CarouselCars User Guides

The Admin Program
Version 2.011 January 2020

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INTRODUCTION

The Admin program is, as its name implies, for Administrators and Management of the dealership. It is not for other possible users of the other programs in the system.

There are certain things that either only Management should do or see, or in some cases things that are just done rarely, and don't need to be placed in the more generally used programs. These things are all placed here in the Admin program.

The various functions that can be done by this program include

1.) Utilities
2.) Reports
3.) Defaults
4.) User Customizable Tables
5) About screen

The utilities are composed of

a) quickbooks exports
b) Unwind a deal
c) deleting a car from the database
d) Pending Deal Deletion
e) Quick Quote Cleanup
f) Reidentify a Stock Number

These functions will be described in detail in the rest of this document, except for Reports , which are described in the separate Admin Reports guide

Part 1 -- Admin Utilities

1A – Admin Utilities – Quickbooks Exports

Figure 1.1 – Utilities Tab

The Utilities Tab is the first tab at the top of the screen when the Admin program is running. To move to any of the tabs, simply click on the tab button.

There are currently seven utilities here, although more will likely come.

The first is to generate the **Quickbooks Import File.** Someday there will be a CarouselCars / Quickbooks User Guide written. Since it is not yet written, I will take some time here to give you a sense of how the CarouselCars system interacts with the Quickbooks program.

Quickbooks is a rather complete accounting package for small businesses. It does not do a very good job about keeping one-off inventories, and it does not know anything about the car business. CarouselCars does not know much about accounting, although it knows a lot about the car business, and can keep a rather good car inventory in its database. Between the two systems, you have a good inventory system, and a good accounting system.

The CarouselCars system is useful to you, even without Quickbooks. However, if you have both Quickbooks and CarouselCars, then the data you enter into CarouselCars can be rolled into Quickbooks, relieving you of having to enter the same data twice. Thus, to get a complete accounting for your dealership, you can roll all the car related data into Quickbooks, have Quickbooks cut your checks, note your deposits, and after you enter your light bills, phone bills, and rent bills, you pretty much have a full picture of where the money is going in your dealership.

Quickbooks is starting to provide a direct way for a third party program to enter data into its database. For now, they have a several year old method that allows a third party program (like CarouselCars) to generate a temporary file with the file type of QIF, which can then be read by Quickbooks so that it can import this data without you having to type it in. The third party program must follow some rather rigid rules laid down by Quickbooks on a take it or leave it basis, but if you do that, the data rolls in quite seamlessly.

There are a couple of things that CarouselCars and Quickbooks has to agree on. First, where will this QIF file go? Second, Quickbooks has to be set up with the proper Chart of Accounts, Item Lists, and what not. (This will be the main focus of the CS/QB User Guide, yet to be written.)

The “Where do the files Go” part is defined in the Admin Defaults that is described later in this document. There is a place there to enter a path for where the CarouselCars generated QIF file will be written, and where Quickbooks will find it. Generally, it is in the Import subdirectory of the Quickbooks main directory. But it does not have to be. You may also give this file any name

you would like, although it must end in QIF.

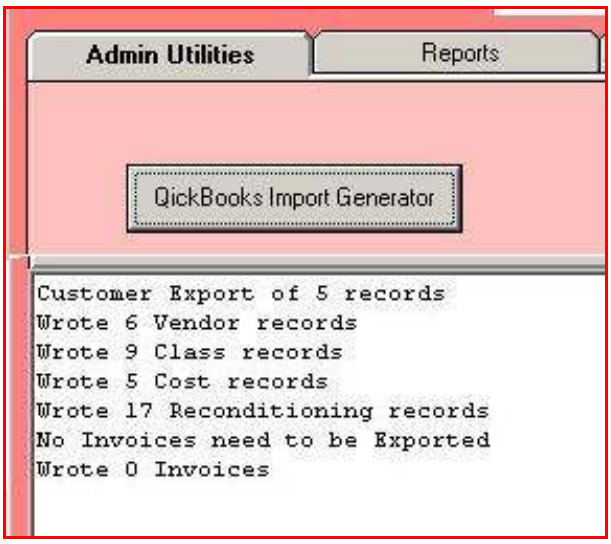

Figure 1.2 – Quickbooks Screen Results

When you click on the Quickbooks Import Generator button, the program scans the CarouselCars database looking for items that have been entered or modified in our database, and which need to be exported to Quickbooks. All cars which have been newly entered into inventory will be exported, both as a Quickbooks Class (which is their stock number) and as an Item. All reconditioning costs will be exported, with the expectation that checks will be cut to pay for this work. All car sales will be exported as Invoices, with the expectation that money will be received for this car sale. It is up to Quickbooks to cut the checks, enter the deposits, and keep all the financial stuff balanced.

When the generation of the Quickbooks Import File is done, you will see a summary of what got done in the text box below the button. The actual file looks somewhat uglier, but you can find in the specified path, as the specified name. The example below shows something about what this file looks like.

!CUST	NAME	BADDR1	BADDR2	SADDR1	SADDR2	PHONE1	PHONE2	TAXABLE	NOTEPAD	FIRSTNAME	LASTNAME	CUSTFLD1
	CUSTFLD2											
CUST	Linville,Larry,45 45	444 4th st	Edmonds,WA ,99665	444 4th st	Edmonds,WA ,99665	5093347777	5093345555 X88	N		Larry	Linville	665-99-6654
!VEND	NAME	ADDR1	ADDR2	CONT1	PHONE1							
VEND	Dent Guy	N/A	N/A ,WA 00000	N/A	0000000000							
!CLASS	NAME											
CLASS	StkID 2229											
CLASS	StkID 2250											
!TRNS	TRNSTYPE	DATE	ACCNT	NAME	AMOUNT	MEMO	CLASS	DOCNUM				
!SPL	SPLID	TRNSTYPE	DATE	ACCNT	NAME	AMOUNT	MEMO	CLASS				
!ENDTRNS												
TRNS	BILL	11/13/2001	Accounts Payable	Don's Quality Auto	-9847	StkID 2229	StkID 2229					
SPL	1	BILL	11/13/2001	Inventory		9847	StkID 2229 1999 Gray Chrysler pt cruser		StkID 2229			
ENDTRNS												
TRNS	BILL	11/13/2001	Accounts Payable	Don's Quality Auto	-15423	StkID 2250	StkID 2250					
SPL	1	BILL	11/13/2001	Inventory		15423	StkID 2250 1996 Green Subaru forrester		StkID 2250			
ENDTRNS												

Figure 1.3 – Quickbooks Generated File

Normally you should not have to worry about the contents of this file. If you do, use Notepad or some similar text editor to look at it. We now supply a free program named Notepad2, which in addition to doing what Notepad (from Microsoft) does, adds line numbers, and remembers what files got recently opened.

