

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

Important: If you do a 13th month statement, **do not** update your financial statement to the 2018 format until you have completed the 13th month statement. Also, you **must complete** your 2017 13th month entries **before** closing your January 2018 General Ledger.

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

None

Added Accounts	Report Section	Page	Account #	Description
	Sale	Page 5A	427A	Blazer
	Cost	Page 5A	627A	Blazer
	Sale	Page 5D	403D	Regal Tour X
	Cost	Page 5D	603D	Regal Tour X
	Sale	Page 5E	426E	XT4
	Cost	Page 5E	626E	XT4

Renamed Accounts

	Report Section	Page	Account #	Description
	Sale	Page 5A	437A	From Med Duty to Med Duty-LCF
	Cost	Page 5A	637A	From Med Duty to Med Duty-LCF
	Sale	Page 5A	438A	From Other Chevy Truck to Med Duty-Conv
	Cost	Page 5A	638A	From Other Chevy Truck to Med Duty-Conv

Note: The following Accounts will remain the same but may be changed later in 2018.

	Sale	Page 5F	437F	Med Duty
	Cost	Page 5F	637F	Med Duty
	Sale	Page 5F	438F	Other GMC Trucks
	Cost	Page 5F	638F	Other GMC Trucks