Wholesale Automotive Operations
Tel: 1 800 882-8976
Fax: 1 800 827-5886

Common Tasks

To...	Do this...
Borrower Dashboard & Reporting	
Display the Dashboard	Main > Borrower Dashboard
See an overview of your portfolio	*Refer to the Related Information section of Dashboard*
Review amounts you currently owe	*Refer to the Outstanding Charges section of Dashboard*
View all outstanding credit amounts available	*Refer to the Credit Balances section of Dashboard*
Display a summary of recent activity on your account	*Refer to the Activity section of Dashboard*
Compare Activity for the current year to the previous year	Main > Borrower Dashboard > Activity section Click **Month Over Month**
Review the status of your credit line including available credit	*Refer to the Credit Information section of Dashboard*
Access frequently used reports	*Refer to the Reports section of Dashboard*
Loans	
Submit a loan request	Loans > Manage Serialized Loan Requests
Edit or delete a pending loan request	Loans > Manage Serialized Loan Requests From the **Submitted Loan Requests (Not Yet Processed)**, click the serial number
Add a stock number or odometer reading to an approved loan	Loans > Manage Loans Enter a specific serial number or just click **Search** and select the Loan ID from the grid
Review loan requests	Loans > Review Loan Requests *Check the status of loan requests submitted in DAS. You can check the status of open requests, all loan requests, pending requests, approved requests, or rejected loan requests for a specific date range.*
Review information about all loans	Loans > Manage Loans *Review up-to-date information for all of your active or inactive loans. Ability to hover over Loan Detail to view additional information or select a specific loan ID in order to view Loan Detail page and edit specific data elements.*
Payments	
Add a principal payment	Payments > Submit Simple Payments Select the items to pay from the Loan tab.
Add a non-principal payment	Payments > Submit Simple Payments Enter the amount to pay from the Interest and Fees tab
Submit a payment request	Cart Click **Submit** to send the request to your Finance Company
Add a payment for an asset not yet on floorplan	Payments > Submit Simple Payments Click **Enter a prepaid item**
Submit a payment request using available Credits	Cart From the Payment Summary Grid, click **Auto Apply** or **Select Credits**
Edit a payment request	Payments > Edit Simple Payment Requests From the grid, click the advice number

Delete a payment request	Payments > Edit Simple Payment Requests Check the delete box Click **Delete selected records**
Review Payment Activity	Reviews and Reports > Payments > Payment Activity *View a summary of payments that includes the status of the payment and the confirmation number if the payment was submitted. You can expand each line item to display the details of the payment.*
Review Payment Forecast	Payments > Review Payment Forecast *View a summary of current and past due principal payments as well as future payments by customer collateral type or product type to assist you in monitoring your outstanding liability. If configured, you can also add a payment request from this screen.*

Optional Tasks

To...	Do this...
Equity	
Add funds to your equity account	Equity > Add Funds to Selected Equity Account
Withdraw funds from your equity account	Equity > Withdraw Funds from Selected Equity Account
Edit an equity add or withdraw	Delete the request and re-enter
Delete an equity request	Equity > Delete Equity Funds Requests
Security *(For administrators only)*	
Change user password	Administration > Change Password
Add a new user	Administration > Manage Users Enter the user information and click **Submit** To grant security permissions, beside **User Roles**, click **Edit**
Unlock a user account	Administration > Unlock User
Reset another user's password	Administration > Reset User Password
Multiple Related Dealers	
Change between related customers	Main > Select a New Customer Choose Customer Click **Change**

Loans	
Loan Requests Status	Display a list of all new loan requests submitted during a specified system date range by the request approval status (pending, rejected, approved, open, or all) to assist you in monitoring your loan request activity in DAS.
New Loans by Date	Display the new loan activity from WMS within a specified system date range and the transaction disbursement method to assist you in monitoring your loan portfolio.
Principal Past Due Aging	Monitor current and past due unpaid principal payments that have been billed and not yet fully paid as of the current system post date and displayed in 30-day aging increments.
Principal Due Forecast	Display a detailed listing of current and future principal receivables in 30-day aging increments by asset to assist you in assessing upcoming principal payments.

Payments	
Payment Requests	Display a list of pending, posted, suspended, or all payment requests submitted from DAS during a specified system date range to assist you in monitoring your principal payment, statement payment, or statement payment detail activity on DAS.
Principal Payments	Review principal payment transactions from WMS within a specified system date range and the payment method type to assist you monitoring your payment activities.
Prepaid Items Outstanding	Display a list of any outstanding prepaid payable items representing payments made against loans not yet added to your portfolio to assist you in determining if manual intervention is required.
Payment Application Detail	Display a detailed list of all payment details grouped by advice ID for a specified system date range. You can filter the payments by payment request type (add equity, prepaid, principal, statement, transfer equity, withdraw equity) or designate a payment grouping (invoice, loan, or model).

Equity	
Equity Requests	Display a list of all equity requests submitted from DAS during a specified system date range by the request approval status (pending, rejected, approved, open, or all) to assist you in monitoring your equity request activity on DAS.
Equity Account History	List all equity account transactions and balances for a specified effective date or system post date range to assist you in reconciling and tracking equity account activity.

Balance & Transactions	
Trial Balance	View real-time loan details for each customer collateral type as well as your current receivable total and by customer collateral type to assist you in monitoring due amounts, active loans, as well as the last payment date and amount for individual loans.
Customer Transactions	Display all your financial transactions including new loans, payments, and equity transactions. The report detail records are sorted by bank account to show the receipts and disbursements that were processed in each bank account for the selected system date range.
Daily Balances	Display the current principal balance for your collateral types and selected equity accounts as of a specified system date.
Recent Billing Statements	Access and print your billing statement as of a specified billing date range.
Review Interest History	Review the total amount of interest paid year-to-date and the total amount of interest paid for the previous year.

Administration	
DAS System Access Report	Allow your DAS system administrator to review the lock out history for your DAS users.
Audits	
Audit Tracking Log	Review your audit performance to assist your management in monitoring reported sold asset violations.
Audit Follow-up Report	Display a list of assets from the previous audit which were not seen during the physical inspection to assist you in identifying follow-up exceptions from the audit.
Standard Audit Package Report	The complete list of reports that were generated during your most recent audit.
Audit Listing Report by Serial Number	Display a list of assets to assist you with auditing your own inventory.

CIBC Cube Design is a trademark of CIBC.