund

Customer Refunds can be entered through the Vendors – Receive & Pay Bills – Create a Customer Refund menu option or from the Create a New Customer Refund Icon on the Vendors - Receive and Pay Bills window.

Menu Option:						
Home Customers Vendors A &	D Proposals	System Accounting	Reports Help &	Communications	Proposal Number:	Go
Welcour Receive & Pay Bills	messag	New Vendor Bill Receive Vendor Credits Create a Customer Refund	oice Admin!			
Welcome Dealer Choice Admin!						
	I p	Menu Option				
Icon Option:						
Vendor Invoices and Customer Refund	5					
Showing 1 - 4 of 4 Vendor Invoice	5.					Page 1 of 1 1
📮 🥵 🚄 🚃 🦓 🕃						Sort Options
Vendor	PO No.	Invoice No.	<u>Invoice Date</u>	<u>Due Date</u>	Amount	Balance
Create a New Custo	mer Refund	d Icon Ontion				

Create a New Customer Refund Icon Option

Both options will open the Create a New Customer Refund window.



ate a New Customer Refund				-		
Create a New Customer Refund						
Save and Close						
Customer:						
Original Invoice No:						
Refund Amount:						
Refund Date:	Jul 🔻 18 🔻 20	17				
Due Date:	Aug ▼ 2 ▼ 20	17 -				
Notes:						
Total Expenses:						
Account	Amount	Memo	Proposal			
		1 - 25	[add more lines]			
		1-20	1 agg more mest			

Customer	Enter the customer name to whom the refund is to
	be made. After entering the first few characters,
	any matches in your customer data base will be
	presented in a drop down selection box. Click on
	the entry in the selection box
Original Invoice No	Enter the first few characters/digits of the invoice
	number for which the refund is being generated.
	Any invoice numbers that match the characters
	you've entered will be displayed with the invoice



	amounts. Click on the invoice in the selection box
Refund Amount	Enter the amount of the refund
Refund Date	Enter the date you are creating the refund. The
	default is today's date
Due Date	Enter the date by which you want to pay the
	refund. This is the due date that will appear on the
	refund in the Receive & Pay Bills window
Notes	Enter any notes you deem necessary for
	information about this refund
Total Expenses	Enter the account name or number of the account
	or click on the drop down arrow to select your
	account from the list presented
Amount	The Amount field will automatically populate
	from the Refund Amount field. This field can be
	changed to distribute the amount between multiple
	accounts
[add more lines]	If you need to enter more accounts, click on the
	box next to this link. Enter the number of lines you
	will need between 1 and 25. Then click on the
	"add more lines" link. The amount of additional
	expense account lines you entered will be added. If
	you need more than 25 lines, you can continue to
	add them until you reach your desired amount. It is
	not limited.
Save and Close	This option will save your customer refund
	information and close the refund window
Save and Add New	This option will save your refund and open a new
	customer refund input window
Save and Add New Vendor	This option will save your refund and re-open the
	refund window with the same customer entered
	previously

After saving your customer refund, it will appear in your Receive & Pay Bills will as a payable. You must generate the refund check to be sent to your customer.

A & D

Architectural & Design Community Database

The A & D database options have their own menu structure. Access to the A & D list may be restricted by user permissions (See Permissions).



There are 3 options available under the A & D menu item; A & D List, Create a New A & D Firm and Search A & D Firms.



A & D firms can be added to the A & D database and once added here, they can be applied to Proposals in the Proposal Project Info tab. This database is in place now to support future reporting development. Reporting options are being developed to allow you to search proposals using the A & D information in your Proposals. This may be important to you to allow you to see which A & D firms you are getting customers from and possibly which firms you want to focus more on in getting more business opportunities from.

A & D List

Architectural & Design

The A & D list option will display a list of all A & D firms that have been entered into your system

rchitectual & Design Community				
Showing 1 - 3 of 3 A & D Firms.	Page 1 of 1 1			
Firm Name	Location			
New AD firm	Catonsville, MD			
Test A&D Group	Baltimore, MD			
The Lawrence Group	St. Louis, MO			

To see the details of any entry in the list, simply click on the entry and the Edit A&D Firm window will open. You can make any changes to the A & D firms information and save them by click on the Update Firm Button.

The entry can be deleted by clicking on the Delete Firm Button.



Edit A&D Firm: The Lawrence Group 📃 🗵					
General Info A&D Contacts A &	D Stats				
Firm Name: *	The Lawrence Group				
Street: *	319 N. 4th Street Suite 1000				
City: *	St. Louis				
State: *	Missouri				
Zip: *	63102				
Country: *	United States of America				
Phone: *	3142315700				
Fax:					
Update Firm Delete Firm					

You can also create a new A & D firm from the A & D List by clicking on the Create a New A & D Firm icon and you can search your A & D firms by clicking on the Search A & D Firms icon.

Architectual & Design Community		
Showing 1 - 3 of 3 A & D Firms.		Page 1 of 1 1
<u>Firm Name</u>	Location	
Search for an A&D Firm Create a New A&D Firm		

A & D Create New A & D Firm

Architectural & Design

To create a new A&D firm, you can select Create a New A&D Firm from the menu option or you can click on the Create a New A&D Firm icon from the Architectual & Design Community window.

Menu Option:



Home	Customers	Vendors	A&D	Proposals	System	Accounting	Reports	Help & Communications	Proposal Number:	Go
	[Logout	e, Admin]	A & D Li		Create a New Search A & D		choice Ad	min!		
Welcome D	ealer Choice A	dmin!								
				1	Menu Opt	ion				

Icon Option:

Ceneral Info

Architectual & Design Community		
Showing 1 - 3 of 3 A & D Firms.		Page 1 of 1 1
Firm Name	<u>Location</u>	
Create a New A&D Firm		

Both options open the same input window.

The Create a new A&D Firm window opens with 3 tabs. The General Info tab, the A&D Contacts tab and the A & D Stats tab.

Create A New A&D Firm	_ X
General Info A&D Contacts A &	D Stats
Firm Name: *	
Street: *	
City: *	
State: *	Select State
Zip: *	
Country: *	United States of America 🔹
Phone: *	
Fax:	
Add Firm	•

Firm Name *	Enter the name of the A&D firm (required field)
Street *	Enter the address for the firm (required field)
City *	Enter the City of the A&D firm (required field)
State *	Select the State of the A&D firm (required field)

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Zip *	Enter the ZIP or Postal Code of the A&D firm
	(required field)
Country *	Enter the Country of the A&D Firm (required
-	field)
Phone *	Enter the phone number of the A&D firm
	(required field)
Fax	Enter the FAX number for the A&D firm
Add Firm	After entering the required data, click on this
	button to save your entry

Input field names followed by an asterisk (*) are required fields and must be entered before your entry will be saved.

A&D Contacts

	Create A New A&D Firm	
	General Info A&D Contacts A &	A D Stats
	Contact Name:	
	Title:	
	Phone:	
	Phone 2:	
	Mobile:	
	Fax:	
	Email:	·
ŀ		1

Contact Name	Enter the contacts name
Title	Enter the contacts title
Phone	Enter the contacts primary phone number
Phone 2	Enter a secondary phone number for the contact
Mobile	Enter the contacts mobile phone number
Fax	Enter the contacts fax number
Email	Enter the contacts email address

There is no limit on the number of contact's you may enter per A&D firm

A&D Stats

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neral Info A&D Contacts A & D S	tats	
D Statistics for as of 12:25 pm		
Resulted Sales & Proposals		
Average GP Margin: 23.08%		
Total Invoiced Sales:		
MTD: \$0.00	YTD: \$0.00	
QTD: \$0.00	Overall: \$0.00	
Total Proposed Sales:		
MTD: \$0.00	YTD: \$0.00	
QTD: \$0.00	Overall: \$0.00	

There are no input fields in the A&D Stats window. This window shows statistics on proposals where the A&D firm has been added on the Project Info tab of your Proposal.

Average GP margin - this is the average GP % on proposals that this A&D firm is associated with.

Total invoiced Sales - this shows the Month To Date (MTD), Quarter To Date (QTD), Year To Date (YTD) and Overall total of invoiced sales that this A&D firm is associated with.

Total Proposed Sales - this shows the Month To Date (MTD), Quarter To Date (QTD), Year To Date (YTD) and Overall total of all proposals (not booked, booked, invoiced) that this A&D firm is associated with.

A & D Search A & D Firms

Architectural & Design

To search A&D firms, you can select Search A&D Firms from the menu option or you can click on the Search for an A&D Firm icon from the Architectual & Design Community window.

Menu Option:



Home	Customers	Vendors	A & D	Proposals	System	Accounting	Reports	Help & Communications	Pi	roposal Number:	Go
	[Logout	e, Admin :]	A&DL		Create a New Search A & D		hoice Ad	min!			
Welcome D	ealer Choice A	dmin!									
				11	Menu Opt	ion					

Icon Option:

A	Architectual & Design Community							
	Showing 1 - 3 of 3 A & D Firms.		Page 1 of 1 1					
	Firm Name	<u>Location</u>						
	Search for an A&D Firm Icon Option							

Both options open the same input window.

Search For an A&D Firm	_ 🗵
	A
Search By Firm Name	
If you know the design firm name or part of the name enter it below.	
Firm Name:	
Search	

Enter the first few characters of the A&D firm name and click on the Search button. Any matches in your A&D database will be presented in the A&D list.

Architectual & Design Community		
Search Results [Show All]		
Showing 1 - 1 of 1 A & D Firms.		Page 1 of 1 1
Firm Name	Location	
Test A&D Group	Baltimore, MD	

You can click on any entry in the list to see the details.

Proposals

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The Proposals database is accessed from the main menu bar option called Proposals. There are six options under the Proposals menu:

Proposal List - Create a New Proposal - Search for a Proposal

Project Management – Install & Delivery Schedule – Word Orders

Project Management will be covered under the Project Management section of this document.

Home	Customers	Vendors	A & D	Proposals	System	Accou	nting I	Reports	Help & Communications	Proposal Number:	Go
	Welcon [Logout			Proposal Lis Project Mar	nagement	•	Search fo	New Propos or a Proposa	al 👘		
DEALER OH	0105										

The Create a New proposal option allows you to create a proposal from the menu. You do not have to create proposals from the Proposal list. Clicking on this menu option will open the Create A New Proposal window.

The Search for a Proposal option allows you to search for a proposal from the menu. You do not have to search for proposals from the Proposal list. Clicking on this menu option will open the Proposal Search window.

These options are also available as icons from the Proposal list as well. The menu options and the icon options open the exact same window.

The Proposal menu option is managed by Permissions (See Permissions).

Proposal List

To view your proposal list, click on Proposals - Proposal List from the main menu and the list will appear.

Home Customers Vendors A & D	Proposals System Accounting Reports Help & Communications Proposal Number:	Go
Welcome, Admin	Project Management Pressages reno cealer Choice Admin!	
Welcome Dealer Choice Admin!		
	Main Menu Option	

This will display your proposal list. There are two icons on the My Proposals window.

Showing 1 - 4 of 4	·	Go			Page 1 of 1 1
Proposal No.	<u>Customer</u>	Description	Creation Date	<u>Sales Rep</u>	Status
2015-1008	Test Customer	Sample Proposal 3	9/22/2016 12:53 pm	Test User	
2015-1007	Test Customer 1	Sample Proposal 2	9/22/2016 12:51 pm	Test User	

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Create a New Proposal	Click on this icon to create a new proposal
Search Proposals	Click on this icon to search your proposal database

The My Proposals window column headings that are underlined can be used to sort the window data.

My Proposals					
Showing 1 - 4 of 4 Proposals.					Page 1 of 1 1
🔲 🦆 Proposal Number:		Go			Sort Options
Proposal No. Cu	<u>istomer</u>	Description	<u>Creation Date</u>	<u>Sales Rep</u>	Status
			This displays your p	-	
Droposal No			title is underlined wh	•	
Proposal No			this title to sort your	1 1	
			once to sort the list b	• •	
			second time to sort t		0
			This displays the cus		1 1
			created for, this colu		
Customer			means you can click on this title to sort your		
			proposals. Click the		•
			ascending values, cli		me to sort the
			list by descending va		
Description			This displays the pro	posal descript	ion that was
Description			entered when the pro-	oposal was cre	ated
			This displays the dat	te the proposal	was created,
			this column title is u	nderlined which	ch means you
Creation Date			can click on this title to sort your proposals. Click		
Creation Date			the title once to sort the list by ascending values,		
			click a second time t	o sort the list	by descending
			values		
			This displays the sal	es rep name th	at was used on
			the proposal, this col	-	
			means you can click		
Sales Rep			proposals. Click the		•
			ascending values, cli		•
			list by descending va		
			This is the custom st		er defined. You
			create custom propo		
Status			Configuration first, t		•
			appropriate status fo		
				r then propose	no mom the list

Pagination Controls

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The pagination controls allow you click on a page number to display, or you can use the left '<' and right '>' arrows to scroll through the pages of your proposal list.



Sort Options

Proposal list sort options allow you to set and preserve certain display features of the proposal list. You can change the sort options as often as you like, or not use them at all. The Sort Options control is found on the right side of the window under the Pagination controls. Click on the 'Sort Options' link to see the options.

Page 1 of 4 1 2 3 4 ≥ Image 1 of 4 Image 1 of 4 Image 1 of 4 ≥	
Sort Options	
Show:	
 All Proposals	
 Only Active Proposals 	
 Only Archived Proposals 	
 With creation dates from:	
 v	
То:	
 v	
 And where the sales rep matches:	
 Sales Coordinator 🔺	
 Secondary Rep	
Test User	
 And where the sales coord matches:	
 Sales Coordinator 🔺	
Secondary Rep Test 2	
Test User 🔻	
 Remember Preferences G0)

Sort Options

All Proposals	This option is the default, all proposals in your
All Toposais	Proposal database will be displayed



	This option, when selected, will display only
Outer A stiers Business 1	
Only Active Proposals	active proposals - archived proposals will not be
	displayed
Only Archived Proposals	This option, when selected, will show only active
Only Alemved Proposals	proposals - active proposals will not be displayed
	You can enter a from and to date to sort your
Creation Dates	proposal list for proposals that were created within
	the date range you have entered
	You can select a sales rep name, or multiple sales
Calaa Dan	rep names. Only proposals that have been created
Sales Rep	for the sales rep names selected will be displayed.
	The default is to display all sales reps proposals.
Sales Coord	You can select a sales coordinator name, or
	multiple sales coordinator names. Only proposals
	that have the sales coordinator that is selected will
	be displayed. The default is to display all sales
	coordinator proposals.
Remember Preferences	Checking this box will preserve your Sort Options.
	These settings will be used to display your
	proposal list until you change the settings. This
	option is preserved by user, it is not a global
	setting, if this box is left unchecked, the particular
	sort will be preserved until you leave the proposal
	list window
Go	Click on the Go button after you have made your
	Sort Option selections to perform the Sort

Search Proposals

There are two ways to search the proposal list. The first option is from the main navigation menu Proposals – Proposal List – Search Proposals and the second is from the Search Proposal List icon in the proposal list window.

Menu option:



Icon option:

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My	/ Prop	osals					
	Showi	ing 1 - 4 of 4 Propa	osals.				Page 1 of 1 1
		Proposal Number	r:	Go			Sort Options
	Propo	<u>al No.</u>	<u>Customer</u>	Description	Creation Date	<u>Sales Rep</u>	Status
		Search for a I	Proposal Icon O	ption			

Both options will display the Proposal List Search window.

Search Proposals		_ ×
Filter your proposal search criteria	a below:	
Proposal Number	Customer PO Number	
Sales Rep All Sales Reps Comm User Dave	Search By Customer	
GBP Test Inactive Inactive Locked 🔻		
Active/Archived	Purchase Order Number	
Proposal Status	Custom Status	
Direct Bill T	Item/Part/Product Number	
Invoice Number	Acknowledgment Number	
Locked Proposals	Proposal Description	
	Searc	h

After a search on the proposal list has been done, a new icon will appear at the of the proposal list search results called Export Proposals. This icon will only appear if the user has permission in system configurations. Click on this icon to export your search results to a spreadsheet.



earch Results					
[Show All]					
Showing 1 - 1 of 1					Page 1 of 1 1
🔲 🗔 🔀 Propos	al Number:	Go			Sort Options
Proposal No.	<u>Customer</u>	Description	Creation Date	<u>Sales Rep</u>	Status
5630 🔶	Test Customer	User Documentation	09/28/2016 11:32 am	Test User	

Export Proposals Icon

Create a New Proposal

There are two ways create a new proposal. The first option is from the main navigation menu Proposals – Proposal List – Create a New Proposal and the second is from the Create a New Proposal icon in the proposal list window.

Menu Option:

	Vendors A&D	Proposals System	Accounting Reports	Help & Communications	Proposal Number:	Go
Welcon	ne, Admin	Proposal List Project Management	Create a New Prop Search for a Propos			
			no Dealer Choice Ad			
ALER CHOICE	l					
Velcome Dealer Choice .	Admin!					
	^I Main Menu Option					
• •						
on Ontion						
con Option						
con Option						
con Option						
-						
-	Proposals.					Page 1 of 1 1
ly Proposals		Gn				Page 1 of 1 1
ly Proposals		60	Description	Creation Date	Sales Rep	Page 1 of 1 1 Sort Options Status

Create a New Proposal Icon Option

Both Options will display the same Create a New Proposal Window.



Create A New Proposal	
Project Info Design Install Clone	
Proposal Description: *	Proposal No: *
	5630
Customer: *	Sales Rep: * Test User
Customer PO:	Secondary Rep:
	Sales Coord:
Propose To: *	A&D Firm:
Contact:	Contact:
Expiration Sep V 23 V 2017	Order Type: Normal 🔻
Probable Value Close Date:	Proposal 🔹
Probability: 0 %	Status Note:
Commission 🔹	Flag as complete:
Team:	Active/Archive: Active 🔻
Proposal Notes:	
Save Proposal	

When creating a new proposal, you are only presented with 4 tabs: the Project Info tab, the Design tab, the Install Tab and Clone tab. The proposal clone is a feature that replicates an existing proposal. A more detailed description of this field is mentioned below.

The Project Info tab is the only tab that has fields that must be entered before you are allowed to save your proposal.

When you create a new proposal, the proposal number field is automatically populated with the next available proposal number. After you enter a Sales Rep name, Dealer Choice will remember this name for you and the next time you create a proposal, the sale rep name you used last will be automatically populated in the Sales Rep field for you.

Proposal Clone

The proposal clone function is a feature that allows users to replicate an existing proposal. It creates a virtually identical copy of an existing proposal. The proposal clone feature will copy

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the Project Info, Design, Install and Item Details tab information into a new proposal. Data from other tabs will not be copied to the new proposal (purchase orders, invoices, etc).

To use this function click on, the create a proposal icon.

My Proposals					
Showing 1 - 4 of 4 I	Dronocalc				
Proposal Nu	-	Go			Page 1 of 1 1 Sort Options
Proposal No.	<u>Customer</u>	Description	Creation Date	<u>Sales Rep</u>	Status
Create a New	Proposal Icon Option	1			

A new window will open with 4 tabs at the top: Project Info, Design, Install and Clone. Go to the Clone tab and the screen below will appear.

Create A New Proposal	_ 🗵
Project Info Design Install Clone	A
Proposal Number to Clone into new proposal:	
New Proposal No: * 17-1028	

Begin entering the proposal number you would like to clone. A drop down will appear with proposals matching the characters you are entering. Select the proposal you would like cloned from the drop down.



Create A New Proposal			_ ×
Project Info Design Insta	all Clone	_	A
Deposed Number to Clane	sta sou sussecul		
Proposal Number to Clone i	nto new proposal:		
Proposal List:		×	
17-1014	Test Customer - Use	er Documentation	
			-

The screen will refresh and bring you back to your proposal list. Your cloned proposal will be at the top.

y Proposals					
Showing 1 - 20 of 3		Go			Page 1 of 1 1 Sort Options
Proposal No.	<u>Customer</u>	Description	Creation Date	<u>Sales Rep</u>	Status
17-1028	Test Customer	User Documentation	8/24/2017 12:16 pm	Jen A	
	- · · ·			· ·	• •

All of the information from the Project Info, Design, Install and Item Details tab of the original proposal will be copied over into the cloned proposal.

Saving Your Proposal



reate A New Pr	oposal		_
Project Info D	esign Install Clone		
Proposal Descri	ption: *	Proposal No: *	κ –
User Document	ation	5630	
Customer: *	Test Customer + 100 Frederick Road Catonsville, MD 21228 [edit]	Sales Rep: * Secondary Rep:	Test User
Customer PO:		Sales Coord:	
Propose To: *	Test Customer 100 Frederick Road Catonsville, MD 21228 [edit]	A&D Firm: Contact:	*
Contact:	· · · · · · · · · · · · · · · · · · ·		
Date: Probable	Sep V 23 V 2017	Order Type: Proposal Status:	
Close Date: Probability:	0 %	Status Note:	
Commission [Team:	<u> </u>	Flag as complete:	
ream:		Active/Archive:	Active •
Proposal Not	es:		
Save Proposa	al		

Click on the Save Proposal button at the bottom of the Project Info tab to save your proposal. The proposal will open with all available tabs displayed.



oject Info Design Install Item Details Purchase Orders Receivables oposal Description: *	Payables File Yault Service & Punch Ledger
ser Documentation	5630
Customer: * Test Customer 123 Main Street Baltimore, MD 21228 [edit] Customer PO:	Sales Rep: * Test User Secondary Rep: Sales Coord: Jen
Propose To: * Test Customer 123 Main Street Baltimore, MD 21228 [edit] Contact:	A&D Firm: Contact: Product GP: Check Box:
Expiration Date: Sep V 3 V 2017 III Probable Close V Date: Probability: 0 % Commission Team: V	Order Type: Normal V Proposal Status: V Status Note: Flag as complete: Active /Archive: Active V

After you save your proposal, all available proposal tabs will be displayed. Proposal tabs are controlled by permissions (See Permissions) and depending on how your user permissions are set, your proposal view may differ from what is displayed here.

My Proposals								
Proposal 2019-1132	2 : SIE import exar	inle						
🖲 🕞 🔀 🦓 🔒								
Froject Info Design	Install Item Detai	s Purchase Orders	Receivables	Payables	File Vault	Service & Punch	Ledger	
Lock this proposal Submit proposal to a group or department								
Delete this Save this propos								
Close this proposal ar	nd go back to proposal	list						

Proposal Icons

P

Close this Proposal and Go Back to the Proposal	Clicking on this icon will close your proposal and		
List	you will be returned to the Proposal List		
	You can click on the Proposal Save icon at any		
Save this Proposal	time. Dealer Choice performs an auto save		
	approximately every 10 minutes.		
Delete this Proposal	Click on this icon to delete your proposal. You		
Delete uns i toposai	cannot recover a proposal after it has been deleted.		



	If you wish to send a message to another group
	regarding this proposal, click on this icon, select
	the group or groups that you want to notify, enter
Submit Proposal to a Group or Department	your message text in the message input box and
	click on the Go button. All members of the
	selected group(s) will be alerted by a message in
	their message queue.
	Locking a proposal ensures that no changes will be
Lock this Proposal	able to be made to the proposal unless it is
	unlocked. More details below.

Locking Proposals

Locking a proposal ensures that no changes will be made to a proposal unless it is unlocked. Nothing can be edited, deleted or created on a locked proposal. This is a permission based feature and only those with this permission will be able to lock and unlock proposals.

To lock a proposal, click on the Lock Proposal Icon. All locked proposals will display a message at the top of the proposal to alert all users that this proposal is lock. See example below. The proposal will be read only at this point to all users.

Welcome Jen!	
Proposal 2019-1129 : User Documentation	
🗐 🦓 🦕 This proposal is LOCKED preventing any changes.	
Project Info Design Install Item Details Purchase Orders Receivables	Payables File Vault Service & Punch Ledger
Proposal Description: *	Proposal No: *
User Documentation	2019-1129
Customer: * Test Oustomer	Color Dopu * Trouis

To make changes to a locked proposal, click on the Unlock this Proposal icon. Now the proposal is able to be altered.



Project Info Tab

The Project Info tab is the only tab that has fields that must be entered before you are allowed to save your proposal. This tab contains basic information about a proposal.

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oject Info Design Install	Item Details Purchase Ord	lers Receivables	Payables File Vault	Service & Punch	Ledger
er Documentation			5630		
Customer: * Test Customer 123 Main Street Baltimore, MD 2: [edit] Customer PO:	1228		Sales Rep: * Test (Secondary Rep: Sales Coord: Jen	Jser	
Propose To: * Test Customer 123 Main Street Baltimore, MD 2: [edit] Contact:	1228 ¥		A&D Firm: Contact: Product GP: Check Box:		÷
Expiration Date: Sep • 3 Probable Close • Date: • Probability: 0 % Commission Team:	¥ 2017 III ¥		Order Type Proposal Status Status Note Flag as complete Active/Archive	::	

Fields that are followed with an asterisk (*) are required fields and data must be entered before you will be allowed to save your entry. You do not have to enter data in all proposal input fields to save your proposal

Q

	The proposal description is a required field. Enter
Proposal Description *	a description of your proposal. This description
l loposal Description	will appear in the proposal list and you can search
	for proposals on the description field
	The proposal number is automatically generated
	for you and is incremented by one each time a
Droposel No. *	proposal is created. The starting proposal number
Proposal No *	is set in System Configuration. The system
	generated proposal number can be changed before
	the proposal has been saved.
	This is the Bill To information. Customer invoices
	created will be to the customer named here. Enter
	the first few characters of your customers name
Customer *	and any matches found in your customer database
	will be displayed in a drop down selection box.
	Select the entry from the list presented. If the
	customer does not exist in your customer database,



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	you can create a new customer by clicking on the blue plus sign icon to the right of the customer. You can create your new customer without leaving the Create Proposal window. After entering and saving your new customer information you will be able to enter the first few characters of the new customers name and select it from the drop down selection box. You may also select any Customer locations that have been entered into the Customer database for this Customer as the bill to information. If locations exist under this customer, you may select a location as the Bill To.
Customer PO	If you received a purchase order number from your customer for this order, enter the customer purchase order number here
Propose To *	The Propose To field defaults to the Customer name. The Propose To field may be different from the Customer. If you have entered Customer locations for this Customer you may select any of these locations as the Propose To.
Contact	If you have entered Contacts for this Customer, you may select any of the existing contacts. This information will appear as the ATTN: field on proposal and invoices. New Customer Contacts can also be added from the Proposal window by clicking on the drop down arrow and clicking on the Add New option. This will open the Customer Contact edit window allowing you to enter customer contacts without leaving your proposal window. After you have entered and saved your contact information, you can add a contact to your proposal.
Expiration Date	By default, the expiration date is set to 30 days from the date your proposal is being created. The default expiration date can be modified in System Configuration. The Expiration date will print on the bottom of your proposals if the proposal print option called "Proposal Valid Thru date" has been selected (see Proposal Print Options), otherwise the Expiration date has no effect on your proposal.
Probable Close Date	This field is for future development and will be used for sales process evaluation reporting. It has no effect on your proposal.

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Probability	This field is for future development and will be used for sale process evaluation reporting. It has
Commission Team	no effect on your proposal. This field is for future development. Commission teams are created in System Configuration and allow you to define a commission structure composed of multiple people. Each person defined on the team can receive a different commission percentage of the commission total amount. Individual people can be assigned to the specific proposal to receive commission as well by clicking on the drop down arrow and clicking on the Custom Commission Team option. You will be allowed to select user names to add to the proposal and their commission percentage amount. To add another person to the custom commission team, click on the Next link and select another name. The commission distribution must add up to 100% to use custom commission teams. The Commission Report does not yet display commission team distributions.
Sales Rep *	Enter the name of the sales rep assigned to this proposal. This name can be printed on proposals and invoices and this person will collect commission on this proposal if a commission rule has been assigned to them in System Configuration - Users.
Secondary Rep	This field is for future development.
Sales Coord	Enter the name of the sales coordinator assigned to this proposal if applicable.
A&D Firm	This field is for future development. If A&D firms have been entered into the A&D database, you can assign a firm to your proposals. A&D firms can be added without leaving your proposal by clicking on the blue plus sign icon and adding the firm information. After entering and saving the firm information the firm can be added to your proposals.
Contact	After entering an A&D Firm, you can select any contact that has been entered for the A&D firm here.
Order Type	Normal and Direct. A normal order type is a proposal where you will be invoicing the customer

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Proposal Status	for the product ordered on this proposal. A direct order type is a proposal where a vendor or vendors will be invoicing your customer for the product ordered on this proposal and you will invoice the vendor(s) for your commission or dealer's fees. See Direct Bill Order Type section for details. Custom proposal status options are entered in System Configuration - Company & System Settings - System Settings tab via the Proposal Status Options function. You can create your own proposal status options here which can then be assigned to your proposals. The custom status option is displayed on the far right of your proposal list under the Status column. You can
Status Note	change this status as often as you need to. This is a free text field that allows you to enter text (if desired) to support your proposal status setting. You can add any information you want. The Status Note information is displayed when you hold your mouse pointer over the Proposal Status field.
Flag as complete	If this check box is checked, this proposal will no longer appear on the Project Status report by default. To see any proposal with the "Flag as complete" check box checked on the Project Status report, use the "Marked complete" filter.
Active/Archive	This field allows you to force a proposal into an Active or Archived state if you wish. Proposal archiving is handled automatically and is controlled by the parameters defined in System Configuration - Company & System Settings - System Setting tab via the "How many days should a proposal wait before being archived?" function. If a proposal is not opened/edited within the number of days set here, the proposal will automatically become archived. Archived proposals will not appear in your proposal list if you have filtered (proposal list sort options) the list to display Only Active Proposals. If your Proposals, archived proposals will be displayed.
Proposal Notes	This is a free text field that allows you to enter information about this proposal. You can enter



any information that you feel is necessary for
others that may be looking at this proposal to
know. Currently, Proposal Notes are internal
notes only, they do not appear on any customer
facing documents.

Design Tab

The Design tab allows you to enter information about your project that pertains to design. The more design information you enter here the better prepared your design team will be to provide their services. The information entered here is for internal use only and cannot be transmitted outside Dealer Choice.

My Proposals	
Proposal 5630 : User Documentation	
Project Info Design Install Item Details Purchase Orders Receivables	Payables File Vault Service & Punch Ledger
Designer: Submit Design Request? 🔲	Value Engineer Field Measure Rqrd Inventory Rqrd Install Tagging
Drawings Due: 🔽 BOM Due: 💽	Typicals/Isometrics Presentation Boards Spec Tagging Building Shell Prvd BID: GSA: XPRESS:
No. Wrkstns: 0 Product: No. Offices: 0 Product: Ancillary: 0 Product:	
Design Notes: [add a note]	

	You can assign a Designer to this proposal by
	typing the first few characters of the designers
	name. A list of matches will appear in a drop
Designer	down selection box, click on the name in the list.
	This designer will get a message in their message
	queue alerting them that this proposal has been
	assigned to them
	If you have a team of designers, you can click on
	this check box and a message will be sent to all
Submit Design Beguest	members of the Design group that you have
Submit Design Request	requested Design assistance. Typically, the
	Design team leader will evaluate the proposal
	request and then may assign a particular designer

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	to this job by entering the designers name into the Designer field
Durania de Dura	You can enter a date that you would like your
Drawings Due	project drawings completed on.
BOM Due	You can enter a date that you would like your Bill
BOW Due	OF materials completed on
	These fields allow you to convey design
Check Boxes	information to your design team. Checking any of
	these boxes means that you are requesting this
	information to be included in the design project
	portion of this project
Value Engineer	Notes that you are trying to keep costs to the
	customer as low as possible, checked means YESDoes a customer product inventory need to be
Inventory Rqrd	completed, checked mean YES
	Typical or Isometric drawings are required,
Typicals/Isometrics	checked means YES
	Do you have product tagging requirements,
Spec Tagging	checked means YES
E-14 Magazine David	Do you need someone to field measure the
Field Measure Rqrd	building space, checked means YES
Install Tagging	Do you need the drawings tagged for installation
Install Tagging	purposes, checked means YES
Presentations Boards	Do you need presentation boards prepared,
Presentations Boards	checked means YES
Building Shell	Do you need a building shell drawing, checked
	means YES
BID	Is this a bid situation, checked means YES
GSA	Is this a GSA project, checked means YES
XPRESS	Does the project contain quick ship or express ship
	product, checked means YESIf you know how many workstations are required,
No Wrkstns	you can enter that number here
	If you enter a number of workstations, then you
Product	must enter a description of the workstation product
Tioddot	to be used
	If you know how many offices are required, you
No Offices	can enter that number here
Droducto	If you enter a number of offices, then you must
Products	enter a description of the office product to be used
Apoillory	If ancillary (not your primary vendor lines)
Ancillary	products will be used, you can check this box
Product	If you check the ancillary check box, then you

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	must enter a description of the ancillary product to
	be used
	This is a free text field that allows you to enter
	information about the design requirements for this
	proposal. You can enter any information that you
Design Notes	feel is necessary for others that may be looking at
	this proposal to know. Currently, Design Notes
	are internal notes only, they do not appear on any
	customer facing documents.

Install Tab

The Install tab allows you to enter information about your project that pertains to installation. The more information you enter here the better prepared your installation team will be to provide their services. The information entered here is for internal use only and cannot be transmitted outside Dealer Choice.



	Item Details Purchase Orders Re	ceivables Payables File Vault Service & Punch Ledger	
Project Mngr:		Target	
Submit PM Request?		Scheduled	
Delivery Only:	Delivery & Installat	Install/Delivery Date:	
Installation Only:	Reconfig O	nly: Install/Delivery End Date:	
		Install Time Available: 0 Days	
		Submit Quote Rqst? 🔲	
Install Location:		Work Orders:	
Ship To Location:		There are no work orders to show.	
hone:			
da Mnamt POC:		Phone: Fax:	
		Phone: Fax:	
ax: dg Mngmt POC:		Phone: Fax:	
ax: dg Mngmt POC:	Divr Nrmi Hours	Product Information	: 0
ax: dg Mngmt POC: iite Information No. Floors Install Nrml Hours	Bldg Restrictions	Product Information Task Seating: QTY	: 0
ax: dg Mngmt POC: ite Information No. Floors Install Nrml Hours Loading Dock	Bldg RestrictionsFreight Elevator	Product Information Task Seating: QTY	
dg Mngmt POC: ite Information No. Floors Install Nrml Hours Loading Dock Stair Carry	 Bldg Restrictions Freight Elevator Move Product Prior 	Product Information Task Seating: QTY Guest Seating: QTY	
dg Mngmt POC: ite Information No. Floors Install Nrml Hours Loading Dock	Bldg RestrictionsFreight Elevator	Product Information Task Seating: QTV Guest Seating: QTV Drawings Provided Wall Mntd Product	

Project Manager	You can assign a Project Manager to this proposal by typing the first few characters of the PM's name. A list of matches will appear in a drop down selection box, click on the name in the list. This PM will get a message in their message queue alerting them that this proposal has been assigned to them
Submit PM Request	If you have a team of PM's, you can click on this check box and a message will be sent to all members of the Project Management group that you have requested PM assistance. Typically, the PM team leader will evaluate the proposal request

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	and then may assign a particular PM to this job by
	entering the PM's name into the Project Mngr field
Delivery Only	If this project consists of a delivery of product only, check this box
Installation Only	If this project consists of installation work only, check this box
Delivery & Installation	If both delivery and installation are required on this project, check this box
Reconfig Only	If this projects consists of reconfiguration only, check this box
Target Install/Delivery Date	Enter your target installation date here, this gives your install team an idea of when you would like this work to begin
Scheduled Install/Delivery Date	When the installation date has been confirmed, enter the begin date here, entering a date here places this project on the Install & Delivery schedule under the Proposals - Project Management menu options
Scheduled Install/Delivery End Date	Entering a date here places this project on the Install & Delivery schedule for each date starting with the Scheduled Install/Delivery Date through this date, under the Proposals - Project Management - Install & Delivery Schedule
Install Time Available	Enter the time available (in days) that you have to install this project
Submit Quote Request	If you would like your install team to prepare a quote for this project, check this box. All members of the Project Management group will get a message in their Message Queue alerting them that you have requested an install quote
Install Location	Enter the location of where this product will be installed. This can be printed on Delivery Tickets and Purchase Orders. This field is required for sales tax to be applied to your taxable product on your finalized proposal
Ship To Location	Enter the default location of where the product is to be shipped. The ship to field for your product lines on your proposal will automatically be populated with this address. You can change the ship to location on individual product lines on your proposal if necessary
Shipping Contact Name	Enter the name of the person to be contacted with any shipping questions. This information appears



	on purchase orders
Phone	Enter the Shipping Contacts phone number
Fax	Enter the Shipping Contacts fax number
Shipping Notes	This is a free text input field where you can enter any information you desired concerning shipping instructions. This information appears on purchase orders
Bldg Mngmnt POC	Enter the Building Management contact if required. Some locations require the Building Management to be contacted before deliveries, etc. This gives you a place to store this information with your proposal. This information appears on purchase orders
Phone	Enter the Building Management contacts phone number
Fax	Enter the Building Management contacts fax number, if applicable
Site Information Check Boxes	These check boxes allow you to note site conditions and considerations. If any of these conditions exists and/or must be considered, check the appropriate boxes. Some of these conditions may also affect your installation quote. The more information you enter here the better prepared your installation team will be
Product Information Check Boxes	These check boxes allow you to note product conditions and considerations. If any of these conditions exists and/or must be considered, check the appropriate boxes. Some of these conditions may also affect your installation quote. The more information you enter here the better prepared your installation team will be
Install Notes	This is a free text field that allows you to enter information about this proposal. You can enter any information that you feel is necessary for others that may be looking at this proposal to know. Currently, Proposal Notes are internal notes only; they do not appear on any customer facing documents.

Item Details Tab

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The Item Details tab is where you create the line items of your proposal. Line items can be entered manually, imported from a specification tool (CAP, Worksheet, Project Matrix) and they can be copied from another proposal. After all the line items have been created on your proposal, you must run the Proposal Finalization process by clicking on the Finalization icon. The Finalization process performs several checks on your proposal setup and line items and will alert you to any possible problems detected. This process also is where your sales tax rules are applied, direct bill invoice settings are defined and any vendor miscellaneous fees are applied. Once your proposal has passed the Finalization process, the Print and Email/Fax terminal icons will be available. If you edit a line item after the Finalization process, your proposal will automatically return to an unfinalized state so the edits can be checked again. You can finalize and unfinalize your proposal an unlimited number of times. If a line item has been ordered (exists on a purchase order) that line item will not be considered in the finalization process.

My Proposals Proposal 5630 : User Documentation 🛃 🔂 🛃 🥵 Project Info Design Install Item Details Purchase Orders Receivables Payables File Vault Service & Punch Ledger 🔁 🛅 🖙 🗉 🎽 🏠 tem No. Item List Item Cost Item Sell Ext Sell GΡ Qty Item Descr. ms to display. <u>Create a new line item now</u>. íou. no li e ite Import Work Orders Import Items into this Proposal Add a New Comment Line Create & Edit Proposal Groups Toggle the Selected Items Between Active & Inactive **Delete Selected Line Items** Add New Line Item

Item Details Tab Icons

Add a line item	Click on this icon to manually enter a line item, the Create a New Line Item window will open allowing you to enter your line item data
Delete selected line items	Click on this icon to delete the selected line items from your proposal. To select line item, click on the selection check box to the left of the item quantity field. The line item delete function cannot be reversed. Once a line item has been deleted it cannot be retrieved - it must be re- entered or imported again
Toggle selected line items between Active & Inactive	Click on this icon to make a line item or items inactive. Inactive line items appear on the Item Details tab grayed out (not bold like active line items). Inactive line items are not considered in



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	proposal finalization, are not considered in the proposal's totals, will not appear on the customer's proposal and cannot be ordered. This option should be considered before deleting a line item, or it can be used for staging your proposal data to your customer. Line items must be selected before they can be made active or inactive. Selecting an inactive line item and clicking this icon will return the line item to an active state.
Create & edit proposal groups	Click on this icon to create group names for your proposal. You can create as many groups as you like. Line items can then be added to the groups you create to visually segment your proposal. Groups can be deleted as well. When deleting a group, only the group name is deleted. Any line items that are part of that group will remain on your proposal.
Add a new comment line	Click on this icon to add comment lines to your proposal. Comment lines created with this function will appear at the top of your proposal line items. Proposal comments can be assigned to print on the proposal only, all vendor purchase orders or on a specific vendor purchase order. Comments can be edited and deleted from the proposal.
Import items into this proposal	Click on this icon to import line items from a specification file (CAP, Worksheet, Project Matrix), or to copy line items from an existing proposal. Importing line items from a specification file is discussed later in this section.
Import work orders	Click on this icon to import completed work orders. Once a work order has been marked as complete, the work order must be imported into the proposal as a line item to be proposed to your customer. Work orders are discussed in detail later in this section

Additional icons will be displayed after line items have been added to your proposal as discussed below.

Add a new line



Vendor:	Item Number:	(tem Description:	
Ship To:	Item Tagging:		
Product/Service: Select Vendor First	Item Tagging (2):		
Select vendor Hist	Item Tagging (3):		li
Proposal Line No: Line			
Quantity: Item List Price: Discounting:%	%	Discount ID: Description: Expiration:	
Item Cost:	% OR % Discount Off List	Extended Cost: Extended Sell:	
Item Sell Price:	Profit Dollars: GP Margin:		

	Enter the first few characters of the vendor name,
	any matches found in your vendor database will be
Vendor	displayed in a drop down selection box. Select the
	vendor by clicking on the name in the selection
	box.
	This field will be populated with the vendor that
	was entered in the Ship To Location field on the
	Install tab if it was completed. The example above
Ship To	shows the Ship To as Test Customer 3 because
	Test Customer 3 was entered as the Ship To
	Location when the proposal was created. If this
	field is empty, enter the first few characters of the
	Ship To vendor name, any matches in your vendor
	database will be displayed in a drop down
	selection box. Select the vendor by clicking on the
	name in the selection box. This field can be
	changed here if a particular line item needs to be
	shipped to a location other than that defined in the
	Ship To Location on the Install tab. We have
	added a feature to our location drop down to help

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	users determine if a location is from the customer or vendor database but added (customer) or (vendor) after each name. This should make it easier to determine which address you are selecting.
Product/Service	Select the Product/Service of this line item. In most cases this will be your default product (General Furniture). It may also be Installation Services, Design Services, or vendor miscellaneous fees. Products and Services are discussed later in this section. Products and Services can be defined by vendor in the Vendor database as well as in System Configuration.
Item Number	Enter the product part number or product number. This is the item number from either a paper or electronic catalog that identifies the product you are ordering.
Item Tagging	You are allowed to enter up to 3 item tags per line item. Item tagging fields are used differently by the various manufacturers. You can enter up to 3 item tag fields.
Item Description	Enter your product description here. This is where you enter your fabric and finish codes (for manual line items)
Quantity	Enter the quantity to order
Item List Price	Enter the list price of the line item
Discounting	Enter your buy discounting here, this is the discount that you are purchasing the product.
Item Cost	If you entered a list price and a buy discount, the Item Cost field will automatically be calculated for you. Otherwise, you can enter your item cost here.
GP Margin or % Discount Off List	Enter your GP percentage to be used to calculate the sell price or enter a discount percentage to be calculated off of the list price.
Item Sell Price	If a cost and GP or percentage off of list has been entered, the Sell price will be calculated for you, otherwise enter your sell price here.
Save	Click on the Save button to save your line item details and you line item will be added to the Item Details tab as a proposal line item.

As you enter the pricing information on your line item, the right side of the window will update with the Extended Cost amount, Extended Sell amount and will display your Profit dollars and



the calculated GP percentage. You can also apply a customer or vendor discount to this line item here as well. If discounts have been entered in the Vendor or Customer databases for this vendor or product, the discount will be applied to the product line. You can change the applied discount by clicking on the [Change] link below the Discount information.

Proposal Line Items

	posals												
Prop	osal 56	30 : User D	ocum	nentatio	n								
•	h 🕏	\$											
Proje	ect Info	Design In	stall	Item D	etails	Purchase Orders	Receivables	Payables	File Vault	Service & Punch	Ledger		
Sho	wing 1 -	1 of 1 Line It	ems f	or Propo	sal 56:	30.							
	🔀 🚹	📬 🗄 🍝	B	3 🚹	4 💈	3							
	Qty	Item N	D .		Item I)escr.		Item Lis	t Iter	m Cost Iter	n Sell	Ext Sell	G
	Line 1 :	: Herman Mille	r : Ger	eral Furn	ni ure S	ales							
	5	12345				lly entered product ption, HM Chair, arms, inish		\$1,200.00) \$	420.00 \$5	60.00	\$2,800.00	25
												\$2,800.00	25
						Finalize Propos mmarize Line Ite							
				_{Funct} port It		/lenu from this Propo	sal						

After saving your line item, the Item Details window will update to display the added line item as well as several additional Item Details icons that can be used for working with your proposal.

Icons Available After Line Items Are Created

This option allows you to export your p line items to a spreadsheet. After clicki icon, the Export Items From Proposal w open. The default option is to export th	-
icon, the Export Items From Proposal w	ng on this
	ing on tins
open. The default option is to export the	vindow will
	e line items
to a spreadsheet file. If a vendor electro	onic order
Export items from this proposel template file has been loaded for any of	the
Export items from this proposal vendors appearing on this proposal, you	ı will also
have the option to export the line items	in the
electronic order format. Click on the E	xport
button to export the line items and you	will be
prompted to open or save the file. You	can view
the file or save it to a local disk drive.	
The function menu provides access to s	everal
additional functions that allow you to m	anipulate
Function Menu your proposal data. The Function menu	details are
listed below.	
Click on this icon to open the Proposal	Summary
Summarize line items window. This window gives you a snap	shot of the



	totals of your proposal. The products are listed by vendor, by product. To return to the Item Details tab, click on the < Back link.
Finalize proposal	Click on this icon to run the proposal finalization process. Proposals must be finalized before you can print, email or fax them.

Function Menu Options

ty Proposals								
Proposal 5630 : User Docu	mentation							
E E								
Project Info Design Install	I Item Details Purchase Or	ders Receivables	Payables	File Vault	Service 8	& Punch Led	ger	
Showing 1 - 1 of 1 Line Items	for Proposal 5630.							
🔹 🔀 🛅 💼 🗊 🐔 📑	这 🏤 🐥 🏂							
Qty Item No.	Function Menu: 🛛 🛛		Item List	Ite	m Cost	Item Sell	Ext Sell	GP
Line 1 ; Herman Miller ; G	 Discounting 		Ttelli Elst		in cost	Item Sen	Excool	
		duct						
5 12345	O GP Margins	arms,	\$1,200.00	\$	420.00	\$560.00	\$2,800.00	25 %
	O Round Sell Price Up		. ,					
	O Round Sell Price Down						\$2,800.00	25%
	O Update Items To Zero Sell							
	 Update Items To Zero Cost 							
	 Adjust List Pricing 	DealerCho	ice, LLC : Engin		юу			
	O Change Shipping Location	www.dc-syslic.com Licensed To: DealerChoice (DC76549)						
	 Add Tagging Information 		Version 3.0.2					
	 Smart Grouping 							
	• Add Proposal Fee							
	Go							

Function Menu Options

	This option allows you to change the purchase
	discount on selected line items. After entering
Discounting	your purchase discounting and clicking on the
	Update button, the selected line items will be
	updated with the discounting you entered here.
	This option allows you to add or change the
	customer or vendor discount. You will be
	presented with a list of all the vendors that are
	used on your proposal. Select the vendor group
	that you want to apply a discount to. After
Change Discount ID	selecting the vendor, any discounts that can be
	applied to this proposal will be presented to you so
	you can select the discount to apply. After you
	have selected the discount, click on the Update
	button and your discount will be applied to the
	vendor's products on this proposal.



support@dc-sysllc.com (877) 769-1865

GP Margins	This option allows you to add or change the GP % on the line items you have selected. You can enter a GP percentage of a percentage off of list. Click on the Update button and the selected line items will be updated.
Round Sell Price Up	This option allows you to round the sell prices up on the selected line items. Using this option will round the selected line items sell pricing up to the whole dollar amount. If you want to reverse the rounding, you must enter the original GP percentage or Percentage off of List on the line items.
Round Sell Price Down	This option allows you to round the sell prices down on the selected line items. Using this option will round the selected line items sell pricing down to the whole dollar amount. If you want to reverse the rounding, you must enter the original GP percentage or Percentage off of List on the line items.
Update Items to Zero Sell	You can force the sell price to zero on the selected line items with this option. To reverse this function, enter the original GP percentage or Percentage off of List on the line items.
Update Items to Zero Cost	This option will change the selected line items cost to zero. To reverse this function, enter the original buy discount percentage.
Adjust List Pricing	This option allows you to modify the list pricing by a percentage amount. You can enter a positive amount to increase the list pricing or you can enter a negative amount to decrease the list pricing on the selected line items.
Change Shipping Location	This option allows you to change the Shipping Location on the selected line items.
Add Tagging Information	This option allows you to add tagging information to the selected line items. You can enter up to 3 tag fields.
Smart Grouping	This function will automatically group your line items by the information found in the Tag 1 tag field. You can un-check any of the tag names to prevent that group from being created. If the group already exists, the line items matching that tag will be added to that group. The groups will be automatically created for you on your proposal



	using the Tag 1 data as the group name.
Add Proposal Fee	

Working with line items Right Mouse Click Options

Proposal Line items can be manipulated by using a right mouse click on the line item. The Line Move menu will appear. Depending on where the line items exist on your proposal will determine the line move options you see. If you have right clicked on the first line item on your proposal, you will not see the 'Move up' option. You can move line items (each line may be moved either up or down one line or to the top or to the bottom) or you can move groups in the same manner.

Proje			Item Details Purchase Order	s Receivables	Payables Fil	e Vault Service 8	Punch Ledger		
	ving 1 - 4 🔀 强 🕻	of 4 Line Items for	Proposal 2018-1000. 🖺 📑 🐮 🦾 🍄 💱 🏐 🤅	a					
	Qty	Item No.	Item Descr.	Item List	Item Cost	Item Sell	Ext Sell	GP	Tax Applied
	📒 <u>Sta</u>	<u>ge 1</u>							
	Line 1 :	Knoll : Dividends Hori	izon					•	
	1	D1R9636G	Worksurface, Rectangular, 96Wx36D, with grommet	\$827.00	\$132.32	\$132.32	\$132.32	0 %	MD: 6.00%
						Stage 1 Total:	\$132.32	0%	
	Sta	<u>ge 2</u>							
	Line 2 :	Knoll : Office Seating						•	
			Life Chair, High Performance Arms,	Copy as a new line	item				
	1	55P3-4-A5K-GH	Aluminum Base & Levers, No Lum	Move to top Move up		\$279.04	\$279.04	0 %	MD: 6.00%
	Line 3 :	Knoll : KnollStudio		Move down				•	
			Harry Bertoia Barstool, bar	Move to bottom					
	1	428C-1-U	height, full cover, black frame	Move group to top		\$305.76	\$305.76	0 %	MD: 6.00%
				Move group up Move group down		Stage 2 Total:	\$584.80	0%	
	Line 4 :	National Office Furnit	ure : SEATING	Move group to both	:om			•	
			ELOQUENCE,END TABLE,LAMINATE	Sort all groups at t	op ascending				
	1	85N2024ENLW	TOP	Sort all groups at t	op descending	\$819.00	\$819.00	0 %	MD: 6.00%

Option

	This option will open the View & Edit Line Item
	window allowing you to make any necessary
Copy as a new line item	changes before saving the item as a new line in
	your proposal. You can also define where the line
	should be saved on your proposal by selecting an



	insert location on the Save button options.
Move to top	This option will move your line item to the top of
Move to top	your proposal
Move up	This option will move your line item up one line
Move down	This option will move your line item down one
Nove down	line
Move to bottom	This option will move your line item to the bottom
	of your proposal
Move group to top	This option will move the entire group to the top
Move group to top	of your proposal
Move group up	This option will move your group up one group
Move group down	This option will move your group down on group
Move group to bettom	This option will move your group to the bottom of
Move group to bottom	your proposal
Sort all groups at top assanding	This option will move your groups ascending
Sort all groups at top ascending	starting at the top
Sort all groups at top descending	This option will move your groups descending
Sort all groups at top descending	starting at the bottom
Sort all groups at bottom according	This option will move your groups ascending
Sort all groups at bottom ascending	starting at the bottom
Sort all groups at bottom descending	This option will move your groups descending
Sort all groups at bottom descending	starting at the bottom

Moving line items via Save button

Line items can be moved to any location in your proposal by editing the line item, then selecting an option as to where the line item is to be saved. If this is your first line item on the proposal, the 'Save and insert' option is not available. Only the Save button is available.

The line item Save button options allow you to save your proposal line items anywhere on your proposal.



w & Edit Line Item				
°a 🖦				
Vendor:	Item Number:	Item Description:		
Herman Miller	12345	Manually entered product description, HM		
Ship To:		Chair, arms, legs. Finish		
New Test Customer		1 11 13 11		
Product/Service:	Item Tagging (2):			
General Furniture Sales [🔻				
Can't find a discount for the selected product! Defaulting to Standard	Item Tagging (3):	//		
Proposal Line No: Line 5				
Quantity: 5		Discount ID: A00000		
Item List Price: 1,2	00.00	Description: Standard		
Discounting: 65 %		[<u>Change]</u> Expiration:		
		Expiration:		
Item Cost: 4:	20.00	Extended Cost: \$2,100.00		
		Lincollada dobel pEjitoblod		
GP Margin: 25	% OR % Discount Off List	Extended Sell: \$2,800.00		
	% OR % Discount Off List			

Importing Items into a Proposal

There are three ways to populate your proposals with line items. Lines can be added manually, imported from a specification file and copied from another proposal. Any combination of these methods can be used on any proposal.

Your proposal line items can be created by importing a specification file from CAP, Worksheet or Project Matrix.

If you are using a specification tool not named here, please contact Dealer Choice Support (support@dc-sysllc.com) and tell them what spec tool you are using. You will be contacted for information regarding your spec tool and tests will be run to verify the accuracy of importing spec files from your application.



Imported line items appear as proposal line items on the Item Details window. If customer or vendor discounting has been defined in the customer or vendor database, product discounting may be applied automatically to your line items during the import process. Your proposal must be created and saved before you can import specification files to create line items. The import process begins on the Item Details tab.

Specification tools allow you to export your projects using different export formats to allow you to import your line items into Dealer Choice. Contact Dealer Choice Support (support@dc-sysllc.com) if you have questions on which export format to use for your application.

Most specification tools allow you to export your project files in multiple formats. The two primary export formats are XML and SIF. After exporting your project data to either an XML file or a SIF file and saving the file to a local disk drive, you can import that file to create your proposal line items.

Import Items Into P	roposal		×
Select Import File	Import Preview	Existing Line Items	*
Import From:	en O en hieken) 💌		
OFDA XML (versi	on 2 or higher) 🔻 on 2 or higher)		
SIF ProjectMatrix SIF Another Proposa			
			Ŧ

Option

OFDA XML (version 2.0 or higher)	Use this option to import spec files that were				
OFDA AME (version 2.0 of higher)	exported using the OFDA XML option				
SIF	Use this option for most SIF file exports				
Project Matrix SIE (Customer SIE)	Use this option if you exported your project using				
ProjectMatrix SIF (Customer SIF)	the ProjectMatrix Custom SIF option				
	Use this option to copy lines from an existing				
Another Proposal	proposal				

After selecting your import format, use the Browse button to locate the specification file on your local disk drive. Select the file that you want to import into the proposal. After selecting your import file, the Import Preview window will open displaying the contents of the file you selected. The Import Preview allows you to verify that this is the file you want to import before you complete the import process.



lect Import	File Im	port Preview Existing Lin	e Items
			ort file. All itmes are checked by default. To import se items. Unchecked items WILL NOT be imported.
To prevent imported.	items fron	n being grouped as shown, s	simply uncheck the group and that group will not be
Z	Qty	Vendor & Item	Item Descr.
	1	Knoll, Inc. : Dividends Horizon D1R9636G	Worksurface, Rectangular, 96Wx36D, with grommet
	1	Knoll, Inc. : Office Seating 55P3-4-A5K-GH	Life Chair, High Performance Arms, Aluminum Base & Levers, No Lum
	1	Knoll, Inc. : KnollStudio 428C-1-U	Harry Bertoia Barstool, bar height, full cover, black frame

If this is the file you that you want to import into this proposal, click on the Complete Import button and your line items will be imported into the proposal and will appear as line items on the Item Details tab. If you have selected the incorrect spec file to import, you can click on the Select Import File tab and select a different file to import.

The Existing Line Items tab displays the line items that are on your proposal before you import the current spec file. If you select any of the existing line items on this tab, they will be overwritten by the lines that you are about to import on the Import Preview window.



Proje Shov	ect Info	Design Install Iter 5 of 5 Line Items for Pro	n Details Purchase Orders Receivable aposal 5630.	s Payables File	e Vault Service 8	& Punch Ledger		
	Qty	Item No.	Item Descr.	Item List	Item Cost	Item Sell	Ext Sell	G
	Line 1 :	Herman Miller : General I						
	5	12345	Manually entered product description, HM Chair, arms, legs. Finish	\$1,200.00	\$420.00	\$560.00	\$2,800.00	25 (
	Line 2 :	Knoll, Inc. : Dividends Ho	rizon					
	1	D1R9636G	Worksurface, Rectangular, 96Wx36D, with grommet	\$827.00	\$132.32	\$165.40	\$165.40	20 9
	Line 3 :	Knoll, Inc. : Office Seating	g					
	1	55P3-4-A5K-GH	Life Chair, High Performance Arms, Aluminum Base & Levers, No Lum	\$1,744.00	\$279.04	\$348.80	\$348.80	20
	Line 4 :	Knoll, Inc. : KnollStudio						
	1	428C-1-U	Harry Bertoia Barstool, bar height, full cover, black frame	\$1,911.00	\$305.76	\$382.20	\$382.20	20 9
	Line 5 :	ABCO Office Furniture : G	General Furniture Sales					
	2	44	Desk, square, with legs and a twist	\$1,500.00	\$420.00	\$560.00	\$1,120.00	25 (

Your line items have been imported into your proposal. If customer or vendor discounts have been defined and match the product being imported, the discount will be applied to your proposal during the import process. You can now make any necessary adjustments or modifications to your proposal via the Function menu or line item editing.



There is no limit to the number of spec files that you can import into a single proposal. You can also manually add lines to your proposal and/or copy lines from other proposals either before or after importing specification files.

After a line item has been imported, there are two ways to see the finishes and options on each line. You can click on the View Item Details from Original Import icon or you can scroll down in the View Item Details window to see them. See photo below.



	The set Nissen Law	74 D	
endor: knion ip To: st Customer oduct/Service: ransit (Cdn-Int-US)	Item Number: TCCR6618 S Item Tagging: Phase 1A Item Tagging (2): [TST V Kiosk Item Tagging (3):	Three-V Grade S	escription: Nay 180 deg., Square Edge, 66"h. 5 Luna Impression Novoso 4-22LF MPW real wood top cap.
Proposal Line No: L Quantity: Item List Price: Discounting: Item Cost: GP Margin:	1 119.23 % % % % %	% %	Discount ID: No Discount Used Description: Expiration: Extended \$119.23 Extended Sell: \$119.23
	119.23 ; item Back where it was	.	Profit Dollars: GP Margin: 0.00 %
	; item Back where it was	.	
ve and insert this Details From Origin – Electronic Catalog	s item Back where it was nal Import: Details		
ve and insert this Details From Origin –Electronic Catalog Catalog Code:	s item Back where it was nal Import: Details	•	
ve and insert this Details From Origin -Electronic Catalog Catalog Code:	s item Back where it was nal Import: Details TST	•	
ve and insert this Details From Origin -Electronic Catalog Catalog Code: File Name: -Item Notes	s item Back where it was nal Import: Details TST Teknion_large_import_file.sif CR 235072	▼	
ve and insert this Details From Origin -Electronic Catalog Catalog Code: File Name: -Item Notes -Report:	s item Back where it was nal Import: Details TST Teknion_large_import_file.sif CR 235072 s		
ve and insert this Details From Origin -Electronic Catalog Catalog Code: File Name: -Item Notes -Report: -Finishes & Option:	s item Back where it was nal Import: Details TST Teknion_large_import_file.sif CR 235072 s		
ve and insert this Details From Origin -Electronic Catalog Catalog Code: File Name: -Item Notes Report: -Finishes & Option: Finish/Option: :	s item Back where it was nal Import: Details TST Teknion_large_import_file.sif CR 235072 s		
ve and insert this Details From Origin -Electronic Catalog Catalog Code: File Name: -Item Notes Report: -Finishes & Option: Finish/Option: : Level:	s item Back where it was nal Import: Details TST Teknion_large_import_file.sif CR 235072 S L D		
ve and insert this Details From Origin -Electronic Catalog Catalog Code: File Name: -Item Notes Report: Finishes & Option: Einish/Option: : Level: Group descr:	s item Back where it was nal Import: Details TST Teknion_large_import_file.sif CR 235072 CR 235072 L D Enish Colors (For Corner)		

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Before you can print, email or fax a copy of your proposal, you must run the proposal finalization process. You cannot generate purchase orders if your proposal has not been finalized.

Proposal Finalization

The proposal finalization process is your last step in preparing your proposals before presenting them to your customers. The finalization process checks your proposals for discounting conflicts, missing Ship To information, incomplete item specification, missing Install Location information as well as presenting vendor miscellaneous charges such as freight and small order charges. If finalization identifies a problem it will be presented in the finalization window and you will be allowed to edit or add the missing data.



Conflicts or missing data do not prevent you from completing the finalization process. The warnings are presented to be sure that you are aware that potential problems exist on your proposal. There are cases where the warnings may not apply or may be ignored such as budgetary pricing estimates.

Applying Sales Tax

Sales tax rules are also applied to your proposal during the finalization process. Sales tax is based on the Install Location information entered on the Install tab. If you do not have an Install Location defined for your proposal, you will not be presented with the sales tax rules selection option and your proposal will not include sales tax.

To start the proposal finalization process, click on the proposal finalization icon on the Item Details tab.

The finalization process will review your proposal checking for missing data such as the Ship To location and the Install Location and will notify you of such omissions. You have the option of continuing with the finalization process by completing the missing information or cancelling the process and reviewing your proposal again.



	fo Design	Install	Item Details	Purchase Order	s Receivables	Payables	File Vault	Service & Punch	Le
Fina	lize Prop	osal							
	Back								
(Dente									
			or faxing your p the proposal.	proposal you must	mark it as final. Th	e finalization	n functions sl	nown below will be	
12.		1010 (Series - 1016)	and the Browness						
T	o prevent any	changes	below from be	ing executed, sim	ply uncheck that i	tem.			_
F	inalization : D	iscountin	g Conflicts (1)	[uncheck all]					
10									
	Herman Mille Item: C11234/		g	4	Discounting Co	nflict:			
		and the second second	td-Ht Tit Lim/And	a Adi	Discount Use	d: None			
	Arms/Sea	in cene of	arrie ne entrang	9 60]	Disc Expecte	d: 🔽 Sam	ple Discount	(A1555)	
	Qty: 1.00						A State of the	2.47.57.59	
	List: \$1,033.2	0							
	Cost: \$413.28	1							
			1954 W 1977 - 418						
Fi	inalization : A	ssign You	ur Sales Tax Ru	iles					
							8		10
			stablished with	in the state of	on't apply any tax ARYLAND (6%)	rules	-		
		lease det	ermine which ta	k rules should	Baltimore City	(1%)			
	MARYLAND, P		be applied to	this proposal					

In this example, a purchase discount was manually entered on the line item displayed and the system found a Customer or Vendor discount that may apply to this line item. This does not mean that the discounting entered manually is wrong, this is simply a warning that another discount exists and may be applicable. After reviewing the line item for accuracy, you may choose to ignore the warning or you may have to update the discounting on the line item. The warning can be ignored by un-checking the Discount Expected check box. If left checked, Dealer Choice will change the discount to the "expected" discount for this line item.

Note that in the Discount Conflicts title bar there is an [uncheck all] link that will remove the check marks from all discounting conflicts presented. If you have received special pricing and you know that you have used the correct discounting you can over-ride the systems recommendation by leaving your discounting in place.

This example also shows the sales tax rules options. Again, the sales tax rules are based on the Install Location as defined on the Install tab of your proposal.

You can click on the '<-- Back' link to discontinue the finalization process and return to the Item Details tab or you can click on the Finalize button to proceed.

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y Proposals	
Proposal 5630 : User Documentation	
Project Info Design Install Item Details Purchase Ord	lers Receivables Payables File Vault Service & Punch Ledger
Finalize Proposal	
<u>< Back</u>	
Before printing, emailing, or faxing your proposal you mu performed and added to the proposal. To prevent any changes below from being executed, s	ust mark it as final. The finalization functions shown below will be
Finalization : Vendor Charges & Fees (2)	
ABCO Office Furniture	Small Order Fee:
Total List: \$3,000.00	If under \$5,000.00 List
Total Cost: \$840.00	Then add \$80.00
	Description: ABCO Office Furniture Small Order Fee
	Cost: \$80.00 Sell: 80.00 [gp margin]
	🗹 Freight Charge:
	If under \$100,000,000,000,000.00 Net
	Then add 15% of Net
	Description: ABCO Office Furniture Freight Charge
	Cost: \$126.00 Sell: 126.00 [gp margin]
Finalization : Assign Your Sales Tax Rules	
There are tax rules established within the state of MARYLAND. Please determine which tax rules should	Don't apply any tax rules A MARYLAND (6%)
be applied to this proposal.	Baltimore (2%) Catonsville (1%)
	Finalize

This example shows two vendor charges that are defined in the vendor database for this vendor. The rule being applied is detailed under the rule type and the amount of the fee is presented to you. You can edit the Sell amount with a specific dollar amount or you can use the [GP margin] calculator to add a GP percentage to the fee. If these fees are left checked in the finalization window, these fees will be automatically added to your proposal as additional line items. These line items can be edited from the Item Details tab if you do not change the sell pricing in the finalization window.

