

F&I Manager Tune-Up



ADP has developed the F&I Manager Tune-Up particularly with you in mind. The Tune-Up will help you make the most of your position and assist you in increasing your knowledge and productivity levels as a new F&I Manager.

Below, we've outlined the details that will be covered in the on-the-job training session. The F&I Manager Tune-Up will be completed by an ADP professional trainer in 2 days of on-site training.

Entering a Finance Deal

- Screens to Enter a Deal
- F&I Function
- Information/Disclosure Screen
- Recall a Deal
- Use Of Selling Tools Screen
- Use Of Scripting On PC for Printing Forms

Complete a Deal

- Information/Disclosure Screen
- Customer Screen
- Vehicle Screens
- Miscellaneous Screen
- Print the Forms

Enter a Lease Deal

- Lease Information/Disclosure Screen
- Lease Fees

Reports and Vehicle Search

- Reports Menu
- Search Vehicle Inventory
- Quick Quote
- Display Deal Numbers