Autosoft

▶FLEX™

DMS

Audi Financial Statement

⋀Autosoft
Dealer Management System™

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Introduction Audi Financial Statement Overview

The Autosoft Accounting module includes a feature designed specifically for Audi dealers to prepare and print the Audi Financial Statement. The financial statement feature pulls data from your general ledger and prints the standard Audi Financial Statement.

About this Manual

This manual walks you through using the Audi Financial Statement feature. The procedures outlined in this manual are essential to ensure an accurate financial statement each month. Each chapter focuses on a specific part of the Audi Financial Statement feature and presents systematic instructions for using that specific feature. The table below identifies the chapters in this manual and explains what each chapter covers. Use the table for reference so you know what to expect as you read this manual.

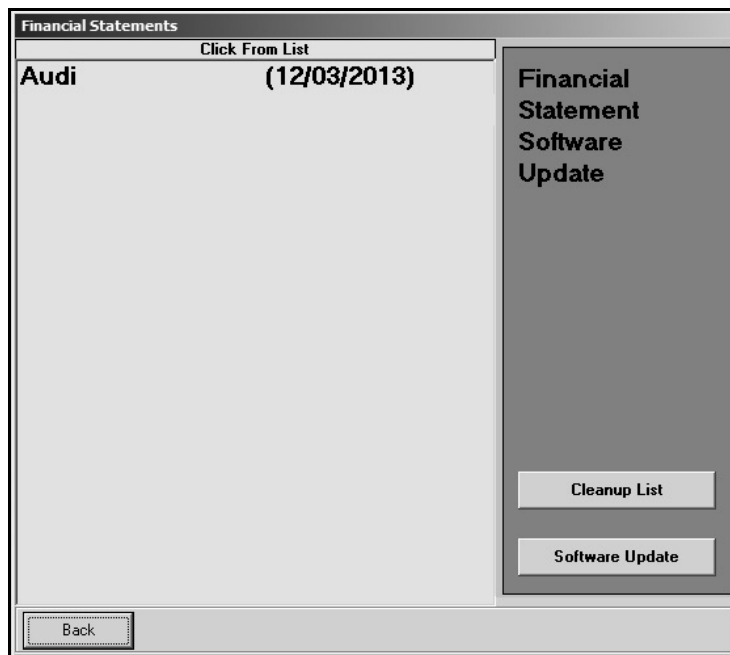| Chapter	What it covers
Chapter 1 **Setting Statement Parameters**	Chapter 1 walks you through accessing the Audi Financial Statement feature and defining the parameters that will be used to compile the financial statement.
Chapter 2 **Compiling Statement Data**	Chapter 2 walks you through compiling the financial statement data. In addition, the chapter covers each of the three available compiling options.
Chapter 3 **Entering Statistical Data**	Chapter 3 walks you through entering statistical data. The chapter breaks down all of the entry screens to make data entry easier.
Chapter 4 **Printing the Financial Statement**	Chapter 4 walks you through viewing and printing the statement in Microsoft® Excel. In addition, the chapter identifies common errors that appear while generating the statement and explains how you can fix the problems causing the errors.
Chapter 5 **Checking the Financial Statement**	Chapter 5 provides suggestions about the data you can check in your system if the statement does not display the correct information. These suggestions allow you to troubleshoot before calling Autosoft for assistance.
Chapter 6 **Generating a Download File**	Chapter 6 explains how to generate the financial statement download file so you can download the statement to Audi.

Understanding the Workflow

The steps you take at different stages while generating the financial statement will vary based on the amount of information you have to enter, errors you find on your financial statement, errors you encounter while generating the download file, etc. The overall process, however, will remain the same for all dealers. The standard process is as follows.

1. Compile the financial statement data.

2. Print the statistical worksheet, and use it to enter the necessary statistical data.

3. Recompile the statement to include any statistical data you added.

4. Print the financial statement, and review it for errors.

5. Generate the download file.

6. Download the file using your manufacturer's DCS system.

Using the Financial Statement List

When you click **Financial Statements** on the Reports menu in the Accounting module, the Financial Statements selection list appears. The selection lists identifies all of the financial statements available to your dealership based on the franchises Autosoft has on file for your dealership. Click a financial statement in the list to select it.

