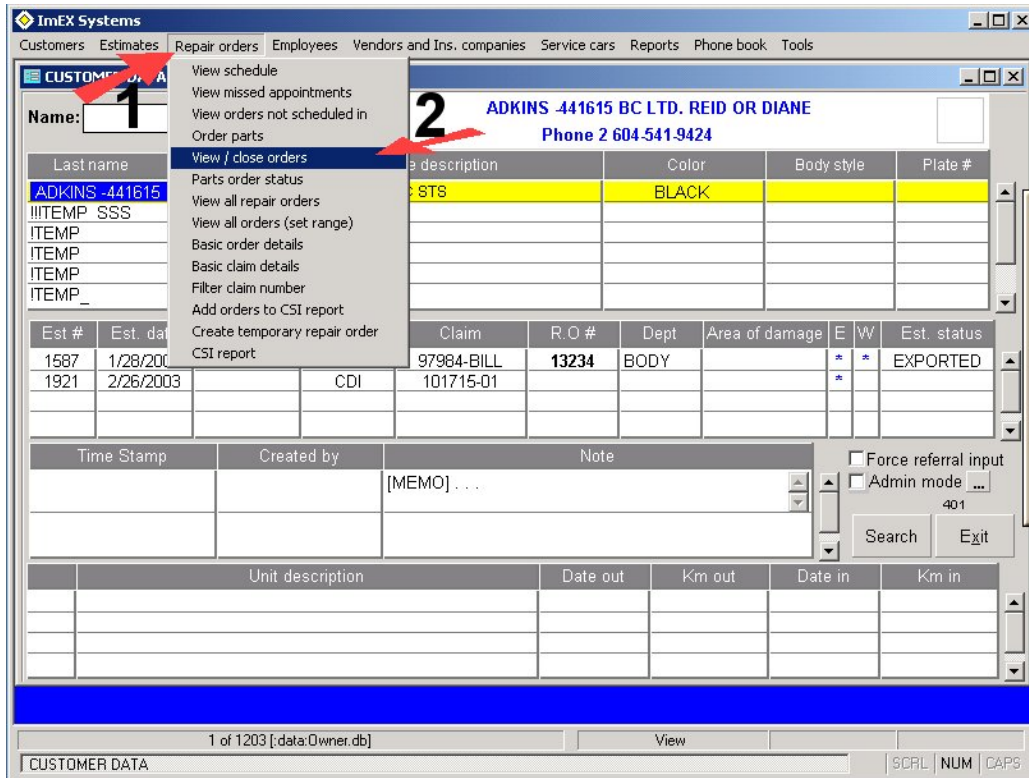


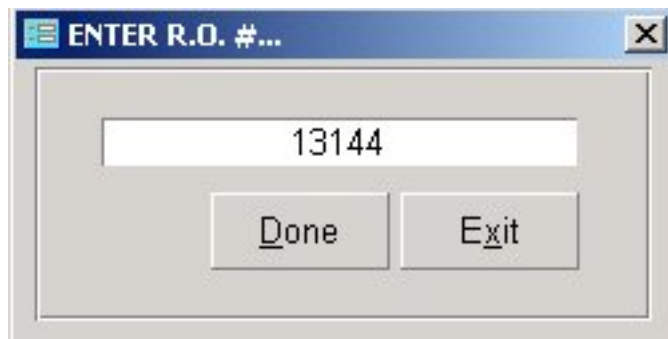
Close a repair order

When closing an ICBC estimate ensure you are working with the latest version of the estimate, and that all supplements have been imported from PenPro into ImEX!

On the top menu, select “Repair orders”, then “View/close orders”



... enter the number of the repair order you wish to close.



