

F&I Works

User Guide





About F&I Works

What is F&I Works?

F&I works is the most advanced software solution for managing your Finance Department's day-to-day production. The software consists of two specific modules. Menu Works is a menu creation tool, while Focus is a sophisticated reporting tool. When used together, the two modules will help the dealership increase profitability and identify which products are impacting the bottom line.

Menu Works is the menu selling module designed to help F&I managers present "all products, to all customers, all the time". Through the use of the Menu Works module, your F&I department will realize greater product sales and enjoy a higher level of profitability for the finance department. The proven method of menu selling allows the dealership to "raise the bar" on vehicle profits, while at the same time reducing the amount of tension between customer and finance manager.

With the Focus module, your dealership gets immediate, up to the minute, detailed reports displaying profits, productivity, averages and product sales. Tired of guessing if you are having a great or average month? You don't have to guess anymore. With F&I Works, at the push of a button, you will have a current snapshot of where you are and where you are heading. Want to know which of your F&I Managers is producing the most amount of income per deal? No problem! With the push of a button you can view your finance managers as a group or breakout each individual manager separately. Want to know which banks you are sending your business to? No problem! With the push of a button you can breakout how many deals a month you are sending to a specific bank. Are you traveling and calling in for your numbers? No need to, with the push of button your reports can be e-mailed anywhere in the country! F&I Works provides the easiest most sophisticated breakdown of your dealership's numbers, all at your fingertips. It is that easy!

STOP!



F&I Works User Guide is an Adobe Acrobat .PDF file located on your F&I Works installation CD. In order to view this file, you must have the Adobe Acrobat Reader installed on your computer.

IF YOU DO NOT HAVE ADOBE ACROBAT READER V.5.0 INSTALLED ON YOUR SYSTEM:

We have included Adobe Acrobat Reader v.5.0 for your convenience. Double click on the file named AcroReader51_ENU.exe, which is located on your F&I Works CD, and it will install the free Adobe Acrobat Reader.

If you already have Adobe Acrobat Reader installed, proceed with the installation instructions below.

Please Read System Requirements Before Installing

Recommended Minimum System Requirements:

Hardware:

Pentium P-4 2.0 ghz or faster *

512 MB RAM or higher

400 MB available hard disk space

CD-ROM drive

Color Laser Graphic Printer, Color Inkjet or i.e. Epson C-62, Epson C-82, HP 940

* While the minimum specifications are adequate to operate the software, we have found that computers running Intel's Pentium 4 (not Celeron*) processor above 2.4 ghz, with 512 MB of RAM, GREATLY improves the performance of F&I Works software.

* We have had several performance complaints regarding F&I Works operating on Intel Celeron processors. Therefore, we highly recommend Intel Pentium 4 processors or higher speed AMD processors.

Monitor/Screen Size:

We recommend running F&I Works with a screen 1024 x 768 Resolution

However, if you run 800 x 600 resolution, you will need to scroll left to right, up and down to view the entire screen.

Tip: If you are running your ADP or Reynolds & Reynolds in the 800 x 600 mode, you can quickly convert to 1024 x 768 by minimizing all applications on the desktop, "Right Mouse" on the Desktop, click "Properties", "Settings" and select 1024 x 768 as the Screen Resolution.

Operating System:

Windows 2000 or Windows XP Operating System

STOP!



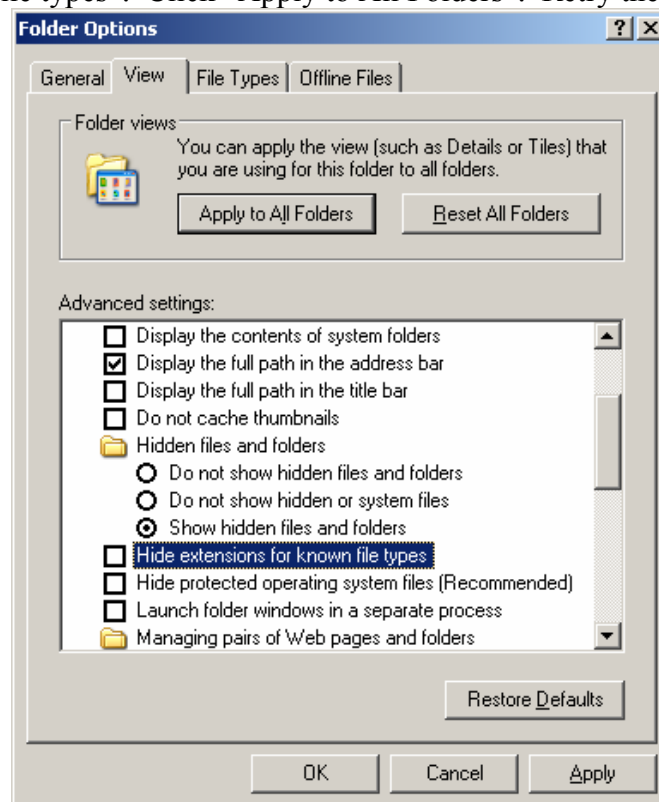
Please Read Before Installing

For Windows XP and Windows 2000 computers, you may need to have administrative rights to install the software.

On the Windows desktop, click “Start”, click “Run”, click “Browse” and browse to your CD-ROM drive. Find the file named F&IWorksRT.msi on the CD drive and double click to begin your F&I Works installation. If you can not see the file extension showing the .msi, please see the Technical Tip below.

If you receive a message stating the Windows Installer is out of date (usually involving older service packs in Windows 2000), please use the Windows Update facility to upgrade your Windows 2000 to Service Pack 3 or later. This update will automatically install the proper Windows Installer files. After the update, you will be able to resume your installation.

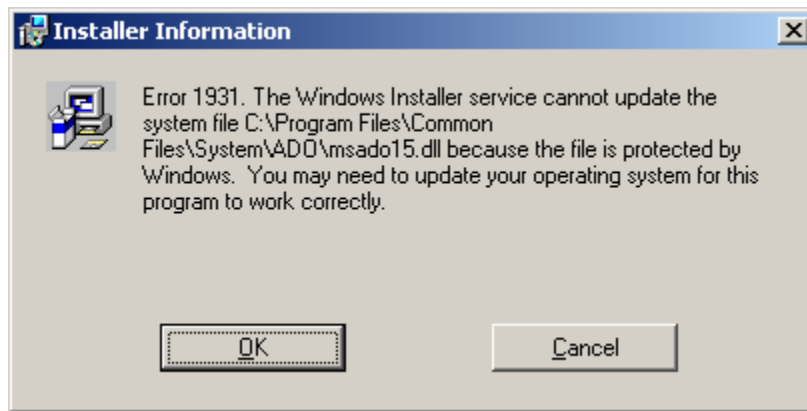
Technical Tip: If you are having trouble seeing the file extensions (.msi or .exe), you will need to change some settings in Windows Explorer to allow you to see these extensions. Right mouse click on the “Start” button and select “Explore”. In Windows Explorer, go to “Tools”, “Folder Options”, “View”. In Advanced Settings, under “Hidden Files and Folders”, check the box “Show Hidden Files and Folders”. Uncheck the box labeled “Hide extensions for known file types”. Click “Apply to All Folders”. Retry the install directions above.



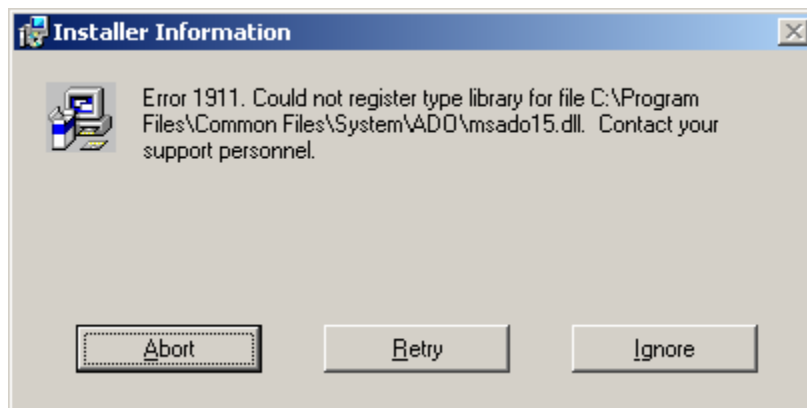
Possible Installation Error Messages

On some Windows 2000 installations, you may receive the following error messages.

Click "OK" on this message:



Click "Ignore" on this message:



Continue with the remainder of the installation.

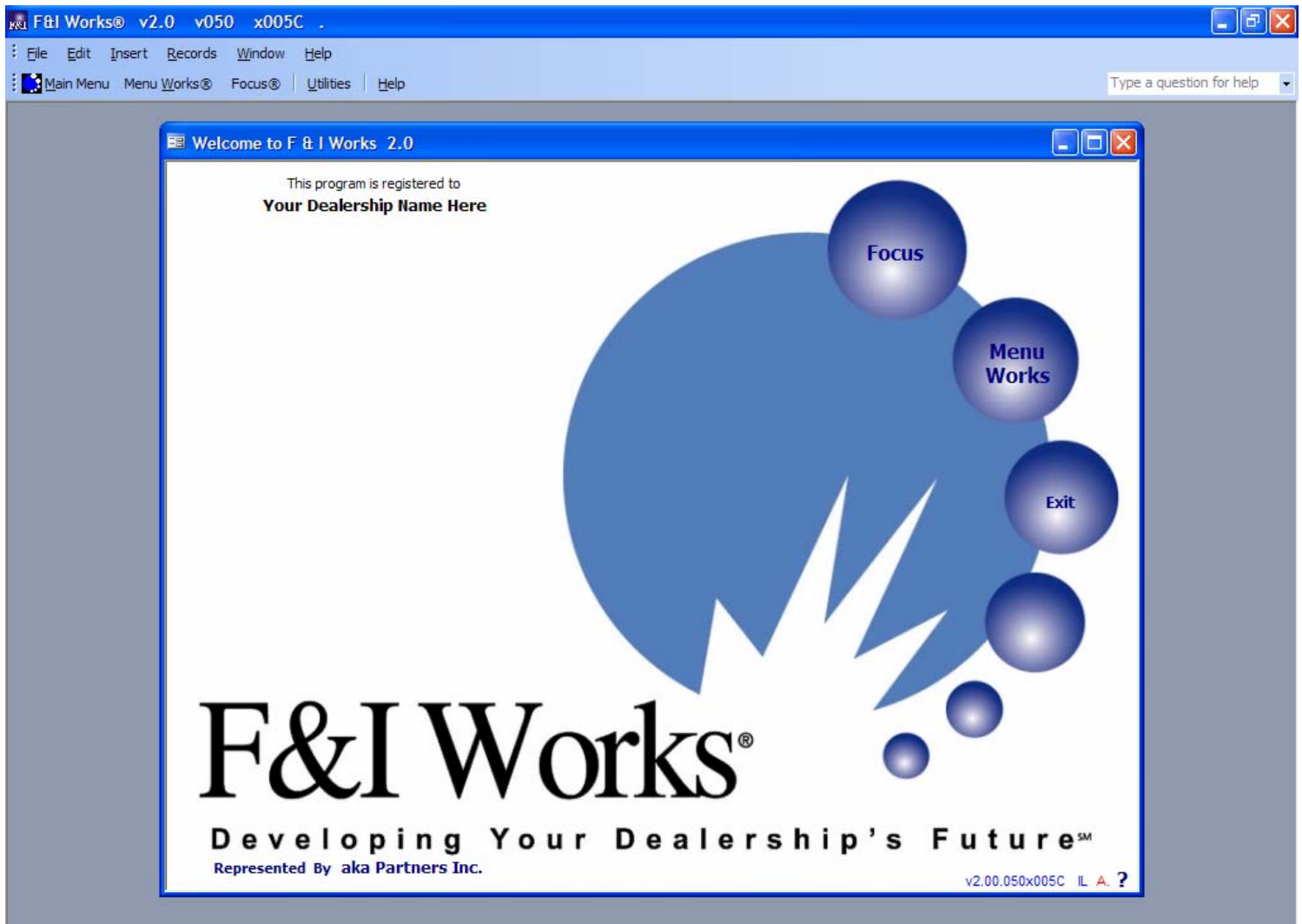
Thank you for purchasing F&I Works software.

Technical Support 9 AM – 5 PM CST:

Contact:

**aka Partners Inc.
215-A West 83rd Street
Burr Ridge, IL 60527
(630) 789-9427
(630) 789-9429 Fax
info@fandiworks.net
www.fandiworks.net**

Opening Screen



Initial Setup

Before using the software, you must authorize this version. In the toolbar, click Utilities, Authorize Software.



Initial Setup...Continued

Here is where you authorize the software. The software license codes are generated based on the dealership information submitted to aka Partners Inc. aka Partners Inc. will generate three license codes based on the dealer information and software type. **You must have these codes from aka Partners Inc. before proceeding.** Enter this information EXACTLY as submitted. If the software was purchased directly from aka Partners Inc., put aka Partners Inc. in the “Represented By” field. Otherwise, put the agency name who sold you the software. Finish entering Dealership City and State. Enter the “Code from F&I Works”, “Software Code” and “Rep Code”. You can test the codes by clicking “Check Before Set”. If all messages come back “True” you can set the software by clicking “Set Software”. Click “Close” when finished.

Authorize Software

Please enter Dealership information and codes to use the F&I Works® software.

Dealership Name

Represented By

Dealership City

State/Province

Country Code

Software Type

Date

Software ☒ F&I Works ☐ VSC Rater

PC

Code from F&I Works®

Enter codes here Software Code Rep Code

Check Before Set Clear

Set Software

Dealer Code

Rep Code

Close

Initial Setup...Continued

In the toolbar across the top, select “Focus”, “Setup” and select an area to setup.



Initial Setup...Continued

The only three areas that need setting up in this area are the **Sales Staff**, the **F&I Managers** and the **Extended Warranty Sources**.

The **Bank Sources**, **Misc. Products** and **Dealership** are setup in the Menu Works area, while the **Vehicle Makes and Models** are optional.

Begin by clicking **F&I Managers** to enter the F&I Manager's names.

Click the **General Tab** and enter the Manager's name. Last, First (Smith, Joe)
Employee ID# (if necessary)

The screenshot shows the 'Managers Data Entry' window. The title bar is 'Managers Data Entry'. The main header is 'Managers Setup' in green. Below the header, there are checkboxes for 'Show Inactives' and 'Auto Review', and buttons for 'Refresh' and 'Forecast Goals'. The main content area is titled 'F & I Manager 1'. It has two tabs: 'General' (selected) and 'Performance'. Under the 'General' tab, there are input fields for 'Name' (containing 'F & I Manager 1'), 'Employee ID', and 'Inactive Date*'. A tip below the 'Inactive Date*' field reads: '* Tip: Set manager to inactive by entering an inactive date.' To the right of these fields is a table with columns 'EmployeeID', 'Name', 'InactiveDate', and 'ID'. The table contains the following data:

EmployeeID	Name	InactiveDate	ID
	Chuck		7
	F & I Manager 1		1
	F & I Manager 2		2
	F & I Manager 3		3
	F & I Manager 4		4
	F & I Manager 5		5
	TJB		6

At the bottom left of the main content area, it says '1 Forecast Data is available for this Manager.' The bottom of the window has a black bar with buttons: 'Find Manager' (with a dropdown arrow), 'Check', 'Delete', 'New Manager', and 'Close'. At the very bottom, it says 'Record: 1 of 7' with navigation icons.

VERY IMPORTANT: Inactive Date is used in place of deleting F&I Managers

** You should never delete **Managers** entries. Deletion of records will cause data integrity problems. For further details, contact technical support.

Close this screen and proceed to the **Salespeople Setup** selection.

Initial Setup...Continued

Click the [General Tab](#) and enter the salespersons name. Last, First (Smith, Joe)
Employee ID# (if necessary)

Sales Staff Setup

☐ Show Inactives Refresh ☐ Auto Review Forecast Goals

Salesperson 1

General Performance

Name: Salesperson 1

Employee ID:

Inactive Date*:

* Tip: Set Salesperson to inactive by entering an inactive date.

1 Forecast Data is available for this Salesperson.

EmployeeID	Name	InactiveDate
	Salesperson 1	
	Salesperson 10	
	Salesperson 11	
	Salesperson 12	
	Salesperson 13	
	Salesperson 14	
	Salesperson 15	
	Salesperson 16	
	Salesperson 17	
	Salesperson 18	
	Salesperson 19	
	Salesperson 2	
	Salesperson 20	
	Salesperson 21	
	Salesperson 3	
	Salesperson 4	
	Salesperson 5	
	Salesperson 6	
	Salesperson 7	
	Salesperson 8	
	Salesperson 9	

Find Salesperson: Check Delete New Salesperson Close

Record: 1 of 21

VERY IMPORTANT: Inactive Date is used in place of deleting any System Maintenance Switchboard item.

** You should never delete [Sales Staff](#) entries. Deletion of records will cause data integrity problems. For further details, contact technical support.

When you are finished with the [Sales Staff](#), proceed to [Extended Warranty Sources](#).

