



6/4/2018

# General Ledger Writeback

Dealertrack RTS

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## 1.0 – General Ledger Writeback - Basic Operating Procedures

### Overview

Dealertrack RTS applications are now able to export transaction fee data of the Online Registration System (OLRS) into the Accounting section of a client Dealer Management System (DMS). This is done through the creation of a Journal Entry (JE) in the DMS which contains the exported fees. This process is called General Ledger Writeback (GL Writeback). The General Ledger Writeback exemplified used throughout this manual is CDK, but the processes are similar with different DMS systems. Please refer to your DMS owner’s manual for more information about adding Journal Entries.

<b>General Ledger Writeback - Basic User Steps</b>
<ol style="list-style-type: none"> <li>1) Log onto OLRs and finalize the funded deals.</li> <li>2) Print the ACH Report.</li> <li>3) Go to the <b>Utilities Menu</b> and select <b>DMS Setup</b>.</li> <li>4) Find the <b>Export Section</b> and copy the data provided.</li> <li>5) Log into the DMS and add the copied information as a Journal Entry using Writeback.</li> </ol>

### NOTE: Journal Entry balances

The Journal Entry balance should equal zero. If it does not equal zero, then the following may have occurred:

- Balances may remain which need to be cleared. This is usually done at end of month.
- Positive balances are credited back to the customer.
- Negative balances may be ignored. The dealership may pursue customer if the balance is material.

## 2.0 – General Ledger Writeback - Setup and Requirements For OLRs

DMS Requirements (will vary by state)	Dealership Info	OLRS Setup (Image 1)
<ol style="list-style-type: none"> <li>1) Account Number</li> <li>2) Sale Amount</li> <li>3) Control Number</li> </ol>	<ol style="list-style-type: none"> <li>1) Journal Number (From DMS)</li> <li>2) Cash Account</li> <li>3) Account Numbers For Fees</li> </ol>	<ol style="list-style-type: none"> <li>1) In OLRs, navigate to the <b>GL Writeback Section</b>.</li> <li>2) Verify the <b>File Path</b> for the export is correct.</li> <li>3) Select <b>Customer Name, Stock Number, or VIN</b>.</li> <li>4) Enter the <b>Cash Account Number</b>.</li> <li>5) Enter <b>GL Account Numbers</b> for Fees.</li> </ol>

### 3.0 – General Ledger Writeback - Setup for CDK (Formerly ADP)

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#### CDK Setup – Copying the Data from OLRS

- 1) In OLRS, navigate to the option to create the GL report.
- 2) Enter the **Date** for the report and **Export** the information.
- 3) Select all the report data and click **Copy**.

#### CDK Setup – Inserting OLRS Data into the DMS

- 1) Log into CDK as a user who can access Accounting (AC) and AGJE.
- 2) In the function field, enter **AGJE**, and press **Enter** (Image 2).
- 3) Click **Update**.
- 4) Select **Expert/Column Models** (Image 3).
- 5) Enter the following into the appropriate fields (Image 4).
  - a. **Company number**
  - b. **Journal number**
  - c. **Reference number**
  - d. **Accounting Date**
- 6) Press **Enter** until the screen changes to expert mode.
- 7) Copy the **Transaction Fee Data** from OLRS.
- 8) Select the first line of the posting screen and paste the **Transaction Fee Data** (Image 5).
- 9) **Press Enter** twice. The function menu should now be visible at the bottom of the screen.
- 10) **Select F8** to return to **Column Mode** (Image 5).
- 11) **Press F5 to post** or F3 to save unposted.
- 12) Review the fee entries, **verify that the balance is \$0.00**, or add/revise information if necessary. (Image 6)

