

---

# Using Autostar with an RFC

---

Autostar for Windows has a built-in feature that allows you to use an RFC (Related Finance Company) to automate the process of buying loans. This feature automatically accounts for loan discount transactions. With this feature, there's no need for outside reporting and journal entries.

Before you use this feature, you must set up your finance company and your accounting links in Company Setup. If you have integrated accounting, the accounting for loan discounts is automatically done for you in the system.

In this document, you will learn to:

- Set up your related finance company
- Transfer loans to a related finance company
- Enter loans from an outside finance company
- View loan discount information
- Print reports to gather related finance company data

## Setting Up an RFC

---

### Overview

Before you begin using a related finance company in Autostar for Windows, you must first set it up. This is similar to setting up your dealership in Autostar for Windows. To do this, you must go to Company Setup and enter default information related to your finance company. Once you set up these defaults, you can override the fields when you transfer notes to the finance company.

If you have multiple finance companies, you must use this procedure to set up each company you want to transfer notes to. For example, if you have a collections company, a legal company, or a write-off company that you transfer write-offs to, you must set up each of these separately in Company Setup.

**Note:** Every principal transaction impacts the loan discount. If you increase the principal after you purchase the loan with an account adjustment, there is no impact on the discount (because it was added after the purchase). If you decrease the principal with an accounting adjustment, the system treats it like a payment. For contracts other than daily simple, adjustments, payment reversals, and bad checks do not affect the principal balance.

### Using a Related Finance Company with Integrated Accounting

If you have integrated accounting, you must set up your GL links before you transfer loans. To do this, you must go to the Program Setup 1 tab in Company Setup and edit the main ledger. You must set up the accounts to direct the GL account to take on the loss. If you don't set up the links, the new GL link records will not be linked. You must link the new transaction types to GL accounts. These new links typically appear as FDISCXXX. The list below shows the transaction codes and their meaning:

- FDISCAMT - Unearned Discount - asset in receivable range - 1211
- FDISCAR - Due from RFC - 1990
- FDISCINC - Discount Income RFC - 4730
- FDISCLOSS - Loss On Sale of Loans - 7055
- FDISCPKS - RFC Pickups Due - 1990
- FDISCREB - Discount Write-off (Gain Loss on Repo - WO) - 7054
- FDUETO - Due to RAD (Related Auto Dealer) - 2410
- FTAXDUETO - Tax Due to RAD (Related Auto Dealer) - 2410

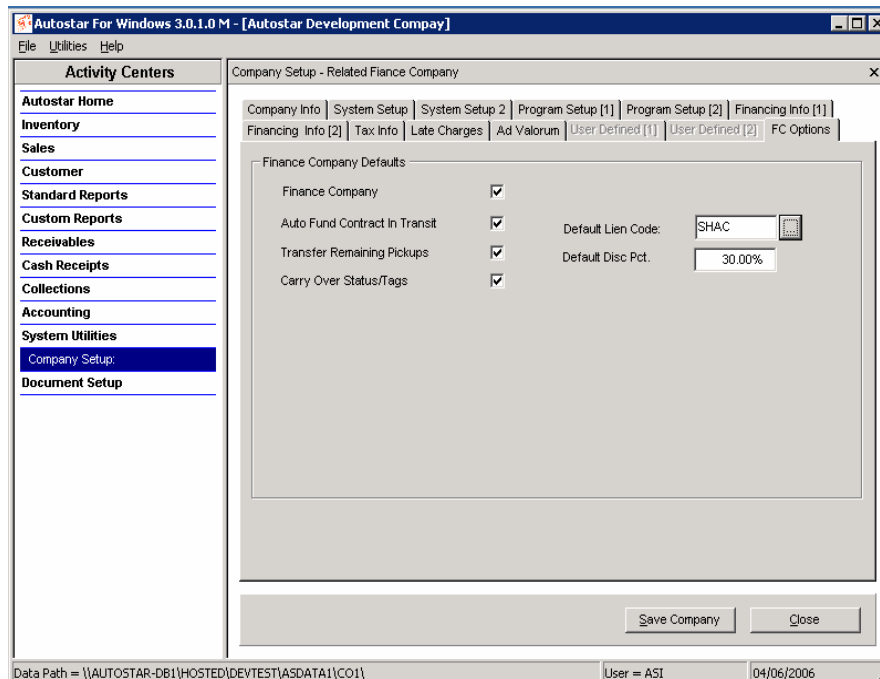
### Steps for Setting Up an RFC

Perform the following steps to set up your related finance company.

