

Forum for Fixed Operations Financial Comparison Data Reporting Instructions

This information is to be reported on the ADMI website. www.admi-usa.com

If you DO NOT have an ADMI user id and password

- Go to the ADMI website
- Click on 'New user? Click to REGISTER'
- Follow the prompts

If you have FORGOTTEN your user id and password

- Go to the ADMI website
- Do not enter anything but instead, click on the 'GO!' button
- At the next screen, click on 'If you have forgotten your username or password, please click [here](#)'
- Follow the prompts

Once you have access to the ADMI portal, in the 'FORMS' box, the window should read 'Forum Reporting'. If it does not, click on the down arrow and choose it. Then, click on 'View'.

Start at the 'Main' tab and follow all instructions as you enter each tab.

It is recommended to follow the tip and print '[this blank form](#)' and have it available as you gather information. Fill out the printed form and use it as you enter the data into the portal.

Log on and familiarize yourself with the reporting sections. Further instructions accompany each one.

Your financial statement is needed for reporting Parts and Service sales and expenses. (Tabs 1, 2, 6, 7, 11, and 13) The data reported doesn't change but the time frame in which to capture the data does. The Forum convenes twice a year, once in the spring, once in the fall.

For every spring meeting, usually in March or April, you will need

- Your financial statement from the last full year (considered the Current Period)
- And the financial statement from the full year before that (considered the Previous Period)

For example, for the spring meeting in 2010, you would need 2009 year-to-date data (Current Period) and 2008 year-to-date data. (Previous Period)

Every fall meeting, usually in September, you will need

- Your financial statement from August year-to-date (Current Period)
- And the financial statement from August of last year. (Previous Period)

For example, for the fall meeting in 2010, you would need August 2009 year-to-date data (Current Period) and the August 2008 year-to-date data. (Previous Period)

Note: if your August financial statement is not available in time to enter the data for the September meeting, simply use July information from both years.

Some data will simply be captured at current month end for every meeting.

Tab 10 * Parts Performance Indicators

Tab 14 * Service Performance Indicators

Tab 15 * Service Labor Rates

Tab 16 * Service Capacities and Productivity

Some data will be carried forward from previous Forum reporting spreadsheets.

See Tabs 3, 4, 5, and 12 on reporting screens in the ADMI portal.

(cont'd)

Some data will be entered by ADMI every meeting. (Tabs 8 and 9)

UCS dealers will need to create and run certain reports and transmit them to ADMI. Please see the separate instructions document.

ASI dealers will need to create and run a report and transmit it to ADMI. Please see the separate instructions document.

DealerTrack dealers will need to create and run a report and transmit it to ADMI. Please see the separate instructions document.

ADP dealers – ADMI can access your system and download the necessary data. Permission is required. Please complete the separate permission document and transmit to ADMI.

Reynolds dealers – ADMI can access your system and download the necessary data. Permission is required. Please complete the separate permission document and transmit to ADMI.

ADP and Reynolds dealers please note: If you attended previous Forum meetings, you may have already given permission. You can either complete a new form and send it in or contact Christine Nuoffer at cnuoffer@admi-usa.com for verification.

If you have questions or otherwise require any assistance, please contact
Dave Wood at dwood@admi-usa.com or 734-994-4604, ext. 1031