



Autosoft
FLEXTM
DMS

Chrysler Financial Statement

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Introduction Chrysler Financial Statement Overview

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

About this Manual

This manual will walk you through using the Chrysler 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 Chrysler 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 Chrysler 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 walks you through generating the download file so you can download the financial statement to Chrysler using DealerCONNECT®.
Chapter 7 Combining Multiple Statements	Chapter 7 walks you through combining statement data from another set of books to the current compiled data. This allows you to print a combined financial statement for in-house reporting.

Understanding the Workflow

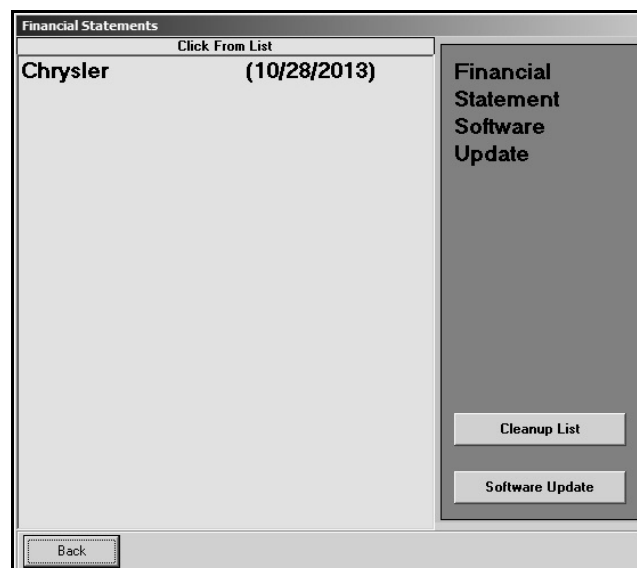
The steps you take at different stages while generating the financial statement will vary based on the amount of information you have to enter, errors you find on your financial statement, errors you encounter while generating the download file, etc. The overall process, however, will remain the same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

1. Compile the financial statement data.
2. 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, and download the file using DealerCONNECT.
6. If you have multiple sets of books, combine the compiled data from another set of books to the current compiled data and print a combined financial statement for in-house reporting.

Tip: You can combine multiple sets of books before or after you download depending on how you submit the financial information to Chrysler.

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 list 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. 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.

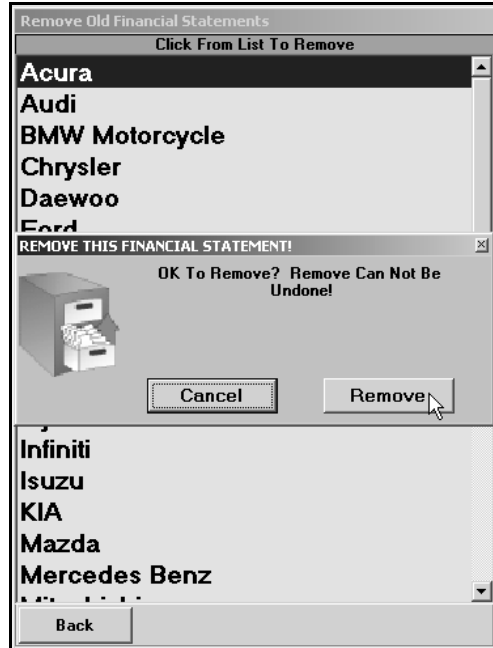


Cleaning the List

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 your first financial statement can be compiled, 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 Chrysler chart of accounts.

