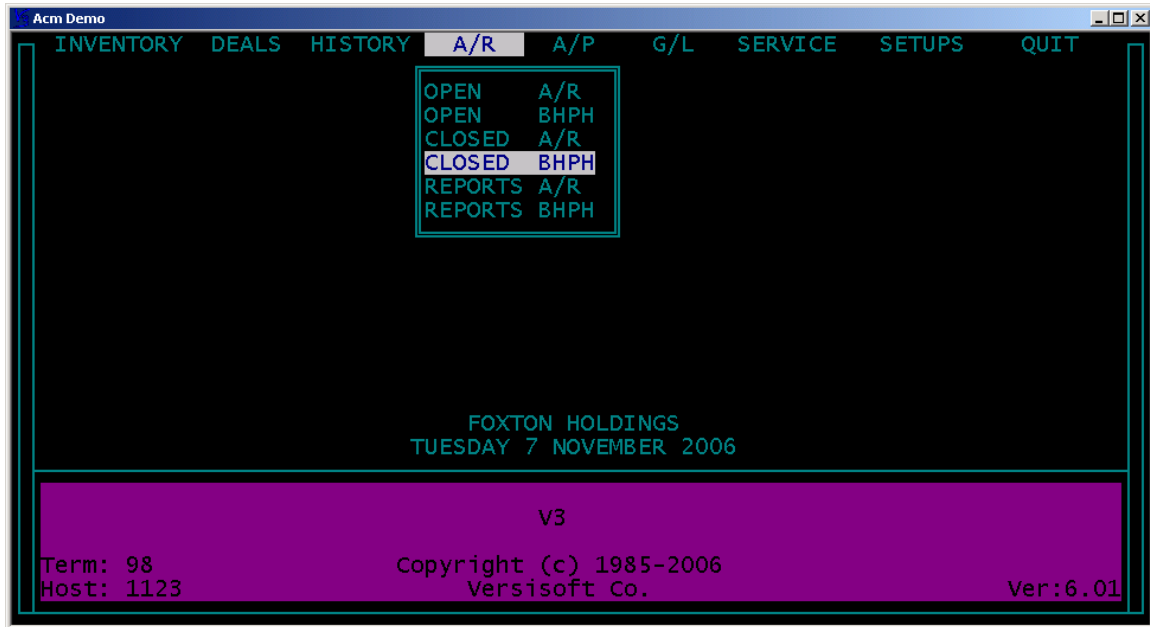


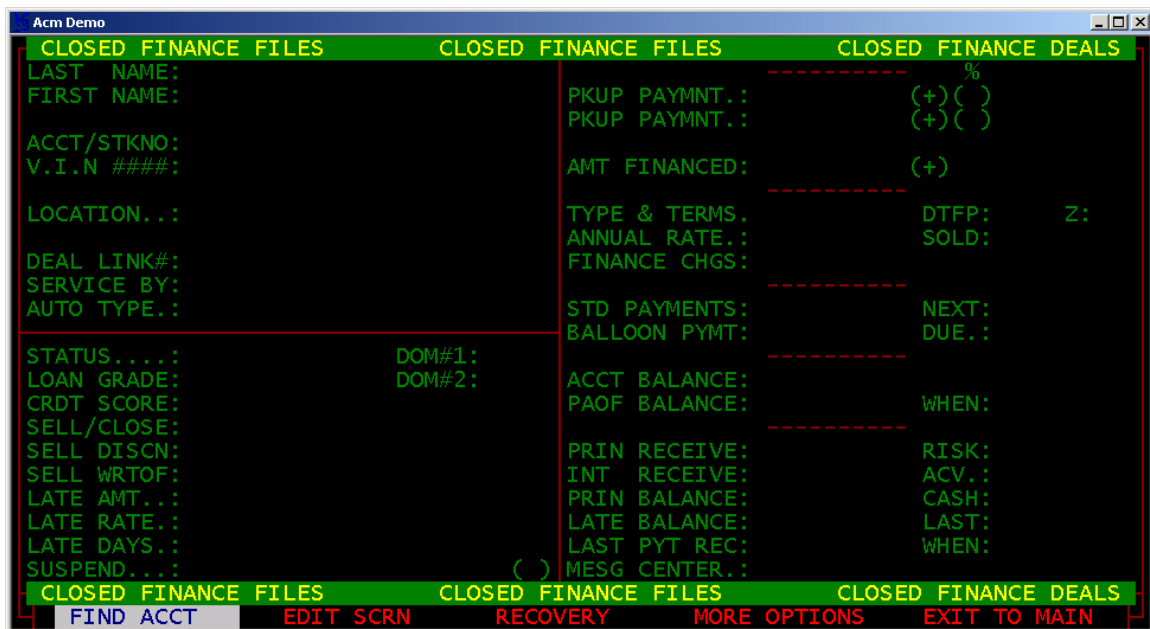


## CLOSED BPHH – INHOUSE FINANCE

This module otherwise known as “Buy Here Pay Here”, holds all the accounts receivable payment history closed out of the IN-HOUSE FINANCE module.

