

This document provides you with the information necessary to update your Ford Financial Statement for 2018. Read it in its entirety before beginning to use the 2018 Ford Financial Statement.

**Important:** If you do a 13<sup>th</sup> month statement, **do not** update your financial statement to the 2018 format until you have completed the 13<sup>th</sup> month statement.

## Setting Up General Ledger Accounts

The new general ledger accounts will be on the 2018 financial statement; however, you must add them into your general ledger.

1. Click **Setup**.
2. Click **General Ledger**.
3. Click **Enter G/L Account Information**.
4. Enter the general ledger account information. Reference similar accounts in your existing general ledger to determine how to set up an account.
5. Click **Save** to save the information.

## Entering Vehicle Sales Parameters

Your new sales accounts must also be entered under your Vehicle Sales Parameters in the Accounting Setup. Enter all the new accounts using the following method:

1. Click **Setup**.
2. Click **Vehicle Sales**.
3. Click **Enter Sales Parameters**.
4. Click **Default New** in the list window on the right side of the screen. This will bring in all the accounts you are currently using in the new car sales. Any changes to used accounts can be made using the **Default Used** option.
5. In **Sale Account**, type the new sales account number.
6. In **Description**, type the model name.
7. Type **N** for new.
8. The **Journal** field will automatically populate with **10**. Any changes to used accounts can be made using the **Journal 20**.

9. Enter the sales account number on the **Credit** side and the cost of sale account on the **Debit** side.
10. Verify that an account number is listed on the **Debit** side of the **Amount Financed**.
11. Click **Save**.

## Adding Accounts to the Daily DOC

Add the new sales and cost of sales accounts to your Daily DOC Parameters.

1. Click **Reports & DOCs** on the Dealership Accounting menu.
2. Click **Standard Daily DOC**.
3. Click the existing DOC in the selection list.
4. Click **Enter Report Parameters**.
5. Add the new accounts to the appropriate line or create a new line for the new accounts.
6. Click **Save** to save the changes.

**Note:** Accounts must be added in the same manner to the Comparison DOC, if applicable. Sales and cost of sales accounts should not be deleted from the Comparison DOC because there will be a comparison of the vehicle sales for the last year and the current year.

### Deleted

#### Accounts

Bucket	Page/Line #	Account #	Description
7511	Page 7 Line 60	N/A	Internal Stall Count

### Parts Department Expense

New Quick Lane accounts must be added to the parameters on page 5, under Parts Expense, Lines 45-58.

#### Added Accounts

Bucket	Page/Line #	Account #	Description
5044 & 5114	Page 5 Line 46	7615	Quick Lane Salaries - Managers
5044 & 5114	Page 5 Line 46	7604	Quick Lane Comm & Incent - Mgr
5045 & 5115	Page 5 Line 47	7602	Quick Lane Salaries - Technicians
5045 & 5115	Page 5 Line 47	7603	Quick Lane Salaries - Other
5046 & 5116	Page 5 Line 48	7608	Quick Lane Comm & Incent - Other
5046 & 5116	Page 5 Line 48	7625	Quick Lane Comm & Incent - Technicians
5047 & 5117	Page 5 Line 49	7635	Quick Lane Advertising
5047 & 5117	Page 5 Line 49	7632	Quick Lane Promotion
5049 & 5119	Page 5 Line 51	7645	Quick Lane Training
5050 & 5120	Page 5 Line 52	7655	Quick Lane Policy Adjustment
5052 & 5122	Page 5 Line 54	7665	Quick Lane Tools & Supplies
5053 & 5123	Page 5 Line 55	7675	Quick Lane Freight
5054 & 5124	Page 5 Line 56	7681	Quick Lane Equip & Veh Maint
5055 & 5125	Page 5 Line 57	7685	Quick Lane Inv Control & Data Processing
5056 & 5126	Page 5 Line 58	7696	Quick Lane Vacation & Time Off Pay - Tech