Initial Setup...Continued

On Screen # 1, click [Extended Warranty Sources](#) to begin entering the Warranty Sources

Click the [General Tab](#) enter the VSC name. (i.e. EasyCare)

Source No.	Source Name	Inactive Date
1	Chrysler	
2	EasyCare	
3	ESP	
4	Outside - EC	

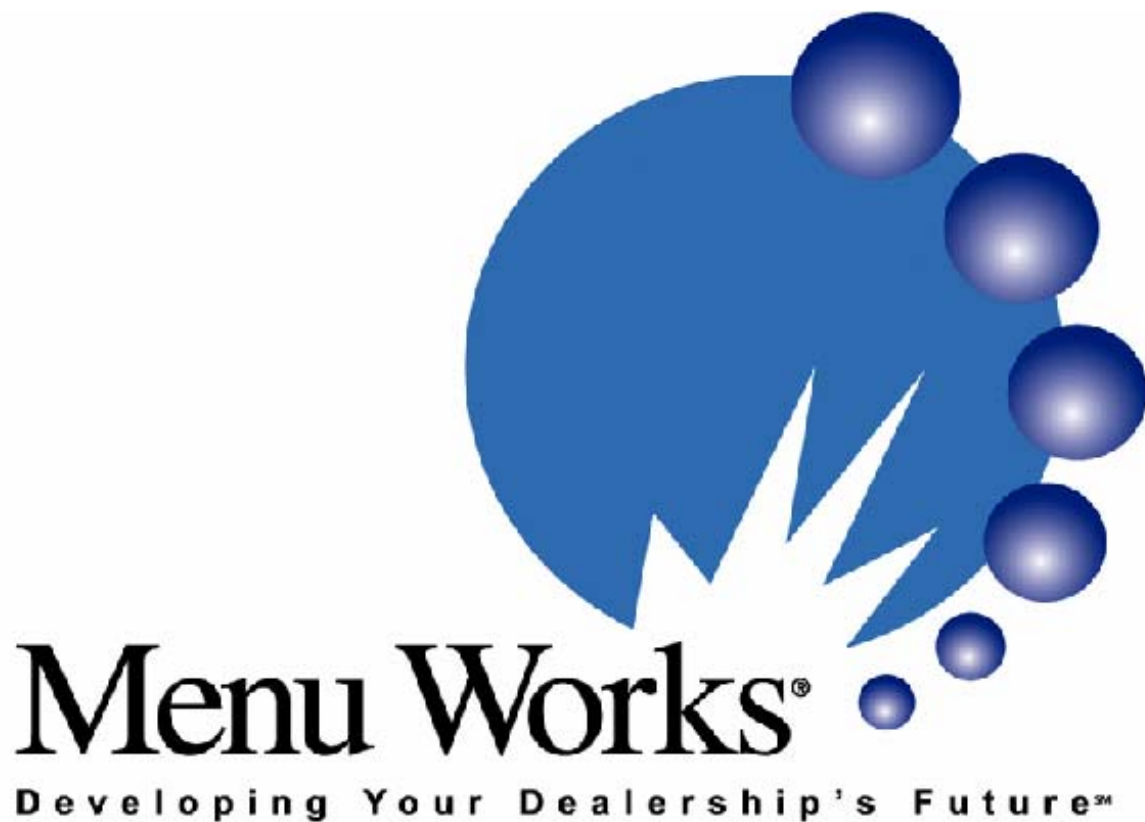
VERY IMPORTANT: Inactive Date is used in place of deleting any System Maintenance Switchboard item.

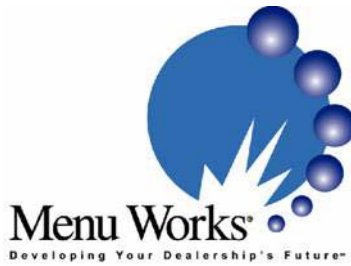
** You should never delete [Extended Warranty Sources](#) entries. Deletion of records will cause data integrity problems. For further details, contact technical support.

Close this screen and return to the Main F&I Works screen. Proceed to Menu Works for additional setup screens.

Menu Works

User Guide





About Menu Works

What is Menu Works?

Menu Works is used independently or in conjunction with F&I Works. It is the most advanced software solution for presenting menus to your customers. Menu Works allows the F&I Manager to customize payment options for each individual customer, which will include the vehicle amount, after market products and warranties.

Menu Works is also very user friendly. Just fill out the information on the correct payment page (i.e. Finance, Cash, Lease or Balloon) and click “print”. It will show a menu page to present to your customer for easy selling. The information page is set up so any data that was entered can be easily changed. This is a great way to increase your finance department’s monthly income and product sales.

Initial Menu Works Set Up

From the Main Screen, click on [MenuWorks](#) then, [Setup & Configuration](#), then [All](#)



Clicking [All](#) will open the [System Configuration](#) screen. This is where most of the dealership and user information is maintained. (Insurance Providers, Bank Sources, Menu & Package Setup, Menu Products, Taxes, Dealer location, Insurance Codes, User Settings and VSC information, if VSC Quote is enabled)

Preferences / Menu Setup Tab

This screen shows the Preferences Tab selected

Click tabs to move from one setup area to another.

Show or hide menu setup tabs.

Technical Area

Three setup levels on Preferences tab

System Configuration

Insurance Providers | Bank Rates | Bank Sources | Menu | Package | Product | Tax | Dealer | Insurance Codes | **Preferences** | VSC

Menu Setup | Menu Reports / Other | Focus Reports

Lease Options

1. Use Lease APR Instead of Money Factor ☒ True
2. Lease Residual % Default 50.00%
3. Lease Payment Calculation Standard (Computer)
4. Lease Insurance Calc. Alt. ☐ False
5. Lease Tax Capitalized Adjust ☐ False
6. Cap Cost Red Tax Option ☐ False
7. Lease Zero Out Default Taxes ☒ True
8. Show Lease Payment Tax ☒ True
 - 8A. Lease Payment Tax Default ☒ True
 - 8B. Percent Default 14.50% > or
 - 8C. Default Amount \$0.00
9. Lease Residual Amount NOT Taxable
10. Lease Default: Financed...
 - Doc Fee ☐ License ☐ Cap Cost Red Tax ☒

Balloon Options

11. Balloon Type Traditional (Amortized)
12. Show Balloon Type ☒ True

Tax Options

13. Doc (Admin) Fee Default \$299.00
14. License (Fee) Default \$0.00
15. Doc Fee Taxable Default ☒ True
16. Selling Price Taxable Default ☒ True
 - 16A. Rebate Taxable Default ☐ False
 - 16B. Trade-In Taxable Default ☐ False
17. Allow ReTax Taxes* (Demo) ☐ False

*Used for For Gross Taxes; B&D Tax, etc.

Other Options

18. Prompt before Find on Menus ☒ True
19. Menu Product Override Prompt ☒ True
20. Menu Deals Save Enabled ☒ True
21. Maximum Saved Menu Deals 25
22. Send Menu Deal to Focus Enabled ☒ True
23. Use Customized Menu Status ☒ True
 - 23A. Customized 1 'New' New
 - 23B. Customized 2 'Pending' Pending
 - 23C. Customized 3 'Complete' Complete

Technical Area

Dealer Country: United States
IL

Hide Menu Setup Screens

System Setup (Tech Support)

System Tests
Run Test
1 2 3 4

Sample Menu
Show Menu
Four-Up

BE Manager
Reset Options
Reset Menu Preferences
F&I Works® Files
Control Panel
Tech Website
Close

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Setup Lease Configuration Here

Setup Default Doc, License Fees, taxable items and Balloon setup.

Other Setup Options

Tax Setup

Reset Options to system defaults. Shortcut to Control Panel

Preferences / Menu Setup

Setup and Configuration

System Configuration

Insurance Providers Bank Rates Bank Sources Menu Package Product Tax Dealer Insurance Codes Preferences VSC

Menu Setup Menu Reports / Other Focus Reports

Lease Options

1. Use Lease APR Instead of Money Factor ☒ True
2. Lease Residual % Default 50.00%
3. Lease Payment Calculation Standard (Computer)
4. Lease Insurance Calc. Alt. False
5. Lease Tax Capitalized Adjust False
6. Cap Cost Red Tax Option False
7. Lease Zero Out Default Taxes True
8. Show Lease Payment Tax True
 - 8A. Lease Payment Tax Default True
 - 8B. Percent Default 14.50%
 - 8C. Default Amount \$0.00
9. Lease Residual Amount NOT Taxable
10. Lease Default: Financed...
Doc Fee ☐ License ☐ Cap Cost Red Tax ☒

Balloon Options

11. Balloon Type Traditional (Amortized)
12. Show Balloon Type True

Tax Options

13. Doc (Admin) Fee Default \$299.00
14. License (Fee) Default \$0.00
15. Doc Fee Taxable Default True
16. Selling Price Taxable Default True
 - 16A. Rebate Taxable Default False
 - 16B. Trade-In Taxable Default False
17. Allow ReTax Taxes* (Demo) False
*Used for For Gross Taxes; B&D Tax, etc.

Other Options

18. Prompt before Find on Menus True
19. Menu Product Override Prompt True
20. Menu Deals Save Enabled True
21. Maximum Saved Menu Deals 25
22. Send Menu Deal to Focus Enabled True
23. Use Customized Menu Status True
 - 23A. Customized 1 'New' New
 - 23B. Customized 2 'Pending' Pending
 - 23C. Customized 3 'Complete' Complete

Dealer Country: United States IL

Hide Menu Setup Screens

System Setup (Tech Support)

System Tests
Run Test
1 2 3 4

Sample Menu
Show Menu
Four-Up

BE Manager

Reset Options

Reset Menu Preferences

[F&I Works® Files](#)

Control Panel

[Tech Website](#)

?

Close

Setup Lease options here.

Setup Balloon options here.

Setup Tax options.

Use this section to turn on or turn off various Menu options.

Preferences / Menu / Menu Reports / Focus Reports

System Configuration

Insurance Providers | Bank Rates | Bank Sources | Menu | Package | Product | Tax | Dealer | Insurance Codes | **Preferences** | VSC

Menu Setup | **Menu Reports / Other** | Focus Reports

Reset Menu Report Colors ?

Menu Report Colors

Color 1	16711680
Color 2	13209
Color 3	32768
Color 4	8388736
Color 5	32768
Color 6	255
Color 7	16711680
Color 8	10092543
None	0

Menu Product Headers

Use Colors: ☒ True

Column 1	8388608
Column 2	8388608
Column 3	8388608
Column 4	8388608

0. Insurance: Printed Nomenclature

☐ Credit Life:

☐ Disability:

Menu Display Options

- Menu Font Default: Standard
- Use Menu Header Background Colors: True
- Auto-Denial Default: True
- Show 4-Up Alt Pay Enabled: True
- Show Menu Boxes: False
- Show Zero Priced Products on 4Up & Max Pro: True
- Insurance Rate Tools Enabled: True

Reset Insurance Defaults ?

8A. Finance Insurance Options: ALL

8B. Lease Insurance Options: ALL

8C. Balloon Insurance Options: ALL

Canada Dealers only

A. Do Insurance Products require tax from the Tax set-up screen? (i.e. PST, GST, HST, etc.): No

B. If Yes, what is the Total Tax Rate to apply to the Canadian Dealer Insurance Products? 0.00%

C. Show PST in Finance Premiums: True

D. Kilometers Spelling: Kilometres

US Dealers only

- Show Balloon Resid Insurance: True
- Balloon Insurance Amortized: True

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Setup Menu colors here.

Set Menu display defaults.

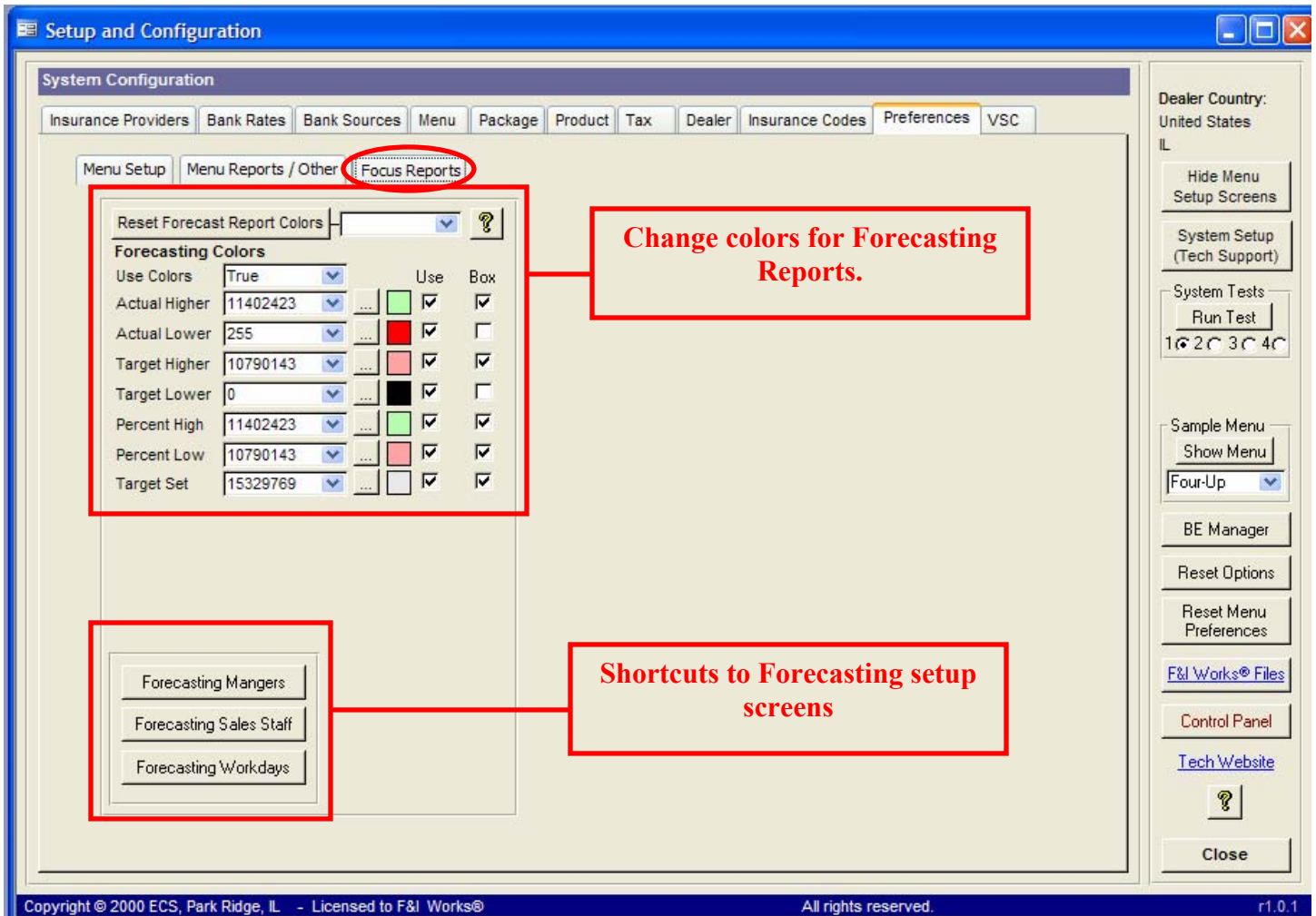
When the boxes are checked for Credit Life and/or Disability, you have the option of changing what appears on printed menus. For example: Change Credit Life to "Estate Protection" or "Survivor Protection". Change Disability to "Accident & Health".

WARNING: The names Credit Life and Disability must remain in the product setup screen.

Turn On/Off Credit Life & Disability option on Menus.

Other Balloon options. Settings are based on the calculation needs of the dealership.

Preferences / Focus Reports



Insurance Setup

Click on **Insurance Setup**. A small screen with “Providers” will pop up. To enter a new Provider, hit **►*** at the bottom of the setup box or click on “New Provider” and this brings up a blank provider. Enter the name and the country. *Use the “Inactive Date” area to enter a date (doesn’t matter what date), which will “hide” insurance providers on the Deals Screen. Note: Some dealerships have multiple insurance providers, but only want to display one or two on the Menu Deals Screen. Entering a date in the Inactive Date field will hide the provider. Remove the date to reactivate a provider.*

Click on the “Edit or Create Tables” button to begin entering insurance rates.

The screenshot shows the 'Insurance Provider Setup' window within a 'Setup and Configuration' application. The window has a tabbed interface with 'Insurance Providers' selected. The main form contains fields for 'Provider ID' (56), 'Insurance Provider' (New Insurance Provider), and 'Country' (United States). There is a calendar icon for the 'Inactive Date' field and a 'Click button to edit or create rate tables' button. A list of providers is shown on the right, with 'New Insurance Provider' highlighted. At the bottom, there are buttons for 'Delete Provider', 'Advanced >>', and a record navigation bar showing 'Record: 22 of 22'.