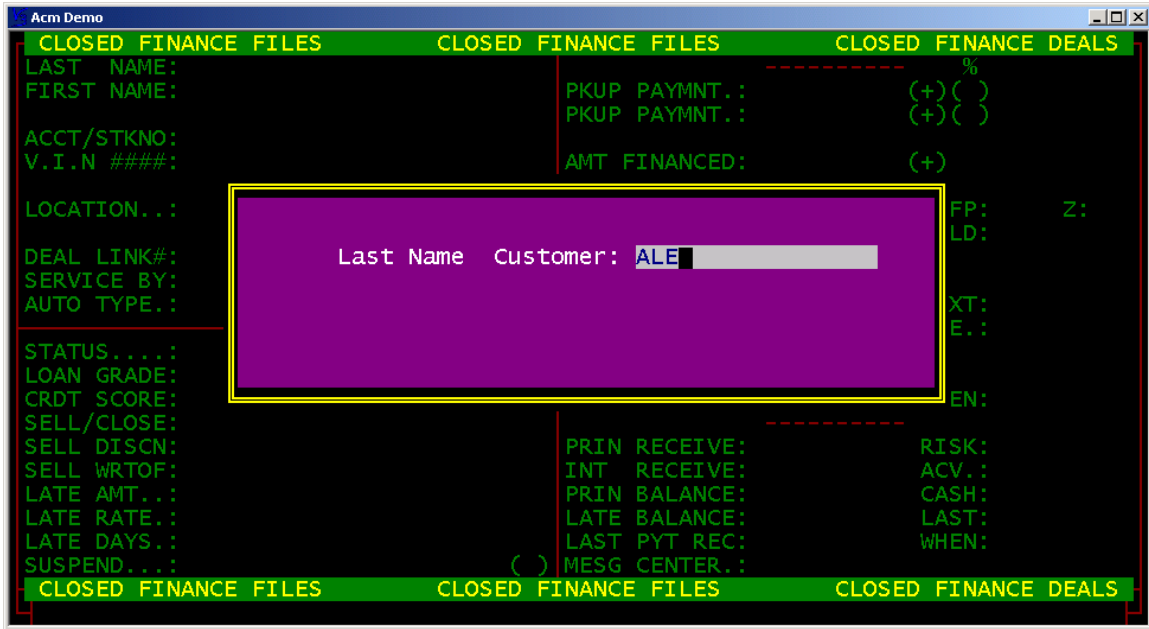


Highlight and press enter on **CLOSED BPHH**.

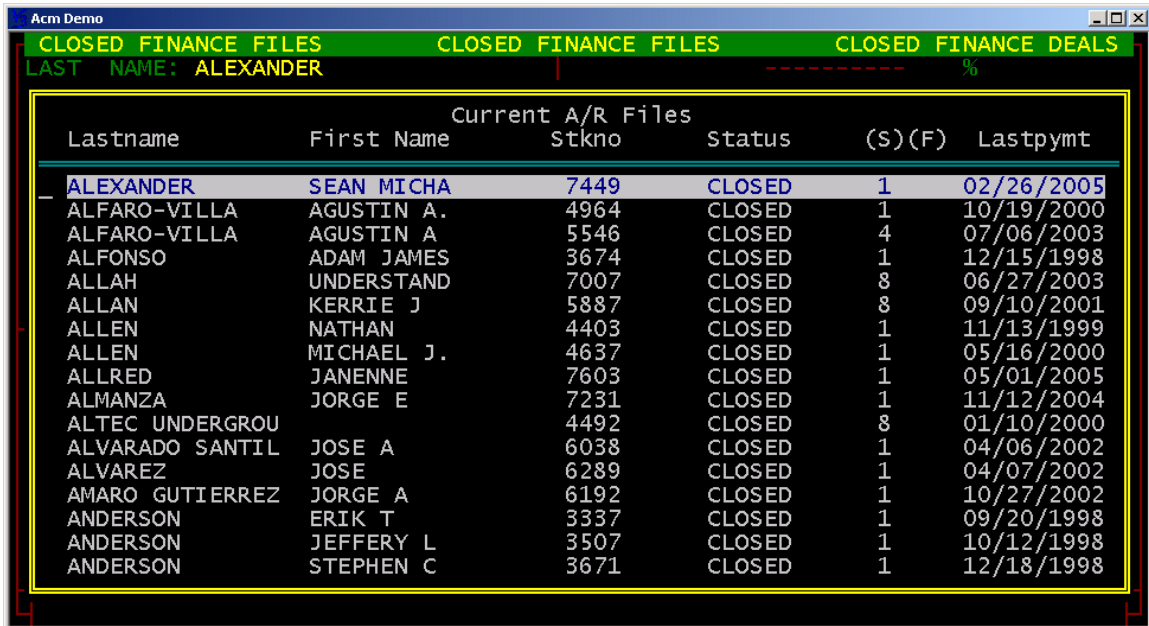


This screen has been copied over from the OPEN BPHH module.

To **FIND** an account highlight and press enter on **FIND**.



Accounts may be found by **NAME only**. Enter the first the first three characters of the **NAME** and press enter.



With the arrow keys highlight the account of interest and press enter to choose.

CLOSED FINANCE FILES		CLOSED FINANCE FILES		CLOSED FINANCE DEALS	
LAST NAME:	ALEXANDER	PKUP PAYMNT.:	0.00 (+) (N)	08/12/2004	%
FIRST NAME:	SEAN MICHAEL	PKUP PAYMNT.:	0.00 (+) (N)	/ /	
ACCT/STKNO:	7449	AMT FINANCED:	1,224.41 (+)		
V.I.N #####:	1G1JC14G9M7143642	TYPE & TERMS:	M 6	DTFP: 30	Z: 360
LOCATION.:	ALE	ANNUAL RATE.:	36.00	SOLD: 08/02/2004	
DEAL LINK#:	153544287449SOLDRT	FINANCE CHGS:	131.71		
SERVICE BY:	JASON MYERS	STD PAYMENTS:	226.02	NEXT: 04/01/2005	
AUTO TYPE.:	91 CHEVROLE CAVALIER	BALLOON PYMT:	0.00	DUE.:	/ /
STATUS.:	CLOSED	ACCT BALANCE:	-39.59		
LOAN GRADE:		PAOF BALANCE:	0.00	WHEN: 03/02/2005	
CRDT SCORE:	1	PRIN RECEIVE:	1,224.41	RISK:	1,451.30
SELL/CLOSE:	03/02/2005	INT RECEIVE:	171.30	ACV.:	1,280.00
SELL DISCN:	0.00	PRIN BALANCE:	0.00	CASH:	500.00
SELL WRTOF:	0.00	LATE BALANCE:	0.00	LAST:	01/04/2005
LATE AMT.:	25.00	LAST PYT REC:	238.89	WHEN:	02/26/2005
LATE RATE.:	10.00	MSG CENTER.:			
LATE DAYS.:	3				
SUSPEND.:					
CLOSED FINANCE FILES		CLOSED FINANCE FILES		CLOSED FINANCE DEALS	
FIND ACCT		EDIT SCRIN		RECOVERY	
		MORE OPTIONS		EXIT TO MAIN	

To **EDIT** the account information highlight and press enter on **EDIT**.