Q

If you edit a line item on your proposal that was not added by the finalization process, your proposal will revert back to an un-finalized status and the line items that may have been added by the finalization process will be automatically removed. Since you have edited a line item, the proposal must be evaluated again to see if the vendor charges and fees are applicable or not. For example if you changed a quantity on a line item from 100



to 10 because of a typing mistake, a small order fee that was not applicable before may apply now. The finalization process will capture this extra cost and allow you to include it on your proposal.

My Proposals									
Proposal 56	30 : Usei	r Docum	entation						
🗧 🖬 💺	<u>19</u>								
Project Info	Design	Install	Item Details	Purchase Ord	ers Receivables	Payables	File Vault	Service & Punch	Ledger
Sefe	ore printing	, emailing,	or faxing your ; the proposal.	proposal you mu	st mark it as final. T	he finalizatio	n functions sl	nown below will be	
	-		below from be ur Sales Tax Ru		mply uncheck that	item.			
			stablished with ermine which ta be applied to		Don't apply any ta: MARYLAND (6%) Baltimore (2% Catonsville (1'	.)	•		
								Finalize	

If no issues are identified with your proposal you will see a clean finalization window as shown above. You can select the applicable tax rules and click on the Finalize button to complete the process and you will be returned to the Item Details tab.

After finalization you have additional icons available on the Item Details tab.

My Proposals								
Proposal 5630 : User Documentation								
Project Info Design Install Item Details Purchase Orders Receivables Payables File Vault Service & Punch Ledger								
Showing 1 - 5 of 5 Line Items for Proposal 5630.								
🔸 🔀 🛅 🎰 🦦 🗉 🐔 🗟 🏂 🌆 🐥 🕅 🚇								
Qty Item No. Item Descr. Item List Item Cost Item Sell Ext Sell Gr	р 🔺							
^I Open the Mail and Fax Terminal								
['] Print the Proposal Remove Finalization Flags from this Proposal								

The Finalization icon has changed to the 'Un-finalize this proposal' and you now have a new icon to print the proposal and one for the email and fax terminal.

After a proposal has been finalized with tax you will see a new column appear called Tax Applied. The tax percentage that was applied will appear for each line item where applicable. See example below.

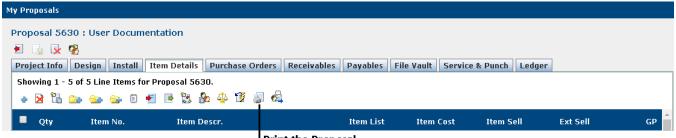
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÷.	0sar 20. 🎝 🥵	18-1000 : User Do	cumentation						
	ect Info	Design Install 1	Item Details Purchase Orders	Receivables F	ayables File Va	ult Service &	Punch Ledger		
101	wing 1 -	4 of 4 Line Items for	Proposal 2018-1000.						
þ	🔀 🛅	🖦 🖦 🖦 🗉 🔮	i 🖻 🐹 🎥 🍄 🕱 🍯	4					
1	Qty	Item No.	Item Descr.	Item List	Item Cost	Item Sell	Ext Sell	GP	Tax Applied 🔒
	<u>Sta</u>	<u>age 1</u>							
	Line 1 :	Knoll : Dividends Horiz	zon					•	
	1	D1R9636G	Worksurface, Rectangular, 96Wx36D, with grommet	\$827.00	\$132.32	\$132.32	\$132.32	0 %	MD: 6.00%
					Sta	ge 1 Total:	\$132.32	0%	
	. <u>Sta</u>	<u>age 2</u>							
	Line 2 :	Knoll : Office Seating						•	
			Life Chair, High Performance Arms,						
	1	55P3-4-A5K-GH	Aluminum Base & Levers, No Lum	\$1,744.00	\$279.04	\$279.04	\$279.04	0 %	MD: 6.00%
	Line 3 :	Knoll : KnollStudio						•	
	1	428C-1-U	Harry Bertoia Barstool, bar height, full cover, black frame	\$1,911.00	\$305.76	\$305.76	\$305.76	0%	MD: 6.00%
	1	1200 1 0	nano	\$1,511.00		ge 2 Total:	\$584.80	0%	
	Line 4 :	National Office Furnitu	Ire : SEATING			ge 2 rotan	<i>4001100</i>	•	
			ELOQUENCE,END					•	
	1	85N2024ENLW	TABLÉ,LAMINATE TOP	\$819.00	\$819.00	\$819.00	\$819.00	0%	MD: 6.00%

Proposal Printing

To select your proposal print options and to preview your proposal, click on the Printer icon in the Item Details tab.



Print the Proposal

This will open the Proposal Print options window.



_ ×

Print Proposal

Print Prefs:	Colort and write antions halow .
Philic Preis,	Select my print options below 🔻
Company Logo:	DCS_Address_Logo.JPG 🔻
	✓ Print Logo?
General Print Fields:	Print Logo on First Page Only
hold cntrl key for multiple	Proposal Description Proposal Totals
	Group Totals
	Page Break After Groups
	Group Summary
Line Item Driet Fielder	
Line Item Print Fields:	Line Numbers
hold cntrl key for multiple	Product Name
	Item Number
	Item Description
	Item Quantity
Proposal Details:	Print Line Item Details
Proposal Date:	Sep ▼ 29 ▼ 2016
Proposal Footer Message:	Thank you for your business! Please accept this
	proposal by signing below.
Save These Print	
Preferences?	

Proposal Print Options

	If print preferences have been saved, the title of		
	your saved print preferences will appear in this		
	list. Selecting a saved print preference eliminates		
	having to select specific print options. You can		
Print Prefs	select a set of print options and save the settings		
	(see Save Print Preferences). Then you can use the		
	saved print preferences to print your document by		
	selecting a saved print preferences option instead		
	of have to modify your default set of print options.		
	If you have uploaded multiple company logos, you		
Company Logo	will be able to select which logo is to appear on		
Company Logo	your document. To change logos, select the		
	appropriate logo from the drop down selection list.		



	Company's logos are uploaded in System
	Configuration. There is no limit on the number of
	logos you can upload.
	Even if you have a logo selected, you can choose
int Logo?	to have the logo print (or not) by selecting this
Print Logo?	check box. If the box is checked, your logo will
	print, if not checked, your logo will not print.

General Print Fields

General Film Fleus	
Print Logo on First page Only	If selected, your company logo will appear on the
	first page only of your proposal
Proposal Description	If selected, the proposal description will appear on
Toposar Description	your proposal
Proposal Totals	If selected, sell pricing totals will appear on your
Proposal Totals	proposal
	If selected and if you have groups defined on your
Group Totals	proposal, each group will appear with a subtotal
-	amount
	If selected, a page break (new page) will be
Page Break After Groups	inserted after a proposal group has printed
	If selected, a subtotal amount for each group will
Group Summary	appear at the end of your proposal
	If selected, this option will display all tax rules
Tax Detail	selected in the totals section. The rule name, tax
	percentage and dollar amount will be displayed.
Tare American David	If selected, the sales tax amount will appear on
Tax Amount Due	your proposal in the Totals section
Den egit De quinemente	If selected, the deposit request text will appear at
Deposit Requirements	the bottom of your proposal
	If selected, the deposit requested text will appear
Deposit Requirements Incl. Sales Tax	at the bottom of your proposal and will show any
	included sales tax
	If selected, the Propose To information from the
Propose To	Project Info tab will appear on your proposal
	If selected, the Customer Contact from the Project
Customer Contact	Info tab will appear on your proposal
	If selected, the Shipping Location from the Install
Shipping Location	tab will appear in your proposal
	If selected, the Installation Location from the
Installation Location	Install tab will appear on your proposal
	If selected, the Expiration date from the Project
Proposal valid Thru Date	Info tab will appear on your proposal
Panel Attribute Details	If selected, Teknion panel attributes will be
	in selected, rekinon paner attributes will be

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	displayed in detail on your proposal
	If selected, your company address information
Company Contact Details in Footer	from System Configuration will appear in the
	footer of your proposal
	If selected and if this information has been added
Sales Rep Contact Phone	to the User's definition in System Configuration,
Sules hep condit i hone	this information will appear in the header of your
	proposal
	If selected and if this information has been added
Sales Rep Contact Fax	to the User's definition in System Configuration,
Sules hep condition and	this information will appear in the header of your
	proposal
	If selected and if this information has been added
Sales Rep Contact Email	to the User's definition in System Configuration,
	this information will appear in the header of your
	proposal
	If Selected and if the proposal is set as a Direct
	order type on the Project Info tab, the purchase
Hide PO Instructions	order instructions to your customer will not be
	displayed
	If selected and if the Customer PO field on the
Customer PO	Project Info tab has been completed, the
	Customers PO number will appear on your
	proposal
Display Sub Totals	If selected, the proposal sub totals will appear on
· ·	your proposal
	When selected, a line titled "Print Name" will
Print Name Line	appear below the "Accepted By" line item, for the
	signer to actually print their name.

Line Item Print Fields

Line Numbers	If selected, the proposal line items will be numbered
Vendor Name	If selected, the Vendor Name will appear for each line item
Product Name	If selected, the Product Name will appear for each line item
Item Number	If selected, the item number (product code, part number) will appear for each line item
Item Description	If selected, the item description will appear for each line item
Item Quantity	If selected, the item quantity will appear for each



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	line item
Itom List Driving	If selected, the item list price will appear for each
Item List Pricing	line item
Extended List Pricing	If selected, the extended list price for each line
Extended List Fricing	item will appear
Item Sell	If selected, the item sell price will appear for each
	line item
Extended Sell	If selected, the extended sell price will appear for
Extended Sen	each line item
Item Tagging	If selected and if item tags are in use, the tagging
nem ragging	information will appear for tagged line items
	If selected, the finishes and options for line items
Item Finishes & Options	that have been imported via a specification file
	will appear
Zero Sell Items	If selected, line items with a zero sell price will
Zero Sen Rems	appear
Ruy Discounting	If selected, the buy discounting will appear for
Buy Discounting	each line item
GP Margin	If selected, the GP margin will appear for each line
Of Margin	item
Customer Discounting	If selected, the discounting used to calculate the
Customer Discounting	sell price will appear
	If selected and if the item special flag exists for an
Item Special	imported line item, the item special code will
	appear
Item Cost	If selected, the item cost will appear for each line
	item
Extended Cost	If selected, the extended item cost will appear for
Extended Cost	each line item
Print lines that are Not Booked	If selected, only the line items that are not on a
	purchase order will appear
Print lines that are Booked But Not Invoiced	If selected, line items that are on a purchase order
	and not on an invoice will appear
Print lines that are Invoiced	If selected, only line items that have been invoiced
	will appear

Proposal Details

Print Line Item Details	If selected, the line item details will appear
	If selected, line item details will not appear on
Print Summarized by Group	your proposal. If no groups are defined, only the proposal totals will appear



Display Pricing in Currency

Current Selection	If multiple currencies have been defined in your
	site, you can select the default currency for your
	site. To define multiple currencies in your site, see
	the system configurations section.

Proposal Print Options

Proposal Date	You can change the date to appear in the proposal		
rioposai Date	header by changing the date in this field		
	The default proposal footer message is defined in		
Droposal Footor Massage	System Configuration and will appear here. You		
Proposal Footer Message	can add information to the proposal footer		
	message by adding your text here.		
Save These Print Preferences	This option allows you to save your selected print		
Save These Flint Fletelences	preferences.		

Saving Proposal Print Preferences

The Saving Proposal Print Preferences function was created to allow you to save a set of proposal print options that may be different from your normal proposal print option needs. Proposal Print Preferences can be shared so everyone in your company can use it.



Print Proposal _ X **Proposal Print Options** Print Proposal Print Prefs: Select my print options below 🔹 Company Logo: DCS_Address_Logo.JPG 🔻 Print Logo? General Print Fields: Print Logo on First Page Only Proposal Description hold cntrl key for multiple Proposal Totals Group Totals Page Break After Groups Group Summary Ŧ THU DEFEN Line Item Print Fields: * Vendor Name hold cntrl key for multiple Product Name Item Number Item Description Item Quantity Item List Pricing Ŧ Proposal Details: • Print Line Item Details Proposal Date: Sep 🔻 29 🔻 2016 🚺 Proposal Footer Message: Thank you for your business! Please accept this proposal by signing below. Save These Print 1 Preferences? What should this set of print preferences be called? Optional description: Make these public?

To save a set of proposal print preferences, click on the 'Save These Print Preferences?' check box and you will be presented with a text input box to enter a name for your print preferences. This may be customer specific so you could name it using the customer's name. Any future proposals for that customer will be printed using this set of saved print preferences. If you want your print preferences to be available to everyone, check the 'Make these public?' check box. When this box is checked, everyone in your company will be able to select this saved print preference option.



_ ×

Print Proposal

osal Print Options		Print Proposal
Print Prefs:	Select my print options below 🔻	
Company Logo:	DCS_Address_Logo.JPG ▼ ✓ Print Logo?	
General Print Fields: hold cntrl key for multiple	Print Logo on First Page Only Proposal Description Proposal Totals Group Totals Page Break After Groups Group Summary	
Line Item Print Fields: hold cntrl key for multiple	Vendor Name Product Name Item Number Item Description Item Quantity Item List Pricing	
Proposal Details:	Print Line Item Details	
Proposal Date:	Sep V 29 V 2016	
Proposal Footer Message:	Thank you for your business! Please accept this proposal by signing below.	
Save These Print Preferences?	What should this set of print preferences be called? Customers Proposals Optional description:	1.
	Make these public?	

The example above shows a set of print options being saved as Customers Proposal and it has been set as a public (shared) print option.



Print Proposal

		Print Proposa
Print Prefs: Company Logo:	Select my print options below Select my print options below Customers Proposal	
	Print Logo?	
General Print Fields: hold cntrl key for multiple	Print Logo on First Page Only Proposal Description Proposal Totals Group Totals Page Break After Groups Group Summary	•
Line Item Print Fields: hold cntrl key for multiple	Line Numbers Vendor Name Product Name Item Number Item Description Item Quantity	•
Proposal Details:	Print Line Item Details	
Display Pricing in Currency:	T	
Proposal Date:	Sep ▼ 29 ▼ 2016	
Proposal Footer Message:	Thank you for your business!	2
Save These Print Preferences?		

After printing then proposal you will now have a new Print Preference to choose from when you print proposals. As you can see in the example above, the proposal print option called 'Customers Proposal' is available to be used for printing proposals. Once a saved print preference is selected, the Proposal Print Options window changes so other options cannot be selected. If you wish to select your own print preferences, simply choose the 'Select my print options below' option and you can continue to select the options you want n your proposal.



Also notice the red x icon appears to the right of the saved print preference. This is the delete icon and it is only presented to the user that created it so only that user can delete their own print preferences. The ability to edit/save print preferences is managed by permissions so only the users that have permission can create and edit saved print preferences. To delete a saved print preference you must select it from the list first, and then click on the delete icon and your saved print preference will be deleted.

Print Proposal 📃 🗵					
Proposal Print Options	Print Pro	posal			
Print Prefs:	Customers Proposal 🔹 🔀				
Display Pricing in Currency:	T				
Proposal Date:	Sep 🔻 29 🔻 2016				
Proposal Footer Message:	Thank you for your business!				
	·				
		//			

Marking the saved print preference as public allows the print preference to be used by others. It will appear in every user's Saved Print Prefs drop down selection box.

Email and Fax Terminal

The Email and Fax terminal allows you to transmit documents to your customers and vendors. You must have completed the proposal finalization process before you can use the email and fax terminal. The email and fax terminal icon does not appear on the Item Details tab until you have completed the finalization process. To open the email and fax terminal, click on the Email and Fax icon on the Item Details tab.

Μ	ly Pro	posals												
	Prop	osal 56	30 : User	- Docum	entation									
		i 😣	-											
	Proj	ect Info	Design	Install	Item Details	Purchase Orders	Receivables	Payables	File Vault	Service & Punch	Ledger			
	Sho	wing 1 -	5 of 5 Line	e Items fo	or Proposal 563	0.								
	٠	🔀 🚹	**	😑 🗐	🐔 🖻 🐮 🖁	b 44 😵 🏭 🐴	•							
	•	Qty	Item	ı No.	Item D	escr.		Item List	Item	Cost Item S	ell	Ext Sell	G	P
							Open the N	1ail & Fax	Terminal					

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If your message fails to send and Dealer Choice can determine that your message failed, you will get a message in your Dealer Choice message queue alerting you that the message was not sent. Some mail servers and fax machines do not report failures. It is highly recommended that when emailing a document, you include your own email address in the Recipient list so if you do not receive it, there is a very good chance that the intended recipient did not receive it either. If you are faxing a document, it is highly recommended that you follow up with the recipient to be sure that they have received your fax message.

When you "Send" your message by clicking on the Send button, your message is placed in the message queue. You can check on the status of your message by clicking on the Message Log tab. The message queue is processed approximately every 10 minutes by Dealer Choice. You have the option of removing your message from the message queue up to the time that the system starts to process your message.

Message Terminal



Email & Fa	x Communications Window		_ ×
Message T	Ferminal Message Log		A
Message	e Type: Email Message 🔻		
	Proposal_2018-1000.pdf Customer_Invoice_2018-1021.pdf Delivery_Ticket_2018-1000.pdf J	 Customer_Invoice_2018-1001.pdf Purchase_Order_2018-1000.pdf Purchase_Order_2018-1001.pdf 	* *
	cipient Email: [<u>search]</u> tiple recipients separated by line break	Auto CC is on, you do not have to inclu	ide yourself
	name - (d@dc-sysllc.com) name - (x@dc-sysllc.com)		
Sul	bject:		
	issage Body <i>tional</i>	Attachments From File Vault Use cntrl key for multiple select	
		File vault is empty	*
Se	end		

Email Options

Message Type	You can choose to send an email or fax message. The email input windows options are defined here
Document selection	As you create documents (proposals, purchase orders, invoices, etc) they will appear under the Message Type selection field. Any document that is selected will be transmitted to the recipient
Recipient Email	Enter the email address of the person or persons you wish to send the document to. You can enter multiple email addresses just be sure to enter each address on a separate line. In the gray box is a list of emails addresses associated with the customer the proposal is created for. You can selected



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	multiple email addresses by holding down your CTRL key and clicking.
[search]	The search option allows you to search through all the contacts you have entered email addresses for into Dealer Choice. Type the first few letters of the persons first name and any matches found in the contacts database will be displayed, click on an entry in the list to select that person
Auto CC is on	This means that Auto CC has been turned on in system configurations. You will automatically be sent a copy of your email and you do not need to put your email address in the recipient bar.
Subject	Enter the subject line for your email
Message Body	Enter the message text for your email
Attachments From File Vault	If you have uploaded any documents into this proposal's File Vault, they will be displayed here for selection as attachments to your email message. To include multiple documents, hold the CTRL key and click on the documents.
Send	Click on the Send button to place your email in the message queue to be processed by the message processor



Email & Fax Communications Window	- ×
Message Terminal Message Log	
Message Type: Fax Message V	
To: [search]	Fax:
From: Test User	Date: 09/29/2016
Re: Optional	File Vault: Use cntrl key for multiple select File vault is empty
Send	
	•

Fax Options

You can choose to send an email or fax message. The fax input windows options are defined here
As you create documents (proposals, purchase orders, invoices, etc) they will appear under the
Message Type selection field. Any document that
is selected will be transmitted to the recipient
Enter the name of the person you wish to send the
document to.
The search option allows you to search through all
the contacts you have entered fax numbers for into
Dealer Choice. Type the first few letters of the
persons first name and any matches found in the
contacts database will be displayed, click on an
entry in the list to select that person
If you have selected a name from the search
option, the fax number will be populated for you,
otherwise you can enter the fax number to send the
fax to
Your name will be populated in this field for you.
Today's date will be populated in this field.



Re:	Enter the reason for your fax
	If you have uploaded any documents into this
	proposal's File Vault, they will be displayed here
Attachments From File Vault	for selection as attachments to your fax message.
	To include multiple documents, hold the CTRL
	key and click on the documents.
	Click on the Send button to place your fax in the
Send	message queue to be processed by the message
	processor

Message Log Tab

The message log tab will display all messages that have been sent on this proposal. The messages appear in datestamp order and the most recent message will appear at the top of the list. All messages queued will have a status of 'Pending' until they begin to be processed by the message processor. The status will change to 'Processing'. After the message has been processed, the status will change to 'Sent' or 'Failed'. Messages can be removed from the queue up until they begin being processed by the message queue.

Messag	ge Terminal Message Log	9					
Showir	ng 1 - 1 of 1 Messages.						
Туре	Timestamp	Recipient	Subject	Status			
Email	09/29/2016 1:25 pm	support@dc-sysl	Test Proposal	Pending 🛛 🔯			

Туре	The Type field notes whether the message was emailed or faxed
TimeStamp	This field notes the date and time the message was sent to the message queue
Recipient	This field displays either the email address or fax number of the recipient of the message
Subject	This field displays the subject of your message
Status	As noted above, the status can be 'Pending', 'Processing', 'Sent' or 'Failed'
Remove from queue icon	This icon allows you to remove a message that is still in the 'Pending' status from the message queue. Once processing of the message begins, the message cannot be removed from the queue

Message Log Fields

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Purchase Orders Tab

To create purchase orders click on the Purchase Orders tab of your proposal. If no purchase orders have been created yet, you will only see the 'Create purchase orders' icon. Click on this icon to start the Purchase Order process. Your proposal must be finalized before you can create purchase orders. If your proposal has not been finalized and you try to create purchase orders, you will see a message noting that you must first run the finalization process.



After clicking on the 'Create purchase orders' icon, your proposal line items will be displayed in the Select Line Items window. You can choose all line items, specific line items or select line items by group, if groups were used on your proposal in the Item Details tab. If you click on the check box to the left of a Group name, all line items in that group will be selected.



elect	chase Orders		_	
_	ext> Item No.	Item Descr.	Item Cost	Ext Cost
	Group: Section 1			
Line:	1 Knoll, Inc. : Dividends F	lorizon		
	D1R9636G	Worksurface, Rectangular, 96Wx36D, with grommet	\$132.32	\$132.32
Line:	2 Knoll, Inc. : Office Seati	ing		
	55P3-4-A5K-GH	Life Chair, High Performance Arms, Aluminum Base & Levers, No Lum	\$279.04	\$279.04
	3 Knoll, Inc. : KnollStudio 428C-1-U	Harry Bertoia Barstool, bar height, full cover, black frame	\$305.76	\$305.76
			Group Section 1 Tota	l: \$717.12
	Group: Section 2			
Line:	4 Teknion Inc : General F	urniture Sales		
	44	Desk, square, with legs and a twist	\$420.00	\$840.00
			Group Section 2 Tota	l: \$840.00
Line:	5 Herman Miller : Genera	l Furniture Sales		
	12345	Manually entered product description, HM Chair, arms, legs. Finish	\$420.00	\$2,100.00

If any of your line items do not have a ship to address, there will be an error message at the top of this window "Some lines below cannot be ordered. Place mouse on highlighted line for details." and the lines will be highlighted in yellow. See example below.

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Purchase Orders			
elect Line Items Next> Some li	nes below cannot be ordered. Place mouse	on highlighted lin	e for details
Item No.	Item Descr.	Item Cost	Ext Cost
Line: 4 National Office R.	urniture : SEATING		
85N2024ENLW	ELOQUENCE,END TABLE,LAMINATE TOP	\$819.00	\$819.00
Line: 5 National Office Pu	irniture : CASEG00DS		
NAC49TLB	ACCESSORIES,49W,TASK LIGHT,BLACK,28 WATTS	\$255.00	\$255.00

Once you have the line items that are to be ordered selected, click on the Next button to Review your items to be ordered.



ew Your Purchase	Orders
- Back 🔥 a m	inimum customer deposit of \$448.20 is required in order to proce
	Place Orde
co roviow your purch-	ese orders before completing this step. The following purchase orders
be created and are su	mmarized below:
1 - Knoll, Inc.	
Purchase Amt:	\$717.12
In House PO?:	
Submit Via:	Email
Submit To:	
	(separate multiple emails with line breaks)
CC:	
Company Logo:	DCS_Address_Logo.JPG
	✓ Print Logo?
Attach Files:	Knoll.sif
PO Comment:	
Ship To:	New Test Customer
	111 First Street Catonsville, MD 21228
Shipping Contact:	
Contact Phone:	
Contact Fax:	
Req Ship Date:	T
Req Arrive Date:	
Deliver Between:	mm/dd/yyyy
	mm/dd/yyyy
Purchase Order	
Footer Message:	Thank you for your business! Please accept this proposal by signing below.
Items To Be Purcha	sed (3):
Product	Qty Item No. Item Cost
Dividends Horizon	1 D1R9636G \$132.32

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The <-- Back button allows you to exit the Review window and returns you to the Purchase Order select lines window.

In the example above, notice that a warning message appears noting that a customer deposit is required in order to proceed. This message is telling you that you have set a Customer Deposit Required amount in the customer database and is alerting you that you have not yet received or entered a deposit from this customer. This is a warning only, it will not prevent you from creating purchase orders for this customer.

The Place Orders button will complete the purchase order creation process and your purchase orders will be generated.

Purchase Amt	This is the total amount of your purchase order for
	this vendor product
	Any purchase order that will not generate a vendor
	invoice should be flagged as an in house purchase
	order. In house purchase orders with no associated
In house PO?	payable will allow the proposal to appear on the
	commission report when the "Proposal payables
	must be received in full" filter is used on the
	commission report.
	The default options for the Submit Via field are
	'Fax', 'Email' and "Don't send just let me print it".
	If an electronic order template exists for this
Submit Via	vendor you will have two more options: 'Generate
	electronic order and send it' and 'Generate
	electronic order and let me save it'.
	This prompt will appear if you choose to email
	your purchase order from the Submit Via options
	noted above. Enter either the email address or fax
Submit To	number to send the purchase order to. If this
	information has been defined in the vendor
	database for this vendor, the information from the
	vendor database will be populated here for you
	This prompt will appear if you choose to email
	your purchase order from the Submit Via options
CC	noted above. The CC field allows you to add
	recipients to receive this purchase order. You
	cannot add multiple recipients for faxed orders,
	only a single fax number may be entered.
Compony Logo	You can select which company logo you want
Company Logo	included on your purchase order if you have

Purchase Order Review Fields

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	uploaded multiple logos
Drint Logo?	You can select whether or not you want your
Print Logo?	company logo to print on your purchase order
	If files have been uploaded to the File Vault, they
	will appear here and are available to be selected
Attach Files	and will be sent with your purchase order as
	attachments. To select multiple files, hold the
	CTRL key down and click on files
	Enter any specific text you want included on your
PO Comment	purchase order. If this text will be the same all the
1 O Comment	time for this vendor, you can define the PO
	Comment text in the vendor database.
	This is the Ship To address from the Install Info
Ship To	tab or from the specific line item Ship To address
	if it was changed on the Item Details tab
	This is a text field that you can enter a shipping
Shipping Contact	contact name. If the Shipping Contact information
Simpping Contact	was completed on the Install Tab, that information
	will appear here.
	This is a text field that you can enter a shipping
Contact Phone	contact phone. If the Shipping Contact information
	was completed on the Install Tab, that information
	will appear here.
	This is a text field that you can enter a shipping
Contact Fax	contact fax. If the Shipping Contact information
	was completed on the Install Tab, that information
	will appear here.
Req Ship Date	You can select a Required Ship Date by entering
	that date here
Req Arrive Date	You can select a Required Arrival Date by
-	entering that date here
	If dates are entered in the two input fields, they
Deliver Petween	will appear on the purchase order comments frame as "Please deliver between" and the two dates will
Deliver Between	
	be displayed. Both dates must be entered to use
	this feature.
Items to be Purchased	This section displays the line items that are to be purchased from this yendor on this purchase order
	purchased from this vendor on this purchase order

After your Purchase Orders are created, they will be listed in the Purchase Order tab. Dealer Choice will display a Purchase Order Summary at the bottom of your PO list. The Purchase Order Summary is broken down by vendor and also by all PO total.

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Order Amount	L				₩		Shov
	3 y	Sent By	Product	<u>/endor</u>	<u>Creation Date</u>	🖉 🦉	
\$132.32		N/A	General Sales	Dealer Choice Systems, Inc	Mar 28th 2018 9:20am	2018-1011	¥
\$305.76		N/A	KnollStudio	Knoll	Mar 28th 2018 9:22am	2018-1012	¥
Total Amount \$132.32 \$305.76		r Choice Systems, Inc	Vendor Dealer (Knoll				
1	Grand Total						

Vendor Deposit Required Example

The example below shows a case where a vendor deposit is required. If this vendor requires a deposit with orders and you have set the Required Deposit Percentage amount in your vendor database for this vendor, you will see the Vendor Deposit Required field in the Review Your Purchase Orders window. The amount displayed is the amount calculated per the percentage amount that exists in your vendor database for this vendor. If you create the purchase order with this box checked, a deposit payable will be created and will appear in your Vendor Bills window. If you un-check this box, the deposit payable will not be created.



te Purchase Orders		
Review Your Purchase	Orders	
< Back		
Am	inimum customer deposit of \$448.20 is r	
_,		Place Orders
Please review your purcha will be created and are su	se orders before completing this step. The mmarized below:	following purchase orders
┌─ #1 - Knoll, Inc		
Purchase Amt:	\$717.12	
Vendor	✓ \$179.28	
Deposit Required:	This deposit will be created automatically	
In House PO?:		
Submit Via:	Don't send, just let me print it 🔻	
Company Logo:	DCS_Address_Logo.JPG	T
	Print Logo?	
Attach Files:	Knoll.sif	
PO Comment:		
Ship To:	New Test Customer 111 First Street Catonsville, MD 21228	
Shipping Contact:		
Contact Phone:		
Contact Fax:		
Req Ship Date:		
Reg Arrive Date:	T	
Deliver Between:	mm/dd/yyyy	
	mm/dd/yyyy	
Purchase Order Footer Message:	Thank you for your business! Please acce proposal by signing below.	pt this
Items To Be Purcha	sed (3):	
Product	Qty Item No.	Item Cost
Dividends Horizon	1 D1R9636G	\$132.32
Office Seating	1 55P3-4-A5K-GH	\$279.04
KnollStudio	1 428C-1-U	\$305.76

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Once you click on the Place Orders button, your purchase order(s) will be created. Depending on your Submit Via option selection, your purchase order(s) may be emailed and/or faxed as well. The Print Purchase Orders window will open displaying the purchase orders you have just created and the purchase orders will be listed in the Purchase Orders tab. You can print copies of your purchase order(s) if you wish.

ly Proposals										
Proposal 5630	: User Docum	entation								
🖲 🔓 🕵 🥵										
Project Info D	esign Install	Item Details	Purchase Orders	Receivables	Payables	File Vault	Service & Punch	Ledger		
Showing 1 - 1 o 属 🍯 🍠	f 1 Purchase Ord	lers for Propos	al 5630.						F	Page 1 of 1 1
<u>PO No.</u>	<u>Creation Dat</u>	<u>e Ver</u>	<u>idor</u>		P	roduct			Sent By	Order Amoun
TST-8300	Sep 29th 201	6 2:05pm Kni	oll, Inc.		D	ividends Hori:	zon, Office Seating, k	<n< td=""><td>N/A</td><td>\$717.12</td></n<>	N/A	\$717.12

After creating purchase orders, you will see three additional icons on the Purchase Orders Tab.

My Proposals							
Proposal 2018-1000 : User Documentation							
Project Info Design Install Item Details Purchase Orders Re	ceivables Payables File Vault Ser	vice & Punch Ledger					
Showing 1 - 3 of 3 Purchase Orders for Proposal 2018-1000.	Showing 1 - 3 of 3 Purchase Orders for Proposal 2018-1000.						
P <u>) No. Creation Date Vendor</u>	Product	Sent By	Order Amount				
Print Multiple Purchase Orders							
Print Delivery Tickets for all Purchase Orders							
Print a Summary of all Purchase Orders							

New Purchase Order Tab Icons

Icon	
Print a Summary of all Purchase Orders	Clicking on this icon will generate the Purchase Order Summary report. This report lists all purchase orders that exist on this proposal and allows you to print the report if required. The Purchase Order Summary report includes order acknowledgement information if it has been entered as well.
Print Delivery Tickets for all Purchase Orders	Clicking on this icon opens the Delivery Ticket Print Options window allowing you to select fields to appear on your Delivery Ticket.
Print Multiple Purchase Orders	Clicking this icon will allow you to print multiple Purchase Orders at one time.



Purchase Order Summary Report

The Purchase Order Summary report will list each purchase order that has been created on this proposal. It displays key elements of each purchase order.

Purchase Order Summary : Prop	oosal 5630		1/1		¢	Ŧ	ē	ĺ
			Purcha	se Order Summary Proposal: 5630 Date: 10/05/2016				
	PO No.	Vendor	Order Amount	Shipping Location				
	TST-8300 09/29/2016	Knoll, Inc. Various Products	\$717.12	New Test Customer 111 First Street Catonsville, MD 21228				

PO Summary Column Titles

PO No.	The purchase order number
Ack No	If the acknowledgment number has been entered
ACK INO	for the purchase order it will be displayed here
Shin Data	If the Ship Date has been entered it will be
Ship Date	displayed here
Receive Date	If the Receive Date have been entered it will be
Receive Date	displayed here
Vendor	The vendor that the purchase order is made out to
vendor	will be displayed here
Order Amount	The total cost amount of the purchase order will be
Order Amount	displayed here
Shinning Logotion	The shipping location of the purchase order will be
Shipping Location	displayed here

Print Multiple Purchase Orders

This icon will allow you to print multiple Purchase Orders at one time. After clicking on this icon, a window will pop up to allow you to make your print selections. See image below.



Print Purchase Orders		_ ×
Purchase Order Print Options	Print Purchase C	rders
Choose Purchase Orders To Print:	2018-1000 : Knoll : \$132.32 2018-1001 : Knoll : \$279.04 2018-1003 : Knoll : \$305.76	
Choose Purchase Order Pricing:	Net & List Price 🔻	
Company Logo:	DCS_Addr_3_jpg.jpg ▼ ✓ Print Logo?	- 1
Purchase Order Footer Message:	This is a PO footer.	

Choose Purchase Order to Print	Select any Purchase Orders you would like to print. You can hold down the CTRL key on your key board to select multiple POs.
Choose Purchase Order Pricing	Here you can choose what type of pricing you would like printed on your POs such as: Net & List Price, Net Price, List Price or Sell Price.
Company Logo	Check the Print Logo box to have your logo printed on your POs. Here you can also select different logos that have been uploaded to your site (in system configurations)
Purchase Order Footer Message	A PO footer can be added in system configurations to print on all POs.

Delivery Ticket Report

The Delivery Ticket Print Options window allows you to specify what data is to be included on your Delivery Ticket. This report allows you to use the Delivery Ticket for multiple uses although it was originally intended as a form to accompany your installers to the job site to record what product has been delivered to your customer. The document title can be changed to any text you want so the form can be tailored to meet your needs.

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Delivery Tickets		
livery Ticket Print Opt	ions Generate T	icket
Print Prefs:	Select my print options below 🔻	
Company Logo:	DCS_Addr_3_jpg.jpg ▼ ✓ Print Logo?	
General Print Fields: hold cntrl key for multiple	Customer Customer Contact Shipping Location Installation Location Vendor Address Dealer PO	
Line Item Print Fields: hold cntrl key for multiple	Line Numbers Vendor Name Product Name Item Number Item Quantity	
Line Items: [<u>toggle all</u>]	Life Chair, High Performance Arms, Aluminum Base & Levers, No Lumbar, Grey Hard Caster, medium (standard) cylinder Line Item 3 / Qty: 1.00 Knoll : KnollStudio Harry Bertoia Barstool, bar height, full cover, black frame Line Item 4 / Qty: 1.00 National Office Furniture : SEATING ELOQUENCE,END TABLE,LAMINATE TOP	
Consolidate POs:		
Include Punch:		
Punch Only:		
Document Title:	Delivery Ticket	
Shipping Location Title:	Shipping Location	
Dealer Contact:	Dealer Contact	
Ticket Comments:	This is a ticket comment	
Print Ticket Comments Below Line Items:		
Save These Print Preferences?		

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Delivery Ticket Print Option

Print Prefs	If print preferences have been saved, the title of your save print preferences will appear in this list. Selecting a saved print preference eliminates having to select specific print options. You can select a set of print options and save the settings (see Save Print Preferences). Then you can use the saved print preferences to print your document by selecting a saved print preferences option instead of having to modify your default set of print options.
Company Logo	If you have uploaded multiple company log's, you will be able to select which logo is to appear on your document. To change logos, select the appropriate logo from the drop down selection list. Company's logos are uploaded in System Configuration. There is no limit on the number of logos you can upload.
Print Logo?	Even if you have a logo selected, you can choose to have the logo print (or not) by selecting this check box. If the box is checked, your logo will print, if not checked, your logo will not print.
General Print Fields Select the fields that you want to appear on document	
Line Item Print Fields	Select the fields for displaying your line items
Line Items	Select the line items you would like to print
Consolidate POs	Check this box if you would like all Delivery Tickets to print together
Include Punch	Check this box if you would like to include Punch lines
Punch Only	Check this box if you would like to have only punch items print
Document Title	The default title is Delivery Ticket. Depending on how you plan to use this document, you can change the title to whatever text you want, some examples are Customer Pickup, Will Call and Drop Ship
Shipping Location Title	The default is Shipping Location. You can change this field to whatever text you want
Dealer ContactYou can enter the name of a person that is to contacted regarding this document if desired	

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	or any other information you want to appear on this document
Print Ticket Comments Below Line Items	This allows you to print your ticket comments below the line items
Save These Print Preferences?	This option allows you to save your selected print preferences.

General Print Field Options

Customer	If selected the customer name will appear
	If selected the customer contact from the
Customer Contact	Project Info tab will appear
	If selected the shipping location from the
Shipping Location	Install tab will appear
Install Logation	If selected the install location from the Install
Install Location	tab will appear
Vendor Address	If selected the vendor address will appear
Dealer PO	If selected the purchase order number will
Dealer PO	appear
Customer PO	If selected the customer purchase order number
Customer FO	will appear
Proposal No	If selected the proposal number will appear
PO Date	If selected the purchase order date will appear
Bldg Mngmt POC	If selected the building management point of
blug wingint i OC	contact from the Install tab will appear
Bldg Mngmt Phone	If selected the building management phone
	number from the Install tab will appear
Bldg Mngmt Fax	If selected the building management fax
	number from the Install tab will appear
Purchase Order Comments	If selected the purchase order comments will
	appear
Company Contact Details in Footer	If selected your company contact details will
Company Contact Details in 1 00ter	print in the footer

Line Item Print Field Options

Line Numbers	If selected your line items will be numbered
Vendor Name	If selected the Vendor Name will appear on each line item
Product Name	If selected the Product Name will appear on each line item
Item Number	If selected the Item Number will appear for each line item
Item Description	If selected the Item Description will appear for

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	each line item
Item Quantity	If selected the Quantity for each line item will
Item Quantity	be displayed
Itom Togging	If selected the Item Tagging will appear for
Item Tagging	each line item
Itom Finishes & Ontions	If selected the Item Finishes and Options will
Item Finishes & Options	appear for each line item
A aknowladgement Number	If selected the ACK Number will appear for
Acknowledgement Number	each line item
Ship Data	If selected the Ship Date will appear for each
Ship Date	line item
Receive Date	If selected the Receive Date will appear for
Receive Date	each line item
Quantity Passivad	If selected the Quantity Received field will
Quantity Received	appear for each line item

A sample Delivery Ticket appears below

t	1 / 1					¢	Ŧ	ē
Vendor: Kno Sales Rep: 1		Purchase	Order: Prop	Ticket TST-8300 osal: 5630 9/29/2016	Т			
Customer:	Installat	on Location:						
Test Customer 123 Main Stree Baltimore, MD	t 111 Firs	st Customer t Street ille, MD 21228						
Ticket Co	mments: Ticket comments here. Example of	ticket comment.						
Product/Item N	o Item Description	Item Tagging	Qty	Qty Rcvd				
Dividends Hori Item No: D1R9		vith grommet	1					
item No. D I No								
Office Seating Item No: 55P3	4-A5K-GH Levers, No Lumbar, Grey Hard Caster, (standard) cylinder		1					

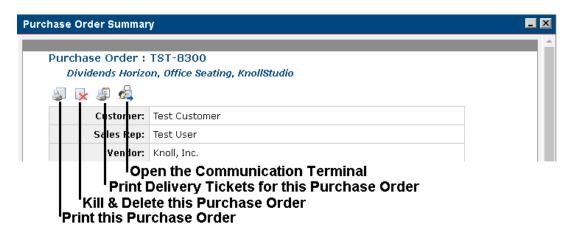
Purchase Order Summary Window

After you create your purchase orders, you can review them and make adjustments via the Purchase Order Summary window. To view the Purchase Order Summary window, click on any purchase order that exists in the Purchase Orders tab of any proposal.



urchase Order Summar	γ	- ×
Purchase Order : KnollStudio	17-1129	
3 🐹 3 🖬		
	Test Customer	
Sales Rep:		
Vendor:		
Purchased On:	8/24/2017	
In House PO?:	No [<u>change</u>]	
Order Amount:	\$305.76	
Total Sell:	\$305.76	
Total List:	\$1,911.00	
Shipping To:	Test Customer 100 Frederick Road Catonsville, MD 21228 [<u>change</u>]	
Internal Purcha [<u>add a note</u>]	se Order Notes:	
External Purcha [<u>add a note</u>]	se Order Notes:	
Item Summary: 🔹 🔀 🕏 [<u>check a</u>	<u>all]</u>	
🔲 Harry Bertoia B	Barstool, bar height, full cover, black frame <u>[edit]</u>	-





Purchase Order Summary Window Icons

	This icon allows you to print a copy (or save a		
Print this Purchase Order	PDF copy) of your purchase order. You can also		
Finit uns Furchase Order	select If you would like to print the Net Price &		
	List Price, Net Price, List Price or Sell Price.		
	This icon allows you to delete the purchase order.		
Kill & Delete this Purchase Order	If the product has been invoiced to your customer		
	or if you have received a vendor invoice against		
	this purchase order, you cannot delete it without		
	removing the customer invoice or vendor invoice		
	first		
Print Delivery Tickets for this Purchase Order	This icon allow you to print a Delivery Ticket for		
Finit Derivery Tickets for this Purchase Order	this purchase order		
Open the Communication Terminal	This icon allow you to email or fax this purchase		
Open the Communication Terminal	order		

Purchase Order Summary Fields

Customer	The Customer Name from your proposal
Sales Rep	The Sales Rep Name on this proposal
Vendor	The Vendor Name that the purchase order is made
Vendor	out to
Purchased On	The Creation Date of the purchase order
Order Amount	The Total Cost amount of the purchase order
Total Sell	The Total Sell amount of the product on this
	purchase order
Total List	The Total List amount of the product on this
Total List	purchase order
Shipping To	The Ship To address for the product on this
	purchase order
[change]	Allows you to change the Shipping To address on



	this purchase order		
Internal Purchase Order Notes [add a note]	Add internal notes about this purchase order here. This will not print on the purchase order.		
External Purchase Order Notes [add a note]	Add text here that will be displayed on the purchase order.		

Entering Purchase Order Acknowledgement Information

There are two methods for entering your purchase order acknowledgement data. The first method is to enter the information directly on the Purchase Order Summary window (Purchase Orders tab on Proposal) and the second is to enter the information via the Project Status Report (under Reports - Proposals & Sales - Project Status)

To enter acknowledgment information from the Purchase Order Summary window, open your proposal and click on the Purchase Orders tab. Click on the purchase order that the information is to be entered on to open the Purchase Order Summary window.

In the Item Summary section of this window you will see your purchase order line items displayed. There are several icons

em Summary:				
🕨 🔀 📝 [<u>check a</u>	<u>n</u>]			
🔲 Worksurface, R	ectangular, 96Wx36D, with grommet	[<u>edit]</u>	-	
ine 1 <i>Dividends Ho</i>	prizon			
htv: 1.00	Item No: D1R0636G	Ack No:		

¹Delete Selected Line Items Add a Line Item to this Purchase Order

item Summary icons	
Add a Line Item to this Purchase Order	Click on this icon to add line items to this purchase order. The line item(s) to be added, must be entered on the Item Details tab, must have the same vendor and must have the same ship to address.
Delete Selected Line Items	Click on this icon to delete any lines that have been selected (check box to left on line item). This will remove the selected line items from this purchase order and they will revert back to a 'not ordered' status on your Item Details tab.
Update Acknowledgement Numbers, Shipping and Receiving Dates on Selected Items	Clicking on this icon open the Enter Ack Info window and allows you to enter your

Item Summary Icons



	acknowledgement information on the selected line
	items.
[check all]	Clicking on this icon will select all the line items
	on this purchase order.

tem Summary:			
🖡 🔀 📝 <u>[check all]</u>			
Enter Item Information Below	v: 🗵 , with grommet [edit]	<u> </u>
Ack No:	, with grommet	ealtj	
Ship Date: 🔹	206260	A als Mars	
Ship Date.	R9636G	Ack No:	
Receive Date: 🔹	.65.40	Ship Date:	
	5.40	Receive Date:	
	Save		
Life Chair. High Performa	ance Arms, Aluminum Base & Lo	N [- dia]	

In the example above, the [check all] button was clicked to select all the line items on this purchase order, then the Enter Acknowledgement Info icon was clicked.

Enter the acknowledgement information into the appropriate input box and click on the Save button to save your data. The selected line items will be updated to display the ack info you entered as shown below.



KnollStu	r Summar		_ ×
KnollStu			^
Cu Sa Purcha In Hou Order To To		17-1129 Fully Acknowledged (10-32)	
Sa Purcha In Hou Order To To	F 🚑		
Purcha In Hou Order To To	ustomer:	Test Customer	
In Hou Order To To	ales Rep:	Test User	
In Hou Order To To	Vendor:	Knoll	
Order To To	ased On:	8/24/2017	
To To	use PO?:	No [<u>change]</u>	
Т	Amount:	\$305.76	
	otal Sell:	\$305.76	
Ship	otal List:	\$1,911.00	
	pping To:	Test Customer 100 Frederick Road Catonsville, MD 21228 [change]	
	al Purchas <u>a note</u>]	se Order Notes:	
	al Purcha <u>a note</u>]	se Order Notes:	

When you close the Purchase Order Summary window your acknowledgement number will also be displayed in parenthesis next to the vendor name in the Purchase Order tab window as shown below.

Editing Purchase Orders

To edit the data on a purchase, click on the purchase order containing the line item(s) you wish to modify to open the Purchase Order Summary Window.

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Each line item on the purchase order is displayed with the [edit] button to the right on the product description. Click on the [edit] button to open the View & Edit a Booked Line Item window.

/endor:	Item Numbe	Item Number:			Item Description:		
Knoll, Inc. Ship To: New Test Customer	D1R9636G Item Taggin	D1R9636G Item Tagging:			Worksurface, Rectangular, 96Wx36D, with grommet		
Product/Service: Dividends Horizon [KDH] 🔻	Item Taggin Item Taggin						
Proposal Line No: Line 1							
Quantity: 1				Discount ID: Sample Discount		ount	
Item List Price:	827.00	.00			ription: For user documentati	on	
Discounting: 60	% 60 %	60 % % % %			Expiration:		
Item Cost: GP Margin: Item Sell Price:	132.32 20 % OR]% Discount Off Li	st	Extende	d Cost: \$132.32 ed Sell: \$165.40 collars: \$33.08		
					1argin: 20.00 %		
item Status: Ordered							
Purchase Order: E	st. Ship Date:	Receive Date:	Deliver	y Date:	Invoice Date:		
<u>TST-8300</u> 09/29/2016 2:05 pm							

The edit window displays the line item details and all fields are locked. This is to allow you to view the line item details without making any changes unintentionally. To unlock the data fields, click on the Edit button in the upper right hand corner of this window and all eligible fields will be unlocked.

When editing purchase order data, certain fields will remain locked if the line item has been invoiced. Once the line item has been invoiced, you can only change the cost of the line item.

After making changes to the line item you must click on the Save button and your changes will be saved.

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Receivables Tab

The Receivables tab is where you create your customer invoices, create pro forma invoices, receive customer deposits and credit customer credits.

The Customer Invoices tab displays all customer invoices that were created on this proposals and the Customer Credits tab displays all customer credits that were created for this proposal

Customer Invoices Tab

My Proposals Proposal 5630 : User Docum	nentation			
Project Info Design Install	Item Details Purchase Orders	Receivables Payables File Vault	Service & Punch Ledger	
Invoic 2 No. Date	Sent By		Amount	Balance
You have no customer invoices	to display under this proposal.			
Receive Cus Create Pro For	stomer Deposits ma Invoice			

Create New Invoice

Receivables Tab Icons

Create New Invoice	Click on this icon to start the invoice creation process
Create Pro Forma Invoice	Click on this icon to start the proforma invoice process
Receive Customer Deposits	Click on this icon to receive a customer deposit

Create Customer Invoices

My Proposals										
Proposal 5630) : User [Docume	entation							
🛃 📑 🥵										
Project Info	Design I	install	Item Details	Purchase Orders	Receivables	Payables	File Vault	Service & Punch	Ledger	
Customer Inv	voices C	ustomer	Credits							
	3									
Invoice	<u>e No.</u>	<u>Date</u>	s	ent By				Amount		Balance
You have no	customer ir	nvoices t	o display under	this proposal.						

Create New Invoice

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After clicking on the Create New Invoice icon the Select Line Items window will open. This allows you to select the line items that you want to include on your customer invoice. You can also select lines by Group. If you check the selection box to the left of any Group name, all the line items contained in that group will be selected. Click on the Next button to continue the invoice creation process.

Item No.	Item Descr.	Item Sell	Ext Sell
Group: Section 1			
Line: 1 Knoll, Inc. : Dividends Horizon			
D1R9636G	Worksurface, Rectangular, 96Wx36D, with grommet	\$165.40	\$165.40
Line: 2 Knoll, Inc. : Office Seating			
	Life Chair, High Performance Arms, Aluminum Base & Levers, No Lumbar, Grey Hard Caster, medium (standard)		
55P3-4-A5K-GH	cylinder	\$348.80	\$348.80
Line: 3 Knoll, Inc. : KnollStudio			
	Harry Bertoia Barstool, bar height, full cover, black frame	\$382.20	\$382.20
	cylinder Harry Bertoia Barstool, bar height,	·	

The Review Your Invoice window will open.



eview Your Inv	voice			
<u>< Back</u>				Create Invoice
our invoice previe nvoice'.	w is shown below. Please reviev	v and make s	ure there are no errors. When you are n	eady to continue click 'Create
(nvoice Preview :	: Test Customer	Items To Be	e Invoiced (3):	
Invoice To:	Test Customer	Qty	Item Descr	Ext Sell
\$896.40 T	otal Sell [update tax]	1.00	Worksurface, Rect	\$165.40
\$0.00 T	\$0.00 Tax \$896.40 Invoice Total		Life Chair, High	\$348.80
\$896.40 I			Harry Bertoia Bar	\$382.20
Invoice Date:				·
Submit Via:	Mail 🔻			
Submit To:	Test Customer 123 Main Street Baltimore, MD 21228			
Remit To:	Dealer Choice Systems 🔻	I 		
Company Logo:	DCS_Address_Logo.JPG V	_		
Print Prefs:	Select my print options 🔻			

The Review You Invoice window displays the invoice information for you before the invoice is created. Several of the fields in this window can be edited.

Review Your Invoice Fields	
[update tax]	This link allows you to update or modify the tax rules that have been applied to the proposal. Clicking on this icon will open the Change Tax Rules window and allows you to either apply sales tax or modify the tax rules that were applied. <i>*Image Shown Below*</i>
Invoice Date	You can pre or postdate your invoice created date by adjusting the date here. The default is the date you are running this process
Submit Via	The Submit Via options allow you to choose how your invoice is to be submitted to your customer. You can select Email, Fax or Mail. If you select the Mail option, then the invoice will be created and the invoice PDF preview window will open displaying your final invoice. You can then print a copy of the invoice to mail to your customer. If you select the Fax option, you must enter the customers fax number. If you select Email, you

Review Your Invoice Fields



support@dc-sysllc.com (877) 769-1865

	will see a selection option list of any customer or vendor contacts that exist in Dealer Choice from the customer or vendors Contacts tab. You can select an existing email address or enter an address in the open text field below the displayed contacts. The invoice will be created and submitted to the message queue to be processed as an email or fax to your customer.
Submit To	The Submit To field allows you to choose where your invoice is being sent. Here you can input a mailing address, email address or fax number depending on what you selected in the "Submit Via" option (in the previous field)
Remit To	If you have defined remit to addresses in your System Configuration, you will have the option of which remit to address is to be printed on your invoice.
Company Logo	If you have multiple company logos uploaded in your System Configuration, you can select which logo is to appear on this invoice.
Print Prefs	If customer invoice print preferences has been saved, then the print preferences options will be available for selection here
Create Invoice	Clicking on this button will complete the invoice creation process and your invoice will be created. You invoice will appear as in your Receivables tab.

[update tax]

ange Tax Rules	_ ×
Change Proposal Tax There are tax rules established within the state of MARYLAND. Please determine which tax rules should be applied to this proposal. Use the CTRL key to select multiple.	Î
Don't apply any tax rules MARYLAND (6%) Baltimore (2%) Catonsville (1%) Save Tax	

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The [update tax] link allows you to add or modify the tax rules that were applied to your proposal during finalization. Select the tax rules to be applied to your customer invoice and click on the Save Tax button. You invoice Preview window will update to display the new tax rules applied.

Pro Forma Invoice

The pro forma invoice option allows you to generate a document that can be used for many purposes. The document can be used to create what looks like an invoice, proposal, or a receipt/invoice for a customer deposit.

P

The pro forma invoice has absolutely no accounting impact at all. It is simply a document that you can use to create an "invoice" for a customer deposit, or to request a payment from your customer without having to create a customer invoice. If you receive a payment that is the result of sending a pro forma invoice, you will receive that payment as a deposit on the proposal. When you do create the customer invoice, the deposit amount obtained from the pro forma invoice can be applied to that invoice. There is no limit to the number of pro forma invoices you can generate.

My Proposals							
Proposal 5630 : User Documentation							
I II II I							
Project Info Design Install Item Detai	s Purchase Orders	Receivables	Payables	File Vault	Service & Punch	Ledger	
Customer Invoices Customer Credits							
📓 📑 🔂							
<u>I ivoice No. Date</u>	Sent By				Amount		Balance
You have no customer invoices to display ur	der this proposal.						

Create Pro Forma Invoice

Click on the Pro Forma invoice icon and the Pro Forma Invoice Print Options window will open



orma Invoice Print Opti	ons	Print Inv
Print Prefs:	Select my print options below 🔻	
Company Logo:	DCS_Address_Logo.JPG •	
	Print Logo?	
General Print Fields: hold cntrl key for multiple	Print Logo on First Page Only Invoice Description Invoice Totals Total Due Group Totals Page Break After Groups	
Line Item Print Fields: hold cntrl key for multiple	Line Numbers Vendor Name Product Name Item Number Item Description Item Quantity	
Line Items: [<u>toqqle all</u>]	 Knoll, Inc. : Dividends Horizon Worksurface, Rectangular, 96Wx Knoll, Inc. : Office Seating Life Chair, High Performance A Knoll, Inc. : KnollStudio Harry Bertoia Barstool, bar he Teknion Inc : General Furniture Sales Deck, causes with lass and a 	×
Invoice Message:	Invoice message here	
\$\$ Percentage: OR	100 % of proposal or selected line items	
\$\$ Amount		
Invoice Details:	Print Summarized by Group 🔻	
Include Deposits:		
Document Date:	10/12/2016	
Document Title:	Test Pro Forma Invoice	
Proforma Invoice No:	PF-5630	
Invoice Description:	User Documentation	
Remit To:	Dealer Choice Systems 🔻	
Address:	Dealer Choice Systems P.O. Box 21058 Baltimore, MD 21228 877-769-1865	
Footer Message:	Thank you for your business!	6
	Save to File Vault?	
Save These Print Preferences?		

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Pro Forma Print Options Fields

Print Prefs	If print preferences have been saved, you can select from the available options here
Company Logo	If multiple company logos have been uploaded in your System Configuration, you can select which logo is to be applied to your document
General Print Fields	These fields affect the overall appearance and header information on your document *See Chart Below for More Details*
Line Item Print Fields	These fields affect the appearance of each line item on your document *See Chart Below for More Details*
Line Items [toggle all]	Select the Line Items to appear on your document, the [toggle all] button will select all line items. You must select at least one line item to appear on your document.
Invoice Message	You can type a specific message to appear on your document by entering that text here
\$\$ Percentage	You can enter a percentage amount of the total of the selected line items to appear as the amount due on your document
\$\$ Amount	You can enter a specific dollar amount to appear as the amount due on your document
Document Title	You can change the title of the document to any text you want by entering that text here. This gives you the flexibility to use this document in multiple ways. The text you enter here appears at the top of the document
Proforma Invoice No	The default is PF - followed by the proposal number. This is your only link to the proposal that you are creating the pro forma invoice for. This is a free text field and you can enter any number that you wish.
Invoice Description	You can enter any text you want here. This text may be a description of what the document is for.
Remit To	If you have entered multiple Remit To addresses in your System Configuration, you can select the remit to address you want to appear on your document
Address	The default is your company address. You can change the address here if desired
Footer Message	The default is the invoice footer message from your System Configuration. You may change this



	text here if desired
	If selected a copy of this document will
Save to File Vault?	automatically be saved to the File Vault of this
	proposal
	This option allows you to save the print options
Save Print Preferences	that you have selected above for use on future pro
	forma documents.

General Print Fields

If you only want your company logo to appear on
the first page select this option
If you want the text in the Invoice Option input
field to appear select this option
If selected the total amount of the line items you
selected will appear on your document
If selected and if you have groups on your
proposal each group will appear with a sub total
amount
If selected and if you have groups on your
proposal a new page will print after each Group
has printed
If selected and if you have groups on your
proposal each group name and subtotal will be
listed at the end of your document
If selected this will display all tax rules selected in the
totals section. The rule name, tax percentage and dollar
amount will be displayed
If selected the sales tax applied to the proposal will
appear on the document
If selected and if the Customer PO field on the
Project Info tab is populated the Customer PO data
will appear on your document
If selected the Customer address from the project
Info tab will appear on your document
If selected the Shipping Location from the Install
Tab will appear on your document
If selected the Installation address from the Install
Tab will appear on your document
If selected and if Teknion panels have been
imported into your proposal then panel details will
appear on your document



Line Item Print Fields

Line Numbers	If selected your line items will be numbered
Vendor Name	If selected the Vendor Name will appear on each line item
Product Name	If selected the Product Name will appear on each line item
Item Number	If selected the Item Number (product code) will appear for each line item
Item Description	If selected the Item Description will appear for each line item
Item Quantity	If selected the Item Quantity will appear for each lien item
Item List Pricing	If selected the item List Price will appear for each line item
Extended List Pricing	If selected the Extended List pricing will appear for each line item
Item Sell	If selected the item Sell Price will appear for each line item
Extended Sell	If selected the Extended Sell pricing will appear for each line item
Item Tagging	If tagging was used on the Item Details tab the tagging will appear for each line item
Item Finishes & Options	If selected the Finishes and Options will appear for each line item
Zero Sell Items	If selected line items with a zero sell price will appear on your document
Discounting	If selected the Discounting used will appear for each line item
GP Margin	If selected the GP margin percentage will appear for each line item
List Discount	If selected the Discount Off of List used will appear for each line item
Item Special	If selected and the Item Special flag is set (imported files only) then the item special information will appear for each line item that is flagged as a special
Item Cost	If selected the Item Cost will appear for each line item
Extended Cost	If selected the Extended Cost for each line item will appear



Receiving Customer Deposits

There are two methods for receiving customer payments. The first method is from the Customers menu options (Customers - Receive Payments). This method is discussed in "Receive Customer Payments" under the "Customer" section on this document. The second method is from the Receive Customer Deposits icon on the Receivables tab on the proposal, which is the method discussed here.

My Proposals						
Proposal 5630 : User Documentation	I.					
🗐 📴 🥵						
Project Info Design Install Item De	tails Purchase Orders	Receivables Payables	File Vault Ser	rvice & Punch	Ledger	
Customer Invoices Customer Credits						
Invoic <u>e No. Date</u>	Sent By			Amount		Balance
You have no customer invoices to display	under this proposal.					

¹Receive Customer Deposit

Both options open the same Receive Customer Deposits window.

Receive Customer Depo	sit		_ 🗵
			^
Receive a Deposit	For Proposal 5630		
Customer:	Test Customer		
Check No:		[Receive From Unapplied Receipts]	
Receipt Date:	Oct ▼ 12 ▼ 2016		
Amount:	0.00		
Account:	100.01 : Operating Cash	¥	
Comments:		4	
Save			•

Receive Deposits Fields

Customer	The customer name will be filled in for you from the proposal information
Check No	Enter the customers check number that you have

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	received
	If deposits have been received for this customer
[Receive From Unapplied Receipts]	but have not been applied to any proposal, you can
	select and assign unapplied deposits with this
	option
Receipt Date	Enter the date that you receive the deposit
Amount	Enter the amount of the deposit
Account	Select the cash account that you are receiving the
Account	deposit into
	This is a free text field that you can enter text into
Comments	to describe the deposit or note any information you
	feel necessary regarding this payment
Save	Click on the Save button to save your entry

After entering the customer deposit information and clicking on the Save button, the deposit information will be saved and listed in the Receivables tab. Customer deposits are displayed as Customer Deposits as shown below.

My F	Propo:	sals									
e Pr	oject Custo		Install It Customer C	em Details	Purchase Orders	Receivables	Payables	File Vault	Service & Punch	Ledger	
		<u>Invoice No.</u>	<u>Date</u>	S	ent By				Amount		Balance
		Customer Deposit	10/12/201	16					\$100.00		\$100.00
		Test Customer 3847	10/12/201	16 M	ail				\$896.40		\$896.40

To apply a deposit directly to an invoice, click on the invoice and then click on the Receive Payment tab. You will see a link called [Receive From Proposal Deposits].



Customer Invoice Summa	ary	_ ×
Customer Invoice	%	Î
Check No:	[Receive From Proposal Deposits]	
Receipt Date:	Oct 2016 Apply Customer Credits	
Amount:	0.00	
Account:	100.01 : Operating Cash 🔹	
Comments:		
Save Payment		

Click on this link to select the deposit and apply it to your customer invoice.

Customer Invoice Summ	ary		_ ×
Customer Invoice	: : 3847		
🥃 🛃 🙀	4		
Invoice Details Re	ceive Payment		
Check No:		Select From Available Deposits:	X
Receipt Date:	Oct ▼ 12 ▼ 2016	0 10/12/2016 - \$100.00	
Amount:	0.00		Go
Account:	100.01 : Operating Cash	T	
Comments:			
Save Payment			,

Once the deposit has been applied to an invoice, the balance of the deposit will update to zero (if the entire deposit has been applied) to indicate that the deposit balance has been applied.

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op o o ai o o	50 - Usei	r Docume	entation							
1 🔓 🥵										
roject Info	Design	Install	Item Details	Purchase Orders	Receivables	Payables	File Vault	Service & Punch	Ledger	
C	Terretere	Customer	Curdita							
Customer	Invoices	Customer	r Creaits							
Showing 3	1 - 2 of 2 p	roposal re	ceivables							
-		roposal re	ceivables							
Showing :	1 - 2 of 2 p	roposal re	ceivables							
B 🖬		roposal re <u>Date</u>		Sent By				Amount		Bala
Invo	S			Sent By				Amount		Bala
Invo	S bice No.		s	Sent By				Amount \$100.00		Bala \$C
Invo Cust Depo	S bice No.	<u>Date</u>	s	Sent By						

Receiving Unapplied Receipts

If you have received a payment from a customer as an unapplied deposit (did not receive it directly on a proposal) then you will see the [Receive From Unapplied Receipts] link in the Receive Customer Deposit window. Unapplied deposits must be applied to a proposal before they can be used on an invoice. Clicking on this link will display any unapplied deposits that exist for this customer. You can select the unapplied deposit and apply it to any proposal for this customer so it can be used as a payment towards an invoice.

Deposits not applied to a customer invoice can be moved to another proposal for the customer. If the deposit was received on the wrong proposal, you can click on the "move deposit to another proposal" link to move it.

View & Edit Customer De	posit	_ ×
View & Edit Prop	osal Deposit: 5630	Î
Customer:	Test Customer	
Check No:	690	
Receipt Date:	10/12/2016	
Amount:	100.00	
Account:	Operating Cash	
Comments:		
Save Delete		



Select the correct proposal number and click on the Go button and the deposit will be moved for you.

View & Edit Customer De	posit	_ ×
		^
	osal Deposit: 5630	
Mave To Proposal Na:	Go Cancel	
Customer:	Test Customer	
Check No:	690	
Receipt Date:	10/12/2016	
Amount:	100.00	
Account:	Operating Cash	
Comments:		
Save Delete		

Receiving Payments On An Invoice

There are two methods for receiving customer payments. The first method is from the Customers menu (Customers - Receive Payments). The second method is from the Receivables tab on the proposal which is the method discussed here.



There is a difference between receiving a customer deposit and a receiving a customer payment. A deposit can be entered at any time via the Receivables tab by clicking on the Receive Customer Deposits icon as noted above. An invoice does not need to exist to receive a deposit. When customer invoices are created, any existing deposits will automatically be applied to the invoice. You do have the option of removing the deposit from the invoice if you wish.



