V V U E

Daily Doc Reports

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OverVUE

Daily Report Maintenance allows you to create reports pulled from the General Ledger, providing a snapshot of the dealership and its departments. Once built, the daily reports are shareable across the dealership's various departments, where those who have access can run the reports on demand.

REPORT SET-UP GUIDELINES

Working with Daily Reports

Define the GL Accounts and structure the report with that data to build the Daily Operating Report.

Use this chart to select functions when building your report.

Functions

Function	Corresponding Code	Report Results
General Ledger	GL Account 482	Reports the general ledger amount to the report.
Line	Line number(s) 1,2	Reports the Totals of lines, including general ledger amounts and unit counts.
Count	Line number(s) 1,2	Reports/totals unit counts excludes general ledger amounts.
Comment	Leave Blank	Reports data from the description field.
Percentage	Line Number(s) 2/1	Reports a percentage
Amount	Line number(s) 1,2	Reports and/or totals amounts. Excludes counts.
Break	Leave Blank	Creates a page break and is included in the first line of the next page. The description of this is also a printable comment.
Parts Inventory	Leave Blank	Reports Current Inventory Value from P&S
Outstanding Deals	Leave Blank	Reports Un-Posted Deals from AC > General Ledger > Post Vehicle Sales

Math Operations

Math Operators	Function	Result
,	• General Ledger • Line • Amount	The comma is a substitute for the + sign using the General Ledger, Line, or Amount Functions.
..	• General Ledger • Line • Amount	The "double period," sums the amounts for a range of GL Accounts, Lines, or Amount Functions.

Multiplier

Multiplier		Description
Multiplier	The range is -9.99999 to 9.99999.	The number you are multiplying by. The default is 1. The multiplier works with the Functions: General Ledger, Amount, Line, and Percentage.
[Reverse Multiplier]	Toggles the signs: (-) / (+)	When checked, this reverses all "Multiplier" signs.

Example:D

Multiplier Example for General Ledger Account 482		
Amount in account 482:	When the Multiplier is:	Daily Operating Report Results:
200.00	1.00000	200.00
200.00	-1.00000	-200.00
200.00	0.50000	100.00
200.00	-0.50000	-100.00

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REPORT SET-UP GUIDELINES

Departments

Mark one or more checkboxes to allow access to department managers so they can generate their own daily operating report. This selection works in conjunction with permissions for department heads to access daily operating reports.

Departments
- ☑ New
- ☑ Used
- ☑ F&I
- ☐ Parts
- ☐ Service
- ☐ Body Shop
- ☐ Quick Lube

There are three ways to add a line to a report:

- [**Increment Line**] This option allows you to add a new line in the middle of a report. Incrementing increases *all line numbers and formulas* from this point forward.
- [**Decrement Line**] This option allows a user to decrement line(s) in the middle of a report. Decrementing decreases all line numbers and formulas from this point in the report and below.
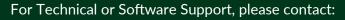- [**Add Line**] This option adds a new line, with the next line number, at the bottom of the report. When creating a new doc report, you can tab off the last field, and the program will automatically add a new line.

12	General Ledger	1161,1162,1160,22062,22...	1.00000	☑		☑	✕
13	General Ledger	41161	1.00000	☐	SALE - CERTIFIED CAR	☑	✕
14	Count	13	1.00000	☐	Count from line 2	☑	✕
15	Comment		1.00000	☐	print unchecked	☐	✕
16	Comment		1.00000	☐	testing comments - print checked	☑	✕
17	General Ledger	40161,40561,40961,6016...	1.00000	☑		☑	✕
18	General Ledger	40561	1.00000	☐	SOUL SALES EAST	☑	✕
19	General Ledger	42761	1.00000	☐	SORENTO SALES EAST	☑	✕
20	Comment		1.00000	☐	comment	☑	✕
21	General Ledger	44661	1.00000	☐	USED CAR SALES EAST	☑	✕

| Increment Line | | Decrement Line | | Add Line |

Summing GL Accounts - *Reference the table on the Following page.*
- Have the report display multiple GL Accounts on the same report line.
- In the first example, notice that line 6 is listed once. The Function is General Ledger, and the Code is 482,682. In this example, the comma "," is used to add GL Accounts 482 and 682. This option is the least time consuming when creating a doc report.
- In the next example, notice that line 26 is listed twice. The Function of General Ledger and the Code is 482 for one line and 682 for the next line. The results in the report will be the two accounts summed.
- Also in the example, there is one line 19. The Function of General Ledger and the Code is 480..483A. The results in the report will be the amounts summed. Add accounts 480 through account 483A on this line.
- In the last example, a duplicate line 22. The first line contains the Function of General Ledger with the Code of 480..483A. The second line has the Function of General Ledger with the Code of 680..683A. The results for this line will be the sum of accounts 480 through 483A PLUS 680 through 683A.