1. From the Autostar for Windows Home Page, click on **System Utilities**.

2. Click on **Company Setup**.
3. Click on the company you want to set up a related finance company for.
4. Click on the **Edit Company** button.
5. Click on the **FC Options** tab.

*The FC Options screen appears.*



6. In the Finance Company field, click in the box to activate the finance company screen.
7. In the Auto Fund Contracts in Transit field, do **one** of the following:
  - Click in the box to check it if you want the system to automatically fund the Contracts in Transit when you transfer the note.
  - Leave this box empty if you don't want the system to automatically fund the Contracts in Transit when you transfer the note. When you select this option, you must print a check from AP when you transfer the note.

**Note:** If you automatically transfer loans, the system creates an intercompany payable on the finance company side, and it creates a receivable on the dealership side.
8. In the Transfer Remaining Pickups field, do **one** of the following:
  - Click in the box to check it if you want to transfer the remaining pickups (deferred down) on the notes to the finance company.
  - Leave this box empty if you don't want to transfer the remaining pickups. If you select this option, the remaining pickups stay with the dealership that originated the loan.

9. In the Carry Over Status/Tags field, do one of the following:
  - Click in the box to check it if you want the system to pull all status and tags related to each contract over to the new record in the finance company. This means the system will pull over all tags on the vehicle, sale, and contract that were put on the contract before the transfer.
  - Leave this box empty if you don't want the system to pull existing status and tags to the new record in the finance company. This means no tags will appear on the contract when it is transferred to the finance company.
10. In the Default Lien Code field, enter the Lien Code you will use most often to transfer notes. The Lien Code will typically be your related finance company. You can override this default code when you transfer notes.

**Note:** When you transfer a note from the dealership to a related finance company, the lien code must be set up on the finance company side too. You can add a lien code on the fly if necessary. To do this, click on the Add button on the Lien Code screen.
11. In the Default Discount Percent field, enter the discount percentage you use most often when transferring loans to the related finance company. This percentage represents the anticipated loss (unearned discount). You can override this percentage when you transfer a loan if necessary.
12. Click on the **Save Company** button.

## Transferring Loans to a Related Finance Company

Once you have set up a related finance company, you can transfer loans from your dealership into the finance company. Complete the following steps to transfer loans to a finance company set up in Autostar for Windows.

1. Log in to Autostar in the finance company you want to transfer loans into. Make sure you log into the target company -- not the dealership where the loan currently exists.

**Note:** To change companies, click on the **File** menu in the upper left-hand corner of the Autostar for Windows screen. Then click on **Change Company**. Click on the company you want to change to, and then click on **OK**.

2. Click on **Receivables**.
3. Click on **Import Contract Into Finance Company**.
4. Click on the company you want to import loans from (e.g., the dealership).
5. Click on **OK**.

*The Transfer screen appears. The top of the screen shows the source company (i.e., the company the loans are coming from) and the destination company (i.e., the company where the loans are going).*

6. If you only want to transfer one loan, use the Select Contract field. In the Select Contract field, you can enter the contract number for the loan you want to transfer.