A customer payment is any payment that the customer has sent to you from them receiving a customer invoice. Payments are entered via the Receive Payment tab.

To receive a payment on an invoice, click on the invoice in the Receivables tab that the payment is to be applied to and then click on the Receive Payment tab.

Customer Invoice Summ	ary	_ ×
Customer Invoice		
Check No:	[Receive From Proposal Deposits]	
Receipt Date:	Nov ▼ 3 ▼ 2016 [Apply Customer Credits]	
Amount:	0.00	
Account:	100.01 : Operating Cash 🔹	
Comments:		
Save Payment		•

Receive Payment Tab Icons

Print invoice	Opens the invoice print options window to allow you to select which attributes are to appear on your		
	document		
	This icon allows you to delete a customer invoice.		
	An invoice cannot be deleted if payments have		
Delete invoice	been applied to the invoice. Any payments applied to a customer invoice must be removed		
	from the invoice before the invoice can be deleted		
Email & Fax Terminal	Allows you to access the email and fax terminal to		
	transmit your documents		
Apply finance charges to invoice	Allows you to apply finance charges to the		
Apply finance charges to invoice	customer invoice		
Issue credits on invoice	Allows you to create and apply credits on this		
	customer invoice		

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Receive Payment Fields

Check No	Enter the customer's check number or payment
	identification number
	If deposits have been received on this proposal but
	have not yet been applied, this link will display.
[Receive from Proposal Deposits]	Clicking on this link will display all available
[Receive from Froposal Deposits]	deposits. Select the deposit to be applied to this
	invoice and click on the Go button and the deposit
	will be applied.
	The Receipt Date defaults to today's date. You can
Receipt Date	change the Receipts date if you choose by editing
	the date fields here
	If customer credits exist for this customer, this link
[Apply from Customer Credits]	will display. Click on this link to view the
	available credits and to select a credit to be applied
	to the invoice
	If you have selected a deposit or credit, the amount
Amount	field will be populated for you. Otherwise enter
	the amount of the customer payment that your are
	receiving
Account	Select the cash account that you are receiving the
	payment into
Comments	This is a free text field that you can use to enter
	information regarding this payment if desired.
	Click on the Save Payment button to save your
	payment entry. The customer invoice will be
Save Payment	updated with the payment information and the
	Receipt Log tab will now appear in the Customer
	Invoice Summary window.

Receipt Log Tab



ş 🙇 🚀	1			
invoice Deta	ils Receive Pay	ment Receipt Log		
There are 3 receipts against this invoice. This invoice has an outstanding balance of \$491.40				
Check No	Date	Account	Rcpt Amount	
998	11/03/2016	Operating Cash	\$215.00	
223	11/03/2016	Applied from Customer Deposit	\$50.00	

The Receipt Log Tab exits once you have received a payment or entered a credit on the customer invoice. The Receipt Log tab allows you to view what payments have been applied to the customer invoice. To see the details of any of the payments displayed here, click on the payment record in the list. To remove a payment from the invoice, you must click on the payment in the Receipt Log tab and then click on the Delete button. The invoice balance will update to reflect that the payment has been removed from the invoice.

Invoice Print Options



Print Invoices _ × **Invoice Print Options** Print Invoice Print Prefs: Select my print options below 🔹 Company Logo: DCS_Address_Logo.JPG 🔻 Print Logo? General Print Fields: Customer Contact * Customer PO hold cntrl key for multiple Item Groups Group Totals Ŧ Page Break After Groups Line Item Print Fields: Line Numbers * Item Number hold cntrl key for multiple Item Description Item Quantity Item Sell Extended Sell Ŧ Invoice Details: • Print Line Item Details Document Title: Invoice Customer Contact: Invoice Footer Message: Thank you for your business! Save These Print Preferences?

Invoice Print Options

Print Logo your document or not by checking or unchecking this box General Print Fields These items affect the overall appearance on your		If a print preference has been saved via the Save
preferences will be displayed and available for selection in this drop down selection boxCompany LogoIf you have uploaded logo's in your System Configuration you can select the desired logo to print on this document herePrint LogoYou can select to have the company logo print on your document or not by checking or unchecking this boxGeneral Print FieldsThese items affect the overall appearance on your	Drint Drofe	These Print Preferences option, your saved
Company LogoIf you have uploaded logo's in your System Configuration you can select the desired logo to print on this document herePrint LogoYou can select to have the company logo print on your document or not by checking or unchecking this boxGeneral Print FieldsThese items affect the overall appearance on your		preferences will be displayed and available for
Company LogoConfiguration you can select the desired logo to print on this document herePrint LogoYou can select to have the company logo print on your document or not by checking or unchecking this boxGeneral Print FieldsThese items affect the overall appearance on your		selection in this drop down selection box
print on this document here Print Logo You can select to have the company logo print on your document or not by checking or unchecking this box General Print Fields		If you have uploaded logo's in your System
Print LogoYou can select to have the company logo print on your document or not by checking or unchecking this boxGeneral Print FieldsThese items affect the overall appearance on your	Company Logo	Configuration you can select the desired logo to
Print Logo your document or not by checking or unchecking this box General Print Fields These items affect the overall appearance on your		print on this document here
this box General Print Fields These items affect the overall appearance on your		You can select to have the company logo print on
General Print Fields These items affect the overall appearance on your	Print Logo	your document or not by checking or unchecking
General Print Fields		this box
	Concred Brint Fields	These items affect the overall appearance on your
document	General Finit Fields	document
Line Item Print Fields These items affect the appearance of the line items	Line Item Print Fields	These items affect the appearance of the line items

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	on your document		
Invoice Details	This option allows you to select if line item details		
Invoice Details	are to be displayed on your document		
Print Line Item Details	Select this option to print details for each line item		
Print Summarized by Group	Select this option to print your document		
Fint Summarized by Group	summarized by Group		
Document Title	The default is "Invoice". You can change the		
	document title to whatever text you enter here		
	You can enter a specific customer name here to		
Customer Contact	have appear on your document. If you enter text		
Customer Contact	here you must select the General Print Field option		
	called Customer Contact		
	This text defaults to what you have defined in your		
Invoice Footer Message	System Configuration default, but if you want		
	different text to appear in the footer of your		
	document, enter it here		
	If you wish to save specific print options, you can		
	use this function to save this set of print options.		
	If a customer has a specific way they want to see		
	their invoices, after selecting the options, you can		
Save These Print Preferences?	then save those print options using the customer's		
	name and then select that set of print options when		
	creating invoices for that customer so you do not		
	have to change your print options when you print		
	an invoice for that customer		
	Click on this button to generate the PDF preview		
Print Invoice	of your document with the print options you have		
	selected.		

General Print Fields

	Select this option to have the Customer Contact
	from the Project Info tab appear or from the
Customer Contact	Customer Contact input field below in the invoice
	print options window. Otherwise, you can enter a
	contact name here.
Customer PO	Select this option to have the Customer PO
	Number from the Project Info tab appear
Item Groups	Select this option if you want your Group Names
	(as grouped on the Item Details tab) to appear
Group Totals	Select this option to have Sub Total Amounts
	appear for your item groups
Page Brook After Crowns	Select this option to have your Groups start on a
Page Break After Groups	new invoice page (each group will begin a new



	page)
Proposel Description	Select this option to have your Proposal
Proposal Description	Description appear
Dronosal Comments	Select this option to have your Proposal
Proposal Comments	Comments appear
Installation Location	Select this option to have your Installation
	Location appear
Remittance Address	Select this option to have your Remittance
	Address appear
	If selected, this will display all tax rules selected in
Tax Detail	the totals section. The rule name, tax percentage and
	dollar amount will be displayed.
	If selected and if Products and Services have been defined
Display Sub Totals	as Sub Total fields in System Configuration, then the
Display Sub Totals	appropriate subtotal fields will appear at the bottom of
	your invoice.

Line Item Print Fields

Line Numbers	Select this option to have Line Numbers appear for
Line multibers	each line item
Itom Number	Select this option to have the Item Number or
Item Number	product/part number appear
Itam Description	Selected this option to have the Item Descriptions
Item Description	appear
Itam Organtita	Select this option to have the item Quantities
Item Quantity	appear
Item Sell	Select this option to have the Sell Price appear
Extended Sell	Select this option to have the Extended Sell Price
Extended Sell	appear
Item List	Select this option to have the List Price appear
Entended List	Select this option to have the Extended List price
Extended List	appear
	Selecting this option will allow for any tag data either
Item Tagging	imported or entered manually to be displayed on the
	invoice for each line item
Item Discounting	Select this option to have the Item Discounting
tem Discounting	appear
List Discount	Select this option to have the Discount Off of List
List Discount	price appear
Item Product	Select this option to have the Product & Service
	type appear
Itom Finishos & Ontions	Select this option to have the Item Finishes and
Item Finishes & Options	Options appear
Hide Vendor Name	Select this option to exclude the vendor name from

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	each line	
Zero Sell Items	Select this option to have items with a zero sell	
Zero Sen nems	price appear	

Apply Finance Charges to a Customer invoice

To apply finance charges to a customer invoice, click on the Apply Finance Charges icon to open the Add Finance Charges window.

Add Finance Charges		
Customer Invoice : 3847 Invoice Date: 10/12, Due Date: 10/22/20 Days Past Due: 16 D Amount: \$896.40 Balance: \$491.40	16	•
Add charge to: *	Remaining Balance 🔻	
Posting Date: *	Nov V 7 V 2016	
Interest Rate:	%	
Finance Charge: *		
Comment: *		
Resend Invoice:		
Save & Apply		

Fields followed with an asterisk (*) are required fields and must be entered.

Add Finance Charges Fields

	You can select to apply finance charges on the
Add Charge To *	Remaining Balance due or to the Invoice Total amount.
	unount.



	The default is today's date, this is the date that the
Posting Date *	finance charge entry will be dated in your journal
	Select the interest rate of the finance change to be
Interest Rate	applied. This rate is used to calculate the finance
Interest Kate	charge on either the Remaining Balance or the
	Invoice Total
Finance Charge *	You can enter a specific finance charge amount if
Finance Charge *	you do not enter an Interest Rate.
	You can enter a free text comment regarding your
Comment *	finance charge entry. This comment does not
	appear on your invoice, it appears in the memo
	field on the journal entry made for this transaction
	If this box is checked, after applying the finance
	charges to the invoice, the invoice will be resent to
Resend Invoice	your customer if the invoice was emailed or faxed
	to them originally. If the invoice was printed and
	mailed, this has no affect
Sava & Apply	Click on this button to save the finance charge and
Save & Apply	to have it applied to your customers invoice

Finance charges will appear in the totals section of your customer invoice and will be included in the Invoice Total amount due field.

Customer Credits Tab

My Proposals				
Proposal 5630 : User Documentation	1			
🗉 📴 🥵				
Project Info Design Install Item De	tails Purchase Orders Receivables	Payables File Vault	Service & Punch Ledger	
Customer Invoices Customer Credits	1			
Showing 1 - 1 of 1 proposal credits				
<u>Credit No</u>	<u>Credit Date</u>		Amount	Balance
99887	09/12/2016		\$140.00	\$0.00

The Customer Credits tab displays any credits that have been issued on invoices on the proposal.

Issue Customer Credits on an Invoice

To issue a credit on an invoice, click on the invoice that the credit is to be applied to and then click on the Issue Customer Credits icon to open the Issue Credits window.

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	lits on Invoice 2010-191		
istome	r Invoice : 2010-191		
(Customer: Test Customer 3		
Invo	oice Date: 06-10-2010		
Invo	ice Total: \$5,247.00		
Invoice	Balance: \$5,247.00		
selecting	tool to issue credits on specifi g a line item, you may indicate nished, click the 'Issue Credits' Boulevard : Boulevard Produ	a credit ar button be	mount for each item.
Code	AUTO [40-001 : Sales - F	Products]	Amt: 100.00
	Ability : Ability Table		\$3,700.0
	Credit Amount	N. Ware	00 Credit 00 Tax
		\$106.0	00 Total
	Reference No	: CR-201	10-1910
	Credit Date	: Jul 💌	2 2010
	Comments	: [

To issue a credit, select the line item(s) that you are issuing the credit for by placing a check mark in the line item selection check box. Then enter the amount of the credit. The sales tax rules used when the proposal was finalized will be used to calculate the sales tax on the item being credited. In this case, 6% percent sales tax was charged on the product. The credit amount is \$100.00, plus the \$6.00 (6%) sales tax for a total credit of \$106.00. The sales tax amount, per the credit amount will be displayed as well.

Issue	Credits	Fields
-------	---------	--------

	Select the credit code to be used for your credit.
	You can define credit codes in System
	Configuration or you can use the "AUTO"
Code	selection. This option will credit the product or
	service account defined by the product/service
	code used on this line item.
Amt	Enter the amount of the credit to be issued for the

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	selected line item	
	The Reference No field is automatically populated	
	with the letters "CR - " followed by the original	
Reference No	invoice number. You can change this number if	
Kelelence No	desired but it is not recommended. Each customer	
	credit will be issued a unique Reference number	
	by the system.	
Comments	The Comments field allows you to enter free text	
Comments	describing the credit.	
	The Credit Date field defaults to today's date,	
Credit Date	however, you can post and/or predate your	
	customer credits by changing the date in this field.	
Sava Cradit	Click on the Save Credit button to apply the credit	
Save Credit	to the invoice	

If sales tax was applied to the invoice during proposal finalization or during the invoice creation time ([update tax]) then the sales tax rules applied will be used to calculate the amount of tax due to your customer for the credit amount and that tax amount will appear in the Tax field in the Credit Amount summary section.

After the credit has been applied to the invoice, the Customer Invoice Summary window will update to display the applied credit amount as shown below. The Open Balance amount includes the credit amount issued.



Customer Inv	voice : 2010	-191			
Invoice Details R	eceive Payment	Receipt Log			
Invoice To:	Test Customer 3				
Sales Rep:	Test User	2			
Invoice Date:	06-10-2010				
Due Date:	07-10-2010				
Currency:	USD Amounts sh	JSD Amounts shown in CAD			
Rate:	1%	%			
Invoice Amount: \$4,950.00 Total Sell					
	\$297.00 Sale	s Tax			
	\$5,247.00 Tota				
	(\$106.00) Cred	lit Applied			
Open Balance:	\$5,141.00	\$5,141.00			
Invoice Date:	06-10-2010				
Sent By:	Standard Mail				
Sent To:		Test Customer 3 100 North Avenue Baltimore, MD 21228			
Remit To:	Primary Remit To Baltimore, MD 21				
tem Summary:					
Boulevard Product Line: 1 Boulevard	[edit]			-	
Qty: 2.00		em No: EB1234	Ack No:		
Item Cost: \$500.00		em Sell: \$625.00	Ship Date:		
Ext Cost: \$1,000.00	E	kt Sell: \$1,250.00	Receive Date:		
Ability Table [edit Line: 2 Ability]				
Qty: 4.00	It	em No: AB12345	Ack No:		
Item Cost: \$740.00	It	em Sell: \$925.00	Ship Date:	-	

Customer credit will be displayed under the Customer Credits tab.



Delete or Edit a Customer Credit

You can edit or delete a customer credit from the invoice the credit was issued on or from the Customer Credits tab.

To delete or edit a credit from the invoice, click on the invoice in the Receivables tab, then click on the Receipt Log tab. Any credits issued will be displayed here as shown below.

omer invoice	Summary			_ 2
Customer I	nvoice : 3847			
🏭 🚳 🧯	§ 🥵			
Invoice Deta	ails Receive Pay	yment Receipt Log		
	receipt against ti ice has an outstan	his invoice. ding balance of \$986.40		
Check No	Date	Account	Rcpt Amount	
223	11/03/2016	Applied from Customer Deposit	\$50.00	

Click on the appropriate credit from the list displayed to open the Edit Invoice Credit window as shown below.



	e Credit CR-2010-1910		
Custome	Invoice : 2010-191		
C	ustomer: Test Customer 3		
Invo	ice Date: 06-10-2010		
	ice Total: \$5,247.00		
Invoice	Balance: \$5,141.00		
selecting	tool to issue credits on specific a line item, you may indicate a ished, click the 'Issue Credits' b	credit ar	mount for each item.
	Boulevard : Boulevard Produc	t	\$1,250.00
Code:	AUTO [40-001 : Sales - Pr	oducts]	Amt: 100.00
	Ability : Ability Table		\$3,700.00
	Credit Amount:	S. anarca	00 Credit 00 Tax
		\$106.0	00 Total
	Open Balance:	\$0.00	
	Reference No:	CR-201	.0-1910
	Credit Date:	07-02-2	2010
	Comments:		×
	Credit Date: Comments:		

You can edit the credit amount by changing the credit dollar value and then click on the Save Credit button or you can delete the credit by clicking on the Delete Credit button at the bottom of the window and the invoice will be updated.

The credit can be edited or deleted from the Customer Credits tab as well. Just click on the credit to be edited or deleted in the Customer Credits window and the Edit Invoice Credit window will open. Follow the steps described above for editing or deleting the credit.

Proposals Payables Tab

Payables Tab

The Payables tab can be used to enter vendor invoices that are received for Purchase Orders created on this proposal. Vendor invoice can also be received from the Vendors - Receive & Pay Bills menu option. Only vendor invoices and vendor deposits can be flagged for payment.

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You cannot pay vendor invoices or vendor deposit requests from the Payables tab. Vendor invoices and deposit requests must be paid from the Receive & Pay Bills window.

To view or enter Payables for this proposal, click on the Payables Tab to view the payable information.

roject Inf		Item Details	Purchase Orders	Receivables Pay	ables File Vault	Service & Punch Ledger	1
Vendor	Bills Memo Costs	Commissions Pa	id				
	g 1 - 5 of 5 vendor in	nvoices for this pr	oposal.				
	•						
	Vendor	<u>PO No.</u>	Invoice No.	<u>Invoice Date</u>	<u>Due Date</u>	Amoun	t Balan
	Knoll, Inc.	TST-8300	TU-1001	09/08/2016	12/01/2016	\$250.0	0 \$250.
		TST-8300 TST-8300	TU-1001 T-100	09/08/2016	12/01/2016 12/01/2016	\$250.0	
	Knoll, Inc.					· · ·	0 \$118.0
	Knoll, Inc. Knoll, Inc.	TST-8300	T-100	10/08/2016	12/01/2016	\$118.0	0 \$118. 2 \$349.

If no payables have been entered for purchase orders on this proposal, then you will only see one icon and that is the "New vendor bill/deposit" icon. This icon allows you to enter vendor bills or to create a vendor deposit payables entry. (See "Entering a Vendor Payable" below for information on entering vendor bills and deposits)

My Proposals						
Proposal 5630 : User I	ocumentation					
🐔 🔂 🥵						
Project Info Design I	nstall Item Details	Purchase Orders	Receivables Payable	s File Vault	Service & Punch Ledger	
Vendor Bills Memo C	osts Commissions P	aid				
5.p						
Vendor	<u>PO No.</u>	Invoice No.	<u>Invoice Date</u>	<u>Due Date</u>	Amoun	t Balance
You have no vendor inv	oices to display under t	his proposal.				

I New Vendor Bill/Deposit for this Proposal

There are three tabs available under the Payables tab.

Vendor Bills Tab

The vendor bills tab is where you can enter vendor payables and vendor deposit requests. Payables can be flagged for payment but they cannot be paid from this tab. They must be paid from the Vendors - Receive & Pay Bills menu option. See below for more details.

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Memo Costs Tab

Memo Costs (additional proposal costs) can be added to a proposal using the Memo Costs tab. See below for details

Commissions Paid Tab

The Commissions Paid tab will display and commissions paid to sales reps on this proposal.

Entering a vendor payable

The New Vendor Bill/Deposit for this Proposal icon is the only icon that will exist until payables have been entered. Click on this icon to enter a vendor invoice or to create a vendor deposit payable.



New Vendor Bill/Deposit for this Proposal

This icon will open the following input window.



Create a New Vendor Invoice/Depos	eate a New Vendor Invoice/Deposit					
Create a New Vendor Invoid	ce/Deposit	÷.				
	Save & Close					
Vendor:	T					
Туре:	Bill 🔻					
PO No:	Select Vendor First 🔻					
Hold Payment:						
Invoice Amount:						
Invoice No:						
Invoice Date:	Nov V 9 V 2016					
Date of Receipt:	Nov ▼ 9 ▼ 2016					
Due Date:	Nov V 24 V 2016					
Exclude Manual Credit?:						
Notes:						
Total Expenses:						
Account	Amount Memo Proposal					
	✓ [add more lines]	•				

Create A New Vendor Invoice/Deposit Fields

	Select the vendor that issued the payable from the
Vendor	drop down selection box. This selection box will
Vendor	display vendor names for which purchase orders
	have been created for on this proposal.
Tuno	Select the payable type from the drop down
Туре	selection box. You can select Bill or Deposit.
	Enter the first few characters/digits of the purchase
PO No	order that you are creating the payable for and and
PO NO	matching entries will be displayed. Select the
	correct purchase order number from the list

DEALER CHOICE SYSTEMS

support@dc-sysllc.com (877) 769-1865

	presented
Hold Payment	If this box is checked, the payable will be placed on hold. It cannot be paid while on hold. It will appear in red text to indicate that the payable is on hold.
Invoice Amount	Enter the amount of the invoice
Invoice No	Enter the invoice number here
Invoice Date	Enter the invoice date here. This field defaults to today's date
Date of Receipt	Enter the date that your received the invoice. This field defaults to today's date
Due Date	Enter the Due date of the invoice. This field defaults to today's date
Exclude Manual Credits	
Notes	You can enter any text you desire here concerning this payable. Anyone reviewing this payable will see the notes entered here. This text does not appear on any documents.
Total Expenses	Enter your account distribution here
Account	Select the expense accounts here. For every payable that you are entering that is the direct result of a purchase order you have created, you will use your Work In Progress (WIP) account as the first expense account. You may add additional expense accounts if necessary
Amount	If you are using multiple expense accounts enter the amount that is to be accrued in each account line
Memo	You can enter a memo to describe any specific information about the expense line
Proposal	You can enter a proposal number here to assign the costs entered to a specific proposal. If you have entered the purchase order number above, DO NOT enter a proposal number. Entering a purchase order number and a proposal number will double post the costs on this proposal.
[add more lines]	If you need more distribution lines to enter your expenses, click on this link and additional expense line will appear
Save & Close	After entering your payable information, click on the Save & Close button to save your payable



After your Payables are created, they will be listed on the Payables tab of your proposal. Dealer Choice will display a Payables Summary at the bottom of your Payables list. The Payables Summary is broken down by vendor and also by all Payables total.

Showing 1 - 3		Commissions Paid Dices for this proj	1					
4	of 3 vendor invo	pices for this pro						
			posal.					
-	<u>Vendor</u>	<u>PO No.</u>	Invoice No.	Invoice	<u>Date</u>	<u>Due Date</u>	Amount	Balance
	Knoll	2018-1000	676576587	2/28/20	18 :	3/15/2018	\$132.32	\$132.32
	Knoll	2018-1001	1245	8/21/20	18	9/05/2018	\$279.04	\$279.04
	National Office Furniture	2018-1389	7890	8/21/20	18	9/05/2018	\$819.00	\$819.00
					Vendor		Total Amount	Total Balance
					Vendor Knoll		Total Amount \$411.36	Total Bala \$41
					National Off	ice Furniture	\$819.00	\$819.00

WIP Account Usage

When entering payables that are associated with a purchase order, you will use your Work In Progress (WIP) account as the expense account. When you enter a payable, your WIP account is debited. When you create customer invoices. Your WIP account is credited. If you use accounts other than your WIP account, your WIP account will not balance.

Proposal Number Usage

When entering payables that are associated with a purchase order, you DO NOT enter the proposal number in the account distribution section. The link to the proposal is made through the purchase order number. If you add the proposal number (as well as the purchase order number) you will double post the costs on this proposal.

Additional Proposal Costs

If you have incurred costs on a project that were not covered on a purchase order for charges such as overnight fees for sending parts or drawings to a job site or customer, you can enter the costs as a payable and assign them to the proposal by entering the payable without selecting a

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purchase order number (because none exits) and entering the proposal number in the Proposal input field in the account distribution section. You can also enter these charges as Memo Costs covered later in this chapter.

Payables Icons After Payables Entry

After entering a payable you will have one additional icon on the Payables tab.

y Proposals								
Proposal 5	630 : User Do	cumentation						
🛃 🗓 🤹	}							
Project Inf	o Design Inst	all Item Details	Purchase Orders	Receivables Pay	ables File Vault	Service & Punch	Ledger	
Vendor E	ills Memo Cost	s Commissions I	Paid					
Showing	1 - 5 of 5 vendo	r invoices for this	proposal.					
📮 🖗								
	<u>Vendor</u>	<u>PO No.</u>	<u>Invoice No.</u>	<u>Invoice Date</u>	<u>Due Date</u>		Amount	Balance
F	lag Selected	I Invoices for	Payment					

New Vendor Bill/Deposit for this Proposal

Payables Tab Icons

New vendor bill/deposit for this proposal	Click on this icon to enter a vendor invoice or to create a vendor deposit payable.
Flag selected invoice for payment	After selecting payables click on this icon to flag them for payment. Payables must be flagged for payment before they can be paid. After a payable has been flagged for payment it can be submitted to the Pay Bills queue to be processed for payment - See Vendors - Receive & Pay Bills. Once a payable has been flagged for payment it will appear is a flag icon where the selection icon existed. To unflag a payable, simply click on the flag icon again.

Deleting a Vendor Payable

To delete a vendor payable, click on the Vendor Bills tab under the Payables tab on your proposal. Click on the vendor payable to be deleted. You will see the Delete icon in the Bill Summary window which appears in the example below. If a payable has been paid the delete icon will not be present. The check that the payable was paid on must be voided before a paid payable can be deleted.



ill Summary		<u> </u>
		^
Vendor Invoice : Knoll, Inc.	TU-1001	
	Save & Clo	ose
Invoice Details Payment Log		
Vendor:	Knoll, Inc. 🔻	
Туре:	Invoice	
PO No:	TST-8300 <u>View Purchase Order</u> <u>Map Line Items</u>	
Hold Payment:		
Invoice Amount:	250.00	
Open Balance	\$250.00	
Invoice No:	TU-1001	
Invoice Date:	Sep 8, 2016	
Date of Receipt:	Oct ▼ 8 ▼ 2016	
Due Date:	Dec V 1 V 2016	
Exclude Manual Credit?:		
Notes:		
Total Expenses: \$250.00		
Account	Amount Memo Proposal	
117 : Work In Progress (WIP)	250.00	
	add more lines	1

Entering a Vendor Deposit Request

If your vendor requests that a deposit be paid on a purchase order, you can create your deposit request here as well.

Click on the "New vendor bill/deposit for this proposal" icon. The difference between entering a vendor invoice and creating a vendor deposit is handled in the Type field.



reate a New Vendor Invoic	e/Deposit		Save & Close
Vendor:		T	
Туре:	Deposit 🔻		
PO No:	Select Vendo	or First 🔹	
Hold Payment:			
Amount:			
Date:	Nov ¥ 29 1	2016	
Exclude Manual Credit?:			
Notes:			h
otal Expenses:			
Account	Amount	Memo	Proposal
117 : Work In Progress (WIP)			
			[add more lines]

To enter a deposit request, select Deposit as the Type in the "Create a New Vendor Invoice/Deposit" window. Again, since the deposit is being generated from a purchase order, you will use your Work In Progress (WIP) account as the expense account when entering the deposit information. You Vendor Deposits account will be updated when the deposit is paid and applied to the vendor invoice you enter for the purchase order the deposit is create for.

If you have created and paid a deposit for a purchase order, be sure you enter the vendor invoice using the full amount of the invoice (don't deduct the deposit paid). The deposit amount paid on the purchase order will be automatically deducted from the invoice payment when you pay the invoice.

Memo Costs Tab

The Memo Costs tab is where you can enter additional costs on proposals that were not generated by a purchase order, such as overnight shipping fees or for any additional costs that need to be applied to the proposal. Additional costs added to a proposal via the Memo Costs

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function will appear in the Job Costing report and will affect the overall GP of the proposal. Since additional costs are being added, the overall GP will be reduced as well as the commission amount (if applicable).

New Memo Cost		_ 🗵
Create/Edit Mer	no Cost Save & Close	
Entry Date:	Nov V 14 V 2016	
Amount:	Is this memo cost non posting?	
Debit Account:		
Credit Account:		
Memo:		

Click on the Plus sign icon to open the New Memo Cost input window.

New Memo Costs Input Fields

L	
Entry Date	The default is today's date. You can adjust the date
	by making the date changes here
Amount	Enter the total cost amount of the additional charge
Amount	being added
	If this box is checked, then the debit account and
	credit account are not required to be selected. A
Is this memo cost non-posting?	journal entry will not be created for this entry.
	The cost will still appear on the Job Costing report
	and will affect the proposals GP margin
	If this is a posting transaction, then you must enter
Debit Account	a debit account and a credit to be used by the
	journal entry for this charge.
	If this is a posting transaction, then you must enter
Credit Account	a debit account and a credit to be used by the
	journal entry for this charge.
	This is a free text field. The text your enter here
Memo	should describe the charge. This text will appear
	on the Job Costing report with the cost amount.
	Click on the Save & Close button to save your
Save & Close	Memo Cost entry. You entry will appear in the
	Memo Cost tab.



If you want to remove your memo cost entry from the proposal, you can click on the memo cost in the list and you will see the delete icon. Click on the delete icon and your memo cost entry will be removed.

Commissions Paid Tab

There are no icons or input fields on the Commissions Paid tab. This is strictly a display only tab. Once commissions have been paid on a proposal via the Commissions Paid report, this tab will display a line item showing when the commission was paid and the amount of the commission.

File Vault Tab

The proposal File Vault tab allows you to store documents related to this proposal as part of the proposal. Documents that are uploaded to the file vault become part of the database and are encrypted for protection. There is no limit to the number of files that can be uploaded to the vault. Files stored in the vault can be included as email and fax attachments when using the email and fax terminal. The file vault is not intended to be used as a file backup option nor is it intended to be a storage location for your only copy of the file(s). It is intended as an option to allow you to keep all necessary documents with the proposal for sharing the files with other Dealer Choice users in your company or for easy access for sending the documents from Dealer Choice as attachments. Each proposal has its own file vault. Files that are uploaded for a proposal are not visible in another proposals file vault.

My Proposals										
Proposal 201	19-1129 : User E	ocumentatio	n							
e 🔓 🤹										
Project Info	Design Install	Item Details	Purchase Orders	Receivables	Payables	File Vault	Service & Punch	Ledger		
P 🕲										
•	<u>File Name</u>		File Type	Descrip	otion			Public	Size	Timestamp
There are no o	documents or files st	tored under this	proposal.							

Any file to be uploaded to the file vault cannot be larger than 32 megabytes (MB). Files larger than 32 MB must either be compressed to a size smaller than 32 MB or broken into segments that are less than 32 MB.

Certain files cannot be used as fax message attachments.

Certain files cannot be faxed. If you plan on faxing a document keep in mind that a printable/viewable image of the file must be uploaded to the vault. Binary files, such as files with extensions like "exe" or "dwg" are binary files. If you intended to fax drawing



files, you must save them as PDF files. Binary files can be included as attachments to email messages but the receiving server may reject them as unsafe files.

File Vault Tab

My Proposals									
Proposal 2019-1129 : U	User Documentatio	n							
🗉 🖬 🥵									
Project Info Design In	nstall Item Details	Purchase Orders	Receivables	Payables	File Vault	Service & Punch	Ledger		
🔊 🐑									
II <u>File Name</u>	<u>e</u>	File Type	Descript	tion			Public	Size	Timestamp
There are no documents or	files stored under this	proposal.							
Download and v	iew multiple files	without checkin	g them out						
Upload and save a f	•	interious encouring	5 them out						

Once a file has been uploaded, additional icons will be present on this tab.

To upload a file to the vault, click on the Upload files icon to open the Upload & Save a File window.

Upload & Save a File	_ ×
	-
Use this window to save files and documents to your proposal. Maximum file size is 32MB. Larger files may take longer to save. Feel free to minimize this window and continue working while your file is being saved.	
File Description:	
Make this file public?	
File:	
Choose File No file chosen	
	-

File Description	Enter a description of the file being uploaded. The description is displayed with the filename.
Make this file public?	This is for future development and will be used for making files "public". A public file type will be available for other users to see and download.



	The Browse button is used for locating and
File (Browse)	selecting the file that you want to upload from
	your local or network disk drives.

After uploading a file to the vault, the following icons will be available.

roject Info 🛛 D	esign Install Item Details	Purchase Orders	Receivables Payables	File Vault 9	Service & Punch Le	adaar	
	-		Receivables Payables			suger	
_	1 Files Under Proposal 2019	-1129.					
🔊 🗳 📬 👘							
	<u>File Name</u>	File Type	Description		Public	Size	Timestamp

File Vault Tab Icons

Upload Files	Click on this icon to upload a file to the vault
Empil & East Terminal	Open the email & fax terminal for sending
Email & Fax Terminal	documents from Dealer Choice
	Click on this icon to download multiple file vault
Download and view multiple files without	documents easier. Check the check boxes next to
checking them out	the files you would like to download and click this
-	icon to download multiple proposal selected.

File Vault Columns

This is the name of the file as it exists on the drive		
This is the file type from the file extension		
This is the description that you entered to describe		
what the file is		
This is for future development. Public files will be		
used when the customer interface with Dealer		
Choice has been completed. The customer		
interface is an option that will allow your		
customers certain access ability to their proposals		
in your Dealer Choice site, if you enable these		
features		
This is the size of the file. Emailing or faxing		
larger files can dramatically impact the amount of		
time it takes to process and send the message.		
Some servers do have attachment size limitations		



	and may reject messages with large files attached.
Timestamp	This is the date and time that the file was uploaded to the file vault

	9-1129 : User Documentatio	n				
i 🔓 🦓 👘						
Project Info	Design Install Item Details	Purchase Orders	Receivables Payables Fil	le Vault Service & Punch Led	ger	
•	<u>File Name</u>	File Type	Description	Public	Size	Timesta
o 🕥 🦓 🤅	21745 Installation Draw			N	3.73 MB	

Download and view this file without checking it out

File Vault Line Item Icons

File Vault Line Item Icons	
	Click on this icon to save a copy of the file to your
	local disk drive or to view the document. After
	clicking on this icon, the file will be retrieved from
	the vault. The filename will appear as a link
	(underlined). Click on the filename and you will
Download File	be given the option to Save or Open the file. If
	you want to view the file, click on the Open
	button. If you want to save a copy of the file to
	your local disk drive, click on the Save button and
	then choose the folder in which the file is to be
	saved.
	This option will allow you to save a copy of this
	file and it will be marked as checked out by you.
	Other users will not be allowed to download this
	file until you check it back in. If another user tries
	to check this file out, they will see a message
Check this file out	saying that the file has been checked out by you.
	You may be making changes to this file so the file
	is locked by you until you check it back in by
	uploading the file to the vault again. Once you
	check the file back in, other users may download
	the file.
	This icon allows you to delete a file from the vault.
Delete file	If you delete a file from the vault by accident, it
	must be uploaded again from your local or
	network disk drive



Service & Punch Tab

There are two tabs under the Service & Punch tab: the Punchlist tab and the Work Orders tab. The Punchlist tab is where you can create a punchlist proposal, punch purchase orders and punch invoices. The Work Orders tab is one access option for creating work orders. You can also create work orders under the Project Management menu item found under Proposals in the main menu. There are multiple options for accessing the Work Orders function because certain users in your company may not have access to Proposals but they may need access to the Work Order function. See the description of the Work Order Tab later in this chapter for details.



The Punchlist tab allows you to create a punch proposal within your main proposal. This proposal does not get issued a proposal number. The default title for proposals created here is "Punchlist Proposal" and the primary proposal number is displayed on the Punchlist Proposal as shown below. You can change the title of your Punchlist proposal in the Punchlist Proposal Print Options window. See below for details on the Punchlist Print Options.

The default Punchlist proposal icons are listed below. All proposal icons on the Item Details tab are available in the Punchlist tab. Once line items are added to your Punchlist proposal, additional icons will be available.



Proposals oposal 5630 ;] 📑 🥵	User Documentat	ion					
	sign Install Item	Details Purchase Orders	Receivables Payables	File Vault Service	& Punch Ledger		
Punchlist Wo	rk Orders						
+ 🔀 强 😅	. 🖦 🚭 🗐 🐔	<u>\$</u>					
■ Qty	(tem No.	Item Descr.		Item Cost	Item Sell	Ext Sell	G
There is no pun	chlist under this propo	osal.					
Τος	Add Remov Add select Create & edit p	Summarize line it mport items into thi a new comment line e selected items fro ed items to a group roposal groups ed items between ac	s proposal e m group				

Add new line item

Service & Punch Tab Icons

Service & Functi Tab Icons	
Add new line item	Click this icon to manually enter a line item.
	Use this icon to delete any selected line items. To
Delete selected line items	select a line item click in the check box to the left
Delete selected fille fields	of the line item in the proposal list. Deleted line
	items cannot be recovered once deleted.
	Use this icon to toggle any selected line items
	between active and inactive. Inactive line items
	are displayed on proposals and cannot be included
Toggle the selected items between active &	on purchase orders. To make an inactive line item
inactive	active again, select the line item and click this
	icon. Inactive line items appear in the Item List in
	grey. To select a line item click in the check box to
	the left of the line item in the proposal list.
	Use this icon to create proposal Group names.
	Line items can be added to appear in Groups that
Create & edit proposal groups	you create. Groups can be moved and or deleted.
	When you delete a Group, the line items in the
	Group are not removed from the proposal.
Add selected items to a group	This will only appear if you have grouped line
Add selected items to a group	items on the item details tab
Remove selected items from group	This will only appear if you have grouped line
Keniove selected items from group	items on the item details tab
	Click on this icon to add a comment to your
Add a new comment line	proposal. Comment lines can be added to the
	proposal or to purchase orders. Comments can be
	edited or deleted.
Import items into this proposal	Use this icon to import a design specification file



	into the Punchlist proposal.
Nummarize line items	Click on this icon to see a pricing summary of the
	line items on your proposal.

Sales Rep:	Test User				5630 11/16/2016
Propose To:		Shipping Location:	Installation Location:		
123 Main Street 111 First Stre		New Test Customer 111 First Street Catonsville, MD 21228	New Test Customer 111 First Street Catonsville, MD 21228		
User Docur	nentation				
		Description		Qty	Item Sell
User Docur Item No. Line: 1	Item D	Description an Miller - General Furniture S	Sales	Qty 5	Item Sell \$0.00
Item No.	Item D	an Miller - General Furniture S ally entered product description			
Item No. Line: 1	Item D Herma Manua	an Miller - General Furniture S ally entered product description	on, HM Chair, arms, legs.		\$0.00

The punch line items are displayed on the Punchlist tab, not on the Item Details tab. Purchase orders created for punch line items are displayed on the Purchase Orders tab and invoices created for punch line items are displayed on the Receivables tab.

You have all the same icons and functionality for working with punch line items as you do working with lines on the Item Details tab. You are literally creating proposal line items under the Punchlist tab.

Since the Punchlist process of working with line items is the same as working with line items on the Item Details tab, please see the Item Details chapter for details. Differences between the Item Detail tab and the Punchlist tab are discussed here.

Punchlist Tab

The Punchlist tab has the same set of icons as the Item Details tab. They perform the exact same functions except that they only affect the line items on the Punchlist tab.

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Punchlist purchase orders are created from the Punchlist tab, not from the Purchase Orders tab, but punchlist purchase orders will be displayed in the Purchase Orders tab after being created.

Punchlist invoices are also created from the Punchlist tab, not from the Receivables tab, but punchlist invoices will be displayed in the Receivables tab after being created

Adding Punch Line Items Damaged Items Tab

Create N	lew Punchlist Item		_ 🗵
Dama	ged Items New Items		
	red product, select those iten	ed to be reordered due to damaged or short ns from the list below and click the button to the	Create Punch
•	Item No.	Item Descr.	Item Cost
	Knoll, Inc.: Dividends Horizor	ז	
	D1R9636G	Worksurface, Rectangular, 96Wx36D, with grommet	\$132.32
	Knoll, Inc.: Office Seating		
	55P3-4-A5K-GH	Life Chair, High Performance Arms, Aluminum Base & Levers, No Lum	\$279.04
	Knoll, Inc.: KnollStudio		
	428C-1-U	Harry Bertoia Barstool, bar height, full cover, black frame	\$305.76
	Teknion Inc: General Furnitu	ire Sales	
	44	Desk, square, with legs and a twist	\$420.00
	Herman Miller: General Furn	iture Sales	
	12345	Manually entered product description, HM Chair, arms, legs. Finish	\$420.00

When you click on the Add Line Items icon on the Punchlist tab the Create a New Punch Item window opens and displays line items from your primary proposal that have been ordered. To be eligible for the Punchlist proposal, the line item must have been ordered (on a purchase order) first.

You can add items that were not specifically ordered on your proposal, such as part numbers, or items that were not on the original proposal by using the New Items tab.

Adding Punch Line Items New Items Tab

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punch item. Use this are ly listed in the item detail	
Item Number:	Item Description:
Item Tagging:	
Item Tagging (2): Item Tagging (3):	
%	Discount ID: Description: Expiration: % Extended Cost:
	Item Tagging: Item Tagging (2): Item Tagging (3):

The New Items tab allows you to manually enter a line item. If you need to order a part that is not listed as a line item on your primary proposal then this option allows you to enter the specific part number and description so you can get your part(s) ordered.

After selecting a line item(s) and clicking on the Create Punch button, the selected line items will appear as line items in the Punchlist tab. You can edit your line item for the correct quantity to be ordered and to adjust the pricing if necessary.

pos	al 5630	: User Documentati	on			
	4					
oject	Info D	esign Install Item I	Details Purchase Orders Receivables Payables File Vault Service & P	unch Ledger		
Dunc	hlist W	ork Orders				
		of 1 Punchlist & Servi	ne Items		[create pu	rchase orde
Sho	wing 1 - 1	of 1 Punchlist & Servi				chase orde eate invoice
Sho	wing 1 - 1		ze Items. 🐔 🕃 🌆 🙅 🕱 🥥			
Sho	wing 1 - 1			Item Sell		
Sho	wing 1 - 1	à 🖦 😜 🖡 🖻 🖻	🐔 🕃 🎰 🍄 🕱 🔊 Item Descr. Item Cost	Item Sell	[]	eate invoic

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When working with punch line items it is important to set up the pricing correctly. If you must pay for the product be sure to include a cost amount so the cost appears on the purchase order. If you plan on invoicing your customer or a vendor for the punch item, you MUST include a sell price.



When a punch item has a sell price, you are given the option to select who you wish to invoice for the product. This may include backcharges to a manufacturer or it may be to invoice a subcontractor (installer, etc) that may have damaged or lost product. It may even be to invoice your customer for additional items or customer change orders.

After adding your punch line items, be sure to check them just as you would a normal proposal line item. Be sure that the quantity is correct on your punch line items especially if you selected your punch items from the original proposals (Damaged Items tab). The line item is copied to the punch list proposal exactly as it appears on the primary proposal.

After you have reviewed your punch line items, you must finalize your punch proposal to be able to create purchase orders and invoices.

Punch Finalization

		30 : User	Docum	entation									
	- 🐴												
Projec	t Info	Design	Install	Item Details	Purchase Orders	Receivables	Payables	File Vault	Service 8	Punch I	Ledger		
Due	chlist	Work Ord	lans										
Fui	cinise	WORK OIG											
Sho	wing 1	- 1 of 1 Pu	unchlist 8	k Service Items									
				Contract reents									
	🔀 🕻												
		5 🗪 🛥	• 😖 🗉) 🖻 🐔 🕃	in 19 19 19 19 19 19 19 19 19 19 19 19 19								
•	🔀 🖁 Qty	5 🗪 🛥						Iten	ı Cost	Item S	ell	Ext Sell	
	Qty	11 11	em No.		he 🤹 🏂 Item Descr.			Iten	ı Cost	Item S	ell	Ext Sell	
	Qty	11 11	em No.) 🖻 🐔 🐹	Item Desci. Sales Manually entered p			Iter	ı Cost	Item S	Sell	Ext Sell	
	Qty	11 11	em No.) 🖻 🐔 🐹	Item Desci. Sales Manually entered p			Iten	ı Cost	Item S	ell	Ext Sell	
	Qty	l 🔤 🐋 It 1 : Herman	em No.) 🖻 🐔 🐹	ी कि				1 Cost 420.00		s ell 0.00	Ext Sell \$0.00	
•	Qty Line	l 🔤 🐋 It 1 : Herman	e 😪 🗉 Cem No. A Miller : G) 🖻 🐔 🐹	A A								

The Finalization icon appears on the Punchlist tab and your punch list proposal must go through the finalization process just as your primary proposal did. Click on the Finalize icon to start the process.



My Proposals	
Proposal 5630 : User Documentation	
Project Info Design Install Item Details Purchase Order	rs Receivables Payables File Vault Service & Punch Ledger
Punchlist Work Orders	
Finalize Punchlist Proposal <u>< Back</u>	
Before printing, emailing, or faxing your proposal you m performed and added to the proposal.	ust mark it as final. The finalization functions shown below will be
To prevent any changes below from being executed,	simply uncheck that item.
Finalization : Vendor Charges & Fees (1)	
Herman Miller	Small Order Fee:
Total List: \$6,000.00	If under \$10,000.00 List
Total Cost: \$2,100.00	Then add \$100.00
	Description: Herman Miller Small Order Fee
	Cost: \$100.00 Sell: <u>100.00</u> [<u>gp margin</u>]
Finalization : GP Minimum Margin Alert	
A Your proposal is lower than the minimum allowed GP Margin!	Minimum Allowed GP Margin: 15% Your Blended GP Margin: - 100 %
Finalization : Assign Your Sales Tax Rules	
There are tax rules established within the state of MARYLAND. Please determine which tax rules should be applied to this proposal.	Don't apply any tax rules MARYLAND (6%) Baltimore (2%) Catonsville (1%)
	Finalize

The punch finalization process works exactly the same as the primary proposal finalization process. You may be presented with options for including vendor charges and for applying sales tax. You can abort the finalization process and return to your punch line items to make any adjustments if necessary by clicking on the <--Back link at the top of the window.

To complete the finalization process, click on the Finalize button on the lower right and the process will continue.

Once the finalization process completes, you will have two new links available on the upper right of the Punchlist window. The links are [create purchase orders] and [create invoices].



		0 : User Documentat	1011				
	-						
rojec	t Info	Design Install Item	Details Purchase Orders Receivables Paya	ables File Vault Service 8	Punch Ledger		
_							
Pun	chlist 💷	Work Orders					
1 411	cimse [
		1 of 1 Punchlist & Serv	ice Items.			Create pur	chase orders
Sho	wing 1	1 of 1 Punchlist & Serv					chase orders] ate invoices]
Sho	wing 1	1 of 1 Punchlist & Serv	ice Items. 🐔 🕃 🌆 🍄 🕱 🔊				chase orders] ate invoices]
Sho	wing 1	1 of 1 Punchlist & Serv		Item Cost	Item Sell		
Sho 🌵	wing 1 Qty	1 of 1 Punchlist & Serv	🐔 🐉 🍰 🧐 🗿 Item Descr.	Item Cost	Item Sell	[cre	ate invoices]

You create your punch purchase orders and punch invoices on the Punchlist window, not from the Purchase Orders tab or the Receivables tab.

[create purchase orders] link

Click on the [create purchase orders] in the Punchlist tab link to create your punch purchase orders. This is the exact same process as creating purchase orders on your primary proposal.

My Prop	osals								
Propo	sal 56:	30 : User Documental	tion						
•	-								
Projec	t Info	Design Install Item	Details Purchase Orders	Receivables Paya	bles File Vault	Service &	Punch Ledger		
Pun	chlist	Work Orders							
Sho	wing 1	- 1 of 1 Punchlist & Serv	vice Items.					[create pu	urchase orders]
	🔀 🕻	1 📭 🖦 🚭 🗉 🖻	🖌 🐮 🎥 🎄 援 🇊					Ls	create invoices
•	Qty	Item No.	Item Descr.		Iten	n Cost	Item Sell	Ext Sell	GP
	Line .	1 : Herman Miller : Genera	l Furniture Sales						•
	5	12345	Manually entered pro description, HM Chair legs. Finish		\$	420.00	\$0.00	\$0.00	<u>^</u>

Punch purchase orders will be displayed on the Purchase Order tab. Dealer Choice will highlight all Punch purchase orders in yellow so that they are easier to find in the list.



	posals	User Documentation								
		oser bocamentation								
		sign Install Item Deta	ails Purchase Orders	Receivables	Payables	File Vault	Service & Punch	Ledger		
Sho 퉳	Showing 1 - 4 of 4 Purchase Orders for Proposal 5630. Page 1 of 1 1									age 1 of 1 1
	<u>PO No.</u>	Creation Date	<u>Vendor</u>		P	roduct			Sent By	Order Amount
	2018-TST- 8477	Jan 9th 2017 1:24pm	Herman Miller		G	eneral Furniti			N/A	\$2,100.00
						enerarrunnio	ure sales		iny A	\$2,100.00
	TST-8300	Sep 29th 2016 2:05pm	 Knoll, Inc. (100-123) 				zon, Office Seating,	Kn	N/A	\$717.12
	TST-8300 TST-8403	Sep 29th 2016 2:05pm Nov 8th 2016 1:26pm	 Knoll, Inc. (100-123) Teknion Inc 		Di		zon, Office Seating,	Kn		

After your punch purchase orders are created, the selection check box to the left of the punch line item will be inactive so the line item cannot be changed. Your punch purchase order will be displayed on the Purchase Orders tab with the purchase orders that were created on your primary proposal. You can edit and enter acknowledgement information on punch purchase orders exactly the same way you do on regular purchase orders. Punch purchase orders also appear on the Project Status report highlighted in yellow, so you can easily identify your punch orders.

[create invoices]

When you are ready to invoice for your punch items, you must return to the Punchlist tab and use the [create invoices] link.

In this example, we have a punch line item that has a sell price. This example assumes that the installer on the project has damaged this product and it must be re-ordered to be installed. We are going to invoice the installer for the product.

		User Documentatio					
	h 🥵						
rojea	ct Info De	sign Install Item D	Details Purchase Orders Receivables Payab	les File Vault Service 8	& Punch Ledger		
Pun	chlist Wo	rk Orders					
Ch.		of 1 Dunchlist 6 Count				г.	
	-	of 1 Punchlist & Servic				[create pure	
Sho 🔮	-		ce Items. 🐔 🐹 🎥 🍄 💱 🚚				hase order: ate invoice:
	-			Item Cost	Item Sell		
٠	Qty	• 🖦 😋 🗊 📑	🐔 法 🏤 🎄 👔	Item Cost	Item Sell		ate invoice:
٠	Qty	item No.	🐔 法 🏤 🎄 👔	Item Cost	Item Sell		ate invoice

Click on the [create invoices] link and select the line items to be invoiced. This will open the Review Your Invoice window. In this example, you will notice that the Invoice To: input field now has a selection drop down arrow. You can choose to invoice your customer or a vendor

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now. For this example, we will say that the vendor Dealer Choice is the installer and they are to be invoiced for the product.

leview Your	Invoice		19	
< Back			Create I	nvoice
	w is shown below. Please re ontinue click 'Create Invoice'.		nake sure there are no ei	rrors. When
Invoice Preview		Items To	Be Invoiced (1):	
Invoice To:	Test Customer 3 💌	Qty	Item Descr	Ext Sell
\$400.00 T	Test Customer 3 A Vendor	1.00	Punch Item Descri	\$400.00
Invoice Date:	Apr 💌 23 💌 2010 🖷			
Submit Via:	Mail			
Submit To:	Test Customer 3 100 North Avenue Baltimore, MD 21228			
Remit To:	Primary Remit To Addres			
Company Logo:	DealerChoice_logo.jpg 💌			
Print Prefs:	Select my print options			

Select the Vendor option and the vendor name input box will appear. Type in the first few characters of the vendors name and select the correct one from the list presented.



< Back			Create I	nvoice
Your invoice previe you are ready to c	ew is shown below. Please re ontinue click 'Create Invoice'.	view and r	nake sure there are no ei	rors. When
Invoice Preview		Items To	Be Invoiced (1):	
Invoice To:	A Vendor	Qty	Item Descr	Ext Sell
	Vendor: DealerChoice, LLC	1.00	Punch Item Descri	\$400.00
\$400.00	rotal Sell			
Invoice Date:	May - 23 - 2010 -			
Submit Via:	Mail 💌			
Submit To:	DealerChoice, LLC P.O Box 1498 Ellicott City, MD 21041			
Remit To:	Primary Remit To Addres			
Company Logo:	DealerChoice_logo.jpg			
Print Prefs:	Select my print options			

Click on the Create Invoice button and the invoice will be created to the vendor as shown below.



Sales Rep: Audrey Brown		2010-15 Proposal: 2010-11 Invoice Date: 05-23-20	
			e Date: 05-30-2010
Customer: DealerChoice, LLC 9025 Chevrolet Drive Suite F		Installation Lo	ocation:
		Test Customer 3 100 North Avenue Baltimore, MD 21228	
Ellicott City, MD 2	Item Description	Qty	Item Sel
Line: 1 4444	Tuohy Punch Item Description	1	\$400.00
Please remit pay	yment to:	Subtotal	\$400.00
Primary Remit To 123 Blue Avenue		Тах	
	1228	Invoice Total	

When you receive payment for this invoice, you will enter the payment exactly as you would normally (either from the Receivables tab or from Customers - Receive Payments menu option).

Work Orders Tab

The work order process allows you to bundle multiple resources, (i.e. vendors) into a single line item on your proposal.

Allowing resources (or vendors) to be assigned to a work order allows you to keep the individual vendor names from appearing on your proposals.

For example, if you use a different vendor on a project for installation, electrical and painting, you can bundle the costs from all three vendors into a single line item by adding them all to a work order and then importing that work order into your proposal.

This allows you to have a single line item on your proposal for all the services that you are providing. The work order line item appears as a single services line on the proposal instead of having individual line items for each of the three services that you are providing.

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In order to use this feature, the resources must be defined in your Vendor database (see section 5.1) and these vendors must be defined as resources in System Configuration - Company & System Settings - Resources tab (see section 8.1.3.4).

There are internal resources and external resources. Internal resources are your employees and external resources are vendors. Once the resources (vendors) are added to a work order, the work order is imported into your proposals just like any other line item. When you generate purchase orders, a purchase order will be created for each resource (vendor) on the work order.

The work order process consists of creating the work order, adding resources, marking the work order as complete, then importing the work order into a proposal as a line item. To start the process, click on the Work Orders tab under the Service & Punch tab.

My Proposals							
Proposal 5630	: User Documentation						
🗧 🔓 🥵							
Project Info De	esign Install Item Details	Purchase Orders	Receivables Pay	ables File Vault	Service & Punch	Ledger	
Punchlist Wo	ork Orders						
*							
<u>Order No.</u>	Order Date	Description			True Cost	Internal Cost	Complete
There are no w	ork orders against this propos	sal.					

To create a work order, click on the Plus sign icon ("+") to open the Create a New Work Order window where you can enter your work order header information and save the work order.



ite a New Work Order	
New Work Order :	Proposal 5630 (User Documentation)
Description:	
Order No:	119
Work Order Date:	Jun 🔻 13 🔻 2017
Order Status:	▼
Status Note:	
Ship To Location:	
Notes:	

Work Order Input Fields

Create Work Order Fields

Description	Enter a description of your work order. The text entered here will appear as the work order line
	description on your proposal.
	This number is generated automatically for you
Order No	and should not be changed (See System
	Configuration for details)
	This is the creation date of your work order. The
Work Order Date	default is today's date. You can change this date to
	any date you wish.
	For future development. This field will allow you
	to select a status for your work order. Similar to
Order Status	the proposal status, you will be able to create your
	own work order status levels and you will be able
	to assign them to your work order via this field.
	For future development. The status note allows
Status Note	you to enter text to support your Work order Status
	setting. This is a free text input field.
Ship To Location	All proposal line items need a Ship To Location.



	Typically, this is the exact same location as set on your Install tab in the Installation Location field.
Notes	This is a free text input field and is for adding additional information to your work order. Work
Notes	Order notes appear on the printed work order.

After entering the work order information click on the Save Work Order icon to save your work order. Once the Work Order is saved, the window will change in the following ways as shown in the following figure.

View / Edit Work Order		_ ×
Edit Work Order :	119	· ·
🤰 🖬 🔀		
Scope of Work Re	sources	
Description:	Installation and Painting Services	
Complete:		
Total True Cost:	\$0.00	
Total Internal Cost:	\$0.00	
Order No:	119	
Work Order Date:	Jun 🔻 13 🔻 2017	
Order Status:	T	
Status Note:		
Ship To Location:	Test Customer I 123 Main Street Catonsville, MD 21228 [<u>edit</u>]	
Notes:		
		▼

1 - You will see 2 additional icons; Print Work Order and Delete Work Order.

2 - The Scope of Work and the Resources tabs will appear with the Scope of Work tab selected to allow you to edit the information you originally entered.

3 - 3 Additional fields will appear under the Description field.

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After saving your work order 3 new fields appear under the Description field.

View / Edit Work Order	_ X
	119 Print Work Order Icon Delete Work Order Icon
Scope of Work Res	Installation and Painting Services
Complete:	
Total True Cost:	\$0.00
Total Internal Cost:	\$0.00
Order No:	119
Work Order Date:	Jun 🔻 13 🔻 2017
Order Status:	· · · · · · · · · · · · · · · · · · ·
Status Note:	
Ship To Location:	Test Customer I
	123 Main Street Catonsville, MD 21228 [<u>edit</u>]
Notes:	

Work Order Edit Fields

Complete	Check box to signify that all edits to the work order is complete. This flag must be checked to allow the work order to be available to be imported into the proposal.
Total True Cost	The True Cost is the actual cost of the work to be performed by the resource (vendor) that has been assigned to the work order. The true cost will be the cost on the purchase order that is generated to this vendor for the services provided.
Total Internal Cost	The internal cost allows you add profit dollars on the true cost if desired. The amount you enter in



the Internal Cost field will be the Cost amount that
appears on the work order line item when it is
imported into the proposal. This allows you to
"sell" the services to your sales reps. They will
then mark up the line item on their proposal to sell
to the customer.

The True Cost and Internal Cost fields will update for you after you have added resources.

After reviewing your work order information, the next step is to add resources (vendors).

Adding Resources to a Work Order

Click on the Resources tab to add resources to your work order. The resources must be defined as resources in your System Configuration before you can assign them to work orders.

		_ ×
Edit Work Orde	r:119	A
🥥 🖬 🕵		
Scope of Work	Resources	
Descriptio	n: Installation and Painting Services	
Complet	e:	
Total True Co	it: \$45.00	
Total Internal Co	:: \$55.00	
Order N	o: 119	
Work Order Dat	e: Jun ▼ 13 ▼ 2017	
Order State	s: T	
Status Not	e:	
Ship To Locatio	n: Test Customer I 123 Main Street Catonsville, MD 21228 [edit]	- 1
Note	s:	

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When adding resources to a work order, you can see a list of resources defined in your System Configuration by entering a space in the Resource field. A drop down box displaying the defined Resources will appear. Resources are saved in your System Configuration with a Resource Name, which identifies the resource. The Resource name is assigned to the Vendor. See System Configuration for setting up Resources.

The View/Edit Work Order window appears below. This is where you assign your resources to the work order.

View / Edit Work Order		_ ×
Edit Work Order : 119		
Resource: Time Quoted: Hour(s) ▼	Description:	
True Cost: \$0.00 Internal Cost: \$0.00	True Cost Ext: Internal Cost Ext: Internal Profit Dollars:	
Save Resource		

New Work Order Resource Fields

	This field is where you select your resources
Resource	(vendors) that have been defined in your System
Resource	Configuration. Resources selected here will be
	assigned to this work order.
	Enter the units of time that have been quoted by
	the vendor to complete the work. You can select a
Time Quoted	number of Hours, number of Days, number of Half
	Days or Fixed. Select fixed if the quote has
	returned with a fixed cost to complete the work.
Description	You can enter a description for the resource
True Cost	Enter the actual amount that the vendor is charging



	your dealership for this work. This amount will appear as the cost on the purchase order that you
	generate to the vendor.
	The internal cost field allows to to add profit
	dollars on the true cost if desired. The amount you
	enter in the Internal Cost field will be the Cost
Internal Cost	amount that appears on the work order line item
Internal Cost	when it is imported into the proposal. This allows
	you to "sell" the services to your sales reps. They
	will then mark up the line item on their proposal to
	sell to the customer.
	When you have completed entering your resource
Save Resource button	information, click on the Save Resource button to
	add the resource to the work order.

An example of a resource to be added to a work order appears below.

/iew / Edit Work Order		_ 2
Edit Work Order : 119		
🥃 🖳 🛃		
Scope of Work Resources		
Edit A Work Order Resource		
Resource:	Description:	
Install Service (PW)	One Install Mechanic on site to complete work.	
Time Quoted:		
- Mod		
True Cost: 45.00	True Cost Ext: \$45.00	1
	Internal Cost Ext: \$55.00	
Internal Cost: 55.00	Internal Profit Dollars: \$10.00	
Save Resource Delete Resource		

After clicking on the Save Resource button, your resource will be added to this work order and will be displayed as shown below. In this example, two resources have been added to this work order, an Install Service and Truck Services.



Edit Work Order			
Edit Work Order : 119			
Resource	Time	True Cost	Internal Cost
Install Service (PW)	Fixed	\$45.00	\$55.00
Truck Services (PW)	2 Hours	\$200.00	\$200.00
		\$245.00	\$255.00

You can continue to add resources if desired. Once you have added all the necessary resources to the work order, you can mark the work order as complete. The details for marking a work order complete are in the section below.

Work Orders cannot be imported into proposals unless they have been marked as Complete. This allows for the work order to be modified for several hours or days, while the scope of work is being defined and for the quotes from the resources (vendors) to be returned to you so you have accurate pricing (True Costs).

After you have added all the necessary resources to your work order you are ready to mark it complete to make it available to be imported into the proposal.

Marking Work Order as Complete

To mark a work order as complete, check the Complete check box. Once the Complete check box is checked, another field will appear below it called Send Internal Message. Checking this box will send a message to the sales rep on that proposal to notify them that the work order is complete. If you do not want to notify the sales rep of this completed work order, then simply do not select the check box next to Send Internal Message. Then click the save work order icon and your work order will be marked complete.

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View / Edit Work Order		_ ×
	ive this work order icon	
Scope of Work Re		
Description:	Installation and Painting Services	
Complete:		
Send Internal Message		
Total True Cost:	\$245.00	
Total Internal Cost:	\$255.00	
Order No:	119	
Work Order Date:	Jun 🔻 13 🔻 2017	
Order Status:	T	
Status Note:		
Ship To Location:	Test Customer I	
	123 Main Street Catonsville, MD 21228 [edit]	
Notes:		

When you check both complete and send internal message check boxes and then hit the save work order icon, the sales rep will get a message in his/her Message inbox that the work order is Complete. At this point the sales rep can import the work order into his/her proposal. If you are not ready for the work order to be imported into a proposal, do not mark it complete. You can save changes to your work order without it being marked complete. Only mark the work order complete when you have finished making changes to it.

When you have checked the 'Complete' box, your work order will appear in the Work Orders tab as complete and is ready to be imported into the proposal as a line item as shown below.

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oposal 5630 : U	ser Documentation							
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roject Info Desig	In Install Item Detail	s Purchase Orders	Receivables	Payables	File Vault	Service & Punch	Ledger	
Punchlist Work Showing 1 - 1 of	Orders 1 Work Orders.							
Showing 1 - 1 of		Description				True Cost	Internal Cost	t Complet

If you need to make additional changes to a work order that has been marked as Complete, you can open it from the Work Order tab and remove the Complete flag and save it. If the Work Order has already been imported into a proposal, you cannot remove the Complete flag. The line item must be deleted from the proposal (Item Details tab) first, then you can edit the work order.

Importing Work Order Into Proposal

Completed work orders that are ready for import into a proposal are displayed on the Install tab in the Proposal.



On the Install tab, to the right of the Install Location and Ship To Location fields, completed work orders will be displayed. Work orders will not appear here until they have been marked as Complete.

The work order must be imported into the proposal as a line item. Work Orders are imported into the proposal from the Item Details tab using the Import Work Orders icon.



roposal 5630 : User D	ocumentation					
] 🔓 🥵						
roject Info Design I	nstall Item Details Purchase	Orders Receivables Payables	File Vault Servic	e & Punch Ledge	r	
+ 🔀 🛅 🖾 🚭 🚭	• 🗉 🐔 🖻 🐹 🏰 🐥 🗭	Import work orders	icon			
🔸 🔀 🛅 🖾 📾 🚭 Uty Item N		Item List	Item Cost	Item Sell	Ext Sell	GP
Qty Item N		🧿 🙀		Item Sell	Ext Sell	GP
Qty Item N	o. Item Descr.	🧿 🙀		Item Sell	Ext Sell	G

Select the work order to be imported by clicking on the select button. The work order selection buttons are present because you can import multiple work orders on a single proposal.

Import Work Orders Into This Proposal	_ ×
To get started, please select the work order you would like to import:	
I19 - Installation and Painting Services	
]
	//

After selecting the work order, the Edit the work order line item window opens allowing you to complete the line item's details for your work order as a proposal line item. Typically, you will use your Dealership's name as the vendor and you can enter a GP% to mark up the sell price.