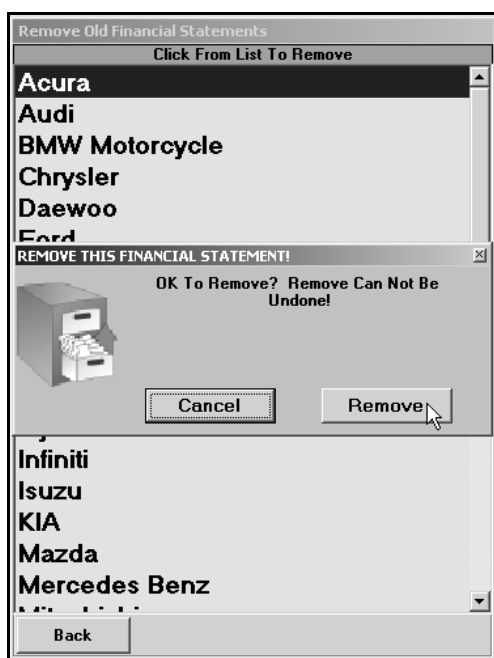| Financial Statements	
Click From List	
Audi (12/03/2013)	Financial Statement Software Update
	Cleanup List
	Software Update
Back	

Tip: If you have a franchise that does not appear in your Financial Statements selection list, call Autosoft so we can update our records to ensure the franchise is included in your next update.

Cleaning the List

If you are new to Autosoft DMS, the Financial Statements list should only include the financial statements for your franchises. If you upgraded to Autosoft DMS version 6.6 from version 6.0, your list may contain financial statements left over from the conversion. If the list contains financial statements you do not need, you can clean the list to remove the unnecessary statements.

> **Warning:**   Once you remove a statement from the list, you can get it back by performing a software update from the Financial Statements selection list (as explained on page 4). However, you will only be able to recover the financial statements for franchises Autosoft has on file for your dealership.

1. Click **Accounting** on the ASI DMS main menu.

2. Click **Reports & DOC's** on the Dealership Accounting menu.

3. Click **Financial Statements** on the Reports menu. The Financial Statements selection list appears.

4. Click **Cleanup List**. The Remove Old Financial Statements screen appears.

5. Click the financial statement you want to remove from the list, and click **Remove** when prompted to verify you want to remove the financial statement.

6. The financial statement is removed from the list. Continue to remove statements as needed.

7. Click **Back** to close screen. The system returns you to the Reports menu.

Updating Your Financial Statement

You can update your financial statement program by clicking the **Software Update** button on the Financial Statements selection list. This installs the most recent executable file on your system. The date next to the name of the financial statement in the list identifies the release date for the current financial statement executable. You may be asked to verify this date if you call Autosoft for support. You can only update financial statements for franchises Autosoft has on file for your dealership.

1. Advance to the Financial Statements selection list.

2. Click **Software Update**.

3. A list of updates appears. Click the manufacturer/financial statement you want to update.

4. On the Update screen that appears, read the update information and the download instructions. Follow the instructions on the screen to complete the update.
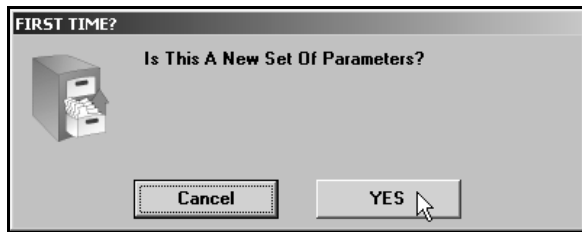

Chapter 1 Setting Statement Parameters

Before you can compile your first financial statement, you need to enter the parameters. This involves telling the program which general ledger accounts you want to pull to each line of the statement. A standard set of parameters is included with your program and can be modified to meet your specific needs. You will need to enter any specialty accounts you have created for your own use that do not appear in the Audi chart of accounts.
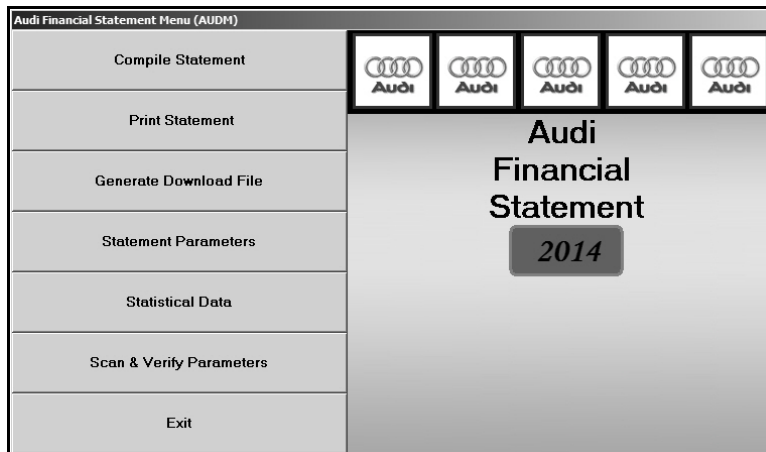
Accessing Audi Financial Statement for the First Time

When you access Audi Financial Statement for the first time, you are prompted to set parameters automatically according to the Audi Motors chart of accounts. This automatically loads the preset chart of accounts into the program.