One thing that you should know, is when you regenerate this file (eg you click on the Quickbooks Import Generator Button again) this file will be replaced by whatever is now new in the database. However, the file is not wiped, but renamed. If the original file was named QB.IIF, then the new file is named QB.IIF.Timestamp, where Timestamp is a timestamp of when the file was originally created. Thus, if for some reason you need to rerun a file, or to just take a look at an

old file, the data will be there.

Once this import file has been generated, you must import it into Quickbooks. (And you should do this before you regenerate another file.) To do that, enter the Quickbooks program, and under the File menu, find Utilities, and when that pops out, click on Import. You will get a dialog box asking you where the file to be imported is located. You should know this – I cannot tell you here, since that detail is dealer dependant. Double Click on the file name, and the import process will occur. If you should get an error, write down the error messages, especially the line numbers. We can help you figure out what when wrong, given this information, since the import file will still exist on your disk drive.

A major error of new users is to export two or more times without doing an inport. Each push of the export button replaces the qb.iif file with a new one. Then they complain that stuff did not get properly imported. We have attempted to generate an error if we are about to write over a file that has not been imported, but this mechanism is not always successful.

Default flag Qbflag can modify how this data gets exported. Individual bits are set in this flag to control this. The bits are

1 bit is set, then the quickbooks export works according to Bonnie Field's methods.
2 bit is set, then no class export is done.
4 bit is set, then consignments when purchased date will be set to the date of sale. This is being done to help with some sort of balancing of the quickbooks accounts for consignments.
8 bit not used now
16 bit does something weird with warranties for Northtown.

1B – Admin Utilities – Unwind and Consignment

Very rarely, a deal goes sour after the car gets sold. In that case, you get the car back and have to sell it all over again. We have provided an Unwind function for when that happens.

Note that this is NOT for adding data to a done deal, after the car is sold. If for some reason the customer wants you to fix a broken Spangulator or something, and you decide to do it, you can still enter the reconditioning cost against the car, even after you have clicked on the Sell button. Likewise, this is not for when you have to send a Hook after a car because payments have not been getting made. In that case, reenter the car under a new stock number. This function is for when the whole deal needs to be retracted.

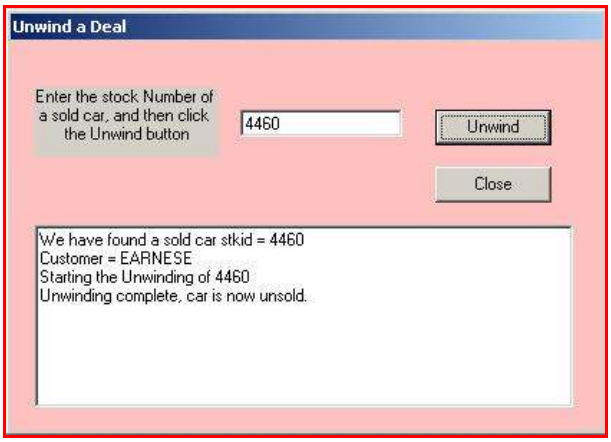

Figure 1.4 – Unwind a Deal

To get this started, click on the Unwind button of the Utilities tab. This will bring up a dialog box asking you for what car stock number needs to be worked on.

Before we go and just let it happen, we run a series of checks. For instance, the named car must be in a sold state, and must exist in our database. If the checks pass, then the database flags are modified to put this car back into inventory. This will unwind a tradein from your inventory, as long as you have not already sold the tradein too. If you have sold them, then you will have to call Carousel Software and we will have to fiddle with the database by hand.

In the example above, we have entered car stock number 4460 into the entry box, and as you can see from the text box below it, they found a customer (named Earinese), and proceeded with the unwind all the way to a successful completion. If some sort of error was found while this was going on, write down the error message you see on the screen, and call Carousel Software to figure out what went wrong.

1C – Admin Utilities --Consignment Return

Sometimes a dealer will take a car on consignment, that is, take somebody's car, and take a piece of the action if the car sells. If the car does not sell, you have to give the car back. However, you do not want any tax consequences from this (like sales tax and B&O taxes). So we have provided this Consignment Return function. Enter the car's stock number in the text box, and click on the Consignment Giveback button. It will handle all the details. Quickbooks will never know this car existed.

Figure 1.5 – Delete Consignment and Delete Pending, part 1

When you check the Consignment checkbox in the inventory program, no data for this car will be exported to Quickbooks until the car is sold. When the car is finally sold, then all the data for that car goes over at once. If the consigned car is not sold, and needs to be given back, this function will move the data from the CarMaster and CarCost tables of the database to the Consignment table. This way, a trail of the data is kept. The normal reports and things will Not show these cars, but if you need to, you can find the car information in that other table.

This function will also delete any non consignment car from the database that for whatever reason needs to be deleted. When a non consignment car is being deleted, you will be asked if you really want to do this. If you say OK, then that data too is moved to the consignment table. Any deal data for this car is deleted entirely. Any reconditioning data will be renamed with an exclamation point in front of it. That is, stock number "1234" will be renamed as "!1234".

Please note that you only get one bite of this apple. That is, if you delete a stock number, then reuse it, you will not be able to delete the same stock number again.

Also, this does not work if the car has been sold. In that case, you need to unwind the deal first.

New in V2.010, you can now get the data back. If the consignor should come back a month later, enter the stock number into the entry form and Check the box inside the Consignment Giveback button. It now becomes Consignment Restore, and it will restore a deleted vehicle. No pending deals will be restored, however. They are gone forever.

1D – Admin Utilities --Delete Pending Deals

Figure 1.6 – Delete Pending pt 2

Sometimes, a car gets its tires kicked till they are blue, but the car just does not sell. If you are capturing customer information when this happens, you can end up with a long list of potential customers for such a car. That may get a little old after a while, and you might want to delete some of these pending deals.

This is a two step process. As with the Delete Consignment process, enter a stock number in the StockID Manipulations entry box. Then click on the "Delete Pending, part 1" button. This will bring up a list of all the pending deals for this stock number. A window to the right will appear with a list of all the customers who have expressed interest in this vehicle.

Check any number of these names, then click on the "Part 2" button. The program will delete all of the deal information for these customers, for that vehicle. It will NOT delete the customer information itself.

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1E – Admin Utilities --QuickQuote Cleanup

There is a RED button at the right. This button cleans up the obsolete QuickQuote customer names. These are customers that were generated during the quickquote process, but never used to buy a car. Over time, they will accumulate and clog up the customer name system. Clicking on this button will blow away all inactive QuickQuote customer names. This should probably best be done just after a database backup. .

