

To:  
 Dealership's Name  
 ( ) - fax

From:  
 POWER Software Consultants  
 ( 937) 485-4039 fax

**MAC - MANAGEMENT ACCOUNTING RETENTION**

POWER Software Consultants:

This letter serves as my formal request to have the Management Accounting (MAC) retention changed. I would like this change made within the next 10 days.

I understand this change will impact the amount of MAC data stored in the MAC database and therefore will reduce the amount of unused space in the MAC database. I believe the MAC database on my current computer system can adequately accommodate this extra data retention.

I also understand and agree that increasing the MAC data retention periods can do any or all of the following:

- a) Use additional disk space necessitating a disk upgrade
- b) Necessitate a memory upgrade
- c) Necessitate a server upgrade
- d) Cause batch jobs to take longer to run
- e) Delay workstation response time

I understand and agree that the cost to upgrade disk drives, memory and/or server will be at our dealership's expense. I agree to hold The Reynolds & Reynolds Company and its affiliates harmless against any action resulting from this data retention change.

SIGNATURE: \_\_\_\_\_ NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

DEALERSHIP NAME: \_\_\_\_\_

CLIENT BRANCH TO BE CHANGED \_\_\_\_\_

Enter the number of days, months or years in the first slot provided. Enter the unit (day, month or year) in the appropriate column.

	CURRENT:		CHANGE TO:	
	QTY	DAYS/MONTHS/ YEARS	QTY	DAYS/MONTHS/ YEARS
MAC DETAIL RECORDS (Example)	60	DAYS	3	MONTHS
MAC DETAIL RECORDS				
G/L ACCOUNT RECORDS				
ACCT ANALYSIS REPORT RECS				
DAILY OPERATING CONTROL				
FINANCIAL STMT REPORT RECS				
SALES ANALYSIS REPORT RECS				
PRC: PRC RECORDS				
LEA: MASTER RECORDS				
FNC: NOTE RECORDS				
ECR: CASH DRAWER				

Reynolds & Reynolds:  
 Supervisor Approval \_\_\_\_\_

Rev. 02/08