

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

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	Report Section	Page/Line #	Account #	Description
	Reimbursement	Page 5 Line 41	6771	PDI Credit - Gas (G6771)

**Renamed
Accounts**

Report Section	Page/Line #	Account #	Description
Sale	Page 4 Line 15	4095	New Vehicle changed to Kia Stinger - Retail
Cost of Sale	Page 4 Line 15	6095	New Vehicle changed to Kia Stinger - Retail
Sale	Page 4 Line 13	4046	New Vehicle changed to Kia Niro EV – Retail
Cost of Sale	Page 4 Line 13	6046	New Vehicle changed to Kia Niro EV – Retail