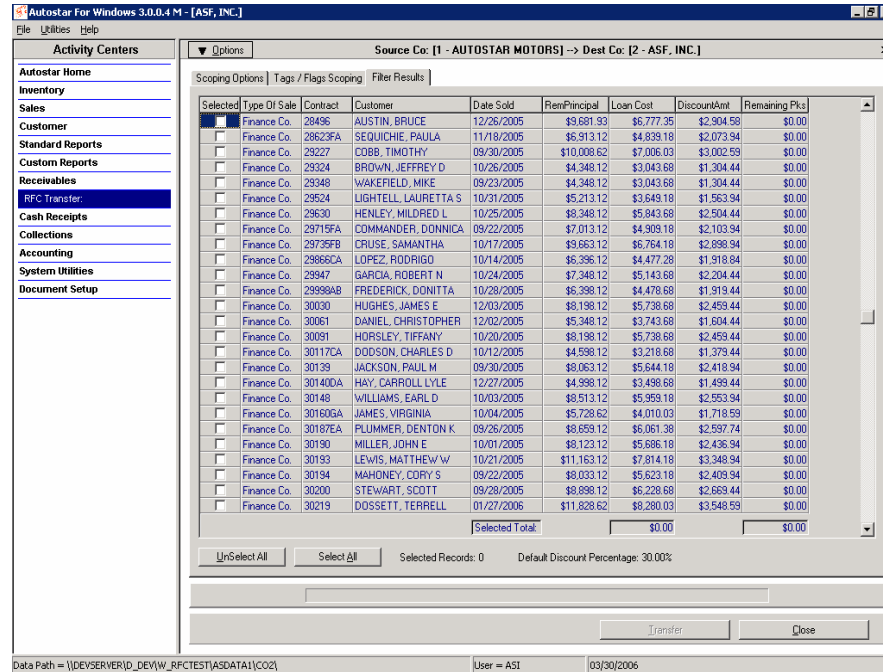
7. You can use the Lot Code field to scope and transfer loans for a specific lot. If you want to search for loans to transfer by lot, enter the starting lot number in the first Lot Code field. Enter the ending lot code in the second field. You can click on the lookup icon to search for lot codes if necessary.
8. You can use the Location Code field to transfer loans for a specific location. If you want to search for loans to transfer by location, enter the starting location number in the first Location Code field. Enter the ending location code in the second field. You can click on the lookup icon to search for location codes if necessary.
9. You can use the Vendor Code field to transfer loans for a specific vendor. If you want to search for loans to transfer by vendor, enter the starting vendor number in the first Vendor Code field. Enter the ending vendor code in the second field. You can click on the lookup icon to search for vendor codes if necessary.
10. You can use the Investor Code field to transfer loans for a specific investor. If you want to search for loans to transfer by investor, enter the starting investor number in the first Investor Code field. Enter the ending investor code in the second field. You can click on the lookup icon to search for investor codes if necessary.
11. You can use the Lien Holder Code field to transfer loans for a specific lien holder. If you want to search for loans to transfer by lien holder, enter the starting lien holder number in the first Lien Holder Code field. Enter the ending lien holder code in the second field. You can click on the lookup icon to search for lien holder codes if necessary.
12. You can use the Batch Code field to transfer loans for a specific batch. If you want to search for loans to transfer by batch code, enter the starting batch code number in the first Batch Code field. Enter the ending batch code in the second field. You can click on the lookup icon to search for batch codes if necessary. You can use this field to transfer all loans in a specified batch. For example, you can use this field to select to transfer all loans that are ready to be charged off.
13. You can use the Status Code field to transfer loans for a specific status. If you want to search for loans to transfer by status code, enter the starting status number in the first Status Code field. Enter the ending status code in the second field. You can click on the lookup icon to search for status codes if necessary.
14. In the Type of Sale field, click on one of the following:
  - If you are transferring loans that were sold as a receivable sale, click on **Receivable**.
  - If you are transferring loans that were sold as an outside finance sale, click on **Outside Finance**.