Click “Edit” button, verify depreciation and/or GST payable, review the estimate or worksheet notes

CLOSE REPAIR ORDERS

Initial data | Rates | Insurance / source | Desc. | Cost | Dates

Est. # 1527 Date estimated 1/23/2003 Estimator [redacted] Converted 13144 Status IN PROGRESS PST exempt #

Ded. 500.00 Dep. GST Payable Towing Storage Other Enviro levies Adjustment 0.00 Dept. BODY SHOP

Primary area of damage Secondary area of damage Km In Km out Prefix Suffix

Referred by 1809 1308 CDI Assigned to Bodyman Painter

Estimate remarks to be printed on estimate

Worksheet remarks to be printed on worksheet

Adjustments

- Pinstripe
- Mouldings
- Glass
- A/C
- Used parts
- Other

R. O. # 13144 BODY SHOP LARSON KEITH 96 CHEV CAVALIER

Admin Parts use Notes Search Save Edit Print Reports Go to... View... Assign Exit

Under the “Rates” tab, click the “?” button, select the appropriate labor rates. If your shop charges for ATP on an hourly basis, temporarily erase the amount of ATP chargeable to “0.00”, then press “Enter”. This will enable proper reconciliation of your data with PenPro data, as rates used by ICBC do not include ATP charges in PenPro.

CLOSE REPAIR ORDERS

Initial data | Rates | Insurance / source | Desc. | Cost | Dates

Labor rates ICBC C/C & ATP ? ... Locked Unlocked

Body	53.07	Paint mat.	27.37	Parts PST rate	7.50
Diagnostic	53.07	Shop mat.	3.63	Parts taxable?	<input checked="" type="checkbox"/>
Electrical	53.07	Hazardous waste per hr.		Sublet PST rate	7.50
Refinish	53.07	2 Stage paint		Sublet taxable?	<input checked="" type="checkbox"/>
Structural	53.07	3 Stage paint		Labor PST rate	7.50
Frame	53.07	2 Tone paint		Labor taxable?	<input checked="" type="checkbox"/>
Mechanical	53.07	Tire disposal		Towing PST rate	
Glass	50.55	Labor adjustment		Towing taxable?	<input type="checkbox"/>
ATP	0.00	Parts adjustment		Storage PST rate	
Service		GST rate	7.00	Storage taxable?	<input type="checkbox"/>
Detail		Tax rate		Paint mat. taxable?	<input checked="" type="checkbox"/>
User2		Enviro levies		Betterment taxable?	<input checked="" type="checkbox"/>
User3		Levies taxable?	<input checked="" type="checkbox"/>		
User4		Enviro levies tax rate	14.50		

R. O. # 13144 BODY SHOP LARSON KEITH 96 CHEV CAVALIER

Admin Parts use Notes Search Save Edit Print Reports Go to... View... Assign Exit

Go to the "Cost" tab, compare the amounts – they should equal the amounts in PenPro

CLOSE REPAIR ORDERS

Initial data	Rates	Insurance / source	Desc.	Cost	Dates
Body*	29.1	53.07	1,544.34	Parts	777.45
Diagnostic*	0.0	53.07	0.00	Sublet	803.20
Electrical*	0.0	53.07	0.00	Addnl.	0.00
Refinish*	13.3	53.07	705.83	Enviro levies	
Structural*	0.0	53.07	0.00	Towing	
Frame*	0.0	53.07	0.00	Storage	
Mechanical*	0.0	53.07	0.00	Subtotal	4,300.47
Glass	0.0	50.55	0.00	GST	301.03
Service	0.0		0.00	PST on levies	0.00
Detail	0.0		0.00	PST on labor	168.76
User2	0.0		0.00	PST on parts	58.31
User3	0.0		0.00	PST on sublet	60.24
User4	0.0		0.00	PST on towing	0.00
ATP	42.4	0.00	0.00	PST on storage	0.00
Paint mat.	13.3	27.37	364.02	PST on mat	35.27
Shop mat.	29.1	3.63	105.63	Total payable	4,924.03
				Net repairs	4,424.03

*- will be used for ATP calculations

Adjustment: 0.00
*(Inc.in "Addnl" field)

Ded. 500.00
Dep.
GST Payable
Other
Betterment taxes 0.00
Cust. payable 500.00

ATP rate set to 0.00

R.O.# 13144 BODY SHOP LARSON KEITH 96 CHEV CAVALIER

Admin Parts use Notes Search Save Edit Print Reports Go to... View... Assign Exit

If the amounts are correct, return to the "Rates" tab and re-input the hourly rate for ATP, press "Enter" on your keyboard to confirm your actions.