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1F – Admin Utilities – Log File Cleanup

This function will allow you to delete old log files, from a data that you enter and earlier. The log files probably take up more space in the datbase than anything else, and their real use is generally only for a few months. I would think that once a year or so, that you might blow away the log files that are a year old at that point. Put the **Number of Months** that you want to keep data for into the Consignment Entry box, and click the Clean Up Log Files button. When it is finished, it will tell you how many records got deleted.

1G – Admin Utilities – Reidentify a Stock Number

Figure 1.7 – ReIdentify a Stock Number

The ReIdentify a Stock Number exists in case you screw up and create a car with the wrong stock number, and later want to change it. We do recognize that fingers may slip from time to time, and even Programmer make Misteaks now and then.

When you click on this button, you get a screen popping up that allows you to enter (or select from a list) a stock number, either in inventory or already sold. The next box allows you to give it a new ID. I will check that a) the number to be changed does exist, and b) the number you want to change it to does NOT exist. If these two conditions are met, then I will proceed to wander through the database and change everything that I can find that refers to the original StockID. Those changes that are made can be seen in the list box at the center of the screen.

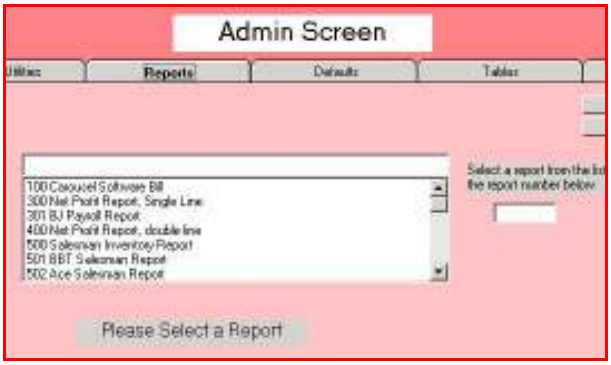
When the process is over, you can look at the changes, and see if any kind of nasty error messages have cropped up. If you find one (it will be a big ugly string of incomprehensible diagnostics), please click the Print Results button to print the contents of this screen, so that I can come in and fix it right. I hope that you will not find such uglygrams, however. I have not been able to generate any with my testing.

Part 2 -- Reports

As you saw in the Deal screen, we already provide a way to fill out Forms, and a way to do Queries. And in the Forms selections, there actually is a report – the Deal Recap report for Managers and separately for the Customer.

The True Reports are all in the Reports Tab of the Admin Program. (One could argue that the Recap Report should be here too, but oh well....). A Report generally consolidates the information for several cars, whereas the Forms in the Deal program concentrate on one vehicle only.

Reports are generally a lot more complicated than Queries, and are usually formatted in a more complicated way too. They take a lot of work, whereas a Query can be dusted off in an hour or so. Queries are generally run to be seen on the screen, and optionally printed. Reports, while they are displayed on the screen, are really designed to be printed.



When the Report Tab opens up, you will see the list of reports that are currently available. Some of these reports need extra information. When such a report is selected, entry boxes or combo boxes for the required information will appear on the screen.

Figure 2.1 – Reports Tab

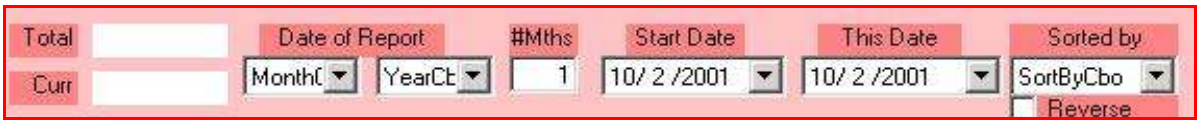


Figure 2.2 – option toolbar

Note that when a report is selected, that you will usually get a set of options to select to produce this report. There are Sort options (sort by stock number, sort by make, sort by car year, etc, and now a Reverse Sort checkbox). There are start and end dates, or a selection of a month, and perhaps a number of months for a report. These selection boxes appear across the top of the form as necessary when a report is selected. Not all these selections will appear at once. It will be report specific.

This area will describe the various widgets as seen in figure 4.2.

Figure 2.3 –Sort Options

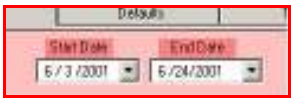


Figure 2.4 --Date Range Select

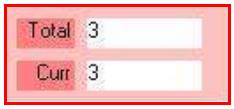


Figure 2.5 – Count Up boxes

Figure 2.6 – Location Code

Figure 2.7 – reverse and Duplex options

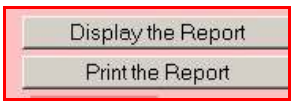


Figure 2.8 – Report Commands

The Description of the actual reports is in the Admin Reports Guide, now a separate document.

When a report is selected, either by clicking on a report name or entering its report numer into the selection box, various options will pop up. The option that is always there will be seen in Figure 2.8. The Display button displays the report on the screen, but does not print it. Note that this display may have some page eject commands embedded. The Print button prints whatever is on the screen. It honors the embedded page eject commands. It does not figure out where the page ejects are itself, because there may be a need to print headers on the next page.

Some reports can be sorted as seen in Figure 2.3.
Some reports will allow you to do a reverse sort, by checking the Reverse box as seen in Figure 2.7.
Some reports will ask for either a starting date and possibly a number of months, or a date range, as seen in Figure 2.4.
Some reports will generate a lot of information, as so they will show you a countup box as seen in Figure 2.5. One box will give you the number of hits that will be reported, and the other box will show you where in that list the program currently is.
These long reports can be printed double sided if your printer is capable of duplex printing, and if you have checked the duplex box. Also in figure 2.7.
Some reports will allow you to filter by Location Code. This field was original meant to filter by lot of you have multiple lots, but in fact it can be used for anything that makes sense for you to filter on.

Part 3 -- Defaults

There are certain data items that must be tailored to the specific dealer. Some of these are embedded in a database table that can only be modified by Carousel Software. These items are things like the dealer name, address, phone number, and so on.

Figure 3.1 – Default Screen

Other things are modifiable in the database. The Defaults Tab of the Admin Program gives you access to these user modifiable items.

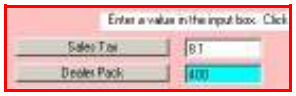


Figure 3.2 – changed item

To change any of these items, click on the Defaults Tab, and then enter a new value into one of the input boxes. *The background will turn blue. If you are sure that this is the correct value, then click on the button just to the left of the changed box, and that will update the database*. The background will then turn back white. In the example on the right, we have changed the value of Dealer Pack. When the button (containing the Dealer Pack label) is clicked, this new value will be entered into the database.