15. In the Pickup Balance field, click on one of the following:
- If you want to transfer only loans that have an outstanding pickup balance, click on **Outstanding**.
  - If you want to transfer only loans that have a paid off pickup balance, click on **Paid Off**.
  - If you want to transfer loans with pickups and include all loans regardless of whether the pickup is paid off, click on **Both**.
16. In the PK Remain field, if you selected either Outstanding or Both in the Pickup Balance field, you can enter a pickup remaining amount to search for. Enter the starting value in the first field, and enter the ending value in the second field.
17. **Outside Finance Loans Only:** The Contracts-In-Transit field allows you to specify how you want to transfer CITs. Normally, CITs are funded when you transfer the loan. However, within Autostar you can fund a CIT before you transfer. You can use the options in this field to specify how you want to handle CITs. In the Contracts-In-Transit Status field, click on *one* of the following:
- If you want to transfer only loans that have a funded Contract-in-Transit, click on **Funded**.
  - If you want to transfer only loans that have a Contract-in-Transit not funded, click on **Not Funded**.
  - If you want to transfer all loans with a Contract-in-Transit, click on **All CIT's**.
18. **Outside Finance Loans Only:** The Transfer Status field allows you to indicate whether you're transferring new loans or loans that have already been transferred. Typically, you want to transfer loans that have not yet been transferred. However, this field can be used to reimport a contract that has already been imported. When you import a contract that has already been imported, the system makes a duplicate record, so you must delete the existing record. This feature is usually used to correct a mistake in a contract and reimport it. In the Transfer Status field, click on *one* of the following:
- If you want to transfer loans that have already been imported, click on **Transferred**.
  - If you want to transfer only loans that have not yet been imported, click on **Not Transferred**.
  - If you want to transfer all loans, including those that have been transferred and those that have not been transferred, click on **All**.
19. **Receivable Loans Only:** The Days Past Due field allows you to search for loans that are past due a specified number of days. If you want to search for loans based on days past due, enter the starting and ending number of days past due in this field.

20. **Receivable Loans Only:** The Amount Past Due field allows you to search for loans that are past due a specified amount. If you want to search for loans based on amount past due, enter the starting and ending number of amount past due in this field.
21. **Receivable Loans Only:** The PK Past Due field allows you to search for loans that are past due a specified number of days on pickup payments. If you want to search for loans based on days past due for pickup payments, enter the starting and ending number of days past due in this field.
22. You can use the Date Sold field to search for loans sold on specific dates or timeframes. For example, you can use this field to transfer all loans sold for the current day or the current month. If you want to transfer loans for a specific date or date range, enter the starting date in the first Date Sold field. Then enter the ending date in the second date field. You can use the lookup icon to pull up a calendar and select a date.
23. In the On Bad Debt/Off Bad Debt field, you can search for loans that have been tagged with bad debt. Do **one** of the following:
  - If you want to transfer loans with a bad debt tag, click on **On Bad Debt**.
  - If you want to transfer loans that aren't tagged as bad debt, click on **Off Bad Debt**.
  - If you want to transfer all loans, regardless of whether they're tagged with bad debt, click on **Both**.
24. The Out for Repo field allows you to indicate whether you want to transfer all loans or specify whether you want to transfer loans tagged for repo in the system. Do **one** of the following:
  - If you want to transfer loans that are tagged for repo, click on **Out for Repo**.
  - If you want to transfer loans that are not tagged for repo, click on **Not Out for Repo**.
  - If you want to transfer all loans, regardless of whether they're tagged for repo, click on **Both**.
25. Once you have selected the Scoping Options, you can select loans based on tags to select them for transfer. To do this, click on the Tags/Flags Scoping tab. From this screen, you can select loans with specific tags to include in the transfer. For example, you can use this field to select all loans tagged as bankruptcy.

26. After you have selected all of your scoping options, click on the **Show Filtered Results** button.

The system generates a list of loans to be transferred that meet the criteria you selected. A sample of this screen is shown below.