CLOSE REPAIR ORDERS

Labor rates ICBC C/C & ATP ? ... Locked Unlocked

Body	53.07	Paint mat.	27.37	Parts PST rate	7.50
Diagnostic	53.07	Shop mat.	3.63	Parts taxable?	<input checked="" type="checkbox"/>
Electrical	53.07	Hazardous waste per hr.		Sublet PST rate	7.50
Refinish	53.07	2 Stage paint		Sublet taxable?	<input checked="" type="checkbox"/>
Structural	53.07	3 Stage paint		Labor PST rate	7.50
Frame	53.07	2 Tone paint		Labor taxable?	<input checked="" type="checkbox"/>
Mechanical	53.07	Tire disposal		Towing PST rate	
Glass	50.55	Labor adjustment		Towing taxable?	<input type="checkbox"/>
ATP	6.31	Parts adjustment		Storage PST rate	
Service		GST rate	7.00	Storage taxable?	<input type="checkbox"/>
Detail		Tax rate		Paint mat. taxable?	<input checked="" type="checkbox"/>
User2		Enviro levies		Betterment taxable?	<input checked="" type="checkbox"/>
User3		Levies taxable?	<input checked="" type="checkbox"/>		
User4		Enviro levies tax rate	14.50		

R.O.# 13144 BODY SHOP LARSON KEITH 96 CHEV CAVALIER

Admin Parts use Notes Search Save Edit Print Reports Go to... View... Assign Exit

Click the “Go to” button, then select “Balance parts”

The screenshot shows the 'CLOSE REPAIR ORDERS' application window. The 'Labor rates' tab is selected, displaying a grid of rates for various services. A red arrow points to a dropdown menu that is open, with 'Balance parts' selected. The menu options include: Balance parts, Balance labor, Job cost analysis - estimate based, Job cost analysis - invoice based, Invoice repair order, and Close all related forms. The window title is 'CLOSE REPAIR ORDERS' and the current order is 'R.O.# 13144 BODY SHOP LARSON KEITH 96 CHEV CAVALIER'.

Carefully review the parts reconciliation. The “Estimated sale” amount should equal the “Purchased” amount. The only allowable exception should be items for which no outside invoice payable is required: i.e. Enviro levy, aim lights, in-house pinstripe and like items. Credits (negative amounts) under the “Difference” field indicate items on the estimate without supporting invoices. Debits (positive amounts) indicate un-credited returns, a need for another supplement or other adverse scenario. Repair orders with positive amount in the “Difference” field should NOT be closed as they will have negative effect on your gross profit (Certain exceptions may apply, contact software support for more info). Any adjustments should be made at this point. Request credits for returned parts. Document your actions by making notes (Click “Notes” then “Add estimate notes”)

The screenshot shows the 'CLOSE REPAIR ORDER - PARTS AND SUBLET' application window. It displays a table of invoices with columns for Invoice #, Vendor name, Act. price, and Act. cost. Below this is a table for Returns with columns for Return #, Vendor name, Assembly, Price, and Cost. At the bottom, there is a summary table with columns for Description, Estimated, Actual price, and Actual cost. A red arrow points to the 'Difference' field in the summary table, which shows a value of -5.25. The window title is 'CLOSE REPAIR ORDER - PARTS AND SUBLET' and the current order is 'R.O.# 13144 Est. # 1527 LARSON KEITH 96 CHEV CAVALIER'.

