

a 35 to add an additional 35% to the cost. Obviously, this additional cost is not posted through to the worker time report. The worker time report is what you actually pay the tech, and you will hand him a copy of that report at the end of the payroll period.

Chapter 4, “Operational Decisions”

Collision Center III was designed to be a very versatile Body Shop Management program as such there are certain things about how you will utilize CC3 that should be decided now. Here are few of the decisions that you should make now.

CC3 offers excellent compartmentalization via SETUP/SECURITY, but you’ve got to decide who will do what things and therefore what access they must have.

Will you adopt the automatic numbering scheme of CC3 for Repair Orders, or do you want to feed the system RO# from your hardcopy ROs. If a person has hardcopy ROs already, the person always says, “Feed it the RO#”. You can do it this way, but it is a mistake. Throw away those hardcopy ROs as soon as you can and let the system feed you the RO#, you will be able to start and capture job costing information quicker with auto numbering.

Does your organization utilize the practice of taking a Detail Adjust? CC3 accommodates up to a 9% Detail Adjustment which should be taken during conversion from an Estimate to a Repair Order.

Are you going to utilize CC3’s Part Ordering and Tracking System?

Are you going to allow your Parts Department to Receive, Post, Scan, and Line Post parts invoices?
Are you going to do line by line parts tracking or just invoice tracking with no line by line ?

Are you going to assign work via CC3’s Work Orders?

Who and how is payroll posting going to be handled ?

If you have an accounting system that is up and running, with a balance sheet that is balancing, you will probably want to start new accounting system in CC3 with 0s across the board in the balance and wind out the system and balance sheet you already have up and running over the course of a few months. Start all new RO s, payables, receivables, etc. in the new CC3 system. Once you have wound out the majority of the payables and receivables in the old system, double entry the balance sheet across and directly (A)dd any remaining receivables and payables to CC3. This way you don’t have massive confusion right from the start. The new system comes up real slow, and the old system shuts down real slow.