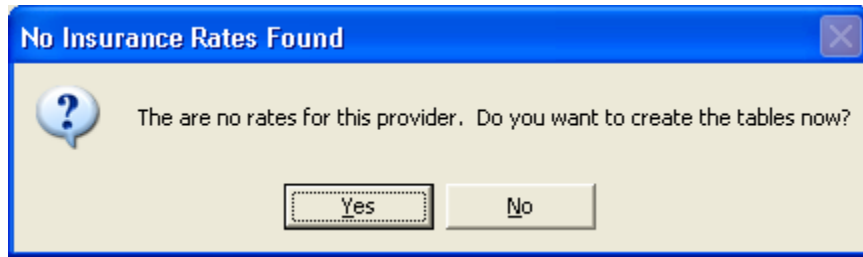
Make a note of the Provider ID #






Enter or edit rates with this button

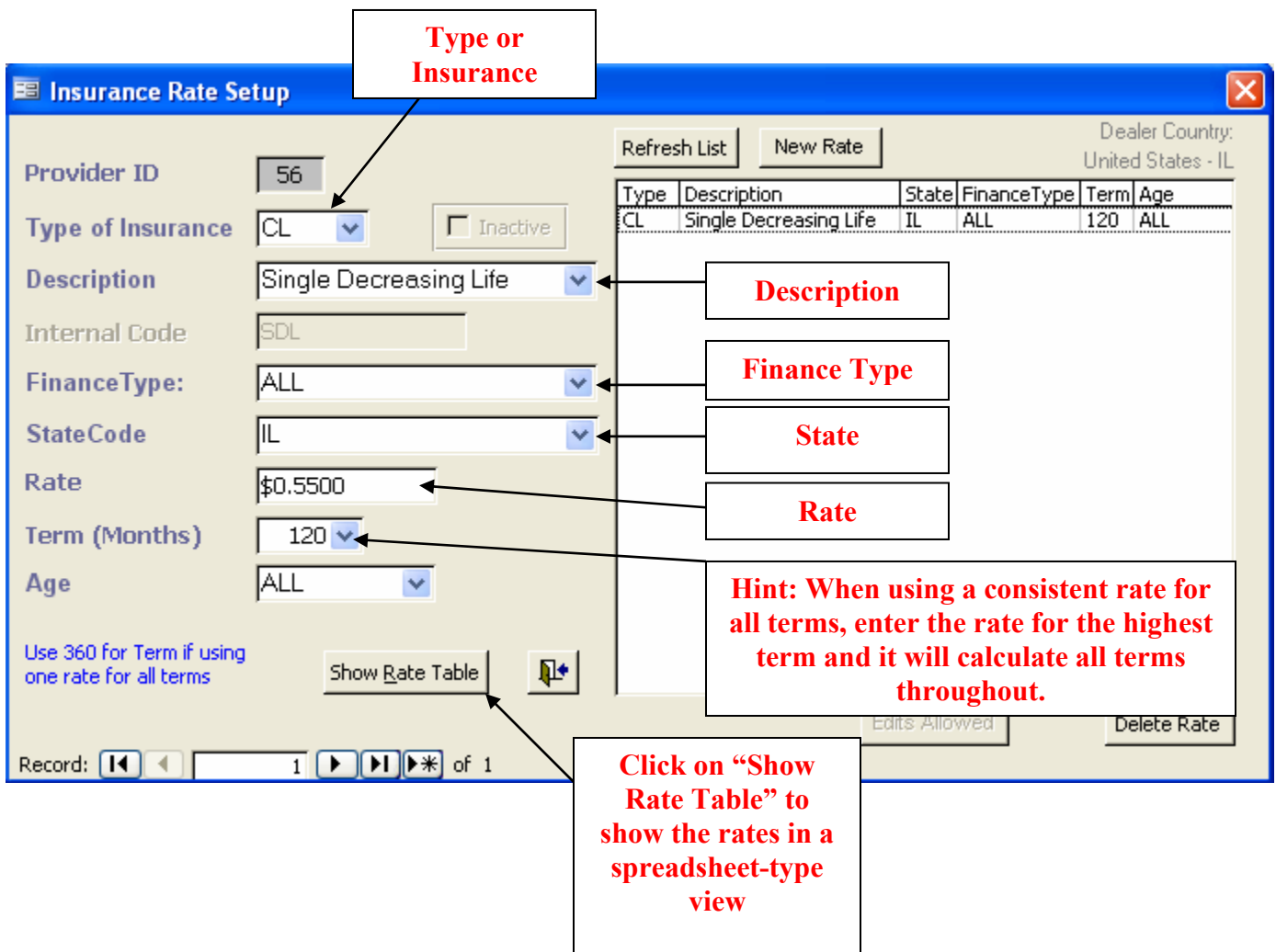
Inactive Date

This button brings up a provider import screen

If no rates exist, the following dialog box appears. Click “Yes” to begin entering rates:





Selecting  at the bottom of the setup box starts a new rate record. Select “Type of Insurance” with the pull down button . Use the pull down button  in each of the subsequent fields to finish entering a particular rate. Use  to enter each new rate. At any time, you can hit the “Refresh List” button to see the entries you’ve made. Exit this screen by clicking . *Note: If you use one rate for all monthly terms, you can enter that rate for the 120-month term and it will calculate the lesser terms, as well.*




Insurance Rate Setup


Provider ID: 56

Type of Insurance: CL  ☐ Inactive


Description: Single Decreasing Life 


Internal Code: SDL

FinanceType: ALL 


StateCode: IL 






Rate: \$0.5500

Term (Months): 120 

Age: ALL 

Use 360 for Term if using one rate for all terms

Show Rate Table 

Record:   1    of 1

Refresh List New Rate Dealer Country: United States - IL

Type	Description	State	FinanceType	Term	Age
CL	Single Decreasing Life	IL	ALL	120	ALL

Type or Insurance

Description

Finance Type

State

Rate

Hint: When using a consistent rate for all terms, enter the rate for the highest term and it will calculate all terms throughout.

Click on “Show Rate Table” to show the rates in a spreadsheet-type view

Clicking on “Show Rate Table” brings up the following spreadsheet view of your rates. This is another way to view, edit and enter rates for this particular provider.

Insurance Rates Detail

Double-Click in a field to alternately sort by that field.

Show All

Double-Click

☒ Sort
☐ Filter

Provider:	Type:	Description:	Term:	Rate:	State:	Finance Type:	Age:
56: New Insurance	CL	Single Decreasing Life	120	\$0.5500	IL	ALL	ALL
56: New Insurance	CL	Joint Decreasing Life	120	\$93.0000	IL	ALL	ALL
56: New Insurance	AH	Single 7 Day Retro	12	\$1.1100	IL	ALL	ALL
56: New Insurance	AH	Single 7 Day Retro	24	\$2.2200	IL	ALL	ALL
			12	\$0.0000			ALL

Record:

⏮

⏪

4

⏩

⏭

⏴*

of 4

Tax Setup

Enter any applicable taxes for your dealership. Don't forget local or county taxes. If you have a consistent flat fee item, you can enter that here, as well.

System Configuration

Insurance ProvidersBank RatesBank SourcesMenuPackageProduct**Tax**

Tax Setup

Dealer Country:
United States - IL

Enter percentage here

Enter flat amount here

Enter rate or amount.

Enter state and local taxes here. These can be a percentage OR a flat amount, if applicable

Tax	Name	Rate	Amount
1.	State	6.25000%	\$0.00
2.	Local	0.00000%	\$0.00
3.	County	0.00000%	\$0.00
4.	Chicago	0.00000%	\$0.00
5.		0.00000%	\$0.00
6.		0.00000%	\$0.00

Do not start a tax name with the word "tax" or it will not be enabled in Menu Works.

Edits Allowed

Product Setup

Enter your product names and descriptions. You may select an existing product and overwrite the name and description. Be sure to check the box “Product currently available in Package Setup”. Check the applicable tax boxes and be sure to designate the vehicle service contract by checking “This is a VSC product”. Enter the VSC details by clicking the VSC Details button.

Notes: Do NOT change the product names for Credit Life and Disability. The system uses the exact wording to make the proper calculations. When editing Credit Life and Disability, you will have the opportunity to enter the percentage of profit for each of those items. See page 17 for changing wording.

There is no reasonable limit to the number of products that can be entered here. Enter any products available for current or future sales, including seasonal promotional items. The more items you setup now, the less you will have to do later. The products entered here will be available for the package setup.

Note: Do NOT delete products you no longer use. Simply uncheck the box “Product currently available in Package Setup”.

Note: If your product descriptions become too lengthy, the menus will print to a second page. The solutions to avoiding the additional page are to minimize your product descriptions or reduce the number of products in each package. Be sure to print sample menus to ensure the menu is limited to one page.

The screenshot shows the 'Product Setup' form. It includes fields for Product ID (1), Inactive Date, Product Name* (Product 6), and Description (Test 1, Test 2). There are buttons for 'New Product' and 'Refresh List'. A list of products is shown on the right: Credit Life, Disability, DriverCare, EasyCare Etch, EasyCare GAP, EasyCare Service, Paint Protection, Product 5, Product 6, and Product 7. A callout box points to the 'Character' dropdown in the Description field, stating: 'Use one of these characters for bullet points in the description'. Another callout box points to the 'Max characters: 250' label, stating: 'Use this button to indicate the number of characters used in the description.' The form also has checkboxes for 'Available in Package Setup', 'This is a VSC product', 'Apply State', 'Apply Local', 'Apply Tax 3', 'Apply Tax 4', 'Apply Tax 5', and 'Apply Tax 6'. A 'VSC Details' button is at the bottom. The footer includes a record count: 'Record: 1 of 10'.

Product Setup

Product ID: 1 Inactive Date:

Product Name*: Product 6

Description:

Character:

Tip: Use Ctrl + ENTER to start a new line. Max characters: 250

Cost: \$125.00 Target Retail: \$399.00

☐ Retail Price Tiers

Retail Tier A:
Retail Tier B:
Retail Tier C:
Retail Tier D:

☒ Available in Package Setup

☐ This is a VSC product

☐ Apply State

☐ Apply Local

☐ Apply Tax 3

☐ Apply Tax 4

☐ Apply Tax 5

☐ Apply Tax 6

Dealer Country: United States - IL

* Credit Life must be labeled: Credit Life
* Disability must be labeled: Disability

Only one of each is allowed for the system.
} Different names may be Display for Printed Menus, see: 'User Preferences' - Insurance Nomenclature.

Record: 1 of 10

New Menu “Einstein” Setup – Version 050

The new “Einstein” Menu setup allows you to create a menu title and automatically create packages based on the Menu name. As you can see below, the menu title “Standard Autos” creates column names of “Standard Autos-C1”, “Standard Autos-C2”, etc. These columns represent the columns in a 4Up Menu. You now get a visual representation of what your 4Up Menu will look like. You can also choose on which menu screens each menu should appear. This comes in handy when you have a substantial number of menus. For example, you can decide to have Cash menus show up only on a Cash Deal Screen.

Menu Setup

Menu Name Standard Autos
Description Standard menu for new car buyers
ID 1

Display on Menu Screens
Set All ☒ Cash ☒ Finance ☒ Lease ☒ Balloon ☐ Clear All

999

Refresh List **New Menu** **Start Menu Over** **Delete Menu** **Preview Menu** **Edits Allowed**

Menu Name	C	F	L	B
Cash	x	x	x	x
New Car - No Insurance	x	x	x	x
Standard Autos	x	x	x	x
Trucks	x	x	x	x

Column 1 Standard Autos-C1
Products 29
1 Vehicle Service Plan
2 Credit Life
3 Disability
4 GAP
5 Etch
6 Paint Protection
7
8

Column 2 Standard Autos-C2
Products 30
Vehicle Service Plan
Credit Life
Disability
GAP
Etch

Column 3 Standard Autos-C3
Products 31
Vehicle Service Plan
Credit Life
GAP

Column 4 Standard Autos-C4
Products 32
Vehicle Service Plan
GAP


Clean Up

Record: 1 of 5

Select where each menu should appear.

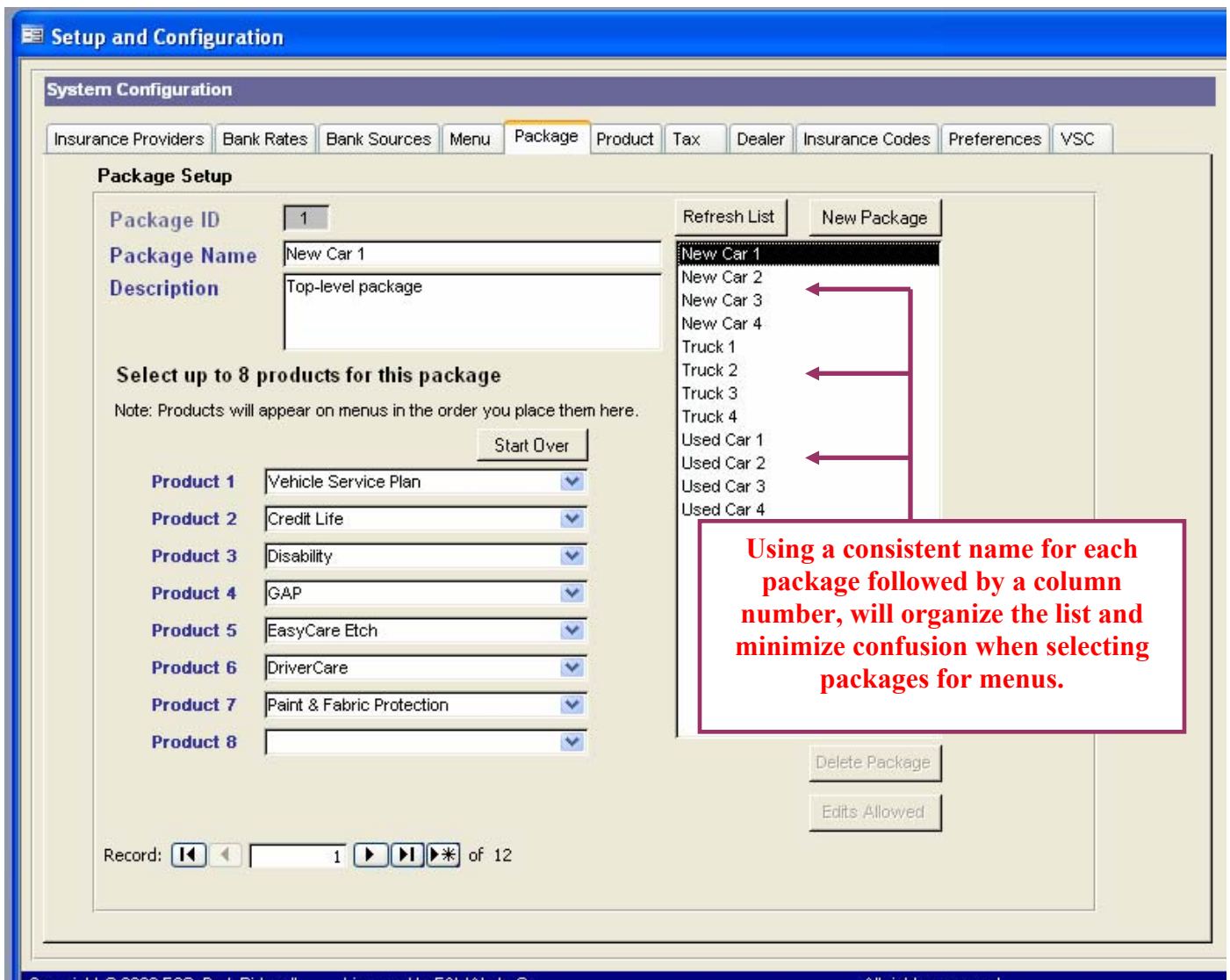
Use this pull down to populate a new menu (or existing menu) with products from an existing menu.

Package Setup – OLD METHOD

Click on **Package Tab**. You can choose up to 8 different products or warranties for the different packages to offer to your customers. Enter the Package name, description (internal use only), and click the  button to look up a product from the product list you created earlier. The examples displayed here show some ideas on the flexibility of the packages. Notice, for example, the “Truck” package. A truck package could include items not applicable to a car...such as a bed liner or running boards. The system allows for user creativity and pre-conceived packages that will expedite the F&I process.

Note: If your product descriptions become too lengthy, the menus will print to a second page. The solutions to avoiding the additional page are to minimize your product descriptions or reduce the number of products in each package. Be sure to print sample menus to ensure the menu is limited to one page.

Note: The order in which you place the products in this setup is the order in which they will be displayed on the menus.



Setup and Configuration

System Configuration

Insurance Providers Bank Rates Bank Sources Menu **Package** Product Tax Dealer Insurance Codes Preferences VSC

Package Setup

Package ID: 1

Package Name: New Car 1

Description: Top-level package

Select up to 8 products for this package

Note: Products will appear on menus in the order you place them here.

Start Over

Product 1: Vehicle Service Plan

Product 2: Credit Life

Product 3: Disability

Product 4: GAP

Product 5: EasyCare Etch

Product 6: DriverCare

Product 7: Paint & Fabric Protection

Product 8:

Refresh List New Package

New Car 1
New Car 2
New Car 3
New Car 4
Truck 1
Truck 2
Truck 3
Truck 4
Used Car 1
Used Car 2
Used Car 3
Used Car 4


Using a consistent name for each package followed by a column number, will organize the list and minimize confusion when selecting packages for menus.