Both balance dollar amounts and unit counts (if applicable) appear on the report.

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REPORT SET-UP

To get an account to report its dollar balance and unit counts: use the Function "General Ledger" and then define the account number.

General Report Set-up Guidelines

Line	Function	Code	Detail Description	Multiplier	Forecast	Print Description
1	Comment		Examples of the Doc Report Functions	1.00	FALSE	TRUE
2	General Ledger	482	P&A Counter Retail Sales	1.00	FALSE	TRUE
3	General Ledger	682	P&A Counter Retail COS	1.00	FALSE	TRUE
4	Line	2,3	Line 2 + Line 3	1.00	FALSE	TRUE
6	General Ledger	482,682	GL 482 + GL 682	1.00	FALSE	TRUE
8	Line	6		1.00	FALSE	FALSE
8	Line	2	Line 6 - Line 2 (using the multiplier)	-1.00	FALSE	TRUE
10	Amount	2,3	Amounts (Line 2 + Line 3)	1.00	FALSE	TRUE
12	Count	2	Unit Counts from Line 2	1.00	FALSE	TRUE
14	Percentage	3/2	Line 3 / Line 2	1.00	FALSE	TRUE
15	Parts Inventory			1.00	FALSE	TRUE
16	Outstanding Deals			1.00	FALSE	TRUE
17	Break			1.00	FALSE	TRUE
18	Comment		Comment after page break	1.00	FALSE	TRUE
19	General Ledger	480..483A	Total Parts Sales 480..483A	1.00	FALSE	TRUE
20	General Ledger	680..683A	Total Parts COS 680..683A	1.00	FALSE	TRUE
22	General Ledger	480..483A	Total Parts Sales 480..483A	1.00	FALSE	FALSE
22	General Ledger	680..683A	Total Parts Gross	1.00	FALSE	TRUE
23	Line	19,20	Total Parts Gross	1.00	FALSE	TRUE
25	Amount	19,20	Total Parts Gross	1.00	FALSE	TRUE
26	General Ledger	482	Sls-P&A Counter Rtl	1.00	FALSE	TRUE
26	General Ledger	682	Two Line 26 with 482 and 682 = Gross	1.00	FALSE	TRUE

In the example above, notice that Lines 2 & 3 both have General Ledger as the Function and different GL Accounts in the Code field. The result shows the balance and count from account 482 on line 2 of the report and displays the balance and count from account 483 on line 3 of the report.

REPORT SET-UP

Summing Lines - *Reference the table on the previous page.*

- Have the report display multiple report lines on the same report line.
- In the first example, notice that Line 4 is listed once. In this example, the comma "," is used to add Lines 2 and 3. This option is the least time consuming when creating a DOC report.
- In the next example, notice a duplicate Line 8. First, to report Line 6 and then to report Line 2. By putting Line 6 and Line 2 on the same Line (Line 8) of the report, the amounts and units on Line 6 and 2 are added together on Line 8.

Subtracting - *Reference the table on the previous page.*
To subtract one Line from the other, change the multiplier to a negative one, (-1.00000) on one of the lines.
In the example Line 8 is listed twice. However, the amounts and units reported on line 8 are being subtracted (notice the negative multiplier) from the totals reported on line 2.
Note that General Ledger accounts can be subtracted from one another in this manner, too.

Percentages - *Reference the table on the previous page.*
To get lines of the report to express a percentage, use the Percentage function then define the Code; line number divided by line number. For example, 2/1 is line two divided by line one.

Line 14 uses the Percentage function, and the Code expresses the operation as line three divided by line two. Giving the percentage that results when line three is divided by line two.

Forecasting - *Reference the table on the previous page.*
The forecasting option only works where the GL Account has been set up with forecasting values, and the corresponding GL Account line(s) Forecasting column is checked in the Daily Report Maintenance screen. When both conditions are met, the daily report will take the forecast value from the GL Account, divide it by the number of days in the month, then multiply that value by the number of days that have already expired in that month and return a month-to-date forecast value.

