



## Count on Your Process

Business Office Solutions for ERA® **U.S. and Canada**

Take charge of purchasing and payments with the help of consultants who each have over 25 years of combined experience in the automotive retailing industry and Reynolds.

### Control Purchasing and Cash Flow

Make your accounts payable process work for you. The ERA system's Accounts Payable application integrates with your Accounting application to completely automate the processing of payables. When correctly configured, and properly utilized, this system-wide integration helps your accounting staff:

- Eliminate manual data entry of accounts paid – saving time and reducing errors.
- Reduce time and effort by applying accounts payable directly to open invoices.
- Eliminate duplicate posting of accounts payable.
- Reduce the time and effort required to reconcile your bank statement.
- Automate your payment schedules and improve cash flow.

### Optimize Utilization through Consulting

During this three-day consulting project, ERA experts will systematically assess your current accounts payable process to help you identify areas for improvement. The project helps you with these tasks:

- Review how purchases are made.
- Review the whole payment posting process.
- Clean up system specifications.
- Set up optimal discount codes.
- Clean up balances and reports.
- Teach your staff about the functionality of Accounts Payable to improve utilization.

### Why Reynolds Consulting Services Make a Difference

Gain a fresh perspective on common challenges. Our consultants will:

- Help dealerships optimize tools, resources, and practices for maximum results.
- Provide one of the most comprehensive and thorough consulting services in the automotive industry.
- Reynolds Consulting Services can help you gain a fresh perspective on common challenges and improve your business. With an average 25 years of combined automotive retailing and Reynolds experience, our professional consultants have the knowledge, desire, and tools necessary to help you succeed.
- Provide the most seasoned and highly-trained system expertise available. There are no “solo acts” or out-of-date trainers.
- Base all consulting projects on professionally-built, instructionally-solid curricula that get you results.

Accounts Payable Consulting  
Project for ERA®

# Accounts Payable Consulting Project for ERA®

## ERA Accounts Payable Agenda

### Pre-visit Activities

- Introduce consultant; discuss engagement purpose, benefits, and agenda.
- Schedule meeting time and attendees.
- Review dealership data if available.

### Day 1 – Assessment

#### *Meeting(s) with Dealer / Management Team*

- Review visit objectives and value to be delivered to your dealership.
- Discuss dealer / management expectations of visit.
- Review Vendor (0409) report information.
- Identify key staff members to work with during the visit.
- Review agenda and schedule.

#### *Process Mapping / Review Metrics*

- Review current accounts payable and purchasing processes with key personnel.
- Review metrics: Vendor (0409) and Master Name Add/Search (0551) reports.

#### *Define Discount Codes, Conventions, and Defaults*

- Work with management and other key staff to define appropriate discount codes.
- Work with management and other key staff to define appropriate conventions and defaults that will be used throughout the dealership for purchasing and payment authorization.

#### *Maintenance Process Development*

- Review accounts payable best practices, such as

vendor history, trend, and detail.

- Revise accounts payable processes based on staff input.

### Day 2 – Accounts Payable Cleanup and Maintenance

#### *Training and Coaching*

- Work with appropriate staff to clean up accounts payable schedules and reports to gain control over cash disbursements.
- Train appropriate staff on the processes used on a regular basis to maintain the accounts payable system – and stop random, untraceable cash leaks.
- Train, observe, and coach the staff on appropriate data entry techniques to help maintain the integrity of key cash control processes.

### Day 3 – Sustain Process

#### *Dealer / Management Team Exit Meeting*

- Review what has been accomplished during the visit.
- Review Accounts Payable reports and schedules to show cash and purchasing control improvements.
- Discuss process maintenance steps to help maintain the integrity of your purchasing and payment processes.
- Review PerformanceMark™ to identify opportunities for increased system utilization.
- Establish and commit to your dealership's action plan for sustaining processes.

**For more information on the Accounts Payable Consulting Project, please contact Reynolds Consulting Services at 866.850.8194 (option 2) or e-mail consulting@reyrey.com.**



MAKING BUSINESS BETTER.