1. Click **Reports & DOC's** on the Dealership Accounting menu.

2. Click **Financial Statement** on the Reports menu.

3. Click **Audi** in the selection list.

4. You must click **Yes** when prompted to verify this is a new set of parameters.

5. The system loads the Audi Motors chart of accounts. This may take several minutes. When it is finished, the Audi Financial Statement menu appears.
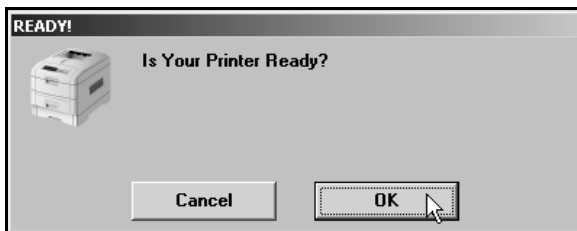
Statement Parameters

The **Statement Parameters** option is used to review and fine-tune the financial statement parameters. Even though the system automatically sets up the parameters according to the Audi Motors chart of accounts, you will have to access the statement parameters to add accounts specific to your dealership. The Statement Parameters screen allows you to enter those accounts that were not set up in your initial preset chart of accounts. Typically, these are individual, custom accounts that you have added to the general ledger.
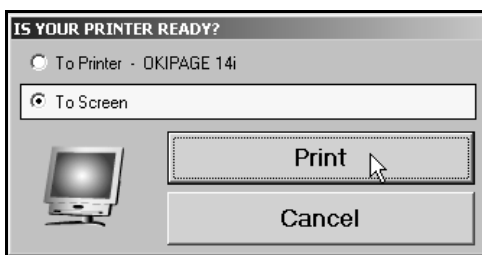
Verifying What Accounts to Add to the Statement Parameters

You can easily check to see what new accounts, if any, you need to add by selecting the **Scan & Verify Parameters** option. The feature prints a report that lists any accounts that are not set up in the statement parameters or those accounts that are pulling more than once.

1. Click **Scan & Verify Parameters** on the Audi Financial Statement menu.

2. Click **OK** when prompted to verify your printer is ready.

3. The system scans the parameters. Be patient while the system scans. Do not disturb the system during the scan.

4. When the list is ready, the system prompts you to indicate what you want to do with the report. Click to select **To Printer** to print the information or **To Screen** to view the information on your screen. (If you select to print to screen, you can print the information from the viewing screen by clicking **File** and selecting **Print**.)

5. Once you select your print type, click **Print**.

6. Review the report.

If the report lists a balance in any account and the "Hit" column says "0," you must add the account to your statement parameters. If any account shows two or more "Hits," you need to find the parameter and delete the account that should not be pulling to that line on your statement. For information about setting up accounts in the statement parameters, see "Adding Accounts to the Statement Parameters" on page 8.

Understanding the Statement Parameters Screen

Once you establish the accounts you need to add to the statement parameters, you can add them easily by selecting **Statement Parameters** on the Audi Financial Statement menu. However, before you enter accounts, you need to understand how the Statement Parameters screen is set up and where you need to add different types of accounts.

There are two sections of the screen to enter the account numbers. Accounts entered in the **Pull Accounts** section will *add to* the total for the report line, and accounts entered in the **Cost Accounts** section will *subtract from* the total for the report line.

Warning: The last line in each section is preceded by a minus (-) sign. **Do not** use this line unless you are specifically instructed to use it.

The financial statement requires that gross profit be computed for each account. You need to enter the **Sale** account in the top section and the **Cost** account in the bottom section of this screen so the cost is subtracted from the sale to calculate the profit.

The program **does not recognize debits and credits**. Instead, it uses the **balance** of the account as it appears in the general ledger.

Tip: A problem may arise if you have an account flagged for a normal **debit** balance when it should have been set for a normal **credit** balance. While this does not usually cause a problem in the Accounting program, the balance may appear as a negative amount that will be subtracted from, rather than added to, the statement line. This is the most common problem encountered in setting up the parameters. If you have difficulty getting your statement to balance, you should check for this condition and switch an account from the top to the bottom of the parameters screen.