27. From the Filter Results screen, you verify the loans you want to transfer. Do *one* of the following:

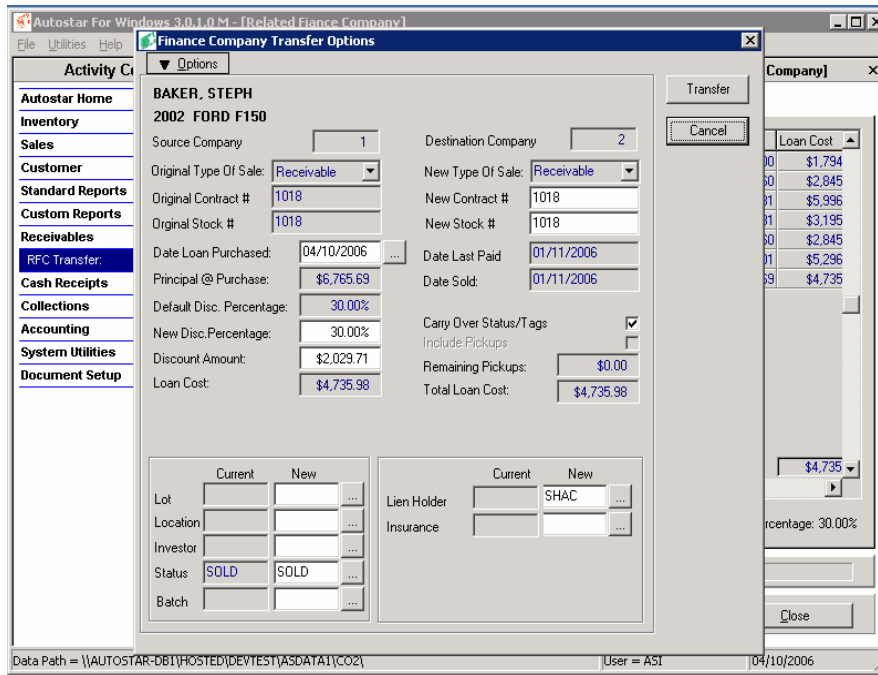
- Click on **Select All** to select all loans for transfer.
- Click on **Unselect All** to de-select all of the loans on the screen.
- Click on a loan to select it for transfer.
- If you need to select just a few of the loans on the screen, click on the loans you want to select for transfer.

**Note:** You must click in the box next to the loan you want to select; you can't click on the row where the name or contract number is.

**Note:** As you select loans to transfer, the system calculates the total loan cost and displays it at the bottom of the screen in the Selected Total field. You can use this field to guide you if you're trying to transfer a specified dollar amount of loans.

28. Once you have selected the loans you want to transfer (indicated by a checkmark), click on the **Transfer** button.

*The system transfers the loans one at a time. As each loan is transferred, the system displays the Finance Company Transfer Options screen. A sample of this screen is shown below.*



The following table describes each field on the screen and indicates whether you can change the data in a field.

<b>Finance Company Transfer Options</b>	
<i>Field name</i>	<i>What do you enter in this field?</i>
Top of screen	The top of the screen shows the customer's name and vehicle. This field is display only.
Source Company	This field indicates the company the loan is being transferred from. This field is display only.
Destination Company	This field indicates the company the loan is being transferred to. This field is display only.
Original Type of Sale	This field shows the type of sale for the original contract (i.e., receivable or finance company). This field is display only.

<b>Finance Company Transfer Options</b>	
<i>Field name</i>	<i>What do you enter in this field?</i>
New Type of Sale	This field shows the type of sale for the new contract. The new type of sale will always be receivable for all loans; the system transfers loans in as a receivable. This field is display only.
Original Contract #	This field shows the original contract number. This field is display only.
New Contract #	This field shows the new contract number for the transferred contract. This number is the same as the contract number from the original contract. You can enter a new number in this field if necessary.
Original Stock #	This field shows the original stock number for the vehicle. This field is display only.
New Stock #	This field shows the new stock number. This number is the same as the stock number from the original contract. You can change the stock number in this field if necessary.
Date Loan Purchased	This field shows the date the loan was purchased. This field defaults to the current date, but you can change the date if necessary.
Date Last Paid	This field shows the last date the customer made a payment on the contract. This field is display only.
Principal @ Purchase	This field shows the principal amount of the loan when it was purchased. This field is display only.
Date Sold	This field shows the date the original vehicle was sold. This field is display only.
Default Discount Percentage	This field shows the default discount percent for selling the loan. The number in this field represents the anticipated loss (unearned discount) on the loan. Typically, the discount is the same on all loans, but you can change this default at the time of transfer if necessary using the New Discount Percentage field. This default is based on the default discount percentage you set up in Company Set Up. This field is display only.