Delete Package

Edits Allowed

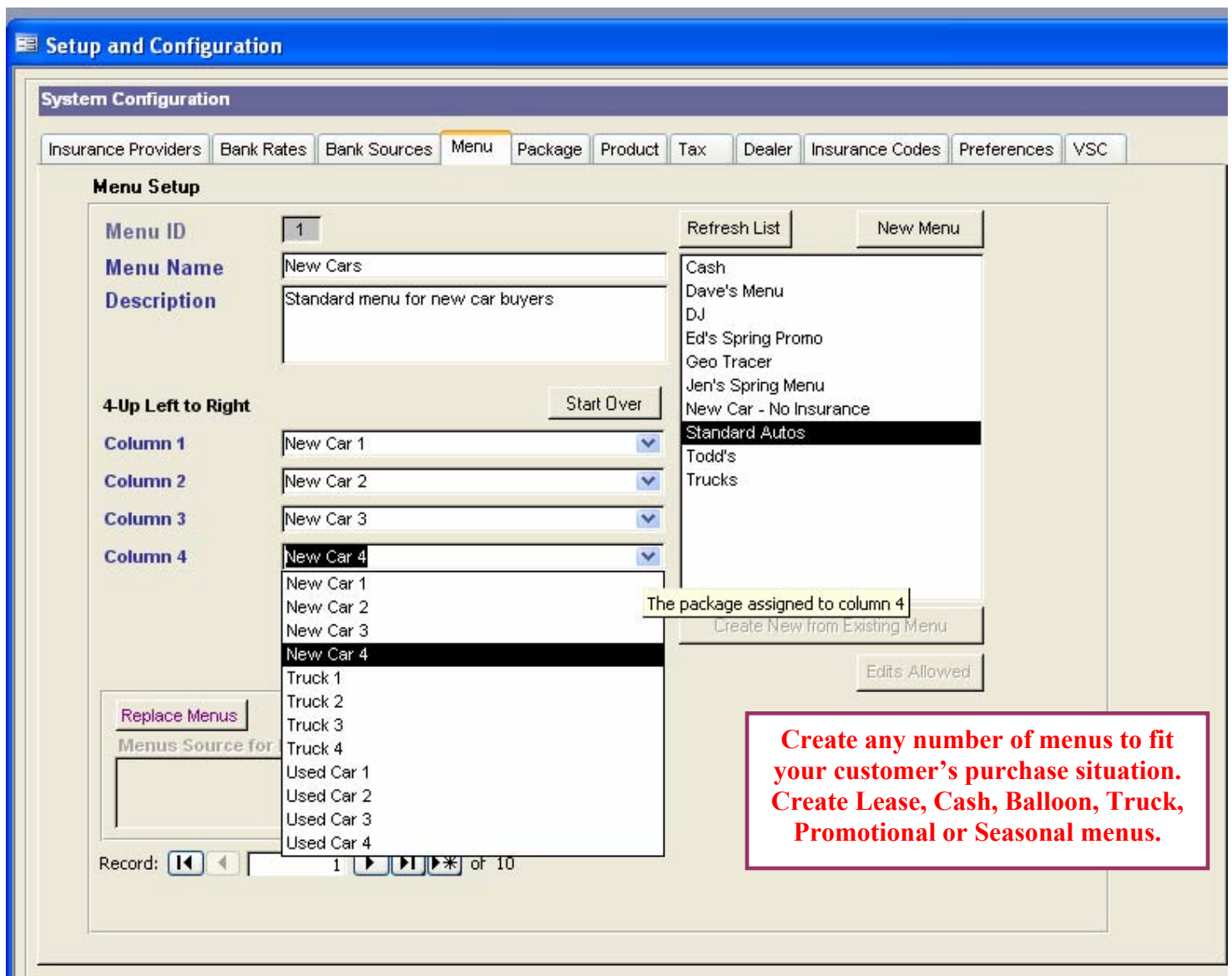
Record: 1 of 12

Menu Setup – OLD METHOD

Click on [Menu Setup](#). To edit an existing menu, double-click a name in the right hand column. Enter a new menu item by clicking the “New Menu” button or clicking . Menu Works allows for up to four menu packages within each menu group. Select your packages from the pull down to populate columns one through four. It is advisable to create menu titles that match your package titles. Adhering to this format causes much less confusion in setting up packages and menus.

Click  to see what your menus will look like.

Note: If your product descriptions become too lengthy, the menus will print to a second page. The solutions to avoiding the additional page are to minimize your product descriptions or reduce the number of products in each package. Be sure to print sample menus to ensure the menu is limited to one page.



The screenshot shows the 'Menu Setup' window within the 'System Configuration' application. The window has a blue title bar and a menu bar with options: Insurance Providers, Bank Rates, Bank Sources, Menu (selected), Package, Product, Tax, Dealer, Insurance Codes, Preferences, and VSC. The 'Menu Setup' section contains several fields and buttons. On the left, there are labels for 'Menu ID', 'Menu Name', and 'Description'. The 'Menu ID' field contains the number '1'. The 'Menu Name' field contains 'New Cars'. The 'Description' field contains 'Standard menu for new car buyers'. Below these fields is a '4-Up Left to Right' section with four columns, each with a dropdown menu. The first column is labeled 'Column 1' and contains 'New Car 1'. The second column is labeled 'Column 2' and contains 'New Car 2'. The third column is labeled 'Column 3' and contains 'New Car 3'. The fourth column is labeled 'Column 4' and contains 'New Car 4'. To the right of these columns is a list of menu items: Cash, Dave's Menu, DJ, Ed's Spring Promo, Geo Tracer, Jen's Spring Menu, New Car - No Insurance, Standard Autos (highlighted), Todd's, and Trucks. Above this list are buttons for 'Refresh List' and 'New Menu'. Below the list is a button for 'Create New from Existing Menu'. At the bottom right of the window is a button for 'Edits Allowed'. A tooltip points to the 'New Car 4' item in the fourth column, stating 'The package assigned to column 4'. At the bottom left, there is a 'Replace Menus' button and a 'Menus Source for' field. At the bottom center, there is a 'Record:' label and a set of navigation buttons. A status bar at the bottom indicates '1 of 10'.

Create any number of menus to fit your customer's purchase situation. Create Lease, Cash, Balloon, Truck, Promotional or Seasonal menus.

Bank Source Setup

Click on **Bank Source Setup**. If your bank appears on the list, you can double click the bank name in the right-hand column and edit the existing rates. To enter a "New" bank, hit the "New Bank Source" button or **►*** at the bottom of the screen and enter the name and rates. You have the option of setting all rates to the same value or incrementing the rates from a starting value. In this example, the starting rate is set to 0.90% and is incremented by 1.00%.

System Configuration

Insurance Providers | Bank Rates | **Bank Sources** | Menu | Package | Product | Tax | Codes | Preferences | VSC

Bank Source Setup

Bank Source ID: 14

Bank Source: FMCC

Last Rate Change: 9/16/2004

Set APR Rate for All: 0.90%

Increment % for each term: 1.00%

Refresh List | New Bank Source

Amcore
B1
Bay View
Charter
Chase
FMCC
GBA
GMAC
Harris
Long Beach
M&I
Onyx
Test Bank
UAC
wells

Term	APR	Money Factor
12 Months	0.90%	0.0000000
24 Months	1.90%	0.0000000
36 Months	2.90%	0.0000000
48 Months	3.90%	0.0000000
60 Months	4.90%	0.0000000
66 Months	5.90%	0.0000000
72 Months	6.90%	0.0000000
84 Months	7.90%	0.0000000

Locate Bank: [Dropdown]

Edits Allowed

Record: [Navigation] 15 of 15

Annotations:

- Set Rate for all (points to Set APR Rate for All)
- Increment for each term (points to Increment % for each term)
- Clicking on Money Factor field brings up conversion screen (points to Money Factor column)

F&I Works® v2.0

Money Factor: 0.0015

conversion estimate equates to...

APR: 3.6%

Note: Rounding may cause slight differences between conversions.

OK

Rate Group Setup

Click on **Bank Rates Tab**. The rate groups are populated with banks from your Bank Sources list. For example, you may want to group your six “High Risk” lenders in order of preference by which lenders offers the most attractive financing.

Tip: Some dealerships have created “Tiers” in their Bank Sources setup to match the tiers offered by their lenders. In that situation, your rate group might be called FMCC and bank #1 would be FMCC Tier 1, bank #2 would be FMCC Tier 2, etc.

To enter a new group click the “New Rate Group” button or click **►*** and fill in the information for the group name and selected bank sources. Use the pull down button to look up banks you have entered. You can choose as many groups as you would like for Standard, High Risk or Preferred customers. You can choose up to 6 different lenders for each group.

System Configuration

Insurance ProvidersBank RatesBank SourcesMenuPackageProductTaxDealerInsurance CodesPreferencesVSC

Rate Group Setup

Rate Group ID 1

Group Name Standard Rate Group

Description Six best sources today.

Select up to 6 bank sources
Note: Rates will appear on menu builder in the order placed here.

Bank 1GBA

Bank 2Harris

Bank 3Amcore

Bank 4Chase

Bank 5

Bank 6

Export Bank Rates

Import Bank Rates

Record: 1 of 4

Refresh List

New Rate Group

Standard Rate Group
Premier Group
Subsidized Group
High Risk

Edits Allowed

VSC Setup

Click on **VSC Tab**. Currently, the system only supports VSC rates provided by APCO/EasyCare. If you want to enable or disable the VSC system, click on the field “Use VSC Quoter” and make your selection from the pull down.

After you agree to use, you need to enter the correct VSC Provider File # 1 Revision ID. In the right column, you need to enter a password, select the programs you wish to activate, enter the dealership’s retail markup and enter the Provider code that corresponds with your APCO/EasyCare rate book.

When using Menu Works along with Focus reporting, you can create a dynamic link to the Focus area. In the VSC Cross Reference area, click on “New Match-Up”, select the Focus warranty in the pull down (Note: The Focus warranty is setup separately in the Focus area), select the active warranty program in the Rater pull down and hit the “Refresh” button. You should then see the match-up.

System Configuration

Insurance Providers | Bank Rates | Bank Sources | Menu | Package | Product | Tax | Dealer | Insurance Codes | Preferences | **VSC**

Use VSC Quoter Agreed to use. Download VSC Rates

Note: Dealer's Retail Markup is the amount added to each Rate provided to the Dealer by the Warrantee Provider.

VSC Provider File # 1 Revision ID: 1.0.11C State Code Default:

Current Model Year: 2004 USA1

VSC Provider File # 2 Revision ID: <Not Entered

Dealer's Retail Markup for Provider 1 VSC's: 0

VSC Provider # 1 Code A: ---

VSC Provider # 2 Code: ---

Dealer's Retail Markup for VSC Provider #2: 0

Special VSC Program Setup Section Paths

VSC Programs checked are active.
Active Programs MUST have corresponding rate file(s).

Program Summary

Active Program	Dealer Markup Override	Provider Code:
<input checked="" type="checkbox"/> Blue	850	A00
<input type="checkbox"/> Blue Adv - EXT	0	E00
<input type="checkbox"/> Blue Adv - LW	0	XYZ
<input type="checkbox"/> Blue-Rws	0	E00
<input type="checkbox"/> Blue Adv-Rws-EXT	0	E00
<input type="checkbox"/> Blue Adv-Rws-LW	0	XYZ
<input checked="" type="checkbox"/> Gold	1000	A00
<input type="checkbox"/> Gold Adv - EXT	0	E00
<input type="checkbox"/> Gold Adv - LW	0	XYZ
<input type="checkbox"/> Gold R	0	E00
<input type="checkbox"/> Gold R Adv - EXT	0	E00
<input type="checkbox"/> Gold R Adv - LW	0	XYZ
<input type="checkbox"/> Gold-Rws	0	E00
<input type="checkbox"/> Gold Adv-Rws-EXT	0	E00
<input type="checkbox"/> Gold Adv-Rws-LW	0	XYZ
<input type="checkbox"/> Blue R	0	E00
<input type="checkbox"/> Blue R Adv - LW	0	XYZ
<input type="checkbox"/> Blue R Adv - EXT	0	E00
<input type="checkbox"/> MEPP	0	E00
<input type="checkbox"/> MEPP Adv - LW	0	XYZ

VSC Cross Reference

ID: 2

Focus VSC: EasyCare
EasyCare

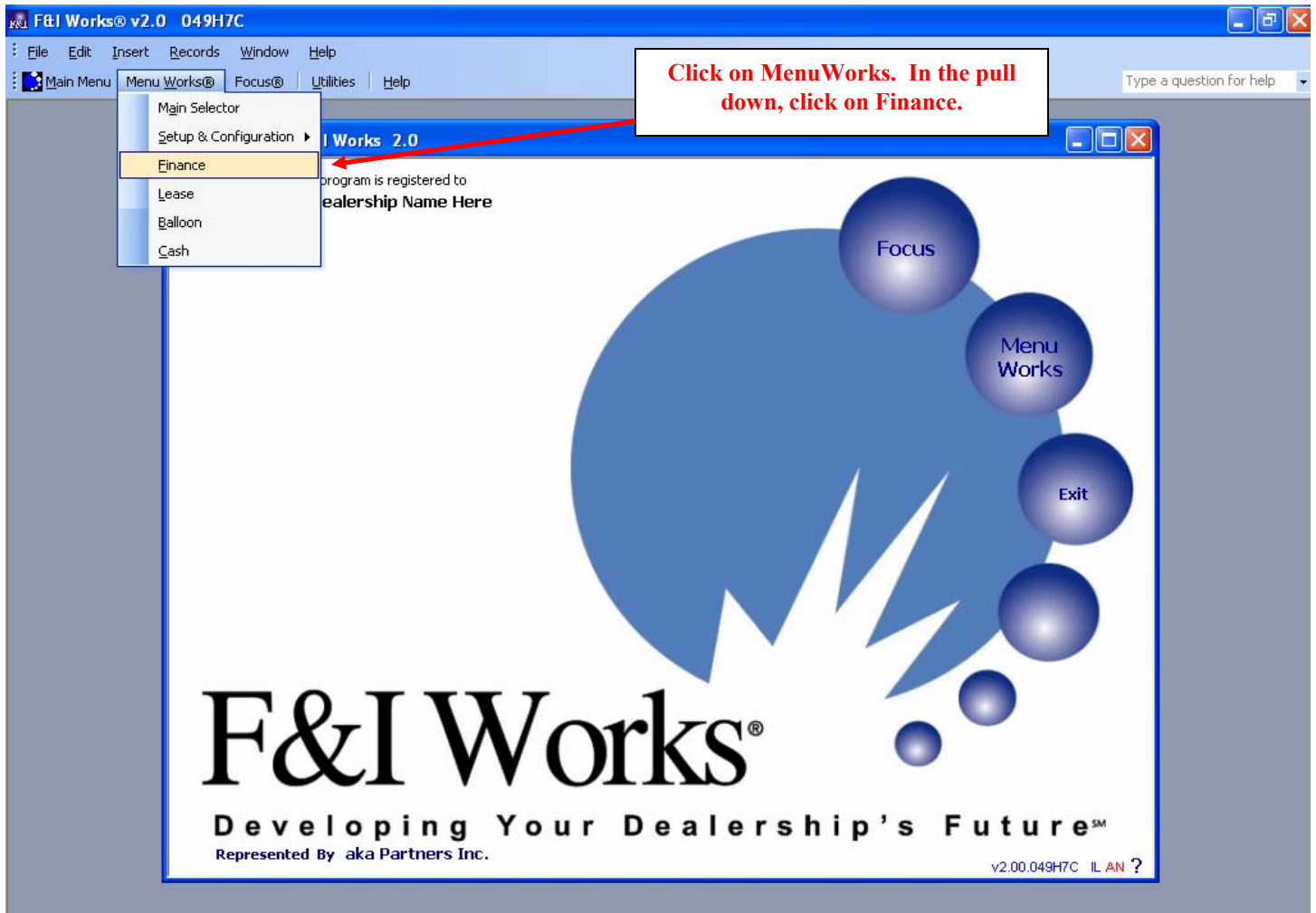
Rater VSC: Blue
Gold

Focus: EasyCare Rater: Gold

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This completes the initial setup. More setup options are forthcoming in the actual menu deal areas.

Entering a Finance Deal



Finance Deal

This is the main menu screen for a finance deal. Before entering your first deal, click on the Preferences Tab on the right side of the screen.

Menu Works 2.0 Finance Deal

Customer * David Smith ☐ Tax Exempt Salesperson Salesperson 2 Business Manager * Alan Johnson

Base Deal

Selling Price	\$25,000.00	Rebate		Taxable Amount	\$20,000.00	APR	5.00%
Trade Allowance	\$5,000.00	Other Taxable Fees		Sales Tax	\$1,600.00	Mos	60
Payoff	\$2,000.00	Other Non-Taxable Fees		Non-Taxable Amount	\$137.00	Pmt	\$429.08
Downpayment	\$1,000.00	Doc Fee & License	\$137.00	Total Base Amount	\$22,737.00		

Financing ☐ Include CL ☐ Include AH Insurance Provider CSO Credit Life Options Single Decreasing Life Disability Options Single 14 Day Retro Age

Rate Group Standard Rate Group

Rate Schedule 1 2 3 4 5 6

Days To 1st Payment 30 Days 45 Days

Bank One	APR
12 months	1.00%
24 months	2.00%
36 months	3.00%
48 months	4.00%
60 months	5.00%
66 months	6.00%
72 months	7.00%
84 months	8.00%

Menu Works
Developing Your Dealership's Future

Base Payment

\$1,905.03
\$967.24
\$661.22
\$513.38
\$429.08
\$405.32
\$387.64
\$354.38

Status * New

Send to Focus New Find Deal Summary Save

Products Max Protection 4-Up Preferences

Select Menu Standard Autos

Package 1 Package 2 Package 3 Package 4

APR 5.00% Last Printed: 7/25/03 3:24 PM

Vehicle Service Contract	\$995.00	<input checked="" type="checkbox"/>	CLR
Credit Life	\$810.79	<input type="checkbox"/>	
Disability	\$1,359.76	<input type="checkbox"/>	SEL
GAP Protection	T \$369.00	<input checked="" type="checkbox"/>	
Appearance Package	T \$259.00	<input checked="" type="checkbox"/>	
Tire Care Program	T \$349.00	<input checked="" type="checkbox"/>	
Anti Theft Program	T \$199.00	<input checked="" type="checkbox"/>	
Rental Program	\$325.00	<input checked="" type="checkbox"/>	
Products Total (Non-Insurance)	\$2,496.00	=	
Taxable Products Total	\$1,176.00		PT
Tax on Products	\$94.08		
Options Total	\$2,496.00		
Payment w/ Options	\$477.95		

Preferences Tab

The “Column Headings” listed below are examples. You may alter the names of the headings in this box to change the button text and headings on menus. Example: You may want the headings to show Platinum, Gold, Silver and Bronze. *****Please note: These changes will not appear in the “Package Setup” area*****

You now have the option of enlarging the font size on your printed menus. Please understand that by increasing the font size, you reduce the available space on the page. If your product descriptions become too lengthy, the menus will print to a second page. The solutions to avoiding the additional page are to minimize your product descriptions or reduce the number of products in each package.