Invoice #	Vendor name	Act. price	Act. cost
56998	DISCOUNT TIRE	47.50	38.00
57010	DISCOUNT TIRE		
107661	DON CARR CHEVROLET OLDS L		
182002	DON CARR CHEVROLET OLDS L		
182256	DON CARR CHEVROLET OLDS L		

Return #	Vendor name	Assembly	Price	Cost

Description	Estimated	Actual price	Actual cost
F.B. COVER	220.00	49.89	42.00
F.B. COVER			
LT SIDE MARKER LIGHT	73.85		
LT SIGNAL LIGHT	52.95		
LT H/LAMP MNT PNL	87.75		
LT H/LAMP MNT CLIP	6.30		

After reconciling parts and sublet, click the “Go to” button, select “Balance labor”

Invoice #	Vendor name	Act. price	Act. cost
56998	DISCOUNT TIRE	47.50	38.00
57010	DISCOUNT TIRE		
107661	DON CARR CHEVROLET OLDS L		
182002	DON CARR CHEVROLET OLDS L		
182256	DON CARR CHEVROLET OLDS L		

Return #	Vendor name	Assembly	Price	Cost

Description	Estimated	Actual price	Actual cost
F.B.COVER	220.00	49.89	42.00
F.B.COVER			
LT SIDE MARKER LIGHT	73.85		
LT SIGNAL LIGHT	52.95		
LT H/LAMP MNT PNL	87.75		
LT H/LAMP MNT CLIP	6.30		

Estimated sale	Value
Estimated sale	1,580.65
Purchased	1,575.40
Difference	-5.25

Estimated sale	Value
Estimated sale	25
Balance labor	25
Job cost analysis - estimate based	
Job cost analysis - invoice based	
Invoice repair order	
Close all related forms	

Balance the labor account by comparing amounts under the “Allowed” column representing the total number of labor hours allowed for any profit center, with the “Claimed” column. The “Difference” column should be showing “0.00” and be highlighted in green, or – in certain situations – have a negative (credit) balance (highlighted in yellow). As an example, hours assigned to evacuate/recharge air conditioning system (i.e. 1.4) should not have been claimed by the employee, unless the recharge operation was done by that employee. Same would apply to certain other operations (engine R&I done by outside sublet, mechanical or electrical work done by outside vendor etc.) Repair orders with positive amounts in “Difference” column (debits, highlighted in red) should not be closed without obtaining approval from shop manager, as they will have detrimental effect on the gross profit. Any labor adjustments should be made at this point, as they will be reflected in the next payroll period.

Empl. #	Name	Ticket date	Prod.	Act.	Cost center
003	RADMACKER KEVIN	2/1/2003	6.40	9.00	REFINISH
005	FIELD JULIAN	1/31/2003	29.10		BODY
016	NG PETER	2/2/2003	6.00	8.00	REFINISH

Allowed	Claimed	Diff.
Body	29.1	29.1
Diagnostic	0.0	0.0
Electrical	0.0	0.0
Refinish	13.3	12.4
Structural	0.0	0.0
Frame	0.0	0.0
Mechanical	0.0	0.0
Glass	0.0	0.0
Service	0.0	0.0
Detail	0.0	0.0
LA2	0.0	0.0
LAU3	0.0	0.0
LAU4	0.0	0.0
Body labor total	29.1	29.1

After reviewing labor, click on the “Go to” button, then select “Job costing analysis – estimate based” to review your current gross profit on this job.

Empl. #	Name	Ticket date	Prod.	Act.	Cost center
003	RADMACKER KEVIN	2/1/2003	6.40	9.00	REFINISH
005	FIELD JULIAN	1/31/2003	29.10		BODY
016	NG PETER	2/2/2003	6.00	8.00	REFINISH

Totals for repair order: 41.5 17.0

Total hours for employee: 0.00

R.O.# 13144 Est. # 1527 LARSON KEITH 96 CHEV CAVALIER

Buttons: Search, Notes, Print, Go to..., Exit

Labor cost analysis

	Allowed	Claimed	Diff.
Body	29.1	29.1	0.00
Diagnostic	0.0	0.0	0.00
Electrical	0.0	0.0	0.00
Refinish	13.3	12.4	-0.90
Structural	0.0	0.0	0.00
Frame	0.0	0.0	0.00
Mechanical	0.0	0.0	0.00
Glass	0.0	0.0	0.00
Service	0.0	0.0	0.00
Detail	0.0	0.0	0.00
LA2	0.0	0.0	0.00
LAU3	0.0	0.0	0.00

The overall gross profit should be carefully reviewed and action taken to correct any low profit situations. Request any supplements (if appropriate) now – before proceeding to the closing screen.