CLOSED FINANCE FILES		CLOSED FINANCE FILES		CLOSED FINANCE DEALS	
LAST NAME:	ALEXANDER	PKUP PAYMNT.:	0.00 (+) (N)	08/12/2004	%
FIRST NAME:	SEAN MICHAEL	PKUP PAYMNT.:	0.00 (+) (N)	/ /	
ACCT/STKNO:	7449	AMT FINANCED:	1,224.41 (+)		
V.I.N #####:	1G1JC14G9M7143642	TYPE & TERMS:	M 6	DTFP: 30	Z: 360
LOCATION.:	ALE	ANNUAL RATE.:	36.00	SOLD: 08/02/2004	
DEAL LINK#:	153544287449SOLDRT	FINANCE CHGS:	131.71		
SERVICE BY:	JASON MYERS	STD PAYMENTS:	226.02	NEXT: 04/01/2005	
AUTO TYPE.:	91 CHEVROLE CAVALIER	BALLOON PYMT:	0.00	DUE.:	/ /
STATUS.:	CLOSED	ACCT BALANCE:	-39.59		
LOAN GRADE:		PAOF BALANCE:	0.00	WHEN: 03/02/2005	
CRDT SCORE:	1	PRIN RECEIVE:	1,224.41	RISK:	1,451.30
SELL/CLOSE:	03/02/2005	INT RECEIVE:	171.30	ACV.:	1,280.00
SELL DISCN:	0.00	PRIN BALANCE:	0.00	CASH:	500.00
SELL WRTOF:	0.00	LATE BALANCE:	0.00	LAST:	01/04/2005
LATE AMT.:	25.00	LAST PYT REC:	238.89	WHEN:	02/26/2005
LATE RATE.:	10.00	MSG CENTER.:			
LATE DAYS.:	3				
SUSPEND.:					
CLOSED FINANCE FILES		CLOSED FINANCE FILES		CLOSED FINANCE DEALS	

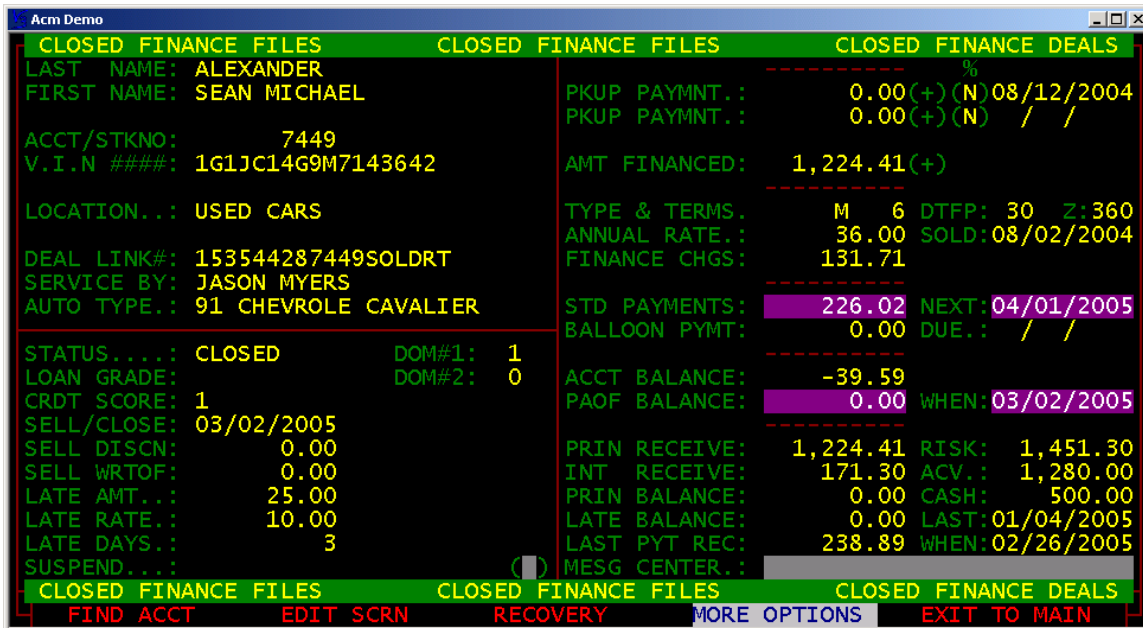
**EDIT** allows the highlighted information to be edited. The structure of the deal may not be edited.

CLOSED FINANCE FILES		CLOSED FINANCE FILES		CLOSED FINANCE DEALS	
LAST NAME: ALEXANDER		PKUP PAYMNT.:	0.00 (+) (N)	08/12/2004	%
FIRST NAME: SEAN MICHAEL		PKUP PAYMNT.:	0.00 (+) (N)	/ /	
ACCT/STKNO: 7449		AMT FINANCED:	1,224.41 (+)		
V.I.N #####: 1G1JC14G9M7143642		TYPE & TERMS:	M 6	DFTP: 30	Z: 360
LOCATION.: USED CARS		ANNUAL RATE.:	36.00	SOLD: 08/02/2004	
DEAL LINK#: 153544287449SOLDRT		FINANCE CHGS:	131.71		
SERVICE BY: JASON MYERS		STD PAYMENTS:	226.02	NEXT: 04/01/2005	
AUTO TYPE.: 91 CHEVROLE CAVALIER		BALLOON PYMT:	0.00	DUE.: / /	
STATUS....: CLOSED	DOM#1: 1	ACCT BALANCE:	-39.59		
LOAN GRADE:	DOM#2: 0	PAOF BALANCE:	0.00	WHEN: 03/02/2005	
CRDT SCORE: 1		PRIN RECEIVE:	1,224.41	RISK: 1,451.30	
SELL/CLOSE: 03/02/2005		INT RECEIVE:	171.30	ACV.: 1,280.00	
SELL DISCN: 0.00		PRIN BALANCE:	0.00	CASH: 500.00	
SELL WRTOF: 0.00		LATE BALANCE:	0.00	LAST: 01/04/2005	
LATE AMT.: 25.00		LAST PYT REC:	238.89	WHEN: 02/26/2005	
LATE RATE.: 10.00		MSG CENTER.:			
LATE DAYS.: 3					
SUSPEND...:					
CLOSED FINANCE FILES		CLOSED FINANCE FILES		CLOSED FINANCE DEALS	
FIND ACCT	EDIT SCRN	RECOVERY	MORE OPTIONS	EXIT TO MAIN	