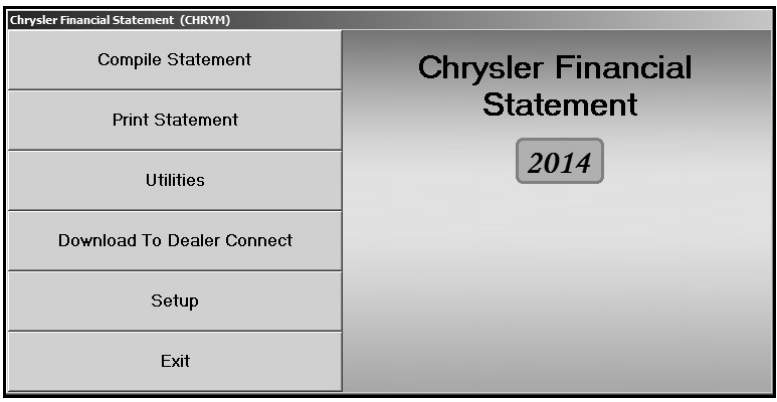
Accessing Chrysler Financial Statement for the First Time

When you access the Chrysler Financial Statement for the first time, you are prompted to set parameters automatically according to the Chrysler chart of accounts. This loads the preset chart of accounts in your system.

1. Click **Reports & DOC's** on the Dealership Accounting menu.
2. Click **Financial Statement** on the Reports menu.
3. Click **Chrysler** 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 Chrysler chart of accounts. This may take several minutes. When it is finished, the system displays a "Did That" message. Click **OK**.
6. The Chrysler Financial Statement menu appears.



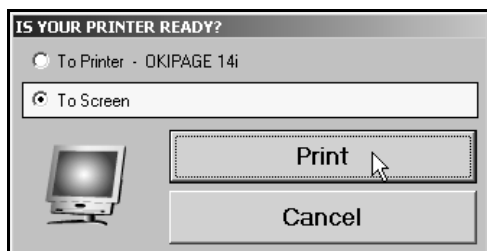
Statement Parameters

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 Chrysler chart of accounts, you will have to access the statement parameters to add accounts specific to your dealership. This 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 using the **Scan/Verify Parameters** option. This feature prints a report that lists any accounts that are not set up in the statement parameters or those accounts that are being pulled to the statement more than once.

1. Click **Setup** on the Chrysler Financial Statement menu.
2. Click **Scan/Verify Parameters** on the Statement Setup menu.
3. When prompted to verify your printer is ready, 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**.)
4. Once you select your print type, click **Print**.



5. 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 that need to be added to the statement parameters, you can add them easily using the **Statement Parameters** option on the Chrysler Statement Setup 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 have been 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 module, 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 number, and column on the financial statement where the accounts will pull. For illustration purposes, we will be using report account B14 (the report line for Cash on Hand on the financial statement).

1. Click **Setup** on the Chrysler Financial Statement menu.
2. Click **Statement Parameters** on the Statement Setup menu.
3. 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 B14. (You can also click **List** to select the report account from a list).
4. The screen displays the accounts set to pull for the report 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.
5. 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.
6. Type the account number for the account you want to add. In our example, you have created account 101A as a specialized cash on hand account. The information for this account needs to pull to box B14 on the financial statement, so you would type 101A.

Box: B14				Page/Line/Column: 102			
Pull Accounts							
+	101	102	117	101A			

7. Click **Save** to file the information. In our example, the total of accounts 101, 102, 117, and 101A will print for report account B14 on page 1, line 02 on the financial statement.
8. Continue to enter the parameters. When you are finished, click **Exit** to close the screen.

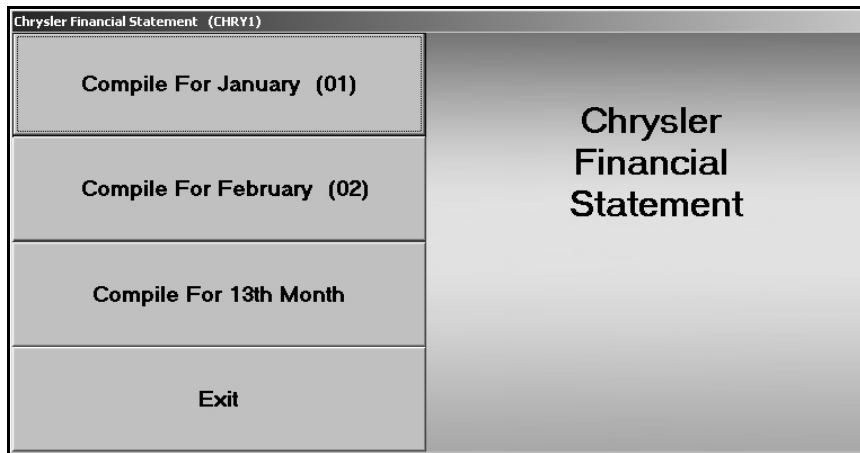
Tip: When you enter an account on the screen, you can click **GL Account Detail** to pull the general ledger detail for the account. The system scans the general ledger to pull the current data (both dollar amounts and memo counts where applicable) for all valid accounts set to pull for the selected 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 statement. This process compiles the statistical data and makes it available on the statistical 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 Chrysler Financial Statement menu. The compile menu appears.