Adding Accounts to the Statement Parameters

The steps below walk you through adding an account to the statement parameters. Each line of the financial statement has a report account. This is the account you will use on the Statement Parameters screen to pull the accounts associated with the report account. The screen identifies the page number, line lumber, and column on the financial statement where the accounts will pull. For illustration purposes, we will be using report account 1102.

1. Click **Statement Parameters** on the Audi Financial Statement menu. The Audi Financial Statement Parameters screen appears.

2. In **Report Account**, type the report account number you want the account you are going to enter to combine with, and press ENTER. In our example, you would type 1102. (You can also click **List** to select the report account from a list).

3. The screen displays the accounts set to pull with this account. The **Page/Line/Column** field identifies the page number, line number, and column on the financial statement where the information for this report account will pull.

4. Press ENTER to move to the next available field. Be sure to advance to the appropriate part of the screen. Remember, accounts entered in the **Pull Accounts** section will *add to* the total for the report line, and accounts entered in the **Cost Accounts** section will *subtract from* the total for the report line.

5. Type the account number for the account(s) you want to add. In our example, you would type 1104.

Report Account: 1102						Page/Line/Column: 103A
Pull Accounts						
+ 1102	1104					

6. Click **Save** to file the information. In our example, the total of accounts 1102 and 1104 will print for report account 1102 on page 1, line 03, column A on the financial statement.

7. Continue to enter the parameters.

8. When you are finished, click **Exit** to close the screen.

> **Tip:** When you enter an account on the screen, you can click **GL Account Detail** to pull the general ledger detail for the account. The system scans the general ledger to pull the current data (both dollar amounts and memo counts where applicable) for all valid accounts set to pull for the selected report account. The system will print a report that lists each valid general ledger account amount and the totals that are pulled to the financial statement. The report should help you understand what amounts are showing on the financial statement. The report also gives pointers as to what to do if a discrepancy is found as well as where to edit memo amounts.

Once your parameters are set, you can generate financial statements. You may need to return to the statement parameters as you add accounts to and remove accounts from your general ledger. If you find that your financial statement does not display the correct information, a good place to start looking for the problem is on the Statement Parameters screen. Verify the correct accounts are entered for the correct report account and in the correct section on the screen.

Chapter 2 Compiling Statement Data

The first step in preparing the financial statement is to compile the financial statement. This process compiles the statistical data and makes it available on the statistics worksheet and on the statistical data screens. This allows you to review the information so you can add any information that is not automatically collected by the program.

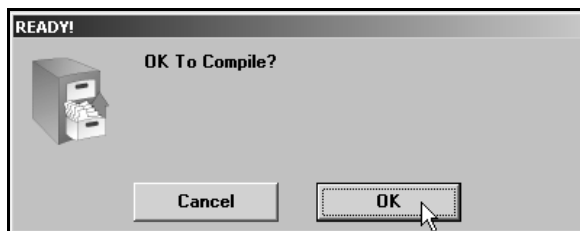1. Click **Compile Statement** on the Audi Financial Statement menu. The Compile Statement menu appears.

2. Select the compile option that best suits your needs. You have three options.

   Compile For (Previous Month): Select this option if you have closed and updated the general ledger for the month. In this case, only use journal 09 entries to make adjustments into the previous month.

   Compile For (Current Month): Select this option if you have **not** closed and updated the general ledger for the month. This option is usually the most convenient since it allows you to make adjustment entries in the current month and then print and analyze the statement **before** closing.

   Compile For 13th Month: Select this option after year-end adjustments.

3. Click **OK** when prompted to verify you want to compile the statement.

4. The system prompts you with an "Added $ to Balance" message. Make note of the amount, and click **OK** to acknowledge the message.

```
REQUIRED TO BALANCE!

    Added $      0 To Balance Page 1 Assets to
    Liabilities.

    Added $      0 To Additions to Income to Balance
    Page 2 to Page 1.

        Cancel            OK
```

If the figure is $10 or less, the financial statement data is fine. This is the amount necessary to round off.

If the figure is more than $10, there is a problem with one of your accounts, and you must fix the problem. You can print the financial statement to help identify the problem. Chapter 4 walks you through viewing and printing the financial statement in Microsoft® Excel. Once you find the error and correct it, recompile the statement before entering the statistical data or printing the final financial statement.

Finding the Error

Use this section to help identify where the problem with your statement data may be. Be sure to verify all of the items below before calling Autosoft for assistance.