/endor:	Item Number:	Item Description:
	119	Installation and Painting Services
Ship To:	Item Tagging:	
est Customer I		
roduct/Service:	Item Tagging (2):	
Select Vendor First 🔹		
	Item Tagging (3):	
Description the disc		
Proposal Line No: Line		
Quantity: <u>1</u>		Discount ID:
Item List Price:		Description: Expiration:
Discounting:%	%	
Item Cost: \$255	5.00	Extended Cost: \$255.00
GP Margin: ۷	6 OR % Discount Off List	Extended Sell: \$0.00
		Profit Dollars: (\$255.00)
Item Sell Price: C		GP Margin: (100 %)
	1.00	Profit Dollars: (\$255.00) GP Margin: (100 %)

The New Line item From A Work Order Window will open allowing you to complete the line item details for your proposal.

WOLK OLUCI FICIUS	
Vendor	Enter your DealerShip name here. Since you are providing the services to your customer your dealership name will be present as the Vendor on the proposal. This is also how you keep the individual resource (vendor) names that have been assigned to the work order from appearing on your proposal.
Description	The Description field is populated from the work order Description and the work order Notes fields entered when creating your work order.
Product/Service	Select the Product/Service that reflects the services
GP Margin	You can add a GP margin to calculate the sell price of your work order
Item Sell Price	You can enter a specific sell price on your line item.
Save	Click on the Save button to save the work order as a proposal line item.

Work Order Fields



The work order will appear as a line item on your proposal as shown below. The last line on this proposal is the work order that was imported. It looks and functions like any other line on the proposal.



The Work Order part number will be the Work Order number assigned to the work order when it was created.

The last line item on the proposal shown below is the imported work order line item.

1 - 6 of 6 Line Items fi 2 : Knoll, Inc. : Office S 55P3-4-A5K-6 3 : Knoll, Inc. : KnollSt 428C-1-U Section 2	 Image: Second state of the second	\$1,744.00 \$1,911.00	\$279.04 \$305.76	\$348.80 \$382.20	\$348.80	20 %
2 : Knoll, Inc. : Office S 55P3-4-A5K-G 9 3 : Knoll, Inc. : KnollSt 428C-1-U	Life Chair, High Performance Arms, Aluminum Base & Levers, No Lum Idio Harry Bertoia Barstool, bar height, full cover, black		\$305.76			20 %
55P3-4-A5K-G 9 3 : Knoll, Inc. : KnollSt 428C-1-U	Life Chair, High Performance Arms, Aluminum Base & Levers, No Lum Idio Harry Bertoia Barstool, bar height, full cover, black		\$305.76			20 %
9 3 : Knoll, Inc. : KnollSt 428C-1-U	 Aluminum Base & Levers, No Lum Idio Harry Bertoia Barstool, bar height, full cover, black 		\$305.76			•
428C-1-U	Harry Bertoia Barstool, bar height, full cover, black	\$1,911.00		\$382.20	\$382.20	•
	height, full cover, black	\$1,911.00		\$382.20	\$382.20	
		\$1,911.00		\$382.20	\$382.20	00.00
Section 2			Food		+	20 %
Section 2			Sect	ion 1 Total:	\$896.40	20%
4 : Teknion Inc : Gene	al Furniture Sales					
44	Desk, square, with legs and a twist	\$1,500.00	\$420.00	\$560.00	\$1,120.00	25 %
			Sect	ion 2 Total:	\$1,120.00	25%
5 : Herman Miller : Ger	eral Furniture Sales					•
12345	Manually entered product description, HM Chair, arms, leos. Finish	\$1,200.00	\$420.00	\$560.00	\$2.800.00	25 %
		+				
, c , Dealer Choice Syste	no, benery a molandion					
	12345	Manually entered product description, HM Chair, arms,	Manually entered product description, HM Chair, arms, 12345 legs. Finish \$1,200.00	Manually entered product description, HM Chair, arms, 12345 legs. Finish \$1,200.00 \$420.00	Manually entered product description, HM Chair, arms, 12345 legs. Finish \$1,200.00 \$420.00 \$560.00	Manually entered product description, HM Chair, arms, 12345 legs. Finish \$1,200.00 \$420.00 \$560.00 \$2,800.00 : Dealer Choice Systems : Delivery & Installation

Now that your line item is part of your proposal, you must run the finalization process. After the finalization process, you can print, email or fax your proposal to your customer. The next step is to create purchase orders on your proposal.

Another key factor of using work orders (besides hiding the resource (vendor) names on your proposal) is that when you go to generate purchase orders, Dealer Choice will create a purchase order for each of the resources you added to the work order for you. When you create purchase orders for a work order line item, a purchase order will be generated for each resource (vendor) that has been assigned to the work order. You need a purchase order for each resource because you will receive an invoice from each vendor



for the work they are doing. You will enter these invoices against the purchase orders created from the work order so you can pay your vendors.

Work Order Purchase Orders

Your work order must be a line item on your proposal and you must finalize your proposal before you can generate purchase orders. You generate your work order purchase orders exactly the same way you create product purchase orders. Click on the Purchase Orders tab and then click on the Create Purchase Orders icon. You can create the work order purchase orders by selecting the work order line item only, or by selecting all line items on your proposal.



iew Your Purchase	Orders		
Back	010013		
		Place Orc	lers
ease review your purcha I be created and are sur	se orders before completing this step. The followir nmarized below:	ng purchase ordei	ſS
#1 - Dealer Choice Sys	stems		1
Purchase Amt:	\$45.00		
In House PO?:			
Submit Via:	Don't send, just let me print it ▼		
Company Logo:	DCS_Addr_2_jpg.jpg	•	
	Print Logo?		
Attach Files:	Knoll.sif		
PO Comment:			
Ship To:	Test Customer I 123 Main Street Catonsville, MD 21228		
Shipping Contact:			
Contact Phone:			
Contact Fax:			
Req Ship Date:			
Req Arrive Date:			
Deliver Between:			
Deliver Between	mm/dd/yyyy		
	mm/dd/yyyy		
Purchase Order Footer Message:	Thank you for your business! Please accept this proposal by signing below.		
Items To Be Purcha	sed (1):		
Product		Item Cost	
Delivery & Installation	on 1 119	\$45.00	
#2 - Test Vendor]
Purchase Amt:	\$200.00		
In House PO?:			
Submit Via:	Don't send, just let me print it 🔻		
Company Logo:	DCS_Addr_2_jpg.jpg	•	
	Print Logo?		
Attach Files:	Knoll.sif		
PO Comment:			
Ship To:	Test Customer I 123 Main Street		

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In the example above, the work order line item was the only line item selected to be converted to a purchase order. On our example work order, we added two resources (Install Service and Truck Services) so we will end up with two purchase orders. You can see in the image above that two purchase orders will be created from our work order line item. The purchase orders will be to the vendors associated with the Install Service resource and the Truck Services Resource. In our example, the Install Service resource is associated with Dealer Choice Systems and the Truck Services resource is associated with the vendor Test Vendor.

When we click on the Place Orders button, a purchase order will be created for each vendor on the work order and the purchase order(s) can be viewed on the Purchase Orders tab as shown below.

Proposals oposal 5630	: User Documentatio	n							
roject Info 🛛 De	esign Install Item Do	etails Purchase Orders	Receivables	Payables	File Vault	Service & Punch	Ledger		
howing 1 - 6 of 🚴 🧊 🧊	6 Purchase Orders for I	Proposal 5630.						[Page 1 of 1 1
<u>PO No.</u>	Creation Date	<u>Vendor</u>		P	roduct			Sent By	Order Amou
2018-TST- 8477	Jan 9th 2017 1:24pm	Herman Miller		G	eneral Furniti	ure Sales		N/A	\$2,100.0
8697	Jun 14th 2017 8:57am	Dealer Choice Systems		D	elivery & Inst	allation		N/A	\$45.0
8698	Jun 14th 2017 8:57an	n Test Vendor		D	elivery & Inst	allation		N/A	\$200.0
TST-8300	Sep 29th 2016 2:05pr	n 🖌 Knoll, Inc. (100-123)		D	ividends Hori:	zon, Office Seating, I	Kn	N/A	\$717.1
TST-8403	Nov 8th 2016 1:26pm	Teknion Inc		G	eneral Furnitı	ure Sales		N/A	\$840.0
TST-8404	Nov 8th 2016 1:26pm	Herman Miller			eneral Furniti			N/A	\$2,100.0

As you can see in the image above, two new purchase orders have been created. A purchase order for each resource (vendor) on our work order now exists. You now have purchase orders that you can send to the respective vendors. When you receive the invoice (payable) from each vendor, you will enter the payable with the purchase order number that was created here so you can pay your vendors.

Ledger Tab

The Ledger tab displays a snapshot of all the journal transactions that have taken place on this proposal. User permission settings determine which users have access to the Ledger Tab and or the icon to create journal entries. If you have the necessary permission settings, the Ledger tab will be available to you.

You can conveniently view the journal entries for this specific proposal from the Ledger Tab.

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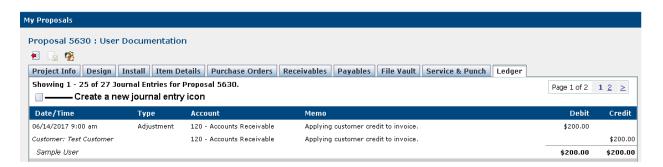


	reem b	etails Purchase Orders Rec	eivables Payables File Vault Service & Punch Ledge	r	
Showing 1 - 23 of 27 Jou	rnal Entries for	Proposal 5630.		Page 1 of 2	1 <u>2</u> ≥
Date/Time	Туре	Account	Memo	Debit	Credit
06/14/2017 9:00 am	Adjustment	120 - Accounts Receivable	Applying customer credit to invoice.	\$200.00	
Customer: Test Customer		120 - Accounts Receivable	Applying customer credit to invoice.		\$200.0
Sample User				\$200.00	\$200.0
02/13/2017 2:08 pm	Invoice	400 - Revenue	General Furniture Sales (12345)		
Test User		510 - Cost of Goods Sold	General Furniture Sales (12345)	\$2,100.00	
		117 - Work In Progress (WIP)	General Furniture Sales (12345)		\$2,100.0
				\$2,100.00	\$2,100.0
11/08/2016 1:27 pm	Bill	200 - Accounts Payable	Invoice No. HM-8832		\$2,100.0
Vendor: Herman Miller		117 - Work In Progress (WIP)		\$2,100.00	
Sample User				\$2,100.00	\$2,100.0
11/08/2016 1:26 pm	Bill	200 - Accounts Payable	Invoice No. 33489		\$840.0
Vendor: Teknion Inc		117 - Work In Progress (WIP)		\$840.00	
Sample User				\$840.00	\$840.0

The Ledger tab displays all journal transactions that have occurred regarding this proposal.

Ledger Tab Icons

There is only one possible icon that can appear on the Ledger Tab and that is the Create a New Journal Entry icon.



Ledger Tab Icons

Create a New Journal Entry	Click on this icon to open the Make Journal Entry
	Window

Proposals Direct Bill

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Direct Bill proposals are proposals where you need to invoice a vendor, or multiple vendors, for a dealer commission or dealer service fee and the vendor(s) will invoice your customer directly. Typically you will not be invoicing your customer for the product. You are not technically buying the product from the vendor(s) but you are the dealership on record for carrying the sale. Your sales numbers will reflect the total sales. You can invoice your customer for product on a Direct bill proposal and invoice the vendors for your commissions. You also have the option of invoice the vendors for the full sell price of Products or Services that the vendor does not provide. You will typically invoice the vendor for Installation services that you provide so you need to invoice for the full sell price of that service.

You do not have to create multiple proposals to be able to invoice each vendor. You can include your entire product on a single proposal.

Direct Bill processing tales place in three steps.

- 1 Designate the proposal as a direct bill order type on the Project Info tab.
- 2 Select the vendor(s) that will be invoicing your customer for the product during proposal finalization.
- 3 Select either the Sell amount or Commission amount to invoice to each vendor.

The first step to creating a direct bill proposal is to change the Order Type field on the Project Info tab to Direct. There are two options for Order Type on the Project Info tab; Normal and Direct. In the example below, the Order Type for this proposal has been changed to Direct.

Step 1: Designate your proposal as a Direct Bill proposal



My Proposals	
Proposal 5332 : Direct Bill Example Image: State	Payables File Vault Service & Punch Ledger
Proposal Description: * Direct Bill Example	Proposal No: * 5332
Customer: * Test Customer 123 Main Street Baltimore, MD 21228 [edit] [change bill to] Customer PO:	Sales Rep: * Test User Secondary Rep: Sales Coord:
Propose To: * Test Customer 123 Main Street Baltimore, MD 21228 [adt] Contact:	A&D Firm: 🕈 Contact:
Expiration Date: Aug V 24 V 2016 III Probable Close V Date: V Probability: 0 % Commission Team: V	Order Type: Direct Proposal Status: Status Note: Active/Archive: Active Flag as complete:
Proposal Notes: [add a note]	

A Direct bill order type proposal processing is slightly different than a normal bill proposal type. You create your Direct bill proposal exactly as you create any other proposal and you must select Direct as the order type on the Project Info tab.

After designating your proposal as a Direct order type, create your line items as you normally do. The line items can be imported from a specification file or manually entered or copied from an existing proposal. The next step of working with a Direct bill proposal occurs during proposal finalization. Below is an image of our direct bill proposal with two line items. The product and installation lines will be invoiced to the customer by the vendor. In this case, we will invoice the vendor for the commission amount on the product line and for the full sell price on the Installation line because we are providing that service to our customer, the vendor is not.



		32 : Direct Bill E: 🐝	difference of the second se					
	ject Info		Item Details Purchase Orders Re	eceivables Payables	File Vault	Service & Punch	Ledger	
÷	× 🖫 (2 of 2 Line Items fo	- - - - - - - - - - - - - - - - - - -					
	Qty	Item No.	Item Descr.	Item List	Iten	Cost Item	Sell Ext Sell	G
								-
_		Teknion Inc : Ability						
			Product Description	\$470.40	\$3	52.80 \$47	0.40 \$470.40	25 9
	Line 1 : 1	Teknion Inc : Ability 1234		\$470.40	\$3	52.80 \$47	0.40 \$470.40	25 9
	Line 1 : 1	Teknion Inc : Ability 1234 Dealer Choice Syste	Product Description ms : Delivery & Installation Receive, Deliver, and Install	\$470.40	\$3	52.80 \$47	0.40 \$470.40	
	Line 1 : 1	Teknion Inc : Ability 1234	Product Description ms : Delivery & Installation	\$470.40 \$142.86			0.40 \$470.40 2.86 \$142.86	25

Our proposal is ready for finalization so we can create purchase orders for the product and Installation services.

Since the proposal is designated as a Direct bill, you must now select which vendor will be invoicing your customer for the products and services on the proposal. You select the vendor(s) that will be invoicing for the product in the finalization window.

Step 2: Select Direct Bill Vendors

5332 : Direct Bill Example	
	urchase Orders Receivables Payables File Vault Service & Punch Ledger
	archuse of dels Receivables Payables The Yauk Service & Parch Leager
alize Proposal	
< Back	
Before printing, emailing, or faxing your pro	posal you must mark it as final. The finalization functions shown below will be
performed and added to the proposal.	
To prevent any changes below from being	executed, simply uncheck that item.
Finalization : Direct Bill Vendor Information	
may be combined into a single direct bill ver	te which vendor(s) should be treated as direct bill vendors. Multiple vendors ndor if one vendor is handling the paper for multiple vendors.
Dealer Choice Systems	Direct bill to Dealer Choice Systems
Total Sell: \$142.86	Direct bill to Dealer Choice Systems
Total Cost: \$100.00	Direct bill to Teknion Inc Treat as a normal (open) market business
Teknion Inc	Direct bill to Dealer Choice Systems
Total Sell: \$470.40	
Total Cost: \$352.80	
Finalization : Assign Your Sales Tax Rules	
	Don't apply any tax rules
There are tax rules established within t MARYLAND. Please determine which tax ru	ne state of Market AND (cor)
be applied to thi	Catonsville (1%)

In the example above, each vendor on your proposal will be listed with the Total Sell and Total Cost amounts of their product contained on this proposal. In the drop down selection box to the

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right of each vendor listed, you select how this product is to be invoice. The drop down selection box lists each vendor that is used on this proposal. You can select which vendor will be doing the invoicing for the product here. The last option, "Treat as normal (open) market business" allows you to invoice your customer for this product line. If this option is selected then you will be able to create an invoice to your customer for this vendor's product.

If the vendor options selected during proposal finalization need to be modified, you have the ability to change these settings during the Invoice Preview process. A single vendor can be selected to invoice for all the products and services on the proposal or each product line may be invoiced by the vendor providing the product.

In our example above, we have selected the vendor Teknion to invoice for our product and for the Installation services. You will choose to invoice the selected vendor for the commission amount or the full sell price of the product/service during the invoice creation process.

In the example above, we will generate two purchase orders, one for each vendor on this proposal.

Step 3: Invoice Direct Bill Vendors

After the product has been received and installed you are now ready to invoice. You create invoices from the Receivables Tab by clicking on the Create Customer Invoices icon and selecting the product lines to be invoiced.



eview Your Inv	voices				
<u>< Back</u>					Create Invoice
'our invoice previe	w is shown below.				
	lors are listed as direct bill venc any of your line items were liste				
reated.	ing of godi fine items were iste	u us norm	ui open murkent business, u	standard castomer	nitolice has also been
1 You may chang	e the direct bill setup for you ver	idor(s) by <u>c</u>	licking here.		
lease review and	make sure there are no errors. \	Vhen you a	are ready to continue click 'Cre	eate Invoice'.	
Invoice Preview :	: Teknion Inc	Items To	Be Invoiced (1):		
Invoice To:	Teknion Inc	Qty	Item Descr	Ext Sell	Commission
Teknion Inc	1	1.00	Product Description	\$470.40	\$117.60
Commissio	on: \$117.60 🔻				
Invoice Date:	Jun 🔻 14 🔻 2017				
Submit Via:	Mail 🔻				
Submit To:	Teknion Inc 350 Fellowship Road General Mt Laurel, NJ 08054				
Remit To:	Dealer Choice Systems 🔻				
Company Logo:	21058_Logo_II.JPG V				
Print Prefs:	 Print Logo? Select my print options 				
Invoice Preview	: Dealer Choice Systems	Items To I	Be Invoiced (1):		
	Dealer Choice Systems	Qty	Item Descr	Ext Sell	Commission
Dealer Choi	to Sustance	1.00	Receive, Deliver,	\$142.86	\$42.86
	on: \$42.86 T				
Invoice Date:	Jun ▼ 14 ▼ 2017				
Submit Via:	Mail 🔻				
Submit To:	Dealer Choice Systems 1007 Frederick Road Catonsville, MD 21228				
Remit To:	Dealer Choice Systems 🔻				
Company Logo:	21058_Logo_II.JPG Print Logo?	-			
Print Prefs:	Select my print options 🔻				

In the Review Your Invoice window on Direct Bill proposals, you will be presented with a link that allows you to change the direct bill vendors selected during the proposal finalization process if necessary. At the top of the Review Your Invoice window you will see the warning symbol noting that you can change your vendor selections if you want to.

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view Your Inv	roices				
< Back					Create Invoid
ur invoice previe	w is shown below.				
lling vendor. If a eated.	lors are listed as direct bill any of your line items were ne the direct bill setup for you	listed as norm	al open markent business,		
nge Direct Bill I	Designation				_ ×
Teknion Inc	Direct	bill to Teknion I	nc 🔻		
Total Sell: \$470	.40				
Total Cost: \$35	2.80				
Dealer Choice	Systems Direct	bill to Dealer Cl	noice Systems 🔹		
Total Sell: \$142	.86		loice systems		
Total Cost: \$10	0.00				
	-				
Save Settings					
					•
Remit To:	Dealer Choice Systems 🔻]			
Company	21058_Logo_II.JPG •	1			
Logo:	Print Logo?	1			
Print Prefs:	Select my print options 🔻	1			
	Seleccitity princ opcions				
voice Preview	: Dealer Choice Systems	Items To	Be Invoiced (1):		
Invoice To:	Dealer Choice Systems	Qty	Item Descr	Ext Sell	Commission
Dealer Choi	e Systems:	1.00	Receive, Deliver,	\$142.86	\$42.86
	on: \$42.86 🔻				
Invoice Date:	Jun ▼ 14 ▼ 2017 🔳				
Submit Via:	Mail T				
Submit To:	Dealer Choice Systems 1007 Frederick Road				
	Catonsville, MD 21228				
	[1			
Remit To:	Dealer Choice Systems 🔻				
Company	Dealer Choice Systems 21058_Logo_II.JPG				
	· · · · · · · · · · · · · · · · · · ·				

The Change Direct Bill Designation window will open allowing you to change the vendors that are to be invoiced by you. If you make changes to the designated vendor in this window, your Review Your invoice window will update with the selections you have made. If you select the "Treat as a normal (open) market business" option for all the vendors on your proposal, then you will be creating a single invoice to your customer for the sell price on your proposal. This will result in a Normal billing condition meaning that the Direct Bill order type was not necessary on



the Project Info tab. You can invoice a vendor, multiple vendors and your customer on a Direct Bill proposal.

eview Your Inv	voice				
<u>< Back</u>					Create Invoice
our invoice previe	w is shown below.				
)ne or more vend illing vendor. If a reated.	ors are listed as direct bill vend iny of your line items were liste	dors, there ed as norm	fore the invoice preview bel al open markent business, a	ow has been separa standard customer i	ted according to direct nvoice has also been
🖒 You may chang	e the direct bill setup for you ver	ndor(s) by <u>c</u>	<u>dicking here</u> .		
lease review and	make sure there are no errors. V	When you a	are ready to continue click 'Cre	eate Invoice'.	
invoice Preview :	Teknion Inc	Items To	Be Invoiced (2):		
Invoice To:	Teknion Inc	Qty	Item Descr	Ext Sell	Commission
Teknion Inc:		1.00	Product Description	\$470.40	\$117.60
Commissio	on: \$117.60 🔻	1.00	Receive, Deliver,	\$142.86	\$42.86
Dealer Choic Total Sell:	e Systems: \$142.86 ▼				
Invoice Date:	Jun ▼ 14 ▼ 2017				
Submit Via:	Mail 🔻				
Submit To:	Teknion Inc 350 Fellowship Road General Mt Laurel, NJ 08054				
Remit To:	Dealer Choice Systems 🔻				
Company Logo:	21058_Logo_II.JPG Print Logo?				
Print Prefs:	Select my print options 🔻				

In the example above, we have selected to invoice the vendor Teknion for the commission on the product and for the full sell price for the Installation service line item. You select the amount you are invoicing for by selecting Commission or the Total Sell amount from the drop down selection box under each vendor's name.

We are invoicing the vendor Teknion for the Total sell amount of the Installation service line because Teknion will be invoicing our customer for the installation for us. We need to receive that amount from Teknion as well as the commission on the product line item.

Creating the Direct Bill Invoice

Our invoice to the vendor will be created for the commission amount on the product line item and for the Total Sell amount of the Installation line item as shown below.

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	DEALERCHOICE SYSTEMS	Customer: Teknion Ir	nc 🛛	Direct Bill	Invoice		
	P.O. Box 21058 Catonsville, MD 21228 www.do-svalle.com	Sales Rep: Test Use			3934		
	P: 877-750-7993				Proposal: 5332		
				Invoice Date: 6/14/2017 Due Date: 7/14/2017			
Custom	er:		Installation Location:				
	i Inc Iowship Road General el, NJ 08054	Test Customer 123 Main Street Baltimore, MD 21228					
Direct Bill	Example						
Direct Bill	Example Item Description		Qty	Ext Sell	Ext Comn		
Item No. Line: 1			Qty 1	Ext Sell			
	Item Description Teknion Inc - Ability			Ext Sell \$142.86	Ext Comr \$117.60		
Item No. Line: 1 1234 Line: 2 RDI	Item Description Teknion Inc - Ability Product Description Dealer Choice Systems - Deliver Receive, Deliver, and Install Pro	duct	1	\$142.86	\$117.60		
Item No. Line: 1 1234 Line: 2 RDI Please rer	Item Description Teknion Inc - Ability Product Description Dealer Choice Systems - Deliver Receive, Deliver, and Install Pro nit payment to:	duct Subtotal	1	\$142.86	\$117.60 \$260.46		
Item No. Line: 1 1234 Line: 2 RDI Please rer	Item Description Teknion Inc - Ability Product Description Dealer Choice Systems - Deliver Receive, Deliver, and Install Pro mit payment to: noice Systems	duct Subtotal	1	\$142.86	\$117.60 \$260.46		

This invoice allows us to receive our commission payment as well as the full sell amount for the installation service. When the payment from the vendor is received it will be entered against this invoice.

Project Management

The Project Management menu is accessed from the Proposals menu in the main navigation menu. There are two menu options available under the Project Management menu; Install & Delivery Schedule and Work orders. This option is intended to be used as a tool to view scheduled installations and deliveries. This gives anyone that has access to this feature instant information as to what projects have been scheduled and when.

The information displayed on the Installation & Delivery Schedule is currently only available to users of your site. There is no print or export option. This information is intended for in-house project managers to manage and schedule their project installations.

The menu path to the Installation & Delivery schedule is shown below:

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Install and Delivery Schedule

The Installation & Delivery Schedule will display any proposals that have a Scheduled install date entered on its Install Tab. The schedule gives an overview of projects that are due to begin installation. In the example below, we can see that we have a proposal with a scheduled installation date of June 15 through June 19.

			$\leq\leq$ June 2017 $\geq\geq$			
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	01	02	03
D4	05	06	07	08	09	10
11	12	13	14	15 <u>Test Customer : 5630</u> <u>A</u>	16 Test Customer : 5630	17 Test Customer : 5630
18 Test Customer : 5630	19 Test Customer : 5630	20	21	22	23	24
25	26	27	28	29	30	01

The proposal schedule entry is a link to the proposal. You can click on the schedule entry and the Proposal Installation Details window will open. You have access to the Project Info tab, Install Info tab, File Vault tab and Work Orders tab on the proposal as shown below.



Proposal Installation	Details				_ ×
Proposal 5630 : [open this proposal] Project Info Inst	User Do		on ject Mngr:	[assign me]	
Customer:	Test Cus 123 Mair Baltimor MD 212 [<u>edit</u>]	stomer n Street e,	Install Date: Install End Date: Start Time:	Jun ▼ 19 ▼ 2017	
Contact:			Bldg Mngmt POC:		
Install Location: <u>Map It</u>	New Tes 111 First Catonsv MD 212 [<u>edit</u>]	t Street ille,	Shipping Location:	New Test Customer 111 First Street Catonsville, MD 21228 [<u>edit]</u>	
Save Job					_

There is a link at the top of this window called [open this proposal] which will open the proposal and allow access to the proposal information based on the users permission settings.

The Project Mngr: input field also allows for a Project Manager to be assigned to this project. You can enter the first few characters of any employees name and select the appropriate project manager from the list or you can click on the [assign me] link to have your name automatically filling in as the Project Manager.

When a project manager has been assigned to a project, the assigned proposals will be listed in the My Jobs frame above the Installation & Delivery Schedule as shown below. This gives the Project Manager quick access to any of the projects that have been assigned to him/her. They can click on the any of the assigned jobs link to instantly open the Proposal Installation Details window. This removes the need for the Project Manager to have to search for projects assigned to them by clicking on projects on the schedule.



Proposals						
My Jobs (1):						
<u> Test Customer : 5630</u>						
Installation & Delivery	Schedule					
-		_	$\leq\leq$ June 2017 $\geq\geq$	_		
Sun	Mon	Tue	Wed	Thu	Fri	Sat
8	29	30	31	01	02	03
)4	05	06	07	08	09	10
14	05	00	07	08	09	10
11	12	13	14	15	16	17
				Test Customer : 5630	Test Customer : 5630	Test Customer : 5630
				Dealer Choice Admin	Dealer Choice Admin	Dealer Choice Admin
18	19	20	21	22	23	24
		20			20	
Test Customer : 5630 Dealer Choice Admin	Test Customer : 5630 Dealer Choice Admin					
25	26	27	28	29	30	01

Project Info Tab

From this view you can edit (permissions based) the customer (or Bill To) information, Install Location and the Shipping Location. The Install Date and Start Time can also be edited from this view.



oposal Installa	tion D	etails					
Proposal 563 [open this pro	posal]		Pro	ject Mngr:	1	[assign me]	
Custo		Test Cu	stomer in Street re,	Install I Install End I Start 1	Date:	Jun ▼ 15 ▼ 2017 Jun ▼ 19 ▼ 2017	
Cor	ntact:			Bldg Mngmt	POC:		
	ation: ap It		st Street ville,	Shipping Loca	ition:	New Test Customer 111 First Street Catonsville, MD 21228 [<u>edit]</u>	
Save Job							

Install Info Tab

There are no input fields on this tab. This tab displays information that is in your proposal.



roposal Installation Details				
Proposal 5630 : User Do	ocumentation			
[open this proposal]	Project Mngr: De	aler Choice Admin	[assign me]	
Project Info Install Info	File Vault Work Orders	5		
Site Information:				
No. Floors: 0 Building Restrictions: Stair Carry: Permits:	Dlvr Nrml Hours: Loading Dock: Move Product Prior: Certificate of Insurance:	Install Nrml Hours: Freight Elevator: Occupied Space:		
Product Information:				
Task Seating:			QTY:	
Guest Seating:			QTY:	
Drawings Provided:	Wall Mntd Product:	Power Poles:		
Wood Trim/Elements:	Multiple Trips:			
Save Job				

File Vault Tab

The File Vault tab does allow for files to be uploaded to the proposals File Vault. File can be deleted from the vault as well. To upload a file to the vault from this tab, click on the Browse button to search for the file(s) you want to upload.



posal Installation Det	ails			_
Proposal 5630 : Us	er Documentation			
[open this proposal]	Project Mngr:	Dealer Choice Admin	[assign me]	
Project Info Install	Info File Vault Work Orde	ers		
Showing 1 file.				
Showing I life.	Choose Fi	le No file chosen		
File Name	File Type	File Size		
<u> Knoll.sif</u>	SIF	3.17 KB		
Save Job				

Work Orders Tab

The work order tab displays any work orders that have been created for this proposal. The work orders can be viewed, printed and edited from this view.

oposal Installation	Details			_ ×
Proposal 5630 :	User Documentation			
open this proposal		: Mngr: Dealer Choice Admin	[assign_me]	
Project Info Ins	tall Info File Vault W	ork Orders		
Showing 1 - 1 of	1 Work Orders.			
<u>Order No.</u>	Order Date	Description		
119	06/13/2017	Installation and Painting Services		
				-11
Save Job				

If any changes have been made that you wish to retain, click on the Save button after your changes are complete.

Work Orders



Work Order are discussed in detail in the Work Orders section In the Service and Punch section of this document. See that section for details on creating and editing Work Orders.

Work Orders do not have to be created from the Service & Punch tab on proposals. The Work Orders menu item allows direct access to creating and editing Work Orders without having to open a proposal first. When you click on the Work Orders menu item the Project Management window will open and it will display Pending work orders and work order that have been marked as Complete.

Pending Work O	rders (1)					
[<u>x]</u> 05/09/2017	9:37 am : <u>Test Custo</u>	omer I : 5670				
howing 1 - 12 of :	L2 Work Orders.					Page 1 of 1 1
						Sort Option
	<u>Proposal No.</u>	<u>Customer</u>	Description	<u>Order Date</u>	<u>Sales Rep</u>	Comple
Vork Order No.	<u>Proposal No.</u> 5644	<u>Customer</u> Test Customer	Description example	<u>Order Date</u> 12/05/2016	<u>Sales Rep</u> Jen	

Pending work orders are work orders that have not yet marked as Complete. Work orders can be created and edited over a period of time to allow for all the appropriate information to be collected. The work order is considered "pending" until it has been marked complete.

To edit a pending work order, simply click on the entry in the Pending Work Orders list and the Work Order edit window will open allowing you to update your work order.

The lower frame of this window displays all work orders that have been marked as Complete. The details of any of these entries can be accessed by clicking on the entry in the list. The Completed Work Order list also displays colored diamonds to the right of the Work Order number. These diamonds denote the status of the work order. A green diamond indicates that the work order has been ordered (on a purchase order) and a blue diamond indicates that the work order has been invoiced.

The Work Order list displays very much like the proposal list. Several of the column titles in the Work Order list are underlined meaning that they are links for sorting the list. Click on any of the underlined column titles to sort the list in ascending order, click the title a second time to sort the list in descending order.



The work order list can also be sorted with the Sort Option menu on the right side on the window under the pagination controls.

System

The System menu option is only available to users that have permission to view system settings. You want to restrict the number of users that have access to the System settings. Changing some settings without fully understanding the outcome can result in significant problems.

Home Custo	mers vendors	A&D I	Proposais	System	Accounting	Reports	Help & Communications	Proposal Number:	GO
	Welcome, admin			System Co	onfiguration				
	Logout]		Messages	ŀ	Hello Dealer	Choice	Admin!		
DEALER CHOICE									

Currently the only option available under the System menu is System Configuration. This may be expanded in the future.

System Configuration

Click on the System Configuration menu option to open the System Configuration and Settings Window. This is where you control user access to your site and configure your site settings

System Configurat	on & Settings			
System Setting	5			
Users & Groups	Inactive Users	Company & System Settings		
-Add & Edit	lsers (Total Lisers	s = 8 Total Active Users = 8 Tot	al Active and Locked II	sers = 0)

There are two tabs in the System Configuration & Settings window.

System Configuration Tabs

Users & Groups	This tab is where you manage your system users.
Inactive Users	This tab is where you will see a list of the users
	who are inactive in your site.
Company & System Settings	This tab is where you configure your site settings.

Users & Groups

The Users & Groups tab is where your control access to your site. This is where you manage your user and can set individual user permissions as well as assign users to Groups.

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ers & Groups	Inactive Users	Company & System Settings		
		= 8 Total Active Users = 8 Tot	tal Active and Locked Us	ers = 0)
[nev user]				
Name		Username	Lock	Active
Comm U	ser	Comm		Y
Dave H		Dave		Y
Jen		Jen		Y
Sales Co	oordinator	Sales		Y
Seconda	ary Rep	Secondary		Y
Test Use	r	Test		Y
test3		test3		Y
Travis		Travis		Y
-Add & Edit G				
[nev_group				
Group N	lame			Lock
Administ	rators			
Custome	er Service			
Design				
GBP Gro	up			
Installat	ion			
Project N	Management			

Users & Groups Frames

A	
Add & Edit Users	This is where you add, disable and edit the Users
	for your site
Add & Edit Groups	This is where you add, disable and edit the Groups
	for your site

There is a link for adding users to your site called [new user] and there is a link for adding new groups to your site called [new group]. Clicking on either of these options will open the appropriate window for creating a new user or new group.

To edit the settings for an existing user or group, simply click on that entry in the list to open it.



New User

To add a new user to your site, click on the [new user] link in the Users & Groups frame. This will open the Create a New User window.



Fields followed by an asterisk are required fields and must be entered to save your data.

The New User input window:

Create New User		
User Info		
Name: *		
	✓ Is this user active?	
	Place a lock on this user?	
User Name: *		
Password: *		
Login Date Restriction:	From: Thru:	
IP Address Restriction:		
User ID:		
Commission:	No Commission	
Email: *	Receive messages & alerts as email?	
Phone:		
Fax:		
Group:	Accounting Administrators Closed Period delete test Demo Users	
Save User	↓	

Create a New user Fields

	Required field. This is the persons real name and is
Name *	typically entered as Firstname Lastname in this
	field

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Is this user active?	If this account is actively being used, check this box to allow this user access to your site		
Place a lock on this user?	By checking this box, you immediately lock the user out of your site, even if they are logged in		
User Name *	Required field. This is the user name that the person enters in the User name prompt in the Dealer Choice login window. This input field in not case sensitive. You can enter the user name ini any combination of upper and lower case letters and the user name can be entered in the login widow in any combination of upper and lower case letters.		
Password *	Required field. This is the password the person enters in the Password prompt in the Dealer Choice login window. This input field IS case sensitive. If you enter PASSword in the field, then the user will have to enter their password as PASSword in the login window.		
Login Date Restriction	You can restrict the period of activity of a user account by setting a from date and a thru date here. If the user tries to login outside of the timeframe set here, they will not be allowed to. You must make the account inactive and locked to disable the account.		
IP Address Restriction	You can restrict access to your site to allow access from a specific computer IP address. If you wanted to restrict certain users access to access your site only from your office, enter the IP address of your in house server here. If the user then tries to access your site from their home computer, the IP addresses will not match and access will be denied.		
User ID	This field allows to you enter an alphanumeric identifier (5 characters max) for this user. This identifier can be a number, letters or a combination of numbers and letters. This field is typically used on sales reps user accounts. If this field is populated, then purchase orders and customer invoices will include the User ID as part of the purchase order and customer invoice number. This helps identify the sales rep associated with the purchase order or customer invoice just by		

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	looking at the document number.
	This field is used to assign a commission rule to a
	sales rep. The commission rule definition will
	determine the commission this sales rep is eligible
Commission	to receive on proposals. Once commission rules
	are defined in your system (Commissions and
	Overhead Tab under Company & System Settings)
	the commission rules can be assigned to sales reps.
	Required field. Enter the users email address. This
	address is used by Dealer Choice as the From
Email *	address in the Sender field on any email messages
	sent from within Dealer Choice. Replies to
	messages sent from Dealer Choice will be received
	in the user's normal email client inbox.
	This is for future development. Checking this box
Passiva massagas & slarts as amail?	will allow any Dealer Choice message and alerts to
Receive messages & alerts as email?	be forwarded to the user's normal email client
	inbox.
	Typically this is the sales reps phone number.
Phone	This is a print option field to be included on
Thome	proposals and customer invoices in the document
	header.
	Typically this is the sales reps fax number. This is
Fax	a print option field to be included on proposals and
	customer invoices in the document header.
	This is where you assign a user to a Group. Users
	can be members of a single group, multiple groups
	or no group. Typically system permissions are
Group	assigned to a Group. All members of the group
	inherit the permissions of the group so individual
	permissions do not have to be assigned to every
	single user of your system.
	After entering or editing user information, click on
Save User button	the Save User button to create or save your user
	information.

Editing an Existing User

To edit an existing user, simply click on the user entry in the User List to open the Edit User window.



Edit User : Test User		
User Info Permissions Resources		
Name: *	Test User	
	✓ Is this user active?	
	Place a lock on this user?	
User Name: *	Test	
Password: *	abc	
Login Date Restriction:	From:	
IP Address Restriction:		
User ID:		
Commission:	50% Commission Rule 🔻	
Email: *	Test@abc.com	
	Receive messages & alerts as email?	
Phone:		
Fax:		
Group:	Accounting Administrators Closed Period delete test Demo Users T	
Save User	•	

When you open an existing user you will notice two additional tabs; Permissions and Resources.

User Permissions are covered in the User and Group Permissions chapter.

Resources Tab

The Resources tab allows you to denote a user as a resource that can be used when creating work orders. If you have an in-house design team, for example, and you want to include Design as a resource on a work order so you can recover the costs of design on your proposals, you can mark your designers as resources. Users of your site that are marked resources are considered "internal resources" because your dealership is the vendor associated with this resource. Users of your site that are set as active resources here can be included as resources on work orders.



Resources that are defined under the Resources tab under the Company Settings tab are considered "external resources" because a vendor (or sub contractor that you use) is the vendor assigned to these resources. See the Resources Tab section under Company Settings for details on external resources.

Edit User : Test User		
User Info Permissions	Resources	^
Resource Name: *	Test User Active?	
Vendor:	Dealer Choice Systems	
Hourly Cost:	0.00 Sell: 0.00	
Daily Cost:	0.00 Sell: 0.00	
Half Day Cost:	0.00 Sell: 0.00	
Description:		
Save User		•

Resource Tab fields

This can be either the users name or a name that
you assign for this resource. You can enter a
resources name such as "Designer" or "Designer
1" here, for example. Resources added to a work
order are selected by the name you enter here.
If this flag is checked, you will be able to select
this resource to be included on work orders.
Since this is an internal resource, the vendor here
will be your dealership name. Your dealership
must be an entry in your vendor database.
Enter the actual hourly cost of this resource. This
can be the resources hourly wages plus benefits or
it can be any value that you want to enter for the
actual cost of your designer resource. The Sell
field can be used to enter a value that is higher
than your actual cost (Hourly field). The Sell
amount will be used as the Cost field when this
resource is imported into a proposal line item.



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Daily Cost	Enter the actual daily cost of this resource. This can be the resources daily wages plus benefits or it can be any value that you want to enter for the actual cost of your resource. The Sell field can be used to enter a value that is higher than your actual cost (Daily field). The Sell amount will be used as the Cost field when this resource is imported into a proposal line item.
Half Day Cost	Enter the actual half day cost of this resource. This can be the resources half day wages plus benefits or it can be any value that you want to enter for the actual cost of your resource. The Sell field can be used to enter a value that is higher than your actual cost (Half Day field). The Sell amount will be used as the Cost field when this resource is imported into a proposal line item.
Description	The description field is a free text input field to allow you to enter descriptive text concerning this resource. The text entered here is for internal use only.
Save User button	Click on the Save User button to save your changes.

The example below shows an internal designer resource definition.

Edit User : Test User		_ ×
User Info Permissions	Resources	^
Resource Name: *	Designer I Active?	
Vendor:	Dealer Choice Systems	
Hourly Cost:	0.00 Sell: 35.00	
Daily Cost:	0.00 Sell: 280.00	
Half Day Cost:	0.00 Sell: 140.00	
Description:	Designer I skill level	
Save User		

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The resource is set as active and saved. It is now available for use on a work order. An example of selecting this resource on a work order is shown below.

View / Edit Work Order	_ 🗵
Edit Work Order : 120	
Resource: Description: Design Work	
True Cost: 0.00 True Cost Ext: Internal Cost: \$35.00 Internal Profit Dollars:	
Save Resource	•

The example above shows the Designer Work resource being added to a work order.

New Group

The primary function of groups are to allow for easy communication using the Dealer Choice internal messaging system and to save a significant amount of time when setting permissions.

You can create as many groups as you like. Groups can have a single user or multiple users and users can belong to more than one group.

Creating a new Group

Click on the [new group] link to open the Create a New Group window. There are two tabs in this window; Group Info and Permissions.

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Create A Nev	∾ Group			– 2	≤
Group Info					•
	Group Name: *	Place a lock on this group?			
	Group Members:	Allow 'submit to' functionality?			
		Dave H Dealer Choice Admin Debbie F Demo User	•		
				Save Group	•

Group Info Tab

Group Info tab Fields

L	-
	Required field. Enter the name of the group you are creating. Group names usually denote the
Crown Norma *	different departments that you have in your
Group Name *	company such as Sales, Design, Install, Customer
	Support. You can create a group with a person's
	name.
Place a lock on this group?	If a group is locked then every member of that
race a lock off this group?	group is immediately logged out of Dealer Choice
Allow 'submit to' functionality?	Allows internal Dealer Choice message to be sent
Anow submit to functionality?	to all members of this group.
	This is where you select the members of this
Group Mombers	group. If you are selecting multiple users hold
Group Members	down the CRTL (control) key while clicking on
	the names
Save Group button	Click on the Save Group button to save your
Save Group button	Group information.

Group Permissions Tab

Group Permissions are covered in the User and Group Permissions chapter.



User and Group Permissions

User Permissions

Q

Individual user permissions can be set for each user of your site. Keep in mind that permissions set for a group are inherited by each member of that group. To avoid having to set individual permissions for every user of your site, set the primary set of permissions for a group of like users then add users to that group. If a particular user in the group needs a few extra or specific permission settings, you can edit the individual user permissions to add functionality to the specific user.

You have the ability to set permissions for each individual user in your site. Clicking on the Permissions tab displays all the categories of where permissions can be set.

Edit User : Brandon 📃 🗵				
University of Provide Andrews				
User Info Permissions Resources				
User Permissions				
Please check the desired permissions for Brandon and click 'Save Permissions' below.				
E Accounting				
🗄 Customers				
🗄 Customer Credits				
🔳 Customer Receivables				
🔳 Project Management				
🛨 Proposals				
Purchase Orders				
E Reports				
🔳 System Configuration				
🔳 Vendors				
🔳 Vendor Payables				
Save Permissions				
Save User	•			

To set the permissions for an individual user, click on the category to open the details for that category. Select the desired permissions for the user by checking the permission option. After

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selecting your permission settings you can click on the category again to hide the permission details. Be sure to save your settings by clicking on the Save Permissions button.

Edit User : Brandon 📃 🖬
User Info Permissions Resources
User Permissions
Please check the desired permissions for Brandon and click 'Save Permissions' below.
■ A & D
Check All
View A & D List Edit A & D Details Delete A & D Firms
View A & D Details Create A & D Firms
General Info
Contacts Contacts
Edit Edit Edit Contacts Delete Contacts
A & D Stats
View Statistics
Accounting
E Customers
E Customer Credits
🗄 Customer Receivables
🛨 Project Management
Proposals
Purchase Orders
Reports
 System Configuration Vendors
Vendors Vendor Payables
Save Permissions
Save User

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You can change user permissions at any time and permissions can be added or removed whenever necessary to meet your user's needs.



Permissions are applied to the user's session during the login process. If you make permission settings while a user is logged into Dealer Choice, the permission updates will not take effect until the user logs in again.

Group Permissions

The Group Permissions detail is exactly the same as the individual permissions detail. The only difference is that you are setting the permissions for the group and all members of the group will have the permissions set here.



Edit Group : Administrators
Group Info Permissions
Group Permissions
Please check the desired permissions for Administrators and click 'Save Permissions' below.
□ A & D
Check All
View A & D List 🖉 Edit A & D Details 🖉 Delete A & D Firms
 ✓ View A & D Details ✓ Create A & D Firms
General Info
View Contacts Create
Edit Contacts Delete Contacts
A & D Stats
View Statistics
Accounting
E Customers
Customer Credits
E Customer Receivables
Project Management
Proposals Purchase Orders
Reports
System Configuration
Vendors
🛨 Vendor Payables
Save Permissions
Save Group

If a member of a group needs additional permissions settings that you don't want to issue to the entire group, edit the individual user's permission settings and add the extra permissions only to the user that needs them.



Inactive Users

This tab is where users can manage accounts that are currently inactive. Any user accounts that do not have the "Is this user active" check box marked are inactive and will be placed in this list. If a user is edited and the "Is this user active?" check box has been selected, the user account will move to the Users list under the Users and Groups tab. This feature was created to help keep the active users list clean from old accounts that are no longer in use.

stem Configuration & Settings			
ystem Settings			
Users & Groups Inactive Users	Company & System Settings		
Edit Inactive Users (Total Users	5 = 2)		
Name	Username	Lock	Active
Inactive	inactive	Y	
Inactive Locked	Inactive2	Y	
		-	

Company & System Settings

Under the Company & System Settings tab are 5 additional tabs; System Settings, Company Settings, Products & Services, Resources and Commissions & Overhead

System Configuration & Settings			
System Settings			
System Settings			

System Settings

The System Settings tab allows you to configure various settings of your site. Most of these settings will be configured during your training session and or long before you go live. You may need to visit the System Settings tab on occasion to make some adjustments to your site.

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s & Groups Inactive Users Company & System Settings	
stem Settings Company Settings Products & Services Resources Co	mmissions & Overhead
Update Settings	
Number of items to show in primary lists (i.e. proposals, customer, vendors):	Number of days between the ship date and install date to display storage request notification warning:
Number of items to show in secondary lists (i.e. customer contacts, customer locations, discounts, etc):	Number of days prior to a bill coming due to place it in the payment queue?
15 • Allow editing of line items that originated from a specification application:	Uts V When a customer refund is created, how many days until it should be
Yes V	placed in the payment queue?
Your company Logos: [<u>upload]</u>	In which timezone does your company reside? Eastern ET (UTC-5:00)
 <u>DCS Addr 3 ipq.jp</u> <u>ABF Inc 3.jpq</u> 	How long (in minutes) should DealerChoice wait before logging out an inactive user?
Your Company Docs:	133 •
None	How to format date stamps: 6/10/2019
Default product for vendor freight charges:	How to format timestamps: 11:49 am
Freight Default product for vendor small order fees: Small Order Fee	How many days should a proposal wait before being archived?
Default product for vendor fuel charges: Fuel Surcharge Default product for surcharge: Surcharge	After a new proposal is created, how many days until it is no longer valid 30 Allow users to modify customer invoice date upon creation: Yes T
Default product for CBD fees:	Once a purchase order has been invoiced, should it be locked to prevent changes?
Outgoing Mail/Fax queue:	Allow customer login: Login Disabled •
Automatic Email Carbon Copy?: Yes 🔻	Allow Employee Login:
Automatic Email Blind Copy Address?:	Customer credit correction codes: [edit.list]
Force Non-SSL Requests to SSL?	Field customization: [customize fields]
Require items to be received in order to map on A/P line item?	Posting date to use when entering new payables Invoice Date
Proposal status options: [edit list]	
Default new customers to manual credit hold?	
Activate Item Library?	
Activate Sales Rep ID in invoice numbers?	
Display Journal entries on the AR Report?	

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System Settings Fields

Bystein Bettings Fields	This controls the number of items that will 1
Number of items to show in primary lists (i.e. proposals, customer, vendors):	This controls the number of items that will be displayed in primary lists such as the Proposal, Customer and Vendor lists.
Number of items to show in secondary lists (i.e. customer contacts, customer locations, discounts, etc):	The controls the number of items that are displayed in secondary lists such as Locations and Contacts.
Your company Logos:	Use the [upload] link to locate and upload your company logo files. The logo files must be in jpeg (.jpg) format. There is no limit on the number of logo files you can upload. Once uploaded you can select which logo is to appear on your proposals, purchase orders and customer invoices.
Your Company Docs:	Use the [upload] link to locate and upload company documents. There is no limit to the number of company documents you can upload. See below for details.
Default product for vendor freight charges:	A product/service must be selected here to define the product/service to be used for vendor freight charges because Dealer Choice can create these proposal line items during proposal finalization. The product/service definition includes the income and expense account to be used and the tax rules to be applied.
Default product for vendor small order fees:	A product/service must be selected here to define the product/service to be used for vendor freight charges because Dealer Choice can create these proposal line items during proposal finalization. The product/service definition includes the income and expense account to be used and the tax rules to be applied.
Default product for vendor fuel charges:	A product/service must be selected here to define the product/service to be used for vendor freight charges because Dealer Choice can create these proposal line items during proposal finalization. The product/service definition includes the income and expense account to be used and the tax rules to be applied.
Default product for CBD fees:	A product/service must be selected here to define the product/service to be used for vendor freight charges because Dealer Choice can create these proposal line items during proposal finalization.

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	The product/service definition includes the income and expense account to be used and the tax rules to be applied.
Outgoing Mail/Fax queue:	The Mail/Fax queue can be disabled with this control. By default the queue should always be Enabled. If you need to disable the queue, you can change this setting to Disabled.
Automatic Email Carbon Copy?	If this setting is turned on then a copy of any email sent through Dealer Choice will also be sent to the sending user.
Automatic Email Blind Copy Address?	A copy of any email sent through Dealer Choice by any user will be sent to the email address listed here.
Force Non-SSL Requests to SSL?	This setting allows you to force connections to your site to use the Secure Sockets Layer (SSL) connection between the client and server. This type of connection encrypts the data sent between machines. If this feature is in use, you may see a warning message regarding the security certificate presented by the website. This is a warning message only and you should select the "Continue to this website" option to continue using the secure connection.
Require items to be received in order to map on A/P line item?	If you use the line item mapping option when entering Payables (vendor invoices) and if this control is set to Yes, line items cannot be received individually unless they have a received date entered (purchase order acknowledgement information). The line item selection check box will be greyed out if it has not be received. The payable can still be entered, but not via line item mapping.
Proposal status options:	Through this control, you can create custom proposal status messages and assign them to your proposals. The custom proposal status messages appear in the Proposal List under the Status column title. See below for details on adding Proposal Status message to your site.
Default new customers to manual credit hold?	This control allows you to force new customers to have the Manual Credit Hold flag set when a new customer is added to the Customer database. You may want this control set to Yes if you need time to check credit references or to allow time for

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	receiving documentation from your customers prior to allowing purchase orders to be created. If this control is set to No then new customers will not have the Manual Credit hold flag set automatically when they are created.
Activate Item Library?	If set to Yes, then when manually entering line items on any proposal, Vendor, the Item Number, the Item Description and the List Price will be stored in the database. The next time you enter an Item Number that matches any entries in the Item Library, a list will appear displaying the Vendor, Item Number, Description and the List Price for selection. If the line is selected, the saved fields will be populated in the Enter a new line input widow for you.
Activate Sales Rep ID in invoice numbers?	If this control is set to Yes, then the User ID, defined in the Users database record will be included in the invoice numbers generated by Dealer Choice
Display Journal entries on the AR report?	If this control is set to Yes, then any manual journal entries that have been made to the AR account (and that are within the date range that the AR report is being run for), will be displayed on the AR report
Display Journal entries on the AP report?	If this control is set to Yes, then any manual journal entries that have been made to the AP account (and that are within the date range that the AR report is being run for), will be displayed on the AP report
Display Vendor Deposits on the AP report?	If this control is set to Yes, then vendor deposit invoices will be displayed on the AP report
Number of days between the ship date and install date to display storage request notification warning:	Setting a number of days here check the Ship date against the Install date and if the range is greater than the value set here, the Install Date will appear with an asterisk on the Project Status report to warning you of the time between ship date and install date.
Number of days prior to a bill coming due to place it in the payment queue?	This control will automatically flag a payable for payment if it has not manually been flagged for payment if the due date on the payable is within the number of days set here.
When a customer refund is created, how many days until it should be placed in the payment	This control will automatically flag a customer refund for payment if it has not manually been



queue?	flagged for payment if the due date on the refund is within the number of days set here.
In which time zone does your company reside?	Select the time zone that you are in for proper date/time stamping on your documents.
How long (in minutes) should Dealer Choice wait before logging out an inactive user?	This control will automatically log out a users session after the period entered here has been reached an no activity has been logged in that session.
How to format date stamps:	Select the format that you wish for the date to appear on documents.
How to format timestamps:	Select the format that you wish for the time to appear on documents.
How many days should a proposal wait before being archived?	Set the number of days here for your proposals to be automatically archived. Any proposal that has no activity logged within this timeframe will automatically be archived.
After a new proposal is created, how many days until it is no longer valid?	This is the default date that will appear on the Expiration Date field on the Project Info tab on proposals. The default is 30 days. This control will print a message at the bottom of your proposals saying that the proposal pricing is invalid after X days. This control allows for a lower limit of 1 day and an upper limit of 9,999 days.
Allow users to modify customer invoice date upon creation:	If this control is set to No, then the invoice date field will be locked when creating customer invoices and will default to today's date. If it is set to Yes, the users will be allowed to pre or post date customer invoices.
Once a purchase order has been invoiced, should it be locked to prevent changes?	This control will lock editing of purchase orders if the product on the purchase has been invoiced to the customer. If it is set to Yes, then the purchase order cannot be edited, if it is set to No, then the purchase order can be edited.
Allow customer login:	For future development, this will allow your customers to log into you site to view customer specific data that you allow to be viewed.
Allow Employee Login:	This control allows you to lock you site down. If set to Login Allowed then users can login to your site, if set to Login Disabled, the your users cannot log into your site.
Customer credit correction codes:	Customer credit correction codes must be created before a customer credit can be generated and are



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	used to issue a customer a credit memo. Each correction code can be used to identify the reason for the credit being issued, as well as the chart of account that is affected by the credit. See below for details.
Field customization:	For Future Development (Custom Reporting Fields). This control allows you to add input fields and or check box fields to Proposals, Customers and Vendors. Custom fields can be added now and they are intended for use with the Custom Reporting function. The Custom Reporting function will allow you to select specific fields to be used as filters to run your reports. This feature will include and customer fields that you have created. See below for details.
Posting date to use when entering new payables	This control allows you to select the Invoice date or the Receipt for the posting date when entering vendor invoices. This control is set to Invoice date by default and should remain as the posting date per the Generally Accepted Accounting Principles.
Start date for the AP report	This allows the user to control what they would like the start date to be on their AP report.

Your Company Docs:

You can upload documents to the database to be used as attachments on your proposals, purchase orders, customer invoices and delivery tickets. Uploaded documents must be in either PDF or DOC format. You can upload your Terms and Conditions document and attach it to Proposals so ever proposal you email or fax from Dealer Choice will include your T&C's document as an attachment. You can even upload sales flyers if you wish.



Company Logos & Documents	_ 🗵
Upload a new company document. Documents must be in either PDF or DOC format. Choose File No file chosen Upload	
Automatically append this document to outgoing: Proposals Purchase Orders Customer Invoices Delivery Tickets	

After selecting your document to upload, you can specify it to be appended to outgoing documents. You can select if it is to be attached to Proposals, Purchase Orders, Customer Invoices and Delivery tickets. When you email or fax from Dealer Choice, the specified document(s) will be included as attachments to that document.

Proposal Status Options

To add a Proposal Status message, click on the [edit list] link and the Edit List window will open. If any proposal status messages have been entered, they will be displayed in this window. To Edit an existing status, just click on the status in the list.



 Define your proposal status options: Each proposal can be assigned a particular status (i.e. On-Hold, Pending Design, etc) which is displayed within your proposal list. You may defined the status options available for each proposal here. The maximum length allowed for the option name is 32 characters. Keep in mind the following status options are already defined by the system and identified by the diamond color icon within your proposal list: booked, partially invoiced, fully invoiced, punchlist. <u>(add new)</u> Corrupt Proposal On Hold Product Delay Waiting for Customer PO 	Edit List : Proposal Status Options	_ ×
Each proposal can be assigned a particular status (i.e. On- Hold, Pending Design, etc) which is displayed within your proposal list. You may defined the status options available for each proposal here. The maximum length allowed for the option name is 32 characters. Keep in mind the following status options are already defined by the system and identified by the diamond color icon within your proposal list: booked, partially invoiced, fully invoiced, punchlist. [add new] - Corrupt Proposal - On Hold - Product Delay	Define your proposal status options:	•
defined by the system and identified by the diamond color icon within your proposal list: booked, partially invoiced, fully invoiced, punchlist. [add new] - Corrupt Proposal - On Hold - Product Delay	Each proposal can be assigned a particular status (i.e. On- Hold, Pending Design, etc) which is displayed within your proposal list. You may defined the status options available for each proposal here. The maximum length allowed for	
- Corrupt Proposal - On Hold - Product Delay	defined by the system and identified by the diamond color icon within your proposal list: booked, partially invoiced,	
- On Hold - Product Delay	[add new]	
- Product Delay	- Corrupt Proposal	
	- On Hold	
- Waiting for Customer PO	- Product Delay	
	- Waiting for Customer PO	

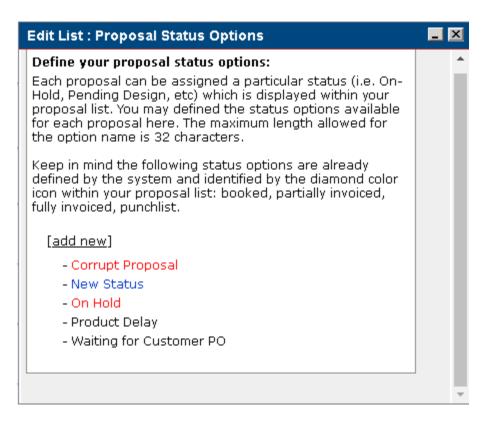
Click on the [add new] link to add a status and the Status input box will appear. Enter the name of your status, select the color that you want the text to appear in and select whether or not you want the text to appear in bold.

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Edit List : Proposal Status Options	_ ×	
Define your proposal status options: Each proposal can be assigned a particular status (i.e. On- Hold, Pending Design, etc) which is displayed within your proposal list. You may defined the status options available for each proposal here. The maximum length allowed for the option name is 32 characters.	^	
Keep in mind the following status options are already defined by the system and identified by the diamond color icon within your proposal list: booked, partially invoiced, fully invoiced, punchlist.		
< back		
Status:		
Color:		
Bold: No 🔻		
Save		
	-	

Click on the Save button to save your new status and your status will now appear in the list and is ready to be assigned to proposals in the Proposal Status field on the Project Info tab. We created the status called New Status and saved it and it now appears in our list of available Proposal Status messages as shown below.

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Customer Credit Correction Codes

Corrections codes must be defined before a credit can be issued. If any correction codes exist, you can click on that code to view and edit the details of that code. Click on the [edit list] link to open the Edit Correction Code window to view, edit or add correction codes.



_ X

Edit List : Customer Correction Codes

Correction Code Table

Customer credit correction codes are used to issue a customer a credit memo. Each correction code can be used to identify the reason for the credit being issued, as well as the chart of account that is affected by the credit. You may create and edit your correction codes below.

[add new code]			
Description	Code	Account	Active
To credit Installtion	CRDINTLL	575 : Installation	Y
To credit freight	CRFRT	570 : Freight In	Y
To Correct PO Amt Invoiced	CRPOAMT	510 : Cost of Goods Sold	Y
To credit product return	PROD	510 : Cost of Goods Sold	Y
QB Deposit Credit	QB DEP	400 : Revenue	Y
L			

To add a new correction code click on the [add new code] link to open the Edit Correction Code input window.

Edit List : Customer Correctio	n Codes	
Add Correction Code		^
Description:	Active?	
Correction Code:		
Income/Expense Account:	T	
	Save	-

Correction Code Fields

Description	Enter a text description of the credit reason, for example; Customer Returns or Product Damage
Active?	By default the Active flag is set, if you no longer wish to use this code, uncheck this field and the credit will no longer be available for selection when customer credits are being entered.

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Correction Code	Enter a brief code to identify this credit reason, for example; C-RET for customer returns.
Income/Expense Account	Select the income or expense account that will be affected by this credit. The drop down selection box will allow you to view all of your income and expense accounts defined in your Chart of Accounts.
Save	Click the Save button to save your credit code.

Now the correction code you have created can be used when entering customer credits.

Field Customization

This control allows you to create custom input fields that will appear in the specified tab for Proposals, Customers and Vendors database windows. Click on the [customize fields] link to open the Custom Field Editor window. Select the form that you want to add a custom field to by clicking on the drop down selection box under the Section header and the available tabs will be displayed.

You can add custom fields to Proposals, Customers and Vendors.

Under Proposals, you can add fields to the Project Info tab, Design tab and Install Info tab.

Under Customers, you can add fields to the General Info tab, Payment Info tab, Contacts tab and Locations tab.

Under Vendors, you can add fields to the General Info tab, Payment Info tab, Contacts tab, Locations tab and Products tab.



ustom Field Editor		_
Section:		
▼ Proposals Customers		
Vendors		

In the example below, we will add a field to Proposals, Project Info tab. We have selected Proposals in the Section selection box and we have clicked on the Project Info frame.



Section: Proposals	1	Custom Field Editor : <back< th=""><th>Proposals</th><th></th><th></th></back<>	Proposals		
Project Info	>>	Field Name:	Active?		
Design Install Info	»	Field Type:	Text Input Box	Sample: Example	
		Max Length:	leave blank for default		
		Required:			
		Field Width:	leave blank for default		
		Field Height:	leave blank for default		
		Default Value:			
		Sector:	1 [sector layout map]		
		Position:	2 Custom fields are adde	d below existing fields.	
		Save			

Custom Field Editor Fields

	Enter the text description for this field. This text
Field Name	will appear in the tab you have selected as the
	input field prompt text.
	By default new fields are active. If you no longer
Active?	wish to use this field, un check this box and the
	field will no longer appear on the tab.
	Select the type of field you are adding. The
	options are; Text Input Box, Drop Down Selection
Field Type	Box, Multiple Select Box, Check Box and
	Scrolling Comment box. See below for details on
	each of these selections.
	This field displays an example of the field type
Sample	you have selected above. This gives you a visual
	example of how the new field will look.
Max Length	Enter a number for the maximum number of



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	characters for this field. This field is only
	presented on input type field types, selection type
	fields have pre-defined values that are selected
	from the entries stored in the Pre-Populated input
	field. The user can only select from the options
	you enter here for selection type fields.
	This check box allows you to determine if the field
Required	you are adding must be populated by the user, if
	check. If unchecked, this field may be left blank.
	You can specify a field width for the expected
Field Width	input data. If you leave this field blank Dealer
	Choice will manage the field width for you.
	You can specify a field height for the expected
Field Height	input data. If you leave this field blank Dealer
	Choice will manage the field height for you.
	Any text entered here will be the default data that
Default Value	appears in the field. If this data will be the same
	most of the time it is best to enter it here.
	Only available for Proposals. The proposal tabs are
Sector	separated by frames or sectors. You can choose
Sector	which sector your custom field is to appear in by
	selecting the appropriate sector.
	Clicking on this link will display the proposal tab
[sector layout map]	with each sector numbered to help you decide on
	which sector your field is to be added to.
	You can choose the position of your custom field
	by selection the position here. If you add a second
Position	field and want it to appear before the first field you
	created, you can just change the position of the
	fields.
Save button	Click on the Save button to save your custom field
	information.

After saving your customer field (and it is set as Active), the new field will appear on the selected tab/sector immediately and is available for use. If you do not want your custom field to be used, you can un-check the Active flag.

If you do want to remove a custom field, simply click on the Section and tab name that the field was added to, then click on the field to open the field details. Click on the Remove button to delete the field. The Remove button is shown in the example below.