The following default values are available for you to change:

Column 1

01-Sales Tax Rate – whatever the rate is at your dealership. This is the rate for any product.

06-Motor Vehicle Sales Tax – This is the extra add-on rate for vehicles in the state of Washington.

07-Regular Tax Rate – Actual sales tax rate for regular goods, needed for warranties.

09-O/S Sales Tax Rate – Default sales tax for vehicles bought by out of state customers.

02-B&O Tax Retail – B&O Tax Rate for retail sales. This is a state of Washington thing.

03-B&O Tax Wholesale – B&O Tax for wholesale sales. Entered as a percentage.

05-B&O Tax Service – needed for warrantees and other such sales where no sales tax is charged.

04-B&O Tax and Commission –
If 0, the B&O Tax is subtracted from the sales profit when calculating commissions. If 1, then it is not subtracted before calculating commissions.

15-Doc Fee – Documentation Service Fee default value.

16-Filing Fee – Filing Fee as opposed to License Fee

18-License Fee – Usual fee for a Car

08-Tax Flags – 1 -> warranty, 2-> gap, 4-> doc fees, 8 -> membership fee

Column 2

20-Form Rip Flag – If 0, you have an impact printer and do not need to separate multiple part forms before printing. If 1, you have a non impact printer (like a laserjet or inkjet) and do need to separate multiple part forms before printing by ripping the tear tab off the top of the forms.

21-Top Margin – This is the amount to be subtracted to all form Y values to make the forms line up with your printer. This will be determined by experimentation, using the Calibrate Form feature on the forms tab of the deal screen. It will print out a letter O that should be half an inch down from the top of the paper, and half an inch from the left side of the paper. Adjust this value till you get the distance from the top correct.

22-Left Margin – This will let you adjust the X values, the distance from the side of the paper, to make the forms line up.

23-Landscape L/P All the Admin Reports first display on the screen. When the print button is clicked, rather than regenerate the report all over again for the printer, I just print the data on the screen. However, this does not allow any way to force a top of form on the paper. I try to calculate how many lines per page to print from the size of the paper and the size of the font. Sometimes I am wrong. This introduces a Fudge Factor into those calculations.

24-Portrait L/P Same as above, but for portrait printing.

25-Impact Top Lns Number of lines * 10 that top of form is positioned on the printer. If there is a fraction, then a half line bump will be generated. Playing with this number and using the Impact Calibration form (998) will let you synchronize the impact printing with the windows printing (top margin

value)

26-Impact Ptr Type 1 = okidata 320, 2 = okidata 380, 3 = hp laserjet, 4 = epson

27-Impact Ptr Name Doubleclick on the text box, and you will see a list of printers connected to this computer appear. Select one of them. That will be the printer that all impact output goes to.

28-Plain Paper Ptr Select the printer that you want to use for plain paper and report printing.

29-Long Paper Ptr No Longer Used.

Column 3

45-Inventory Password – Password that is needed to access the full version of the Inventory program. If nothing exists, then no password is needed.

12 – Deal Password – Password for Deal and QuickQuote programs.

43 – Self Finance Password Password for Self Finance program.

19-Admin Password – Password for Admin only.

43-Self Finance Password- Password for Self Finance program only

40-Quickbooks Name – Name to be used when generating the quickbooks export file

41-Quickbooks Path – Path to be used to put the quickbooks export file, and the spreadsheet export file. Spreadsheet file will use name of spreadsheet.csv.

42–Quickbooks Flags – Some clients have a different set of Quickbooks Charts of Accounts than our standard set. This flag allows us to generate different Item and Account names for those clients when we do our export. Our default set of names has flag = 0. We are currently using bits 1,2,4, and 16.

10-Dealer Pack – the catchall account for dealer overhead built into each car

11-Pack Pct – percentage to use to calculate pack from dealer car cost

13-PackFlag – If 0, add the pack to retail deals only. If 1, add the pack to all deals, including wholesale.

If you add 10, do not subtract pack from dealer sales profit on the deal tab. The pack will still be subtracted from the dealer sales profit on the completion tab, since this determines the salesman's commission.
If you add 100, then on the Management Inventory Reports where a Cost of the Car is displayed, the Pack will be added to the cost.
If you ad 1000, then the flooring will be subtracted from the profit

14-Commission Pct –Default commission percentage for Sales people.

44-Fin Comm Pct – Default commission percentage for Finance people.

Column 4

17-Grace – The number of days in the Self Finance program to give a customer after his bill is due before sending out a nastygram.

50 – Inventory Sort Allows you to define a different default sort for the inventory and perhaps other reports, than the stock number. The Salesman Inventory numbers are 0-7. The Management Inventory numbers are 1xx-7xx. For each of those cases,
1 —> date purchased
2 —> car year
3 —> suggested cost
4 —> make, model, year
5 —> body style, make, model, year
6 —> make, year, model
7 —> vehicle type
1xxxx - 8xxxx sets the default sort for the search and inventory displays. For each of those cases,
1 —> VIN
2 —> year
3 —> make
4 —> model
5 —> color
6 —> buy date (age)
7 —> suggested price
8 —> miles in

51 – Lease Termination Factor – This is a fudge factor for standard leases.
Has something to do with what happens if the lease is broken.
No longer used as of V2.11.

52 – Location Code We now provide for multi site databases, where each site has a location

code. For some reports, only vehicles in a particular location will be reported, unless the location code is NA. This is the default code to be used.

53 – SF Calc – This gives you the option to default to the original way of doing the self finance calculations (0) or the new way (1). This is for V2.11 and later.

Part 4 – Tables

Perhaps I should here note, that a modern Relational Database is composed of a bunch of tables that can be dynamically linked together. The car descriptions you entered in the Inventory program are all fields in a table, for instance. In this system, we have about 20 tables defined in our database. When you enter data into one of the CarouselCars programs, ultimately you are entering or modifying data in one or more tables. But the programs hide the complexity of the tables from you, allowing you to do your job.

There are a few Tables in the database that need to change only rarely, and which should only be changed by management. For now, I have made the choice to allow these changes using a tool that Microsoft provides that allows the modification of whole Tables, rather than spend a lot of time writing some custom programs. While this tool works, it is not as user friendly or bullet proof as a custom written program. Perhaps in the future, when I have more time, I will fix that.

Figure 4.1 – Tables Tab

These Tables are: Salesmen, Warrantee Policies, Gap Policies, Forms, Reports, Car Options, Finance Companies, and Dealer. For now, most will appear in a spreadsheet like format, where you can make your changes and update the database. I have written custom screens for a couple of them.