A. Run the **Scan & Verify** feature as described in "Verifying What Accounts to Add to the Statement Parameters" in Chapter 1 (page 6). The report identifies all of the accounts entered into the parameters. If an account is missing, you need to add it. If the report looks correct, one of the parameters is in the wrong box.

B. If one or more of the parameters is in the wrong box, use the following suggestions to attempt to identify which parameter is wrong.

   1. Divide the "Added $ To Misc. Income" figure in half. The parameters may be adding the figure instead of subtracting the figure (or vice versa).

   2. Run a trial balance to find an account that has a year-to-date figure that equals half of the "Added $ To Misc. Income" figure. The figure may be different by a couple of dollars due to rounding off.

   3. When you find the figure, go to the parameters, and check to see if the account number is in the correct section. Remember, accounts entered in the **Pull Accounts** section will *add to* the total for the report line, and accounts entered in the **Cost Accounts** section will *subtract from* the total for the report line. If the account is in the wrong part of the Statement Parameters screen, and therefore being added or subtracted incorrectly when the statement is compiled, make the necessary adjustments to the parameters by moving the account to the appropriate section of the screen.

Chapter 3 Entering Statistical Data

The next step in preparing the financial statement is to input statement data that is not collected automatically by the Accounting module. You use the Audi Statistical Data menu to enter the information. This menu contains options where you input information. Each screen resembles sections of the form where the data will be printed. This chapter presents each screen and identifies the information you need to enter.
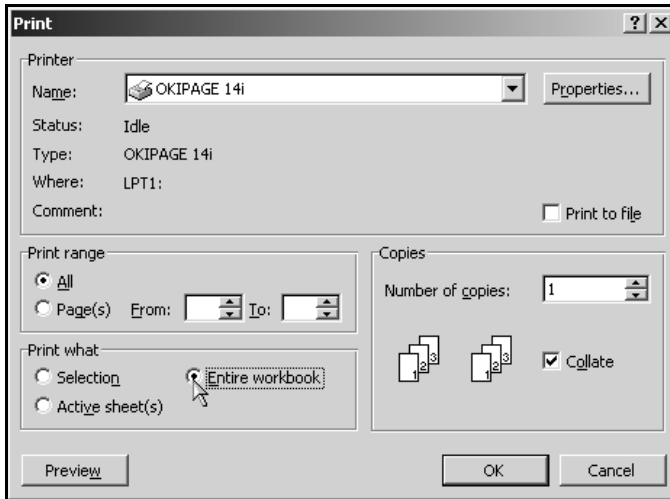

Printing the Statistical Data Worksheet

Before you enter the statistical data, print the statistical worksheet to assist you as you work. The worksheet identifies all of the statistical data you need to enter. Some of the information on the worksheet automatically pulls from your financial data, and you will have to write in other information. You simply fill in the information on the sheet and refer to the sheet to help you as you enter the information on each entry screen.

1. Click **Statistical Data**. The Audi Statistical Data menu appears.

2. Click **Print Statistical Worksheet**.

3. The worksheet opens in Microsoft® Excel. Review the worksheet. Click the tabs at the bottom of the screen to switch between sheet 1 and sheet 2.

4. As you view the statistics worksheet, you can pause the mouse over either the compiled fields (pink fields) or the calculated fields (blue fields) on the screen to bring up "cell comments" regarding where the figures are pulled from. The procedure is true for both sheets.

5. From the **File** menu, click **Print**.

6. In the Print dialog, click to select **Entire Workbook**.

7. Click **OK**. Two sheets print.

8. From the **File** menu, click **Exit**.

9. If Microsoft Excel asks if you want to save the changes to "STAUD.XLS" as you exit the program, click **Yes** to save the changes.

10. Review the worksheet, and write in any information as needed.

11. Once you complete the worksheet, you can enter the statistical data. Refer to the appropriate section of the worksheet when you are entering information on each screen.

Entering Data

To enter the statistical data, click the button on the Audi Statistical Data menu that corresponds to the data you need to enter, and the corresponding entry screen appears. Enter the appropriate information in each field. Refer to the appropriate section of the worksheet when you are entering information on each screen. The screen displays light blue and dark blue entry fields. You must manually enter the information required in the light blue fields. The dark blue fields automatically fill in with information the system pulls from your general ledger or information the system automatically calculates as you enter values in the light blue fields and press ENTER to advance through the fields. Once you are finished entering the information on each screen, click **Save** to file the information. Upon saving, the program will return you to the Audi Statistical Data menu.

> **Tip:** Each statistical data screen identifies on which page of the financial statement the information will print.