Percentage equals the difference between what you have done that month and what you should have done that month according to the forecast value in the GL account.

Additional Options - *Reference the table on the previous page.*
- If the dollar balance amounts are the only information desired, use Amount as the Function. No units will report. See Line 10 in the above example report.
- If unit counts are the only information desired, use Count as the Function. No dollar balance amounts will report. See Line 12 in the above example report.
- To insert a comment to print on the report, use Comment as the Function. See Lines 1 and 18 in the above example.
- If accounts used for the report naturally carry negative balances, but the user desires the accounts to show on the report as positive numbers, changing the multiplier to a negative one will reverse the sign on all the accounts being used to build the report.
- If values should report as half the amount, then change the multiplier to 0.500000.

CREATE A NEW DAILY REPORT

Create a New Daily Report
Navigate to Accounting > Maintenance > Daily Report Maintenance
1. Click the [**New**] button in the Action Ribbon.
2. Enter the identifying number for the report.
3. Click the [**Submit**] button.
4. Input a description of the report in the **Report Title** field.
5. Click [**Add Line**] to add each line of the report parameters.
6. Click [**Save**] to save the report parameters.
7. Mark the checkbox next to each department that you allow to run this report.

To Edit a Daily Report
Navigate to Accounting > Maintenance > Daily Report Maintenance
1. Select the report by clicking on the corresponding line.
2. Make the required edits.
3. Click [**Save**] to save the changes.

To Copy a Daily Report
Navigate to Accounting > Maintenance > Daily Report Maintenance
1. Select the report by clicking on the corresponding line.
Within the Daily Report Maintenance Screen:
2. Click the [**Copy**] button in the Action Ribbon to open the Copy Report window.
3. Click the **Select Report** dropdown and select either a pre-existing Doc report or New Report.
 - If New Report is selected, input the New Report number.
4. Click the [**Copy**] button.
5. Click the [**Save**] button in the Action Ribbon.

To Copy and Add one report into another report
Navigate to Accounting > Maintenance > Daily Report Maintenance
1. Select the report to be added by clicking on the corresponding line.
2. Click the [**Copy**] button in the Action Ribbon to open the Copy Report window.
3. Select the report you wish to *'paste'* the first report into, from the **Select Report** dropdown.
4. Click [**Copy**].
A copy of the first report selected has been added to the bottom of the second report selected.

To Print a Report's Parameters
Navigate to Accounting > Maintenance > Daily Report Maintenance
1. Select the report to print by clicking on the corresponding line.
2. Click the [**Export**] button in the Action Ribbon to download an xls file.
3. Open the file to review and/or print.

CREATE A NEW DAILY REPORT

Permissions

Accounting > Maintenance > Employees - Permissions tab > Effective Permissions block.

1. To create, edit and copy reports, provide CRUD permissions at Accounting > Maintenance> Daily Report Maintenance.
2. Separate CRUD permissions are provided for each module for controlled access.
   - Accounting > Reports > Daily Operating Control for Standard, Expanded, and/or Trend.
   - Sales > Miscellaneous > New/Used/ or F&I > Daily Operating Control > Standard and/or Expanded
   - Parts > Miscellaneous > Daily Operating Control
   - Service > Miscellaneous > Service and/or Body Shop and/or Quick Lube > Standard and/or Expanded
3. Provide CRUD permissions to The *Standard Report* is the most common report for all Managers.
   - The *Expanded Report* is available to Accounting users only and allows the Accounting Manager/Owner to drill into the report for analysis.
   - The *Trend Report* is an accounting tool to find patterns in data over time. It assists in making predictions and is available to Accounting only.

Print a Daily Operating Report

1. Navigate to a report at one of the following:
   - Accounting > Reports > Daily Operating Control for Standard, Expanded or Trend
   - Sales > Miscellaneous > New/Used/ or F&I > Daily Operating Control > Standard or Expanded
   - Parts > Miscellaneous > Daily Operating Control > Standard or Expanded
   - Service > Miscellaneous > Service and/or Body Shop and/or Quick Lube > Standard or Expanded
2. Use the default Parameters or edit each as needed.
3. Click the [**Run Report**] button. (If running TREND, run the output as spreadsheet.)