

Chapter 15, “ Accounting in Detail ”

“The ACCOUNTANT”

Collision Center III was designed to provide the most complete audited accounting records in the industry. The entire accounting system was designed only for the Collision Industry.

In all possible cases we have attempted to “Bolt Down” or “Tie Down” the numbers in the journals, payables, and receivables to the RO that caused the entry. This is the primary reason we invested the programming time and effort to create our own accounting system as compared to bridging to a 3rd party accounting system. We are certain that once you have reviewed it in detail, you will see the value of having a system design specifically for the Collision Industry. And, you will have a good time laughing at the other systems which failed to make the commitment needed to provide the kind of productivity, speed, accuracy and power that a bolted down system like this provides.

REPORTS:

Income Statement (91), utilizing the Income Statement in conjunction with the Balance Sheet will provide an excellent indicator of how your business is doing. Note, the number “91” after the name of the Report merely identifies it as Report # 91 for ease in conversing with tech support or our programming staff.

Balance Sheet (93), provides a real good look at where you are financially. This report looks at the previous month and if “calculate” is chosen, adjusts those numbers up to the current time. This process will also print the #92 Detailed Income Statement. Only when you run this Balance Sheet will amounts be posted to the chart of accounts for that month. Example: When you run the balance sheet for March, each account will start with Feb. amount, use debits and credit in the journal and payables journal to deduct the March number and write the number to the account. Therefore, the amounts in the accounts do not change on a transaction by transaction basis, only when you run the balance sheet.

G/L Trial Balance, provides a “Quick” or “Detailed” listing of any specific account, or of all accounts. Remember that this report can get to be large, so be prepared to wait and use a lot of paper if you run a “detailed” of all accounts.

Bank Deposit, is more than just a report. Collision Center III is designed to work under an “Envelope” concept, meaning that all the funds cash, checks, credit cards are first put into the “envelope account” and then moved to the operating account when the deposit is actually made. Under this heading, you

may look at the currently accumulated deposits, you may print a deposit slip for the bank, and you can “ZAP” the report which posts the money through the JOURNAL into the appropriate account. For those smaller shops that may not go to the bank daily, the “ZAP” asks if you’re ready to zap everything, or just the credit card amounts, leaving the other items until you are ready to go to the bank.

RO’s In Process (50), is really the equivalent of our monthly closeout. This procedure utilizes the date you provide to look at closed jobs and open jobs and adjust your Cost of Goods Sold to match what was delivered during the specified time. This report does make Journal Entries and should be run only once a month upon closing out the month. If a mistake were made and you had to back-out these Journal Postings, each would start with “WIP”, so they are easy to locate. Remember that if you have to back these entries out, that they hit both the month you’re closing and the next month, so you’d have to back them out of both sides.

Closed ROs (56, 57) These reports all look at all closed jobs within the date range given and generate the report format chosen. The “56” Report is a Summary Report of the selected information. And the “57” Report shows a breakout of all Departments for each job and recaps with the totals for all the jobs shown. This report can be run for a day, week, month, or year. This provides virtually all the information about each closed job, to include profitability.

Closed RO’s Total (59), provides a look at all open and closed ROs in a given date range. It performs a quick calculation to arrive at Paint Materials costs. It is through this 59 Report that “Sales Distribution” occurs. This report could be called the other half of your monthly close out. Like the Work In Process, this distribution should only be run once a month.

Vendor Report (66), is a unique report requested by several Body Shop Owners. It triggers off the JOURNAL and allows creating a report showing purchases from Vendors over any given period of time broken down into separate categories for parts and sublet from the same Vendor. It provides the basis for issuance of 1099s at the end of each year.

Daily Business Report (21), is a very powerful management tool. Printing this report daily will give the owner a complete chronological log of what is going on in their business. This report is so versatile that it can be printed for any given period, be it a day, a week, a month, or a year. If you go for some of the longer period, you’d better have lots of time and paper.

Customer Satisfaction Report / AutoChex , is merely a quick way of getting a listing of those jobs closed in a given time with a dollar amount greater than say \$500. This is an excellent to query customers relative to their satisfaction with your work.

Audit Reports, provide Management a quick “Audit” of some particularly sensitive areas of CC3. One report provides a look at all ROs that have been overwritten in the given time frame. While another gives a quick listing of all Posted Invoices that were not fully posted against an RO.

Custom Reports, is a new and exciting area of CC3. It is essentially a User Defined Report Generator. It allows you to pick any of the three major databases (Estimates, Repair Orders, or Archive) to design reports from.

Chapter 16, “Monthly Closeout Procedure”