Project Info Design Install Info Field Type: Drop Down Select Box Required: Field Width: Ieave blank for default Field Height: Ieave blank for default Default Value: Pre Populated: This is default info 1 This is default info 2 For select and select-multiple, separate values on new lines. Sector: Image: Sector: <th>Section: Proposals</th> <th>Custom Field Editor :</th> <th>: Proposals</th>	Section: Proposals	Custom Field Editor :	: Proposals
Install Info Field Type: Drop Down Select Box Required: Required: Field Width: Install Info Required: Required: Field Width: Install Info Required: Required: Field Width: Install Info Prield Height: Install Info Pre Populated: Pre Populated: Pro select and select-multiple, separate values on new lines. Sector: Image: Info: Image: Info: Image: Imag	Project Info 🛛 🔊	Field Name:	8
Required:	Design 🛛 🕅		Active?
Field Width: leave blank for default Field Height: leave blank for default Default Value:	Install Info 🛛 🔊	Field Type:	Drop Down Select Box 💌 Sample: Example 1 💌
Field Height: leave blank for default Default Value:		Required:	
Default Value: Pre Populated: This is default info 1 This is default info 2 For select and select-multiple, separate values on new lines. Sector: 1 [sector layout map]		Field Width:	leave blank for default
Pre Populated: This is default info 1 This is default info 2 For select and select-multiple, separate values on new lines. Sector: 1 [sector layout map]		Field Height:	leave blank for default
This is default info 2 For select and select-multiple, separate values on new lines. Sector: 1 < [sector layout map]		Default Value:	
Sector: 1 [sector layout map]		Pre Populated:	This is default info 2
			For select and select-multiple, separate values on new lines.
Position: 1 Custom fields are added below existing fields.		Sector:	1 sector layout map]
		Position:	Custom fields are added below existing fields.
Save Remove		Save Remove	(A

Company Settings

The Company Settings tab contains additional settings to allow you to control your site environment.

The image below does not include the Tax Rules setup. Tax Rules setup is covered in detail below this image.

Company Settings Tab



ystem Configuration & Settings	
System Settings	
Users & Groups Inactive Users Company & System Settings	
	mmicrians & Quarband
System Settings Company Settings Products & Services Resources Co	immissions & Overneau
Update Settings	
A seed number to precede proposal numbers:	If a customer falls short of the required deposit, what percent threshold
2019-	would prevent PO's from being cut?
	5 🔻 %
Next proposal number to use:	Footer message to be printed on all proposals:
1130	Thank you for your business!
A seed number to precede PO numbers:	
2019-	
Next PO number to use:	Proposal Trailer Message:
2485	Proposal Trailer Line 1 Proposal Trailer Line 2
	Proposal Trailer Line 3
A seed number to precede work order numbers: 2019-	Proposal Trailer Line 4 Proposal Trailer Line 5
2019-	
Next Work Order number to use:	Footer message to be printed on all invoices:
1007	Thank you for your business!
A seed number to precede invoice numbers:	
2019-	Footer message to be printed on all Purchase Orders:
Next invoice number to use:	This is a PO footer.
1141	
	Vendor to be assigned to internal resources:
A seed number to precede Handwritten checks:	Test Vendor
Next Handwritten check number to use:	Your company name:
129	Dealer Choice Systems, Inc.
Default Customer Payment Terms:	Your company address:
Upon Receipt 🔻	P.O. Box 21058 Catonsville, MD 21228
Minimum GP margin flag:	
15 V Require Authorization?	Your company zip code:
	21228
Apply a company wide overhead factor?	,
Yes, to the sell amount 🔻	Your company country: UNITED STATES
Rate: 20 %	
Default deposit requirement for new customers:	Your company's federal identification number:
50 • %	
If a customer's A/R is over	Your company remit to addresses:
and more than 60 🔻 days outstanding,	[add new]
then stop outgoing proposals.	× Dealer Choice Sys
Enable multiple currencies?	
	Your company phone number:
Home Currency: Not Defined	877-769-1865
Account to be used when applying finance charges:	Your company fax number:
440 - Interest Income 🔻	877-750-7993
	Your company website: www.dc-sysllc.com
	www.uc-sysic.com
	Overrides & Authorizations may be made by the following groups:
	Administrators Customer Service
	Design GBP Group
	Installation 👻
Tax Tables	
Country:	
United States [new tax rule]	
FLORIDA 6 %	
GEORGIA 4 %	
<u>Appling</u> 1 % <u>Atkinson</u> 1 %	
<u>Appling</u> 1 % <u>Atkinson</u> 1 % <u>Bacon</u> 1 %	
- Appling 1 % - Addinson 1 % - Bacon 1 % MARYLAND 6 % - Baltimore 1 % SOUTH CAROLINA 8 %	
- Appling 1 % - Addinson 1 % - Bacon 1 % MARYLAND 6 % - Baltimore 1 % SOUTH CAROLINA 8 %	

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Company Settings Tab Fields

	If you want an identifier to precede your proposal
	numbers enter that identifier here. This field may
	contain letters and or numbers. If this field is
	populated, the data contained here will precede
	every proposal number that you generate. This
	field does not change for each proposal. This field
	is typically used to denote the 4-digit year (for
	example, 2010) that your proposals are created in.
	This field must be edited to change its value; the
	system does not update this value for you. This
	field is optional.
	Enter the number that you want to use as your
	starting proposal number. This field must be
Next proposal number to use	numeric. Each time a proposal is created the
	system will increment this number by one and
	store the value for the next proposal number here.
	If you want an identifier to precede your purchase
	order numbers enter that identifier here. This field
	may contain letters and or numbers. If this field is
	populated, the data contained here will precede
	every purchase order number that you generate.
A seed number to precede PO numbers	This field does not change for each purchase order.
	This field is typically used to denote the 4-digit
	year (for example, 2010) that your purchase orders
	are created in. This field must be edited to change
	its value; the system does not update this value for
	you. This field is optional.
	Enter the number that you want to use as your
Next PO number to use	starting purchase order number. This field must be
	numeric. Each time a purchase order is created the
	system will increment this number by one and
	store the value for the next purchase order number
A seed number to precede work order numbers	here. See above for seed numbers information.
Next Work Order number to use	See above for document numbers information.
A seed number to precede invoice numbers	See above for seed numbers information.
Next invoice number to use	See above for document numbers information.
A seed number to precede handwritten checks	See above for seed numbers information
Next handwritten check number to use	See above for document number information
	This setting controls the terms of your due date on
Default Customer Payment Terms	customer invoices. A value set here will also be

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	the default value in the Customer Payment Terms input field on the Payment Info tab when new customers are created. Of course, you can change
	this value in System Configuration or in the Customer database at any time.
Minimum GP margin flag	The control allows you to set a companywide minimum GP margin on proposals. The proposal finalization process checks the proposal GP against the value set here. If the proposal GP is below the value set here, a warning message will be presented in the proposal finalization window alerting the user that the proposal falls below the company standard GP margin. This does not prevent finalization from completing. The user has the opportunity to correct the proposal or continue with the finalization process.
Require Authorization?	For future development. When functional, if this flag is set and a proposal falls below the company standard GP margin during the finalization process, the user will be required to obtain authorization before being able to continue with finalization. Of course, if the proposal meets or exceeds the standard GOP margin, authorization is not required.
Apply a companywide overhead factor?	The company overhead factor allows you to reserve a percentage of the cost or sell amount on proposals. This percentage amount is removed from the total profit on the proposal before commission is calculated.
Rate	Enter the percentage to be retained for the overhead factor.
Default deposit requirement for new customers	This setting controls the default customer deposit amount requirement. A value set here will be the default value in the Required Deposit Percentage input field on the Payment Info tab when new customers are created. Of course, you can change this value in System Configuration or in the Customer database at any time. If set, a message will appear at the bottom of all proposals to customers requesting the customer deposit in percentage form and in dollar amount. The deposit requirement is also a proposal print option and can be excluded from proposals if desired by

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	not selecting the Deposit Requirement print option. If set and if a deposit has not been received from the customer, a warning message will appear in the Purchase Order window that the customer deposit has not been received. This does not prevent purchase orders from being generated, it is simply a warning that a customer deposit has not been received and that a customer deposit is required from this customer.
If a customer's A/R is over	For future development. This control will allow you to prevent proposal finalization for customers with outstanding accounts receivables per the criteria set here. You can enter a dollar or percentage amount as well as a number of days outstanding. This criteria will be checked during finalization and if the customer's outstanding balance is higher than the amount or percentage set here and more than the number of days past due setting, the proposal will not be allowed to complete finalization and a warning message will be displayed during finalization alerting the user that the customer's A/R is past due.
Enable multiple currencies?	You can enable the use of multiple currencies with this control. When the Enable Multiple Currencies check box is checked, the Open Currency Table link will be available. Use this link to define the currencies you will use in your system. See below for details.
Account to be used when applying finance charges	Use the drop down selection arrow to select the account that is to be used for your finance charges. This GL account will hold the transactions related to finance charges that you may apply to customer invoices.
If a customer falls short of the required deposit, what percent threshold would prevent PO's from being cut?	This control allows you to set a threshold percentage on the customer's deposit amount paid. If you require a customer deposit and a deposit has been paid but the amount paid does not equal the deposit required percentage, this setting will allow you to avoid the customer deposit required warning message when generating purchase orders.
Footer message to be printed on all proposals	Enter the text here that you want to appear in the footer area of all your proposals.



Proposal Trailer Message	Enter any text you would like to print at the bottom of proposals. Anything written here can only be changed in system configurations and not on proposal print. However, users do have the option to print or not the print the proposal trailer on each proposal.
Footer message to be printed on all invoices	Enter text here that you want to appear in the footer area of all of your invoices.
Footer message to be printed on all purchase orders	Enter text here that you want to appear in the footer area of all of your purchase orders. Users cannot change or edit the text from the purchase order print window. The text in this field can only be changed in system configurations.
Vendor to be assigned to internal resources	Enter your dealership's vendor entry from the vendor database. A purchase order will be generated for internal resources used on Work Orders. The value entered here will be the default in the Resources tab in the User database when defining internal resources.
Footer to be printed on all invoices	Enter text here that you want to appear in the footer area of all your invoices.
Your company name	Enter your company name here.
Your company address	Enter your company address here.
Your company zip code	Enter your company zip/postal code here.
Your company country	Enter your company's home country here.
Your company's federal identification number	If applicable, enter your Federal Tax Id number here. This number will be included on any 1099 forms that you generate.
Your company remit to addresses	If applicable, enter any alternate remittance addresses you may have. You can enter multiple remit to addresses and you can select which remit to address is to be included on your customer invoices.
Your company phone number	Enter your company phone number here.
Your company fax number	Enter your company fax number here.
Your company website	Enter your company website address here.
Overrides & Authorizations may be made by the following groups	For future development. The groups selected here are the groups responsible for any action that requires authorization. For example, the Minimum GP Margin control has a Require Authorization check box. When this feature is active and if the Require Authorization flag is set on the Minimum GP margin control, users will not be able to



finalize a proposal that does not meet the
minimum GP margin set in System Configuration
without getting authorization. When authorization
is requested, the member(s) of the selected
Overrides & Authorizations groups will receive a
message in their Dealer Choice Messages inbox
alerting them that a user has requested an override
or authorization. There will be a process in which
the authorizing member(s) can grant or deny the
request.

US Tax Rules Setup

At the bottom of the Company Settings window is where the tax rules are defined.

Tax Tal	oles
Co	untry:
	United States 🔻
	[new tax rule]

To create a tax rule, click on the [new tax rule] link to open the Create a New Tax Rule window.

Create A New Tax Rule	- ×
State: *	ALABAMA Active?
Local:	
Rate: *	0 %
County/City Maximum Tax:	
Sales Tax Payable Account: *	200 - Accounts Payable
Taxable Products & Services:	Dealer Choice Systems Call Before Delivery Charges Delivery & Installation Design Hours Design Services Ergo Commissions
Save Tax Rule	•

Enter the appropriate information for the tax entity and save your rule.

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Create a New Tax Rule Fields

State *	Select the state for which the tax rule is being
State	created.
	By default the new tax rule will be active, if you
Active?	do not want this tax rule to be applied, uncheck the
Active:	Active check box and the tax rule cannot be
	applied to proposals or invoices.
	If you are creating a Municipality or City tax rule,
Local	enter the name of the municipality or City here.
Local	This will identify the tax collections by this name
	in your Sales Tax Liability report.
Rate	Enter the percentage to be collected for this rule.
Salas Tay Dayahla Assount	Select the appropriate liability account that will be
Sales Tax Payable Account	updated with the tax transactions for this tax rule.
Taxable Products & Services	Select which products and services are taxable for
Taxable Flouucis & Services	this tax location.
Save Tax Rule button	Click this button to save your tax rule.

Enter a tax rule for each taxable location that you are required to collect tax for. The Sales Tax Liability report will display the tax collected for each tax entity you define.

Any tax rules that are marked as inactive will be displayed with a red highlight in the list to signify that it is no longer active.

Tax Tables		
Country:		
United States 🔻		
[<u>new tax rule</u>]		
<u>FLORIDA</u>		6 %
<u>Orlando</u>	2 %	
GEORGIA		4 %
<u>Applina</u>	1 %	
<u>Atkinson</u>	1 %	
<u>Bacon</u>	1%	
MARYLAND		6%
<u>Baltimore</u>	1 %	
SOUTH CAROLINA		8 %
<u>Richland</u>	2 %	
VIRGINIA		6 %
<u>Historic Site</u>	1%	

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Canadian Tax Rules Setup

ntry: Canada 🔻						
Province	GST	HST	PST	QST	Sales Tax Payable Acct	
ALBERTA	5%					
BRITISH COLUMBIA						
MANITOBA						
NEWFOUNDLAND & LABRA						
NEW BRUNSWICK						
NORTHWEST TERRITORIES						
NOVA SCOTIA						
NUNAVUT						
ONTARIO		13%				
PRINCE EDWARD ISLAND						
QUEBEC						
SASKATCHEWAN						
YUKON						

To define tax rule for a Province, place your mouse over the tax type in the appropriate column (GST, HST, PST, QST for that Province and click. This will open the Edit Tax Rule window as shown below.

Edit Tax Rule	
BRITISH COLUMBIA : HST	
Rate: %	
Account: 200 - Accounts Payable 🔹	
Active: 🕑	
Save	
	_
	*

Canadian Tax Rule Edit

Rate

Enter the percentage rate for the tax to be

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	calculated for the tax type in this Province.
Account	Select the appropriate liability account that will be
Account	updated with the tax transactions for this tax rule.
	By default the new tax rule will be active, if you
Active	do not want this tax rule to be applied, uncheck the
Acuve	Active check box and the tax rule cannot be
	applied to proposals or invoices.
Save button	Click on the Save button to save your tax rule.

Enable Multiple Currencies

You can enable the use of multiple currencies for your site by checking the Enable Multiple Currencies check box. When multiple currencies are enabled, you will see the Open Currency Table link that allows you to define the currencies to be used and to enter the exchange rate. The View & Edit Currency Exchange Tables window will open when you click on the Open Currency Table link as shown below.

This example shows two currencies defined, the Canada dollar and the United States dollar.

To define a currency, click on the [add a new currency] to open the Add Currency window as shown below.

View & Edit Currency Exchange Tab	iles 🔤 🗾 🔀
Add Currency	A
	Use as my home currency
Currency Name:	
	Active?
Country:	CANADA
Currency Code:	
Currency Symbol:	
Printed Name: (i.e. Dollar)	
Exchange Rate:	%
	Save

Add Currency Fields

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Currency Name	Enter the country that the currency is from.
Active	By default, new currencies are active, if you do not
Active	wish to use this currency, uncheck this box.
Country	Select the Country that this currency is from from
Country	the drop down selection box.
Currency Code	Enter the world currency code for this currency.
Currency Code	Please contact support if you need assistance.
	Enter the 3 letter code used internationally to
	distinguish one currency from another, such as
Currency Symbol	"USD" for the United States dollar and "GBP" for
Currency Symbol	the United Kingdom Pound. The Symbol entered
	here will be displayed anywhere this currency is
	used in Dealer Choice.
Printed Name	Enter the name of the currency such as "Dollars"
r finited Name	or "Pounds" or "Euro"
	Enter the exchange rate percentage compared to
	your home currency. If this is your home currency
	the exchange rate is always 1. The exchange rate
	must be updated manually. You can update the
	exchange rate as often as you like. Any
Exchange Rate	transactions that take place in a currency other
	than your home currency store the exchange rate at
	the time of document creation. When changes are
	made to the exchange rate and transactions are
	affected, adjustments will be stored in the
	Gain/Loss account that has been selected in
	System Configuration.

After adding currencies, they will be listed in the View & Edit Currency Exchange Table window as shown above. To edit an entry in this list, simply, click on the currency in the list.

Products & Services

The Products & Services tab allows you to define your dealerships default set of products and services. Products and services are used to categorize your proposal line items. Define a product or service for each type of product and/or service that you provide to your customers.

Examples of Products are General Furniture Sales and New product and Used Product. Example of Services are Installation and Project Management and Design. Dealer Choice uses these products and services to combine accounting and tax information in the database, so when they are used on a proposal a sales rep or customer service rep does not have to know any of the accounting or tax details regarding each proposal line item. Since the products are defined here,

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the income and expense accounts have already been determined as well as where you must collect sales tax for the sale of this product or service.

Products and Services are typically identified by the Catalog Codes that are used in electronic specification catalogs for that product line. You do not have to enter a catalog code to define a product or service here. Entering products allows you to specify the characteristics of how that product is handled in Dealer Choice. The taxable information for each Product is stored here as well as the income and expense account for tracking dollars associated with each Product.

The Product and Services can also be defined for Vendors on the Products tab in the Vendor database. Products and Services defined in the Vendor database are specific to that vendor and are typically the catalog product line names as defined in the vendor's electronic catalog files used by specification tools.

Products & Services Tab

sers & Groups Inactive Users Company & System Settings		
System Settings Company Settings Products & Services Resources Commissions & C	Overhead	
Showing 1 - 10 of 10 Products/Services. [Add New Product/Service]	Page 1 of 1	1
Product Name	Active	
Call Before Delivery	Ŷ	
Designer Error	Ŷ	
Freight	Y	
Fuel Surcharge	Ŷ	
General Sales	Y	
Installation	Ŷ	
Seat License	Y	
Setup/Configuration	Y	
Small Order Fee	Y	

The image above shows a list of Products and Services. To view and or edit any of these entries, simply, click on the entry in the list.

The example below shows the details for the General Furniture Sales product.

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Create A New Product or Servic	e	_ ×
Product/Service Name or Description: *	Active?	
Catalog Code:		
Cut Separate Purchase Order?		
Please assign the income account,	expense account, and tax status to be used for this product:	
Income Account: *	▼	
Expense Account: *	510 - Cost of Goods Sold 🔹	
Taxable?	[check all]	
	North Little Rock	
	· · ·· · · · · · · · · · · · · · · · ·	_
Sub Total?		
Sub Total Title:		
Save Product Delete Product		•

Edit Product or Service Fields

Product/Service Name or Description *	The name or description entered here will be displayed on proposals and invoices for each line item but it can be hidden with print options. This data describes the type of the line item (General Sales, New Product, Design, Installation Services, etc).
Active?	By default, new Products & Services are active. Any product or Service that is not active cannot be used on proposal line items. If you no longer wish to use a specific product or service you can uncheck this box or if you are creating a new product or service and if you are not ready for it to be put into use, uncheck this box. When you are ready to put the product or service into use, check this box.
Catalog Code	Enter the 3 character catalog exactly as it appears in the vendors electronic specification catalogs. The catalog code entered here is compared to the



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	data contained in SIF or XML files that are imported to create proposal line items. If the
	catalog code in the SIF or XML file matches a
	catalog code found in the Products database,
	Dealer Choice can immediately identify the
	associated vendor, the income and expense
	account used by this product, the tax rules applied
	to this product and can even be used for
	determining product discounting.
	This control allows you to force any line items on
	your proposals using this product to be placed on
Cut Separate Purchase Order?	their own purchase order. No other product will
Cut Separate Turchase Order :	be on the purchase order with this product type. If
	left unchecked, this product will not be forced onto
	its own purchase order.
Income Account*	Select the income account to use to track the sales
income Account	of this product.
Expense Account*	Select the expense account to use to track the costs
	of this product.
	If the product or service is taxable, meaning that
	you must collect sales tax for this product or
	service, check the Taxable check box. When you
	check the Taxable check box, a list of all the tax
Taxable?	rules that you have created on the Company &
	Settings tab will be displayed allowing you to
	select where you must collect sales tax on this
	product. Select all the taxable entities that require
	you to report sales of this product or service.
Save Product button	Click on the Save Product button to save your
	changes.
Sub Total?	
Sub Total Title	

All Products and Services created in this tab that are Active will be available as a selection option in all of your proposals line items in the Products & Services input box. You can always use a product or service on any proposal if it exists in your System Configuration Products & Services tab. The only time you can use Products and Services defined for specific vendors is if that vendor (not your dealership) is selected as the vendor for the line item. Once a vendor has been selected on a proposal line item, any Products & Services defined for that vendor will also be available.

Resources



Resources Tab

There are internal and external resources. Internal resources are your employees that use Dealer Choice. You define internal resources in the Users database by going to the Resources tab when editing an existing user. An external resource can be any vendor in your vendor database that you designate here as a resource.

Typically, you add an entry in the Resources tab for vendors that you use for installation, warehousing services, painting, electrical work, etc. An external resource is any vendor that you use as a sub-contractor. The only difference between a vendor in your vendor database and a vendor defined as a Resource is that you can use a vendor defined as a Resource on Work Orders.

Work Orders allow you to bundle several resources (or vendors) services into a single line item on proposals. This feature allows you to hide the individual vendor names and individual line items for each service on your proposals.

Once a work order is created and imported as a line item on your proposal, Dealer Choice will still create a purchase order for each vendor assigned to the Work Order. See the Work Orders section of this document for details on creating work orders.

Of course, you can still create a proposal line item for each vendor that you use on a project.

sers & Groups Inactive Users Co	ompany & System Settings	
System Settings Company Setting	gs Products & Services Resources Commissions & Overhead	
Showing 1 - 4 of 4 Resources. [Add New Resource]		Page 1 of 1 1
Resource Name	<u>Vendor</u>	Active
abcd vendor	abcd vendor	Y
avendor	AAA Vendor	Y

The example above shows the Resources tab in System Configuration that lists five existing resources.

Resource Tab Column Titles

Resource Name	The resource name is the name that you assign to the vendor. It should describe the type of work that this resource provides, i.e. Installers, Painters, Electrical, etc.
Vendor	This is the actual vendor that provides the service

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	from your vendor database.
	This flag allows you to make resources available
Active	(active) or not available (inactive) for use in
	creating work orders.

Create A New	v Resource		×
	Resource Name: *	Electric	-
	Vendor:	Design Lighting Product	
	Hourly Cost:	Sell:	
	Daily Cost:	Sell:	
	Half Day Cost:	Sell:	
Save Resou	urce Delete Reso	urce	•

The example above shows the Create a New Resource window. When creating a new Resource, you link the resource name to a vendor in your database. The link to a vendor in your vendor database allows Dealer Choice to generate a purchase order for this vendor when it is used on a Work Order.

The resource feature also allows you to enter a cost price and sell price per resource. This gives you the flexibility to mark up your resource sell amounts before the work order is forwarded on to be imported into proposals. This creates an internal revenue center for resources where the cost amount is lower than the sell amount.

As noted above, the resource name is a descriptive name that describes the type of service that this
resource provides, such as Installers, Painters,
Project Management, etc).
If the Active check box is checked, then this
resource can be used in Work Orders. If the Active
check box is not checked, the resource cannot be
used in Work Orders.
This field is used to link the Resource Name to an
actual vendor in your vendor database. This
association must be made for all resources
(internal and external) so Dealer Choice can
generate a purchase order for this resource.
This field is optional. Enter the actual amount that

Create A New Resource Fields



	this vendor charges you per hour for this resource.
	This field is optional. The amount entered here
Hourly Sell	will be the COST amount that appears in the work
	order line when it is imported into proposals.
Daily Cost	This field is optional. Enter the actual amount that
	this vendor charges you per day for this resource.
	This field is optional. The amount entered here
Daily Sell	will be the COST amount that appears in the work
	order line when it is imported into proposals.
	This field is optional. Enter the actual amount that
Half Day Cost	this vendor charges you per half hour for this
	resource.
	This field is optional. The amount entered here
Half Day Sell	will be the COST amount that appears in the work
	order line when it is imported into proposals.
Save Resource Button	Click on the Save Resource button to save your
	changes.
Delete Resource Button	Click on the Delete Resource button to delete an
	existing resource.

Commissions & Overhead

Commissions & Overhead Tab

The Commissions & Overhead tab is where you create your commission payment structures for your sales reps. Currently, the commission structure can only be calculated on the Gross Profit of a proposal. Only one commission rule can be in effect for a sales rep at a time. As mentioned in the User & Groups section, a commission rule must be assigned to a sales rep in the sales reps Users configuration. If no commission rule is assigned to a sales rep, then they will not appear in the Commission's Report.



Active Y Y Y Y Y Y Y Y Y	
Y Y Y Y Y Y	
Y Y Y Y Y	
Y Y Y Y Y	
Y Y Y Y Y Y	
Y Y Y Y Y Y	
Y Y Y Y Y Y	
Y Y Y Y Y	
Y Y Y Y	
Y Y Y	
Y Y	
Ŷ	
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Y	
Y	
Y	
Y	
Active	
No Date Comm Rule Generic Commission Rule Y Flat 20% Comm Generic Commission Rule Y Sample Customer Rule Customer Commission Rule (Test Customer) Y Daves Rules Customer Commission Rule (Test Customer I) Y You have 2 Overhead Rules. [Create New Overhead Rules]	

The image above displays several sample commission rules and overhead rules.

Adding a Commission Rule

To add a commission rule, click on the [Add New Commission Rule] link to open the Create A New Commission Rule window.



Create A New Commis	sion Rule 📃 🗵
Rule Type: *	Generic Commission Rule 🔻
Commission Name: *	
	Active?
Effective Date:	
Expiration Date:	
GP Margin Structure: *	From 0.01 % to % then commission at 🔻 %
	[Next]

There are several commission rule types that can be created and can be selected by clicking on the drop down selection arrow in the Rule Type selection box.

Create A New Commis	sion Rule	×
Rule Type: *	Generic Commission Rule	1
Commission Name: *	Generic Commission Rule Customer Commission Rule GSA Commission Rule Commission Team	-
Effective Date:		
Expiration Date:		
GP Margin Structure: *	From 0.01 % to % then commission at 🔻 %	
	[Next]	

Commission Rule Types

Generic Commission Rule	This rule can be applied to any sales rep. All proposals for this sales rep
Customer Commission Rule	This rule can be used to create a specific commission structure for a particular customer. After selecting this rule type, an input prompt field will appear to allow you to select the customer that



	you are creating the rule for.
	If you have a specific set of commission rules for
	GSA customers that are different from your
CSA Commission Bula	Generic Commission Rules, you can create that
GSA Commission Rule	rule here. This rule will only be applied to
	proposals created for customer flagged as GSA
	customers in the customer database.
	This rule type will allow you to create a
Commission Team	commission team. Commission team typically
	consist of multiple sales reps (or any Dealer
	Choice users in your company).

Generic Commission Rule

	Create A New Commission Rule				
	Rule Type: *	Generic Commission Rule 🔻			
	Commission Name: *				
		Active?			
	Effective Date:	T			
	Expiration Date:				
	GP Margin Structure: *	From 0.01 % to % then commission at 🔻 👘 %			
		[Next]			
Ľ			//		

Generic Commission Rule Fields

	Enter a name for your commission rule. The name
Commission Name *	entered here will appear in the Commission input
	prompt in the Users edit window (for assigning a
	commission rule to your sales reps).
	If this box is checked, this commission rule will be
Active?	applied in the Commission Report. If the box is
	not checked, the rule will not be applied.
Effective Date	Enter a date that the commission rule comes into
Effective Date	effect.
	Enter a date that the commission rule expires. The
Expiration Date	commission rule will only be applied in the
	Commission Report if the date the Commission



	Report is run falls between the Effective and
	Expiration dates.
	Enter the amount of commission that is to be
	calculated for ranges of GP margins. You must
	define your structure for 100% of the GP margin.
	You will not see the Save Commission button until
GP Margin Structure	the rule is defined up to 100% GP. The
	commission rule can be set to calculate no
	commission, point for point, or at a rate that your
	specify. See the example below for more
	information.

GP Margin Structure Example

Example 1:

From 0 to 9% GP, no commission will be calculated From 9.01% to 25% GP, commission will be calculated at point for point From 25.01% to 100% GP, commission will be calculated at 35% of the GP%

	Create A New Commission Rule				
	Rule Type: *	Generic Commission Rule 🔻			
	Commission Name: *	Example Comm Rule			
		Active?			
	Effective Date:	Jan 🔻 1 🔻 2017			
	Expiration Date:	Dec V 31 V 2017			
	GP Margin Structure: *	From 0.01 % to 9 % then no commission 🔻			
		[<u>Next</u>]			
H					

The image above shows our commission rule being created for the first tier (0 to 9% GP then no commission). Notice that there is no Save Commission button. This is because the commission is not complete. You must define tiers for 100% of the GP margin before you can save your commission rule. This does not mean that you have to pay commission on GP margins up to 100%, you can select to pay no commission once you have reached the highest GP level that you will commission on.



Now we will add the second tier of our commission rule, which is from 9.01% to 25%, calculate commission at point for point. To enter the next tier, click on the [Next] link.

Create A New Comm	ission Rule	_ ×
Rule Type: *	Generic Commission Rule 🔻	^
Commission Name: *	Example Comm Rule Active?	
Effective Date:	Jan ▼ 1 ▼ 2017	
Expiration Date:	Dec ▼ 31 ▼ 2017	
GP Margin Structure: *	 From 0.01 % to 9 % then No Commission From 9.01 % to 25 % then point for point 	
		[Next]

We will click on the [Next] link again to enter our third and final commission tier and then click on the [Next] link.

Create A New Commission	ı Rule	_ ×
Rule Type: *	Generic Commission Rule 🔻	
Commission Name: *	Example Comm Rule	
	Active?	
Effective Date:	Jan 🔻 1 🔻 2017	
Expiration Date:	Dec V 31 V 2017	
GP Margin Structure: *	× From 0.01 % to 9 % then No Commission	
	× From 9.01 % to 25 % then Point for Point	
	× From 25.01 % to 100 % then Commission at 35 %	
		_



The end result is our completed commission rule as shown below and we now see the Save Commission and Delete Commission buttons. Click on the Save Commission button to save your commission rule.

Create A New Commissio	n Rule	_ ×
Rule Type: *	Generic Commission Rule 🔻	
Commission Name: *	Example Comm Rule Active?	
	Jan ▼ 1 ▼ 2017	
Effective Date:		
Expiration Date:	Dec V 31 V 2017	- 11
GP Margin Structure: *	× From 0.01 % to 9 % then No Commission	
	× From 9.01 % to 25 % then Point for Point	
	imes From 25.01 % to 100 % then Commission at 35 %	
Save Commission De	lete Commission	-
		11

The saved commission rule will now appear in the Commission Rule list. **Customer Commission Rule**



Create A New Commission Rule				
Rule Type: *	Customer Commission Rule Customer:			
Commission Name: *	Active?			
Effective Date:				
Expiration Date:				
GP Margin Structure: *	From 0.01 % to % then commission at 🔻 %			
	[<u>Next</u>]	•		
		1		

The Customer commission rule type option allows you to create a commission rule for a specific customer. You can create commission rules for as many different customers that you need. When a Customer commission rule exists, the Customer commission rule will be applied to all proposals for this customer. You do not have to assign this commission rule to your sales reps. Once the Customer commission rule is in effect, any proposals for this customer will use the customer specific commission rule for calculating commission.

After selecting the Customer Commission rule type, The Customer input prompt will appear under the Rule Type prompt allowing you to enter the first few characters of the customers name and selecting them from the selection list. Setup the remainder of the commission exactly the same way as you would a Generic Commission rule.

When the Commission Report is run, and if there are proposals for this customer that meet your commission report criteria, the specific customer commission rule will be used to calculate the commission for those proposals.

Proposal: 2010-1160 - Sample Proposal				
Test Customer 3				
General Furniture Sales	\$10,732.88	\$8,460.00	\$2,272.88	21,18%
Project Management Services	\$193.75	\$155.00	\$38.75	20%
Company Overhead Factor		\$109.27		
[new memo cost]	\$10,926 <mark>.6</mark> 3	\$8,724.27	\$2,202.36	20.16%
Net Invoiced: \$2,562.26 Received: \$1,225.00 Deposits: \$200.00 Commission Rate: 10% (Test Cust 3 Comm Rule) Commission Owed: 220.24 [recalculate] Paid In Full:	Total Payables	; \$3, <mark>5</mark> 40.00		

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The example above shows a proposal in the Commission Report for customer Test Customer 3. You can see that the Commission Rate field displays the 'Test Cust 3' commission rule has been used to calculate the commission amount.

GSA Commission Rule

	Create A New Commission Rule					
	Rule Type: *	GSA Commission Rule	-			
	Commission Name: *					
		Active?				
	Effective Date:	T				
	Expiration Date:					
	GP Margin Structure: *	From 0.01 % to % then commission at 🔻 %				
		[<u>Next</u>]	-			
E						

The GSA commission rule type option allows you to create a commission rule for customers flagged as a GSA customer in the Customer database. Only one GSA commission rule can be in effect at a time. When the Commission Report is run, and if there are proposals that meet your commission report criteria, the GSA commission rule will be used to calculate the commission on proposals for customers that are flagged as GSA customers. The commission rule name used to calculate the commission on each proposal in the Commission Report is always displayed so you know which rule is being used. You do not have to assign this commission rule to your sales reps. If the GSA commission rule is in effect, it will be automatically applied to proposals for customers that are flagged as GSA customers.

Commission Team Rule



Create A New Commiss	ion Rule -	×
Rule Type: *	Commission Team 🔻	
Commission Name: *		
	✓ Active?	
Effective Date:		
Expiration Date:		
GP Margin Structure: *	From 0.01 % to % then commission at • %	
	[Next]	
Team Members:	User: Rate:	
Enter commission percentage for each member	[<u>Next</u>]	
4		▶ /.

The Commission Team rule type allows you to create a commission rule that includes multiple people. You can have as many people in the Commission Team as you want as long as the commission rates for all assigned to the commission team totals 100%. You will not be allowed to save the commission rule unless tiers are defined for up to 100% of the GP margin and the commission distribution between team members equals 100%. You can define as many Commission Teams as you need.

Entering the GP Margin Structure is exactly the same as for a Generic Commission rule. Once the Commission Team has been created and is in effect, the Commission Team rule name must be applied to any proposals that you want this rule to be used to calculate commissions on. Commission Teams are assigned to proposals on the Project Info tab, in the Commission Team input prompt field.

A Commission Team rule applied to a proposal will take precedence over any commission rule assigned to the designated Sales Rep on proposals. The Commission Report will display the proposal with the sales reps commission rate applied per the definition of the Commission Team commission rule.

The example below shows a Commission Team rule being created.



Create A New Commission Rule			
Rule Type: *	Commission Team		
Commission Name: *	Another commission team rule Active?		
Effective Date:	Jan ▼ 1 ▼ 2017		
Expiration Date:	Dec V 31 V 2017		
GP Margin Structure: *	 From 0.01 % to 10 % then No Commission From 10.01 % to 20 % then Point for Point From 20.01 % to 100 % then Commission at 25 % 		
Team Members: Enter commission percentage for each member	User: Test User Rate: 35 > User: Test1 Rate: 20 > User: Test5 Rate: 45 > [Next]	c 🛛	
Save Commission De	elete Commission	•	

The GP Margin Structure has been defined and each member of the Commission Team has been assigned a percentage of the commission amount that will be calculated for each member based on the GP margin of the proposals that this Commission Team rule is applied to.

Accounting

The Accounting menu allows access to several accounting system functions and controls. The Accounting menu may be hidden from users that do not need or should not have access to this menu item by permission settings. If the user or group does not have View access to the Accounting menu, then this option will not be displayed for those users or groups.

The Accounting menu options are shown below.



Home	Customers	Vendors	A & D	Proposals	System	Accounting	Reports	Help & Communications	Proposal Number:	Go
	[Logout	e, admin]		Message	s I	General Jour Chart of Acc Check Regist Reconcile Ba	ounts er	• • 1		
Welcome D	ealer Choice A	dmin!								

General Journal

Home	Customers	Vendors	A & D	Proposals	System	Accounting	Reports	Help	& (Communications		Proposal Number:	Go
	[Logout	e, admin :]		Message	s	General Jour Chart of Acc Check Regist Reconcile Ba	ounts ter	+	-	View General Journal Perform Period Closings Business Cycle Settings	•		
	Welcome Dealer Choice Admin!												

The first menu option under Accounting is General Journal. This allows you to view and search your entire journal transaction history.

Under the General Journal menu option there are 3 options:

- View General Journal
- Perform Period Closings
- Business Cycle Settings

The View General Journal option allows you to view your journal transactions exactly as the General Journal option does. The Perform Period Closings option allows you to open or close periods. This is the same function that is available from the General Journal icon option. The Business Cycle Settings option allows you to configure your business cycles and settings. This is the same function that is available from the General Journal icon option.

See below from detail on each of these items.

View General Journal



There are three menu options under General Journal.

- Create Journal Entries
- CSV Trial Balance Import
- Search Journal Entries

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The Create Journal Entries option allows you to create manual journal entries. This is the same function that is available from the General Journal icon option. The Search Journal Entries option allows you to search your journal history. This is the same function that is available from the General Journal icon option. There is a more detailed description of both of these functions below.

CVS Trial Balance Import Option

The CSV Trial Balance Import option allows you to create a journal entry from a CSV file. This allows you to quickly and easily create large journal entries in a single step.

To get started, create an excel spreadsheet with 4 columns. The first row of the columns should contain the actual journal information, not a column header. The first column should correspond to the account number. Make sure you enter only the account number, not the name. The second column should contain your debit entries. Only enter numbers, however commas will be accepted if they are found. Please don't enter any dollar signs. The third column is the same as the second, but should contain your credit entries. Finally, the last column should contain any memo to be created with that line. This column is optional.

When you are finished, from the File menu, choose 'Save As', then under the file type, choose CSV (comma separated values).

Create a Journal Entry From a CSV Upload	×
By creating a journal entry from a CSV file, you can quickly and easily create large journal entries in a single step.	*
To get started, create an excel spreadsheet with 4 columns. The first row of the columns should contain the actual journal information, not a column header. The first column should coorespond to the account number. Make sure you enter only the account number, not the name. The second column should contain your debit entries. Only enter numbers, however commas will be accepted if they are found. Please don't enter any dollar signs. The third column is the same as the second, but should contain your credit entries. Finally, the last column should contain any memo to be created with that line. This column is optional. When you are finished, from the File menu, choose 'Save As', then under the file type, choose CSV (comma separated values).	
CSV Column Format	
Account, debit, credit, and optionally memo	
CSV File: Choose File No file chosen	•
	1

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General Journal

Clicking on the General Journal or View General Journal menu option directly under the Accounting menu will display all transactions in the general journal as shown below.

Showing 1 - 25 of 31976 Jo	ournal Entries.					Page 1 of 1280 1 2 3	<u>1280</u> ≥
Date	Туре	ID	Proposal	Account	Memo	Del	it Credit
06/14/2017	<u>A/R Credit</u> Adjustment	35696	<u>5630</u>	120 - Accounts Receivable	Applying customer credit to invoice.	\$200.0	10
Customer: Test Customer				120 - Accounts Receivable	Applying customer credit to invoice.		\$200.00
Jen 06/14/2017 9:00 am						\$200.0	0 \$200.00
05/18/2017	A/R Adjustment: <u>3867</u>	35695	<u>5639</u>	210 - A/P-Customer Deposits	Receive payment from unapplied	\$100.0	0
Customer: Test Customer I				120 - Accounts Receivable	Receive payment from unapplied		\$100.00
Jen 05/18/2017 12:46 pm						\$100.0	0 \$100.00
04/04/2017	<u>A/R Credit</u> Adjustment	35692	<u>5668</u>	120 - Accounts Receivable	Customer Credit Delete: CR-38790 Custome Amount: 108.25	r Credit \$108.3	25
Customer: Texas Customer				575 - Installation	+Wk Chr Embody Std-Ht Fully Adj Arms		\$100.00
Test User 04/04/2017 2:16 pm				221 - Texas Sales Tax	TEXAS (8.25%) Tax		\$8.25
						\$108.2	5 \$108.25

The menu options for performing period closings and setting your business cycle can also be done from the general journal icon list. These icons are described below.

Journal list Icons



Icons available in the Journal list

Create a new journal entry	This function allows you to create a manual			
Create a new journal entry	journal entry.			
Sourch journal	This function allows you to search your			
Search journal	transactions.			
Perform Period Closings	This function allows you to close and or open			
renou closings	periods.			
	This function allows you to configure your			
Configure your business cycle & settings	business cycle settings and set business system			

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defaults

Create Journal Entries

Use the 'Create a new journal entry' function to create manual journal entries.

Co	npany Accounting				
	Showing 1 - 25 of 31976 Journal Entries.			Page 1 of 1280 1 <u>2</u> 3 <u>1280</u> ≥	
	Date Tupo	ID Bropocal Account	Momo	Dabit Cradit	
	Create a new journal entry icon	III IIPonocol Account	210000		

Create a new journal entry

Clicking on this icon will open the Make a Journal Entry window as shown below.

Make a Journal Entry					ļ	- 🗵
Entry Type: General Journal 🔻			Entry Dat Jun 🔻 2	e: 22 ▼ 2017	1	
Account	Debit	Credit	Memo		Customer/Vendor	
	\$0.00	\$0.00				
					Save Entry	-

There are several different journal entry types to choose from. Click on the drop down list to see all of your options.



Make a Journal Entry						_ ×
Entry Type: General Journal ▼ Check			Entry Dat Jun ▼ 2	e: :2 ▼ 2017		
A' General Journal	Debit	Credit	Memo		Customer/Vendor	
Payroll Adjustment Memo Cost Vendor Credit Closing Finance Charges Customer Credit						
	\$0.00	\$0.00			•	-
					Save Entry	-

Journal Entry Types

Journal Entry Types				
Check	This transaction type allows you to create a manual check. The payee list is limited to vendors only for this option.			
Cash Receipt	To manually record a cash receipt, use this transaction type.			
General Journal	General Journal may be used for most manual journal entries.			
Payroll	To create a transaction that reflects payroll information you can use this transaction type.			
Adjustment	To record an adjustment journal entry, use this type.			
Memo Cost	To record a Memo Cost entry, use this type. You will be prompted for the associated proposal number for the memo cost to be logged against to the adjustment will be logged against the proposal.			
Vendor Credit	To create a vendor credit journal entry, use this transaction type.			
Closing	If you are creating manual year end closing journal entries, use this transaction type.			
Finance Charge	If you are entering a finance charge journal entry, use this transaction type.			
Customer Credit	If you are creating a customer credit journal entry, use this transaction type.			

Manual Journal Check

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Entry Type: Check Act: 100.01 : Operating Cash Act: Check No: 78 Check Herman Miller 100 East Drive Baltimore, MD 21228	Make a Journal Entry				_ ×
100.01 : Operating 100.00 200 : Accounts Paya 100.00 Image: Second se	Check Checking 100.01 : Acct: 100.01 : Check No: 78 Check Herman Payee: Herman Remit To: Herman 100 East	Miller Miller Sprive	h ▼		
Save Entry	100.01 : Operating ♥ 200 : Accounts Paya ♥ 		100.00	Memo	

If you need to manually create a check entry to a vendor, you can use the Check transaction type to create the journal entry and to generate the check entry in your Check Register, with this transaction type.

Check Transaction type input fields

Checking Acct	Select the cash account that you want to generate
Checking Act	the payment from.
Check No	Enter the check number that you wish to use to
	Enter the first few characters of the payee name
Davias	and any matches in your vendor database will be
Payee	displayed, select the appropriate entry from the
	list.
	This information will be pulled from the
Remit To	Remittance Address information in the vendor
	database. You can edit this data here if necessary.

Select the appropriate expense distribution accounts in the Account distribution section. Your debits and credits must balance, you cannot enter an out of balance journal transaction.

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Search Journal Entries

The Search Journal option allows you to search your journal history.

mpany Accounting				
Showing 1 - 25 o	f 31976 Journal Entries.			Page 1 of 1280 1 2 3 1280 ≥
🗉 📮 🦊	B			
Dato	Тиро	ID Bronocal Account	Momo	Dobit Crodit
Search	Journal Icon			

Click on the Search Journal icon to open the Journal Search window as shown below.

Search General Journal	E (×
]	-
Filter your journal search criteria below	:	
Check Number	Search By Proposal	
Transaction Type		
Matching Account: All Accounts 105 : Cash - Checking Accou 150 : Work In Progress 504 : Cost of Goods Sold 110 : Accounts Receivable	Search By Vendor	
Date Range From: T Thru: T	Search By Customer	
Customer/Vendor Invoice No.		
Dollar Amount		
	Search	•

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Search Journal Input Options

Check NumberSearch the journal by check number; this is a check number that you have printed from Deale Choice.Transaction TypeAllows you to search for transactions by their transaction type. Click on the drop down select arrow and elect the transaction type you wish to search for. Only one type can be selected at a time	
Choice.Allows you to search for transactions by their transaction type. Click on the drop down select arrow and elect the transaction type you wish to search for. Only one type can be selected at a	
Allows you to search for transactions by their transaction type.Transaction TypeAllows you to search for transactions by their transaction type.Click on the drop down select arrow and elect the transaction type you wish to search for.Search for.Only one type can be selected at a	ion
Transaction Typetransaction type. Click on the drop down select arrow and elect the transaction type you wish to search for. Only one type can be selected at a	ion
Transaction Typearrow and elect the transaction type you wish to search for. Only one type can be selected at a	ıon
search for. Only one type can be selected at a	
)
4 in a	
time.	
You can select the account or accounts to search	
Matching Account for transactions. Multiple accounts can be selec	ted
as well as all accounts.	
You can search for a transaction by date range	ŊУ
Date Range selecting the From and Thru dates.	•
You can search by a specific customer or vendo	r
Customer/Vendor Invoice No invoice number by entering that invoice number	
this field.	
Enter a specific proposal number to find all	
transactions regarding that proposal. Multiple	
proposals can be entered. Once you type the fu	st
By Proposal few characters of the proposal number, all	50
matching entries will be displayed. Select the en	ntrv
that you wish to search on from the list.	iti y
Enter a specific vendor name to find all	
transactions regarding that vendor. Multiple	
By Vendor vendors can be entered. Once you type the first	
few characters of the vendor name, all matching	-
entries will be displayed. Select the entry that y	ou
wish to search on from the list.	
Enter a specific Customer to find all transaction	
regarding that proposal. Multiple proposals car	
By Customer entered. Once you type the first few characters	of
the customer name, all matching entries will be	
displayed. Select the entry that you wish to sear	ch
on from the list.	
Dollar AmountYou can search all journal entries by a specific	
dollar amount	

After selecting your search criteria, click on the Search button to review the results.



Perform Period Closings

Performing a period closings or opening a closed period, can be done by either the Perform Period Closings menu option under Accounting - General Journal - Perform Period Closings or by the Period Closing icon under View General Journal.

Menu Option:

Home Customers Vendors A & D Proposals Syste	Accounting Reports Help & Communications	Proposal Number: Go
Welcome, admin Logout] Messages	General Journal View General Journal Chart of Accounts Check Register Business Cycle Settings	
Welcome Dealer Choice Admin!	Reconcile Bank Accounts	

Icon Option:

Company Accoun	ting			
Showing 1 -	25 of 31976 Journal Entries.			Page 1 of 1280 1 2 3 1280 ≥
Date	Tupe Perform Period Closings FL	Dropocal Account	Momo	Dohit Ceodit

By closing a period, you prevent any transactions from being posted into the closed period. If you need to post a transaction to a closed period, the period must be opened first. Be sure to close the period after performing your transaction.

To view, close or open a period, click on the Perform Period Closings menu option or icon option to open the Perform Period Closings window as shown below.



rform Period	Closings	
What period	would you like to close?	
Fiscal Y	ear 2016 [previous year] [next year]	
1	Period 1 ending 01/31/2016	
~	Period 2 ending 02/29/2016	
	Period 3 ending 03/31/2016	
	Period 4 ending 04/30/2016	
	Period 5 ending 05/31/2016	
	Period 6 ending 06/30/2016	
	Period 7 ending 07/31/2016	
	Period 8 ending 08/31/2016	
	Period 9 ending 09/30/2016	
	Period 10 ending 10/31/2016	
	Period 11 ending 11/30/2016	
	Period 12 ending 12/31/2016	

This example above shows all the periods in the current fiscal year period. A check mark to the left of the period indicates that period is closed. A check box to the left of the period indicates that the period is still open.

If you are ready to close a period, simply click on the check box to the left of the period and then click on the Close Period button. A check mark will appear to the left of the period indicating that it has been closed.

Transactions cannot be posted to closed periods. If a transaction is attempted to a closed period the user will see a warning message noting that the period is closed and they will not be allowed to continue unless they adjust the dates of the transaction to reflect an open period.

If you need to open a closed period, simply click on the check mark to the left of the closed period. A message box will appear asking if you are sure that you want to open the period. If you want to proceed with opening the period, click on the OK button and the period will be opened.

Closing the Year

Once all periods in a fiscal year have been closed, the Close Year button will appear next to the Close Period button as shown below.

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Perform Period Clo	sings	
<u>< Back</u>		
What period wo	uld you like to close?	
Fiscal Year	2016 [previous year] [next year]	
🖌 Pe	iod 1 ending 01/31/2016	
🖌 Pe	iod 2 ending 02/29/2016	
🖌 Pe	iod 3 ending 03/31/2016	
🖌 Pe	iod 4 ending 04/30/2016	
🖌 Pe	iod 5 ending 05/31/2016	
🖌 Pe	iod 6 ending 06/30/2016	
🖌 Pe	iod 7 ending 07/31/2016	
🖌 Pe	iod 8 ending 08/31/2016	
🖌 Pe	iod 9 ending 09/30/2016	
🖌 Pe	iod 10 ending 10/31/2016	
🗸 Pe	iod 11 ending 11/30/2016	
V Pe	iod 12 ending 12/31/2016	

The year-end closing process creates the closing account entries for the year being closed. The account balances will be balanced to zero and retained earnings will be moved forward into the new fiscal year. Click on the Close Year button and a list of your accounts with their ending balances and the closing entry balances will be displayed for review.



<u>ck</u>		
he following transaction will be made to close fiscal yea /hen you're satisfied, click the 'Close Year' button at th	ar 2016. Please review and ensure the (e botton.	losing balances below.
· ·		
Account	Ending Balance	Closing Entry
400 - Revenue	\$525,998.70	(\$525,998.70)
404 - General Sales/DO NOT USE!!!!!	\$1,975.00	(\$1,975.00)
410 - Installation Revenue	\$3,060.00	(\$3,060.00)
415 - Freight Revenue	\$385.00	(\$385.00)
504 - Cost of Goods Sold	\$922.46	(\$922.46)
510 - Cost of Goods Sold	\$423,634.74	(\$423,634.74)
570 - Freight In	\$1,636.00	(\$1,636.00)
575 - Installation	\$2,660.28	(\$2,660.28)
595 - Purchase Discounts	(\$121.98)	\$121.98
605 - Wages-Office	\$10.00	(\$10.00)
611 - Auto Expenses	\$1,412.00	(\$1,412.00)
611.5 - Parking & Tolls	\$322.29	(\$322.29)
613 - Insurance	\$10.00	(\$10.00)
629 - Warehousing	\$10.00	(\$10.00)
630 - Freight Out	\$60.00	(\$60.00)
631 - Courier	\$305.00	(\$305.00)
634 - Postage	\$1,098.33	(\$1,098.33)
640 - Computer Supply & Maintenance	\$1,450.00	(\$1,450.00)
770 - Interest Income	\$87.99	(\$87.99)
999 - Clearing Account	(\$0.02)	\$0.02
2200 - Sales Tax Payable	\$157.27	(\$157.27)
6877 - Tax Discount	(\$157.27)	\$157.27
390.07 - Retained Earnings	N/A	\$98,097.59

After reviewing the account ending balances and if no adjustments need to be made, click on the Close Year button to complete the year end closing.

After the year has been closed, you can make adjustments for the closed year if necessary. These adjustments may be manual journal entries, or you can open the appropriate period(s) to process your transactions. Once the adjustments have been made you will have to run the Close Year process again to create the closing entries for any accounts that have been modified since the last Close Year process was run. Only the accounts that have been modified will be displayed in the Year Closing window. To complete the process click on the Close Year button and the fiscal year will be closed.

Business Cycle Settings

The Business Cycle Settings window allows you to configure some basic business controls.

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Menu Option:

Home	Customers Vend	ors A&D	Proposals	System	Accounting	Reports	Help	& Communications	F	roposal Number:		Go
DEALER CHO		n	Message	es l	General Journ Chart of Acco Check Regist Reconcile Bar	ounts er	•	View General Journal Perform Period Closings Business Cycle Settings	•			
	Dption:											
Company A	ccounting											
	ng 1 - 25 of 31976	Journal Entr	ies.							Page 1 of 1280	1 <u>2 3</u> <u>1280</u> ≥]

Configure your business cycle and settings icon

The Business Cycle Settings window is displayed below in two screen shots.

Configure Your Business Cycle & S	Settings		
< Back			Save Sett
Fiscal Year Period Configuration			
What fiscal year are you setting t	ip?		
When is the first day of the fiscal January 🔻 1 💌 2017	year for the year you are configuring?		
What type of periods do you ope	rate?		
entering an amount and account clear those balances into the clea function will not be available to y	below we'can reconcile outstanding ba aring account you select below. If you k ou. I would like have automatically reconcil	unt due to small billing discrepencies. By alances up to the amount you enter, and eave this area blank this automatic ed? The average amount is around \$250.	
Account Aging Balance sheet accounts can be a changing your aging schedule mi	ged at any interval you choose. Aging i dway through the year will not cause e	s calculated in real time, therefore rrors in your accounting.	

Fiscal Year Period Configuration

To configure your fiscal year periods, select the year that you want to configure in the 'What fiscal year are you setting up?' selection box.

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Fiscal Year Period Configuration							
What fiscal year are you setting up?	? Pas not been configured.						
When is the first day of the fiscal ye January 🔻 1 💌 2017 🔻	When is the first day of the fiscal year for the year you are configuring? January • 1 • 2017 •						
What type of periods do you operat Standard, last day of each mor							
Layout your period closing dates: [r	<u>eset]</u>						
Period 1 will close on: Jan ▼ 31 ▼ 2017 🔳	Period 2 will close on: Feb ▼ 28 ▼ 2017 III	Period 3 will close on: Mar ▼ 31 ▼ 2017 🛄					
Period 4 will close on: Apr ▼ 30 ▼ 2017 Ⅲ	Period 5 will close on: May ▼ 31 ▼ 2017 III	Period 6 will close on: Jun ▼ 30 ▼ 2017 III					
Period 7 will close on: Jul ▼ 31 ▼ 2017 III	Period 8 will close on: Aug ▼ 31 ▼ 2017 III	Period 9 will close on: Sep ▼ 30 ▼ 2017 III					
Period 10 will close on: Oct ▼ 31 ▼ 2017 III	Period 11 will close on: Nov ▼ 30 ▼ 2017 🔳	Period 12 will close on: Dec ▼ 31 ▼ 2017					

Then select the first day of the fiscal year being configured.

Then select the type of periods that you want to operate your fiscal year.

Fiscal Year Period Configuration		
What fiscal year are you setting u	p? has not been configured.	
When is the first day of the fiscal y January Y 1 Y 2017 Y		ring?
What type of periods do you oper Standard, last day of each mo	onth 🔻	
Lay(Standard, last day of each mo 13 week period using 4-4-5 13 week period using 5-4-4 13 week period using 4-5-4 Let me define my own	onth od 2 will close on: >b ▼ 28 ▼ 2017 Ⅲ	Period 3 will close on: Mar ▼ 31 ▼ 2017 III
Period 4 will close on: Apr ▼ 30 ▼ 2017 III	Period 5 will close on: May ▼ 31 ▼ 2017 🏢	Period 6 will close on: Jun ▼ 30 ▼ 2017 III
Period 7 will close on: Jul ▼ 31 ▼ 2017 III	Period 8 will close on: Aug ▼ 31 ▼ 2017	Period 9 will close on: Sep ▼ 30 ▼ 2017 III
Period 10 will close on:	Period 11 will close on: Nov V 30 V 2017	Period 12 will close on: Dec V 31 V 2017

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The default is to use the last day of each month as the date the period will be closed. You can also select the 13 week periods in either the 4-4-5, 5-4-4 or 4-5-4 configuration. You can even configure your own periods with the 'Let me define my own' option.

After selecting your period type, the period layout will update according to your selections. You can adjust the closing date for each period if you choose.

Once your periods are configured, you can click on the Save Settings button to save your period configuration.

WIP Auto Reconciliation

The WIP Auto Reconciliation parameters allow you to select defaults that will appear in the WIP Reconciliation Report print options window. The values you set here are the default values that will be presented in the report print options window before you run the report. You can change these values in the report options window before running the report. The report can be run multiple times with different values.

WIP Auto Reconciliation

Occasionally, work-in-progress (WIP) money may be left in the WIP account due to small billing discrepencies. By entering an amount and account below we can reconcile outstanding balances up to the amount you enter, and dear those balances into the clearing account you select below. If you leave this area blank this automatic function will not be available to you.
What is the minimum amount you would like have automatically reconciled? The average amount is around \$250.
Which account would you like to reconcile these amounts into?
999 - Clearing Account

Account Aging

The account aging section allows you to define the default aging for your system. These defaults will appear in your Accounts Receivable report options window before you run the report. The defaults can be changed at any time in the Account Receivable report options window and the report can be run multiple times with different values.

C Account Aging				
Balance sheet accounts can be aged at any interval you choose. Aging is calculated in real time, therefore changing your aging schedule midway through the year will not cause errors in your accounting.				
Account aging schedule 1: Account aging schedule 2: Account aging schedule				
30	60	90		

The image below displays the lower half of the Business Cycle Settings window.

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Part 2:

your company's accounting. In orde	eating customer invoices and receiving • to prevent employees from potentiall • our default accounts here. Defaults acc	assigning these transactions to
What is your default COGS account? 510 - Cost of Goods Sold	What is your default Cash account? 100.01 - Operating Cash	What is the default Work In Progress account? 117 - Work In Progress (WIP)
	Ibu.ur - Operating Cash	
When DealerChoice finds miscellane	ous vendor charges & fees such as fue IGS and Income account. Please assign	
When DealerChoice finds miscellane fees must be tied against a valid CC Default income account for Small Or 415 - Freight Revenue	IGS and Income account. Please assign der Fees: Default COG 570 - Fre ees: Default COG 570 - Fre	those defaults below: account for Small Order Fees: ight In S account for Freight Fees:
fees must be tied against a valid CC Default income account for Small Or 415 - Freight Revenue Default income account for Freight F 415 - Freight Revenue Default income account for Fuel Surv	IGS and Income account. Please assign der Fees: Default COGS ees: Default COGS 570 - Fre barge Fees: Default COGS 570 - Fre barge Fees: Default COGS 570 - Fre	those defaults below: account for Small Order Fees: ight In account for Freight Fees: ight In account for Fuel Surcharge Fees:

Assigning Your Default Accounts

By selecting the default Cost of Goods Sold, Cash and Work In Progress accounts from your chart of accounts, these can be presented as defaults in other sections of the application. You can have multiple COGS and Cash accounts and they can be assigned to various Products & Services for tracking expenses and cash. You can only have one Work In Progress account.

Miscellaneous Vendor Charges & Fees

To be sure that vendor miscellaneous fees such as small order fees, freight charges, fuel surcharges and call before delivery fees (CBD) are recorded correctly, you must define the default income and expense account to be used for that product. You can use other income and expense accounts for the products that you may define under the Products & Services tab in System Configuration. The defaults selected here will be used for these products unless you use different income or expense accounts in the Products & Services tab product definitions.

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s & fees such as fuel surcharges and freight fees, those count. Please assign those defaults below:
Default COGS account for Small Order Fees: 570 - Freight In
Default COGS account for Freight Fees: 570 - Freight In
Default COGS account for Fuel Surcharge Fees: 570 - Freight In
Default COGS account for CBD Fees: 570 - Freight In

After you make your selections be sure to click on the Save Settings button at the top of the window to save your changes in the database.

Chart of Accounts

Chart of Accounts

To access your Chart of Accounts, click on Accounting and then on the Chart of Accounts menu option.

Home	Customers	Vendors	A & D	Proposals	System	Accounting Reports	Help & Communications	Proposal Number:	Go
	[Logout	e, admin]		Message	s I	General Journal Chart of Accounts Check Register Reconcile Bank Accounts	Create New Accounts		
Welcome D	ealer Choice A	.dmin!							

Below is a screenshot of the chart of accounts.

npany Accounting			
Showing 1 - 25	of 152 Accounts.		Page1of7 1 <u>2 3</u> <u>7</u> ≥
Account No.	Account Name	<u>Account Type</u> マ	Balance
	Bryn Mawr Checking - #5442810	Current Assets	
	No Number Account	Current Assets	
100.01	Operating Cash	Current Assets	\$401,551.00
100.02	Operating Cash Old	Current Assets	
104	Petty Cash	Current Assets	\$512.94
105	Primary Operating Cash	Current Assets	\$3,498.06
107	BMO - Money Market	Current Assets	\$100,000.00
110	DDC Coch	Current Accets	to 404 40

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There is one submenu item under the Chart of Accounts menu and that is Create New Accounts. You can also create new accounts from the Chart of Accounts window. These icons are described below.

Company Accounting	9			
Showing 1 - 25	Showing 1 - 25 of 152 Accounts.			
<u>Arcount No.</u>	Account Name	Account Type 🔽	Balance	
I Exp	port Chart of Accounts into a Sprea	idsheet icon		
Search	for an Account			
Create a N	ew Account			

Chart of Accounts Window Icons

Create a new accounts	This option allows you to create new accounts.
Search accounts	This option allows you to search for accounts by name, number or type.
Export accounts to a spreadsheet	This option allows you to export your Chart of Accounts to a spreadsheet.

Create New Accounts

Create New Account	-	×
Account Type: *		Î
Active:		
Account Name: *		
	Parent Account: Select type of account first	
Account Number:		
	Save Account	-

After clicking on the icon to create a new account, the Create a New Account window will open as shown above.

New Account Fields

Type of Account *	Select the type pf account that you are creating form the drop down selection list.
Active	By default, the Active check box is checked meaning the account is visible and available for use. If the Active check box is unchecked, the
	account will not appear in selection lists for future

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	use.
Account Name *	Enter the name of the account that you are
Account Name	creating.
	You can make the account that you are creating a
Parent Account of	sub-account of an existing account. The sub-
ratem Account of	account will appear in reports under the parent
	account.
Account Number	Enter the account number that you want to assign
Account Number	to this account.
	Click on the Save Account button to save your
Save Account Button	account

Flagging Current Assets Accounts To Print Checks

When creating or editing a current asset account type, the Create or Edit account window will appear with the 'Will you write checks from this account?' prompt. If checked, you will be prompted for a starting check number to print for the check stock sequence number. Entering the starting check number here is optional. You will always be prompted for the starting check number to be used when printing checks. When a current asset account is flagged as an account that you will write checks from, you will be allowed to select this account when generating checks. If you have multiple cash accounts that you want to be able to write checks from, flag the accounts as accounts that you will be writing checks from.

Create New Account	_ <u>_</u> _
Account Type: *	Current Assets
	Will you write checks from this account? What is the next check number to print?
Active:	
Account Name: *	
	Parent Account:
	▼
Account Number:	
	Save Account

Searching Accounts

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To search your Chart of Accounts, click on the 'Search for an account' icon to open the Search Accounts window.

Company Accounting		
Showing 1 - 25 of 152 Accounts.		Page 1 of 7 1 <u>2</u> <u>3</u> <u>7</u> ≥
Account Name	<u>Account Type</u> マ	Balance
Search for an account icon		

Then the search accounts window will open.

Search Accounts	_ 🗵
Filter your accounts search criteria below: Account Number Account Number Account Types Current Assets Long Term Assets Current Liabilities Long Term Liabilities	
Search	-

Search Accounts input Fields	
Account Number	Enter the account number or the first few digits of the account number that you are looking for and click on the Search button. If your input string matches any account numbers in the Chart of Accounts database, all matches will be displayed. You can click on the specific account that you are looking for in the Search results list to view or edit the account details.
Account Name	Enter the first few characters of the account name that you are looking for and click on the Search button. If your input string matches any account names in the Chart of Accounts database, all

Search Accounts Input Fields



	matches will be displayed. You can click on the specific account that you are looking for in the
	Search results list to view or edit the account
	details.
	Select the account type that you are searching for
	and click on the Search button. All accounts with
Account Types	the selected account type will be displayed. You
Account Types	can select multiple account types to search for by
	holding down the 'Control'(CTRL) key and
	clicking on the types.
Search Button	Click on the Search button to perform the search.

Exporting Accounts to a spreadsheet

To export your chart of accounts onto a spreadsheet, click on the Export Chart of Accounts into a Spreadsheet Icon. This icon is permission based so only users who have this permission will be able to see this icon and perform this function.

Company Accounting	l		
Showing 1 - 25	of 152 Accounts.		Page 1 of 7 1 <u>2</u> <u>3</u> <u>7</u> ≥
Account No.	<u>Account Name</u>	<u>Account Type</u> 🗢	Balance
I _{Exp}	ort Chart of Accounts into a Spre	eadsheet Icon	

The following window will pop up for you to save your spreadsheet.



Your saved spreadsheet will have your Chart of Accounts information on it. An example is displayed below.