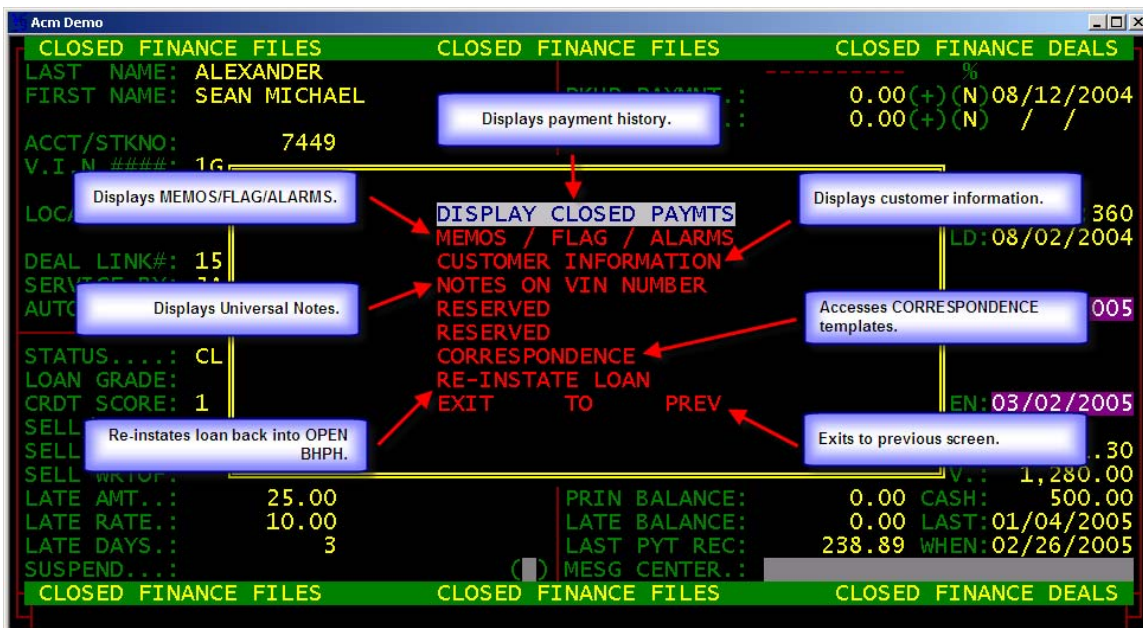
**RECOVERY** allows for a payment to be applied to the account after it has been closed to **CLOSED BHPH** module.

CLOSED FINANCE FILES		CLOSED FINANCE FILES		CLOSED FINANCE DEALS	
LAST NAME: AL		This Receipt:	45798	N) 08/12/2004	%
FIRST NAME: SE		Prev Payment:	02/26/2005	N) / /	
ACCT/STKNO:		Datein.....:	11/07/2006		
V.I.N #####: 1G		Cash.....:	0.00		
LOCATION.: US		Credit Card.:	0.00	P: 30	Z: 360
DEAL LINK#: 15		Check.....:	0.00	D: 08/02/2004	
SERVICE BY: JA		Total Recd.:	0.00 T	T: 04/01/2005	
AUTO TYPE.: 91		Check #.....:		: / /	
STATUS....: CL		Next Payment:	03/28/2005	N: 03/02/2005	
LOAN GRADE:		To Principal:	0.00	K: 1,451.30	
CRDT SCORE: 1		To Interest.:	0.00	: 1,280.00	
SELL/CLOSE: 03		To Late Fees:	0.00	H: 500.00	
SELL DISCN:		Misc Memo...:		T: 01/04/2005	
SELL WRTOF:				N: 02/26/2005	
LATE AMT.:					
LATE RATE.:					
LATE DAYS.:					
SUSPEND...:					
CLOSED FINANC		Press (ESC) To abort			
CLOSED FINANC		CLOSED FINANCE FILES		CLOSED FINANCE DEALS	

Making payments to the account are date sensitive due to the principal/interest calculations. Be sure to post payments by the correct received dates.



There are limited features available in the **CLOSED BHPH** module.



To **DISPLAY CLOSED PAYMENTS** highlight and press enter.

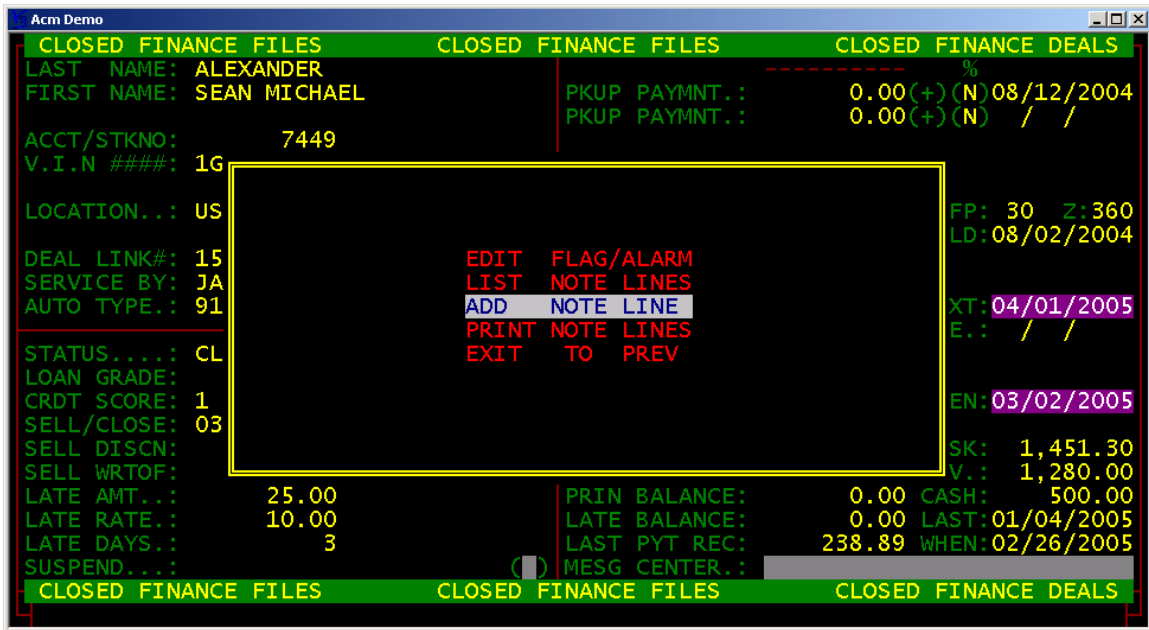
CLOSED FINANCE FILES			CLOSED FINANCE FILES			CLOSED FINANCE DEALS	
LAST NAME: ALEXANDER			PKUP PAYMNT.:			0.00(+)(N)08/12/2004	
FIRST NAME: SEAN MICHAEL							
Type	Description	Principal	Interest	Other	Total	Date in	
3	PICKUP #1 RECVD	500.00	0.00	0.00	500.00	08/16/2004	
10	AUTOMATED LATE	0.00	0.00	22.60	22.60	09/04/2004	
40	SENT LETTER #3	0.00	0.00	0.00	0.00	09/22/2004	
1	NORMAL PAYMENT	158.13	69.27	22.60	250.00	09/27/2004	
10	AUTOMATED LATE	0.00	0.00	22.60	22.60	10/07/2004	
1	NORMAL PAYMENT	200.85	26.55	22.60	250.00	10/22/2004	
10	AUTOMATED LATE	0.00	0.00	22.60	22.60	11/09/2004	
40	SENT LETTER #1	0.00	0.00	0.00	0.00	11/11/2004	
1	NORMAL PAYMENT	213.34	36.66	0.00	250.00	12/03/2004	
10	AUTOMATED LATE	0.00	0.00	22.60	22.60	01/04/2005	
40	SENT LETTER #1	0.00	0.00	0.00	0.00	01/04/2005	
1	NORMAL PAYMENT	205.23	20.77	0.00	226.00	01/04/2005	
1	NORMAL PAYMENT	215.83	10.19	0.00	226.02	01/27/2005	
1	NORMAL PAYMENT	231.03	7.86	0.00	238.89	03/02/2005	
26	CLOSE>HISTORY	0.00	0.00	0.00	0.00	03/02/2005	