Vehicle Inventories

Use the Vehicle Inventories screen to enter inventory counts. This information prints on page 1 of the financial statement.

Under New Vehicle Inventory, enter the inventory counts for each new vehicle listed. The account numbers you should reference are listed next to each type of vehicle. The system automatically calculates the total new inventory as you enter the inventory counts for each new vehicle listed.

Under **Used Vehicle Inventory**, enter inventory counts for your used vehicles. The system automatically calculates the total used inventory as you enter the inventory counts for each used vehicle listed. Use the **Used Over 45 Days Units** fields to identify the total number of units in each category older than 30 days. Use the **Used Over 45 Days Amount** fields to identify the value of the aged inventory.

Personnel Employed

Use the Personnel Employed screen to enter personnel counts. This information prints on page 8 of the financial statement.

The left side of the screen lists all of the positions in the dealership. There are five columns to represent the different departments: New, Used, Service, Body, and Parts and Accessories. For each position, enter the number of personnel in each department. The system automatically calculates the totals as you enter the personnel counts for each department.

Y-T-D Vehicle Sales & Profit

You use the Y-T-D Vehicle Sales/Profit screen to view and adjust unit sale counts and profit. The sales and profit prints on page 1 of the financial statement.

The profit for the compiled month automatically pulls to the screen. The unit sale counts for the month being compiled automatically pull in from the statement as it is compiled.

- The new Audi unit counts pull from page 4, line 39.

- The other new unit counts pull from page 4, line 40.

- The used unit counts pull from page 4, line 53.

If necessary, you can manually adjust the prior months' data on this screen. Click in a field, and edit the information as needed. Click **Save** to save the changes, and the system will return you to the Statistical Data menu. (If you do not need to make changes, click **Exit** to close the screen.)

> **Note:** The data for February through December is deleted when you compile for January.

Aged Receivables

Use the Aged Receivables screen to enter receivables aging information for page 1 of the financial statement. For each A/R account, enter the dollar amount in each account that is over age.

Service Analysis

Use the Service Analysis screen to enter service information. This information prints on page 8 of the financial statement.

Under **Vehicle Attendance**, enter the number of each type of vehicle seen in the Service Department and Paint and Body Shop for the current month and year-to-date.

Under **Workshop Analysis**, enter the total available hours, productive hours, Audi flat-rate hours, and other manufacturer flat-rate hours for the Service Department and Parts/Body Shop for the current month and year-to-date.

Use the **Service Bays** section to record the number of Audi and other service bays in your dealership.

Use the **Service—Labor Rate** section to enter the labor rates charged for Audi and other manufacturers for customer pay, warranty, internal, and body shop repairs.

Use the **Sold Hours** section to enter the month to date and year-to-date sales (in tenths) for customer, warranty, Audi Advantage, and internal repairs Audi vehicles and other makes.

Miscellaneous

Use the Miscellaneous Statistical Data screen to enter dealership information and miscellaneous financial information. This information prints on pages 1 and 3 of the financial statement.

Under **Miscellaneous Financial Data**, enter the amount for each item listed.

Under **Miscellaneous Dealership Data**, enter your dealership's dealer number and business management code.

Use the **Notes Payable-Current Portion** section to enter the current payable amount for each item listed.

Under **Keep It Audi (MEMO)**, enter the month-to-date and year-to-date units and amount for participating dealer discounts and CPO sales bonuses.

Edit Sale Memo Counts

Use the Edit Sale Unit Counts screen to view and edit the unit sales counts for the previous month and current month.

1. In **Account No.**, type the general ledger account number for the account you need to edit, and press ENTER. You can also click **List** to select the account from a list of the general ledger accounts in the system. Use the arrow buttons on each side of the **List** button to scroll through the accounts as needed.

2. The account information fills in on the screen. The **Prior Month** section displays the unit counts for the previous month and year-to-date units for that month, and the **Current Month** section displays the unit counts for the current month and year-to-date.

3. Click in a field, and edit the numbers as needed.

4. Click **Save** to save the changes.

5. Click **Exit** to close the screen.

Stop: At this point you must recompile the financial statement. If you entered information on any of the statistical data screens, you must recompile the financial statement in order to record the new entries. If you do not recompile the statement, your data will be incorrect.

Chapter 4 Printing the Financial Statement

Printing the financial statement in Microsoft® Excel is the final step in the preparation of a monthly statement. The financial statement prints on standard 8.5"×11" paper. If you want to print the financial statement on legal-size paper (8.5"×14"), see "Printing on Legal-Size Paper" on page 22 to learn how to edit paper size.