	Estimated	Sale	Cost	G.P.\$	G.P.%		Sale	Cost	G.P.\$	G.P.%
OEM	382.45	382.45	1,030.60	-648.15	-169.47	Body	1,544.34	669.30	875.04	56.66
OEM partial	0.00	0.00	0.00	0.00	N/A	Diagnostic	0.00	0.00	0.00	N/A
LKQ	175.00	175.00	182.00	-7.00	-4.00	Electrical	0.00	0.00	0.00	N/A
Aftermarket	0.00	0.00	18.01	-18.01	N/A	Refinish	705.83	246.00	459.83	65.15
Re-man.	220.00	220.00	0.00	220.00	100.00	Structural	0.00	0.00	0.00	N/A
Re-cored	0.00	0.00	0.00	0.00	N/A	Frame	0.00	0.00	0.00	N/A
Re-chrome	0.00	0.00	0.00	0.00	N/A	Mechanical	0.00	0.00	0.00	N/A
Existing	0.00	0.00	0.00	0.00	N/A	Glass	0.00	0.00	0.00	N/A
Glass	0.00	0.00	0.00	0.00	N/A	Service	0.00	0.00	0.00	N/A
Other	0.00	0.00	0.00	0.00	N/A	Detail	0.00	0.00	0.00	N/A
Sublet	803.20	803.20	54.00	749.20	93.28	LA2	0.00	0.00	0.00	N/A
ATP	267.54	267.54	0.00	267.54	100.00	LAU3	0.00	0.00	0.00	N/A
Storage			0.00	0.00	N/A	LAU4	0.00	0.00	0.00	N/A
Towing			0.00	0.00	N/A	Paint mat.	364.02	\$236.61	127.41	35.00
Levies			0.00	0.00	N/A	Shop mat.	105.63	\$73.94	31.69	30.00
						Adjustment		0.00		
	1,848.19	1,848.19	1,284.61	563.58	30.49	Total sale	4,568.01		G.P.\$ 2,057.55	
						Total cost	2,510.46		G.P.% 45.04	

R.O.# 13144 Est. # 1527 LARSON KEITH 96 CHEV CAVALIER

Buttons: Search, Notes, Print, Go to..., Exit

After approving the gross profit analysis, click the “Go to” button, select “Invoice repair order”

CLOSE REPAIR ORDER - JOB COSTING ANALYSIS

	Estimated	Sale	Cost	G.P.\$	G.P.%		Sale	Cost	G.P.\$	G.P.%
OEM	382.45	382.45	1,030.60	-648.15	-169.47	Body	1,544.34	669.30	875.04	56.66
OEM partial	0.00	0.00	0.00	0.00	N/A	Diagnostic	0.00	0.00	0.00	N/A
LKQ	175.00	175.00	182.00	-7.00	-4.00	Electrical	0.00	0.00	0.00	N/A
Aftermarket	0.00	0.00	18.01	-18.01	N/A	Refinish	705.83	246.00	459.83	65.15
Re-man.	220.00	220.00	0.00	220.00	100.00	Structural	0.00	0.00	0.00	N/A
Re-cored	0.00	0.00	0.00	0.00	N/A	Frame	0.00	0.00	0.00	N/A
Re-chrome	0.00	0.00	0.00	0.00	N/A	Mechanical	0.00	0.00	0.00	N/A
Existing	0.00	0.00	0.00	0.00	N/A	Glass	0.00	0.00	0.00	N/A
Glass	0.00	0.00	0.00	0.00	N/A	Service	0.00	0.00	0.00	N/A
Other	0.00	0.00	0.00	0.00	N/A	Detail	0.00	0.00	0.00	N/A
Sublet	803.20	803.20	54.00	749.20	93.28	LA2	0.00	0.00	0.00	N/A
ATP	267.54	267.54	0.00	267.54	100.00	LAU3	0.00	0.00	0.00	N/A
Storage			0.00	0.00	N/A	LAU4	0.00	0.00	0.00	N/A
Towing			0.00	0.00	N/A	Paint mat.	364.02	\$236.61	127.41	35.00
Levies			0.00	0.00	N/A	Shop mat.	105.63	\$73.94	31.69	30.00
						Adjustment		0.00		
	1,848.19	1,848.19	1,284.61	563.58	30.49	Total sale				2,057.55
						Total cost				45.04