Pretty much, all these tables work about the same. Bring up the table by clicking the appropriate button, use the mouse to position yourself in the proper field of the table (for some reason the arrow and tab keys don't seem to work, so you have to use the mouse to get from field to field), modify the value, and then click on the Edit followed by the Update buttons at the bottom of the table. Then go to another field and repeat. To add a new line, click on the Add button, then go to the bottom line of the table and fill in each field of that row (using the mouse to go from field to field.). Note that essentially no error checking is done by these tools, which means that sometimes you can enter data which will crash the CarouselCars programs.

To start things off, click on the Tables Tab. You will see the screen above, which only contains buttons for each Table that can be modified. To modify a Table, click the button ONCE.

When the button is clicked, a new screen will pop up, showing you all the data currently in that Table. The example below shows the Salesman Table.

Two of the buttons have checkmarks. Those buttons, unchecked, will put up a custom screen. If the checkbox is checked, then clicking the button will put up the spreadsheet like version. Sometimes this version is more useful than the custom version, especially when changing a lot of rows at a time.

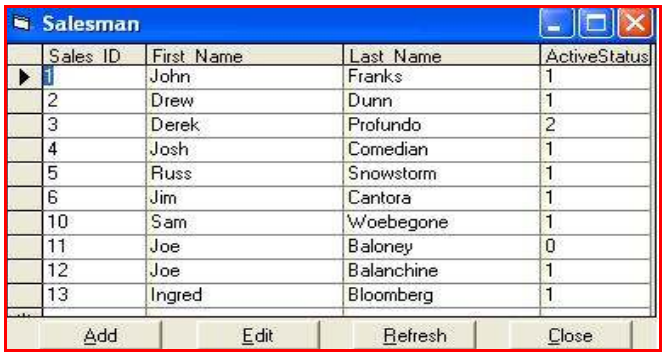


Figure 4.2 – Salesman Table

Salesman Table

This Table shows the information that we need in order to keep track of our salesmen. The ActiveStatus column is either 1, meaning that the person is a currently active salesman, or 0, indicating that this person was a salesman here once, but is now gone. This seems to happen in the used car biz sometimes. When a salesman is listed as inactive, his name will not drop down in a commission list on the Complete Tab of the Deal Program. A value of 2 will indicate that this is the person who can commit the dealership in financial documents.

We do not allow the deletion of a salesman, even when they are gone, because we need to keep track of past cars that this person may have sold, and the commissions paid on those cars, and to whom, and that "to whom" points to people in this table.

It is up to you to be sure that no two salesmen have the same first and last names. Use a nickname or something if you have to, to make them unique.

To make the changes, just click the mouse in the cell where the changes are to be made. This will highlight (select) the data in that cell. You can select a part of the data, or just retype the whole contents of the cell. You can do this to any or all cells in the table. HOWEVER, when you are done, you must click on the **Edit, then the Update** buttons at the bottom of the screen.

To add a new salesman, click on the Add button at the bottom of the screen. You will be positioned to the row that starts with an asterisk (*). Fill in each cell in that row by entering the data and then using the mouse to move to the next cell. (I don't know why you have to use the mouse to do this, but that is the way Microsoft provided this tool.) When you are done, click on Update. You do NOT enter the Sales ID value. The database will generate that for you.

When you are done updating this table, click the **Close** button at the bottom of the screen. The screen will disappear and you will be back to the Tables Tab of the Admin Program.

Due to an inconsistency on my part, you must NOT enter the id number for Finance Companies, Salesmen, or Warranties, but you MUST enter it for Gap and Forms. This will be corrected in a later release. Maybe. Actually, probably not.

You can do the same things with the other tables. They now also have active flags, which if set to 0, will prevent them from showing up in the dropdown lists.

Figure 4.3 – Warrantee Table

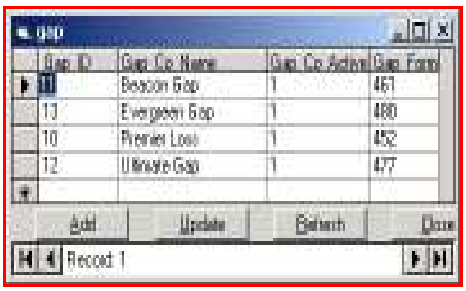


Figure 4.4 – Gap Table

Insurance Tables.
At the moment, we do not have much data in these insurance tables, other than the names of the policies. As I get a better handle on how this policy data should be used, I will probably change the tables to reflect that information. There is a Form field. This is the form to be displayed in the Form Preference display if this particular insurance company is used in a deal.

In the case of the **Car Options table**, in the Opt_Taxable field, 0 means no sales should be charged, and 1 means sales tax should be charged, at the car rate. A 2 means sales tax should be charged, but at the Standard rate. The Opt_Abbr field is a six character abbreviation for the full name of the item. This abbreviation will print out on the purchase order form. There is also a place for a form pointer. Note that this table contains all the items that you can sell as an Option to the sale. If it does not appear in this table, you can't sell it. You cannot dynamically enter this data from the Deal program.

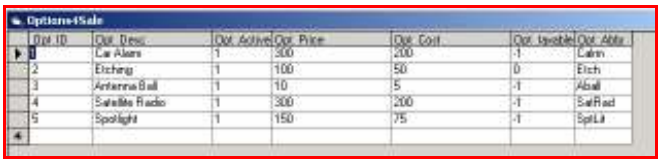


Figure 4.5 – Car Options

And you can similarly edit the **Car Forms** table. This is the most commonly changed table, since new forms seem to crop up like weeds. There are two different forms editors. One is the traditional format (figure 4.6). Check the box in the Car Forms button before clicking on the button.

I have created a more user friendly version, which is the default (eg checkbox unchecked).

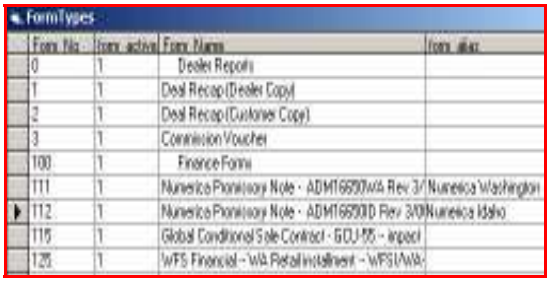


Figure 4.6 – Traditional Forms Table

Because of the complexity and interactions in dealing with this editing function, I am devoting a whole Part of this document to it (Part 6)

In the traditional form, the Active Forms field needs to be 1 for the form to show up in the Deal Form tab, or 0 to hide the form. Be aware that Carousel Software always has the right to change the data in the Form Name column. Note that some forms have several revisions, which can look very close to each other.