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op of	y Paste I F roup Clipbo	opy * B Z U * E * A		≫ ··· Wrap Text 律律 律 Merge & C Alignment			₹.0,000 000 \$00.	Conditiona Formatting	I Format • as Table • Styles	Cell Styles +	Insert Del	ete Format	∑ AutoSum Fill ▼ Clear ▼ E		Find & Select +
1	Δ		С	D	-	F	-				К				
0		B Generated on 06/26/2017 at 10:44 am	L	U	E	F	G	Н	1	J	K	L	M	N	0
u	fart of Accounts	Generated on 06/26/2017 at 10:44 am													
۸.	ccount No	Account Name	Parent Account	Account Type	Balance	Activo	Privato	Checking							
- 1		No Number Account	Farent Account	Current Assets	Darance		O								
		Bryn Mawr Checking - #5442810		Current Assets	0		0								
		Operating Cash		Current Assets	401551	1	-	-							
		Operating Cash Old		Current Assets	401331	-	-								
		Petty Cash		Current Assets	512.94			-							
		Primary Operating Cash		Current Assets	3498.06		-	-							
		BMO - Money Market		Current Assets	100000		0								
		BBC Cash		Current Assets	2484.42		0								
	117	Work In Progress (WIP)		Current Assets	-715086.04	1	0	0							
	120	Accounts Receivable		Current Assets	1079984.54	1	0	0							
	121	QB A/R		Current Assets	10	1	0	0							
	126	Accounts Receivable-PJT		Current Assets	0	1	0	0							
	128	Other Receivables		Current Assets	0	1	0	0							
	130	Undeposited Funds		Current Assets	0	1	0	0							
	131	Vendor Credits		Current Assets	-8495.4	1	0	1							
	132	Accounts Receivable- Employees		Current Assets	0	1	0	0							
	133	Credit Card Purchases/Deposits		Current Assets	3100	1	0	1							
	135	Accrued Revenue		Current Assets	1000	1	0	0							
	140	Prepaid Taxes		Current Assets	0	1	0	0							
		Prepaid Expenses		Current Assets	0	1	0	0							
		Other Current Assets		Current Assets	590	1	0	0							
	150	Furniture & Fixtures		Long Term Asset	153870.71	1	0	0							

Check Register

To access your Check Register to view the checks that you have generated, click on the Check Register menu option under the Accounting menu.

Home	Customers	Vendors	A & D	Proposals	System	Accounting	Reports	Help & Communications	Proposal Number:	Go
_						General Jour		•		
		e, admin			L	Chart of Acc	ounts	•		
	[Logout]		Message	s I	Check Regist	er	1:		
DEALER CHO	DICE			-		Reconcile Ba	nk Accounts			
Welcome D	ealer Choice A	dmin!								

Click on the Check Register menu option to display your check register.



npany /	Accounting					
	ing 1 - 25 of 487	4 Check Entries.			Page 1 of 195 1 2 3 195 ≥ Account: 100.01 : Operating Cash \$401,551.00	T
<u>Check</u>	<u>No.</u>	<u>Date</u>	<u>Payee</u>	Memo	Amount	Cleared
77		03/09/2017	ABCO Office Furniture			
	100.01 - Operating Cash	200 - Accounts F	ayable		\$399.38	V
1030		03/09/2017	Vendor 685			
	100.01 - Operating Cash	200 - Accounts F	ayable	Invoice 1	\$50.00	
76		02/16/2017	Test Vendor			
	100.01 - Operating Cash	200 - Accounts F	ayable		\$2,475.00	
75		02/28/2017	Dealer Choice Systems			
	100.01 - Operating Cash	611.5 - Parking	& Tolls	Check register check	\$2.00	

All checks that you have generated from Dealer Choice will appear in the Check Register. You can view checks generated for each Current Asset account that has been flagged as an account that you will write checks from by selecting the appropriate account in the drop down selection arrow in the 'Account' field on the upper right of the Check Register window.

Showing 1 - 25	of 4874 Check Entri	ies.		Page 1 of 195 1 <u>2 3</u> <u>195</u> ≥ Account: 100.01 : Operating Cash \$401,551.00	T
<u>Clieck No.</u>	<u>Date</u>	<u>Payee</u>	Memo	Amount	Cleared

Check Register Icons

New Entry	To create a manual check, click on this icon.				
Search Check Register	To search your check register, click on this icon.				
Export to spreadsheet	To export your check register to a spreadsheet.				

New Check Entry

To create a manual check, click on the New Entry icon in the Check Register window.

Company Acc	punting			
Showing	1 - 25 of 4874 Check Entrie	əs.	Page 1 of 195 1 2 3 195 ≥	
	×		Account: 100.01 : Operating Cash \$401,551.00	•
Check No	<u>. Date</u>	<u>Payee</u>	Memo Amount	Cleared
New	entrv icon			

A pop up will open with the New Check Entry window.

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New Check Entry	
Check Number: *	78
Payee: * Remit To:	
Cash Account: *	100.01 : Operating Cash 🔹
Expense Account: *	
Check Amount: *	
Check Date: *	Jun ▼ 26 ▼ 2017
Memo:	
	Save Entry

New Check Register Input Fields

	Enter the check number to be used for this check.
Check Number *	This number must match the number of the check
	stock form that will be used to print the check on.
	Enter the first few characters of the payee's name
Payee *	and any matches found in the database will be
1 dycc	listed below this field. Click on your selection
	form the list displayed.
	The Remit To data will be populated from the
Remit To	payee address information in the database. This is
Kellit 10	a test input field so you can change the address if
	desired.
	Select the appropriate current assets account that
	the check will be written against. To be able to
Cash Account *	write a check from a current assets type account,
	the account must be flagged as an account that you
	will write checks from.
	Select the account from your Chart of Accounts
	that this check is to be expensed against. There is
	a drop down selection arrow that you can click on
Expense Account *	to see a list of your accounts. Select the account
	from this list or enter the account number or
	account name. Any matches found in the Chart of
	Accounts will be displayed, select your account
	from the list displayed.



Check Amount *	Enter the amount of the check.			
Check Date *	Enter the date of the check.			
	The memo field is optional, but it is strongly			
Mama	recommended that you enter a memo when			
Memo	creating a manual check to help you identify what			
	the check was created for.			
	Click on the Save Entry button to save your check			
Save Entry Dutton	date. After saving your check, the new check will			
Save Entry Button	appear in the check register for the Cash Account			
	selected.			

After saving your new check entry, it will appear in the check register for the cash account that was selected.

			Account: 10-102 : 6	Bank-CD Checking Account	t 💌
Check No.	Date	Payee	Мето	Amount	Cleare
1003	06-09-2010	Dauphin Office Seating			
🖉 🖗 10-102 - Bank-CD Checking Account	50-001 - Cost (of Sales - Product	This is a new check entry example	\$500.00	[
1002	04-13-2010	Allsteel Inc.			114510
10-102 - Bark-CD Checking Account	10-100 - Test E	xpense Account		\$10.00	[11]
1001	04-13-2010	DealerChoice, LLC			
10-102 - Bank-CD Checking Account	10-100 - Test E	Sciense Account		\$825,41	
1000	07-30-2009	Allsteel Inc.			
IV-102 - Bank-CD Checking Account	21-002 - Accou	nts Payable-Trade		\$30.98	

The example above shows a new check entry number 1003 created for the vendor Dauphin in the amount of \$500.00. The check entry has been saved to the register and it can now be printed on your check stock by clicking on the printer icon to the left on the check number in the register. This will open the Print Checks window and will display a PDF image of your check. You can save the PDF file to your computer or you can select a printer that contains the correctly numbered check stock and print the check on your check stock paper.

Search the Check Register

To search the check register, click on the search check register icon.

company Accounting	l i i i i i i i i i i i i i i i i i i i			
Showing 1 - 25	of 4874 Check Entr	ies.	Page 1 of 195 1 2 3 195 ≥ Account: 100.01 : Operating Cash \$401,551.00	Ŧ
Check No.	<u>Date</u>	Payee	Memo Amount	Cleared
l Search	check register id	on		

A search window for the check register will open as displayed below.

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Search Check Register	
Filter your check register search criteria below:	^ ^
Check Number	Vendor Invoice Number(s) separate multiple by comma
Paid from account: Cleared/Outstanding	Search By Payee
Check Amount	Date Range From: Thru: T
	Search

You can search the check register by check number, paid from account, cleared/outstanding, check amount, vendor invoice number(s), payee and by date range.

Exporting the Check Register to a spread sheet

To export your check register onto a spreadsheet, click on the Export Report into a Spreadsheet Icon. This icon is permission based so only users who have this permission will be able to see this icon and perform this function.

npany Accounting				
Showing 1 - 25	of 4874 Check Entri	es.	Page 1 of 195 1 2 3 195 ≥ Account: 100.01 : Operating Cash \$401,551.00	•
Check No.	<u>Date</u>	<u>Payee</u>	Memo Amount	Cleare
Exp	ort report into a s	preadsheet icon		

The following window will pop up for you to save your spreadsheet.

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Export Reports to Spreadsheet	
Right click on the link below, click 'Save Target As' and select a location on your computer.	
Save Report	
<u>Open in a separate window]</u>	

Your saved spreadsheet will have your Check Register information on it. An example is displayed below.

w Group Clipboard G	$\begin{array}{c c} & 11 & \bullet & \mathbf{A}^* & \mathbf{A}^* \\ \hline \mathbf{U} & \bullet & \mathbf{D}^* & \mathbf{A}^* \\ \hline \mathbf{U} & \bullet & \mathbf{D}^* & \mathbf{A}^* \\ \hline Font & \mathbf{f}_2 \end{array} \stackrel{\mathbf{E}}{=} \mathbf{E} \stackrel{\mathbf{E}}{=} \mathbf{E}$		General \$ → % → 1 500 Number	Conditi Formatt			Cell Cell Insert Delete Format Cells	ZI III Sort & Find &
K59 • (* <i>f</i> x								
A	В	С	D	E	F	G	Н	1
Check Register	Generated on 06/26/2017 at 12:03 pm							
Dealer Choice Systems Check Register								
Check No.	Date	Payee	Memo	Amount	Cleared		Checking Account	Expense Account
1		JSI Furniture		2074.5	Y		133 - Credit Card Purchases/Deposits	
10	09/24/2012	Sam's Club		367.26			133 - Credit Card Purchases/Deposits	
100	02/18/2010	Community		0			100.01 - Operating Cash	200 - Accounts Payab
1000	02/22/2013	Chester L. Harvey Co.		390			115 - BBC Cash	200 - Accounts Payab
10000		ABCO Office Furniture	Invoice TST-7881	1330			100.01 - Operating Cash	200 - Accounts Payab
1001	02/22/2013	Chester L. Harvey Co.		4093.26	Y		115 - BBC Cash	200 - Accounts Payab
1002	02/22/2013	Chester L. Harvey Co.		3163.74	Y		115 - BBC Cash	200 - Accounts Payab
1003	02/22/2013	Charles Alan Inc		0.01	Y		115 - BBC Cash	200 - Accounts Payab
1004	02/22/2013	Chester L. Harvey Co.		101.01	Y		115 - BBC Cash	200 - Accounts Payab
1005	02/22/2013	Quality Benefts		0.01	Y		115 - BBC Cash	200 - Accounts Payab
1006	02/22/2013	CLH Warehouse		194.25	Y		115 - BBC Cash	200 - Accounts Payab
1007	02/22/2013	Quality Install LLC		0.07	Y		115 - BBC Cash	200 - Accounts Payab
1008	02/22/2013	WorkPlace Interior Install, LLC		0.02	Y		115 - BBC Cash	200 - Accounts Payab
1009	02/22/2013	Humanscale		0.02	Y		115 - BBC Cash	200 - Accounts Payab
101	02/18/2010	Woodard Outdoor Furniture		0	Y		100.01 - Operating Cash	200 - Accounts Payab
1010	02/22/2013	Designtex Fabrics, Inc.		0.07	Y		115 - BBC Cash	200 - Accounts Payabl
1011	02/22/2013	ErgoGenesis, LLC		0.01	Y		115 - BBC Cash	200 - Accounts Payab
1012	02/22/2013	Knoll, Inc.		0.02	Y		115 - BBC Cash	200 - Accounts Payab
1013	02/22/2013	Maharam Fabric Corporation		0.01	Ý		115 - BBC Cash	200 - Accounts Payab
	02/22/2013	Momentum Textiles, Inc.		0.01	Y		115 - BBC Cash	200 - Accounts Payab
1015	02/22/2013	Teknion Inc		262.8	γ		115 - BBC Cash	200 - Accounts Pavab

Bank Reconciliation

The Bank account Reconciliation function will allow you to reconcile your Dealer Choice cash accounts against the corresponding bank statements. After an account has been reconciled, a report can be printed that shows the details for the account reconciliation.

There are 3 new permissions that must be active before a user (or group of users) can run the function.

Under the Accounting permission, a user (or Group) must have the View Bank Reconciliation and the Run Bank Reconciliation permissions selected to use the function.

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t Group : Administrators	
oup Info Permissions	
Group Permissions	
Please check the desired permissions for Adm	inistrators and click 'Save Permissions' below.
A & D	
Check All	
General Journal	
Show General Journal	 Edit Business Cycle Settings
 Create Journal Entries 	Perform Period Closings
View Business Cycle Settings	Post Transactions Into Closed Periods
Chart of Accounts	
✓ View Chart of Accounts	✓ Edit Accounts
View Account Details	Delete Accounts
Create New Accounts	
Check Register	
✓ View Check Register	Reprint Checks
Create New Check Entries	Clear Checks
Void Checks	
Account Register	
✓ View Account Register	Edit Existing Entries
Create New Entries	
Bank Reconciliation	
 View Bank Reconciliation 	Run Bank Reconciliation

After selecting these permissions be sure to click on the Save Permissions button. Then go to the Reports permissions and select the Bank Reconciliation permission in the Financial Reports section and click on the Save Permissions button.



-	Denshe
	Reports

Reports	
Check All	
Customers & Receivables Reports	
Accounts Receivable	Cash Flow Expectations
Accounts Receivable Reconciliation	Customer Balance
 Cash Receipts 	 Customer Statement
Vendors & Payables Reports	
 Accounts Payable 	Purchase Order
Cash Requirements	Vendor Discounting
Cash Disbursements	WIP Reconciliation
Vendor Balance Summary	Vendor 1099
 Sales Tax Liability 	
Proposals & Sales Reports	
Project Status Report	Product Sales
✓ Backlog	Job Costing
Invoiced Sales Summary	Work Order Bookings
Bookings Summary	 Commissions
Financial Reports	
 Balance Sheet 	Statement of Cash Flows
Income Statement	Check Reconciliation
🗹 Trial Balance	Check Run
	Bank Reconciliation

After the User (or group of users) permissions have been updated, two new menu options will be visible.

Permissions are only read when a user logs into Dealer Choice. If their permissions are changed while they are currently logged into Dealer Choice, their permissions will not change until they log out (using the [Logout] link on the upper left side of the window) and log back into Dealer Choice.

The Reconcile Bank Accounts menu option will now appear (for users that have the above mentioned permissions) under the Accounting menu.

Click on the Reconcile Bank Accounts to run the function. This will open the account selection window.

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Reconcile Bank Accounts	- ×
100.01 - Operating Cash Bank Account: 100.01 - Operating Cash	^
Be sure that any Service fees, Interest Earned, or other additions and or deductions that appear on this statement have been entered as journal entries before continuing. What is your statement start date & end date?	I
Start Date: May V 23 V 2016 End Date: May V 23 V 2016 Beginning Balance: 0 Ending Balance: 0	l
Continue	
	1.

Any account that is flagged as an account that you will write checks from will be displayed in the Bank Account drop down window.

 \bigcirc

Be sure that any account transactions, such as bank services fees and/or interest earned that appear on the current bank statement have been entered as journal entries before the Reconcile Bank Accounts function is run. Otherwise, the Dealer Choice Reconciliation function will report a balance difference and the bank statement ending balance will not match the Dealer Choice Reconcile Accounts ending balance.



Reconcile Bank	Accounts		_ 🗵
100.01 - Operati	ing Cash		<u>^</u>
Bank Account:	100.01 - Operating Cash		
Be sure that a	115 - BBC Cash 104 - Petty Cash 133 - Credit Card Purchases/Deposits	her additions and or deductions that appear ournal entries before continuing. end date?	on
an i a i Mari I	105 - Primary Operating Cash	end date?	
Start Date: May			
Beginning Balanc	e: 0		
Ending Balance:	0		
	Contin	ue	

Select the account that you wish to reconcile then enter the Starting and Ending Dates that match the time period on your bank statement. Enter the Starting Balance and Ending Balance from your bank statement and click on the Continue button.

Reconcile Bank Accounts	_ ×
105 - Primary Operating Cash Bank Account: 105 - Primary Operating Cash	
Be sure that any Service fees, Interest Earned, or other additions and or deductions that appear on this statement have been entered as journal entries before continuing. What is your statement start date & end date?	
Start Date: Oct • 1 • 2015 • End Date: Oct • 31 • 2015 • Beginning Balance: 20051.00 Ending Balance: 18275.06	
Continue	•

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The report will collect the appropriately dated transactions for the account being reconciled and the screen will update with those transactions.

Check No. Account Check Date Payee Amount Paper Reference Memo Payee Amount 10/15/2015 GR Check Number: 345 Receiving a new customer deposit Customer 685 \$50.00 10/15/2015 GI transfer to 105 \$20,000.00 \$20,000.00 10/19/2015 GI transfer to 105 \$20,000.00 \$10.00 10/19/2015 CD Check Number: 2000 Interest earned \$10.00 10/19/2015 CD Check Number: 2000 Invoice No. FEDEV-100 Payee \$50.00 10/19/2015 CD Check Number: 2001 Invoice No. 74PostDate	Incleared Check	s :				
Date Type Reference Memo Payee Amount 10/15/2015 CR Check Number : 345 Receiving a new customer deposit Customer 685 \$50.00 10/19/2015 GJ transfer to 105 £20,000.00 10/19/2015 GJ Interest earned \$1.00 10/19/2015 GJ Interest earned \$1.00 Total: \$20,051.00 back back Date Type Reference back S10/06/2015 CD Check Number : 2003 Invoice No. ABC-900 ABCO Office Furniture \$595.94 10/08/2015 CD Check Number : 2003 Invoice No. ABC-900 Federal Express \$50.00 10/19/2015 CD Check Number : 2001 Invoice No. FEDEX-100 Federal Express \$50.00 10/19/2015 CD Check Number : 2001 Invoice No. Tek-PostDate Teknion Inc \$50.00 10/19/2015 CD Check Number : 2002 Invoice No. 234 KI </th <th>Check No.</th> <th>Account</th> <th>Che</th> <th>eck Date Payee</th> <th></th> <th>Amount</th>	Check No.	Account	Che	eck Date Payee		Amount
Invite Interact Receiving a new customer deposit Customer 685 \$50.00 10/15/2015 GJ transfer to 105 \$20,000.00 10/19/2015 GJ Interest earned \$20,000.00 10/19/2015 GJ Interest earned \$1.00 Date Type Reference Memo Payee Amount 10/19/2015 CD Check Number : 2003 Invoice No. ABC-900 ABCO Office Furniture \$59.00 10/08/2015 CD Check Number : 2003 Invoice No. ABC-900 Federal Express \$50.00 10/19/2015 CD Check Number : 2003 Invoice No. FEDEX-100 Federal Express \$50.00 10/19/2015 CD Check Number : 2001 Invoice No. FEDEX-100 Federal Express \$50.00 10/19/2015 CD Check Number : 2001 Invoice No. Tek-PostDate Teknion Inc \$500.00 10/19/2015 CD Check Number : 2002 Invoice No. 234 KI \$625.00 10/10/2015 GJ Check Number : 2002 Invoice No. 234 <t< td=""><td>eposits and Otl</td><td>ner Additions : \$2</td><td>0,051.00</td><td></td><td></td><td></td></t<>	eposits and Otl	ner Additions : \$2	0,051.00			
10/19/2015 G transfer to 105 \$20,00.00 10/19/2015 G3 Interest earned \$1.00 Total: \$20,05.00 Total: \$20,00	Date	Туре	Reference	Memo	Payee	Amount
Date Type Reference Memo Paye Amount 10/19/2015 CD Check Number : 2003 Invoice No. ABC-900 ABCO Office Furniture \$595.94 10/19/2015 CD Check Number : 2003 Invoice No. ABC-900 ABCO Office Furniture \$595.94 10/19/2015 CD Check Number : 2003 Invoice No. FEDEX-100 Federal Express \$50.00 10/19/2015 CD Check Number : 2001 Invoice No. Tek-PostDate Teknion Inc \$50.00 10/19/2015 CD Check Number : 2002 Invoice No. 234 KI \$625.00 10/19/2015 GJ Check Number : 2002 Invoice No. 234 KI \$625.00 10/19/2015 GJ Check Number : 2002 Invoice No. 234 KI \$625.00	10/15/2015	CR	Check Number : 345	Receiving a new customer depos	it Customer 685	\$50.00
backs and Other Deductions : \$1,775.94 Keference Memo Page Amount 10/08/2015 CD Check Number : 2003 Invoice No. ABC-900 ABCO Office Furniture \$595.94 10/19/2015 CD Check Number : 2003 Invoice No. ABC-900 ABCO Office Furniture \$595.94 10/19/2015 CD Check Number : 2001 Invoice No. FEDEX-100 Federal Express \$50.00 10/19/2015 CD Check Number : 2001 Invoice No. Tek-PostDate Teknion Inc \$500.00 10/19/2015 CD Check Number : 2002 Invoice No. 234 KI \$625.00 10/10/2015 G3 Bank service Fee \$5.00 \$50.00	10/19/2015	GJ		transfer to 105		\$20,000.00
backs and Other Deductions : \$1,775.94 Ype Reference Memo Payee Amount 10/08/2015 CD Check Number : 2003 Invoice No. ABC-900 ABCO Office Furniture \$595.94 10/19/2015 CD Check Number : 2000 Invoice No. FEDEX-100 Federal Express \$50.00 10/19/2015 CD Check Number : 2001 Invoice No. Tek-PostDate Teknion Inc \$500.00 10/19/2015 CD Check Number : 2002 Invoice No. 234 KI \$625.00 10/10/2015 GJ Check Number : 2002 Invoice No. 234 KI \$625.00	10/19/2015	GJ		Interest earned		\$1.00
Date Type Reference Memo Payee Amount 10/08/2015 CD Check Number : 2003 Invoice No. ABC-900 ABCO Office Furniture \$595.94 10/19/2015 CD Check Number : 2000 Invoice No. FEDEX-100 Federal Express \$50.00 10/19/2015 CD Check Number : 2001 Invoice No. Tek-PostDate Teknion Inc \$500.00 10/19/2015 CD Check Number : 2002 Invoice No. 234 KI \$625.00 10/10/2015 GJ Check Number : 2002 Invoice Ro. 234 KI \$625.00					Total:	\$20,051.00
10/19/2015 CD Check Number : 2001 Invoice No. Tek-PostDate Teknion Inc \$500.00 10/19/2015 CD Check Number : 2002 Invoice No. 234 KI \$625.00 10/10/2015 GJ Bank service Fee \$5.00	10/08/2015	CD	Check Number : 2003	Invoice No. ABC-900	ABCO Office Furniture	\$595.94
10/19/2015 CD Check Number : 2000 Invoice No. FEDEX-100 Federal Express \$50.00 10/19/2015 CD Check Number : 2001 Invoice No. Tek-PostDate Teknion Inc \$50.00 10/19/2015 CD Check Number : 2001 Invoice No. Tek-PostDate Teknion Inc \$50.00 10/19/2015 CD Check Number : 2002 Invoice No. 234 KI \$625.00 10/10/2015 GJ Bank service Fee \$5.00				Memo	Pavee	Amount
10/19/2015 CD Check Number : 2001 Invoice No. Tek-PostDate Teknion Inc \$500.00 10/19/2015 CD Check Number : 2002 Invoice No. 234 KI \$625.00 10/10/2015 GJ Bank service Fee \$5.00						
10/19/2015 CD Check Number : 2002 Invoice No. 234 KI \$625.00 10/10/2015 GJ Bank service Fee \$5.00						+
10/10/2015 GJ Bank service Fee \$5.00						
			Check Number : 2002		1	1
Total. \$1,753-	10/10/2013	60		Dank service ree	Total	
					Total.	\$1,773.54
	pennig balancer					
	Closing Balance:					
Dpening Balance: \$20,051.00 Closing Balance: \$0.00 Ending Balance: \$18,275.06	-	\$18,275.06				

The report has four sections.

- 1) Uncleared Checks
- 2) Deposits and Other Additions
- 3) Checks and Other Deductions
- 4) The report totals

1) The Uncleared Checks section will display any checks written from the account up until the user entered Start Date that have not been flagged as cleared. These checks can be flagged as "Cleared" by checking the checkbox that appears to the left of each check number displayed.

2) The Deposits and Other Additions section will display all account transactions dated within the user entered start and end date range that increased the account balance.

3) The Checks and Other Deductions section will display all account transactions dated within the start and end date range that decreased the account balance.

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4) The Totals Section will show the user entered Beginning Balance, the calculated Closing Balance, the user entered Ending Balance and the calculated Difference, if any discrepancy is determined.

To use the report, compare the checks listed on this report to the checks that appear on your bank statement that are noted as cleared checks. Place a check mark in the check box to the left of each check on the report that appears on your bank statement. Do the same for the Deposits and Other Additions section and for the Checks and Other Deductions section.

As you select (check the check box) each transaction on the report, the calculated Closing Balance total will update with the total amount of the selected transactions. The Difference total will also update showing the remaining difference amount that the report calculates.

The Difference total should be 0.00 when you are complete. If not, then there is some transaction either on your bank statement that is not in Dealer Choice, or that is in Dealer Choice that is not on your bank statement.

The first step to correct this is to identify the offending transaction. If the transaction is on the bank statement and not in Dealer Choice and it is for a bank fee, or some other bank charge, enter the transaction as a journal entry and run the report again. If the transaction is in Dealer Choice and not on your bank statement, verify that you entered the starting and ending dates and balances from your bank statement accurately and run the report again. For any other cases, please contact Dealer Choice Support.

Once all transactions have been selected on the report and the Closing Balance matches the user entered Ending Balance, click on the Verify button at the bottom of the report. This will create a snapshot of the selected items to be printed.

To print a Reconciliation report, go to Reports - Financial - Bank Reconciliation Report. More details on how to use this report can be found under the reports section of this user document.

Reports

All Dealer Choice reports are listed under the Reports menu option in the main menu bar. To access a report, click on Reports in the main menu bar to see a list of available reports. Reports are managed by User and/or Group permission settings. You may limit access to certain report categories or even specific reports through permission settings.

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Home Customers Vendors A & D	Proposals System Accounting	Reports Help & Commun	tions	Proposal Number:	Go
Welcome, admin		Reports Navigator Customers & Receivables	,		
	Messages Hello Deale	Vendors & Payables	•		
DEALER CHOICE		Proposals & Sales	•		
Welcome Dealer Choice Admin!		Financial My Saved Reports	•		
		Shared Reports	•		

Reports Navigator

The Reports Navigator option displays a list of all reports (per permission settings) as a list. Only reports that you have permission to access will be displayed.



Reports Navigator

Customers & Receivables Reports

Accounts Receivable Report

Report showing the current and aged accounts receivables owed by customers.

Accounts Receivable Reconciliation Report

Reconcile outstanding receivables to a clearing account, a doubtful allowance account, or another account of your choosing.

<u>Cash Receipts</u>

This report shows the receipts received from your customers and itemizes those receipts against their respective invoices.

Cash Flow Expectations Report

This report calculates your expected cash flow based on factors such as your customers average days to pay. This report will identify your anticipated receipts down to the day.

Customer Balance Summary

This report shows the current balance of each of your customers. The report can be expanded to show balance trends for a given customer.

<u>Customer Statement Reports</u> This report shows the customer statement reports.

<u>Customer Statement Scheduler Reports</u> This report shows the customer statement scheduler reports.

<u>Customer Deposits Reports</u> This report shows the customer deposits reports.

Vendors & Payables Reports

Accounts Payable Report

This report shows the current and aged accounts payables owed to vendors.

Cash Requirements Report

This report shows the cash requirements needed to pay outstanding bills and refunds.

<u>Cash Disbursements Report</u> This report shows the cash disbursed on a specific date or period of time when invoices are paid or deposits are issued.

Vendor Balance Summary

This report shows the current balance of each of your vendors. The report can be expanded to show balance trends for a given vendor.

Sales Tax Liability Report

This report shows the sales tax liability owed for each of the areas you collect sales tax.

Purchase Order Report

This report shows purchase orders that were issued on a specific date or date range.

<u>Vendor Discounting</u>

This report shows all vendors and their respective discounts, along with discount IDs, effective and expiration dates, and product discounting tiers.

WIP Reconciliation

This report reconciles outstanding Work In Progress against its payables, allowing you to balance any outstanding WIP that may exist against a specific payable.

<u>WIP Detail Report</u>

This report details wip transactions and balances by project, purchase order and line item.

Vendor 1099 Report

This report identifies payments you have made to your 1099 vendors.

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Proposals & Sales Reports

Project Status Report

This report tracks all proposals once they have been booked. It contains shipping & delivery information and allows you to record acknowledgment information.

<u>Backlog Report</u>

This report identifies all proposals and line items that are awaiting specific actions. These actions can include those lines remaining to be invoiced, booked, shipped, etc.

Invoiced Sales Summary

This report identifies invoiced sales within a specific date or date range.

Bookings Report Summary

This report shows all sales bookings and their profitability within a specific date or date range.

Product Sales Report

This report shows all customer sales by product and service.

Job Costing/Profitability Report

This report helps you to identify how profitable your orders are, identifying true costs and actual project margins.

Commissions Report

This report identifies and manages commissions that are owed to your sales reps.

Commissions Paid Report

This report shows all commissions that have been previously paid to your sales reps.

Financial Reports

Balance Sheet

The summary of the value of all assets, liabilities and owners' equity on a specific date. The balance sheet can be run to show multiple comparisons such as monthly or quarterly.

Income Statement

Identifies profit and loss within a specific period of time.

<u>Trial Balance</u>

Identifies the closing balances of your accounts at a specific point in time.

Check Reconciliation Report

Identifies outstanding checks and provides a tool to reconcile.

<u>Check Run Report</u>

This report shows all checks and their respective invoices and vendor credits applied.

Bank Reconciliation Report

This report shows all of the bank reconciliations.

My Saved Reports

1QTR Test User - 06/21/2017 12:13 pm

Bal Sheet 1st OTR - 06/21/2017 12:19 pm

Shared Reports

No shared reports



The Report Navigator lists all available reports by category with a brief description of the report appearing below the report name. Each report name is a link to the report. To run a report, simply click on the report name.

Some reports can be printed to a PDF or exported to an Excel document. After running a report, look at the top of the screen to check for the print or export icon. Below is an example of these icons on the Cash Receipts Report.

М	y Proposals				
	Cash Receipts Report [Updat	e Rep	ort Settings]		
	<- Back to Report Navigator		<u>s</u>		
	Customer		Check No.	Receipt Date	Receipt Amount
			Export report into a spreadsheet icon		
		l Prii	nt this report		

There will be an "Update Report Settings" link at the top of each report that is run. Clicking on this link will open the Reports Settings & Preferences window again to allow to you to change the filter criteria you previously selected without having to leave the screen.

М	y Proposals			
	Cash Receipts Report			
	Customer	Check No.	Receipt Date	Receipt Amount

Most reports are interactive. Anything that is underlined is a clickable link. This means you can click on it for more details. For example, the Account payable report has a purchase order number underlined.

Accounts Payable dated this year <- Back to Report N	- 	<u>: Report Settings]</u>						
Invoice No.	Invoice Date	Due Date	Orig Amt	Balance	Current	30 Days	60 Days	90 Days
ABCO Office Furniture								
Purchase Order: TST-78	384 - ABCO-Snap - Pro	posal <u>5249</u> - Testi	ng PO open po's repo	ort ticket 60				
3333 🔶	03/01/2017	03, 🔶 017	\$580.00	\$580.00				\$580.00
† –		-	\$580.00	\$580.00				\$580.00

If you click on the Purchase Order number, then Dealer Choice will pull up the purchase order for you in a pop up window without leaving the report. An example is shown below.



Accounts Payab P	urchase Order Summar	V	_ 🗵
dated this yea			<u> </u>
<- Back to Report	Purchase Order : ABCO-Snap	TST-7884	
Invoice No.	🥃 💺 🍠 🚳		s 90 Days
ABCO Office Furnitur	Customer:	Test Customer	
Purchase Order: <u>TST-</u>	Sales Rep:	Test User	
3333	Vendor:	ABCO Office Furniture	\$580.00
	Purchased On:	06/25/2015	\$580.00
Test Vendor	In House PO?:	No [<u>change]</u>	s 90 Days
Purchase Order: <u>TST-</u> Credit: <u>555</u> <u>6</u>	Order Amount:	\$580.00 Vendor deposits totaling \$200.00 were made toward this PO.	
Purchase Order: <u>2018</u>	Total Sell:	\$828.57	
<u>50</u>	Total List:	\$1,450.00	\$1,125.00
Payment: <u>3758</u>	Shipping To:	Test Customer 123 Main Street Baltimore, MD 21228 [<u>change]</u>	\$1,125.00

Customers & Receivables Report Category

Under the Customers & Receivables report category, there will be up to five reports listed. Click on any of the report names listed to run the report.

Home	Customers	Vendors	A & D	Proposals	System	Accounting	Reports Help & Communications		nications	Prop	oosal Number:	
_							Reports N	-			1	
Welcome, Jen				Messages Hi	Customer	rs & Receivables	•	Accounts Receivable				
	[Logout] Messages				Vendors a	& Payables	•	Accounts Receivable Reconciliation				
DEALER CH	EALER CHOICE				Proposals	& Sales	•	Cash Receipts Report				
							Financial			Cash Flow Expectations		
Welcome A	Welcome Admin User!					My Saved	l Reports	•	Customer Balance Summary			
							Shared R	eports	•	Customer Statement		
										Customer Deposits		

The reports available under the Customers & Receivables report category are:

Accounts Receivable Report Accounts Receivable Reconciliation Report Cash Receipts Cash Flow Expectations Report Customer Balance Summary Customer Statement Report Customer Statement Scheduler Reports Customer Deposits Reports These reports are discussed below.

Accounts Receivable Report



The Accounts Receivable report will display your current and aged accounts receivable. When you click on the report name, the Reports Settings & Preferences window will open to allow to you select report filter criteria.

ort Settings & Preferences	
Accounts Receivable Report	Run Report
What time frame should the report reflect?	All invoice dates
How should the aging schedule be shown?	30 days 60 days 90 days
Should the report be filtered by sales rep?	Brandon Dave H Dealer Choice Admin Debbie F
Should the report be filtered to specific customers or vendors?	
Sort by oldest due date?	
Include Unapplied Credits?	
Should the report reflect paid or unpaid invoices?	▼
Display Contact Details?	Hide Customer Contact Detail 🔻
Show Report Details?	Show Detail View 🔻
Add this report to your saved reports?	

Accounts Receivable Report Options

What time frame should the report reflect	Click on the drop down selection arrow in this					
what time frame should the report reflect	input field to select the time frame filter.					
	The defaults from the Business Cycle Settings					
	window will be displayed in the aging windows.					
	You can change the aging schedule in the Report					
How should the aging schedule be shown	Options window to run the report with your new					
	aging schedule. Changing the aging days in the					
	Report Options window will not change your					
	defaults as defined in the Business Cycle Settings					

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	window.
Should the report be filtered by sales rep	You can filter the AR report by sales rep. When a sales rep or sales reps are selected, the AR report will only show proposals where those sales reps are defined in the Sales Rep field on the Project info tab of the proposal. By default, you do not have to select a sales rep name, all proposals will be evaluated.
Should the report be filtered to specific customers or vendors	You can filter the AR report to specific customers or vendors. Enter the first few characters of the customer or vendor name and any matches in your database will be presented. Select the desired names from the list.
Should the report reflect paid or unpaid invoices	The default is to show all invoices for the selected time frame. You can filter the report by selecting 'Paid' or 'Unpaid' invoices from the drop down selection arrow.
Display Contact Details	The default is to hide the contact details. If you change this filter option to 'Show Contact Details' then the AR report will include the contact information that was selected in the Contact field on the Project Info tab on proposals. If no contact information was selected on the proposals then the 'Show Contact Details' option will have no effect.
Show Reports Details	You can choose to display the report is Detail View mode or Simple View mode. Detail mode will display all report details. Simple View mode will display the report in condensed mode. To see report detail run the report again and select Detail View mode.
Add this report to your saved reports	If you use the same report filter criteria regularly, you can save the report options with this option. After selecting your report criteria, click on this check box and you will be prompted to enter a report name. Enter a name for your report and then click on the Run Report button. The report will run using the selected filters and Your report name will be saved in the My Saved Reports menu options under Reports. To run your saved AR report, click on My Saved Reports and then click on the name you gave your report and the report will run immediately without displaying the Report Options window. Saved Reports cannot be



edited. They must be deleted and re-created. To		
delete an existing saved report, click on the report		
name in My Saved Reports. The report results		
will be displayed. Then click on the [Update		
Report Settings] link to open the Saved Report		
report options window. Click on the Delete		
Report button and the Saved Report name will be		
removed from the My Saved Reports menu.		

When running the Accounts Receivable report for year-end totals, use the Specific Date Range time frame option. After selecting this option, enter December 31, YYYY (the 4 digit year that you are working on closing) in the To field. Do not enter any date in the From field, leave that field blank. By using only the To date, all invoices dates on or before December 31 will be evaluated for inclusion on the repot.

The following image displays an Accounts Receivable report run in Simple View mode.

Accounts Receiva dated this year, : <- Back to Report Na	2017	Ipdate Report Setti	ngs]					
Invoice No.	Date	Due Date	Orig Amt	Balance	Current	30 Days	60 Days	90 Day
Dealer Choice Systems	2							
			\$596.25	\$596.25				\$596.2
Test Customer			Amount	Balance	Current	30 Days	60 Days	90 Day
			\$13,294.02	\$11,294.68				\$11,294.6
Test Customer I			Amount	Balance	Current	30 Days	60 Days	90 Da
			\$140.26	\$40.26				\$40.2
<u>Texas Customer</u>			Amount	Balance	Current	30 Days	60 Days	90 Da
			\$1,402.13	\$1,402.13			\$1,402.13	
			\$15,432.66	\$13,333.32	\$0.00	\$0.00	\$1,402.13	\$11,931.1

The following image displays an Accounts Receivable report run in Detail View mode. The image below is truncated because the report data is too large to fit into a single screen image.



Accounts Receivat	ole Report [Upg	date Report Setti	ngs]					
dated this year, 2	2017							
<- Back to Report Na	vigator 🍯 💌							
Invoice No.	Date	Due Date	Orig Amt	Balance	Current	30 Days	60 Days	90 Day
<u>ealer Choice Systems</u>								
Proposal: <u>5657</u> - Sam	ple Proposal							
<u>3873</u>	03/09/2017	04/08/2017	\$596.25	\$596.25				\$596.2
			\$596.25	\$596.25				\$596.2
est Customer			Amount	Balance	Current	30 Days	60 Days	90 Day
Proposal: <u>5626</u> - Sam <u>3866</u>	ple Proposal 01/09/2017	01/19/2017	\$2,888.32	\$2,888.32				\$2,888.3
Proposal: <u>5630</u> - User <u>3868</u>	Documentation 02/13/2017	02/23/2017	\$0.00	\$0.00				
Proposal: <u>5647</u> - PO S <u>3870</u>	eed Number 02/13/2017	02/23/2017	\$1,949.34	\$0.00				
Proposal: <u>5649</u> - Venc <u>3871</u>	lor Credit as AR payr 02/14/2017	nent 02/24/2017	\$1,490.64	\$1,440.64				\$1,440.6
Proposal: <u>5651</u> - venc <u>3872</u> <u>3878</u>	lor credit process 02/16/2017 04/04/2017	02/26/2017 04/14/2017	\$3,180.00 \$3,785.72	\$3,180.00 \$3,785.72				\$3,180.0 \$3,785.7
			\$13,294.02	\$11,294.68				\$11,294.6
est Customer I			Amount	Balance	Current	30 Days	60 Days	90 Day
Proposal: <u>5639</u> - Depo <u>3867</u>	osits 02/06/2017	03/08/2017	\$140.26 \$140.26	\$40.26 \$40.26				\$40.2 \$40.2
exas Customer			Amount	Balance	Current	30 Days	60 Days	90 Day
Proposal: 5668 - Invo	ice Delete Test			23.3.100	ounone	0000,0	00 20,5	55.54,
3880 3879	04/04/2017 04/04/2017	05/04/2017 05/04/2017	\$0.00 \$1,402.13	\$0.00 \$1,402.13			\$1,402.13	
<u>`</u>			\$1,402.13	\$1,402.13			\$1,402.13	

This report can be printed as a PDF. Click on the print icon at the top of the report.

This report can be exported to an Excel document. Click on the export icon at the top of the report.

Accounts Receivable Reconciliation Report

The Accounts Receivable Reconciliation report identifies invoices with a remaining balance and if after reviewing the report data, you may elect to write the AR balance off to a clearing account, a doubtful allowance account, or another account of your choosing. This report will

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help you identify invoices with balances that you may not be able to collect and allow you to write the balance off to clear the outstanding Accounts Receivable amount.

Click on the Accounts Receivable Reconciliation menu option and the AR Reconciliation report settings window will open.

R	Report Settings & Preferences							
	Accounts Receivable Reconciliation	Run Report	^					
	What is the maximum outstanding A/R amount to reconcile?	250.00						
	Should the report be filtered to specific customers or vendors?							
	Require at least 1 payment against invoice in order to reconcile?							
	Add this report to your saved reports?							

Accounts Receivable Reconciliation Report Settings

What is the maximum outstanding A/R amount to reconcile	The default for this report is \$250.00. The amount entered here is the maximum balance amount that the report will display results for. Any invoices with a balance over \$250.00 will not be displayed.
Should the report be filtered to specific customers or vendors	You can filter the report for specific customers or vendors. Enter the first few characters of the customer of vendor name and any matches in your database will be displayed. Select the appropriate name from the list displayed.
Require at least 1 payment against invoice to reconcile	With this check box checked, the report will only display invoices where at least one payment has been received, yet a balance remains. If you un- check this option, your report will include all invoices that are below the maximum outstanding amount entered.
Add this report to your saved reports	This option allows you to save your report filter criteria so you do not have to enter it every time you run this report. Your report name will be saved in the My Saved Reports menu and can be run from there.



Welcome Dealer Choice Admin!

	Reco	onciliation Account: 999 - C	Clearing Account 🛛 오 🛛 Dati	e:Jun ▼ 26 ▼ 2	017
Invoice No.	Invoice Date	Due Date	Net Invoiced	Received	Balanc
BC					
Invoice TST-3613	02/11/2015	03/13/2015	\$11,465.36	\$11,359.36	\$106.0
lew Test Customer					
Invoice 3739	12/21/2015	01/20/2016	\$0.00	\$50.00	(\$50.0
Invoice 3786	03/30/2016	04/29/2016	\$318.00	\$400.00	(\$82.0
Invoice 3765	01/12/2016	02/11/2016	\$159.00	\$259.00	(\$100.0
est Customer					
Invoice 3857	11/21/2016	12/01/2016	\$94.80	\$20.00	\$74.;
Invoice 3776	01/27/2016	02/06/2016	\$117.96	\$20.00	\$97.
Invoice 3796	05/25/2016	06/04/2016	\$1,000.00	\$1,010.00	(\$10.0
Invoice 3853	11/02/2016	11/12/2016	\$662.50	\$580.00	\$82.
Invoice 3589	09/02/2014	09/12/2014	\$453.15	\$253.00	\$200.

The report above was generated by entering \$30.00 in the maximum outstanding A/R amount filter. As you can see, only invoices with an outstanding amount of \$30.00 or less will be displayed.

If any invoices are found that meet the search criteria it will be displayed in the report window. Each invoice listed has a check box to the left on the invoice number and all invoices are selected for reconciliation by default. The invoice number displayed is a link to the actual invoice. You can click on the invoice number in the report to review the invoice Receipt Log details to help you decide if you are going to reconcile the outstanding AR balance.

After reviewing the invoices on the report, make sure to un-check any invoices that you do not want reconciled. Only the invoices that are checked will be reconciled.

You can select the appropriate account to write the balances off to by selecting the desired account in the Reconciliation Account selection box at the top of the report window. Review and verify that the correct Reconciliation Account has been selected in the Reconciliation Account selection box.

You can select the transaction posting date as well by setting the appropriate date in the Date selection box.

After you have made your selections, click on the Perform Reconciliation button to complete the process. Each selected invoice will be balanced to zero.

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If you wish to reverse the reconciliation, click on the invoice on the Receivables tab of the proposal it was created on and then click on the Receipt Log tab. You will see the Auto Reconciled record which cleared the balance. You will see an icon to the left of the Auto Reconciliation record that has a red "x" on it. This icon allows you to reverse the reconciliation. Once the Auto Reconciliation has been removed the outstanding balance will be returned to the invoice balance.

Customer In 🗊 🖧 🐝 😤	voice : 2010	-529	
Invoice Details	Receive Payment	Receipt Log	
This invoice has	d 2 receipts agains s been paid in full.		
Check No.	Receipt D	ate Account	Receipt Amount
	6/10/2010) Cash - Checking Acc	ount \$452.00
2323			
2323 🔀 [AUTO RECONCI	14 H	Clearing Account	\$0.27

Cash Receipts Report

This report shows the receipts received from your customers and itemizes those receipts against their respective invoices. The Cash Receipts report can be printed or exported to a spreadsheet.

Click on the Cash Reports Report menu item to open the Report Settings window, which allows you to filter your report results.



Report	Report Settings & Preferences						
Ca	ash Receipts Report	Run Report	Î				
	What time frame should the report reflect?	Today 🔻					
	Show Invoice Detail?	Show Detail View 🔻					
	Should the report be filtered to specific customers or vendors?						
	Add this report to your saved reports?						
			•				

Cash Receipts Report Filters

What time frame should the report reflect	Select the time frame that the report will reflect results for.
Show Invoice Detail	Select Simple View or Detail View mode. In Simple View mode, only the check numbers and amounts received will be displayed. In Detail View mode, the invoice number that the payment was received against will also be displayed. The invoice number is a link to the actual invoice. You can click on the invoice number to open the invoice.
Should the report be filtered to specific customers or vendors	Enter the first few characters of the customer or vendor name and any matches in your database will be displayed. Select the desired name from the list presented and the report will be filtered to show only cash receipts from that customer or vendor.
Add this report to your saved reports	Use this option to give you report filter options a name and the report name will be saved in My Reports. You can then just click on the saved name to run the report with having to enter any filter criteria.

Click on the Run Report button to display the report, as shown below. This example shows the Cash Receipts report in Simple View mode.



Cash Receipts Report <u>[Update Repo</u> rt <u>Strate Report Navigator</u>			
Customer	Check No.	Receipt Date	Receipt Amoun
fest Customer			
	444	02/13/2017	\$1,949.3
	<u>58</u>	02/14/2017	\$50.00
			\$1,999.34
fest1	<u>4567</u>	03/09/2017	\$500.0
			\$500.00

This report can be printed as a PDF. Click on the print icon at the top of the report.

This report can be exported to an Excel document. Click on the export icon at the top of the report.

Cash Flow Expectations Report

This report calculates your expected cash flow based on factors such as your customers average days to pay. This report will identify your anticipated receipts down to the day.

Click on the Cash Flow Expectations menu item to open the report settings window, which allows you to filter your results.



port Settings & Preferences	-
Cash Flow Expectations Report	Run Report
Should the report be filtered to specific customers or vendors?	
When should the report start tracking cash expectations?	Jun 🔻 27 🔻 2017
How should the expectation schedule be broken down?	15 days 🔻
Show Report Details?	Show Detail View 🔻
Add this report to your saved reports?	

Cash Flow Expectations Report Filters

Should the report be filtered to specific vendors	Enter the first few characters of the vendor name and any matches in your database will be displayed. Select the desired vendor name from the list.
When should the report start tracking cash	Select the date that you would like the report to
expectations?	start.
How should the expectations schedule be broken	Choose how you would like the report to be
down?	broken down.
Show Report Details	Select either Simple View or Detail View. In Simple view, only the customer's name and total balance amount will appear in the report results. In Detail view mode, the customer's name, proposal number and invoice number will be displayed as well as the balance amount due for each.
Add this report to your saved reports	Use this option to give you report filter options a name and the report name will be saved in My Reports. You can then just click on the saved name to run the report with having to enter any filter criteria.

After setting your report filters, click on the Run Report button to generate the report. An example of the Cash Flow Expectations Report in detailed view is shown below.

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Cash Flow Exp	1		e Report Setting	<u>18</u>]				
Invoice No.	Invoice Date	Due Date	Expected	Past	07/12/17	07/27/17	08/11/17	Futur
ABC								
<u>TST-3613</u>	02/11/2015	03/13/2015	03/13/2015	\$106.00 \$106.00				
Test Cust III								
<u>3708</u>	12/07/2015	12/17/2015	12/17/2015	\$5,263.16				
<u>3746</u>	12/22/2015	01/01/2016	01/01/2016	\$461.30 \$5,724.46				
				\$5,830.46				

This report can be printed as a PDF. Click on the print icon at the top of the report.

Customer Balance Summary

This report shows the current balance of each of your customers. The report can be expanded to show balance trends for a given customer.

Click on the Customer Balance Summary menu item to open the Report Settings window, which allows you to filter your report results.

Report Settings & Preferences	_ X
Customer Balance Report	Run Report
What time frame should the report reflect?	All dates •
Should the report be filtered to specific customers?	
Show Report Details?	Show Detail View 🔻
Add this report to your saved reports?	

Customer Balance Summary Filters

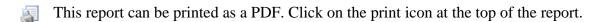
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	results for.
Should the report be filtered to specific customers	Enter the first few characters of the customer name and any matches in your database will be displayed. Select the desired customer name from the list.
Show Report Details	Select either Simple View or Detail View. In Simple view, only the customer's name and total balance amount will appear in the report results. In Detail view mode, the customer's name, proposal number and invoice number will be displayed as well as the balance amount due for each.
Add this report to your saved reports	Use this option to give you report filter options a name and the report name will be saved in My Reports. You can then just click on the saved name to run the report with having to enter any filter criteria.

After setting your report filters, click on the Run Report button to generate the report. An example of the Customer Balance Summary in detail view is shown below.

Customer Balance Repo	rt [Update Report Setting	<u>s]</u>		
<- Back to Report Navigator	<u>i</u>			
Date	Туре	Due Date	Amount	Balan
Test Customer				
Proposal: 5651 - vendor	credit process			
2017-04-04	Invoice 3878	04/14/2017	\$3,785.72	\$3,785.7
Total for Test Customer			\$3,785.72	\$3,785.7
Texas Customer				
Proposal: 5668 - Invoice	Delete Test			
2017-04-04	<u>Invoice 3879</u>	05/04/2017	\$1,402.13	\$1,402.1
Total for Texas Customer			\$1,402.13	\$1,402.1
Total Customer Balan	6		\$5,187.85	\$5,187.8





Customer Statement Report

The Customer Statement report allows you to print a report showing your customers account activity. This report can be sent to your customers so they can see their business activity with your company.

Click on the Customer Statement menu item to open the Report Settings window which allows you to filter your report results.

Report Settings & Preferences		
Customer Statement Report	Run Report	
What time frame should the report reflect?	All invoice dates	
How should the aging schedule be shown?	30 days 60 days 90 days	
Should the report be filtered by sales rep?	Brandon Dave H Dealer Choice Admin Debbie F	
Should the report be filtered to specific customers or vendors?		
Should the report reflect paid or unpaid invoices?	▼	
Display Contact Details?	Hide Customer Contact Detail 🔻	
Show Report Details?	Show Detail View 🔻	
Add this report to your saved reports?		
L		

Customer Statement Filters

What time frame should the report reflect	Select the time frame that you want to report to cover
How should the aging be shown	Select the aging schedule that you want the report to be shown in. By default the fields are populated with your aging schedule defined in your Business Cycle Settings.
Should the report be filtered by sales rep	You can run the report by sales rep. Any

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	proposals that have the selected sales rep name set on the Project Info tab in the Sales Rep field will be considered in this report.
Should the report be filtered to specific customers or vendors	You can select to filter the report by specific customers or vendors. Enter the first few characters of the customer or vendor name and select the entry from the list displayed.
Should the report reflect paid or unpaid invoices	You can select to run the report to show paid invoices, unpaid invoices or both. To show both paid and unpaid invoices, leave this field blank.
Display contact details	You can choose to hide or show the customer's contact details.
Show Report Details	In Simple View mode, only the proposal number and description will be displayed as well as the invoice number and totals. In Detail View mode, the report will also display any payments (check numbers) and credits that have been applied to invoices.
Add this report to your saved reports	You can save your report with the filter options you have selected with this option. The report name you enter will appear in your My Saved Reports menu item under the Reports menu.

After setting your report filters, click on the Run Report button to generate the report. An example of the Customer Statement report is shown below.

Invoice No.	Date	Due Date	Orig Amt	Payments	Balance	Current	30 Days	60 Days	90 Day
BC Customer									
Schedule									
Proposal: <u>2018-1009</u> - To	esting								
<u>2018-1033</u>	6/20/2018	6/20/2018	\$4,240.27		\$4,240.27				\$4,240.
<u>2018-1039</u>	7/09/2018	7/09/2018	\$4,240.27		\$4,240.27				\$4,240.
			\$8,480.54	\$0.00	\$8,480.54				\$8,480.5
rand New Customer									
			Amount	Payments	Balance	Current	30 Days	60 Days	90 Day

Customer Statements reports can be printed or saved to a local disk drive to be mailed or emailed to your customers.

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This report can be printed as a PDF. Click on the print icon at the top of the report.

Customer Statement Scheduler

Customer statements can be scheduled to be sent via email or fax on a regular basis from the Customer Statement report. This is a permission based function in Dealer Choice. Permission settings can be found in System > System Configuration > Users and Groups. The Customer Statement Scheduler permission is listed under Reports as shown below.

Edit User : Test User	_ X					
User Info Permissions Resources						
User Permissions						
Please check the desired permissions for Test U	Iser and click 'Save Permissions' below.					
Accounting						
Customers						
🕒 Customer Credits						
🗄 Customer Receivables						
🗄 Project Management						
🗄 Proposals						
🗄 Purchase Orders						
Reports						
Check All						
Customers & Receivables Reports						
Accounts Receivable	Cash Flow Expectations					
Accounts Receivable Reconciliation	Customer Balance					
Cash Receipts	Customer Statement					
Customer Deposits	Customer Statement Scheduler					
Accounts Payable	Purchase Order					

Lusers must log out and log back into Dealer Choice before permission changes take effect.

To access the Customer Scheduler, you must first run the Customer Statement report. In the report window, there is a new "Schedule" column added under each customer name and there is a new icon called "Schedule Detail".

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<- Back to Report Nav	· · · · · · · · · · · · · · · · · · ·	<u>Report Settings]</u>							
Invoice No.	Date	Due Date	Orig Amt	Payments	Balance	Current	30 Days	60 Days	90 Days
Schedule	Testing								
Schedule	Testing 6/20/2018	6/20/2018	\$4,240.27		\$4,240.27				\$4,240.27
Proposal: <u>2018-1009</u> -	-	6/20/2018 7/09/2018	\$4,240.27 \$4,240.27		\$4,240.27 \$4,240.27				\$4,240.27 \$4,240.27

Schedule (check box)	This check box is for selecting customers that you wish to schedule regular statements for. After selecting at least one customer on the report, you may then click on the Schedule Detail icon to select the details for statements you would like to send.
Schedule Detail Icon	Once customers have been selected, they will appear in a new window when this icon is clicked. This is where you will set the scheduling details for each selected customer.

If a Schedule check box is checked and grayed out, then that customer is already on the schedule. Customers can be removed from the Schedule Detail view (icon).

A Statements cannot be scheduled for Vendors that may appear on the report.

Setting up the Statement Scheduler

To set up the scheduling details, click the Schedule check box under the customer name(s), and then click on the Schedule Details icon. The selected customers and schedule controls will be displayed in the Schedule Detail window.



Cust	omer Statement Scheduler						
	Notification email address:	support@dc-sysllc	.com	Save	Schedule		
Gend Now	Customer	Period	Report Settings	Start Date	Last Sent	Next Send	Remove
	ABC Customer	Weekly •	S	Jul V 11 V 2018	07/15/2019	07/24/2019	
	Florida Customer	Quarterly v		Jul V 11 V 2019	07/11/2019	07/18/2019	
	New Customer	Monthly •		Jul 🔻 11 🔻 2019	07/11/2019	08/12/2019	
	Test Customer	Bi-monthly ▼		Jul 🔻 11 🔻 2019	07/11/2019	09/11/2019	

Notification email address input field	Enter the email that you would like a copy of
rouneuron eman address input nera	all automated statements to be sent to. This
	input field can also be found in System
	Configurations.
Save Schedule button	This is to save any changes made on the
Save Selicatile Sutton	scheduler.
Send Now check box	This box should be checked if you would like
	the statement to send now.
Customer Name column	These are all of the customers who have
	customer statements scheduled to be sent.
Period selection dropdown	Select how often you would like statements to
	be sent.
Delivery Settings icon	This is where you can select the delivery/print
	options for each individual customer. This
	must be set up for each customer when they are
	first added to the scheduler and can be edited at
	any time through this icon. More information
	on this below.
Start Date selection	This is the first date you would like the
	statement to be sent.
Last Sent column	This is the last date a statement was sent to the
	customer.
Next Send column	This is the next date that a statement will be
	sent to the customer.
Remove check box	This is to remove the customer from the
	scheduler and they will no longer receive
	automatic statements.



The Customer Statements Send Now feature is on a 10 minute loop.

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After any changes are made in the fields listed above, be sure to click on the "Save Schedule" button for the changes to take effect.

If another user is currently in the Customer Scheduler when you open the window, an icon will appear on the upper right corner of the screen. This is to notify you that someone else has the Schedule Detail window open and could possibly be making changes. This does not lock any functions of the Scheduler. Place your mouse over the icon for more detail about which user is actively in the Scheduler.

Custo	mer Statement Scheduler Detail						_ ×	
Customer Statement Scheduler								
			뒄 This mo	dule is currently being acces	ssed 🧲]		
	Notification email address:	Support@dc-sysllo	com	Save	Schedule			
Send Now	Customer	Period	Report Settings	Start Date	Last Sent	Next Send	Remove	
	ABC Customer	Weekly 🔻	<u>_</u>	Jul 🔻 11 🔻 2018	07/15/2019	07/17/2019		
	Brand Now Customor	Wookly T		1 V 11 V 2010	07/15/2010	07/10/2010		

When a customer is added to the Statement Scheduler for the first time, the Delivery Settings icon for that customer will be highlighted in yellow. This is to alert you that delivery settings must be set before the customer can be added to the scheduler.

Custon	ner Statement Scheduler Detail						
Custo	omer Statement Scheduler						
	Notification email address:	Support@dc-sysll	c.com	Save	Schedule		
Send Now	Customer	Period	Delivery Settings	Start Date	Last Sent	Next Send	Remove
	Kansas Customer	Weekly 🔻	<u>a</u>	Jun ▼ 25 ▼ 2019			
	ABC Customer	Quarterly 🔻	<u> </u>	Sep ▼ 22 ▼ 2019	06/25/2019	09/23/2019	
	Florida Customer	Monthly v		Aug 🔻 1 🔻 2019	06/25/2019	08/01/2019	

When you click on the Delivery Settings Icon, a new window will open.



tomer: ABC Customer		Save Preferenc
Delivery Method:	Email •	
Recipient:	Support@dc-sysllc.com	
Subject:	Customer Statement	
Message Body (optional):	Please See Attached.	
What time frame should the report reflect?	All invoice dates	
How should the aging schedule be shown?	30 days 60 days 90 days	
Company Logo:	DCS_Addr_3_jpg.jpg V Print Logo?	
Remit To:	My Company Address Dealer Choice Systems, Inc. P.O. Box 21058 Catonsville, MD 21228	

Delivery Method	Select email or fax
Recipient	Enter an email or phone number you would
	like the statement sent to.
Subject	Enter a subject for the email message that will
	be sent to the customer with their statement.
Message Body	Enter a message body for the email message
	that will be sent to the customer with their
	statement. This is an optional field.
What time frame should the report reflect?	Select the time frame that the report will reflect
	results for.
How should the aging schedule be shown?	Select the aging schedule that you want the
	report to be shown in. By default, the fields are
	populated with your aging schedule defined in
	your Business Cycle Settings.
Company Logo	You can select which company logo you want
	included on your statement if you have
	uploaded multiple logos.
Remit To	Select a remit to address for this customer

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Once you enter your delivery preferences and save them, the yellow highlighting will go away. Set your Period and Start Date then click on the Save Schedule button. Your customer is now added to the scheduler.

Removing a Customer from the Scheduler

A customer can be removed from the Customer Statement Scheduler through the Schedule Detail window. Select the remove check box then click on the Save Schedule button as shown below.

Customer Statement Scheduler Detail								
Cust	omer Statement Scheduler							
	Notification email address: [Support@dc-sysllc	.com	Save	Schedule			
Send Now	Customer	Period	Report Settings	Start Date	Last Sent	Next Send	Remove	
	ABC Customer	Weekly 🔻		Jul 🔻 11 🔻 2018	07/15/2019	07/17/2019		

Now your customer will no longer be on the schedule to receive customer statements from the Customer Statement Scheduler.

The Customer Statement Scheduler will never automatically remove a Customer from its list. You must remove a customer yourself for them to be removed from the Scheduler. Dealer Choice will notify you if a customer statement is set to send but there are no invoices for them in the system currently. You will receive a message in your Dealer Choice Message Box.

Home Customers	Vendors A & D	Proposals Sy:	stem Accounting	Reports Help & Communications	Proposal Number: Go
Welcome, [Logout]	Jen	Messages (1)		Hello Jen!	
Welcome Jen!	Messages				
Customer Statement	Showing 1 - 11 a	f 11 Messages		Page	e1of1 1 OX V
<- Back to Report Navig	<u>From</u>	<u>Recipient</u>	<u>Date</u>	Subject	
The second s	DealerChoice	Jen	7/16/2019 10:36 a	m Customer Statement Schedule	
Invoice No.	DeslerChoice	len	7/10/2010 1·20 nm	Cuctomer Statement Scheduler	or Notice 60 Days 90 Days

This message will include more details as shown below.



essages	
lessage Detail ≤ Back	
	delete mark unread move
Subject: Customer Statement Scheduler Notice From: DealerChoice	Received On: 7/16/2019 10:37 am
Date: 7/16/2019 10:36 am	Received On: 7/16/2019 10:37 and By: Jen
To: Jen	
Hello-	
An active Customer Statement Scheduler report for Cus due to the report being empty.	tomer: Brand New Customer has not been sent
	y time. This is only an informational notice.

Customer Statement Scheduler Report

The Sent log from the Customer Scheduler can be viewed on the Customer Statement Scheduler report. This report can be found under Reports > Customers & Receivables > Customer Statement Scheduler.

Home	Customers	Vendors	A & D	Proposals	System	Accounting	Reports	Help & Commun	nication:	ns	Propo	sal Number:	Go
	_	_	_	_	_		Reports N	lavigator					_
	Welcom						Customer	s & Receivables	•		Accounts Receivable		
	[Logout	1		Message	5		Vendors :	& Payables	÷		Accounts Receivable Reconciliation		
DEALER OH	ICE						Proposals	& Sales	•		Cash Receipts Report		
							Financial		•		Cash Flow Expectations		
Welcome Je	n!						My Saved	l Reports	•		Customer Balance Summary		
							Shared R	eports	•		Customer Statement		
						L					Customer Statement Scheduler		
									_		Customer Deposits		

When you click on the report name, the Reports Settings & Preferences window will open to allow to you to select report filter criteria.



Report Settings & Preferences		
Customer Statement Scheduler	Run Report	
Should the report be filtered to specific customers or vendors?		
What time frame should the report reflect?		

Should the report be filtered to specific customers or vendors?	Enter the first few characters of the customer name and any matches in your database will be displayed. Select the desired customer name from the list.
What time frame should the report reflect?	Select the time frame that the report will reflect results for.

Click on the customer's name to display more details. Running this report can tell you if your statements were sent or if there were any errors. You can also download a copy of the PDF of the statement that was sent to the customer.

	ements sent as of 7/16/2019	<u>Ipdate Report Settings]</u>)				
Sent Date	Recipient	Notification	Method	Period	Status	PDF Report
Customer: ABC	Customer					
Customer: Bran	d New Customer					
7/11/2019 1:40 pm	877-750-7993	test@dc-syslic.com	Fax	Weekly	Error	Not Sent
7/15/2019 11:06 ar	n support@dc-sysllc.com	test@dc-syslic.com	E-mail	Send Now	Error	Not Sent
7/15/2019 11:24 ar	n support@dc-sysllc.com	test@dc-syslic.com	E-mail	Send Now	Error	Not Sent
7/15/2019 11:56 ar	n support@dc-sysllc.com	test@dc-syslic.com	E-mail	Send Now	Success	Download
7/15/2019 12:04 pr	n support@dc-sysllc.com	test@dc-syslic.com	E-mail	Send Now	Success	Download
7/15/2019 12:20 pr	n support@dc-sysllc.com	test@dc-sysllc.com	E-mail	Send Now	Success	Download
7/15/2019 12:26 pr	n support@dc-sysllc.com	test@dc-sysllc.com	E-mail	Send Now	Success	Download
7/16/2019 10:36 ar	n support@dc-sysllc.com	test@dc-sysllc.com	E-mail	Send Now	No Report Data	Not Sent

Sent Date	The date that the statement was processed
Recipient	The email address or fax number that the statement was addressed to
Notification	This is the email address that is set to receive a copy of the statement that was processed

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Method	Shows whether it was emailed or faxed
Period	Shows if this was processed via the send now
	button or if it was queued up via the periods
	column to be sent either weekly, bi-weekly,
	monthly, bi-monthly, or quarterly
Status	This is the success/failure results from the
	statements that were queued up to be
	processed. These are defined below
	Success- Your statement was successfully
	processed by our email server
	Error- Your statement was processed and failed
	No Report Data- Your statement contained no
	data therefore it was not processed
	Success/Notification Error- Your statement
	was successfully processed but the notification
	email failed to send. This can only occur with
	faxes. ** We cannot guarantee that email
	messages and/or faxes are actually received by
	the intended recipient.
PDF Report	Click on this link to download a copy of the
	statement PDF that was sent

Customer Deposits Report

The report will display deposits with a balance remaining. The full deposit amount and the amount remaining will be displayed. This report lists several subtotals which comprise all of the types of transactions that can be included in the Customer Deposits account, including deleted deposits, deposit adjustments and manual journal entries made to the Customer Deposits account. This is necessary for when the report is run with no "From" date and a "To" date so it will match the Balance Sheet - Customer Deposits amount.