R.O. # 13144 Est. # 1527 LARSON KEITH 96 CHEV CAVALIER

Search Notes

Context menu options:
 View order details
 Balance parts
 Balance labor
 Job cost analysis - invoice based
Invoice repair order
 Close all related forms

Click the “Edit” button (1), then “Use est” (2). Amounts are transferred from the estimate onto the final accounting version of the repair order. Enter the “Actual date in” (3), “Repairs completed” (4) and “Actual delivery” (5) dates. Those dates should accurate as they will be used for many reports. Enter the “A/R Due date” to establish proper date for this account receivable (this step is optional). Enter “Date invoiced” (6), Source” (7) and “Department” (8). The “Source” field defines the name as it will appear on statements produced by the accounting system. Click the “Invoice” (9) button to finish the closing process. This will mark the repair order as “INVOICED” and – depending on your setup – will prevent posting of further charges against this order number. Click the “Print” button to print final copies of your documents.

CLOSE REPAIR ORDER - MODIFY PROFIT CENTERS

Estimate	R.O.	Estimate	R.O.	Estimate	R.O.
OEM 382.45	0.00	Body 1,544.34	0.00	PST 342.60	0.00
OEM partial 0.00	0.00	Diagnostic 0.00	0.00	GST 319.76	0.00
LKQ 175.00	0.00	Electrical 0.00	0.00	Total sale 5,230.37	0.00
Aftermarket 0.00	0.00	Refinish 705.83	0.00	Suspense 5,230.37	
Re-man. 220.00	0.00	Structural 0.00	0.00	Actual date in: 1/23/2003	
Re-cored 0.00	0.00	Frame 0.00	0.00	Repairs completed: 2/4/2003	
Re-chrome 0.00	0.00	Mechanical 0.00	0.00	Actual delivery: 2/4/2003	
Existing 0.00	0.00	Glass 0.00	0.00	Claim #: 100600-01	
Glass 0.00	0.00	Service 0.00	0.00	Order #: 13144	
Other 0.00	0.00	Detail 0.00	0.00	Closed date: 2/28/2003	
Sublet 803.20	0.00	LA2 0.00	0.00	Order status: IN PROGRESS	
ATP 267.54	0.00	LAU3 0.00	0.00	A/R Due date	
Storage	0.00	LAU4 0.00	0.00	Date invoiced	
Towing	0.00	Paint mat. 364.02	0.00	Source	
Battery and tire levies	0.00	Shop mat. 105.63	0.00	Department	BODY SHOP
Adjustment 0.00	0.00	Prefix			
Subtotal 4,568.01	0.00				

R.O. # 13144 Est. # 1527 LARSON KEITH BROWN 96 CHEV CAVALIER

13144 *PST on labor includes tax on adjustment

1527

Buttons: CSI Search Notes Print Edit Invoice Use est. Go to... Exit

Numbered callouts:
 1: Edit button
 2: Use est. button
 3: Actual date in field
 4: Repairs completed field
 5: Actual delivery field
 6: A/R Due date field
 7: Date invoiced field
 8: Department field
 9: Invoice button
 10: Print button