Figure 4.7 – Admin Reports

The **Admin Reports** table is very similar to the Forms table, in that it has an Alias. It also has a Sequence Number, that allows you to change the order in which the items will be displayed, and an Active field, so that only certain reports will be visible to certain users..

Figure 4.8 – Finance Company

The **Finance Table** has a couple of quirky columns that you have to be aware of. Because of this, I have actually done some programming to make it less likely to screw up. Each entry is error checked, unlike the spreadsheet like tables that make up the rest of this section.

The *Finance Loan Type* defines the type of compounding: monthly, daily, WFS. We generally use monthly or Daily. The *Percent Keep* is the amount of the interest between the buy and sell rates that you get to keep. It is generally 75%, unless this is a self finance thing, when it is 100%.

The *No. Days to 1st pay* is usually 45, but can be 30 or any number between 2 and 90.

There are three Form Pointer entries: one for the contract itself, one for the proof of insurance form that that bank usually supplies, and one for a membership application. These are addressed more fully in Part 6 of this document.

We also have a **Dealer Table**. This displays all the data that we have collected on the dealership. The data in the right column can be changed by the user, but the data in the left column can only be changed by Carousel Software personnel, because changing these fields also changes the Drop Dead value.

Figure 4.9 – Dealer Table

We have space for seven dealer permits, for different functions (Motorcycle, Boat, etc). (V2.11 added the RV permit).

The Stock Naming entry at the bottom indicates what we are supposed to default to do when entering a Tradein.
0 -> Add an "A" to the selling car stock number.
1-> next sequential number.
2-> use last 6 digits of the tradein VIN for the stock number.
Note that you can change any of these stock numbers at any time.

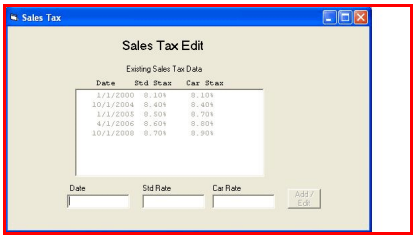


Figure 4.10 – Sales Tax Table

There is a Sales Tax Table. As of July 1, 2008, the state of Washington requires me to charge my customers not the sales tax rate here at Carousel Software World Headquarters, but the rate at the customer site. Since I need a history of such taxes, this is where I am putting it. It is mostly for my billing purposes. Note that the history, prior to July 2008, is as of Spokane County.

Part 5 – About Box

Figure 5.1 – About Screen for Admin program

As has been mentioned in the descriptions of the other programs, all the programs have an about box. They will all show at least the version number that this program was compiled as, where the major version number is before the decimal point, and the minor version number is after it. Some will show the build number and date of compilation.

The top left on this screen is a display of when the program will cease to operate (eg: **drop dead**), and a place to enter the magic number that will allow it to continue to run. When we get your check for a month, we will send (email, snail mail or amiche, whatever) you a funny number that you will enter into this box, and then click on the "submit" button. This will then bump the drop dead date by some appropriate amount.

If you for some reason decide not to use Carousel any more, you can still get to your data by putting a 0 into the drop dead box. We take the position that you have bought and paid for all sold cars in the database. So this will prevent you from adding new deals to the database, but you can use all the functions against the existing deals.

New in 2020 is a similar entry box, but this is for the Laser TOCBWT forms for those who use it. If you do not use those forms, you will not see this entry. It has its own drop dead key.

Figure 5.2 – the About Tab

There is a button named **Display License**. This button will display, in the rich text box below it, the generic format of the license you signed when we set this product up for you. You can always root around in your files to find the original copy, or you can just click on this button to see a virtual copy. It is, of course, scintillating reading, almost as sprightly as this document you are reading now. The difference is, this document is written by a nerd, and that document was written by a lawyer.

In v2.11, in order to use the system at all, you have to Accept the license. Do this by displaying it, and then clicking the red Accept button.

On the bottom left of this screen are some buttons dealing with reports. You can make the display area of the reports on the screen wider, or longer, or to the maximum of the screen itself.

Many people have asked for a way to magnify the screen itself, but we have worked hard trying to do this, but so far have failed with only a few exceptions (Inventory Search, Quick Quote).

Part 6 – Editing the Car Forms

6A – Form Selection

This is probably the most complex thing to fiddle with in the Admin program. And, it is the most commonly used. So I decided to make a whole section on just how to change this table.

There are two ways to edit this table: In the Tables tab, click the Car Forms button with the embedded checkbox checked, or not checked. If checked, you will get a spreadsheet like editing display (see figure 4.6 above). If not checked, you will get a program designed form. I will talk here only about the designed form.

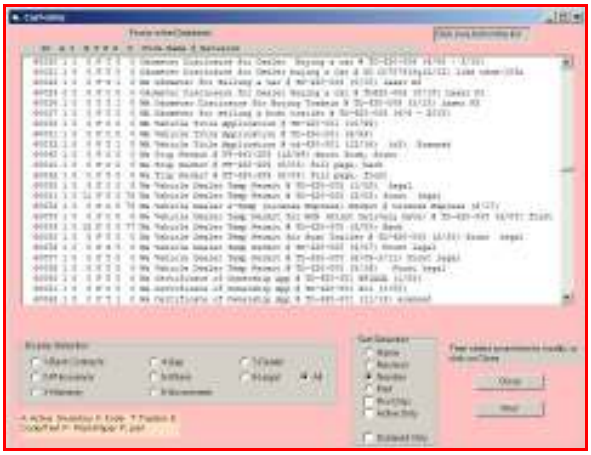


Figure 5.1 – Forms tab example

When you click this button (unchecked), you get the form to the left. By default, it shows all the forms in the database that are available for yuor use. The Display Selection on the bottom left will filter by function (banks, dealer, etc). The Sort Selection will sort the display by stock number (the default), name of form, revision date of the form, or preference number. We can further filter by active only, or scanned only. The data can be flipped on the screen, so the revision data shows up before the name of the form. If the Active Only is checked, then only the forms set up for your use will show up. If That is done, then another selection shows up that will indicate if a form is Code or Text format, described below.

6B – Form Selection Options

When a form is selected, the following screen pops up.