Click on the Customer Deposits menu item to open the Report Settings window which allows you to filter your report results.



Customer Deposits Report	Run Report
What time frame should the report reflect?	All dates
Should the report be filtered to specific customers?	
Add this report to your saved reports?	

Customer Deposits Filters

What time frame should the report reflect	Select the time frame that you want to report to cover
Should the report be filtered to specific customers	You can select to filter the report by specific customers. Enter the first few characters of the customer name and select the entry from the list displayed.
Add this report to your saved reports	You can save your report with the filter options you have selected with this option. The report name you enter will appear in your My Saved Reports menu item under the Reports menu.

After setting your report filters, click on the Run Report button to generate the report. An example of the Customer Deposits report is shown below.



Customer Deposits Report <u><- Back to Report Navigator</u>	[Update Report Settings] Deposits Dated	Before 8/22/2018		
Customer Name	Proposal No.	Deposit Date	Amount	Open Balanc
New Customer	<u>2018-1068</u>		\$70.00	\$30.0
	2010 1000		\$70.00	\$30.0
Test Customer			<i><i><i>ϕ</i></i>, 0.00</i>	+0010
	<u>2018-1000</u>		\$200.00	\$59.7
			\$200.00	\$59.7
Total Customer Deposits			\$270.00	\$89.7
DL - Deleted Deposits Total				\$200.0
CR - Deposits Received Total				\$180.2
AR - Applied Deposits Total				(\$140.26
AP - Deposit Refunds Total				\$0.0
AD - Adjustments Total				(\$240.00
GJ - Journal Entries Total				\$0.0
Total				\$89.7



This report can be printed as a PDF. Click on the print icon at the top of the report. This report can be exported to an Excel document. Click on the export icon at the top of the report.

Vendors & Payables Category

Use your mouse to highlight the Vendors & Payables report category to display the available report options.

Home Customers Vendors A & D Proposals System	Accounting	Reports Help & Communica	ions	Pi	roposal Number:	Go
		Reports Navigator				
Welcome, admin	Hello Deale	Customers & Receivables	≁∟			
[Loqout] Messages	nello Deale	Vendors & Payables	•	Accounts Payable		
DEALER CHOICE		Proposals & Sales	•	Cash Requirements		
	_	Financial	•	Cash Disbursements		
Welcome Dealer Choice Admin!		My Saved Reports	•	Vendor Balance Summary		
		Shared Reports	•	Sales Tax Liability		
				Purchase Order Report		
				Vendor Discounting		
	Deale	erChoice, LLC : Engineering Efficien	y I	WIP Reconciliation		
		www.dc-syslic.com		WIP Detail Report		
		Licensed To: DealerChoice (DC75549)		Vendor 1099 Report		
		Version 3.0.4				

The available reports in this category are:

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- Accounts Payable
- Cash Requirements
- Cash Disbursements
- Vendor Balance Summary
- Sales Tax Liability
- Purchase Order Report
- Vendor Discounting
- WIP Reconciliation
- WIP Detail Report
- Vendor 1099 Report

Click on a menu option to run that report.

Accounts Payable Report

This report shows the current and aged accounts payables owed to vendors. After clicking on the Accounts Payable menu option, the Accounts Payable Report settings and preferences window will open. The report settings and preferences window allows you to select your report filters.

Report Settings & Preferences		_ ×
Accounts Payable Report	Run Report	Ĩ
What time frame should the report reflect?	All invoice dates	
How should the aging schedule be shown?	30 days 60 days 90 days	
Should the report be filtered to specific vendors?		
Should the report be filtered to specific proposals?		
Should the report reflect paid or unpaid invoices?	▼	
Which date should the report use to generate its results?	Invoice Date 🔻	
Show Report Details?	Show Detail View 🔻	
Add this report to your saved reports?		

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Accounts Payable Report Filters

What time frame should the report reflect	Select the date range that the report should reflect
	You default aging as set in Business Cycle
How should the aging schedule be shown	Settings is displayed. You can change these
	values.
	Enter the first few characters of the vendor names
	and any matches in your database will be
Should the report be filtered to specific vendors	displayed. Select the appropriate entry from the list
	and the report will be filtered to the selected
	vendor or vendors.
	Enter the first few characters of the proposals
	number and any matches in your database will be
Should the report be filtered to specific proposals	displayed. Select the appropriate entry from the
	list and the report will be filtered to the selected
	proposal or proposals.
	Select whether you want the report to show paid or
Should the report reflect paid or unpaid invoices	unpaid invoices. Leave this field blank to show
	both.
	You can the options to select either the Invoice
Which date should the report use to generate its	Date, Due Date or Receipt Date to be used for
results	evaluating results. The typical date to use here in
	the Invoice Date.
	Select either Detail view or Simple view. In
	Simple view, only the Customer/Vendor name is
Show Report Details	displayed with the totals. In Detail view, the
	customer/vendor name is displayed as well as
	purchase order number and invoice number
	details.
	You can save your report with the filter options
Add this report to your saved reports	you have selected with this option. The report
1 · · · · J · · · · · · · · · · · · · ·	name you enter will appear in your My Saved
	Reports menu item under the Reports menu.

An example of the Accounts Payable Report in detail view is shown below.



Accounts Payabl dated this year <- Back to Report M	- 	<u>Report Settings]</u>						
Invoice No.	Invoice Date	Due Date	Orig Amt	Balance	Current	30 Days	60 Days	90 Days
ABCO Office Furniture	•							
Purchase Order: <u>TST-7</u>	884 - ABCO-Snap - Prop	osal <u>5249</u> - Testi	ng PO open po's rep	ort ticket 60				
<u>3333</u>	03/01/2017	03/23/2017	\$580.00	\$580.00				\$580.0
			\$580.00	\$580.00			-	\$580.00
Test Vendor			Amount	Balance	Current	30 Days	60 Days	90 Days
Purchase Order: <u>TST-8</u>	655 - General Furniture	Sales - Proposal j	5651 - vendor credit	t process				
Credit: <u>555</u>	03/03/2017	03/03/2017	(\$25.00)	\$0.00				
<u>6</u>	02/16/2017	03/03/2017	\$2,500.00	\$0.00				
Purchase Order: <u>2018-</u> :	<u> 123-8481</u> - General Furr	niture Sales - Proj	posal <u>5649</u> - Vendor	Credit as AR payme	nt			
<u>50</u>	02/14/2017	03/01/2017	\$1,125.00	\$1,125.00				\$1,125.0
			\$3,600.00	\$1,125.00			-	\$1,125.00
Payment: <u>3758</u>	2016-12-21			3310.44				
			\$4,180.00	(\$1,605)	\$0.00	\$0.00	\$0.00	\$1,705.00

This report can be printed as a PDF. Click on the print icon at the top of the report.

Cash Requirements Report

This report shows the cash requirements needed to pay outstanding bills and refunds. This report allows you to see how much cash you need on hand to pay your entered vendor invoices and customer refunds. The report displays balances due by the number of days you enter in the schedule filter so you can estimate your cash requirements of these periods.



Repo	ort Settings & Preferences	- X
	Cash Requirements Report	Run Report
	Should the report be filtered to specific vendors?	
	When should the report start tracking cash requirements?	Jun 🔻 27 🔻 2017
	How should the payment schedule be broken down?	15 days ▼ □ Show opportunities to take discounts?
	Show Report Details?	Show Detail View 🔻
	Add this report to your saved reports?	

Cash Requirements Report Filters

	Enter the first few characters of the vendor name
	and any matches in your database will be
Should the report be filtered to specific vendors	presented. Select the appropriate entry from the
	list. The report will be filtered to display results
	for the selected vendor(s).
	Enter the date that you want the report to start with
	to filter the results. Typically this is today's date.
When should the report start tracking cash requirements	The report will display the cash requirements
	starting from this date forward per the schedule
	entered in the filter below.
	Select the number of days, going forward that you
How should the payment schedule be broken down	want to see your cash requirements broken down
	in. Typically this is 15 days. The schedule will
	display the cash requirements for the next 3 15 day
	periods. You can set the schedule to be from 1 to
	30 days.
	Selecting this option will flag invoices that are
Show opportunities to take discounts	eligible for vendor early payment discounts
	The Simple view only lists the vendor name and
	the total amount due, per the schedule entered.
Show Report Details	Detail view mode lists the vendor name, proposal
-	number, invoice number and dates as well as the
	open invoice balance.
Add this report to your sayed reports	Selecting this option allows you to enter a name to
Add this report to your saved reports	save your cash requirements report filter



information and will save this report in your My Saved Reports menu option under the Reports
menu.

After entering your report filter information, click on the Run Report button to generate the report. A sample of the cash requirements report is shown below. This report was filtered to New Test Vendor invoices and a 15 day schedule beginning on January 1, 2016. The cash requirements are displayed for the next 45 days.

Cash Requiremen <u><- Back to Report Na</u>	- 	rt Settings]						
Proposal No.	Invoice No.	Invoice Date	Due Date	Past	01/16/16	01/31/16	02/15/16	Futu
ew test vendor								
Proposal 5520	Invoice: test222222	01/13/2016	01/23/2016			\$400.00		
Proposal 5377	Invoice: 8049	12/21/2015	01/05/2016		\$100.00			
	Invoice: 200-1	03/22/2016	04/01/2016					\$100
Proposal 5349	Invoice: fsdhsfdr	03/02/2016	03/12/2016					\$305
	Invoice: tesetttttt	01/13/2016	01/23/2016			\$450.00		
	Invoice: 123	11/23/2015	12/08/2015	\$50.00				
Proposal 5520	Vendor Deposit: 8098	01/07/2016	01/17/2016			\$100.00		
Proposal 5349	Invoice: 214t123	03/02/2016	03/12/2016					\$279
				\$50.00	\$100.00	\$950.00		\$684.1
				\$50.00	\$100.00	\$950.00		\$684.8

This report can be printed as a PDF. Click on the print icon at the top of the report.

Cash Disbursements Report

This report shows the cash disbursed on a specific date or period of time when invoices are paid or deposits are issued.

After you click on this menu option the Cash Disbursements Report settings window will open allowing you to select your report filters.



Report Settings & Preferences		_ ×
Cash Disbursements Report	Run Report	T
What time frame should the report reflect?	Today 🔻	
Show Invoice Detail?	Show Simple View 🔻	- 11
Should the report be filtered to specific customers or vendors?		
Add this report to your saved reports?		
-		

Cash Disbursements Report Filters

What time frame should the report reflect	Select the date range that you want the report to reflect.
Show Invoice Detail	In Detail view mode you will see the actual check number and invoice number that have been paid during the time frame selected. In Simple view mode you will only see the check number, date and amount.
Should the report be filtered to specific customers or vendors	Enter the first few characters of the customer or vendor name and any entries in your database will be displayed. Select the appropriate entry form the list displayed and the report will be filtered to that customer or vendor.
Add this report to your saved reports	Clicking on this check box will allow you to enter a name for your report and save your report filter criteria. The report name will appear in your My Saved Reports menu under the Reports menu.

Below is an example Cash Disbursements report in detail view mode.



Cash Disbursements Report [Update Report Settings] <u><- Back to Report Navigator</u>				
Payee	Check No.	Check Date	Check Amount	
ABCO Office Furniture	77	03/09/2017	\$399.38	
Test Vendor	<u>76</u>	02/16/2017	\$2,475.00	
Vendor 685	<u>1030</u>	03/09/2017	\$50.00	

This report can be printed as a PDF. Click on the print icon at the top of the report.

This report can be exported to an Excel document. Click on the export icon at the top of the report.

Vendor Balance Summary

This report shows the current balance of each of your vendors. The report can be expanded to show balance trends for a given vendor.

Click on this menu option and the Vendor Balance Report setting window will open to allow you to select your report filter criteria.

Report Settings & Preferences	
Vendor Balance Report	Run Report
What time frame should the report reflect?	All dates •
Should the report be filtered to specific vendors?	
Show Report Details?	Show Detail View 🔻
Add this report to your saved reports?	

Vendor Balance Summary Report Filters

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	Select the time frame from the drop down	
What time frame should the report reflect	selection box or select the 'Specific date range'	
	option to enter your own start and end dates.	
	Enter the first few characters of the vendor name	
Should the report be filtered to specific vendors	and any matches in your database will be	
Should the report be intered to specific vehicles	presented. Select the appropriate entry from the	
	list.	
	In Detail view mode the purchase order numbers,	
	the associated vendor invoice numbers and	
Show Report Details	amounts will be displayed. In Simple view mode,	
	only the total amount due to the vendor will be	
	displayed.	
	Checking this box will allow you to enter a name	
Add this report to your saved reports	for your report and this name will appear in the	
	My Saved Reports menu under the Reports menu.	

The example below shows a Vendor Balance Summary report that has been filtered to show only Herman Miller invoices and the Detail view mode has been selected.

Vendor Balance Report				
<- Back to Report Navigator				
Date	Туре	Due Date	Amount	Balanc
Herman Miller				
Purchase Order: TST-81	63			
2016-03-03	Deposit		(\$200.00)	(\$200.00
2016-03-03	Bill Testing DLH	03/18/2016	\$5,190.24	\$5,190.2
			\$4,990.24	\$4,990.2
Purchase Order: TST-81	64			
2016-09-10	<u>Bill 55</u>	10/10/2016	\$5,190.24	\$5,190.2
Purchase Order: TST-84	04			
2016-11-08	Bill HM-8832	12/08/2016	\$2,100.00	\$2,100.0
Fotal for Herman Miller			\$12,280.48	\$12,280.4
Total Vendor Balance			\$12,280.48	\$12,280.4

This report can be printed as a PDF. Click on the print icon at the top of the report.

Sales Tax Liability Report

This report shows the sales tax liability owed for each of the areas you collect sales tax. This report can be run in Accrual mode or in Cash Basis mode. Accrual Basis will display all invoices

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that have been created for the time frame selected and Cash Basis will only display invoices where payments or deposits have been received in the time frame.

Click on this menu option and the Sales Tax Liability setting window will open to allow you to select your report filter criteria.

ales Tax Liability Report	Run Report
What time frame should the report reflect?	This Month
Generate report according to:	Accrual Basis
Should the report be filtered to a specific state?	Process All States 🔻
Paid By?	
Add this report to your saved reports?	

Sales Tax Liability Report Filters

What time frame should the report reflect	Select a time frame from the list provided or enter
what time frame should the report reflect	a specific date range.
Generate report according to	Select Accrual Basis or Cash Basis.
	Select the State or Provence that the report is to
	display results for. Each tax location that you have
Should the report he filtered to a specific state	defined in your Tax Rules table is available for
Should the report be filtered to a specific state	selection via this filter. There is also the option to
	select all states by selecting the Process All States
	option.
	This will filter the report to check for payments
	received on invoices by the date entered. This
Paid By?	feature works for both the Accrual and Cash Basis
	methods, but is intended for use in Cash Basis
	reporting.
	Checking this option will allow you to enter a
Add this report to your saved reports	name to save your report criteria. The report name
Add this report to your saved reports	will appear under the My Saved Reports menu
	option under Reports.

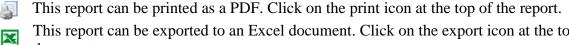


Below is an example of the Sales Tax Liability report run in Accrual Basis. Accrual Basis will display all invoices created within the time frame selected. When the report is run using the Accrual method, The Collected column reports the total sales tax due on the invoice at the time the invoice was created.

Proposals Sales Tax Liabili Invoices dated l		date Report Settin		1'				
<u><- Back to Report</u>	50 R	Total Sale N		Taxable	Rate	Collected	Liability	Install Location
Dealer Choice Syste Catonsville, MD 212								
<u>3873</u> Test Customer Baltimore, MD 2122	03/09/2017 8	\$562.50	\$0.00	\$562.50	6%	\$33.75	\$33.75	Baltimore, MD 21229
<u>3878</u>	04/04/2017	\$3,571.43	\$0.00	\$3,571.43	6%	\$214.29	\$214.29	Baltimore, MD 21228
		\$4,133.93	\$0.00	\$4,133.93		\$248.04	\$248.04	

Below is an example of the Sales Tax Liability report run in Cash Basis. Cash Basis will display only invoices where customer payments or deposits have been received. This example invoice shows that a payment or deposit has been received, but not paid in full since the Liability column is less than the Collected column. The Collected column displays the total tax liability and the Liability column displays the tax liability based on the amount of the payment or deposit received.

Sales Tax Liability Report [Update Report Settings] Payments received between '2017-03-01' and '2017-06-01' <- Back to Report Navigator								
	Invoice Date	Total Sale N	lon-Taxable	Taxable	Rate	Collected	Liability	Install Location
Test Customer I Catonsville, MD 212	28							
	02/06/2017	\$132.32	\$0.00	\$132.32	6%	\$7.94	\$5.66	Catonsville, MD 21228



This report can be exported to an Excel document. Click on the export icon at the top of the report.



Purchase Order Report

This report shows purchase orders that were issued on a specific date or date range. The report can be filtered by Vendor and Sales Rep.

Click on this menu option and the Purchase order Report window will open to allow you to select your report filter criteria

Report Settings & Preferences	
Purchase Order Report	Run Report
What time frame should the report reflect?	Today •
Should the report be filtered to specific vendors?	
Display Open Purchase Orders?	
Should the report be filtered by sales rep?	
Add this report to your saved reports?	

Purchase Order Report Filters

What time frame should this report reflect	Select the time frame that the report is to reflect.
	Type the first few characters vendor name and any
Should the report be filtered to specific vendors	matches in your database will be displayed. Select
	the appropriate entry from the list.
	When this checkbox is selected, the report will
	filter to only show purchase orders where no
	vendor invoices have been received (entered into
Dienlass Onen Dunchage Ordene?	Dealer Choice) against it. If vendor invoices have
Display Open Purchase Orders?	been received against the purchase order, but the
	amount(s) of the invoice is less than the purchase
	order amount, the amount not yet received will
	appear in the Balance column.
	If desired, select a sales rep name from the list and
Should the report he filtered has sales rep	only purchase orders created on proposals where
Should the report be filtered by sales rep	this sales rep is listed as the Sales Rep on the
	Project Info tab will be displayed.



Add this report to your saved reports	Checking this box will allow you to enter a name		
	to save your report criteria. The report name will		
	appear in your My Saved Reports menu under		
	Reports.		

An example of the purchase order report that has been filtered by vendor ABCO is shown below.

		<u>Update Report Settings]</u>				
ABCO Offic	<u>e Furniture</u>			Balance: \$1,024.37	Cost:	\$1,423.7
Proposal: <u>!</u>	5602 : Test Custo	mer			Sales Rep: Dave	
PO No.	Date	Order Cost	Balance	Sell Amount	Profit	GP Marg
8695	04/21/2017	\$625.00	\$625.00	\$781.25	\$156.25	20
		\$625.00	\$625.00	\$781.25	\$156.25	20
						- D T
Proposal: <u>;</u>	5657 : Test1				Sale	s Rep: Tes
Proposal: ! PO No.	5 657 : Test1 Date	Order Cost	Balance	Sell Amount	Sale Profit	
-		Order Cost \$798.75	Balance \$399.37	Sell Amount \$1,066.61		s Rep: Tes GP Marg 25.11

This report can be printed as a PDF. Click on the print icon at the top of the report.

Vendor Discounting Report

This report shows all vendors and their respective discounts, along with discount ID's, effective and expiration dates, and product discounting tiers. You can use this report to help in managing your discounts.



rt Settings & Preferences	
Vendor Discounting Report	Run Report
Should the report be filtered to specific vendors?	
Should the report be filtered to specific customers?	
Search discounts by expiration date?	 Hide expired discounts?
Search by discount ID: Separate multiple discounts by line break	
Show Discount Details?	Show Simple View 🔻
Add this report to your saved reports?	

Vendor Discount Report Filters

Enter the first few characters of the vendor name and any matches in your vendor database will be		
displayed, select the appropriate entry from the list		
and the report will display any discounts on file for		
that vendor.		
Enter the first few characters of the customer's		
name and any entries in your customer database		
will be displayed, select the appropriate entry from		
the list and the report will display any discounts o		
file for that customer.		
Select an expiration date range to filter the report		
to show only those discounts that will expire on		
the date you have selected.		
Enter the discount ID to search for.		
In detail view mode the full discount detail, simpl		
view will only display the discount type, discount		
ID, effective date and expiration date.		
Checking this box will allow you to enter a name		
to save your search criteria. Your report name will		
appear under the My Saved Reports menu option		
under Reports.		



The example below shows the Vendor Discounting report filtered by two vendors. Clicking on the vendor name will allow a pop up box to open where users can edit the discounts from this window.

/endor Discounting Report [Update Report Settings] <- Back to Report Navigator 🚽						
Туре	Discount ID	Effective Date	Expiration Date			
BCO Office Furniture						
Standard Discount (Abco Std)	Std	05/29/2009	12/31/2016			
Customer Discount : A&N Electric Coop TEH	12345	02/19/2015	08/18/2019			
Customer Discount : Test Customer I	850000	10/05/2015	04/03/2016			
eknion Studio						
Standard Discount (ACI Showroom)	403410	10/16/2015	12/15/201			

This report can be printed as a PDF. Click on the print icon at the top of the report.

WIP Reconciliation Report

This report reconciles outstanding Work In Progress against its payables, allowing you to balance any outstanding WIP entries that may exist against a specific payable. Entries in the WIP (Work In Progress) account are made by entering a vendor invoice, vendor deposit, vendor credit or by creating a customer invoice.

The WIP Reconciliation report allows you to identify outstanding balances in your WIP account and if necessary clear the balance from the WIP account to a clearing account or to an account of your choosing.

WIP credits are created when customer invoices are created and when vendor credits are entered. WIP debits are created when you enter a vendor invoice and when you create a vendor deposit.

When the total WIP credits do not match the total WIP debits per purchase order the WIP account becomes out of balance.

Some entries in your WIP Reconciliation report may appear with zero WIP debits and some may appear with zero WIP credits. In most cases these are normal occurrences.

Consider cases where the vendor invoice has been entered (WIP debit) for a purchase order but the customer invoice has not been created yet, so there are no credits to the WIP account for the product on the particular purchase order.

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Likewise, you may create a customer invoice (WIP credit) before the vendor invoices for the product on that invoice have been received and entered. These are cases that do not need to be reconciled because you will either create the customer invoice (WIP credit) or enter the vendor invoice (WIP debit), which will balance the WIP account for that proposal.

In some cases though, there may be a discrepancy between the vendor invoice amount and your purchase order amount. When this occurs, the first thing to do is figure out why there is a discrepancy between the two.

If there are additional costs on the vendor invoice that do not appear on the purchase order, such as freight fees or small orders fees, the purchase order should be edited to include those line items before the invoice is entered. These are legitimate costs that should be reflected on the job. You should then check to see if these charges can be added to the vendors profile (Payment tab in the vendor database), so these charges are not missed during proposal finalization and you have the opportunity to sell these to your customer. At a minimum, your purchase order amount will match the vendor acknowledgement and vendor invoice. If the pricing on your purchase order does not match the vendor acknowledgement and/or vendor invoice, then you should make sure that your electronic catalogs (if applicable) are up to date or that your pricing binders are current.

If differences between the vendor invoice amount and the purchase order amount are not corrected, then you will end up with a balance in your WIP account for this purchase order. These balances can be reconciled (written off) from your WIP account to a clearing account or to another account of your choosing.

Report Settings & Preferences		- 🗵
WIP Reconciliation Report	(Run Report)	
Filter results by timeframe:	All WIP entries	
Display WIP entries with an open balance of up to:		
Filter WIP entries by vendor:		
Filter WIP entries by proposal:		
Add this report to your saved reports?		

Clicking on the WIP Reconciliation menu option will open the WIP Reconciliation setting window will open to allow you to select report filter criteria.

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WIP Reconciliation Report Filters

Filter results by timeframe	Select the desired timeframe from the drop down selection list or enter your own date range by selecting the 'A specific date range' option. This option allows you to enter a 'From' date and a 'To' date.
Display WIP entries with an open balance of up to	Enter the highest amount (open balance) that you want the report to display. The report will display proposals that have an open balance up to and less than the amount entered here.
Filter WIP entries by vendor	To filter the report to specific vendors, enter the first few characters of the vendor name and any matching entries in your vendor database will be displayed. Select the appropriate entry from the list.
Filter WIP entries by proposal	To filter the report to specific proposals, enter the first few characters of the proposal number and any matching entries in your database will be displayed, select the appropriate entry from the list.
Add this report to your saved reports	Checking this box will allow you to enter a name to save your report filter criteria. The report name will appear under the My Saved Reports menu option under Reports.

Below is an example of the WIP Reconciliation report. This report shows you outstanding balances in your WIP account.



	Reconcilia Back to Repor		<u>e Report Settings]</u> Reconciliatio	n Account: 999 - Clea	ring Account 🛛 🖸 D	ate: Jun 🔻 29 🔻	2017
	PO No.	Vendor	Last Entry	WIP Debits	WIP Credits	Reconciled	Balance
ropos	al: <u>5548</u> - Ne	ew Test Customer - Gen	eral Testing				
	<u>8171</u>	New test vendor	03/30/2016	\$0.00	\$160.00	\$0.00	(\$160.00
	<u>8172</u>	New test vendor	03/30/2016	\$0.00	\$100.00	\$0.00	(\$100.00
ropos	al: <u>5639</u> - Te	est Customer I - Deposit	s				
	<u>8400</u>	Knoll, Inc.	02/06/2017	\$0.00	\$132.32	\$0.00	(\$132.32
				\$0.00	\$392.32		(\$392.32)

The example above shows two cases that have no WIP debits which means that no vendor invoices have been entered against these purchase orders. Of course, these should not be reconciled because you have not entered the vendor invoices.

If there is a difference between the WIP Credits amount and the WIP Debits that you do wish to reconcile, select the purchase order by checking the select box to the left of the purchase order number.

Select the account to reconcile the balances to in the Reconciliation Account input field and select the date that the transactions are to be dated in your journal. Click on the Perform Reconciliation button at the bottom of the window to complete the reconciliation. A journal transaction will be created that adjusts the WIP account balance and the selected reconciliation account for the amounts being reconciled.

WIP Detail Report

This report details WIP transactions and balances by project, purchase order and line item. This report helps you identify what is in the WIP account and why.

Clicking on the WIP Detail menu option will open the WIP Detail settings window will open to allow you to select report filter criteria.



Report Settings & Preferences	Report Settings & Preferences							
Work In Progress Report	Run Report							
What time frame sh the report ref								
Should the report filtered to specific propos								
Should the report re paid or unpaid invoi	flect ces?							
Show Report Det	ails? Show Simple View 🔻							
Output Met	hod: Print to Screen 🔻							
Add this repo your saved repo	rt to prts?							
		-						

WIP Detail Report Filters

What time frame should the report reflect	Select the time frame that the report is to reflect
	Enter the first few characters of the proposal
Should the report be filtered to specific proposals	number and any matches in your database will be
should the report be intered to specific proposals	presented. Select the appropriate entry from the
	list.
	Leaving this filter blank will display transactions
	with a zero balance and transactions with an open
Should the report reflect paid or unpaid invoices	balance. Or you can select to display transactions
	with a zero balance or transactions with an open
	balance.
	Running the report in Detail View mode will
Show Report Details	display more information in the report than in
	Simple View mode.
	You can select which output option you wish to
Output Method	use, You can run the report to the Screen, to a PDF
	or to a spreadsheet format.
	Checking this box will allow you to enter an name
Add this report to your sayed reports	to save your report criteria. The name you enter
Add this report to your saved reports	will appear under the My Saved Reports menu
	under Reports.

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Work In Pro dated as of 08 <- Back to Report	50 B		t Settings]					
PO No.	Last Entry	Total Cost	Total Sell	Profit	WIP Debits	WIP Credits	Reconciled	WIP Balanc
Proposal: 2010-1	189 - Test Custome	r 3 - Teknion Panel	Special Import Tes	t				
2010-265	06-24-2010	\$1,501.85	\$1,877.33	\$375.48	\$1,501.85	\$0.00	\$0.00	\$1,501.85
		\$1,501.85	\$1,877.33	\$375.48	\$1,501.85	\$0.00	\$0.00	\$1,501.8
Proposal: 2010-1	192 - Test Custome	r 3 - Customer Cre	dit w/sales tax test					
2010-269	06-22-2010	\$16,030.40	\$20,292.56	\$4,262.16	\$0.00	\$16,030.40	\$0.00	(\$16,030.40
2010-267	06-17-2010	\$1,659.68	\$2,100.96	\$441.28	\$0.00	\$1,025.20	\$0.00	(\$1,025.20
2010-266	06-10-2010	\$16,030.40	\$20,292.56	\$4,262.16	\$0.00	\$16,030.40	\$0.00	(\$16,030.40
		\$16,030.40	\$20,292.56	\$4,262.16	\$0.00	\$33,086.00	\$0.00	(\$33,086.00
		\$17,532.25	\$22,169.89	\$4,637.64	\$1,501.85	\$33,086.00	\$0.00	(\$31,584.15

This report can be printed as a PDF. Click on the print icon at the top of the report.



This report can be exported to an Excel document. Click on the export icon at the top of the report.

The example above displays two proposals in the WIP Detail report, 2010-1189 and 2010-1192. The first proposal listed, proposal 2101-1189 shows that only a single purchase order (2010-265) exists. The cost of the purchase order is \$1,501.85. On proposal 2010-1192 there are three purchase orders (2010-266, 2010-267 and 2010-269). The proposal numbers and purchase order numbers displayed in the report are links to the documents. You can click on the proposal number and purchase order number and the document will open. You can then inspect the document to verify the WIP report information.

WIP Detail Report Columns

This is the proposal number being presented and it
is a link to the actual proposal.
This is the purchase order number be presented
and it is a link to the actual purchase order.
The date that the last WIP transaction affecting the
purchase order data. This could be the date that
the customer invoice was created or the date that a
vendor invoice was entered.
The total cost is the purchase order cost of the
product.
This is the total sell amount of the product on this
purchase order.
This is the difference between the cost and the sell.
WIP debit transactions are created when the

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	vendor invoice for the product on the purchase
	order is entered into and, of course, the WIP
	account is used as the expense account.
WIP Credits	WIP credit transactions are created when the
	customer invoice invoice(s) are created.
Reconciled	If you used the WIP Reconciliation report to write
	off any WIP amount on this proposal, the amount
	reconciled will be displayed here.
WIP Balance	This is the balance remaining in WIP for this
wir Dalaile	proposal.

We will review the data for the proposals displayed in the sample report above.

Proposal 2010-1189 shows one purchase order has been created for which there is WIP account activity. Creating the purchase order does not affect WIP. Entering vendor invoices for product purchased on a purchase order and creating customer invoices create WIP account transactions. The report shows that there are \$1,501.85 in WIP debits. That means that the vendor invoice for the product ordered on this purchase order has been entered. Since the Cost column and the WIP Debits column amount are identical, then we know that the purchase order cost and the vendor invoice amount entered matched. If the purchase order amount and the vendor invoice amount do not match and the vendor invoice is entered with the discrepancy, the WIP account will not balance. When differences between the purchase order amount and the vendor invoice amount, the reason for the difference should be determined and corrected. The purchase order should be amended to match the vendor invoice (If the vendor invoice is correct) so there are no WIP discrepancies. Otherwise, you will have to use the WIP Reconciliation report to clear the WIP balance.

The WIP Credits column shows that there are \$0.00 WIP Credits towards the product on this purchase order so we know that no customer invoice has been created on this proposal.

The WIP balance amount shows the same amount as the WIP Debits column. Once the customer invoice(s) for this proposal are created, the WIP account will be credited for the product being invoiced and the WIP account will be balanced.

Proposal 2010-1192 shows 3 purchase orders that have been created for which there is WIP activity. If we look at the information for purchase order 2010-267, we see that the purchase order cost (Total Cost) amount is \$1,659.68 and that there are no WIP Debits (no vendor invoice has been entered for this purchase order) and the WIP Credits amount is \$1,025.20. There is a \$634.48 difference. This means that some of the product (\$634.48 worth) has not been invoiced to the customer yet. The image below shows the proposal details with the line item that has not yet been invoiced.

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Proj	ect Info De	esign Install	Item Details Purchase Orders	Receivables I	Payables	File Vault	Service & Punch	Ledger
	wing 1 - 4 of		Proposal 2010-1192. . 🏤 🤹 😰 🔊 🚭					
	Qty	Item No.	Item Descr.	Item Cost	i Iter	n Sell	Ext Sell	GP
-	Line 1 : KI	: Sample KI Produ	ct					•
Г	344	IWC18	FE INTELLECT WAVE CANTILEVER CHAIR,LARGE	\$46.60	\$	58.99	\$20,292.56	21 %
	Line 2 : KI	: Sample KI Produ	ct					4
	344	IWC18	FE INTELLECT WAVE CANTILEVER CHAIR,LARGE	\$46.60	\$	58.99	\$20,292.56	21 %
	Line 3 : KI	: Sample KI Produ	:t					4
	22	IWC18	FE INTELLECT WAVE CANTILEVER CHAIR,LARGE	\$46.60	\$	58.99	\$1,297.78	21 %
	Line 4 : KI	: Sample KI Produ	:t					4
	14	IW418	FE INTELLECT WAVE 4-LEG CHAIR,LARGE	\$45.32	S	57.37	\$803.18	21 %
	#73)		CONTRACTOR .	343.32		57.57	\$000.10	21

The line item above that has not been invoice has a cost of \$45.32 and a quantity of 14 which makes the difference in the WIP Credits of \$634.48. Once this line item is invoiced the WIP credits will match the Total Cost for this purchase order.

The other key point to note on this proposal is that there are no WIP Debits meaning that no vendor invoices have been entered for the purchase orders on this proposal. Once the vendor invoices are entered for the purchase orders on this proposal, the WIP Debits column will reflect those invoice amounts.

Vendor 1099 Report

This report identifies payments you have made to your 1099 vendors and allows you to generate 1099 reports.

Clicking on the Vendor 1099 report menu option will open the Vendor 1099 report settings window will open to allow you to select report filter criteria.

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Report Settings & Preferences		_ X
Vendor 1099 Report	Run Report	Î
Filtered to specific vendors? Vendor 1099 flag must be set		
What time frame should the report reflect?	Payments dated this year T	
Add this report to your saved reports?		

Vendor 1099 Report Filters	
Filtered to specific vendors	Enter the first few characters of the vendor name and any matches in your database will be presented. Select the appropriate entry from the list. This option is for printing a 1099 form for a specific 1099 vendor.
What time frame should the report reflect	Select the timeframe that you wish to generate 1099 reports for.
Add this report to your saved reports	Checking this box will allow you to enter a name to save your report criteria. The name you enter here will appear under the My Saved Reports menu option under Reports.

Welcome Dealer Choice Admin!					
Vendor 1099 Report [Update <u><- Back to Report Navigator</u>	Report Settings]				
Payments dated last year, 2016			Your Fed	eral ID Number: 📃	
Vendor			Ta	x ID	Payment Amount
20-20 Technologies - 550 3 Mile Road	Grand Rapids, MI 4954	4			\$1,200.00
Review & Print IRS Form 1099-	MISC for 20-20 Techno	logies			
1 - Rents 2 - Royalties	3 - Other income	4 - Federal inco	5 - Fishing boat	6 - Medical and	
7 - Nonemployee 8 - Substitute	9 - Payer made d	10 - Crop insura	11/12	13 - Excess gold	
14 - Gross proce 15a - Section 4	0 15b - Section 40	16 - State tax w	17 - State/Payer	18 - State income	
Vendor Account No.	2nd TIN not.		CORRECTED		

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- This report can be printed as a PDF. Click on the print icon at the top of the report.
- This report can be exported to an Excel document. Click on the export icon at the top of the report.

Proposals & Sales Category

To run and view reports related to proposals and sales, highlight the Proposal & Sales menu option under Reports.

Home	Customers	Vendors	A & D	Proposals	System	Accounting	Reports	Help & Comr	nunication:	s	Pr	oposal Number:	Go
_							Report	s Navigator		-			
	Welcome				1	Hello Deale	Custor	ners & Receivables	•				
	[Logout]			Messages		Tello Deale	Vendo	rs & Payables	• •				
DEALER CH	DICE			-			Propo:	als & Sales	•		Project Status Reports		
							Financ	al	•		Backlog Report		
Welcome D	ealer Choice A	lmin!					My Sa	ed Reports	•		Invoiced Sales Summary		
							Shared	l Reports	•		Bookings Report Summary		
											Product Sales Report		
											Job Costing Report		
						Dea	erChoice I	LC : Engineering E	ficiency		Commissions Report		
						200		w.dc-syslic.com			Commissions Paid Report		
							Licensed Ti	· DealerChoice (D.07654	ຄາ				

The reports available in this category are:

- Project Status Report
- Backlog Report
- Invoiced Sales Summary
- Bookings Report Summary
- Product Sales Report
- Job Costing Report
- Commissions Report
- Commissions Paid Report

Click on any of the report names to run that report.

Project Status Report

This report tracks all proposals once they have been booked. It contains shipping & delivery information and allows you to record acknowledgment information. This report displays all purchase orders that you have created in Dealer Choice as well as acknowledgement and proposal notes information.



rt Settings & Preferences	
Project Status Report	Run Report
Should the report be filtered to specific proposals?	
Should the report be filtered to specific customers?	
Should the report be filtered by proposal status?	Booked but not yet complete
Show work order lines as unacknowledged?	
Should the report be filtered by sales rep?	All Sales Reps Brandon Dave H Dealer Choice Admin
Should the report be filtered by sales coordinator?	All Sales Reps All Sa
Should the report be filtered by designer?	All Sales Reps All Sa
Should the report be filtered by project manager?	All Sales Reps Brandon Dave H Dealer Choice Admin
Show Purchase Order Detail?	Show Simple View 🔻
Add this report to your saved reports?	

Project Status Report Options

	To report on a specific proposal or multiple
	proposals, enter the proposal number here and
Should the report he filtered to enacifie proposals	select it from the list, you may enter multiple
Should the report be filtered to specific proposals	proposal numbers (one at a time) and select each
	from the list presented. The report will be filtered
	to show results for only the selected proposals.
	You can filter the report to display results by
	customer, enter the first few characters of the
Should the report be filtered to specific customers	customer name and any matches in your database
	will be displayed. Select the appropriate entry
	from the list. You can select multiple customers

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	(one at a time).
Should the report be filtered by proposal status	Select a proposal status from the drop down selection list to filter the report by proposal status.
Show work order lines as unacknowledged	Check this box if you want to see any work order line items to appear as unacknowledged. The default report will not display work order line items.
Should the report be filtered by sales rep	You can filter the report by specific sales reps by selecting those names here.
Should the report be filtered by sales coordinator	You can filter the report by specific sales coordinators by selecting those names here.
Should the report be filtered by designer	You can filter the report by specific designers by selecting those names here.
Should the report be filtered by project manager	You can filter the report by specific project managers by selecting those names here.
Show Purchase Order Detail	In Detail View mode, purchase order information will be displayed, in Simple View mode, purchase orders will appear are links in the report and you must click on the link to view the purchase order information.
Add this report to your saved reports	Clicking this box will allow you to enter a name to save your report criteria. This name will appear in the My Saved Reports menu option under Reports.

The Project Status report shown below, was run in Detail View mode. You can see the purchase order information is displayed with any acknowledgement information that had been entered. As you can see, punch list purchase orders appear highlighted in yellow so they are easily identified.



'elcome Dealer C	hoice Admin!						
Project Statu	s Report [Up	date Report Settings]					
<- Back to	Report Navigator						
Proposal No.	Customer			T	Taskall, Calcul Tas		Invoice
Sales Rep: Test		Project Description		Taryet	Install Sched Ins	tan Project Milyr	Invoice
Sales Kep. Test	Test					Dealer Choice	
<u>5120</u>	Customer	Sample Proposal			05/01/2015		
[<u>new note</u>]							
😑 <u>1 Purchase</u> (Order						
	Product or Servi	re					
PO No.		Order Date	Ack No.	Ship Date	Receive Date	Shipping To	
5	c: R&B Expansion L	-				T 10 1	
7768		03/07/2014 2:51 pm				Test Customer	
	Test						
<u>5181</u>	Customer	Add Freight To PO Test					
[<u>new note</u>]							
😑 <u>3 Purchase (</u>	Orders (1 Punchlis	t PO)					
-	Product or Servi						
PO No.		Order Date	Ack No.	Ship Date	Receive Date	Shipping To	_
📝 Invincible f	- - - - - - - - - - - - - - - - - - -	Furniture Sales					
7837		10/12/2014 8:03 pm				Test Customer	
5	Furniture: Freight C	-				Test Customer	
<u>7838</u>		10/14/2014 10:04 am				Test Customer	
🖉 Invincible f	- urniture: General I	Furniture Sales					
		10/24/2014 11:25 am	122323			Test Customer	

You can view proposal details from this report. Click on the underlined proposal number to open the View Proposal window. Click on the [view proposal] link and the proposal will open.



Welcome Dealer Ch	oice Admin!							
Project Status <- Back to R	Report [Update Report Se r	ettings]					
Proposal No.	Customer	Project De	scription		Target	Install Sched Ins	stall Project Mngr	Invoiced
Sales Rep: Test U	ser (11)							
5120 Proposal 5120 [9	Test Customer view proposal]	Sample Prop	oosal 💌			05/01/201	Dealer Choice 5 Admin	
Target Install Date Jul ▼ 1 ▼ 20		Actual Install D Jul ▼ 3 ▼						
Mark this pro	posal complet	е.		ck No.	Ship Date	Receive Date	Shipping To	
			Save					
7768		03/07/201	.4 2:51 pm	_			Test Customer	

You can also enter a target install date or an actual install date from this window. When an Actual Install Date is entered, this proposal will also appear on the Install and Delivery Schedule.

When you no longer wish to see a proposal in the Project Status report, check the 'Mark this proposal complete' check box. This will prevent the report form appearing in the report.

Welcome Dealer Cho	ice Admin!								
Project Status F 		odate Report Settings]							
Proposal No.	Customer	Project Description			Target	Install	Sched Inst	all Project Mngr	Invoiced
Sales Rep: Test Use	er (11)								
<u>5120</u> Proposal 5120 [<u>vie</u>	Test Customer w proposal]	Sample Proposal	×				05/01/2015	Dealer Choice Admin	
Target Install Date:	, 	Actual Install Date:							
Mark this prope	osal complete			ck No.	Ship Date	Recei	ve Date	Shipping To	
			Save						
7768		03/07/2014 2:51 pm		_				Test Customer	

You can view proposals that have been marked as complete via the Proposal Status filter



rt Settings & Preferences						
Project Status Report	Run Report					
Should the report be filtered to specific proposals?						
Should the report be filtered to specific customers?						
	[x] Test Customer					
Should the report be filtered by proposal status?	Booked, fully shipped, fully received, not yet invoiced v Booked but not yet complete					
Show work order lines as unacknowledged?	Booked and invoiced but not yet complete Marked complete					
Should the report be filtered by sales rep?	Booked and not yet invoiced Booked but not fully acknowledged Booked, fully acknowledged, not yet invoiced Booked, partially acknowledged, not yet invoiced Booked and only partially shipped					
Should the report be filtered by sales coordinator?	Booked, fully shipped, but not yet received Booked, fully shipped, and partially received Booked, fully shipped, fully received, not yet invoiced Booked, fully shipped, fully received, invoiced in full Partially booked, with lines remaining to be booked					
Should the report be filtered by designer?	Punchlist proposals booked but not yet complete Punchlist proposals not yet booked Punchlist proposals booked but not yet invoiced Proposed, but not yet booked					

You can also enter and edit purchase order acknowledgement data from this report. To the left of each purchase order, you will see the 'Update acknowledgement data' icon.

w	elcom	e Dealer Choi	ice Admin!							
	Proje	ect Status F <u><- Back to Re</u> r	Report [Up port Navigator	late Report Settings]						
	Propo	sal No.	Customer	Project Description		Target	Install Sched I	nstall Proje	ect Mngr	Invoiced
	Sales	Rep: Test Use	er (11)							
	<u>5120</u> [new r	note]	Test Customer	Sample Proposal			05/01/20		r Choice 1	
	<u> </u>	1 Purchase Ord	er							_
		-	duct or Servic						_	
		PO No.		Order Date	Ack No.	Ship Date	Receive Date	Shipping	g 10	
		Teknion Inc: R	&B Expansion D	esking						
		<u>7768</u>		03/07/2014 2:51 pm				Test Cust	tomer	

Update acknowledgement numbers, shipping and receiving dates for this purchase order icon

Click on this icon to enter, update or edit the data.

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elcome Dealer Cl	hoice Admin	!					
Project Status <u><- Back to F</u>	s Report Report Naviga	[<u>Update Report Settings]</u> . tor					
Proposal No.	Custom	er Project Description	n	Target	Install Sched In	stall Project Mngr	Invoic
Sales Rep: Test U	lser (11)						
<u>5120</u> [<u>new note</u>]	Test Custome	r Sample Proposal			05/01/201	Dealer Choice 5 Admin	
<u>1 Purchase O</u>							
PO No.	roduct or S	Order Date	Ack No.	Ship Date	Receive Date	Shipping To	
📝 Teknion Inc.	: R&B Expans	ion Desking					
Enter PO Info	rmation Bel	ow:	×			Test Customer	
 Inset Mode: Laminate, Flush 	sty Panel - 👔	Ack					
51 Laminate, Flush	, FOST	Ship Date: 🔹					
6		Receive Date:					
clear all acknow	vledgement in	fo	Save				
DO Ma		Ouden Date	A ch Ma	Chie Date	Dessive Data	China ina Ta	

You can also update the Proposal, Design or Install notes fields on your proposal from this report. Click on the [new note] link.

Welcon	ne Dealer Cho	ice Admin!							
Pro	ject Status I <- Back to Re	Report [Up port Navigator	date Report Settings]						
Prop	osal No.	Customer	Project Description		Target	Install	Sched Instal	l Project Mngr	Invoiced
Sales	s Rep: Test Use	er (11)							
	<u>note]</u> <u>1 Purchase Ord</u>	Test Customer er	Sample Proposal				05/01/2015	Dealer Choice Admin	
	Vendor / Pro PO No.	oduct or Servio	e Order Date	Ack No.	Ship Date	Receiv	ve Date 🧐	Shipping To	
	Teknion Inc: A	R&B Expansion D	Desking						
	<u>7768</u>		03/07/2014 2:51 pm				1	Fest Customer	

Select the type of note you want to add, enter your text and click on the Save Note button.

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/elcome Dealer C	hoice Admin!		
Project Statu	s Report [Update Report Settings]		
<- Back to	Report Navigator		
Cr	eate A New Proposal Note		
Proposal No.		_	Invoiced
Sales Rep: To	Туре:		
	Proposal Note 🔻		
5120	Note:		
[new note]	Proposal Note Example		
🖃 <u>1 Purcha</u>			
Vendo			
PO No.			
📝 Teknioi	Save Note		
7768			
		•	
E 1 0 1	Customer Add Except To DO Test	h.	

Your proposal will be updated. It will also update on screen so you can see the note.

elcome Dealer Ch	oice Admin!						
Project Status <u><- Back to R</u>	Report [Up eport Navigator	date Report Settings]					
Proposal No.	Customer	Project Description		Target	Install Sched Ins	stall Project Mngr	Invoiced
Sales Rep: Test Us	ser (11)						
<u>5120</u>	Test Customer	Sample Proposal			05/01/201	Dealer Choice 5 Admin	
[new note]							
Proposal Notes Dealer Choice Ad		12:14 pm) - Proposal Note E	xample [<u>edit]</u>				
<u>1 Purchase Or</u>	der						
Vendor / Pi PO No.	oduct or Servio	e Order Date	Ack No.	Ship Date	Receive Date	Shipping To	
📝 Teknion Inc:	R&B Expansion D	Desking					
7768		03/07/2014 2:51 pm				Test Customer	

Backlog Report

This report identifies all proposals and line items that are awaiting specific actions. These actions can include those lines remaining to be invoiced, booked, shipped, etc. The Backlog report is typically used to find proposals containing line items that have not been invoiced. At least one purchase order must exist on a proposal for it to appear on the Backlog report.



Report Settings & Preferences		_ X
Backlog Report	Run Report	^
Should the report be filtered to specific customers?		
Should the report be filtered to specific vendors?		
Should the report be filtered to specific proposals?		
What do you want to show?	Line items remaining to be invoiced	
Include zero sell items?		
Show work order lines as unacknowledged?		
Should the report be filtered by sales rep?	All Sales Reps Brandon Dave H Dealer Choice Admin	
Should the report be filtered by sales coordinator?	All Sales Reps Brandon Dave H Dealer Choice Admin	
Should the report be filtered by designer?	All Sales Reps Brandon Dave H Dealer Choice Admin	
Should the report be filtered by project manager?	All Sales Reps A Brandon Dave H Dealer Choice Admin T	
Show Details?	Show Simple View 🔻	
Add this report to your saved reports?		

Backlog Report Options

Should the report be filtered to specific customers	This report can be filtered to display results for a
	specific customer or customers. Enter the first few
	characters of the customer's name and any
	matches in your database will be displayed. Select
	the appropriate entry from the list.
	This report can be filtered to display results for a
Should the report be filtered to specific vendors	specific vendor or vendors. Enter the first few
	characters of the vendors name and any matches in

DEALER CHOICE SYSTEMS support@dc-sysllc.com (877) 769-1865

	your database will be displayed. Select the appropriate entry from the list.
Should the report be filtered to specific proposals	To run the report for a specific proposal or proposals, enter the first few characters of the proposal number and any matches in your database will be displayed, select the appropriate entry from the list.
What do you want to show	Click on the drop down arrow in this field to view the available filter options. Select the desired option and the report will filtered with this option. The default option is 'Line items remaining to be invoiced'.
Include zero sell items	By default, line items with a zero sell price are not included in this report. While you don't have to invoice for line items with a zero sell, you can use this option to identify proposals containing zero sell line items.
Show work order lines as unacknowledged	Work Order line items are not acknowledged and are not displayed in the Backlog report by default. If you wish to have the Work Order line items displayed, check this box.
Should the report be filtered by sales rep	To display proposals for a specific sales rep, select the name here.
Should the report be filtered by sales coordinator	To display proposals for a specific coordinator, select the name here.
Should the report be filtered by designer	To display proposals for a specific designer, select the name here.
Should the report be filtered by project manager	To display proposals for a specific project manager, select the name here.
Show Details	Detail View mode will display purchase order information, in Simple View mode, you must click on the [Show Purchase Order Details] link to see the line item details.
Add this report to your saved reports	Clicking here will allow you to save your report criteria, the name you enter here will appear under your My Saved Reports menu option under Reports.

The example Backlog report shown below was run in Simple view mode, filtered by sales coordinator 'Dealer Choice Admin' and the 'Line items remaining to be invoiced' filter was selected.



y Proposals					
Backlog Report [Update Report Settings] <- Back to Report Navigator	Jump to Sales Rep:	<u>Test U</u>	<u>ser</u>	<u>Te</u>	<u>st1</u>
	Report Total:	\$5,293.83	\$7,163.36	\$1,869.53	26.1%
Fest User		Ext Cost	Ext Sell	Profit	GI
Test Customer Proposal : <u>5630</u> - User Documentation Created: 09/28/2016 Booked: 09/29/2016	Amount Invoiced: \$896.40 Remaining To Invoice: \$4,238.75		aceived: \$25 Received: \$5		
	Total for Test User:			\$1,043.75	24.62%
fest1 <u>top</u>		Ext Cost	Ext Sell	Profit	G
Test1		Ext Cost	Ext Sell	Profit	GI
	Amount Invoiced: \$562.50 Remaining To Invoice: \$2,924.61	Amount Re	Ext Sell aceived: \$0.0 Received: \$5	00	G
Proposal : <u>5657</u> - Sample Proposal Created: 03/09/2017 Booked: 03/09/2017		Amount Re Deposits F	eceived: \$0.0	00.00	

At the top of the report you will see sales reps names that are underlined. These names are links to that sales reps section of the report. Click on a name and that section of the report will be displayed.



y Proposals					
Backlog Report [Update Report Settings] <u><- Back to Report Navigator</u>	Jump to Sales Rep:	<u>Test U</u>	ser	Te	<u>st1</u>
	Report Total:	\$5,293.83	\$7,163.36	\$1,869.53	26.1%
fest User		Ext Cost	Ext Sell	Profit	GI
Test Customer Proposal : <u>5630</u> - User Documentation Created: 09/28/2016 Booked: 09/29/2016 Show Purchase Order Details	Amount Invoiced: \$896.40 Remaining To Invoice: \$4,238.75		eceived: \$25 Received: \$5		
	Total for Test User:	\$3,195.00	\$4,238.75	\$1,043.75	24.62%
est1 <u>top</u>		Ext Cost	Ext Sell	Profit	G
	Amount Invoiced: \$562.50		Ext Sell		G
Test1 Proposal : <u>5657</u> - Sample Proposal	Amount Invoiced: \$562.50 Remaining To Invoice: \$2,924.61	Amount Re		00	GI
Proposal : <u>5657</u> - Sample Proposal Created: 03/09/2017 Booked: 03/09/2017		Amount Re Deposits F	eceived: \$0.0	00.00	

The proposal number is also underlined. Click on a proposal number to open the proposal.



1y Proposals	View/Edit Proposal : 5630	E
Backlog Report [Upd <- Back to Report Naviga	Proposal 5630 : User Documentation Image: State of the state	Payables File Vault Service & Punch Ledger
	Proposal Description: * User Documentation	Proposal No: * 5630
Test User	Customer: * Test Customer	Sales Rep: * Test User
Test Customer Proposal : <u>5630</u> - User E Created: 09/28/2016 Booked: 09/29/2016	123 Main Street Baltimore, MD 21228 [sdt] Customer PO:	Secondary Rep: Sales Coord: Dealer Choice Admin
Show Purchase Order	Propose To: * Test Customer	A&D Firm:
Qty Item No. Iter Purchase Order: TST-8404 New Test Customer 111 First Street Catonsville, MD 21228	123 Main Street Baltimore, MD 21228 [sdt] Contact:	Contact: Product GP: Check Box:
5.00 12345 Mar des Purchase Order: TST-8405 New Test Customer 111 First Street Catonsville, MD 21228 2.00 44 Det	Expiration Date: Jun V 24 V 2017 III Probable Close V Date: Probability: 0 % Commission Team: V	Order Type: Normal Proposal Status: Status Note: Active/Archive: Active

If viewing the report in Simple view, click on the "show purchase order" link to view purchase orders. This will already be done if the report is ran in detail view.

Proposals								
Backlog Report	[Update Report Settings] lavigator		Jur	np to Sales Rep:	Test	: User	<u></u>	<u>st1</u>
				Report Total:	\$5,293.8	3 \$7,163.36	\$1,869.53	26.
est User					Ext Cos	it ExtSell	Profit	
Fest Customer								
Created: 09/28/2 Booked: 09/29/20			voiced: \$896. To Invoice: \$			Received: \$25 s Received: \$5		
Created: 09/28/2 Booked: 09/29/20 <u>Show Purchase (</u> Qty Item No.	016 016	Remaining Ack No.	To Invoice: \$ Ship Date			•		GP

The purchase order number is also underlined. Click on a purchase order number to open the purchase order.

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ly Proposals						
Backlog Report	[Update Report Settings]	Jump to Sales	s Rep:			
<- Back to Report N	lavigator			st User	Test	1
_		Repor	t Total: \$5.293.1	83 \$7.163.36	\$1.869.53	<u>26.</u> 1%
	Purchase Order Summar					×
Test User Test Customer	Purchase Order : General Furnitur	0.0.01				▲ GP
Proposal : <u>5630</u> -	🍯 💺 🦉 🙀					
Created: 09/28,	Customer:	est Customer				
Booked: 09/29/	Sales Rep:	est User				
🗄 Show Purchase	Vendor:	lerman Miller				
Qty Item No. Purchase Order: 7	Purchased On:	1/08/2016				
New Test Custom	In House PO?:	lo [<u>change]</u>				
111 First Street Catonsville, MD 2.	Order Amount:	2,100.00				
5.00 12345	Total Sell:	2,800.00				
	Total List:	6,000.00				
Purchase Order: 7	Shippina To:	lew Test Customer				

Each line item displayed will highlight when you place your mouse on the line in the report. You can click on the highlighted line to open the line item details as well.

Proposals								
Backlog Report <u><- Back to Report Na</u>	(<u>Update Report Settings</u>) vigator		Jur	np to Sales Rep:	Tes	it User	<u>Te</u>	est1
				Report Total:	\$5,293.8	33 \$7,163.36	\$1,869.53	26.
est User					Ext Co	st ExtSel	l Profit	
Test Customer Proposal : <u>5630</u> - Us Created: 09/28/20	16		oiced: \$896.			t Received: \$2		
Booked: 09/29/20: <u>Show Purchase Or</u>		Remaining	To Invoice: \$	4,238.75	Deposi	ts Received: \$	50.00	
Qty Item No. <u>Purchase Order: TST-</u> New Test Customer 111 First Street Catonsville, MD 2122	Item Descr. <u>8404</u> : Herman Miller : Gene. 8	Ack No. ral Furniture S	Ship Date ales	Rcv Date	Ext Cost	Ext Sell	Profit	GP
5.00 12345	Manually entered product desc				\$2,100.00	\$2,800.00	\$700.00	25%
Purchase Order: TST- New Test Customer 111 First Street Catonsville, MD 2122	8403 : Teknion Inc : Genera 8		es View lin	ne item				

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- This report can be printed as a PDF. Click on the print icon at the top of the report.
- This report can be exported to an Excel document. Click on the export icon at the top of the report.

Invoiced Sales Summary

This report identifies invoiced sales within a specific date or date range.

Report Settings & Preferences	E (×
		*
Invoiced Sales Report	Run Report	
What time frame should the report reflect?	All dates	
Show Invoiced Sales Details?	Show Simple View 🔻	
Should the report be filtered by sales rep?	Brandon August Dave H Dealer Choice Admin Tealer Choice Admin	
Should the report be filtered to specific customers or vendors?		
Add this report to your saved reports?		
		-

Invoiced Sales Summary Options

What time frame should the report reflect	Select a date filter from the list provided or you can enter your own date range by clicking on the 'A specific date range' option.		
In Detail View mode each proposal that customer invoice that was created within selected date range will be displayed. Th proposal displayed is a link to the propos be clicked on to open the proposal.			
Should the report be filtered by sales rep	The report can be filtered to show a single or multiple sales reps information by selecting sales rep name in this field.		
Should the report be filtered by to specific	If you want to filter the report to specific		



customers or vendors	customers or vendors, enter the first few characters		
	of the customer/vendor name and any entries in		
	your database will be displayed, select the		
	appropriate entry from the list.		
	Checking this box will allow you to enter a name		
Add this report to your served reports	to save your report criteria. The name you enter		
Add this report to your saved reports	here will appear in the My Saved Reports menu		
	item under Reports.		

The reports shown below were run in Detail View mode and were filtered to show only invoiced sales for sales rep Demo User.

Invoiced Sales Report [Update Report Settings]			
<- Back to Report Navigator			
Invoiced Sales To Dat	e		
Sales Rep	Total Invoiced Sales	Total Invoiced Cost	GP Margi
Demo User	\$23,414.19	\$16,511.68	29.4800°
Test Customer [5203] Ticket #16 Proposal Summarized by Group Printing	\$11,499.93	\$7,901.76	31.299
South Carolina Customer [5233] Proposal 2014-1030 test 2	\$6,029.80	\$5,038.62	16.44
New Test Customer [5324] Sample new prop - DLH	\$150.00	\$100.00	33.33%
Test Cust III [5337] test	\$471.30	\$471.30	03
Test Cust III [5356] TEH Test Create Proposal No Install	\$5,263.16	\$3,000.00	439
	\$23,414.19	\$16,511.68	20 /90

Bookings Report

This report shows all sales bookings (proposals with purchase orders) and their profitability within a specific date or date range.



Bookings Report	Run Report
What time frame should the report reflect?	All dates
Show Bookings Details?	Show Simple View 🔻
Should the report be filtered by sales rep?	All Sales Reps Brandon Dave H Dealer Choice Admin
Bookings Not Yet Invoiced	
Should the report be filtered to specific customers or vendors?	
Should the report be filtered to specific proposals?	
Add this report to your saved reports?	

	Select a time frame from the choices provided or		
What time frame should the report reflect	you can select the 'A specific date range' option to		
	enter your own date range.		
	Detail View mode will display all proposals with		
	purchase orders for each sales rep per the time		
Show Bookings Details	frame selected. Simple View mode will only list		
Show Dookings Details	the sales reps names and purchase order totals.		
	Details can be viewed by clicking on the sales rep		
	name.		
	If you wish to filter the report to a specific sales		
Should the report be filtered by sales rep	rep, select the sales rep name from the list		
	provided.		
Bookings not yet invoiced	This will filter the report to booked but not yet		
Bookings not yet involced	invoiced.		
	To filter the report to specific customer or vendors,		
Should the report be filtered to specific customers or vendors	enter the first few characters of the customer or		
	vendor name and select the appropriate entry from		
	the list displayed.		
	To filter the list to a specific proposal, enter the		
Should the report be filtered to specific proposals	first few characters of the proposal number and		
	any matches in your database will be displayed,		

Bookings Summary Options



	select the appropriate entry from the list displayed.		
	Checking this box will allow you to enter a name		
Add this to your sayed reports	to save your search criteria. This name will appear		
Add this to your saved reports	in the My Saved Reports menu option under		
	Reports.		

The example below shows the bookings report filtered to sales rep Demo User and was run in Detail view mode. The proposals listed in this report are links to the proposal and can be clicked on to open the proposal.

Bookings Report [Update Report Settings]			
<- Back to Report Navigator			
Sales Bookings To Date			
Sales Rep	Total Net	Total Sell	Margi
<u>Demo User</u>	\$319,622.68	\$329,676.19	3.059
Test Customer [5203] Ticket #16 Proposal Summarized by Group Printing	\$8,901.76	\$11,499.93	22.59%
South Carolina Customer [5233] Proposal 2014-1030 test 2	\$5,038.62	\$6,029.80	16.449
Test Customer [5248] IMA SIF and Cost issues	\$298,111.00	\$301,912.00	1.269
New Test Customer [5324] Sample new prop - DLH	\$4,100.00	\$4,500.00	8,899
Test Cust III [5337] test	\$471.30	\$471.30	09
Test Cust III [5356] TEH Test Create Proposal No Install	\$3,000.00	\$5,263.16	439
	\$319,622.68	\$329,676.18	3.0500ª

This report can be exported to an Excel document. Click on the export icon at the top of the report.

Product Sales Report

This report shows all customer sales (invoices) by vendor product and service. It allows you to see what products and services you are selling and which customers are buying them. It also displays the quantity of each product sold, extended cost, extended sell and the GP margin.



Report Settings & Preferences		_ ×
Product Sales Report	Run Report	Î
What time frame should the report reflect?	All dates 🔹	
Should the report be filtered to show sales for specific customers?		
Should the report be filtered to show products/services for specific vendors?		
Should the report be filtered to show only specific products and services?	Dealer Choice SystemsCall Before Delivery ChargesDelivery & InstallationDesign HoursDesign ServicesErgo Commissions	
Should the report be filtered by sales rep?	Brandon Dave H Dealer Choice Admin Dealer Choice Admin	
Show Report Details?	Show Detail View 🔻	
Add this report to your saved reports?		

Product Sales Report Options

What time frame should the report reflect	Select a time frame from the list provided or you can enter a customer date range by selecting the 'A	
	specific date range' option.	
Should the report be filtered to show sales for	To filter the report to a specific customer, enter the	
specific customers	first few characters of the customer's name and	
specific customers	select the appropriate entry from the list.	
Should the report he filtered to show	To filter the report to show only specific vendors,	
Should the report be filtered to show products/services for specific vendors	enter the first few characters of the vendors name	
products/services for specific vendors	and select the appropriate entry from the list.	
Should the report be filtered to show only specific	Select the desired products and services from the	
products and services	list and the report will be filtered to show only	
products and services	those selected products or services.	
	Select a sales rep name and the report will be	
Should the report be filtered by sales rep	filtered to show only invoices on proposals that the	
	selected sales rep is assigned to.	
Show Report Details	Detail View mode will display the product or	



	service name as well as invoice date, invoice number, customer name, proposal description. Simple View mode only displays the product or service name and the totals for each.
Add this report to your saved reports	Checking this box will allow you to enter a name to save your report criteria. This name will appear under the My Saved Reports menu under Reports.

The example Product Sales report shown below was run in Detail view mode with no other filters set.