The **Deal Summary** check box enables a pop-up screen showing a summary of the current deal. See screen shot on next page.

The **Configure Preferences** button allows you to alter some the system functions. The following screens display what options are available.

The screenshot shows the 'Preferences' tab of a software application. At the top, there are four tabs: 'Products', 'Max Protection', '4-Up', and 'Preferences' (which is selected). Below the tabs, there are four text input fields for 'Column 1 Heading' (Platinum), 'Column 2 Heading' (Gold), 'Column 3 Heading' (Silver), and 'Column 4 Heading' (Bronze). Below these are ten checkboxes, all of which are checked: 'Show base interest rate on menus', 'Show product prices on menus', 'Show payments on menus', 'Show deal info on menus', 'Show customer's name on menus', 'Show manager's name on menus', 'Show base deal initial line (header)', 'Show disclaimer on menus', 'Color headings on menus', and 'Show VSC info on Final & Max Menus'. To the right of these checkboxes is a 'Hide All' button. Below the checkboxes are three sections: 'Units' with radio buttons for 'Miles' (selected) and 'Kilometres'; 'Nomenclature' with radio buttons for 'Doc Fee' (selected) and 'Admin Fee'; and 'Product Format' with a dropdown menu showing 'Product Price'. At the bottom, there are two more checkboxes: 'Show Deal Summary at startup' (unchecked) and 'Show Pennies on Menus' (checked). A 'Configure Preferences' button is located at the bottom right. Several red callout boxes with arrows point to specific features: one points to the first five checkboxes with the text 'These are the items that display or don't display on printed menus.'; another points to the 'Show Deal Summary at startup' checkbox with the text 'Deal Summary'; a third points to the 'Show Pennies on Menus' checkbox with the text 'Display or don't display cents on menus.'; a fourth points to the 'Menu Font' dropdown (which is set to 'Standard') with the text 'Change font size on printed menus.'; and a fifth points to the 'Configure Preferences' button with the text 'Configure Preferences. This is another way to access the main software configuration settings.'

Products Max Protection 4-Up Preferences

Column 1 Heading Platinum

Column 2 Heading Gold

Column 3 Heading Silver

Column 4 Heading Bronze

☒ Show base interest rate on menus

☒ Show product prices on menus

☒ Show payments on menus

☒ Show deal info on menus

☒ Show customer's name on menus

☒ Show manager's name on menus

☒ Show base deal initial line (header)

☒ Show disclaimer on menus

☒ Color headings on menus

☒ Show VSC info on Final & Max Menus

Hide All

Menu Font Standard

Units ☒ Miles ☐ Kilometres

Nomenclature ☒ Doc Fee ☐ Admin Fee

Product Format Product Price

☐ Show Deal Summary at startup

☒ Show Pennies on Menus

Configure Preferences

These are the items that display or don't display on printed menus.

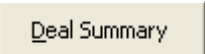
Deal Summary

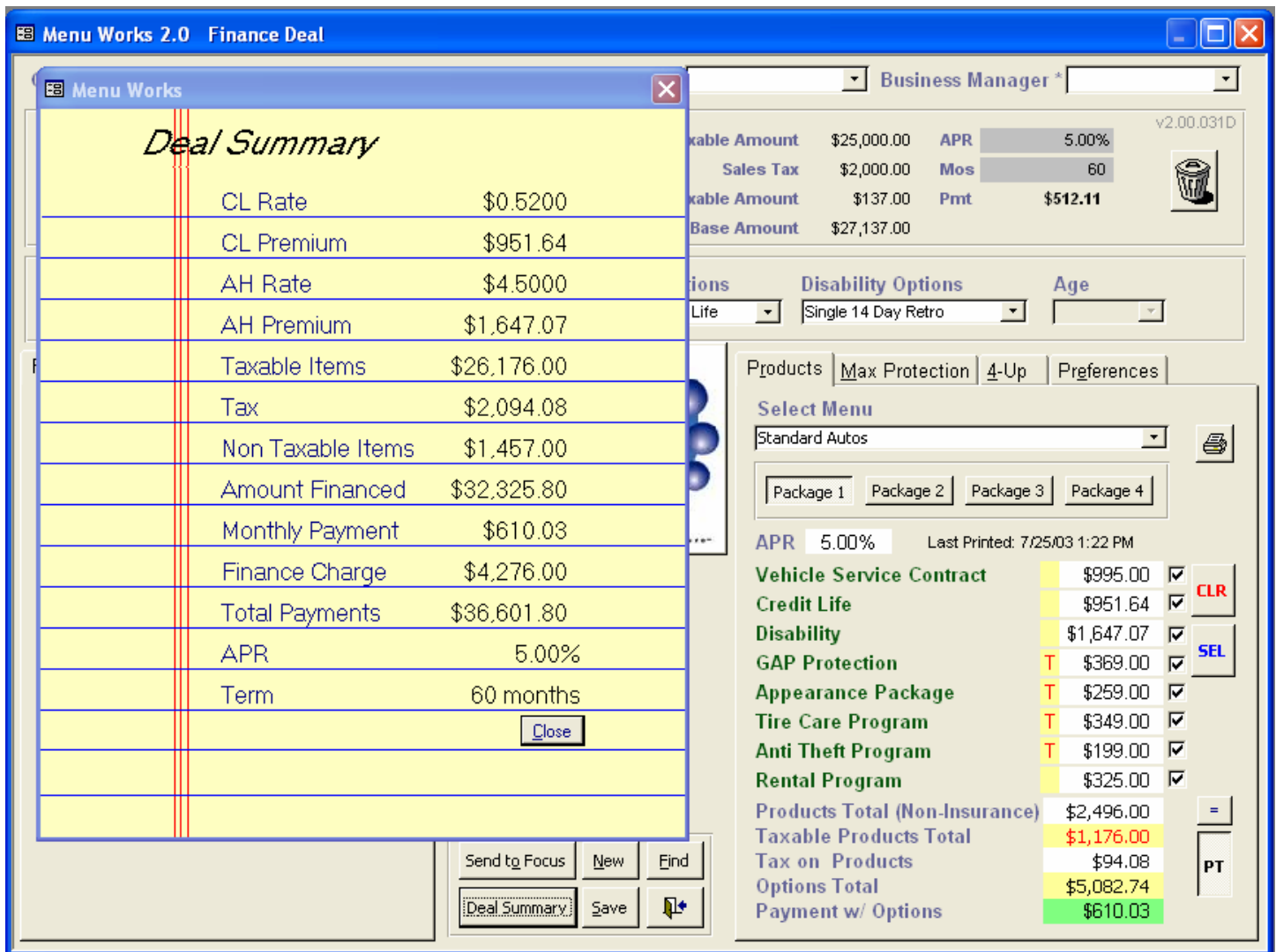
Display or don't display cents on menus.

Change font size on printed menus.

Configure Preferences. This is another way to access the main software configuration settings.

Preferences Tab...*Continued*

It is recommended to leave the “Show Deal Summary at Startup” box unchecked. You can view the Deal Summary at anytime by clicking  on the Deals Screen.



Menu Works 2.0 Finance Deal

Deal Summary

CL Rate	\$0.5200
CL Premium	\$951.64
AH Rate	\$4.5000
AH Premium	\$1,647.07
Taxable Items	\$26,176.00
Tax	\$2,094.08
Non Taxable Items	\$1,457.00
Amount Financed	\$32,325.80
Monthly Payment	\$610.03
Finance Charge	\$4,276.00
Total Payments	\$36,601.80
APR	5.00%
Term	60 months

Business Manager *

Taxable Amount \$25,000.00 APR 5.00%
 Sales Tax \$2,000.00 Mos 60
 Taxable Amount \$137.00 Pmt \$512.11
 Base Amount \$27,137.00

Disability Options: Life [Single 14 Day Retro] Age []

Products: Max Protection | 4-Up | Preferences

Select Menu
 Standard Autos

Package 1 | Package 2 | Package 3 | Package 4

APR 5.00% Last Printed: 7/25/03 1:22 PM

Vehicle Service Contract	\$995.00	<input checked="" type="checkbox"/>	CLR
Credit Life	\$951.64	<input checked="" type="checkbox"/>	
Disability	\$1,647.07	<input checked="" type="checkbox"/>	SEL
GAP Protection	\$369.00	<input checked="" type="checkbox"/>	
Appearance Package	\$259.00	<input checked="" type="checkbox"/>	
Tire Care Program	\$349.00	<input checked="" type="checkbox"/>	
Anti Theft Program	\$199.00	<input checked="" type="checkbox"/>	
Rental Program	\$325.00	<input checked="" type="checkbox"/>	
Products Total (Non-Insurance)	\$2,496.00		=
Taxable Products Total	\$1,176.00		PT
Tax on Products	\$94.08		
Options Total	\$5,082.74		
Payment w/ Options	\$610.03		

Send to Focus New Find
 Deal Summary Save []

Setup Tabs

On the left hand side of the page, there are four tabs...Financing, VSC, Fees/Tax & VSC Quote (if enabled). The **Financing Tab** is where you select your Rate Group, Rate Schedule, Days to 1st Payment and Term. Use the **VSC Tab** to make a **ONE-TIME OVERRIDE** to the VSC details. Changing packages will reset the VSC details to the terms created in the screen.

**Double-Click
bank name to
change rates or
details.**

Financing **VSC** Fees/Tax VSC Quote

Rate Group
Premier Group

Rate Schedule
☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Days To 1st Payment
☒ 30 Days ☐ 45 Days ☐ Other 30

Charter	APR
<input type="radio"/> 12 months	1.90%
<input type="radio"/> 24 months	2.90%
<input type="radio"/> 36 months	3.90%
<input type="radio"/> 48 months	4.90%
<input checked="" type="radio"/> 60 months	5.90%
<input type="radio"/> 66 months	6.90%
<input type="radio"/> 72 months	7.90%
<input type="radio"/> 84 months	8.90%

Financing **VSC** Fees/Tax VSC Quote

Package VSC

Term 60

Miles 75000

Deductible 50

Coverage Premium Care

Vehicle Information

Make VOLVO

Model V40

Used ☐ **Year** 2004

Miles 0

VIN

Focus VSC

Rater VSC Volvo

Setup Tabs...*Continued*

The [Fees/Tax](#) tab is where you setup your “on-the-fly” Doc/Admin Fee and your License Fee. It also allows you to setup a **ONE-TIME OVERRIDE** on the taxes. Additionally, you can select whether the Doc/Admin Fee, Rebate, Trade or Selling Price is taxable.

Note: Changing the settings here only affect the current deal and will NOT alter the default settings in the User Preferences area. When you close and open the Finance screen, you will notice the fields have reverted to the default settings for each field.

Financing VSC **Fees/Tax** VSC Quote

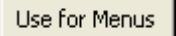
Doc Fee \$0.00
License \$0.00

Tax Group [Dropdown]

Sales Tax	Name	Rate	Amount
Tax 1	State	6.00%	\$0.00
Tax 2	Local	0.00%	\$0.00
Tax 3	County	0.00%	\$0.00
Tax 4	Chicago	0.00%	\$0.00
Tax 5		0.00%	\$0.00
Tax 6		0.00%	\$0.00

☐ **Doc/Admin Fee Is Taxable**
☐ **Rebate Is Taxable**
☐ **Trade Allowance Is Taxable**
☒ **Selling Price Is Taxable**

VSC Quote



VSC Quote is an add-on module for looking up VSC prices for a particular vehicle. **Note: If you have not installed or enabled VSC Quote, this tab will not be available.** Select the VSC Provider, the provider's warranty program, the year, make and model. Next, pick the product, term and deductible. The program will return a price for that particular vehicle. You may use this price in your menus by clicking: .

Financing	VSC	Fees/Tax	VSC Quote
VSC Selector Start Over			
VSC Provider		Apco	
Program		Gold	
Year		2004	
Make		FORD	
Model		Expedition, 4X4	
VIN			
Class 16		Add-on <input type="checkbox"/> Max <input checked="" type="checkbox"/>	
Miles		15	
Product		TotalCareMax	
LW			
Term		60/100	
Deductible		100	
<input type="checkbox"/> Rental		Price: \$1,579.00	
<input type="checkbox"/> ShowPlow		Refresh Quote	
<input type="checkbox"/> Commercial		Use for Menus	
State		USA1	
VSC RATER v1.0.11c2			

Click field to
use warranty
price on menu

Finalizing Menus

On the right hand side of the screen, there are four tabs...**Products**, **Max Protection**, **4-Up**, **Preferences**. On a **Cash Deal**, you have a choice of **Products**, **4-Up** and **Preferences**.

From the **Products tab**, you select the type of package in the **Select Menu** area. Click  to view the choices. Next click one of your package options...**Platinum**, **Gold**, **Silver** or **Bronze**. (Remember, you may have changed the names displayed here under the **Preferences** tab). This list shows all the items you input in your package setup. You can click the print menu icon  to display the current menu. If you uncheck any item from this list, it will be displayed in the “Declined” area of the printed menu.

Products
Max Protection
4-Up
Preferences

Select Menu

New Cars

v

Platinum

Gold


Silver

Bronze

APR 5.90%


Last Printed:

Vehicle Service Plan	T \$1,579.00	✓	
Credit Life	\$977.70	✓	CLR
Disability	\$1,692.16	✓	
GAP	T \$495.00	✓	SEL
Etch	T \$299.00	✓	
DriverCare	T \$498.00	✓	
Paint_Fabric Protection	T \$295.00	✓	
	\$0.00	<input type="checkbox"/>	
Products Total (Non-Insurance)	\$3,166.00		=
Taxable Products Total	\$3,166.00		PT
Tax on Products	\$160.08		
Options Total	\$5,835.86		
Payment w/ Options	\$626.73		







☒ Auto Decline


Select menu based on type of car or deal.

The **Max Protection** tab allows you to select a range of payment terms and displays the monthly payment corresponding to those terms. You have the option of displaying one to four terms on the Max Protection menu. After selecting your terms, click  to print your **Max Protection** menu.


Products **Max Protection** 4-Up Preferences

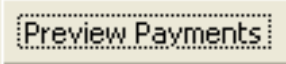
Use the dropdown boxes to select the four loan terms and compute the monthly payment for each before printing the menu.

	Monthly Payment	Months	Rate	Show
Term 1	\$733.94	48 	4.90%	<input checked="" type="checkbox"/>
Term 2	\$626.73	60 	5.90%	<input checked="" type="checkbox"/>
Term 3	\$599.29	66 	6.90%	<input checked="" type="checkbox"/>
Term 4	\$580.87	72 	7.90%	<input checked="" type="checkbox"/>

Show All 

Show default bank financing rates on menus ☒





You can manually enter rates or use the preloaded rates from the financing tab.

The **4Up Tab** prepares the system to print the conventional four column menu to display a premier package diminishing to a basic package. In addition, F&I Works allows you to display the four columns with an alternate term and rate.

Note: If you choose to include the alternate payment on your menus, be aware that these settings will remain in effect for subsequent deals.

After selecting your terms, click  to print your **4Up Menu**.

Products

Max Protection

4-Up

Preferences


Click the Preview Payments button to refresh the payments for each of the packages indicated below. The Print button updates these payments and displays the Menu.

	Base	Alternate	Show
APR	5.90%	7.90%	<input checked="" type="checkbox"/>
Months	60	72	<input type="checkbox"/>
Platinum	\$626.73	\$580.87	<input checked="" type="checkbox"/>
Gold	\$620.16	\$574.78	<input checked="" type="checkbox"/>
Silver	\$609.69	\$565.08	<input checked="" type="checkbox"/>
Bronze	\$511.09	\$463.34	<input checked="" type="checkbox"/>

Show All

Show alternative payments on menus ☒

Preview Payments



Products Max Protection 4-Up Preferences

Select Menu
New Cars

Platinum Gold Silver Bronze

APR 5.90% Last Printed:

Vehicle Service Plan	T	\$1,579.00	<input checked="" type="checkbox"/>	
Credit Life		\$977.70	<input checked="" type="checkbox"/>	CLR
Disability		\$1,692.16	<input checked="" type="checkbox"/>	SEL
GAP	T	\$495.00	<input checked="" type="checkbox"/>	
Etch	T	\$299.00	<input checked="" type="checkbox"/>	
DriverCare	T	\$498.00	<input checked="" type="checkbox"/>	
Paint_Fabric Protection	T	\$295.00	<input checked="" type="checkbox"/>	
		\$0.00	<input type="checkbox"/>	
Products Total (Non-Insurance)		\$3,166.00		=
Taxable Products Total		\$3,166.00		
Tax on Products		\$160.08		
Options Total		\$5,835.86		PT
Payment w/ Options		\$626.73		

Double-Click the yellow tax area of any individual product to display daily, weekly or monthly product costs.