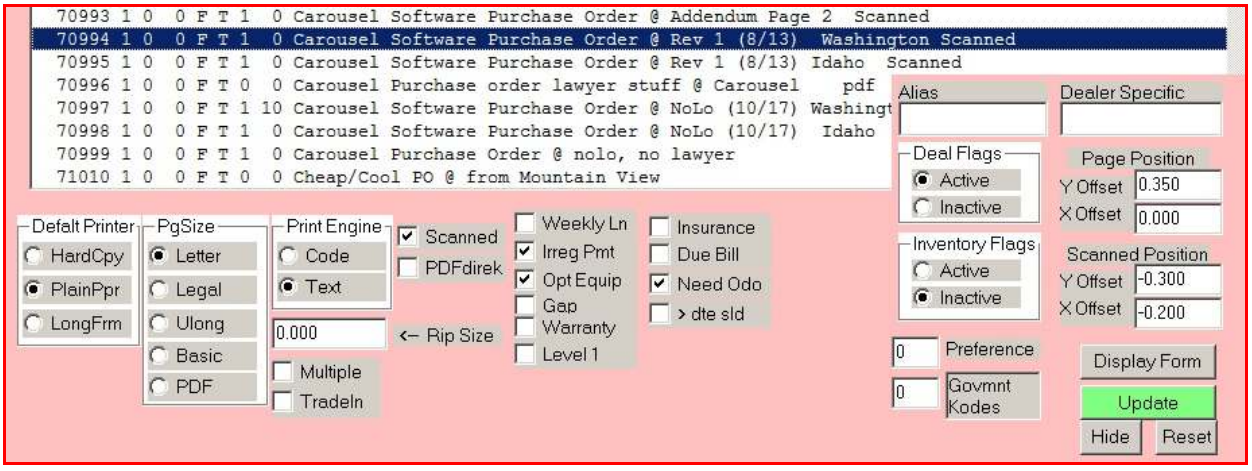


Figure 5.2 – Specific form selection example

There are a number of options that you can use this for. Note that each of these options have a tooltip widget so that if you hold your mouse over the widget, you get a short description.

Starting from the left side, you can select the default printer type for this form (hard copy or plain paper [scanned]). Long forms is not used. Note that the Defaults screen connects these two printer types to a default physical printer. And at the time you actually print the forms, you can select a yet different printer.

The Page size is essentially three options: letter size (8.5x11), ulong (up to 30 inches long), and PDF (brings the form up into Acrobat, where you can print it from there. This is only useful for forms that have no dynamic data on them.) The other selections are rarely used.

The Print Engine is a little complicated. Code refers to forms that are printed with modifying the actual program. This is the way such form printing was done for the first decade that Carousel existed. Text refers to having a text script that the existing program interprets on the fly. That allows changes to be made to a form in the field. Most forms done in the last 10 years have been done this way.

Scanned indicates that we have a picture of the background (the raw form image) so that you do not have to put a preprinted form into a printer.

PDFDirek indicates (along with the Scanned checkbox) that we are printing a background that is in PDF format rather than the 10 year old BMP format. These forms will be printed by the CS2PDF helper program.

Multiple says that you are printing multiple (bmp) scanned pages, and that you are pointing to a text page that lists the form numbers to be printed.

Tradein indicates that you are printing a form for a tradein. This form will only appear on the preference list of the Deal forms display IF there is a tradein in the deal.

RipSize is the size of the ripoff tab at the top of some forms. This allows you to rip that tab off and still properly register that form.

There are a bunch of checkboxes in the middle of option area.

- Weekly – allows deals with weekly (or non monthly) payments on a loan contract.
- Irreg Pmt – allows deals with irregular payments on a buy here pay here contract.
- OptEquip – allows the form to print a deal with optional equipment.
- Gap – this form may NOT be used if the deal has a Gap purchase.
- Warranty – this form may NOT be used if the deal has a Warranty purchase.
- Level1 – this form can be printed even if no deal was started.
- Insurance – will pop up the Insurance entry screen.
- Due Bill – will pop up the Due Bill entry screen.

- Need ODO – will pop up the Sold Odo entry screen if no odometer value has been entered in the last couple of days.
- > dte sid – will pop up if a deal is more than 2 days old

The right side of the screen deals with adjustments to the form.

- Deal Flags – Active means it will be visible to the Deal program
- Inventory Flags – Active means that it will be visible to the Inventory program. Note that most forms require a deal to be in progress (eg have some numbers entered) and so would not be a form that the Inventory program would want to print.
- Page Position – allows the printing (foreground) to be moved up or down (Y) or left or right (X) in inches.
- Scanned Position – allows the background (image) to be moved up or down.
- Alias – allows the client to show their own name for a form.
- Dealer Specific – mostly deprecated, but still used with Buyer's Guides to indicate the default form to be printed when the Inventory 1st page Print button is clicked. Enter "-ASIS". See below for more information.
- Preference – See the discussion below.
- Gov. Kodes – See the discussion below.
- Display Form – will show you an example of this form as a pdf popup.
- Update – must be clicked for any changes to be preserved.
- Hide – will hide this selection screen.
- Reset – blows away all changes made since the last update.

6C – Further Discussion of some topics.

The display of forms in the Deal program can be a list of all available forms, or a preference list. That list consists of only the forms actually needed for this particular deal, and then in a user selected order. It will list certain forms (financial, warranty, gap) only when there is a need for them. That is, we will list out a bank loan form only if the customer is making a loan, and in fact list the correct bank form for the bank he is using. If he is not making a loan, then these forms do not appear at all. See figure 8.2 of the Deal User's Guide for an example.

Normally a form is inactive. That is, all the forms in the system are available for use, but most of them are invisible to you, or inactive. There is no need to even see a form that you aint got in your shop. If all of a sudden you acquire a new warranty, for instance, then if you can find that form in the list (see Figure 5.1), click on that form, and get the above dialog box. Click the *Active button* for the Deal Flags and that form will appear in your full list of forms. Put a number into the Preference box, and it will also appear in the Preference list of forms. Clicking Active under Inventory will let that form show up in the Inventory forms list. It is almost as simple as that.

Almost. If you always wanted your Preference forms to show the same things every time, that in fact is all you need to do. However, to make the preference forms truly dynamic, there is a little

more setup that you will have to do.

First, let is talk about the *Preference field.* This contains a random number. The number itself means nothing. It is how the number for this form relates to the numbers in other forms that is important. If you sort all the Preference numbers for the forms that have them, then that sorted order is the order in which the forms will be displayed in the preference screen. In the example above, if the Preference box contained a 30, then this form will appear after a form with a preference number of 20, and before a form with a preference number of 40. Forms with a preference number of 0 will not show up on the preference list. Generally....

Second, let us examine what a Deal consists of: the price of the car, optionally followed by a warranty, a gap, and/or a finance contract. Because these features are optional, we want them to show up only when the deal itself contains them. And because there are 20 different banks you could use, we want only the form for the bank you have chosen to use to show up.