Pressing the function key F1 will print the current activity and F10 will give you access to more information.

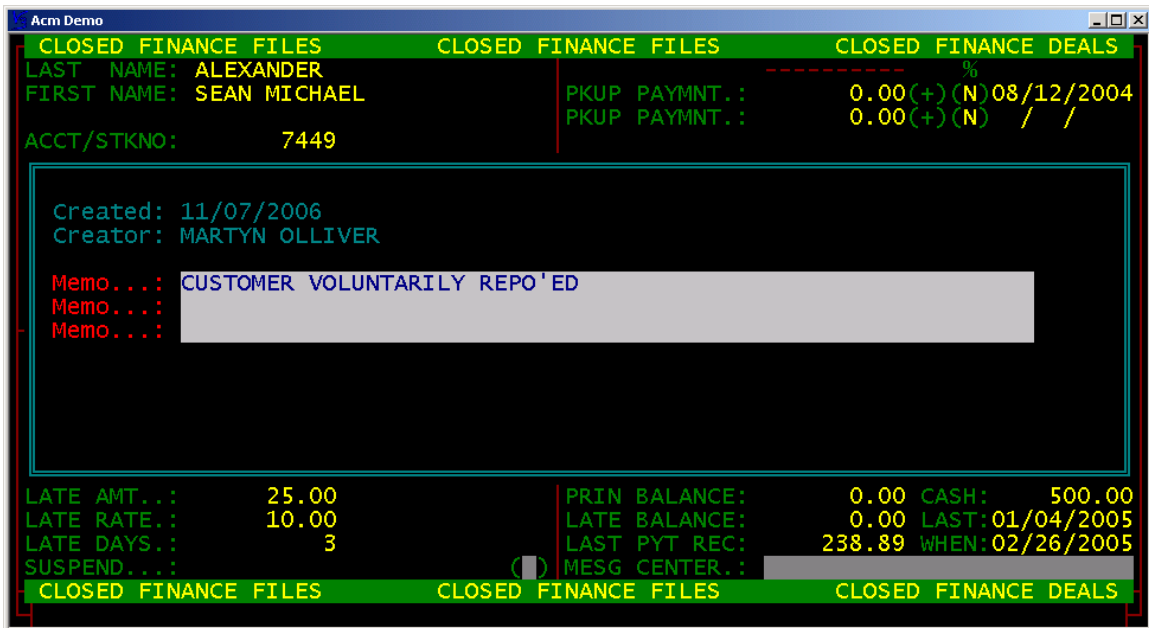
CLOSED FINANCE FILES			CLOSED FINANCE FILES			CLOSED FINANCE DEALS	
LAST NAME: ALEXANDER			PKUP PAYMNT.:			0.00(+)(N)08/12/2004	
FIRST NAME: SEAN MICHAEL							
Payment Ref #....: 174327007449PAY/AR							
Transaction Type.: 3							
Transaction Name.: PICKUP #1 RECVD							
-----							
Payment Principal:		500.00	Misc Memo.....:				
Payment Interest.:		0.00	Deferred Discount:		0.00		
Other Misc.....:		0.00	Deferred Other...:		0.00		
Transaction Total:		500.00					
-----							
Amount Tendered..:		500.00					
Transaction Date.:		08/16/2004					
Cash	Amount...	500.00					
Check	Amount...	0.00					
Card	Amount...	0.00					
Check	Number...						
Receipt Number...:		43036					
-----							
Press any Key							

To access MEMOS/FLAG/ALARMS highlight and press enter.