<b>Finance Company Transfer Options</b>	
<i>Field name</i>	<i>What do you enter in this field?</i>
Include Pickups	This field indicates if pickups are included. If the box is checked, then pickups are included. If the box is not checked, then pickups are not included.
New Discount Percentage	This field shows the revised discount percentage. This field automatically displays the default discount percentage entered in Company Setup, but you can enter a new discount percentage to be used when the loan is transferred.  <b>Note:</b> If you want to back into a specific discount percentage based on a dollar amount, you can enter the percentage here and the system will automatically calculate the amount.
Discount Amount	This field shows the amount of the discount on the loan. This amount is calculated based on the discount percentage and the principal.  <b>Note:</b> If you want to back into a specific discount amount, you can enter the amount here and the system will automatically calculate the discount percentage.
Remaining Pickups	This field shows the balance of any pickup payments still due on the contract. This field is display only.
Loan Cost	This field shows the cost of the loan. This field is display only.
Total Loan Cost	This field shows the total cost of the loan. This field is display only.
Fund Contract <i>Outside Finance Only</i>	This field indicates whether you want to fund the contract when the loan is transferred. If this box is checked, then the system will fund the contract when the loan is transferred. If this field is empty, then the system will not fund the contract when the loan is transferred. If this is not an outside finance loan, this field doesn't appear.  <b>Note:</b> If this field is disabled, then the contract has already been funded, so you can't select it for funding.

<b>Finance Company Transfer Options</b>	
<i>Field name</i>	<i>What do you enter in this field?</i>
Carry Over Status/ Tags?	This field indicates whether status/tags in Autostar will be transferred with the loan. If this box is checked, then the system will carry over all status/tags with the loan. If this box is not checked, then the system will delete all status/tags when the loan is transferred.
Collector Pro Records Copied	This field only appears if you have Autostar Collector Pro installed. You can use this field to transfer Collector Pro records when you transfer the loan. Click on <b>Yes</b> if you want to copy the Collector Pro records when you transfer the loan. Click on <b>No</b> if you don't want to copy the Collector Pro records when you transfer the loan.
Current/New Lot	The Current Lot field shows the lot the loan is being transferred from. The New Lot field shows the lot the loan is being transferred to. You can change the New Lot code if necessary. If you enter a new lot code, the lot code must already exist in Autostar.
Current/New Location	The Current Location field shows the location the loan is being transferred from. The New Location field shows the location the loan is being transferred to. You can change the New Location code if necessary. If you enter a new location, the location code must already exist in Autostar.
Current/New Investor	The Current Investor field shows the investor the loan is being transferred from. The New Investor field shows the investor the loan is being transferred to. You can change the New Investor code if necessary. If you enter a new investor, the investor code must already exist in Autostar.
Current/New Status	The Current Status field shows the status the loan is being transferred from. The New Status field shows the status the loan is being transferred to. You can change the New Status code if necessary. If you enter a new status, the status code must already exist in Autostar.

<b>Finance Company Transfer Options</b>	
<i>Field name</i>	<i>What do you enter in this field?</i>
Current/New Batch	The Current Batch field shows the batch the loan is being transferred from. The New Batch field shows the batch the loan is being transferred to. You can change the New Batch code if necessary. If you enter a new batch, the batch code must already exist in Autostar.
Current/New Lien Holder	The Current Lien Holder field shows the lien holder the loan is being transferred from. The New Lien Holder field shows the lien holder the loan is being transferred to. You can change the New Lien Holder code if necessary. If you enter a new lien holder, the lien holder code must already exist in the system.
Current/New Insurance	The Current Insurance field shows the insurance the loan is being transferred from. The New Insurance field shows the insurance the loan is being transferred to. You can change the New Insurance code if necessary.
Revenue Code	This field only appears if you set up Revenue Codes in Company Setup. This field shows what the revenue code is for the transferred loan in the source company. You can change the revenue code for the destination company if necessary by using the lookup icon.
Discount Loss Account	This field shows the account the discount loss will be recorded in.

29. Verify all of the information on the Finance Company Transfer Options screen and make changes as necessary.

30. Once you have verified and/or changed all necessary information on the screen, click on **Transfer** when you're ready to transfer the loan. Or, if you want to cancel the transfer, click on **Cancel**.

*The system transfers the loan. The system displays a message when the transfer is complete.*

31. Click on **OK**.

*The system then displays the next loan to be transferred.*

32. Complete Steps 29-31 for each loan you selected to transfer.

*Once you have transferred all of the loans, the system tells you how many records have been transferred.*

33. Click on **OK**.
34. Click on **Close**.

## Transferring a Receivable Deal from One Finance Company to Another Finance Company

If you have two finance companies set up within Autostar for Windows and you want to use one of them to charge off loans, you can use two different methods, depending on your situation. Refer to the following scenarios for more information.

