

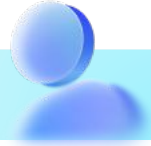
# Post Faster, Reduce Posting Errors



## Your Monday Morning Outcome

By following this guide, you will have sub-status flags configured across deals, vehicle inventory, and repair orders, mandatory fields set on the data points your team routinely misses, GL account mapping verified, and the Sales Gross Analysis Report on your weekly calendar – so the back-and-forth between accounting and operations stops, and transactions post the first time.

### Before You Start



## Pre-Implementation Checklist

### ✓ Current posting delay baseline

Identify how many deals, vehicle records, and repair orders are sitting in your queue right now waiting on missing information. That number is what you are about to drive down.

### ✓ Three frequently-missed fields identified

Ask your billers and posting team which three fields they routinely have to chase. Salesperson, date of birth, mileage, and color are the usual suspects. These become your first mandatory-field rules.

### ✓ GL account mapping reviewed

Open the GL Account Mapping screen and confirm each department's accounts are mapped correctly. The first 30 to 60 days of any new posting workflow, configuration is usually the root cause of discrepancies – not communication.

### ✓ Sub-status taxonomy defined

Decide the sub-statuses you need for deals (pending credit, awaiting documents, contract in transit), for vehicle inventory (demo hold, in recon, stop-sale recall), and for repair orders (waiting on parts, awaiting customer approval, ready to bill).

### ✓ Baseline captured

Pull the Sales Gross Analysis Report and capture today's variance between F&I recap and posted accounting. Establish your starting point.



## Configure Deal and Vehicle Sub-Statuses

**Time:** 10 minutes | **Navigation:** Settings > Sales Setup > General; Settings > Vehicle Inventory Settings > Other

Setting	Configuration
<b>Deal Stage Flags</b>	Build your deal sub-statuses so the deal can communicate itself. Pending credit, awaiting documents, contract in transit, funded, cancelled. Each sub-status is a phone call that never has to happen.
<b>Vehicle Inventory Flags</b>	Configure sub-status flags on vehicle inventory. Demo hold, in recon, stop-sale recall, awaiting paperwork. These flags surface on the vehicle inventory screen so the team sees them without opening the record.
<b>Repair Order Stage Flags</b>	Configure RO sub-statuses: waiting on parts, awaiting customer approval, work complete pending QC, ready to bill. The advisor and the cashier see the same status; nobody has to call to ask where the RO sits.
<b>Visibility Across Screens</b>	Confirm the sub-statuses surface in the right places – deal list, vehicle inventory screen, RO list. A flag that only appears inside the record is a flag nobody sees.

# Set Mandatory Fields and Field Rules

**Time:** 10 minutes | **Navigation: Deals:** Settings > Field Rules Setup; **Vehicle Inventory:** Settings> Vehicle Inventory Settings> General/Pricing; **Service:** Settings> Service Settings

Setting	Configuration
<b>Deal Mandatory Fields</b>	Set field rules on deals. Buyer date of birth required before deal moves to F&I. Salesperson required before deal moves to accounting. Use if-then logic to scope each rule to the right condition.
<b>Vehicle Inventory Mandatory Fields</b>	Pencil-edit any field in vehicle inventory setup to mark it mandatory. Mileage, color, source – whatever your team routinely posts without. Scope the rule by stock type or stock subtype so inventory managers are not overloaded with fields that do not apply.
<b>RO Mandatory Fields</b>	Apply the same approach to ROs. Tech complete required before RO moves to cashier. Customer signature captured before RO posts. The biller stops chasing information the system can require up front.
<b>Conditional Rules</b>	Use conditional logic to scope rules to the situation. Buyer date of birth is only mandatory if a buyer is present on the deal. Inventory color is only mandatory if the stock type is new or used retail.

# Verify GL Account Mapping and Thread Communications

**Time:** 10 minutes | **Navigation:** Settings > Accounting > GL Account Mapping

Setting	Configuration
<b>Department GL Mapping</b>	Walk each department mapping. Service, parts, vehicle sales, F&I, and used vehicles each have their own GL account assignments. Mis-mapped accounts produce posting errors that look like communication problems but are actually configuration.
<b>Flag Field Setup</b>	Configure flag fields on transactions. When a biller has to fill a gap in a transaction, flag it. The flag captures the pattern; the report identifies the root cause.
<b>Thread Activation</b>	Enable permissions for internal chats on deals, ROs, and vehicle inventory records. When there is a question, the team uses the thread on the record – not an email, not a text. The conversation lives with the transaction.
<b>Notification Routing</b>	Configure who gets notified when a thread is created on each record type. The right person sees the question fast; the wrong person does not get pinged on every transaction. Build the Weekly Verification Routine

# Build the Weekly Verification Routine

**Time:** 5 minutes | **Navigation:** Accounting > Reports > Sales Gross Analysis

Routine	Configuration
<b>Weekly Sales Gross Analysis</b>	Pull the Sales Gross Analysis Report every Friday. Compare what is posted in accounting against what shows on the F&I recap. Any deal with a variance gets investigated this week – not at month end.
<b>Configuration vs Communication Triage</b>	First 30, 60, 90 days, most variances are configuration. After that window, variances are communication. Triage every variance with that lens and route to the right fix.
<b>Posting Readiness Dashboard</b>	Each morning, the controller scans deals, vehicle inventory, and RO queues for stuck items. With sub-statuses configured, the cause is visible at a glance – no clicking into records.
<b>Monthly Mandatory Field Audit</b>	Once a month, review which mandatory field rules fire the most often. High-frequency triggers identify recurring gaps in upstream workflow. Coach the source of the gap, not the symptom.



## Measure Your Results

Report	Navigation	What to Look For
<b>Sales Gross Analysis Report</b>	Accounting > Reports > Sales Gross	Side-by-side variance between F&I recap and accounting posting per deal. Eliminates the end-of-month reconciliation chase.
<b>Posting Exception Report</b>	Accounting > Reports > Exceptions	Transactions flagged by your biller as having required gap-fill. Identifies the upstream sources of recurring posting friction.



## Best Practices

### ✓ Pull the variance report weekly, not monthly

Sales Gross Analysis is most powerful when it surfaces variances within the same week they happen. Pull it every Friday. A \$21,000 variance discovered Friday is one phone call to resolve; the same variance discovered at month end is a reclass project. The discipline is weekly cadence – not month-end firefighting.