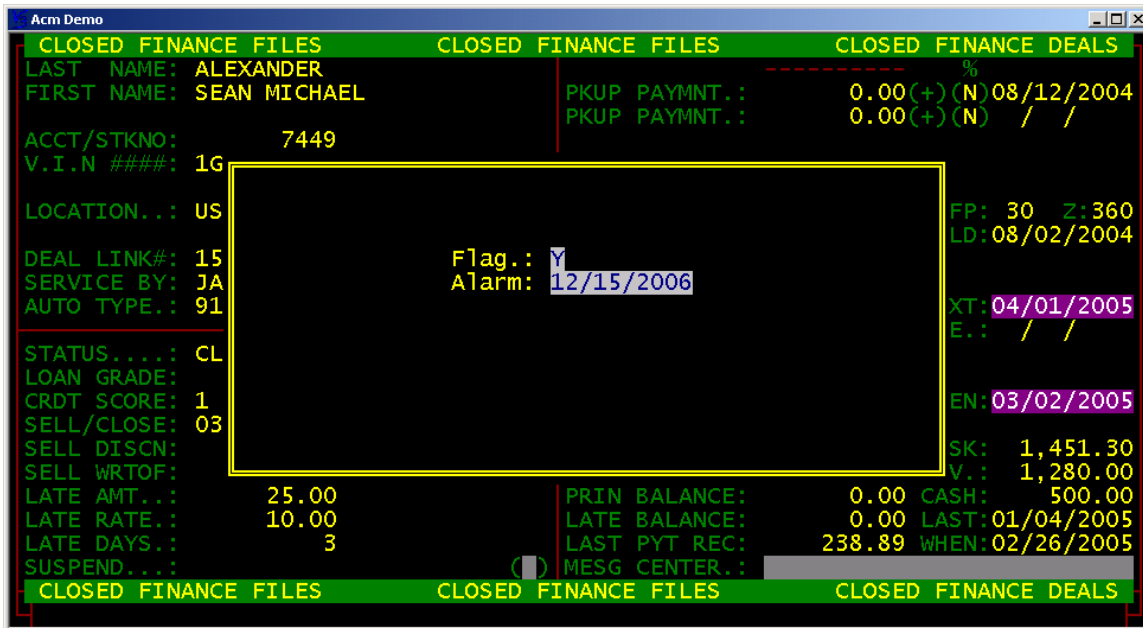




To **ADD NOTE LINE** highlight and press enter.

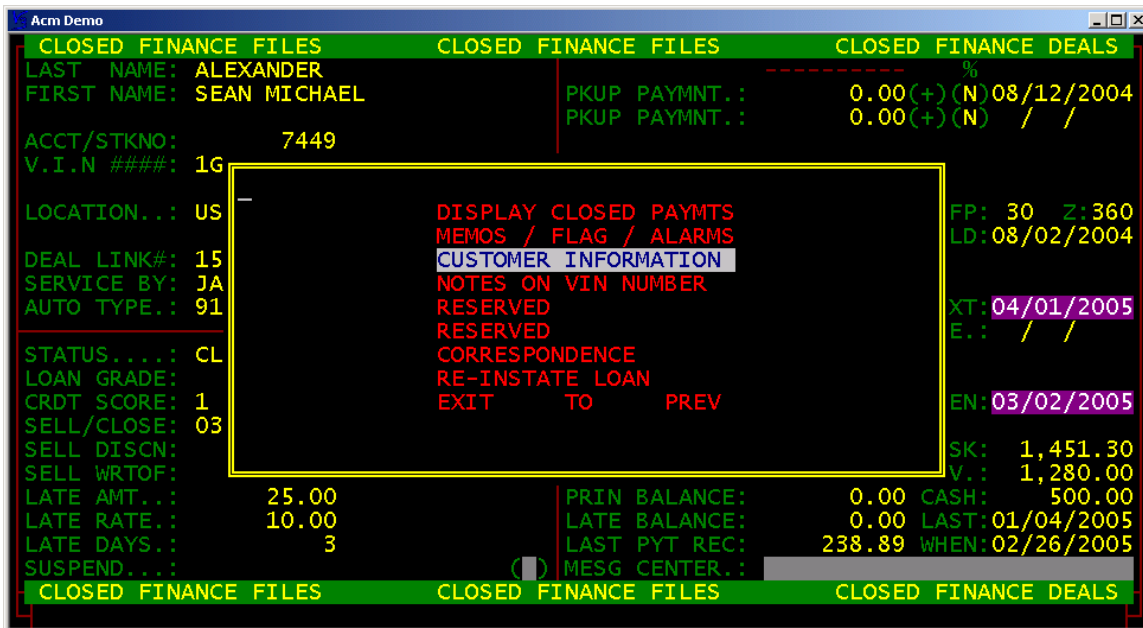


All notes are date and stamped with the creator for tracking. To set an alarm highlight and press enter on **EDIT FLAG/ALARM**.



By setting flag and alarm date reports may be accessed reflecting alarms with the notes attached for easier collection purposes.

To access the **CUSTOMER INFORMATION** screen highlight and press enter.