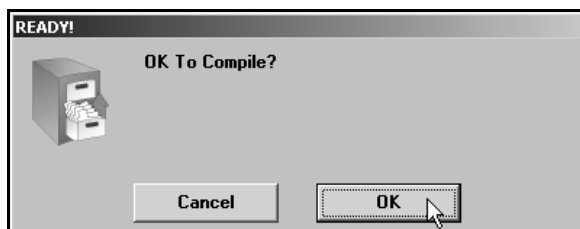
2. Select the compile option that best suits your needs. You have three options.

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.

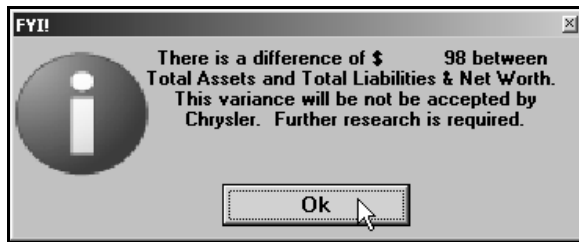
Compile For (Current Month): Select this option if you have **not** closed and updated the general ledger for the month. This option is usually the most convenient since it allows you to make adjustment entries in the current month and then print and analyze the statement **before** closing.

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

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



4. If there is more than a \$10.00 difference between the total assets, total liabilities, and total net worth, the system will prompt you with the difference. Make note of the amount, and click **OK** to acknowledge the message. Chrysler will not accept a variance of more than \$10.00.



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.

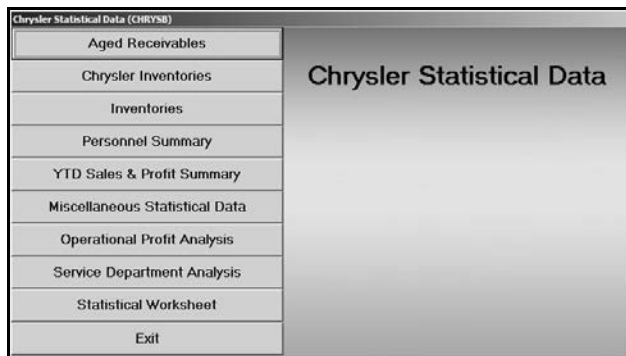
- A. Run the **Scan & Verify** feature as described in "Verifying What Accounts to Add to the Statement Parameters" in Chapter 1 (page 6). The report identifies all of the accounts entered into the parameters. If an account is missing, you need to add it. If the report looks correct, one of the parameters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

Once the statement balances, you can enter the statistical data.

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 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.

1. Click **Setup** on the Chrysler Financial Statement menu.
2. Click **Statistical Data** on the Statement Setup menu. The Chrysler Statistical Data menu appears.