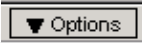
- If you want to sell a loan from one finance company to another finance company, you can automatically pay the loan off and select the discount using the transfer procedure in this section. Simply follow the steps for transferring a loan and then click on the Pay Off Loan field on the Finance Company Transfer screen to activate the funding in the system.
- If you want to transfer a loan from one finance company to another finance company to keep track of the charge-off balance for potential post charge-off recovery efforts, then you don't want the system to automatically pay off the loan. In this case, you should transfer the loan and leave the Pay Off Loan box on the Finance Company Transfer screen empty so the system doesn't pay off the loan. Then, after you transfer the loan, you can go back into the first finance company and process the write off. Make sure you transfer the loan *before* you write it off. The system only allows you to transfer active loans.

## Using the Options Menu When Transferring Loans

While you are transferring loans, you can access the Options menu to complete specified tasks. This section provides instructions for using the Options menu.

### ***Change Source Company***

You can use the Options menu to change the source company. To do this, complete the following steps.

1. From the Finance Company Transfer Options screen, click on **Options** .
2. Click on **Change Source Company**.
3. Click on the company you want to change to.
4. Click on **OK**.

### **Print a Ledger**

You can print a ledger card when you're in the Loan Transfer option. To do this, complete the following steps.

1. From the Finance Company Transfer Options screen, click on

**Options** .

2. Click on **Ledger**.

*The system displays a ledger card.*

3. Click on the type of ledger card you want to print.

4. Click on **Select**.

*The system displays the ledger card.*

5. Click on the print icon to print the ledger card.

### **Print an F&I screen**

You can print an F&I screen when you're in the Loan Transfer option. To do this, complete the following steps.

1. From the Finance Company Transfer Options screen, click on

**Options** .

2. Click on **F&I Screen**.

*The system prints the F&I screen.*

### **Sales Status screen**

You can print a sales status screen when you're in the Loan Transfer option. To do this, complete the following steps.

1. From the Finance Company Transfer Options screen, click on

**Options** .

2. Click on **Sales Status**.

*The system displays a sales status screen.*

3. Click on **Close**.

## Entering Loans from an Outside Finance Company

If you buy a receivable sale from an unrelated dealership or finance company that is not set up in Autostar for Windows, you must use this procedure to enter the loans. When you enter a new receivable sale in a finance company, the system automatically recognizes the transaction as a discounted loan.

1. Log in to the finance company where the loan will reside.
2. Enter the sale using the standard sales process. On the F&I screen, you must enter the deal as a receivable.
3. Once you enter the sale information, click on **Save as Sale**.

*The Save Sale Options screen appears, showing the purchase date, discount amount, discount percentage, and amount owed to dealer. The defaults appear in these fields, but you can change them before you save the sale.*

4. Complete the Save Sale Options screen. You can change the Finance Company Options fields if necessary.
5. Click on **OK** to finish saving the sale.

## Viewing Discount Information After Transferring Loans

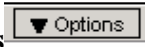
---

Once you have transferred loans to a related finance company, you can view the discount information from two screens in Autostar for Windows. You can access this information from the Take a Payment screen or the Maintain Past Sales screen. Depending on how the loan was entered, the screens look a little different. Refer to the sections below for instructions on viewing discount information.

**Note:** The information on the Discount Status screen changes, depending on the status of the loan. Refer to the Discount Status Screen Examples on page page 19 to see the screen samples.

### Viewing Discount Information from Take a Payment

Perform the following steps to view discount information from the Take a Payment screen.

1. From the Autostar for Windows Home Page, click on **Cash Receipts**.
2. Click on **Take a Payment**.
3. Use the Search feature to pull up the contract you want to view.
4. Click on **Options** .
5. Click on **Discount Info Screen**.

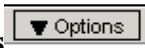
*The Discount Status screen appears. The information on the screen varies, depending on the type of deal.*

**Note:** The fields on the screen are display only. You can only view this information. For an explanation of the fields on this screen, refer to “Finance Company Transfer Options” on page 10.