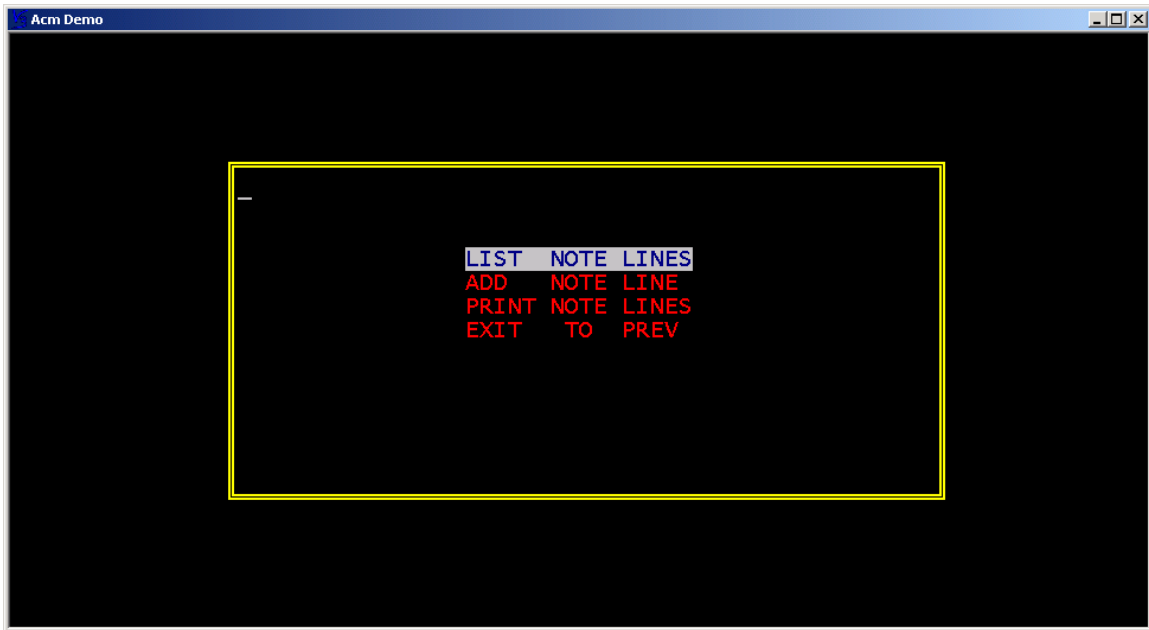


BUYER # 1		BUYER # 2	
FIRST NAME..:	SEAN MICHAEL	INT:	
LAST NAME..:	ALEXANDER	INT:	
BIRTHDATE...:	/ /	BIRTHDATE...:	/ /
S.S.N.....:	- -	S.S.N.....:	- -
DRIVERS LIC#:		DRIVERS LIC#:	
ADDRESS.....:		ADDRESS.....:	
CITY.....:		CITY.....:	
STATE / ZIP..:		STATE / ZIP..:	
HOME PHONE..:	( ) -	HOME PHONE..:	( ) -
WORK PHONE..:	( ) -	WORK PHONE..:	( ) -
EMPLOYER...:		EMPLOYER...:	
TIME ON JOB..:		TIME ON JOB..:	
OCCUPATION..:		OCCUPATION..:	
(R)ENT (O)WN:		(R)ENT (O)WN:	
LANDLORD/MOR:		LANDLORD/MOR:	
PHONE NUMBER:	( ) -	PHONE NUMBER:	( ) -
BANKO/REPOS.:		BANKO/REPOS.:	
PREV ADDRESS:		PREV ADDRESS:	
PREV CITY...:		PREV CITY...:	
PREV ST/ZP..:		PREV ST/ZP..:	

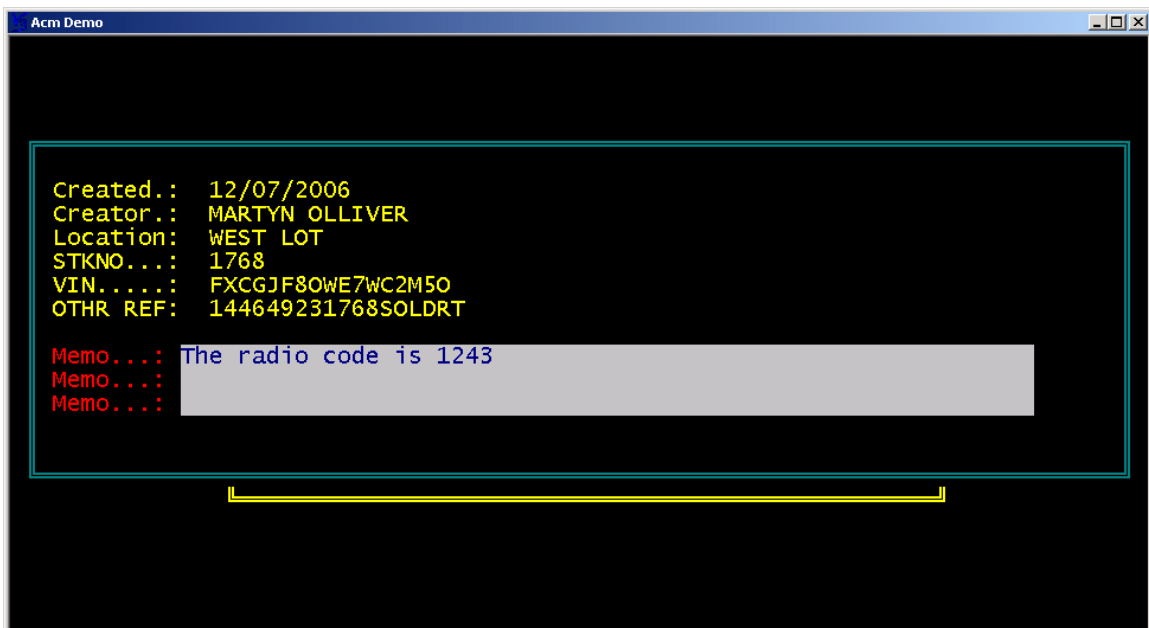
This screen may be updated as customer's information changes due to relocation and such.

**NOTES ON VIN NUMBER** may be accessed through In-house finance module.

CLOSED FINANCE FILES		CLOSED FINANCE FILES		CLOSED FINANCE DEALS	
LAST NAME:	ALEXANDER	PKUP PAYMNT.:	0.00 (+) (N)	08/12/2004	%
FIRST NAME:	SEAN MICHAEL	PKUP PAYMNT.:	0.00 (+) (N)	/ /	
ACCT/STKNO:	7449				
V.I.N #####:	1G				
LOCATION...:	US	DISPLAY CLOSED PAYMNTS		FP: 30	Z:360
DEAL LINK#:	15	MEMOS / FLAG / ALARMS		LD: 08/02/2004	
SERVICE BY:	JA	CUSTOMER INFORMATION			
AUTO TYPE.:	91	<u>NOTES ON VIN NUMBER</u>		XT: 04/01/2005	
		RESERVED		E.: / /	
STATUS....:	CL	RESERVED			
LOAN GRADE:		CORRESPONDENCE			
CRDT SCORE:	1	RE-INSTATE LOAN		EN: 03/02/2005	
SELL/CLOSE:	03	EXIT TO PREV			
SELL DISCN:				SK: 1,451.30	
SELL WRTOF:				V.: 1,280.00	
LATE AMT.:	25.00	PRIN BALANCE:	0.00	CASH: 500.00	
LATE RATE.:	10.00	LATE BALANCE:	0.00	LAST: 01/04/2005	
LATE DAYS.:	3	LAST PYT REC:	238.89	WHEN: 02/26/2005	
SUSPEND...:		MSG CENTER.:			
CLOSED FINANCE FILES		CLOSED FINANCE FILES		CLOSED FINANCE DEALS	



To **LIST NOTE LINES** highlight and press enter.