Double-Click Options Total to display daily, weekly or monthly product costs for all products in the premier package.

Menu Products Price Summary: Profit & Per Day, Wk, Mo

Vehicle Service Plan \$2,179.00 Cost: 1179 Profit: 1000
Day: 1.38
Wk: 9.7
Mo: 42.02

Credit Life \$998.54 Cost: 898.69 Profit: 99.84999999999999
Day: 0.63
Wk: 4.44
Mo: 19.26

Disability \$1,728.25 Cost: 1036.95 Profit: 691.3
Day: 1.1
Wk: 7.69
Mo: 33.33

GAP \$495.00 Cost: 179 Profit: 316
Day: 0.31
Wk: 2.2
Mo: 9.55

Etch \$299.00 Cost: 129 Profit: 170
Day: 0.19
Wk: 1.33
Mo: 5.77

DriverCare \$498.00 Cost: 198 Profit: 300
Day: 0.32
Wk: 2.22
Mo: 9.6

Paint & Fabric Protection \$295.00 Cost: 159 Profit: 136
Day: 0.19
Wk: 1.31
Mo: 5.69

\$0.00 <<<< No Product

Tentative Profit: \$2,713.15 41.79% of price
d/w/m includes Est. finance costs. Taxes are Extra.

OK

Menu Examples

Max Protection

Your Dealership Name Here				For:			
				By:			
Selling Price	\$25,000.00	Rebate	\$1,500.00	APR	5.90%		
Trade Allowance	\$5,000.00	Down Payment	\$250.00	Months	60		
Payoff	\$1,000.00			Base Payment	\$392.67 (Initial)		
				Your Maximum Protection Options			
Vehicle Service Contract Details: 60 Months, 100,000 Miles, \$100 Deductible, Total Care/Max Coverage							
4.90% For 48 Months		5.90% For 60 Months		6.90% For 66 Months			
Vehicle Service Plan <ul style="list-style-type: none"> Mechanical Breakdown Coverage Covers Parts & Labor \$2,179.00 Credit Life 2 <ul style="list-style-type: none"> Pay off loan if you die \$597.55 Disability 2 <ul style="list-style-type: none"> Pay off loan if disabled \$1,100.40 GAP <ul style="list-style-type: none"> GAP Coverage \$495.00 Etch <ul style="list-style-type: none"> Anti-Theft \$299.00 DriverCare <ul style="list-style-type: none"> Tire & Wheel Coverage \$498.00 Paint & Fabric Protection <ul style="list-style-type: none"> Paint Protection Fabric Protection \$295.00		Vehicle Service Plan <ul style="list-style-type: none"> Mechanical Breakdown Coverage Covers Parts & Labor \$2,179.00 Credit Life 2 <ul style="list-style-type: none"> Pay off loan if you die \$797.27 Disability 2 <ul style="list-style-type: none"> Pay off loan if disabled \$1,379.90 GAP <ul style="list-style-type: none"> GAP Coverage \$495.00 Etch <ul style="list-style-type: none"> Anti-Theft \$299.00 DriverCare <ul style="list-style-type: none"> Tire & Wheel Coverage \$498.00 Paint & Fabric Protection <ul style="list-style-type: none"> Paint Protection Fabric Protection \$295.00		Vehicle Service Plan <ul style="list-style-type: none"> Mechanical Breakdown Coverage Covers Parts & Labor \$2,179.00 Credit Life 2 <ul style="list-style-type: none"> Pay off loan if you die \$922.47 Disability 2 <ul style="list-style-type: none"> Pay off loan if disabled \$1,532.07 GAP <ul style="list-style-type: none"> GAP Coverage \$495.00 Etch <ul style="list-style-type: none"> Anti-Theft \$299.00 DriverCare <ul style="list-style-type: none"> Tire & Wheel Coverage \$498.00 Paint & Fabric Protection <ul style="list-style-type: none"> Paint Protection Fabric Protection \$295.00		Vehicle Service Plan <ul style="list-style-type: none"> Mechanical Breakdown Coverage Covers Parts & Labor \$2,179.00 Credit Life 2 <ul style="list-style-type: none"> Pay off loan if you die \$1,054.07 Disability 2 <ul style="list-style-type: none"> Pay off loan if disabled \$1,705.24 GAP <ul style="list-style-type: none"> GAP Coverage \$495.00 Etch <ul style="list-style-type: none"> Anti-Theft \$299.00 DriverCare <ul style="list-style-type: none"> Tire & Wheel Coverage \$498.00 Paint & Fabric Protection <ul style="list-style-type: none"> Paint Protection Fabric Protection \$295.00	
\$598.50 (Initial)		\$511.07 (Initial)		\$488.70 (Initial)			
				\$473.68 (Initial)			
<small>All terms and conditions are subject to lender approval. Certain other limitations and/or restrictions may apply. See product agreement for details. I understand that financing is NOT provided on my purchasing any of the above listed products. All payments are estimates. Payments are estimates based on A.P.R. and term displayed. Dealer makes no warranties, whether expressed or implied.</small>							
Customer Signature _____				Monday, September 27, 2004			
				Represented By: aka Partners Inc. Copyright © 2003-2004 aka Partners Inc. All rights reserved.			

Your Dealership Name Here

For:
By:

Selling Price \$35,000.00 Rebate \$1,500.00 APR 5.90%
Trade Allowance \$5,000.00 Down Payment \$250.00 Months 60
Payoff \$1,000.00 Base Payment \$392.67 (Initial)

Your Four Protection Options

Platinum	Gold	Silver	Bronze
Vehicle Service Plan <ul style="list-style-type: none"> Mechanical Breakdown Coverage Covers Parts & Labor \$2,179.00 Credit Life 2 <ul style="list-style-type: none"> Pay off loan if you die \$797.27 Disability 2 <ul style="list-style-type: none"> Pay off loan if disabled \$1,379.50 GAP <ul style="list-style-type: none"> GAP Coverage \$495.00 Etch <ul style="list-style-type: none"> Anti-Theft \$259.00 DriverCare <ul style="list-style-type: none"> Tire & Wheel Coverage \$498.00 Paint & Fabric Protection <ul style="list-style-type: none"> Paint Protection Fabric Protection \$295.00 	Vehicle Service Plan <ul style="list-style-type: none"> Mechanical Breakdown Coverage Covers Parts & Labor \$2,179.00 Credit Life 2 <ul style="list-style-type: none"> Pay off loan if you die \$792.00 Disability 2 <ul style="list-style-type: none"> Pay off loan if disabled \$1,523.11 GAP <ul style="list-style-type: none"> GAP Coverage \$495.00 Etch <ul style="list-style-type: none"> Anti-Theft \$259.00 DriverCare <ul style="list-style-type: none"> Tire & Wheel Coverage \$498.00 	Vehicle Service Plan <ul style="list-style-type: none"> Mechanical Breakdown Coverage Covers Parts & Labor \$2,179.00 Credit Life 2 <ul style="list-style-type: none"> Pay off loan if you die \$775.89 Disability 2 <ul style="list-style-type: none"> Pay off loan if disabled \$1,411.52 GAP <ul style="list-style-type: none"> GAP Coverage \$495.00 Etch <ul style="list-style-type: none"> Anti-Theft \$259.00 	Vehicle Service Plan <ul style="list-style-type: none"> Mechanical Breakdown Coverage Covers Parts & Labor \$1,995.00 GAP <ul style="list-style-type: none"> GAP Coverage \$495.00 Credit Life 2 <ul style="list-style-type: none"> Pay off loan if you die \$728.89 DriverCare <ul style="list-style-type: none"> Tire & Wheel Coverage \$498.00

☐ \$473.68 72 mo. @ 7.9%
☐ \$511.07 60 mo. @ 5.9% (Initial)

☐ \$467.59 72 mo. @ 7.9%
☐ \$507.70 60 mo. @ 5.9% (Initial)

☐ \$457.89 72 mo. @ 7.9%
☐ \$497.17 60 mo. @ 5.9% (Initial)

☐ \$427.64 72 mo. @ 7.9%
☐ \$467.24 60 mo. @ 5.9% (Initial)

All terms and conditions are subject to lender approval. Certain other limitations or restrictions may apply. See product agreement for details. I understand that financing is NOT precluded on my purchasing any of the above listed products. All payments are estimates. Payments are estimates based on APR and term displayed. Dealer makes no warranties, whether expressed or implied.

Customer Signature

Monday, September 27, 2004

Represented By: Aika Partners Inc.
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Final Menu

Your Dealership Name Here				For: _____ By: _____	
Selling Price	\$25,000.00	Rebate	\$1,500.00	APR	5.90%
Trade Allowance	\$5,000.00	Down Payment	\$250.00	Months	60
Payoff	\$1,000.00	Base Payment		\$392.67	(initial)

Accepted

Vehicle Service Plan

- Mechanical Breakdown Coverage
- Covers Parts & Labor
- \$2,179.00

Credit Life 2

- Pay off loan if you die
- \$739.00

GAP

- GAP Coverage
- \$465.00

Etch

- Anti-Theft
- \$299.00

Paint & Fabric Protection

- Paint Protection
- Fabric Protection
- \$295.00

Vehicle Service Contract Details

Vehicle Service Contract Details: 60 Months, 100,000 Miles, \$100 Deductible, Total Care Max Coverage

Declined

☐ **Liability 2**

- Pay off loan if disabled
- \$1,379.50

Price varies with products accepted.

☐ **Drive Care**

- Tire & Wheel Coverage
- \$468.00

\$473.73 per Month _____ **(initial)** _____ **(initial)**

All terms and conditions are subject to lender approval. Certain other limitations and/or restrictions may apply. See product agreement for details. I understand that financing is NOT predicated on my purchasing any of the above listed products. All payments are estimates. Payments are estimates based on APR and term displayed. Dealer makes no warranties, whether expressed or implied.

Customer Signature _____ *Monday, September 27, 2004*

Represented By: Alka Partners Inc.
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Saving a Menu

F&I Works® v2.0 049H9C

File Edit Insert Records Window Help

Main Menu Menu Works® Focus® Utilities Help

Type a question for help

Menu Works 2.0 Finance Deal

Customer * Don Johnson ☐ Tax Exempt Salesperson Brett Johnson Business Manager * Harry James

Base Deal

Selling Price	\$25,000.00	Rebate	\$1,500.00	Taxable Amount	\$18,500.00	APR	5.90%
Trade Allowance	\$5,000.00	Other Taxable Fees		Sales Tax	\$1,110.00	Mos	60
Payoff	\$1,000.00	Other Non-Taxable Fees		Total Base Amount	\$20,360.00	Pmt	\$392.67
Downpayment	\$250.00	Doc Fee & License	\$0.00				

☒ Include CL Insurance Provider CSO Credit Life Options Single Decreasing Life Disability Options Single 14 Day Retro Age Roll

☐ Include AH

Financing VSC Fees/Tax VSC Quote

VSC Selector Start Over

VSC Provider Apco

Program Gold

Year 2004

Make FORD

Model Expedition, 4X4

VIN

Class 16 Add-on ☐ Max ☒

Miles 15

Product TotalCareMax

LW

Term 60/100

Deductible 100

☐ Rental Price: \$2,179.00

☐ ShowFlow Refresh Quote

☐ Commercial

State USA1 Use for Menus

VSC RATER v1.0.11C2

Menu Works
Developing Your Dealership's Future

Base Payment

\$1,714.18
\$874.20
\$600.20
\$467.95
\$392.67
\$371.59
\$355.98
\$326.54

Status * Pending

Send to Focus New Find

Deal Summary Save

Products Max Protection 4-Up Preferences

Select Menu

New Cars

Platinum Gold Silver Bronze

APR 5.90% Last Printed:

Vehicle Service Plan	T \$2,179.00	<input checked="" type="checkbox"/>	CLR
Credit Life	T \$739.02	<input checked="" type="checkbox"/>	
Disability	T \$1,379.90	<input type="checkbox"/>	SEL
GAP	T \$495.00	<input checked="" type="checkbox"/>	
Etch	T \$299.00	<input checked="" type="checkbox"/>	
DriverCare	T \$498.00	<input type="checkbox"/>	
Paint_Fabric Protection	T \$295.00	<input checked="" type="checkbox"/>	
	\$0.00	<input type="checkbox"/>	
Products Total (Non-Insurance)	\$3,268.00		
Taxable Products Total	\$3,268.00		
Tax on Products	\$196.08		
Options Total	\$4,007.02		
Payment w/ Options	\$473.73		

Auto Decline

PT

To save a menu for later recall, fill in the fields and change the **Status** to **Pending** and click **Save**.

Status * Pending

Send to Focus New Find

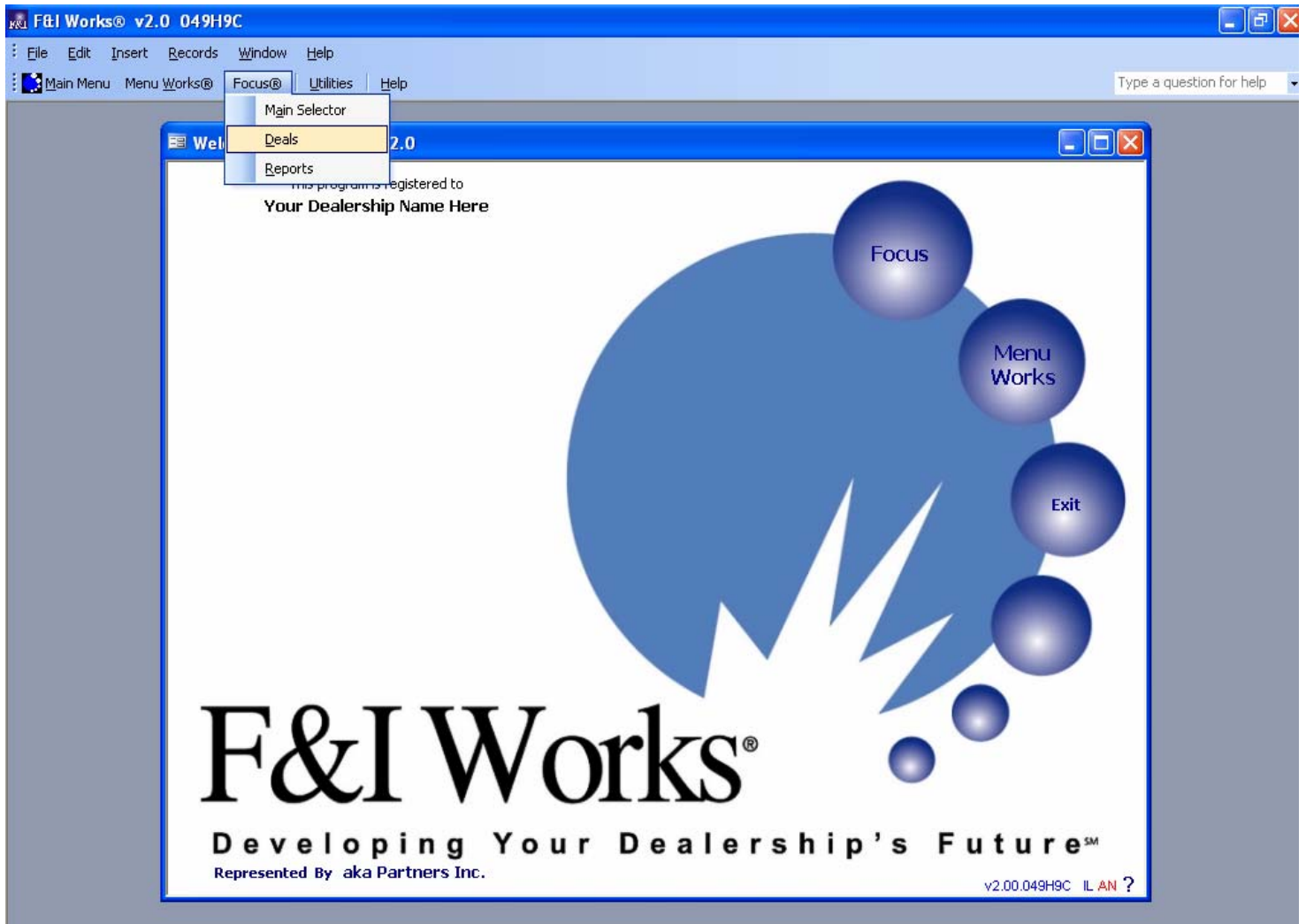
Deal Summary Save

Change Status to Pending or Complete, then click Save.

To send a menu to Focus for reporting, change the **Status** to **Complete** and click **Save** and **Send to Focus**.

How to Manually Enter a Focus Deal

From the Main Menu screen, click on **Focus** and then, **Deals**.