6. Click on **Close** to exit the screen.
7. Click on **Close**.

### Viewing Discount Information from Maintain Past Sales

Perform the following steps to view discount information from the Maintain Past Sales screen.

1. From the Autostar for Windows Home Page, click on **Sales**.
2. Click on **Maintain Past Sales**.
3. Use the Search feature to pull up the contract you want to view.
4. Click on **Options** .

5. Click on **Discount Info Screen**.

*The Discount Status screen appears. The information on the screen varies, depending on the type of deal.*

**Note:** The fields on the screen are display only. You can only view this information. For an explanation of the fields on this screen, refer to “Finance Company Transfer Options” on page 10.

6. Click on **Close** to exit the screen.
7. Click on **Close**.

### Discount Status Screen Examples

This section shows the three versions of the Discount Status screen. The information on the screen varies, depending on the type of loan.

**Entered Loan from F&I** - The screen below shows the Discount Status screen when the contract is entered in the finance company from Sell a Vehicle.

The screenshot shows a window titled "Discount Status" with a close button (X) in the top right corner. The main content area displays the following information:

**SMITH, LARRY** Entered Loan From F&I

**1997 TAN FORD WINDSTAR**

Contract #	35017
Stock #	35017
Date Financed	02/10/2006
Amount Financed	\$8,748.12
Discount Percentage	30.00%
Discount Amount	\$2,624.44
Loan Cost	\$6,123.68
Discount Earned	\$55.04

**Transferred Loan** - The screen below shows the Discount Status screen when the contract is transferred in from another company.

**Discount Status**

**CRAWFORD, BILLY** Transferred Close

**2002 WHITE DODGE INTREPID**

Source Company: 1      Destination Company: 2

Original Type Of Sale: Finance Co.      New Type Of Sale: Receivable

Original Contract #: 36115      New Contract #: 36115X

Original Stock #: 36115      New Stock #: 36115X

Date Loan Purchased: 04/10/2006

Principal @ Purchase: \$9,098.12

Discount Percentage: 30.00%

Discount Amount: \$2,729.44

Loan Cost: \$6,368.68

Discount Earned: \$194.05

Pay Off Loan:

Carry Over Status/Tags:

Include Pickups:

Remaining Pickups: \$0.00

Total Loan Cost: \$6,368.68

Collector Pro Records Copied:  Yes  No

**Amended Contract** - The screen below shows the Discount Status screen when the original discounted contract is amended to a new discounted contract.

**Discount Status**

**SMITH, MARGE C** Amended Close

**1999 BLACK FORD TAURUS**

Contract #: 1434

Stock #: 1434

Date Loan Amended: 04/17/2006

Principal @ Amendment: \$7,564.68

Discount Percentage: 30.00%

Discount Amount: \$2,269.41

Loan Cost: \$5,295.27

Discount Earned: \$0.00

## Using Reports with a Related Finance Company

---

When you're using a related finance company with Autostar for Windows, there are many reports that can help you analyze your data. This section lists some of the reports that include related finance company information.

**Note:** To run these reports, you must be logged into the finance company.

### ***Receivable Reports***

The following reports in the Standard Receivable Reports contain data for related finance companies:

- **Loan Purchase Report** - This report shows the loans transferred for the specified date range selected. This report can be backdated.
- **Detailed Accounts Receivable Report** - This report shows active accounts and includes a column showing the Discount Balance. You should run this report monthly. This report cannot be backdated.
- **Payoff Report** - This report shows the loans paid off for the specified date range and includes a column for the amount Due from RFC. You should run this report monthly. This report can be backdated.
- **Write-off Report** - This report shows the loans written off for the specified date range and includes a column for Discount Loss. You should run this report monthly. This report can be backdated.
- **Principle and Interest Report** - This report shows the principal and interest collected for the specified date range and has a column for Discount Earned. This report can be backdated.

### ***Cash Reports***

The following reports in the Standard Cash Reports contain data for related finance companies:

- **Discount Earned Report** - This report shows all loans purchased with the discount earned to date and for the period specified.