**NOTES ON VIN** is also known as **UNIVERSAL NOTES** because the notes are accessible from any module in the program. The notes above may have been created while the vehicle was in Inventory and accessed from **HISTORY** or **CLOSED IN-HOUSE**.

```

Acm Demo
CLOSED FINANCE FILES      CLOSED FINANCE FILES      CLOSED FINANCE DEALS
LAST NAME: ALEXANDER      %
FIRST NAME: SEAN MICHAEL  PKUP PAYMNT.: 0.00(+) (N) 08/12/2004
                           PKUP PAYMNT.: 0.00(+) (N) / /
ACCT/STKNO: 7449
V.I.N ####: 1G
LOCATION.: US
DEAL LINK#: 15
SERVICE BY: JA
AUTO TYPE.: 91
STATUS....: CL
LOAN GRADE:
CRDT SCORE: 1
SELL/CLOSE: 03
SELL DISCN:
SELL WRTOF:
LATE AMT.: 25.00
LATE RATE.: 10.00
LATE DAYS.: 3
SUSPEND...:
PRIN BALANCE: 0.00 CASH: 500.00
LATE BALANCE: 0.00 LAST: 01/04/2005
LAST PYT REC: 238.89 WHEN: 02/26/2005
MSG CENTER.:
FP: 30 Z: 360
LD: 08/02/2004
XT: 04/01/2005
E.: / /
EN: 03/02/2005
SK: 1,451.30
V.: 1,280.00

```

DISPLAY CLOSED PAYMTS  
 MEMOS / FLAG / ALARMS  
 CUSTOMER INFORMATION  
 NOTES ON VIN NUMBER  
 RESERVED  
 RESERVED  
**CORRESPONDENCE**  
 RE-INSTATE LOAN  
 EXIT TO PREV

To access **CORRESPONDENCE** highlight and press enter on **CORRESPONDENCE**.

```

Acm Demo
CLOSED FINANCE FILES      CLOSED FINANCE FILES      CLOSED FINANCE DEALS
LAST NAME: ALEXANDER      %
FIRST NAME: SEAN MICHAEL  PKUP PAYMNT.: 0.00(+) (N) 08/12/2004
                           PKUP PAYMNT.: 0.00(+) (N) / /
ACCT/STKNO: 7449
V.I.N ####: 1G
LOCATION.: US
DEAL LINK#: 15
SERVICE BY: JA
AUTO TYPE.: 91
STATUS....: CL
LOAN GRADE:
CRDT SCORE: 1
SELL/CLOSE: 03
SELL DISCN:
SELL WRTOF:
LATE AMT.: 25.00
LATE RATE.: 10.00
LATE DAYS.: 3
SUSPEND...:
PRIN BALANCE: 0.00 CASH: 500.00
LATE BALANCE: 0.00 LAST: 01/04/2005
LAST PYT REC: 238.89 WHEN: 02/26/2005
MSG CENTER.:
FP: 30 Z: 360
LD: 08/02/2004
XT: 04/01/2005
E.: / /
EN: 03/02/2005
SK: 1,451.30
V.: 1,280.00

```

PRINT LETTER # 1  
 PRINT LETTER # 2  
 PRINT LETTER # 3  
 PRINT LETTER # 4  
 SETUP LETTER # 1  
 SETUP LETTER # 2  
 SETUP LETTER # 3  
 SETUP LETTER # 4  
 EXIT TO PREV

The **CORRESPONDENCE** templates must be set up by highlighting and pressing enter on the **SETUP LETTER #** of choice and editing the template. The address information of the customer will be inserted for easy mailing.

```

Acm Demo
CLOSED FINANCE FILES      CLOSED FINANCE FILES      CLOSED FINANCE DEALS
LAST NAME: ALEXANDER      %
FIRST NAME: SEAN MICHAEL  PKUP PAYMNT.: 0.00(+) (N) 08/12/2004
                           PKUP PAYMNT.: 0.00(+) (N) / /
ACCT/STKNO: 7449
V.I.N ####: 1G
LOCATION..: US
DEAL LINK#: 15
SERVICE BY: JA
AUTO TYPE.: 91
STATUS....: CL
LOAN GRADE:
CRDT SCORE: 1
SELL/CLOSE: 03
SELL DISCN:
SELL WRTOF:
LATE AMT..: 25.00
LATE RATE.: 10.00
LATE DAYS.: 3
SUSPEND...:
PRIN BALANCE: 0.00 CASH: 500.00
LATE BALANCE: 0.00 LAST: 01/04/2005
LAST PYT REC: 238.89 WHEN: 02/26/2005
MSG CENTER.: ALARM
FP: 30 Z:360
LD: 08/02/2004
XT: 04/01/2005
E.: / /
EN: 03/02/2005
SK: 1,451.30
V.: 1,280.00

```

DISPLAY CLOSED PAYMTS  
 MEMOS / FLAG / ALARMS  
 CUSTOMER INFORMATION  
 NOTES ON VIN NUMBER  
 RESERVED  
 RESERVED  
 CORRESPONDENCE  
**RE-INSTATE LOAN**  
 EXIT TO PREV

To **RE-INSTATE LOAN** to **OPEN BHPH** highlight and press enter.

```

Acm Demo
CLOSED FINANCE FILES      CLOSED FINANCE FILES      CLOSED FINANCE DEALS
LAST NAME: ALEXANDER      %
FIRST NAME: SEAN MICHAEL  PKUP PAYMNT.: 0.00(+) (N) 08/12/2004
                           PKUP PAYMNT.: 0.00(+) (N) / /
ACCT/STKNO: 7449
V.I.N ####: 1G
LOCATION..: US
DEAL LINK#: 15
SERVICE BY: JA
AUTO TYPE.: 91
STATUS....: CL
LOAN GRADE:
CRDT SCORE: 1
SELL/CLOSE: 03
SELL DISCN:
SELL WRTOF:
LATE AMT..: 25.00
LATE RATE.: 10.00
LATE DAYS.: 3
SUSPEND...:
PRIN BALANCE: 0.00 CASH: 500.00
LATE BALANCE: 0.00 LAST: 01/04/2005
LAST PYT REC: 238.89 WHEN: 02/26/2005
MSG CENTER.: ALARM
FP: 30 Z:360
LD: 08/02/2004
XT: 04/01/2005
E.: / /
EN: 03/02/2005
SK: 1,451.30
V.: 1,280.00

```

TRANSFER THIS LOAN BACK TO ACTIVE STATUS  
 Y/N: **N**

You will need to go into this file and  
 make any minor adjustments after tranfered  
 back into locked/ active status.  
 YOU WILL NEED THE PRINCIPAL BALANCE BEFORE  
 YOU PROCEED..Current Principle: 0.00

Verify transfer to active status by entering "Y" for yes.



V3 software notes:

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