How to Enter a Focus Deal

You have now entered the [Deals](#) menu screen. From this screen you will access all current and past dealership sales.

F & I Works

File Edit Insert Records Window Help

Type a question for help

Deals

Deals At A Glance | **Setup and Run Reports**

☒ Qualifying Deal ☒ T/O Purchase Date 3/11/2002 Payment Type Finance

☒ Delivered

☐ New Vehicle Stock No 2J298A Year 1995 Make Jeep Model Unidentified

☒ Used Vehicle

☐ Outside Sale

☐ Rebill

☐ Check if vehicle is a Truck

VIN

Trade Make

Customer Martinez Salesperson 1 Salesperson 1 F & I Manager F & I Manager 1 Salesperson 2 Desking Manager

Bank Source FMCC Reserve Profit \$1,116.38 Rate 5.95 Buy Rate 5.09 Funded ☒ Yes ☐ No Warranty Source Warranty Cost \$0.00 Warranty Retail \$0.00 Ext Warranty Profit \$0.00

CLD Type CL Life Profit \$123.97 Disability Profit \$0.00 CLD Total \$123.97

Misc Products \$274.00

Vehicle Profit \$128.08 Total F & I Profit \$1,514.35 Total Deal Profit \$1,642.43 Cash Down \$3,000.00 Payment In \$0.00 Payment Out \$0.00

Locate Stock No. Locate Rebill No.

New Deal Undo Delete Deal

All information is saved when you close the form or move to a different record.

Close

Record: 1 of 542

How to Enter a Deal...Continued

Follow the information on how to enter a deal.

A. Click on New Deal Tab

1. Enter complete deal information.

- When entering a deal, click on the box if the deal is a “Qualifying Deal”. If the deal is a non-qualifying sale, use the **Stick Pin** tab to explain (i.e. wholesale, house).
- Click “T/O” if the deal was properly turned over.
- Enter deal purchase date.
- Choose payment type from drop down box.
- Then choose “New Vehicle”, “Used Vehicle”, “Outside Sale” or a “Rebill”.
- Enter stock number. **Each stock number must be unique.**
- Enter the year of the vehicle, then choose the make and model and enter the VIN number.
- Choose the “Trade Make” for the trade-in vehicle.
- Add customer name, salesperson(s), and the F&I Manager. **These are required fields and must be filled in.**
- Choose a “Bank Source” if the deal was financed. Add in the “Reserve Profit” and the “Rate” and “Buy Rate”. Make sure you click on “Yes” for funded.
- Choose a “Warranty Source” if the customer purchased one. Enter the “Cost” and “Retail” amount of the warranty and the profit will be calculated for you.
- CLD Type is for Credit Life or Accidental and Health. Choose if the customer purchased credit life, accidental and health or both. Enter the profit amounts and the “CLD Total” field will automatically calculate the amounts.
- Click on the “Misc. Products” (see Figure 2) and click the boxes and key in the amount of the retail price of the products purchased. Everything will be calculated for you and brought forward to the “Misc. Products” summary field.

The screenshot displays the 'F & I Works' software interface. A 'Deals' form is open, and a 'Misc. Products Selections' dialog box is overlaid on top. The dialog box contains a table with the following data:

Include	Product	Dealer's Cost	Retail Price	Profit
<input type="checkbox"/>	GapCare	\$125.00	\$0.00	\$0.00
<input type="checkbox"/>	EasyCare Etch	\$45.00	\$0.00	\$0.00

Below the table, there is a 'Close' button and a message: 'Check the products that are included and enter the retail price for each. Your entries will be saved when you close the form.'

The background 'Deals' form shows various tabs and fields. The 'Misc. Products' tab is selected. The form includes fields for 'Customer', 'Bank', 'Reserve', 'Warranty', and 'Ext Warranty Profit'. The 'Ext Warranty Profit' field is set to '\$0.00'. There are also buttons for 'Locate Stock No.', 'Locate Rebill No.', 'New Deal', 'Undo', and 'Delete Deal'. At the bottom, there is a status bar showing 'Record: 1 of 542'.

How to Enter a Deal...Continued

- Input the “Vehicle Profit”.
- Enter any amount for Cash Down and then the “Payment In” and “Payment Out”.

B. Double click **Deals at a glance** tab

1. View deals and sort by clicking on tabs.
2. When searching for a specific deal. Left click when found. Then double click on Highlighted line. (This will bring you back to the **Deals** Information Screen)

Utilize all **Drop Down** tabs to simplify and speed up the data entry.

To add a new sales person or F&I Manager, type in the new name and answer “Yes”.

REPORTS

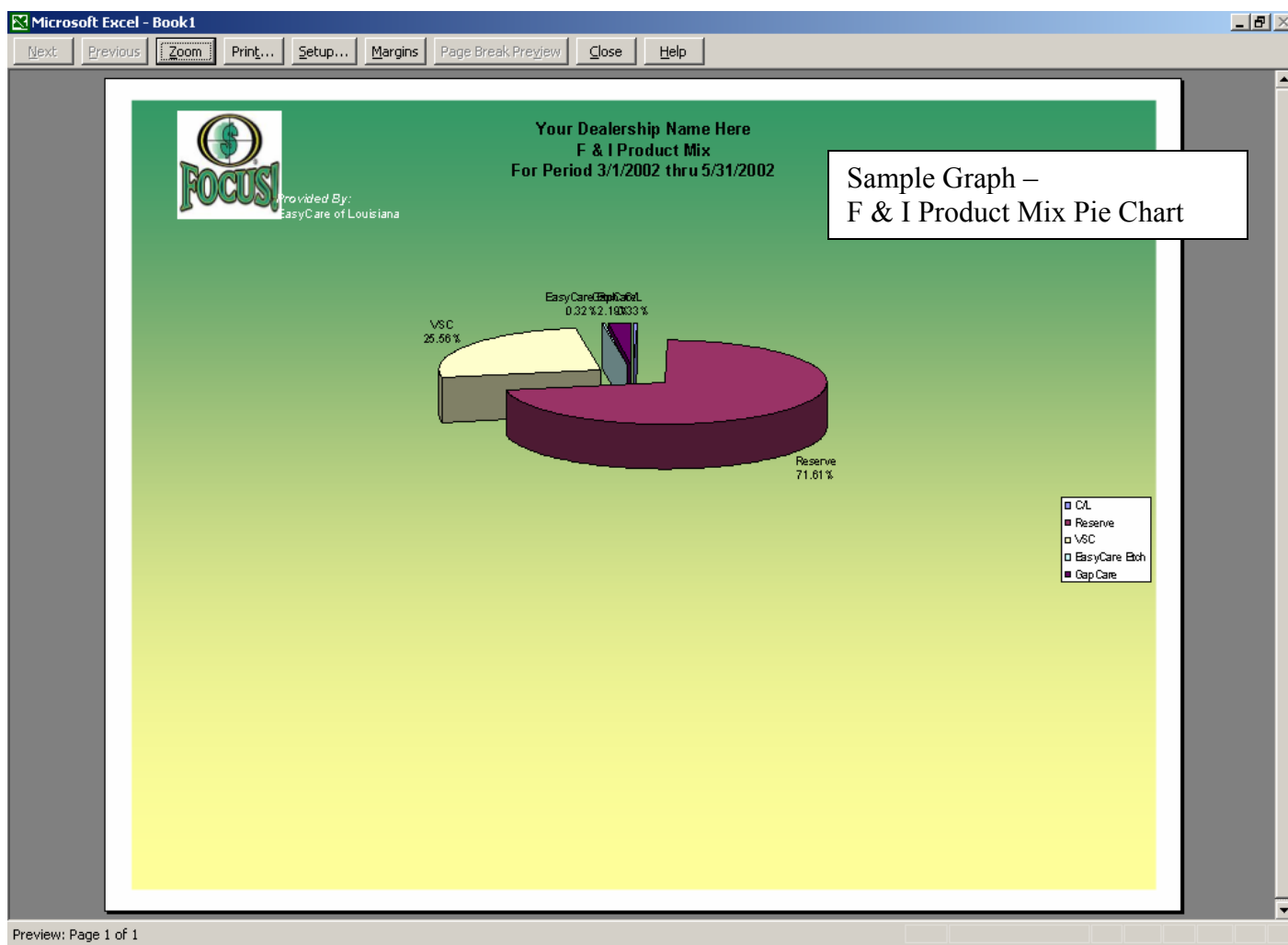
While in the **Deals** screen, you can run your up to the minute reports by clicking on the **Setup and Run Reports** tab or click **Focus, Reports** from the toolbar.. This will bring up the following screen. For more details on the reports, see the subsequent pages.

The screenshot shows the 'Report Setup' window with the following elements:

- Clear** button
- Start Date**: 9/1/2004
- End Date**: 9/10/2004
- F & I Manager**: [Dropdown]
- Desking Manager**: [Dropdown]
- Salesperson 1**: [Dropdown]
- Salesperson 2**: [Dropdown]
- Bank Source**: [Dropdown]
- Ext. Warranty Source**: [Dropdown]
- Year**: [Dropdown]
- Make**: [Dropdown]
- Type**: [Dropdown]
- Report on deals that are***
 - ☐ Qualified ☐ Not Qualified ☒ All
 - ☐ TOs ☐ Not TOs ☒ All
 - ☐ Funded ☐ Not Funded ☒ All
 - ☐ Delivered ☐ Not Delivered ☒ All
- Deal Count** button
- Data Integrity Test** button
- ☒ Fast
- Payment Types** tab (selected)
- Misc Products** tab
- Charts** tab
- Favorites** tab
- YTD Trends** tab
- Deals** tab (selected)
- Profits** tab
- Managers** tab
- Staff** tab
- Banks** tab
- Warranties** tab
- Report list:
 - Monthly Deals By Bank Source D-01
 - Monthly Deals By CLD Type D-02
 - Monthly Deals By Dealership D-03
 - Monthly Deals By Department D-04
 - Monthly Deals By Ext Warranty Source D-05
 - Monthly Deals By F&I Manager D-06
 - Monthly Deals By F&I Manager (Rebills) D-07
 - Monthly Deals By Make D-08
 - Monthly Deals By Misc Product D-09
 - Monthly Deals By Model D-10
 - Monthly Deals By Model Year - New Vehicles D-11
 - Monthly Deals By Model Year - Used Vehicles D-12
 - Monthly Deals By Payment Type D-13
 - Monthly Deals By Salesperson 1 D-16
 - Monthly Deals By Salesperson 2 D-17
 - Monthly Deals By CLD Type vs. Non CLD D-19
- ?** icon
- Add To Favorites** button
- ☐ Print without preview
- Print Report** button
- Send Report** button
- Close** button
- Print All Favorites** button

REPORTS

There are approximately 110 reports available to help you analyze your dealership's finances. These reports are organized under the various tabs for "Managers", "Profits", and "Deals" etc. If you use the same reports repeatedly, you can save those reports to a "Favorites" tab by highlighting your favorite reports and clicking on [Add to Favorites](#). To get back to your favorites, simply click on the [Favorites](#) tab.



Sample Reports



Represented By: aka Partners Inc.
Deal Analysts

Your Dealership Name Here F & I Managers Breakout Report For the Period 11/1/2003 thru 11/29/2003

Page 1 of 1

F & I Manager	Finance	Lease	Cash	Balloon	New	Used	Total	Outside	CLD	Ext. Warranty	Misc. Products
Jones, Tom	49	0	30	0	49	30	79	0	5	30	22
Manager18	2	0	1	0	1	2	3	0	0	0	0
Manager13	25	0	14	0	24	15	39	1	2	23	12
	76	0	45	0	74	47	121	1	7	53	34

Income and Profit Totals

F & I Manager	Finance Reserve	F&I Income (FLB)	F&I Profit per Retail *	New Gross Profit	Used Gross Profit	New Deal Profit	Used Deal Profit	New Deal Profit (F&I)	Used Deal Profit (F&I)	CLD Income	Ext. War'nty *	Misc. Products*	Retail Unit *
Jones, Tom	24,787.97	42,796.35	43,396.36	21,586.00	27,460.00	50,378.16	42,054.19	28,792.16	14,604.19	3,312.38	12,981.00	2,365.00	92,482.86
Manager18	300.60	300.60	300.60	90.00	2,142.00	240.60	2,292.00	190.60	190.00	0.00	0.00	0.00	2,682.60
Manager13	13,879.62	28,055.55	31,638.56	1,660.00	0.00	23,248.92	9,224.63	21,588.92	9,224.63	7,519.1	14,807.02	2,700.00	88,298.66
	38,968.19	71,152.50	75,335.50	23,336.00	29,602.00	73,867.68	68,670.82	60,581.68	23,978.82	4064.29	27,238.02	5,065.00	128,268.60

Income and Profit Average

F & I Manager	Finance Reserve	F&I Income (FLB)	F&I Profit per Retail *	New Gross Profit	Used Gross Profit	New Deal Profit	Used Deal Profit	New Deal Profit (F&I)	Used Deal Profit (F&I)	CLD Income	Ext. War'nty *	Misc. Products*	Retail Unit *
Jones, Tom	505.88	873.39	549.32	440.53	915.00	1,038.13	1,401.81	587.60	496.81	662.48	431.08	107.50	1,170.03
Manager18	190.30	190.30	100.30	90.00	1,071.00	240.60	1,146.00	190.60	75.00	0.00	0.00	0.00	844.30
Manager13	555.18	1,122.22	811.24	69.07	0.00	968.71	614.98	899.54	614.98	375.96	650.32	235.00	853.81
per Deal	612.74	936.22	622.61	316.36	629.62	968.21	1,199.80	682.66	610.19	680.61	623.81	148.57	1,060.03
per Manager (3)	12,988.40	23,717.50	25,111.83	7,778.67	9,864.00	24,622.56	7,866.94	16,843.69	7,692.94	1354.76	9,079.34	3,376.67	42,754.60

Sample Reports



Provided By
aka Partners Inc.

Combined Analysis: Income + Profit Summary - Expanded Report

Page 1 of 1

Monday, September 27, 2004

Start Date 11/1/2003

End Date 11/29/2003

Desk Mgr —

TO Yes+No

F&I Mgr —

Sales Staff 1 —

Sales Staff 2 —

Finced Yes+No

Bank —

Warr —

Qualified Yes+No

Delivered Yes+No

Vehicle

Year —

Make —

Type —

ALL F & I Managers

Analysis Summary for the Period 11/1/2003 thru 11/29/2003			
Total Deals	(Excludes Outside Sales)	121	100.0%
Total Sales	(Includes Outside Sales)	122	100.0%
	Outside Sales	1	0.8%
Payment Breakdown	Finance	76	62.8%
	Lease	0	0.0%
	Cash	46	37.2%
	Balloon	0	0.0%
Total Contracts (Finance, Lease, Balloon)		76	62.8%
Department	New	74	61.2%
	Used	47	38.8%
	Trucks	0	0.0%
Trade	Trade	0	0.0%
	No Trade	121	100.0%
Credit Life, Disability Combined	CLD	3	3.9%
	No CLD	118	96.1%
Credit Life only	Credit Life	1	1.3%
	No Credit Life	120	98.7%
Disability only	Disability	3	3.9%
	No Disability	118	96.1%
Extended Warranty	Ext. Warranty	53	43.8%
	No Warranty	68	56.2%
Misc. Products	Misc.	29	24.0%
	No Misc.	92	76.0%

Income and Profit		Averages	Totals
11/1/2003 thru 11/29/2003			
Finance Deals Total Income	Finance Deals (F-L-B) Reserve	\$512.74	\$38,968.19
	F&I Income for Finance (F-L-B)	\$936.22	\$71,152.50
	Total F&I Profit Per Retail	\$622.61	\$75,335.50
Department	New Car Gross Profit	\$315.35	\$23,336.00
	Used Car Gross Profit	\$629.62	\$29,592.00
	New Deal Profit (F & I)	\$665.50	\$49,246.68
	Used Deal Profit (F & I)	\$466.08	\$21,905.82
	Total New Deal Profit	\$980.85	\$72,582.68
	Total Used Deal Profit	\$1,095.70	\$51,497.82
	Outside Sales Deal Profit	\$825.00	\$825.00
	Truck Deal Profit (F & I)	\$0.00	\$0.00
CLD	CLD Combined Income	\$690.08	\$2,070.25
	Credit Life Income	\$317.77	\$317.77
	Disability Income	\$558.76	\$1,676.27
Ext. Warranty	Ext. Warranty Income (inc. OSS)	\$513.92	\$27,238.02
Misc. Products	Misc. Profit Income (inc. OSS)	\$174.66	\$5,065.00
Gross Retail Unit	Income Per Retail (Sales and F & I)	\$1,060.03	\$128,263.50
Adjustments			
	Chargebacks for Period	\$0.00	\$0.00
	Total F&I Profit Per Retail (Net)	\$622.61	\$75,335.50
	Non Qualified	0	Qualified 122

CAQ01

2003

Typical Selling Scenario

Generally, the first menu presented to the customer is Max Protection Menu. This menu features all the items on the “Preferred” or highest level package. In addition, it displays this package with various finance terms to determine the customer’s monthly payment comfort level. If the customer likes the package and chooses a term, you only need to go back to the Deals screen, Products Tab, enter the chosen interest and print the Final Menu.

If a customer has reservations about the “Preferred” package, go to the next page.