**NOTE: See Image 7 for alternate CDK Screen for balance verification.**

# Images

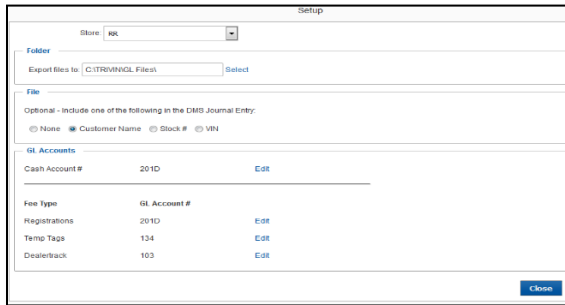


Image 1 – Sample GL Writeback Screen In OLRS

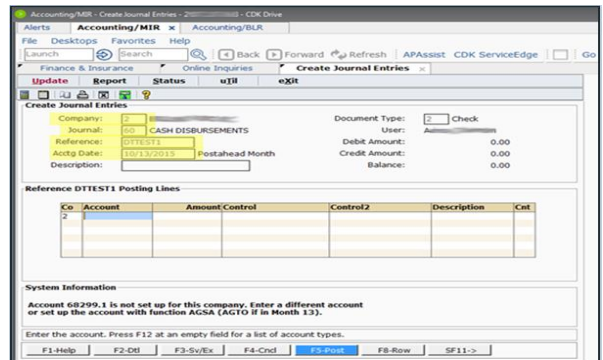


Image 3 - Data Fields for Journal Entries

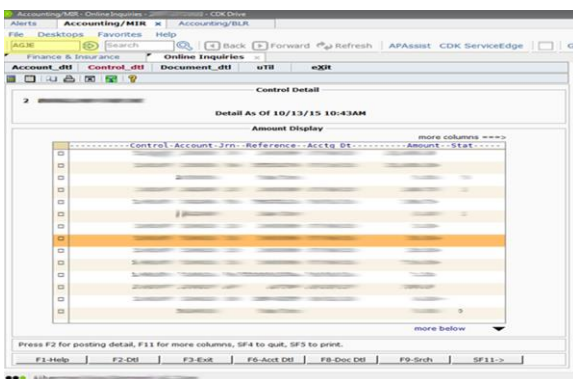


Image 1 - AGJE Menu

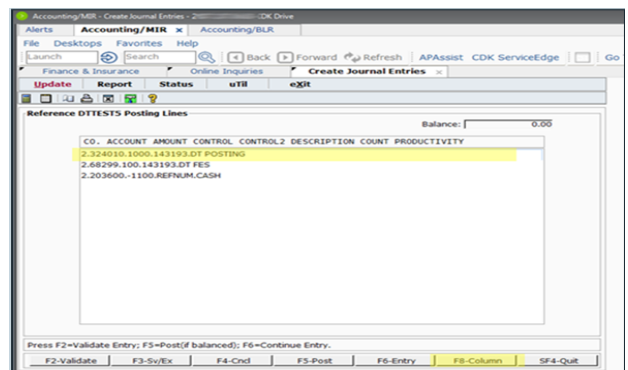


Image 4 - Insert Transaction Data From OLRS

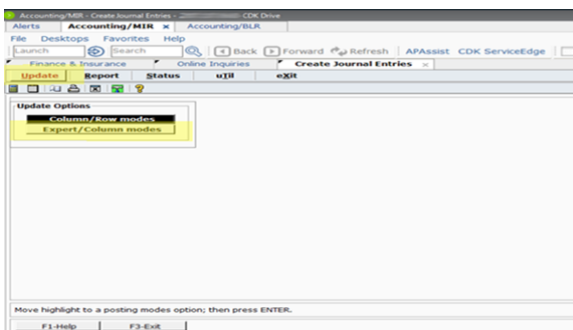


Image 2 - Expert/Column Models

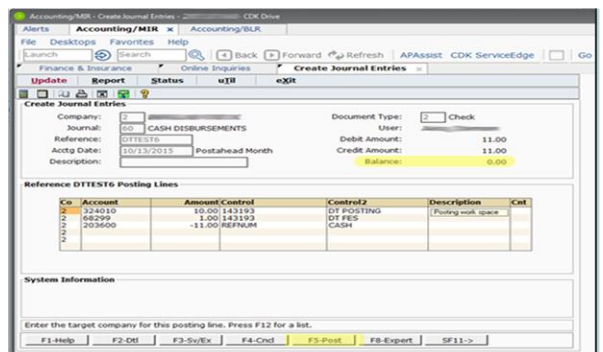


Image 5 - Verify Zero Balance and F5 to Post

## Images Cont.

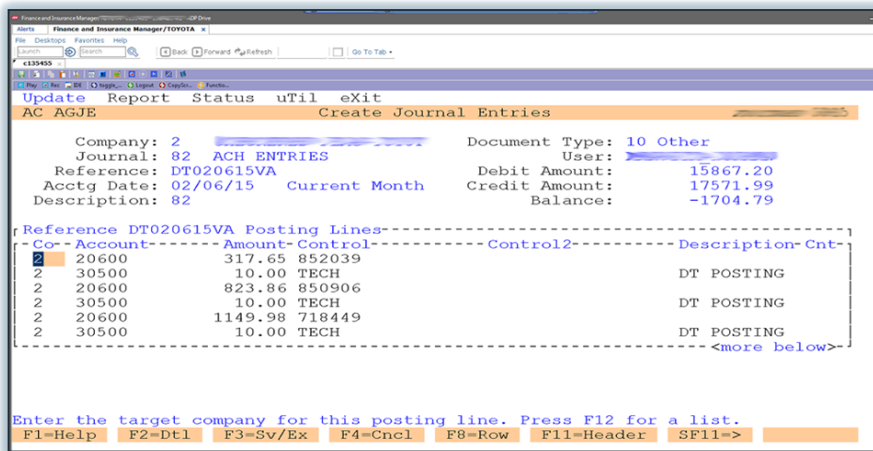


Image 6 - Alternate CDK Screen Layout

## Troubleshooting

Data is not exporting/Cannot find the export file.	<ol style="list-style-type: none"> <li>1) Double check the export file path and set to the correct path if needed.</li> <li>2) Try the export again.</li> </ol>
Journal Entry has a remaining balance.	<ol style="list-style-type: none"> <li>1) Fees collected by RTS were not the same as those calculated during the sale.</li> <li>2) The reserve on the finance deals may be tiered.</li> <li>3) Warranty work cost may vary from factory reimbursement.</li> </ol>

## Acynoms

OLRS	Online Registration System
JE	Journal Entry
GL	General Ledger
DMS	Dealer Management System