Product Sa <- Back to I	les Report Report Navigato	[Update Report Settings] r					
Invoice Date	Invoice No.	Customer	Description	Qty	Ext Cost	Ext Sell	GP
Ability							
01/09/2017	<u>3866</u>	Test Customer	Sample Proposal	1.00	\$718.06	\$910.34	21.12%
Total for Abili	ty		1.00		\$718.06	\$910.34	21.12%
Allseating							
03/09/2017	<u>3873</u>	Dealer Choice Systems	Sample Proposal	1.00	\$562.50	\$562.50	03
Total for Allse	ating		1.00		\$562.50	\$562.50	0%
General Furnit	ture Sales						
02/13/2017	<u>3868</u>	Test Customer	User Documentation	5.00	\$2,100.00	\$0.00	0%
02/13/2017	<u>3870</u>	Test Customer	PO Seed Number	1.00	\$900.00	\$1,839.00	51.06%
02/14/2017	<u>3871</u>	Test Customer	Vendor Credit as AR payment	2.00	\$1,125.00	\$1,406.26	20%
02/16/2017	<u>3872</u>	Test Customer	vendor credit process	1.00	\$2,500.00	\$3,000.00	16.679
04/04/2017	<u>3878</u>	Test Customer	vendor credit process	1.00	\$2,500.00	\$3,571.43	30%
04/04/2017	<u>3879</u>	Texas Customer	Invoice Delete Test	1.00	\$846.45	\$1,128.60	259
04/04/2017	<u>3880</u>	Texas Customer	Invoice Delete Test	1.00	\$846.45	\$0.00	0%
Total for Gene	eral Furniture	Sales	12.00		\$10,817.90	\$10,945.29	1.16%

Job Costing Report

This report helps you to identify how profitable your orders are, identifying true costs and actual project margins.



Report Settings & Preferences	
Job Costing Report	Run Report
What time frame should the report reflect?	Proposals Booked This Month
Should the report be filtered by sales rep?	Brandon A Dave H Dealer Choice Admin Dealer Choice Admin T
Should the report be filtered to specific customers?	
Should the report be filtered to specific proposals?	
Add this report to your saved reports?	

Job Cost Report Options

What time frame should the report reflect	Select a date range from the list provided or you can enter a specific date by selecting one of the
What time frame should the report reflect	'specific date range' options.
Should the report be filtered by sales rep	To filter the report by specific sales rep, select the
	sales rep name(s) in this filter.
	To filter the report to specific customers, enter the
Should the report be filtered to specific customers	first few characters of the customer's name and
should the report be intered to specific customers	any entries in your database will be presented,
	select the appropriate entry from the list.
	To filter the report to specific proposals, enter the
Should the report he filtered to enseif a proposale	first few characters of the proposal number and
Should the report be filtered to specific proposals	any matches in your database will be presented,
	select the appropriate entry from the list.
	Checking this box will allow you to enter a name
Add this report to your sayed reports	to save your search criteria. The name you enter
Add this report to your saved reports	will appear under the My Saved Reports menu
	option under Reports.

Below is an example of the Job Costing report filtered by the sales rep Demo User and by a date range. The proposal numbers listed in this report are links to the proposal. You can click on the proposal number link to open the actual proposal.

425



	5,734.46	\$10.00	\$3,471.30		39.47%
Demo User	s,734.46			\$2,263.16	
Net Invoiced: \$471.30 Received: \$10		Dessived	Actual Cost	Profit	CD N
		\$471.30	\$471.30	\$0.00	0%
Freight Charges		\$471.30	\$471.30	\$0.00	(
ALTOS			\$0.00	•	
Test Cust III					
Proposal: <u>5337</u> - test					
Net Invoiced: \$5,263.16 Received: \$	0.00	\$3,203.10	\$3,000.00	¥2,203,10	43%
Ergo Commissions				\$2,263.16 \$2,263.16	
Test Cust III Ergo Commissions		¢5 262 16	¢3 000 00	\$2.263.14	4;
Proposal: <u>5356</u> - TEH Test Create Prop	osal No Install				
Demo User		Sell	Cost	Profit	GP Marg
Product					
<- Back to Report Navigator					
Job Costing Report [Update Re	port Settings]				
/ Proposals					

Commissions Report

This report identifies and manages commissions that are calculated on proposals. You can select the criteria that determines which proposals are to be commissioned. The Commissions Report allows you to identify which proposals are to be marked as commissions paid. You can elect to pay only partial commissions on a proposal. Once a proposal is marked as paid in full on this report, it will no longer appear in the Commissions report. Dealer Choice does not create commission checks to your sales reps. The Commissions report allows you to adjust commissions per proposal and to select which proposals commissions are to be paid on and saves that information. After the commission information is posted to the proposals, the Commissions Paid report is run that displays the proposals and commission amounts selected in the Commissions report. The Commissions Paid report is used to notify your payroll department or company of how much commission was earned for each sales rep.

After you select the proposals that are to be paid on this report, you then run the Commissions Paid report to review the results.



Report Settings & Preferences		
Commissions Report	Run Report	•
For Invoices Dated:	All dates 🔹	
How should commissions be tiered for late payments?	No Late Payment Tier	
Exclude Customer Refunds from commissions?		
Exclude Punch from commissions?		
In order to pay commissions, proposals must be:	 Commissionable line items must be invoiced Proposal must be invoiced in full Invoices must be paid in full Proposal payables must be received in full 	
Should the report be filtered by sales rep?	Brandon Dave H Dealer Choice Admin Dealer Choice Admin	
Paid By:		
Add this report to your saved reports?		
		-

Commissions Report Options

For invoiced dates	Select a date range you would like the invoiced dates to be filtered to.
How should the commissions report be tiered for late payments	If you wish to tier the amount of commission calculated for past due invoices you can select one of the supplied options here (90 days and 120 days). Use the "Create a Custom Late Payment Commission Tier" option to enter your own criteria for calculating commission.
Exclude customer refunds from commissions	Check this box if you would like to exclude customer refunds.
In order to pay commissions, proposals must be	These options allow you to select which criteria proposals must meet before commission will be calculated for it. See below for more information on these options.



Should the report be filtered by sales rep	You can filter the report by sales rep by selecting the names from the list provided in this prompt field.
Pay by	If you would like to filter by a paid by date, it can be entered here.
Add this report to your saved reports	Checking this box will allow you to enter a name for your search criteria, the report name will appear in the My Saved Reports option under Reports.

In order to pay commissions, proposals must be:	 Commissionable line items must be invoiced Proposal must be invoiced in full Invoices must be paid in full Proposal payables must be received in full 	
Should the report be	Brandon	

Proposal status settings

Commissionable line items must be invoiced	Setting this option will only calculate commission on line items that are invoiced.
Proposals must be invoiced in full	With this option set, all line items on the proposal must be invoiced to the customer for the proposal to be eligible for commission.
Invoices must be paid in full	All customer invoices must be paid in full for the proposal to be eligible for commission.
Proposal payables must be received in full	All vendor invoices must be received for the proposal to be eligible for commission.

Below is an example of the commissions report.



Commission Repor <- Back to Report Nav	igator					
As of 07/05/2017						
<u>heck All</u> Product						
ealer Choice Admin			Sell	Cost	: Profit	GP Mar <u>c</u>
Proposal: <u>5378</u> -	Proposal Description Her					
New Test Customer						
General Furniture :	Sales		\$0.00	\$0.00	\$0.00	(
[<u>new memo cost]</u>			 \$0.00	\$0.00	\$0.00	0%
Net Invoiced: \$0.00 Commission Rate: 0%	Received: \$0.00 Deposi (Point For Point)	ts: \$0.00 Tot	al Payables: \$0.00			
Commission Owed:	0.00 [recalculate]	Paid In Full:	V			
	testing invoice date					
New Test Customer	-		¢399.99	\$300.00	. 499.99	2
New Test Customer General Furniture : [<u>new memo cost]</u>	- Sales Received: \$0.00 Dep		_	\$300.00 \$300.00	\$99.99 \$99.99	
New Test Customer General Furniture : [<u>new memo cost]</u> Net Invoiced: \$432.99 Commission Rate: 25% Commission Owed:	Sales Received: \$0.00 Dep 6 (Point For Point)		\$399.99	\$300.00		
New Test Customer General Furniture : [<u>new memo cost]</u> Net Invoiced: \$432.99 Commission Rate: 25% Commission Owed:	Sales Received: \$0.00 Dep 6 (Point For Point) 25.00 [recalculate] Testing vendor deposits		\$399.99	\$300.00	\$99.99	259
New Test Customer General Furniture : [new memo cost] Net Invoiced: \$432.99 Commission Rate: 25% Commission Owed: Proposal: <u>5520</u> - Test Customer	Sales Received: \$0.00 Dep 6 (Point For Point) 25.00 [recalculate] Testing vendor deposits		\$399.99	\$300.00 00 \$450.00	\$99.99	43.7
New Test Customer General Furniture : [new memo cost] Net Invoiced: \$432.99 Commission Rate: 25% Commission Owed: Proposal: <u>5520</u> - Test Customer General Furniture : [new memo cost] Net Invoiced: \$848.00 Commission Rate: 43.7	Sales Received: \$0.00 Dep 6 (Point For Point) 25.00 [recalculate] Testing vendor deposits Sales Received: \$848.00 D 75% (Point For Point)	Paid In Full: eposits: \$0.00	\$399.99 Total Payables: \$300. \$800.00 Total Payables: \$30	\$300.00 .00 \$450.00 \$450.00	\$99.99	43.7
New Test Customer General Furniture : [new memo cost] Net Invoiced: \$432.99 Commission Rate: 25% Commission Owed: Proposal: <u>5520</u> - Test Customer General Furniture : [new memo cost] Net Invoiced: \$848.00 Commission Rate: 43.7	Sales Received: \$0.00 Dep 6 (Point For Point) 25.00 [recalculate] Testing vendor deposits Sales Received: \$848.00 D	Paid In Full: eposits: \$0.00	\$399.99 otal Payables: \$300. @ \$800.00 \$800.00	\$300.00 .00 \$450.00 \$450.00	\$99.99	43.7
New Test Customer General Furniture : [new memo cost] Net Invoiced: \$432.99 Commission Rate: 25% Commission Owed: Proposal: <u>5520</u> - Test Customer General Furniture : [new memo cost] Net Invoiced: \$848.00 Commission Rate: 43.7 Commission Owed:	Sales Received: \$0.00 Dep 6 (Point For Point) 25.00 [recalculate] Testing vendor deposits Sales Received: \$848.00 D 75% (Point For Point)	Paid In Full: eposits: \$0.00	\$399.99 Total Payables: \$300. \$800.00 Total Payables: \$30	\$300.00 .00 \$450.00 \$450.00	\$99.99	43.7
New Test Customer General Furniture : [new memo cost] Net Invoiced: \$432.99 Commission Rate: 25% Commission Owed:	Sales Received: \$0.00 Dep (Point For Point) 25.00 [recalculate] Testing vendor deposits Sales Received: \$848.00 D 75% (Point For Point) 153.13 [recalculate] Manual Deductions Net Invoiced	Paid In Full: eposits: \$0.00 Paid In Full: Received	\$399.99 Total Payables: \$300. \$800.00 \$800.00 Total Payables: \$30 Deposits Act	\$300.00 .00 \$450.00 \$450.00 00.00 2ual Cost Profi	\$99.99 \$350.00 \$350.00	43.759 Commission Ow
New Test Customer General Furniture : [new memo cost] Net Invoiced: \$432.99 Commission Rate: 25% Commission Owed:	Sales Received: \$0.00 Dep (Point For Point) 25.00 [recalculate] Testing vendor deposits Sales Received: \$848.00 D 75% (Point For Point) 153.13 [recalculate] Manual Deductions	Paid In Full: eposits: \$0.00 Paid In Full:	\$399.99 Total Payables: \$300. \$800.00 \$800.00 Total Payables: \$30 Deposits Act \$0.00	\$300.00 .00 \$450.00 \$450.00 00.00	\$99.99 \$350.00 \$350.00 \$350.00	259 43.7

The Commissions report lists the proposals that are eligible for commission per the criteria options you selected in the Commissions report options window. Each proposal that is eligible is listed with the appropriate proposal details. The proposal number is listed as a link (underlined) so you can click on the proposal number to open the proposal to view proposal details. The customer name is listed under the proposal number then each product and/or service is listed with the total sell price, cost, profit dollars and GP margin per product/service. The Products and

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services are combined. For example, if you have 20 line items on your proposal and you used the General Furniture Sales product on each proposal line item, the General Furniture Sales product category will appear as a single line item on the Commissions report.

The Commission report totals section (at the bottom of the report) will now display with zero amounts. Previously, the report displayed the totals for all proposals presented. Since none of the displayed proposals have been selected for payment yet, the totals section will not update until proposals are selected (check box to the left of the proposal number or the Check All option is used) and the Recalculate button is clicked. The report totals will then update for the selected proposals only.

There is a proposal selection check box to the left of each proposal number appearing on the report. If this check box is left checked, the proposal will be updated with the commission paid amount when you click on the Post Commissions button at the bottom of the report. If the check box is un-checked, the proposal will not be updated.

ystem Configuration & Settings				
Demociation Democratic for the second second second				
Commission Report [Update Report Settings]				
<- Back to Report Navigator				
As of 07/05/2017				
Check All Product				
Dealer Choice Admin	Sell	Cost	Profit	GP Margin
Iroposal: <u>5378</u> - Proposal Description Here				
New Test Customer				
General Furniture Sales	\$0.00	\$0.00	\$0.00	0%
[new memo cost]	\$0.00	\$0.00	\$0.00	0%
Net Invoiced: \$0.00 Received: \$0.00 Deposits: \$0.00 Total	Payables: \$0.00			
Commission Rate: 0% (Point For Point)				
Commission Owed: 0.00 [<u>recalculate</u>] Paid In Full:				

Vendor credits will appear as a negative cost in the Cost column. The proposal 2009-1034 shows a vendor credit of \$1,600.00 in the report image above. This credit will reduce the total costs on the project.

You can enter memo costs (charges against the project) from the Commissions via the [new memo cost] link that appears below the products and services listing. Clicking on this link will open the New Memo Cost window and will allow you to enter additional costs against the proposal.

The Net Invoiced amount is listed as well as the amount Received, total Deposits received and the Total Payables received on this proposal.

The Commission Rate field displays the Commission percentage and the Commission rule name used to calculate the commission amount for each proposal.

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The Commission Owed field displays the amount of commission that was calculated for this proposal per the totals listed. The Commission Owed field is an input field. You can change the amount of commission to be paid on the proposal by changing the amount displayed here. If you want to undo your changes to this field, click on the [recalculate] link and the Commission Owed field will update to the originally displayed amount.

The Paid In Full check box tells Dealer Choice that you are (or are not) paying this commission in full. If this check box is checked, then the proposal will no longer appear in the Commission report. If you adjust the Commission Owed field to pay a partial commission, un-check this box so the proposal will be considered again if changes are made.

If you have manually adjusted commission amounts on any of the proposals, click on the Recalculate Totals button to update the commission total at the bottom of the report before you click on the Post Commissions button.

The Commission Date input field allows you to choose which date the commissions will appeared as paid on the proposals.

After you have made any commission adjustments and selected (or de-selected) the proposals that are to be marked as commissions paid, click on the Post Commissions button. This will make an entry on the proposal under the Payables - Commissions Paid tab. This entry will show the commission details for this proposal.

The example commission report shows only one proposal (2009-1103) selected. The commission amount of 97.31 is to be paid on this proposal. After the other two proposals were de-selected, the Recalculate Totals button was clicked to update the total commissions to be paid for this sales rep.

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Product raining							
				Sell	Cost	Profit	GP Margi
	009-10 <mark>34</mark> - Currenct T	act II					
US Customer	009-1034 - Currence II	esch					
General Furr	iture Sales			\$4,400.00	\$3,710.00	\$690.00	15.68
was and a second of the second	icted From POs			\$4,400.00	(\$1,600.00)	\$050.00	.15.00
	verhead Factor				\$44.00		
[new memo				\$4,400.00	\$2,154.00	\$2,246.00	51.05
		2.000.01 Dep	aitar to oo Tat		TAP-F. PRODUCTO	\$2,240.00	51.05
	,000.00 Received: \$ a: 30% (House Comm	P. UEAS	osits: \$0.00 Tot	tai Payables: \$3,3	00.00		
Commission Owe			Full:				
Proposal: 2							
	009-1106 - Pro Forma	Credit Test					
Test Customer				10 000 00	14 TOT 00	11 010 00	
Ability				\$5,968.80	\$4,725.00	\$1,243.80	20.84
Then it is a set of the set of th	and Frankrish				\$59.69		
Company Ov	verhead Factor						
Company Ov [new memo Net Invoiced: \$6,	<u>cost]</u> .691.08 Received: \$:: 30% (House Comm)			\$5,968.80 ayables: \$0.00	\$4,784.69	\$1,184.11	19.84
Company Ov [new memo] Net Invoiced: \$6, Commission Rate Commission Owe	<u>cost]</u> .691.08 Received: \$:: 30% (House Comm)	Rule) <u>:ulate]</u> Paid In		Article (Constant)		\$1,184.11	19.84
Company Ov [new memo] Net Invoiced: \$6, Commission Rate Commission Owe	<u>cost]</u> .691.08 Received: \$:: 30% (House Comm I :d: 355.23 [<u>recalc</u>	Rule) <u>:ulate]</u> Paid In		Article (Constant)		\$1,184.11	19.84
Company Ov [new memo] Net Invoiced: \$6, Commission Rate Commission Owe Proposal: 2	<u>cost]</u> .691.08 Received: \$:: 30% (House Comm I :d: 355.23 [<u>recalc</u>	Rule) <u>:ulate]</u> Paid In		Article (Constant)		\$1,184.11	
Company Ov [new memo] Net Invoiced: \$6, Commission Rate Commission Owe Proposal: <u>2</u> Test Customer Ability	<u>cost]</u> .691.08 Received: \$:: 30% (House Comm I :d: 355.23 [<u>recalc</u>	Rule) <u>:ulate]</u> Paid In		ayables: \$0.00	\$4,784.69	\$262.50	
Company Ov [new memo] Net Invoiced: \$6, Commission Rate Commission Owe Proposal: 2 Test Customer Ability Credits Dedu	<u>cost]</u> .691.08 Received: \$:: 30% (House Comm I :d: 355.23 [<u>recalc</u> 	Rule) <u>:ulate]</u> Paid In	Full:	ayables: \$0.00 \$1,312.50	\$4,784.69 \$1,050.00	\$262.50	
Company Ov [new memo] Net Invoiced: \$6, Commission Rate Commission Owe Proposal: 2 Test Customer Ability Credits Dedu	cost] 691.08 Received: \$ 230% (House Comm I 2355.23 [recalc 009-1103 - Adjustment 2009-1103 - Adjustment 2009-1103 - Adjustment	Rule) <u>:ulate]</u> Paid In	Full:	ayables: \$0.00	\$4,784.69 \$1,050.00 (\$75.00)	\$262.50	20'
Company Ov [new memo] Net Invoiced: \$6, Commission Rate Commission Owe Proposal: <u>2</u> Test Customer Ability Credits Dedu Company Ov [new memo]	cost] 691.08 Received: \$ 20% (House Comm I 20.0355.23 [recalc 009-1103 - Adjustment 009-1103 - Adjustment ucted From POs verhead Factor cost]	Rule) <u>:ulate]</u> Paid In t tests	Full: 🔽	ayables: \$0.00 \$1,312.50 \$1,312.50	\$4,784.69 \$1,050.00 (\$75.00) \$13.13	\$262.50	20'
Company Ov [new memo] Net Invoiced: \$6, Commission Rate Commission Owe Proposal: <u>2</u> Test Customer Ability Credits Dedu Company Ov [new memo] Net Invoiced: \$0.	cost] 691.08 Received: \$ 230% (House Comm I 2355.23 [recalc 009-1103 - Adjustment 2009-1103 - Adjustment 2009-1103 - Adjustment	Rule) <u>:ulate]</u> Paid In t tests Deposits: \$0.	Full: 🔽	ayables: \$0.00 \$1,312.50 \$1,312.50	\$4,784.69 \$1,050.00 (\$75.00) \$13.13	\$262.50	20*
Company Ov [new memo] Net Invoiced: \$6, Commission Rate Commission Owe Proposal: <u>2</u> Test Customer Ability Credits Dedu Company Ov [new memo] Net Invoiced: \$0. Commission Rate	cost] .691.08 Received: \$.691.08 Received: \$.103 .55.23 [recalc .009-1103 - Adjustment .ucted From POs	Rule) <u>culate]</u> Paid In t tests Deposits: \$0. Rule)	Full: 🔽	ayables: \$0.00 \$1,312.50 \$1,312.50	\$4,784.69 \$1,050.00 (\$75.00) \$13.13	\$262.50	20'
Company Ov [new memo] Net Invoiced: \$6, Commission Rate Commission Owe Proposal: <u>2</u> Test Customer Ability Credits Dedu Company Ov [new memo] Net Invoiced: \$0.	cost] .691.08 Received: \$.691.08 Received: \$.103 .55.23 [recalc .009-1103 - Adjustment .ucted From POs	Rule) <u>:ulate]</u> Paid In t tests Deposits: \$0.	Full: 🔽	ayables: \$0.00 \$1,312.50 \$1,312.50	\$4,784.69 \$1,050.00 (\$75.00) \$13.13	\$262.50	20*
Company Ox [new memo] Net Invoiced: \$6, Commission Rate Commission Owe Proposal: 2 Test Customer Ability Credits Dedu Company Ox [new memo] Net Invoiced: \$0. Commission Rate Commission Owe	cost] .691.08 Received: \$.691.08 Received: \$.01 355.23 [recalc .009-1103 - Adjustment .009-1103 - Adjustment .009-1103 - Adjustment .009-1103 - Adjustment .004 From POs .005 Received: \$0.00 .000 Received: \$0.00 .:: 30% (House Comm I) .:d: 97.31	Rule) <u>culate]</u> Paid In t tests Deposits: \$0. Rule)	Full: 🔽	ayables: \$0.00 \$1,312.50 \$1,312.50	\$4,784.69 \$1,050.00 (\$75.00) \$13.13	\$262.50	20'
Company Ov [new memo] Net Invoiced: \$6, Commission Rate Commission Owe Proposal: 2 Test Customer Ability Credits Dedu Company Ov [new memo] Net Invoiced: \$0, Commission Owe Recalculate Tol	cost] .691.08 Received: \$.691.08 Received: \$.103 S55.23 [recale .009-1103 - Adjustment .009-1103 - Adjustment .009-1103 - Adjustment .009-1103 - Adjustment .00 Received: \$0.00 :: 30% (House Comm I :: 30% (House Comm I :: 4: 97.31 [recale	Rule) <u>:ulate]</u> Paid In t tests Deposits: \$0. Rule) <u>:ulate]</u> Paid In	Full: 🔽	ayables: \$0.00 \$1,312.50 \$1,312.50 des: \$-500.00	\$4,784.69 \$1,050.00 (\$75.00) \$13.13 \$988.13	\$262.50	200
Company Ov [new memo] Net Invoiced: \$6, Commission Rate Commission Owe Proposal: 2 Test Customer Ability Credits Dedu Company Ov [new memo] Net Invoiced: \$0. Commission Rate Commission Owe Recalculate Tot ales Rep	cost] .691.08 Received: \$.691.08 Received: \$.103 .55.23 [recale 009-1103 - Adjustment ucted From POs . verhead Factor . cost] .00 Received: \$0.00 :: 30% (House Comm I . :d:	Rule) <u>:ulate]</u> Paid In t tests Deposits: \$0. Rule) <u>:ulate]</u> Paid In <u>Rulate]</u> Paid In	Full: 🗹 00 Total Payab Full: 🕅 Deposits	ayables: \$0.00 \$1,312.50 \$1,312.50 des: \$-500.00	\$4,784.69 \$1,050.00 (\$75.00) \$13.13 \$988.13 Profit	\$262.50 \$324.37 GP Margin	20° 24.71°
Company Ov [new memo] Net Invoiced: \$6, Commission Rate Commission Owe Proposal: 2 Test Customer Ability Credits Dedu Company Ov [new memo] Net Invoiced: \$0, Commission Owe Recalculate Tol	cost] .691.08 Received: \$.691.08 Received: \$.103 S55.23 [recale .009-1103 - Adjustment .009-1103 - Adjustment .009-1103 - Adjustment .009-1103 - Adjustment .00 Received: \$0.00 :: 30% (House Comm I :: 30% (House Comm I :: 4: 97.31 [recale	Rule) <u>:ulate]</u> Paid In t tests Deposits: \$0. Rule) <u>:ulate]</u> Paid In	Full: 🔽	ayables: \$0.00 \$1,312.50 \$1,312.50 des: \$-500.00	\$4,784.69 \$1,050.00 (\$75.00) \$13.13 \$988.13	\$262.50	200

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The Post Commissions button is now pressed to update the proposal with the commission paid amount. When you click on the Post Commissions button you will see a pop up window asking if you are sure you want to post the commissions. Click the OK button to proceed.

After clicking on the OK button to post the commissions, the commission report window will update displaying the posted commission totals as shown below.

Commission Report Summary	
<- Back to Report Navigator	
Sales Rep	Commission Paid
Training	\$97.31
	\$97.31

If you run the commissions report again, the proposal 2009-1103 will not appear because it was marked as paid in full.

The final step is to run the Commissions Paid report which lists the proposals and commission amounts selected to be paid on the Commission Report. See the next section for information on the Commissions Paid report.

Commissions Paid Report

This report shows all commissions that have been previously paid to your sales reps. This report is run after you have posted commissions via the Commissions Report.

Report Settings & Preferences	- ×
	A
Commissions Paid Report	Run Report
What time frame should the report reflect?	
Should the report be filtered to specific proposals?	
Should the report be filtered by sales rep?	
Add this report to your saved reports?	

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Commissions Paid Report Options

What time frame should the report reflect	Select a date range option or enter your own date range with the 'A Specific date range' option.
Should the report be filtered to specific proposals	Enter a proposal number to generate the report for just that proposal. The commissions must have been previously paid on the proposal for it to appear in this report.
Should the report be filtered by sales rep	To filter the report to specific sales reps, select the entries here.
Add this report to your saved reports	Checking this box will allow you to enter a name for your report criteria. The name will appear under the My Saved reports menu under Reports.

The report below is the Commissions Paid report that resulted from flagging proposal 2009-1103 to be paid in the Commissions report, see Commissions Report above for the discussion.

	sions Paid Re	1	Report Settings]				
Produc	t						
Training				Sell	Cost	Profit	GP Margi
Proposal: <u>2(</u> Test Custon	<u>)09-1103</u> - Adjustment ner	tests					
Ability				\$1,312,50	\$1,050.00	\$262.50	209
				\$1,312.50	\$1, <mark>050.0</mark> 0	\$262.50	209
	mmissions Paid: \$97 mmissions Paid: \$97						
Paid On: 06-	13-2010 This commis	sion is paid in full					
Sales Rep	Total Sell	Total Cost	Total Profit	Total Margin	Previous Comm	Current Comm	Total Comm
Training	\$1,312.50	\$1,050.00	\$262.50	20%	\$0.00	\$97.31	\$97.31
	\$1,312.50	\$1,050.00	\$262.50	20%	\$0.00	\$97.31	\$97.31

This report can be printed as a PDF. Click on the print icon at the top of the report.

The proposal number is a link that when clicked on will open the proposal. This report can be printed or saved as a PDF file to be used for notifying your payroll department or payroll vendor of the commission amounts to be paid to each sales rep. Dealer Choice does not create the commission checks for your sales reps.



Financial Category

Financial Reports

To run and view reports related to financial report, highlight the Financial menu option under Reports.

Home Customers Vendors A & D Proposals System Accounting	Reports Help & Communications	Proposal Number: Go
Welcome, admin Locauti	Reports Navigator Customers & Receivables Vendors & Payables Proposals & Sales	
Welcome Dealer Choice Admin!	Financial My Saved Reports Shared Reports	Balance Sheet Income Statement Trial Balance
l Dec	IerChoice, LLC : Engineering Efficiency	Check Reconciliation Report Check Run Report Bank Reconciliation Report

The reports available in this category are:

- Balance Sheet
- Income Statement
- Trial Balance
- Check Reconciliation Report
- Check Run Report
- Bank Reconciliation Report

Click on any of the report names to run that report.

Balance Sheet

The Balance Sheet displays the summary of the value of all assets, liabilities and owners' equity on a specific date. The Balance Sheet can be run to show multiple yearly comparisons.



Report Settings & Preferences		_ 🗵
Delan es Chast		
Balance Sheet	Run Report	
What time frame should the report reflect?	To Date 🔻	
Comparison:	No Comparison 🔻	
Hide accounts with a zero balance?	\checkmark	
Exclude year-end closing entries?		
Add this report to your saved reports?		

Balance Sheet Options

What time frame should the report reflect	Select a date option to run your report or you can enter a specific date range with the 'A specific date range' option. This option allows you to enter a 'through' date only. Selecting a previous cycle allows you to see up to
Comparison	3 past year's data compared to your current balance sheet data.
Hide accounts with a zero balance	By default this check box is selected. Checking this box prevents accounts with a zero dollar balance from appearing on your Balance sheet report. Un-checking this box will allow zero balance accounts to be displayed.
Exclude year-end closing entries	When running the balance sheet for time frames that contain previous years which may be closed, you can exclude the year end closing journal entries so the balances shown are accurate. They year-end closing entries are entries that balance the accounts for starting a new fiscal year. If these balances are included, your balance sheet results will be skewed by these entries.
Add this to your saved reports	Checking this box will allow you to enter a name to save your report criteria. The names will appear under the My Saved Reports menu option under Reports.

Below is part of a sample Balance sheet report.



System Configuration & Settings

<- Back to Report Navigator 🥥 🔀	
Dealer Choice Syster As of December 31, 20	
Assets	
Current Assets	
Operating Cash	\$402,451.0
Accrued Revenue	\$1,000.0
Accounts Receivable	\$591,380.8
Primary Operating Cash	\$3,498.0
Credit Card Purchases/Deposits	\$3,100.0
BBC Cash	\$2,484.4
Work In Progress (WIP)	(\$267,427.14
Vendor Credits	(\$8,495.40
QB A/R	\$10.0
BMO - Money Market	\$100,000.0
Other Current Assets	\$590.0
Petty Cash	\$512.9
Deposits	\$2,122.0
Total Current Assets	\$831,226.7
Long Term Assets	
Equipment	\$55,277.7
Leasehold Improvements	\$4,721.0
Capital Lease-Computer/Softwar	\$22,947.1
Accumulated Depreciation-Equip	(\$119,050.01
Accumulated Depreciation-Lease	(\$6,919.30
Accumulated Depreciation-Furn.	(\$126,556.95
Automobiles	\$57,901.2
Furniture & Fixtures	\$153,870.7
Accumulated Depreciation-Auto	(\$20,118.52
Total Long Term Assets	\$22,073.0
Total Assets	\$853,299.8
Liabilities	

This report can be printed as a PDF. Click on the print icon at the top of the report.

This report can be exported to an Excel document. Click on the export icon at the top of the report.

Income Statement

The Income Statement identifies profits and losses within a specific period of time.

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Report Settings & Preferences		_ 🗵
Income Statement	Run Report	Î
What time frame should the report reflect?		
Hide accounts with a zero balance?		- 11
Exclude year-end closing entries?		
Add this report to your saved reports?		

Income Statement Options

What time frame should the report reflect	Select a time frame from the supplied options or select the 'A specific date range' to enter other date ranges.
Hide accounts with a zero balance	This option is selected by default. When selected, any accounts with a zero balance will not be displayed. To display accounts that do have a zero balance, un-check this box.
Exclude year-end closing entries	When running the Income Statement for previous years, you can exclude the year end closing journal entries so the balances shown are accurate. The year-end closing entries are entries the balance the accounts for starting a new fiscal year. If these balances are included, your Income Statement results will be skewed by these entries.
Add this report to your saved reports	Checking this box will allow you to enter a name to save your report criteria. The names will appear under the My Saved Reports menu option under Reports.

A sample Income Statement is shown below.



elcome Dealer Choice Admin!	
Income Statement [Update Report Settings]	
<- Back to Report Navigator 😺 🔀	
Dealer Choice Systems	
Income Statement April 1, 2017 - June 30, 2017	
Income	
400 - Revenue	\$4,866.70
Total Income	\$4,866.70
Cost of Goods Sold	
510 - Cost of Goods Sold	\$4,442.90
Total Cost of Goods Sold	\$4,442.90
Gross Profit	\$423.80
Expenses	
Total Expenses	\$0.00
Net Profit	\$423.80

This report can be printed as a PDF. Click on the print icon at the top of the report.

This report can be exported to an Excel document. Click on the export icon at the top of the report.

Trial Balance Report

The Trial Balance report identifies the balances of your accounts at a specific point in time.



t Settings & Preferences		
rial Balance		Run Report
What time frame should the report reflect?	To Date 🔻	
Should the report be filtered to specific account(s)?	All Accounts No Number Account Bryn Mawr Checking - #5442810 100.01 - Operating Cash	•
Hide accounts with no activity?		
Show beginning balance		
Should the report be filtered to specific proposals?]
Should the report be filtered to specific customers or vendors?]
Show Detail?	Simple View 🔻	
Add this report to your saved reports?	0	

Trial Balance Options

	Select a time frame from the options provided or			
What time frame should the report reflect	enter a custom date range by selection the 'A			
	Specific Date Range' option.			
	You can filter the Trial Balance report to specific			
	accounts by selection those accounts here. To			
Should the report be filtered to specific accounts	select multiple accounts, hold the CTRL (Control)			
	key down on your keyboard while clicking on the			
	next account.			
	By default this check box is selected. Checking			
	this box prevents accounts with a zero dollar			
Hide accounts with no activity	balance from appearing on Trial Balance report.			
	Un-checking this box will allow zero balance			
	accounts to be displayed.			
Show baginning balance?	Select this box if you would like to show your			
Show beginning balance?	beginning balance.			
Should the report he filtered to aposific proposals	Entering a proposal number here will filter the			
Should the report be filtered to specific proposals	report to show only the accounts that have been			



	affected by transactions occurring on the selected
	proposal for the time frame selected.
	Entering a vendor name here will filter the report
Should the report be filtered to specific customers	to show only the accounts that have been affected
or vendors	by transactions occurring for the selected vendor
	for the time frame selected.
	In Simple View mode, only the account names and
	account balances will be displayed, in Detail View
Show Detail	mode, the account names, account balances and
	each transaction in the accounts will be displayed
	for the time frame selected.
	Checking this box will allow you to enter a name
	to save your report criteria. This name will appear
	under the My Saved Reports menu option under
Add this report to your saved reports	Reports.

The image below shows the Trial Balance report run in Simple View mode.

elcome Dealer Choice Admin!		
Trial Balance [Update Report Settings]		
<- Back to Report Navigator 😺 📧		
Ε	Dealer Choice Systems	
	Trial Balance Through 07/06/2017	
	Debit	Credit
<u> 100.01 - Operating Cash</u>		Credit
<u> 100.01 - Operating Cash</u> <u>104 - Petty Cash</u>	Debit	Credit
	Debit \$402,451.00	Credit
<u> 104 - Petty Cash</u>	Debit \$402,451.00 \$512.94	Credit
<u> 104 - Petty Cash</u> 105 - Primary Operating Cash	Debit \$402,451.00 \$512.94	
<u>104 - Petty Cash</u> <u>105 - Primary Operating Cash</u> 117 - Work In Progress (WIP)	Debit \$402,451.00 \$512.94 \$3,498.06	

This report can be printed as a PDF. Click on the print icon at the top of the report.

This report can be exported to an Excel document. Click on the export icon at the top of the report.



The image below shows the Trial Balance report run in Detail View mode. Each transaction within the time frame selected are displayed. The transactions can be clicked on to open the associated document.

rial Balance [Update Report Settings] < <u><- Back to Report Navigator</u>		
Dealer Choice S Trial Balance Between Dates 01/01/2017	- -	
	Debit	Cred
<u> 117 - Work In Progress (WIP)</u>		\$882.1
Reference 117 Work In Progress (WIP)	Debit	Credit
01/09/2017 10:02 am Customer Invoice <i>Test Customer</i> - Ability (456) 3866		\$630.00
01/09/2017 10:02 am Customer Invoice <i>Test Customer</i> - R&B Expansion Desking (RBLF183628) 3866		\$71.36
01/09/2017 10:02 am Customer Invoice <i>Test Customer -</i> R&B Expansion Desking (RDM0F60E201) 3866		\$21.54
01/09/2017 10:02 am Customer Invoice <i>Test Customer -</i> R&B Expansion Desking (RDRRM3060) 3866		\$99.36
01/09/2017 10:02 am Customer Invoice <i>Test Customer</i> - R&B Expansion Desking (RSNRT1836) 3866		\$20.63
01/09/2017 10:02 am Customer Invoice <i>Test Customer</i> - Ability (ACTR36) 3866		\$10.18
01/09/2017 10:02 am Customer Invoice <i>Test Customer</i> - Ability (AWCE2460R) 3866		\$77.88
120 - Accounts Receivable	\$13,333.32	
Reference 120 Accounts Receivable	Debit	Credit
01/09/2017 10:01 am Customer Invoice Test Customer - 3866	\$2,888.32	
02/06/2017 11:32 am Customer Invoice Test Customer I - 3867	\$140.26	
02/06/2017 11:33 am Adjustment <i>Test Customer I</i> - Receive payment from unapplied		\$100.00
02/06/2017 11:34 am Adjustment <i>Test Customer I</i> - Delete customer payment	\$100.00	
02/06/2017 11:37 am Adjustment <i>Test Customer I</i> - Customer Credit Issued: 112233		\$100.00
02/06/2017 11:37 am Adjustment <i>Test Customer I</i> - Applying customer credit to invoice.	\$100.00	
02/06/2017 11:37 am Adjustment <i>Test Customer I</i> - Applying customer credit to invoice.		\$100.00
	\$13,333.32	\$882.1

This report can be printed as a PDF. Click on the print icon at the top of the report.

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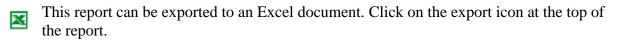


This report can be exported to an Excel document. Click on the export icon at the top of the report.

Check Reconciliation Report

Identifies outstanding checks and provides a tool to clear checks. The Check reconciliation report does not have any filter options. All checks that have been created in Dealer Choice that have not been marked as cleared will appear in this report. You can use this report to flag checks as cleared after reviewing your bank statement. This tool will be replaced by the Bank Reconciliation report which will allow you to flag cleared checks and balance your accounts per your monthly bank statement. To mark a check as cleared, click on the check box to the right of the check amount.

Check Reconciliation Report									
<u><- Back to</u>	Report Navigator								
Check No.	Account	Check Date	Payee	Amount					
1028	100.01 : Operating Cash	11/08/2016	UPS FREIGHT	\$25.00 🔲					
1029	100.01 : Operating Cash	12/28/2016	20-20 Technologies	\$1,200.00 📃					
1030	100.01 : Operating Cash	03/09/2017	Vendor 685	\$50.00 📃					
2000	105 : Primary Operating Cash	10/19/2015	Federal Express	\$50.00					
2001	105 : Primary Operating Cash	10/19/2015	Teknion Inc	\$500.00					
2002	105 : Primary Operating Cash	10/19/2015	KI	\$625.00 📃					
2003	105 : Primary Operating Cash	10/08/2015	ABCO Office Furniture	\$595.94 📃					
2004	105 : Primary Operating Cash	12/10/2015	Teknion Inc	\$50.00					
2005	105 : Primary Operating Cash	12/22/2015	Teknion Inc	\$14,727.00					
51	100.01 : Operating Cash	03/01/2016	ABCO Office Furniture	\$183.75					
62	100.01 : Operating Cash	04/08/2016	Dealer Choice Systems	\$10.00					
4 N	100.01 · Operating Cash	04/10/0014	Clobal Industrias MidAmariaa Inc	#497 90 💻					



Check Run Report

The check run report allows you to run a report showing the details of the checks you have created in a date range. All vendor credits with the vendors credit reference number used on a check will be displayed as well as discounts and deposits. This report can be printed for a specific check or multiple checks or for all check within a selected time frame.

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heck Run Report	Run Report
What checking account should the report reflect?	100.01 : Operating Cash 🔹
What time frame should the report reflect?	All dates
Should the report be filtered to specific checks? Separate multiple checks by comma	
Should the report be filtered to specific customers or vendors?	
Show Cleared Checks?	T
Show Voided Checks?	T
Add this report to your saved reports?	

Check Run Report					
What checking account should the report reflect	Select the checking account that you want to run the report for. Each account that you have setup as an account that you can write check from will be available for selection.				
What time frame should the report reflect	Select the desired date range. Checks printed in the selected date range will be included in the report. Select the 'A specific date range' option to enter a specific date range.				
Should the report be filtered to specific checks	Specific check numbers can be entered here. The report will only reflect information for the check numbers entered. Separate multiple check number with a comma.				
Should the report be filtered to specific customers or vendors	To filter the report to a specific customer or vendor, enter the first few characters of the customer/vendor name and any matches in your database will be presented. Select the appropriate entry from the list. The report will be filtered to the checks written to that customer or vendor.				
Show Cleared Checks	Use this filter option to show only checks that				

Check Run Report



	have been marked as cleared, or only checks that have not been marked as cleared. No filter selection here will show all checks within the date range selected.
Show Voided Checks	Use this filter to show only voided checks or only un-voided checks. No filter selection here will show voided and active checks within the selected date range.
Add this report to your saved reports	Checking this box will allow you to enter a name to save your filter criteria. This name will appear under the My Saved Reports menu option under Reports. Saving the report filter criteria saves you from having to select the same filter options each time you run the report.

An example of the Check Run Report appears below. You can print this report for a check or checks that have used several vendor credits to send to the vendor so the vendor knows which credits you have used on the payment.

	n Report <u>[Upda</u> lated as of 07/0		as ccount 100.01 : Operatin	g Cash						
<u><- Back to</u>	Report Navigator	N								
Check No.	Date	Туре	Reference	Amount	Discounts	Deposits	Credits	Credit No.	Payment	
1000	04/30/2014 04/30/2014	Deposit	Teknion Inc <u>26-5220</u>	\$100.00					\$100.00	
.0000	06/10/2015 05/20/2015	Deposit	ABCO Office Furniture <u>TST-7881</u>	\$1,330.00					\$1,330.00	
001	04/30/2014 04/30/2014	Bill	Teknion Inc <u>TEK-876</u>	\$3,662.40		\$100.00			\$3,662.40	
013	09/28/2015 09/23/2015	Bill	КІ <u>234</u>	\$625.00					\$625.00	
1028	11/08/2016 11/08/2016	Bill	UPS FREIGHT <u>Chad</u>	\$25.00					\$25.00	



X

This report can be printed as a PDF. Click on the print icon at the top of the report.

This report can be exported to an Excel document. Click on the export icon at the top of the report.

Bank Reconciliation Report

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The Bank Reconciliation Report works with the Bank Reconciliation tool. This report will display a window with all the Verified reports by run date. Select the date that you wish to print the report details for and click the Run Report button.

Report Settings & Preferences			_ 🛛
Bank Reconciliation Report		Run Report	
Account Reconciliation dates:	2016-05-23 08:40:47 by Test User 2016-05-23 08:33:08 by Test User 2016-05-23 08:32:29 by Test User 2016-05-23 08:32:03 by Test User	* *	
			-

The report will be displayed on screen and you can then send the data to a printer to be printed.

<- Back to Report Nav	igator				
Туре	Date	Check #	Name	Amount	Balance
Beginning Balance					\$20,051.0
Cleared Transaction	15				
Checks and Payn	nents - 5 items				
Cash Disbursement	10/08/2015	2003	ABCO Office Furniture	\$595.94	\$-595.9
Cash Disbursement	10/19/2015	2000	Federal Express	\$50.00	\$-645.94
Cash Disbursement	10/19/2015	2001	Teknion Inc	\$500.00	\$-1,145.94
Cash Disbursement	10/19/2015	2002	KI	\$625.00	\$-1,770.94
General Journal	10/10/2015			\$5.00	\$-1,775.9
Total Checks and F	ayments			\$-1,775.94	\$-1,775.9
Deposits and Cre	dits - 3 items				
Cash Receipt	10/15/2015	345	Customer 685	\$50.00	\$50.00
General Journal	10/19/2015			\$20,000.00	\$20,050.00
General Journal	10/19/2015			\$1.00	\$20,051.0
Total Deposits and	Credits			\$20,051.00	\$20,051.0
Total Cleared Transac	tions			\$18,275.06	\$18,275.0
Cleared Balance				\$18,275.06	\$18,275.0
Uncleared Transact	ions				
Checks and Payn	nents - 0 items				
Total Checks and F	ayments			\$0.00	\$0.0
Deposits and Cre	dits - 0 items				
Total Deposits and	Credits			\$0.00	\$0.0
Total Uncleared Trans	actions			\$0.00	\$0.0
Ending Balance				\$18,275.06	\$18,275.06

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This report can be printed as a PDF. Click on the print icon at the top of the report.

For more information on the Bank Reconciliation tool, please reference the Bank Reconciliation section of this user document under the Accounting section.

My Saved Reports

Each report in the system has an option to allow you to add the report to your saved reports. When the check box is checked, you are prompted to enter a name for your report. This option allows you to save your specific report filter criteria so you do not have to select the same filter criteria for each time you run the report. If the report is saved, you can simply select the report name from the My Saved Reports menu option and the report will be run with the filter criteria had previously saved. Once the report runs, you are able to adjust the report filter criteria and if so desired, you can save that criteria as well.

Click on Reports - My Saved Reports to view any saved reports. Click on the saved report name to run that report.

Home	Customers	Vendors	A & D	Proposals	System	Accounting	Reports	Help & Commun	ications	Proposal Numb	er: Go
	[Logout	e, admin		Message	;F	lello Deale	Reports N Customers Vendors 8 Proposals	& Receivables Payables	+ + +		
Welcome D	ealer Choice A	dmint					Financial	0	•	No Occurd Departs	
							My Saved Shared Re		•	No Saved Reports	

To save a report, click on the 'Add this report to your saved reports' check box. This will allow you to save your report filter criteria.

The example below shows the Accounts Receivable report being saved with the specific date range of January 1, 2010 through March 31, 2010, for the sales rep names Test User. The Save report will be named '1QTR Test User'. The report will not be shared. The AR report options window below shows these settings. Click on the Run Report button to execute the report and your report will be saved for you automatically.



Report Settings & Preferences		_ 🗵
Accounts Receivable Report		
	Run Report	
What time frame should	A specific date range	
the report reflect?	From: Jan 🔻 1 🔻 2017	
	To: Mar 🔻 31 🔻 2017 🧮	
How should the aging schedule be shown?	30 days 60 days 90 days	
Should the report be filtered by sales rep?	Test User Test1 Test2 Test2	
Should the report be filtered to specific customers or vendors?		
Sort by oldest due date?		
Include Unapplied Credits?		
Should the report reflect paid or unpaid invoices?		
Display Contact Details?	Hide Customer Contact Detail 🔻	
Show Report Details?	Show Detail View 🔻	
Add this report to your saved reports?		
	What should the report be called? 1QTR Test User	
	Optional description for the report:	
	Share this report?	
	·,	•

The report name '1QTR TEST USER' now appears under the My Saved Reports menu option under reports.

Home	Customers	Vendors	A & D	Proposals	System	Accounting	Reports	Help & Commun	nications	:	roposal Number:	Go
	[Logout	e, admin]		Message	s H	iello Deale	Reports N Customer: Vendors 8 Proposals	& Receivables Payables	+ + +			
Welcome D	ealer Choice A	dmint					Financial	Dt-	+	AOTE Test lines		
Welcome D	euler choice A	unini:					My Saved Shared Re		•	1QTR Test User		

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Now that the report criteria has been saved, we can simply click on the report name under the My Saved Reports menu to run the report.

Edit and Delete Saved Reports

You can edit or delete the report criteria for a saved report by first running the report, then click on the [Update Report Settings] link.

Come Dealer Choice QTR Test User dated between O <u><- Back to Report Na</u>	[Update Report Settin 1/01/2017 and 03							
Invoice No.	Date	Due Date	Orig Amt	Balance	Current	30 Days	60 Days	90 Da
st Customer								
Proposal: <u>5626</u> - San <u>3866</u>	nple Proposal 01/09/2017	01/19/2017	\$2,888.32	\$2,888.32				\$2,888
Proposal: <u>5630</u> - Use <u>3868</u>	r Documentation 02/13/2017	02/23/2017	\$0.00	\$0.00				
Proposal: <u>5651</u> - ven <u>3872</u>	dor credit process 02/16/2017	02/26/2017	\$3,180.00	\$3,180.00			\$3,180.00	
			\$6,068.32	\$6,068.32			\$3,180.00	\$2,888.
			 \$6,068.32	\$6,068.32	\$0.00	\$0.00	\$3,180.00	\$2,888.3

This will open the Report Settings & Preferences window to allow you to change the filter criteria. Click on the 'Add this report to your saved reports' check box again and run the report. The report will be saved with the updated filter criteria.



Welcome Dealer Choice Admir	n!		
1QTR Test User [Upda	Report Settings & Preferences		
-			<u> </u>
dated between 01/01	1QTR Test User	Dur Davart Dalata Davart	
<- Back to Report Navigate		Run Report Delete Report	
Invoice No. <u>Test Customer</u>	What time frame should the report reflect?	A specific date range ▼ From: Jan ▼ 1 ▼ 2017 III To: Mar ▼ 31 ▼ 2017 III) Days
Proposal: <u>5626</u> - Sample Pr <u>3866</u> Proposal: <u>5630</u> - User Docu <u>3868</u>	How should the aging schedule be shown?	30 days 60 days 90 days	:,888.32
Proposal: <u>5651</u> - vendor cre <u>3872</u>	Should the report be filtered by sales rep?	Shirley G Test User Test1 Test2	888.32
	Should the report be filtered to specific customers or vendors?		888.32
	Sort by oldest due date?		
	Include Unapplied Credits?		
	Should the report reflect paid or unpaid invoices?	τ	
	Display Contact Details?	Hide Customer Contact Detail 🔻	
	Show Report Details?	Show Detail View 🔻	
	Add this report to your saved reports?	What should the report be called?	
		1QTR Test User Optional description for the report:	
		Share this report?	•
-	1		

To delete a saved report, click on the report in the My Saved Reports menu to run the report. Click on the [Update Report Settings] link and then click on the Delete Report button instead of the Run Report button. The report name will be removed from the My Saved Reports menu.



the report reflect?	Run Report Delete Report
the report reflect?	
From: J. To: M	
How should the aging 30 c schedule be shown? 60 c 90 c	lays
Should the report be filtered by sales rep? Test Use Test1 Test2	-
Should the report be filtered to specific customers or vendors?	
Sort by oldest due date?	
Include Unapplied Credits?	
Should the report reflect paid or unpaid invoices?	▼
Display Contact Details? Hide Cu	stomer Contact Detail 🔻
Show Report Details? Show D	etail View 🔻
Add this report to your saved reports?	

You can add as many report names as you like to the My Saved Report menu.

Shared Reports

Each report in the system has an option to allow you to add the report to your saved reports. When the check box is checked, you are prompted to enter a name for your report. This option allows you to set the report as a shared report so the same report can be used by others. Shared reports appear under the Shared Reports menu option.

Click on Reports - Shared Reports to view any reports that have been shared with you or with any of the groups you are assigned to. Click on the shared report name to run that report.

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Home Customers Vendors A & D Proposals System Accou	ing Reports	Help & Communications Proposal Number: Go
Welcome, admin	Reports Navio	
(Logout) Messages Hello D	Vendors & Pa	Payables >
DEALER CHOICE	Proposals & S Financial	Sales
Welcome Dealer Choice Admin!	My Saved Re	eports
	Shared Repo	orts No Shared Reports

In the menu displayed above, the Shared Reports menu is empty. We will generate a Balance Sheet report to be shared with all members of the Administrators group.

The Balance sheet is under the Financial Report menu. We entered our Balance sheet criteria and we clicked on the 'Add this report to your saved reports' check box and entered a name (Bal Sheet 1ST QTR) for our saved report. The window will update displaying the 'Share this report?' check box. Click on the 'Share this report?' check box.

rt Settings & Preferences	
3alance Sheet	Run Report
What time frame should the report reflect?	To Date 🔻
Comparison:	No Comparison
Hide accounts with a zero balance?	•
Exclude year-end closing entries?	
Add this report to your saved reports?	 What should the report be called? Bal Sheet 1st QTR Optional description for the report: Share this report?
	Share to the following users: Brandon Dave H Dealer Choice Admin Debbie F
	Share to the following groups:
	Accounting Administrators Closed Period delete test

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The window will update displaying the user names of all users defined in your site as well as all group names defined in your site. You can select individual users to share the report with or you can select an entire group (or groups) to share the report with. In this example we are selecting the Administrators group to share this report with.

Only the user that shared the report has the ability to delete the report. The shared report can be deleted from the Settings & Preferences window via the Delete Report button.

Click on the Run Report button to run the report. The report will now appear in the Shared Reports menu of all members of the Administrators group as shown below.

Home	Customers	Vendors	A & D	Proposals	System	Accounting	Reports	Help & Communi	cations	s P	roposal Number:	Go
		e, admin			1.1	ello Deale	Reports N Customer:	avigator ; & Receivables	•			
	[Logout]		Messages	s⊓	ello Deale	Vendors 8	Payables	•			
DEALER CHO	DICE			-			Proposals	& Sales	•			
							Financial		•			
Welcome D	ealer Choice A	dmin!					My Saved	Reports	•			
						[Shared Re	ports	×.	Bal Sheet 1st QTR		

Help & Communications

The Help & Communications menu contains the following options:

Fax & Email Terminal Dealer Choice User Manual News Letter Activate Support Access

Home	Customers	Vendors	A & D	Proposals	System	Accounting	Reports	Help & Communications	Proposal Number:	Go
	[Logout	∍, admin]		Messages	sH	ello Dealer	[.] Choice	Fax & Email Terminal DealerChoice User Manual News Letter Activate Support Access		
Welcome D	ealer Choice A	dmin!								

Fax & Email Terminal

The Fax & Email Terminal allows quick access to the fax and email functions without having to navigate to a particular proposal first. This option allows you to enter your proposal number and takes you directly to the Fax & Email terminal for that proposal.

There are two tabs in the Communications window, the Message Terminal tab and the Message Log tab.



Email & Fax Communications Window	_ X
Message Terminal Message Log	A

The Message Terminal tab allows you to select documents, select the recipient and include any files that may be stored in the File Vault that are to be sent.

The Message Log stores information regarding each message that has been emailed or faxed for the proposal being worked on.

Opening the Fax and Email Terminal

To get started, click on the Fax and Email Terminal under the Help and Communications menu option.

Home	Customers	Vendors	A & D	Proposals	System	Accounting	Reports	Help & Communications	Proposal Number:	Go
	[Logout	e, Admin]		Messages	H	ello Dealer	Choice	Fax & Email Terminal DealerChoice User Manual News Letter Activate Support Access		
Welcome D	ealer Choice A	dmin!								

A window will to enter the first few characters of the proposal.

To get started please opter the proposal number:	ications Window	. 🗵
	ase enter the proposal number:	
		•

Any matches in your database will be presented in a selection list. Click on the appropriate proposal to select it and the Communications window will open.



Email & Fax Commun	ications Window		_ ×
To get started, plea	ase enter the proposal numb	er:	*
Proposal List:		×	
5630	Test Customer - Us	er Documentation	•

Email Message Type

You can send your documents either by email or fax from this window. Select the message type from the drop down selection window.

Email & Fax Communications Window		_ ×
Message Terminal Message Log		.
Message Type: Email Message Email Message Proposa Fax Message Customer_Invoice_3868.pdf Delivery Ticket 2018-TST-8477.ndf Recipient Email: [search] Multiple recipients separated by line break	Customer_Invoice_3847.pdf Purchase_Order_2018-TST- 8477.pdf Purchase_Order_8697.ndf	
Subject:		
Message Body Optional	Attachments From File Vault Use cntrl key for multiple select Knoll.sif	
Send		
L		

455



Select the documents you wish to send by clicking in the check box to the left of the document name. You can select multiple documents if you wish. Any documents that are checked will be included as attachments to the email or fax.

Email & Fax Communications Window	
Message Terminal Message Log	•
Message Type: Email Message 🔻	
Proposal_5630.pdf Customer_Invoice_3847.pdf	
Customer_Invoice_3868.pdf	
Delivery Ticket 2018-TST-8477.ndf Durchase Order 8697.ndf	
Multiple recipients separated by line break Subject:	
Message Body Attachments From File Vault Optional Use cntrl key for multiple select Knoll.sif	
Send	

The email option appears above. Enter the email address of the intended recipient. The [search] link allows you to enter the first few characters of the recipient's name and any matches found in your database will be presented and available for selection. The recipients must have an email address in the Contacts database to be available for email.



Email & Fax Communications Window		_ ×
Message Terminal Message Log		^
Message Type: Email Message 🔻		
Proposal_5630.pdf	Customer_Invoice_3847.pdf	
Customer_Invoice_3868.pdf	Purchase_Order_2018-TST- 8477.pdf	
Delivery Ticket 2018-TST-8477.ndf	Purchase Order 8697.ndf	
Recipient Email: [search]		
Search Contacts:		
Search for a contact:		
dc		
Contact List:	×	
DC Support <dcsupport@dc-sysllc.co< td=""><td>im></td><td></td></dcsupport@dc-sysllc.co<>	im>	
N G	nents From File Vault / key for multiple select	
	if	
Send		
		/ _//

Enter the Subject text in the Subject input box and you may also include text regarding the attachments in the Message Body section.



Message Terminal Message Log Message Type: Email Message T
Message Type: Email Message 🔻
Proposal_5630.pdf Customer_Invoice_3847.pdf
Customer_Invoice_3868.pdf
Delivery Ticket 2018-TST-8477.ndf Durchase Order 8697.ndf
Recipient Email: [<u>search</u>] Multiple recipients separated by line break
DC Support <dcsupport@dc-sysllc.com></dcsupport@dc-sysllc.com>
Subject:
Invoice for Knoll Product
Message Body Attachments From File Vault Optional Use cntrl key for multiple select
Hi Support, I have attached the SIF we used to create this invoice.
Send

If any files had been uploaded into the File Vault for this proposal, those document names will appear in the "Attachments From File Vault' selection box. Any of the File Vault files can also be included as attachments to the email or fax as well.



mail & Fax Communications Window	
Message Terminal Message Log	
Message Type: Email Message 🔻	
Proposal_5630.pdf	Customer_Invoice_3847.pdf
Customer_Invoice_3868.pdf	Purchase_Order_2018-TST- 8477.pdf
Delivery Ticket 2018-TST-8477.ndf	Purchase Order 8697.ndf
Recipient Email: [<u>search</u>] Multiple recipients separated by line break	
DC Support <dcsupport@dc-sysllc.com< td=""><td>></td></dcsupport@dc-sysllc.com<>	>
Subject:	
Invoice for Knoll Product	
Message Body Optional	Attachments From File Vault Use cntrl key for multiple select
Hi Support, I have attached the SIF we create this invoice.	e used to
Send	

After preparing your message, click on the Send button and the message will be placed in the Communications Queue. This is a database storage area that holds email and fax messages waiting to be processed. Approximately every 10 minutes, the Communications Queue is processed and any messages in the queue will be processed and sent. If a rejection or failure message is returned by the receiving email server or fax machine, Dealer Choice will send an internal message to the user the submitted the message notifying them of the failure.

Fax Message Type

The Fax option allows to you select the documents that are to be faxed by placing clicking in the check box to the left of the document name.



Email & Fax Communications Window		_ 🗵
Message Terminal Message Log		<u> </u>
Message Type: Fax Message Email Message Proposa, Fax Message Customer_Invoice_3868.pdf	Customer_Invoice_3847.pdf	
Delivery_Ticket_2018-TST-8477.ndf	Purchase Order 8697.ndf	
To: [<u>search]</u>	Fax:	
From:	Date: 07/17/2017	
Re: Optional	File Vault: Use ontri key for multiple select	
		•

Select the documents you wish to send by clicking in the check box to the left of the document name. You can select multiple documents if you wish. Any documents that are checked will be included as attachments to the email or fax.



Email & Fax Communications Window	
Message Terminal Message Log	
Message Type: Fax Message 🔻	
	Invoice_3847.pdf
Customer_Invoice_3868.pdf Purchase_0 8477.pdf	Order_2018-TST-
Delivery Ticket 2018-TST-8477.ndf Durchase	Order 8697.ndf
To: [search]	Fax:
From:	Date:
	07/17/2017
	File Vault: Use cntrl key for multiple select
	Knoll.sif
	-
Send	
	· · · · · · · · · · · · · · · · · · ·

Enter the name of the recipient in the To input field, or click on the [search] link and enter the first few characters of the recipient's name. Any matches in your database will be presented an available for selection. The recipients must have a fax number entered in the Contacts database to be available for faxing.



Email & Fax Communications Window		_ 🗵
Message Terminal Message Log		^
Message Type: Fax Message 🔻		
Proposal_5630.pdf	Customer_Invoice_3847.pdf	
Customer_Invoice_3868.pdf	Purchase_Order_2018-TST- 8477.pdf	
Delivery Ticket 2018-TST-8477.ndf	Purchase Order 8697.ndf	
To: [<u>search]</u> Search Contacts:	Fax:	
Search for a contact:	Date: 07/17/2017	
dd Contact List:	×	
DC Support (111-222-3345)	multiple select	
1		▼

If any files had been uploaded into the File Vault for this proposal, those document names will appear in the "Attachments From File Vault' selection box. Any of the File Vault files can also be included as attachments to the email or fax as well.



Email & Fax Communications Window	_ 🗵
Message Terminal Message Log	^
Message Type: Fax Message 🔻	
Proposal_5630.pdf Customer_Invoice_3847.pdf	
Customer_Invoice_3868.pdf	
Delivery Ticket 2018-TST-8477.ndf Durchase Order 8697.ndf	
To: [search] Fax:	
DC Support 111-222-3345	
From: Date:	
Admin 07/17/2017	
Re: File Vault: Optional Use cntrl key for multiple select	
Sending over the invoice and the SIF.	
Send	

After preparing your message, click on the Send button and the message will be placed in the Communications Queue. This is a database storage area that holds email and fax messages waiting to be processed. Approximately every 10 minutes, the Communications Queue is processed and any messages in the queue will be processed and sent. If a rejection or failure message is returned by the receiving email server or fax machine, Dealer Choice will send an internal message to the user the submitted the message notifying them of the failure.

Message Log tab

The Message Log stores information regarding each message that has been emailed or faxed for the proposal being worked on. To see messages that have been sent and their status, click on the Message Log tab. Any previously sent messages and any pending messages will be displayed as shown below.



Email & F	ax Communications Wi	ndow			_ ×
Message	Terminal Message Log	9			^
Туре	Timestamp	Recipient	Subject	Status	
There are	e no messages to show.				
					•

Message Log Status

While the message status is still in the 'Pending' state, which means that it is waiting to be processed for sending, the 'Remove from queue' icon appears. This icon, if clicked will allow you to remove the pending message from the message queue and it will not be sent. Once the message queue has started processing the message, you cannot remove it from the queue. Check the message queue after you have sent your message to see the updated status progress. If an emailed or faxed message fails to be sent and if the receiving email server or fax machine sends a failure notice, the message log will reflect the failure message. If the message fails to be received, you should verify the email address/fax number of the recipient and then try to send your message again.

The status field can be one of the following:

- Pending
- Processing
- Sent
- Failed

User Manual

This user manual includes the latest features in this version. This is an online version of the manual and it is not intended to be printed. This manual will be updated with new features as they become available. If you find any errors in this manual please report them to Support@dc-sysllc.com.

The User Manual is available for viewing from the Help & Communications menu by clicking on the Dealer Choice User Manual option as shown below.

Welcome, admin Locauti, Messages Hello Dealer Choice Fax & Frail Terminal DealerChoice User Manual News Letter Activate Support Access	Home	Customers	Vendors	A & D	Proposals	System	Accounting	Reports	Help & Communications	Proposal Number:	Go
Locauti Messages Hello Dealer Choice News Letter									Fax & Email Terminal		
					[L		Choico	DealerChoice User Manual		
Activate Support Access		Logout]		Message	s n	lello Dealei	Choice	News Letter		
	DEALER CHO	ICE							Activate Support Access		
Welcome Dealer Choice Admin!	Welcome Dea	aler Choice A	dmint								

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If you have suggestions for information that should be included in this manual, please forward them to Support@dc-sysllc.com.

Electronic Order Interfaces

Electronic Order Interfaces

Dealer Choice has created several electronic order interfaces that help expedite the placement of orders with particular vendors. The electronic order interface template is a file that maps the order data fields per the vendors electronic order specifications. This file is what determines how the data will be formatted and in some cases, how the purchase order data is transmitted to the vendor. The template files are managed by Dealer Choice. If you work with a vendor that supports electronic order submissions, please email Dealer Choice support at support@dc-sysllc.com with the vendor name and if possible a vendor contact. They will contact the vendor to discuss the electronic order process on your behalf.

Once an electronic order template has been added to a vendors profile in the Vendors database, you will have the ability to generate purchase orders that can be sent (emailed or via web services) to the vendor as an electronic order.

Dealer Choice has created electronic order interfaces for the following vendors:

- Allsteel
- Geiger
- Haworth
- Herman Miller
- Kimball
- Knoll
- National
- OFUSA
- Teknion

The electronic order interface process begins with purchase order creation. If an electronic order interface is in place for a vendor, the "Submit Via" field in the Create Purchase Orders window will include an option named "Generate electronic order". This option will allow you to create the electronic order file for the vendor.

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