### Parts Sales Expense & % Parts GRS

#### Added

#### Accounts

Bucket	Page/Line #	Account #	Description
7028/7098/7168/7248	Page 7 Line 35	7615	Quick Lane Salaries - Managers
7029/7099/7169/7249	Page 7 Line 36	7602	Quick Lane Salaries - Technicians
7029/7099/7169/7249	Page 7 Line 36	7603	Quick Lane Salaries - Other
7030/7100/7170/7250	Page 7 Line 37	7604	Quick Lane Comm & Incent - Mgr
7031/7101/7171/7251	Page 7 Line 38	7608	Quick Lane Comm & Incent - Other
7031/7101/7171/7251	Page 7 Line 38	7625	Quick Lane Comm & Incent - Technicians
7032/7102/7172/7252	Page 7 Line 39	7635	Quick Lane Advertising
7032/7102/7172/7252	Page 7 Line 39	7632	Quick Lane Promotion
7033/7103/7173/7253	Page 7 Line 40	7645	Quick Lane Training
7034/7104/7174/7254	Page 7 Line 41	7655	Quick Lane Policy Adjustment
7035/7105/7175/7255	Page 7 Line 42	7665	Quick Lane Tools & Supplies
7036/7106/7176/7256	Page 7 Line 43	7675	Quick Lane Freight

**Parts Sales Expense & % Parts GRS (continued)****Added****Accounts**

<b>Bucket</b>	<b>Page/Line #</b>	<b>Account #</b>	<b>Description</b>
7037/7107/7177/7257	Page 7 Line 44	7681	Quick Lane Equip & Veh Maint
7038/7108/7178/7258	Page 7 Line 45	7685	Quick Lane Inv Control & Data Processing
7039/7109/7179/7259	Page 7 Line 46	7696	Quick Lane Vacation & Time Off Pay - Tech
7040/7110/7180/7260	Page 7 Line 47*	N/A	Total Sales Expense – Parts
7041/7111/7181/7261	Page 7 Line 48**	N/A	Selling Gross - Parts

\*Edits: K43, K45, K47, K48, and K74

\*\*Edits: K44, K46, and K75

**Quick Lane Memo Profit****Added****Accounts**

<b>Bucket</b>	<b>Page/Line #</b>	<b>Account #</b>	<b>Description</b>
7600 & 7606	Page 7 Line 54	N/A	QL Parts & Service Gross
7601 & 7607	Page 7 Line 55	N/A	QL Parts & Service Expense
7602 & 7608	Page 7 Line 56	N/A	QL P&S Selling Gross
7603 & 7609	Page 7 Line 57	N/A	QL P&S Fixed Expenses
7604 & 7610	Page 7 Line 58	N/A	QL "Memo" Profit
7605 & 7611	Page 7 Line 59	N/A	Sales Per Stall

**Revised  
Accounts**

<b>Bucket</b>	<b>Page/Line #</b>	<b>Edits</b>	<b>Description</b>
2810-2817	Page 3C Line 5	A58, A59	Memo: Total Focus Retail Cars
2820-2827	Page 3C Line 10	A68, A69	Memo: Total Fusion Retail Cars
2830-2837	Page 3C Line 13	X16, X17	Memo: Total C-Max Retail Cars
2840-2847	Page 3C Line 21	X19, X20	Memo: Total Lincoln MKZ Retail Cars
2960-2967	Page 3C Line 34	A75, A76	Memo: Total FoMoCo Hybrid Cars
2970-2977	Page 3C Line 35	A79, A80	Memo: Total FoMoCo Electric Cars
2980-2987	Page 3C Line 36	A91, A92	Memo: Total FoMoCo Energi Cars
2990-2997	Page 3C Line 37	A94, A95	Memo: Total FoMoCo Alternative Energy Cars

**Revised Accounts**

<b>Account #</b>	<b>Bucket</b>	<b>Page/Line #</b>	<b>Edits</b>	<b>Description</b>
3100-3107		Page 3T Line 11	C69, D60, A81, V82	Ecosport (removed "Mexico Only") Moved from line 14 to 11
3880-3887		Page 3T Line 12	C81, D45, A10, V91	TBD Ford Truck #1 Moved from line 11 to 12
3350-3357		Page 3T Line 13	C51, D54, A28, V61	Rangers (Mexico Only) Moved from line 12 to 13
3090-3097		Page 3T Line 14	C24, D59, N69, V37	Courier (Mexico Only) Moved from line 13 to 14

**Revised  
Accounts**

<b>Bucket</b>	<b>Page/Line #</b>	<b>Edits</b>	<b>Description</b>
N/A	Page 5 Lines 2 & 3	N/A	RO Analysis (removed "Franchise")