1. Click **Print Statement** on the Audi Financial Statement menu.

2. Click **To Excel** when prompted to verify your printer is ready.

3. The financial statement opens in Microsoft Excel. Because of screen size restrictions, use the horizontal and vertical scroll bars to view portions of the spreadsheet that are not immediately visible.

4. Each franchise statement opens to page 1. To view the other pages of the statement, click the tabs on the bottom-left side of the window.

5. From the **File** menu, select **Print**.

6. In the Print dialog, click to select **Entire Workbook**.

7. Verify there is a sufficient amount of paper in the laser printer, and click **OK**.

8. All franchise statements are set up to print one sheet per page. The speed at which the financial statement pages print is directly dependent upon the setup (network/local) of the laser printer.

9. To close the financial statement, click **File**, and select **Exit**.

10. If Microsoft Excel asks if you want to save the changes to "FSAUD.XLS" as you exit the program, click **Yes** to save the changes.

Printing on Legal-Size Paper

To print the financial statement on legal-size paper, you must edit the page setup for each page of the statement. Make sure the paper is the correct size.

1. From the **File** menu, select **Page Setup**.

2. The Page Setup dialog appears.

3. In the **Paper size** list, select **Legal**.

4. Click **OK** to accept the change.

5. Repeat steps 1-4 for each page of the statement.

6. Print the statement.

Accessing the Financial Statement

You can access the current financial statement by regenerating the financial statement in Autosoft DMS. You can also access financial statements for prior months. The system keeps the financial statement records for 12 months, so once you generate and print a financial statement, you can access it any time within the next 12 months.

Regenerating the Financial Statement

You can also access the financial statement by regenerating the statement using the financial statement option in Autosoft DMS. Simply follow the instructions presented in the preceding chapters to regenerate the statement. You can generate the statement any number of times.

If you make changes to the statement parameters or to the general ledger, you must recompile the statement before you can generate and view it in Microsoft Excel. If you do not recompile the statement, the statement will not reflect the changes.

Accessing Prior Month Statements

You can access the financial statement any time **within one (1) year** to view and/or print it.

1. Click **Print Statement** on the Audi Financial Statement menu.

2. Click **Prior Months** when prompted to verify your printer is ready.

3. The Available Prior Month Statements list identifies all of the available financial statements. In the list, click to select the statement you want to view/print.

4. The financial statement opens in Microsoft Excel.

Modifying Files

It is possible to make modifications to the generated financial statement while it is open in Microsoft Excel. However, Autosoft strongly recommends that you use this file as it is intended to be used—which is to open the financial statement, view it, and print it.

> **Warning:** Autosoft **will not support** operator modification of any type to the existing Microsoft Excel files. If changes need to be made, they must be made through Autosoft DMS (either through the statement parameters or through the general ledger).

Resolving Errors

This section identifies some of the common errors that appear while the financial statement is being compiled for viewing in Microsoft Excel. In addition to identifying the error, you will be able to understand what causes the error and how to fix the problem to prevent the error from appearing in the future.

Error: ActiveX component can't create object (429)
(This error may appear while generating the statement.)

Cause: Microsoft Excel 1995 (or newer) has not been installed.

Cure: Install Microsoft Excel. The current version of Microsoft Excel must be compatible with the current operating system. Because trial versions of Microsoft Excel expire, Autosoft strongly recommends that you *do not use a trial version*.

Error: The "FRANCHISE" financial statement template was not found. This process will end.

Cause: The template used in processing the laser financial statement is not available.

Cure: Install the template for the corresponding franchise in the \AD\FS directory.

Error: Error: File Unavailable (6) (This error may appear when opening "franchise.tem.")

Cause: The financial statement was not compiled before attempting to print.

Cure: Compile the financial statement for the desired period.

Error: A document with the same name is already open.

Cause: Microsoft Excel only permits one file with the same name to be open at one time. If the file is already open, you will get an error.

Cure: Close the file and regenerate it.

Chapter 5 Checking the Financial Statement

There are some basic checks you can perform to ensure that your statement is correct. Try verifying the information suggested before calling Autosoft for assistance.

Check #1

The assets and liabilities should balance to each other. However, there may be a variance for rounding depending on your manufacture's recommendations.

Check #2

The net profit should be equal to the year-to-date profit on the trial balance. However, there may be a variance for rounding depending on your manufacture's recommendations. If this is not the case, print your statement and look for obvious discrepancies, such as negative amounts where there should not be, etc.