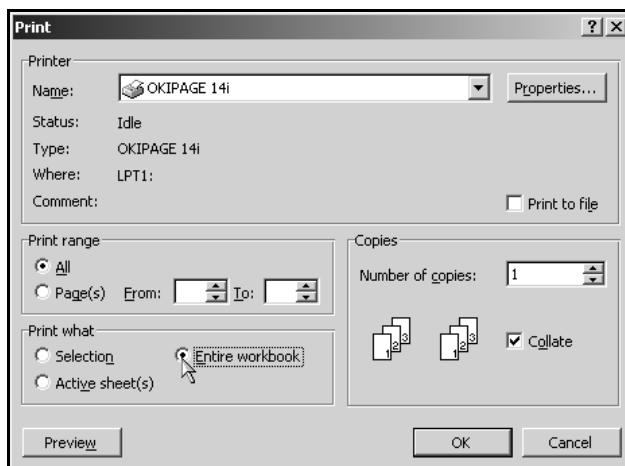
Printing the Statistical Data Worksheet

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 Worksheet**.
2. The worksheet opens in Microsoft® Excel. Review the worksheet. Click the tabs at the bottom of the screen to switch between sheets. As you view the statistics worksheet, you can pause the mouse over compiled fields (pink fields) on the screen to bring up “cell comments” regarding where the figures are pulled from.

LES / PROFIT (CHRYB5) (page 1)	
New Units	Used
CDJR/Fiat	January New Unit Sales - pulled from Page 3 Line 44 minus Competitive Cars & Trucks.
0	

3. From the **File** menu, click **Print**.
4. In the Print dialog, click to select **Entire Workbook**.



5. Click **OK**. Two sheets print.
6. From the **File** menu, click **Exit**.
7. If Microsoft Excel asks if you want to save the changes to “STCHY.XLS” as you exit the program, click **Yes** to save the changes.
8. Review the worksheet, and write in any information as needed.

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 Chrysler 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. 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 Chrysler Statistical Data menu.

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

Aged Receivables

The Aged Receivables/Payables screen is where you enter aging information for accounts. This information prints on page 4 of the financial statement.

The first column lists the accounts you set up on the Statement Parameters screen. Use the remaining columns to indicate the aging of the account balance—**1-30 Days**, **31-60 Days**, etc. Use the **Allow for Doubtful** column to identify the account as delinquent. You must enter the amounts rounded to the nearest dollar.

Chrysler Financial Statement (CHRYB1)

Aged Receivables / Payables						
	1-30 Days	31-60 Days	61-90 Days	91-120 Days	Over 120 Days	Allow for Doubtful
110						
111						
112						
114						
116A						
W/S						
151						

Round To Nearest Dollar

Page 4

Exit Save

Chrysler Inventories

Use the Vehicle Analysis screen to enter inventory counts. For each vehicle type listed, enter the unit count. This information prints on page 3 of the financial statement.

New Vehicle Inventory Analysis (CHRYB2)

New Vehicle Inventory Analysis

Passenger Car				Truck				Other	
Units		Units		Units		Units		Units	
FIAT 500	EE34	300 SERIES	EE32	TOWN & COUNTRY	FF07	JOURNEY	FF41	Other New Cars CD/SE/FF42	EE24
FIAT 500 CABRIO	EE35	200 SERIES 4-DR SEDAN	EE36	FIAT 500L	EE39	GRAND CARAVAN	FF06	Other New Trucks CD/SE/FF43	FF01
		200 SERIES CONVERTIBLE	EE37	GRAND CHEROKEE	FF18	RAM HD(2500/3500)	FF47	Recreational Vehicles	FF19
FIAT 500e	EE40			WRANGLER	FF11	RAM 1500	FF17	Other New Cars - Complete	FF20
AVENGER	EE17			WRANGLER (4-DR)	FF34	RAM CHASSIS CAB 3500	FF38	Other New Trucks - Complete	FF21
DART	EE38			CHEROKEE	FF13	RAM CHASSIS CAB 4500	FF39		
CHARGER	FF30	VIPER	FF04	COMPASS	FF35	RAM CHASSIS CAB 5500	FF40		
CHALLENGER	EE33			PATRIOT	FF36	RAM CARGO VAN	FF43		
				DURANGO	FF15	RAM PROMASTER	FF44		

Page 3

Exit
Save

Inventories

Use the Vehicle Inventories screen to enter inventory aging information. In addition, you use this screen to enter inventory counts for your lease, rental, and demo vehicles. This information prints on page 1 and page 4 of the financial statement.

Under **Used Vehicle Inventory Analysis**, enter the total number of used cars and trucks in your inventory. Next, break down the inventory into the appropriate aging categories. Finally, enter the value for the total inventory and the value of the inventory in each aging group.