There are two things that you have to do to make this part work. First you have to indicate the forms to use in the Finance, Warranty or Gap dialogs that are part of the Tables Tab (Part 4 of this document). And second you must enable the psuedo form pointer that actually places the form on the preference screen.

The first part is done with the proper table for Finance, Warranty or Gap, which you get at by clicking the Finance, Warranty or Gap buttons in the Tables Tab. Each of those tables contains one or more *Forms Pointers*. These are the actual forms to use for this company. If you pick Numerica as your finance company, you will see a Form Pointer, and an entry like 10003, which is one of the Numerica contract forms. So this says, if you are using Numerica as your finance company, then this form (10003) will show up on the preference screen.

The second part to make this work is, and this will seem a little weird, you have to activate form X0000 in the forms list. For each of the special functions, there is a *psuedo form that must be activated*, and which must have a preference value. It is this preference value that determines where on the preference screen this form needs to be placed.

The same sequence must be done for the other special forms.

For Finance Contract, activate 10000
For Proof of Insurance, activate 20000.
For Warranty, activate 30000.
For Gap, activate 40000.
For Membership, activate 50000.

There is also a way to make a form pop up for an Optional Item. The Optional Items table also has a form pointer, as above. You can have only five optional items for a deal. So we need five (don't ask why) pseudo forms to enable: 59000, 59001, 59002, 59003 and 59004. Each of these also has a preference field to be filled in. You would put the actual form to be printed in the space provided in the Options for Sale table. These pseudo forms only come into effect when

there are actually options being sold. They represent the placement for each optional item, in the sequence that they appear on the deal popup list. They do Not contain the actual form pointer – that is in the For Sale table. I know, complicated. Maybe I will fix it some day.

6D – And now for the complicated stuff.....

There are other reasons for forms to appear, or not. Mostly these have to do with government things and regulations and stuff. This is were the Gov Kodes comes in.

To use a *Gov Kode*, first you must enable the form, you must give it a preference number, and then you must give it the Proper Gov Kode. Here I will provide a list of these codes and when to use them. Just note the seeming inconsistency that you will give a form a preference number, but when it has a Gov Kode, that form may still not show up on the Preference Form unless certain conditions are met. If you forget these codes, just double click in the Kode entry box and we will display them for you.

- Kode 13: used when the buyer is an Idaho resident, and that you will need an Idaho Title App.
- Kode 14: used when the buyer is a Montana resident, and that you will need a Montana Title App.
- Kode 15: used when the buyer is an Oregon resident, and that you will need an Oregon Title App.
- Kode 16: used when Dealer is in Washington, and Buyer is not.
- Kode 17: used when Dealer and Buyer are in different states.
- Kode 20: used when the buyer is an American Indian, and needs the proper tribal member form.
- Kode 30: used when this is a wholesale deal, and needs a wholesale transfer form.
- Kode 40: used when there are pick up payments as part of this deal, and will display a pick up payment document for the buyer to sign, indicating that he will pay the payments.
- Kode 50: Will NOT display a form if there is no financing on this deal.

I expect more of these to be created as time goes on, and I learn more about what dealers need for their deals.

The following paragraph is now deprecated:
A feature that I am just starting to introduce, but will be using more in the future, is the *Dealer Data* field. This allows a form to be slightly modified on a dealer by dealer basis. Say for instance you want some different text on your Buyer's Guide than the default. You can fill that text into this field, along with some control words, and that text will show up on the form. The full list of Dealer Data entries will be at the end of this Part.

Ulong, the flag to indicate that the form is larger than legal size, is a little complicated. In order for Windows to print to forms longer than legal size on the Okidata printer, you need to set up a

Windows Print Form, named “ulong”, describing the maximum size of the document you expect to print. This is done in the print driver utility of Windows itself. Unfortunately, XP, Vista and 7 all differ in how this is done. You have to find the Server Properties of the printer (which in XP is under the File menu, and in the other OS’s is not) and add the new form name “ulong”. If the form is longer than 14 inches long, then you actually have to make a patch to the GPD file of the printer driver. I have already done this for the printers I know about. These modified files are in the AutoDistribute folder. To figure out where the actual file is, run the Print Test for the printer, and it will list the locations.

Note that to have a Scanned form, you must have a file named xxxxx.bmp in the server’s \auto\dbBfrnd folder that contains the image in bmp format. For a PDF or PDFDirek form, there must be a xxxxx.pdf form in that same folder. For any Text based file, there must be a xxxxx.txt file in the server’s \auto\dbforms folder. And, of course, that file has to adhere to certain rules, described in the Data Base Forms Printing document in the server \auto\docs\system folder.

Part 7 – Systems stuff

This is a place where I am putting together stuff that somebody needs to know about the Carousel system, both setup and maintenance, but I don't have a better place to put it. The following shows individual documents that either I wrote or found in some magazine or web site.

There is a lot of information in the auto\docs\systems folder.

- Installguide6 – how to install Carousel.
- Reinstall – how to reinstall Carousel.
- Installing Sql Server for Carousel == self explanatory
- Database Forms Printing – how to create script files for printing.
- Okidata User Manual
- Teamviewer Manual – for Version 9

In the server \auto\docs\docsarchive you will find all the change documents from V2.004 on. The most recent one is found in the server's \auto\bin folder.

In the server's \auto\docs\gvmnt-docs folder, there is

- DealerManual – State of Washington information for dealers to run their stores.
- Vessel Dealer Manual
- FTC Used Car Rules – two documents.
- Sales Tax documents – various dates.
- MVETLocalSlsUseFlyer-16/Q2 – describes the special car sales taxes for some counties.
- License Fees, various dates

The following documents are found on the Carousel servers only, because of copyright issues. \AutoDocumentation\AutoWsiada (from the WSIADA Front Row magazine)
If you are interested in one or more of these documents, please contact Carousel, and we will try to find a legal way for you to see them.

- Adverse Action Notices (two documents)
- AS IS and Implied Warranty
- Bad Debts
- Buyer's Guide rules (two documents)
- Consignment Sales
- Curb Stoning
- Gramm-Leach Privacy Rule
- Like Kind trades (two documents)
- Loan Markup
- B&O Tax mistakes
- Pickup Payments
- Recalls and Liability (two documents)

- Red Flags (two documents)
- Repossession and Client Bankruptcy
- Risk Based Pricing
- Sell a vehicle Without Driver's License
- Disclosure of Title Brands
- Tradeins (WAC 458-20-2478)
- Trauma Care Fee (two documents)
- Unclaimed Property Abandonment
- What is a Finance Charge
- Zero Percent APR