If there are no obvious discrepancies, print the Scan & Verify Parameters report (as described in Chapter 1) and check to ensure that all of the accounts are hitting the statement. If there is an account on the printout with an amount of money in it, you will need to research it. If an account does not have any hits ("0"), this means the account is not pulling to the financial statement parameters. If there are two or more hits, you will need to research this and take out all of the hits except one.

If the printout shows all zeros, you need to take the amount of money you are out of balance and divide it in half. Look for the divided amount on the year-to-date figures on your trial balance. You may be out of balance because more than one of your parameters are pulling wrong, which complicates the process of finding the problem. This means that one or more of your accounts may be pulling to the statement as a minus when they should be pulling as a plus (or vice versa). If this is the case, you can put the accounts in the proper place in the parameters and recompile your statement.

Check #3

It is also common to be out of balance if you compile and print the statement before the month has been closed and add entries in the current month but do not recompile the statement. To check this scenario, recompile the statement for the previous month, and then recompile the statement for the current month to see if this puts you back in balance.

Check #4

If anyone posts a prior month entry (journal 09), you must recompile the previous month's statement to bring the entry to the prior month and adjust the previous month's statement.
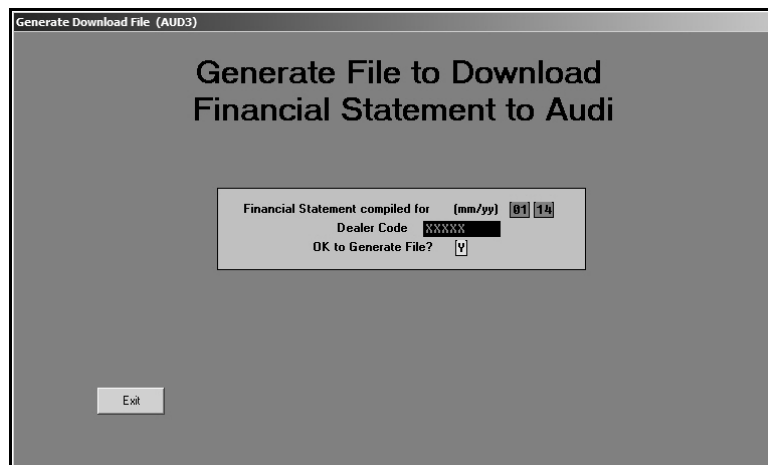
Check #5

If the month-to-date profits are on page 1, check the prior month's records to ensure they are the correct profits because some franchises do force balances, which will change the month-to-date profits. If you find one that is incorrect, make the appropriate changes in your statistical data, and recompile the statement.
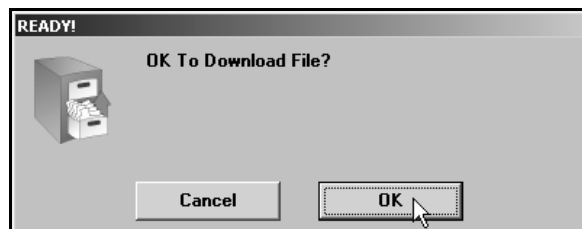
Chapter 6 Generating a Download File

Once you have verified that all of the statement information is correct, you can generate a download file so you can download the statement to Audi.

1. Click **Generate Download File** on the Audi Financial Statement main menu. The Generate File to Download Financial Statement to Audi screen appears.

```
Generate Download File  (AUD3)

          Generate File to Download
          Financial Statement to Audi




          Financial Statement compiled for     (mm/yy)  01  14
                            Dealer Code   XXXXX
                       OK to Generate File?   Y




     Exit
```

2. The **financial Statement compiled for** field automatically fills in with the month and year for the compiled financial statement.

3. The **Dealer Code** field displays your dealership's dealer code. This pulls from the entry on the Miscellaneous Statistical Data screen.

4. In **OK to Generate File?**, type **Y** to indicate you want to generate the financial statement download file.

5. Click **OK** when prompted to verify you are ready to generate the download file.

```
READY!

        OK To Download File?




     Cancel          OK
```

6. Once the system generates the file, it returns you to the Audi Financial Statement menu.

7. After you generate the file, you must complete the download using instructions supplied by Audi for your DCS system.

Once the download is complete, you are finished. Use the instructions in this manual every time you need to compile and print a financial statement.

Conclusion

This completes the instructions for preparing your financial statement. You should reference the manual each time you need to prepare a financial statement until you are comfortable with the procedures. When you experience any trouble while preparing the statement or have questions about the procedures, call the Autosoft Support Desk at (800) 473-4630 for assistance.