Max Protection

Your Dealership Name Here				For:	By:
Selling Price	\$25,000.00	Rebate	\$1,500.00	APR	5.90%
Trade Allowance	\$5,000.00	Down Payment	\$250.00	Months	60
Payoff	\$1,000.00	Base Payment	\$392.67	(Initial)	
Your Maximum Protection Options Vehicle Service Contract Details: 60 Months, 100,000 Miles, \$100 Deductible, Total CareMax Coverage					
4.90% For 48 Months		5.90% For 60 Months		6.90% For 66 Months	
Vehicle Service Plan • Mechanical Breakdown Coverage • Covers Parts & Labor \$2,179.00 Credit Life 2 • Pay off loan if you die \$897.55 Disability 2 • Pay off loan if disabled \$1,100.40 GAP • GAP Coverage \$495.00 Eth • Anti-Theft \$299.00 DriverCare • Tire & Wheel Coverage \$498.00 Paint & Fabric Protection • Paint Protection • Fabric Protection \$295.00		Vehicle Service Plan • Mechanical Breakdown Coverage • Covers Parts & Labor \$2,179.00 Credit Life 2 • Pay off loan if you die \$797.27 Disability 2 • Pay off loan if disabled \$1,379.90 GAP • GAP Coverage \$495.00 Eth • Anti-Theft \$299.00 DriverCare • Tire & Wheel Coverage \$498.00 Paint & Fabric Protection • Paint Protection • Fabric Protection \$295.00		Vehicle Service Plan • Mechanical Breakdown Coverage • Covers Parts & Labor \$2,179.00 Credit Life 2 • Pay off loan if you die \$922.47 Disability 2 • Pay off loan if disabled \$1,532.07 GAP • GAP Coverage \$495.00 Eth • Anti-Theft \$299.00 DriverCare • Tire & Wheel Coverage \$498.00 Paint & Fabric Protection • Paint Protection • Fabric Protection \$295.00	
7.90% For 72 Months					
Vehicle Service Plan • Mechanical Breakdown Coverage • Covers Parts & Labor \$2,179.00 Credit Life 2 • Pay off loan if you die \$1,054.07 Disability 2 • Pay off loan if disabled \$1,705.24 GAP • GAP Coverage \$495.00 Eth • Anti-Theft \$299.00 DriverCare • Tire & Wheel Coverage \$498.00 Paint & Fabric Protection • Paint Protection • Fabric Protection \$295.00					
\$598.50 (Initial) _____		\$511.07 (Initial) _____		\$488.70 (Initial) _____	
\$473.68 (Initial) _____					
<small>All terms and conditions are subject to lender approval. Certain other limitations and/or restrictions may apply. See product agreement for details. I understand that financing is NOT predicated on my purchasing any of the above listed products. All payments are estimates. Payments are estimates based on A.P.R. and term displayed. Dealer makes no warranties, whether expressed or implied.</small>					
Customer Signature _____ Monday, September 27, 2004				Represented By: Alka Parbets Inc. Copyright © 2003-2004 Alka Parbets Inc. All rights reserved.	

Typical Selling Scenario...Cont.

When a customer has an issue with the “Preferred” package, it becomes necessary to present different options. Here is where the “4 Up” menu comes into play. The “4 Up” menu presents the four optional packages you setup in the system. This menu allows you to display an alternate interest rate, along with the original.

When the customer settles on one of the four packages, you will need to go back to the Deals Screen and the Products Tab. On the “Preferred” package, uncheck the products not chosen by your customer. Un-checking products here puts them in the “Declined” area of the printed menu. You would now print the “Final” menu and have the customer sign off on the deal.

4 Up

Your Dealership Name Here				For: _____ By: _____	
Selling Price	\$25,000.00	Rebate	\$1,500.00	APR	5.90%
Trade Allowance	\$5,000.00	Down Payment	\$250.00	Months	60
Payoff	\$1,000.00			Base Payment	\$392.67 (Initial)

Platinum	Gold	Silver	Bronze
Vehicle Service Plan • Mechanical Breakdown Coverage • Covers Parts & Labor \$2,179.00 Credit Life 2 • Pay off loan if you die \$797.27 Disability 2 • Pay off loan if disabled \$1,379.50 GAP • GAP Coverage \$495.00 Etch • Anti-Theft \$299.00 DriverCare • Tire & Wheel Coverage \$498.00 Paint & Fabric Protection • Paint Protection • Fabric Protection \$295.00	Vehicle Service Plan • Mechanical Breakdown Coverage • Covers Parts & Labor \$2,179.00 Credit Life 2 • Pay off loan if you die \$792.02 Disability 2 • Pay off loan if disabled \$1,523.11 GAP • GAP Coverage \$495.00 Etch • Anti-Theft \$299.00 DriverCare • Tire & Wheel Coverage \$498.00	Vehicle Service Plan • Mechanical Breakdown Coverage • Covers Parts & Labor \$2,179.00 Credit Life 2 • Pay off loan if you die \$775.89 Disability 2 • Pay off loan if disabled \$1,461.52 GAP • GAP Coverage \$495.00 Etch • Anti-Theft \$299.00	Vehicle Service Plan • Mechanical Breakdown Coverage • Covers Parts & Labor \$1,995.00 GAP • GAP Coverage \$495.00 Credit Life 2 • Pay off loan if you die \$728.89 DriverCare • Tire & Wheel Coverage \$498.00

<input type="checkbox"/> \$473.68 72 mo. @ 7.9% <input type="checkbox"/> \$511.07 60 mo. @ 5.9% (Initial)	<input type="checkbox"/> \$467.59 72 mo. @ 7.9% <input type="checkbox"/> \$507.70 60 mo. @ 5.9% (Initial)	<input type="checkbox"/> \$457.69 72 mo. @ 7.9% <input type="checkbox"/> \$497.17 60 mo. @ 5.9% (Initial)	<input type="checkbox"/> \$427.64 72 mo. @ 7.9% <input type="checkbox"/> \$467.24 60 mo. @ 5.9% (Initial)
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All terms and conditions are subject to lender approval. Certain other limitations or restrictions may apply. See product agreement for details. I understand that financing is NOT precluded on my purchasing any of the above listed products. All payments are estimates. Payments are estimates based on APR and term displayed. Dealer makes no warranties, whether expressed or implied.

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Typical Selling Scenario...Cont.

Here is the “Final” menu showing the products chosen and those declined by the customer. It is here that you will have one last opportunity to discuss with your customer why he/she opted to decline specific products. If the customer insists this is the deal for him/her, just sign and initial the menu and close the deal.

If the customer is persuaded into purchasing the declined products, you will need to go back to the Deals Screen and the Products Tab. On the “Preferred” package, recheck the products that were previously declined by your customer. Reprint the “Final” menu. Have the customer sign and initial the menu and complete the sale.

Final Menu

Your Dealership Name Here				For: _____ By: _____	
Selling Price	\$25,000.00	Rebate	\$1,500.00	APR	5.90%
Trade Allowance	\$5,000.00	Down Payment	\$250.00	Months	60
Payoff	\$1,000.00	Base Payment		\$392.67	(initial)

Accepted

Vehicle Service Plan

- Mechanical Breakdown Coverage
- Covers Parts & Labor
- \$2,179.00

Credit Life 2

- Pay off loan if you die
- \$739.00

GAP

- GAP Coverage
- \$465.00

Etch

- Anti-Theft
- \$299.00

Paint & Fabric Protection

- Paint Protection
- Fabric Protection
- \$295.00

Vehicle Service Contract Details
 Vehicle Service Contract Details: 60 Months, 100,000 Miles,
 \$100 Deductible, Total Care Max Coverage

Declined

Liability 2

- Pay off loan if disabled
- \$1,379.50

Price varies with products accepted.

Drive Care

- Tire & Wheel Coverage
- \$468.00

\$473.73 per Month _____ **(initial)** _____ **(initial)**

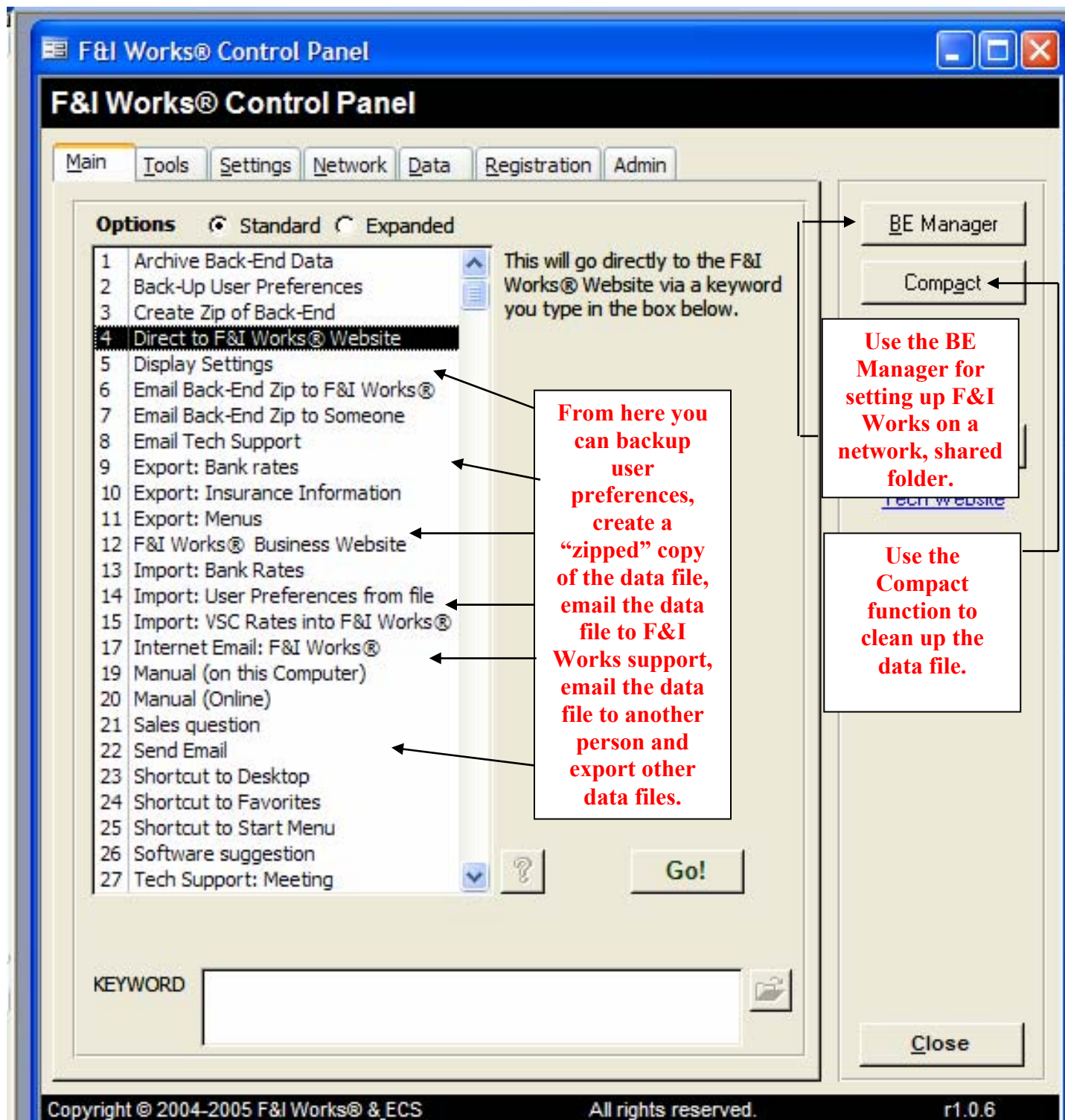
All terms and conditions are subject to lender approval. Certain other limitations and/or restrictions may apply. See product agreement for details. I understand that financing is NOT provided on my purchasing any of the above listed products. All payments are estimates. Payments are estimates based on APR and term displayed. Dealer makes no warranties, whether expressed or implied.

Customer Signature _____

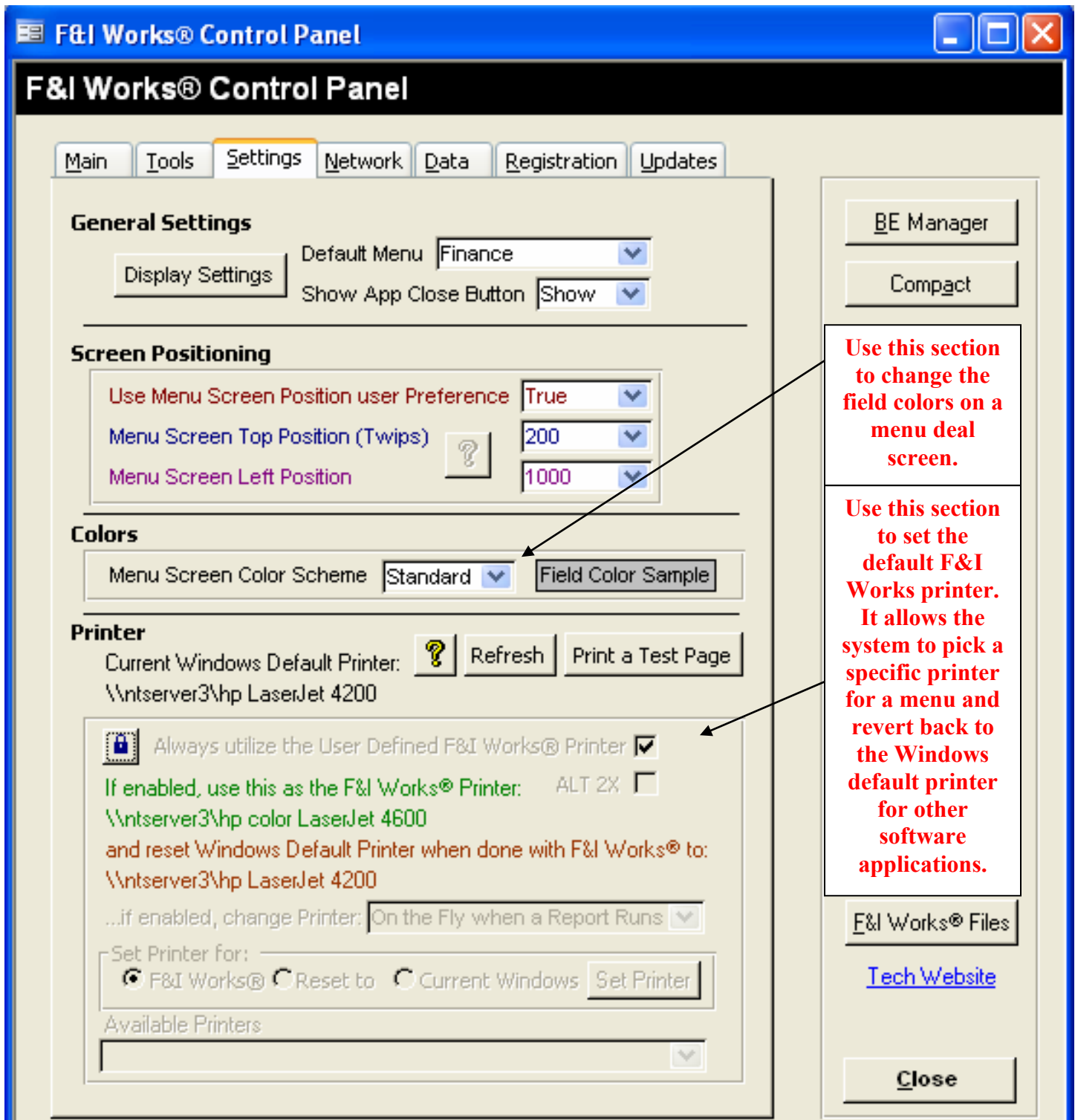
Monday, September 27, 2004

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Control Panel



Control Panel



Control Panel

Changing the icon on the Final Menu: In the Control Panel, click the Tools tab and select System Parameters in the Category section. Go to 7555 “MENU: Show Declined Icon on Final Menu”. Click the padlock and enter the password “fiworks(current two digit month)

F&I Works® Control Panel

Main Tools Settings Network Data Registration Admin

Category: System Parameters

System Parameters

13	Diagnostics: Splash Screen	FALSE
40	Enable Multiple BE Manager	True
49	Menu Setup Edit Lock Enabled	True
50	Allow App Close Button Override	True
115	Display Report Demo Message	True
116	Compact Check on Menu Selector Screen	True
117	Compact when > 'XX' MB	38
118	Compact Check on Splash Screen	False
790	SYSTEM: File Search Alternative Method (AC2	FALSE
7500	MENU SETUP: Enable the Menu 'Einstein'	True
7501	MENU SETUP: Show Menu 'Einstein' on Setup	True
7503	MENU SETUP: Keep old Packages on Convers	True
7550	MENU: Show VSC Info on 4 UP	TRUE
7552	MENU: Use VSC Info Expanded Save [BETA]	TRUE
7555	MENU: Show Declined Icon on Final Menu	COP
7560	MENU: Show Product Pricing Tiers	TRUE
7575	SYSTEM: Engage Report Mode	FALSE
7959	Check for/Show Message after Rate	TRUE
7960	VSC Nomenclature Override Check	True

util_sysP_MenuDeclinedIconSHOW 3

Value: COP

Application Set: HIDE, STOP

Options >>

BE Manager

Compact

F&I Works® Files

[Tech Website](#)

Close