Use the **CPOV Car Inventory Analysis** and **CPOV Truck Inventory Analysis** sections to enter the total number of certified used cars and trucks in your inventory. Next, break down the inventory into the appropriate aging categories. Finally, enter the value for the total inventory and the value of the inventory in each aging group.

Use the **New Vehicles** section to enter the total number of new units for each type of vehicle listed. Then, enter the number of units for each type that are over 30 days old.

Use the **Used Vehicles** section to enter the total number of used units for each type of vehicle listed. Then, enter the number of units for each type that are over 30 days old.

Use the **Demo Vehicles** section to enter the number of demo cars, trucks, and other demo vehicles in your inventory.

Under **Other Assets**, enter the number of driver education and lease/rental vehicles in your inventory.

Inventories (CHRYB3)

Used Vehicle Inventory Analysis		Total	1-30 days	31-60 days	61-90 days	91-120 days	121 days & over
Cars - Units		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cars - Dollars		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Trucks - Units		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Trucks - Dollars		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CPOV Cars - Units		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CPOV Cars - Dollars		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CPOV Trucks - Units		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CPOV Trucks - Dollars		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Page 4

New Vehicles		Units	>30 Days
Cars - CDJR/FIAT		<input type="text"/>	<input type="text"/>
Trucks - CDJR/FIAT		<input type="text"/>	<input type="text"/>
Recreational Vehicles		<input type="text"/>	<input type="text"/>
Other New Cars & Trucks - Competitive		<input type="text"/>	<input type="text"/>

Page 1

Used Vehicles		Units	>30 Days
Cars		<input type="text"/>	<input type="text"/>
Trucks		<input type="text"/>	<input type="text"/>
CPOV Cars		<input type="text"/>	<input type="text"/>
CPOV Trucks		<input type="text"/>	<input type="text"/>

Page 1

Demo Vehicles		Units
Cars		<input type="text"/>
Trucks		<input type="text"/>
Other		<input type="text"/>

Page 1

Other Assets		Units
Driver Education		<input type="text"/>
Lease & Rental		<input type="text"/>

Page 1

Exit Save

Personnel Summary

Use the Personnel Summary screen to enter personnel and service stall counts. This information prints on page 5 of the financial statement.

Under **Personnel Summary**, you will enter your personnel counts. The left side of the screen lists all of the positions in the dealership. There are eight columns to represent the different departments. For each position, enter the number of personnel in each department. The system automatically calculates the totals as you enter values for each position and department.

Under **Service Stalls**, enter the counts for each department listed. The system automatically calculates the totals as you enter the counts for each department.

Personnel Summary (CHRYB4)									
Personnel Summary									
	General Manager	Manager	F&I Mgr. New/Used	Sales-person	Technician CDJR/Fiat	Technician Competetive	Clerical	Other	Total
New	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parts	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Body	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adm./Other	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Service Stalls		
	CDJR/Fiat	Competetive
New	<input type="checkbox"/>	<input type="checkbox"/>
Used	<input type="checkbox"/>	<input type="checkbox"/>
Service	<input type="checkbox"/>	<input type="checkbox"/>
Body Shop	<input type="checkbox"/>	<input type="checkbox"/>
Total	<input type="checkbox"/>	<input type="checkbox"/>

Exit Page 5 Save

YTD Sales & Profit Summary

Use the Y-T-D Vehicle Sales/Profit screen to view and adjust unit sale counts and profit for each month and year to date. This information 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.

- You must manually enter the unit counts for leasing owned and retail.
- The new Chrysler unit counts pull from page 3, line 44 minus line 20 and line 39.
- The other new unit counts pull from page 3, line 20 plus line 39.
- The used unit counts pull from page 3, line 57.

Y-T-D Vehicle Sales / Profit (CHRYB5)

	Leasing		New Vehicles		Used Total	Y-T-D Profit
	Own/Ret	Rental	CDJR/Fiat	Other		
January	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
February	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
March	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
April	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
July	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
August	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
September	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
October	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
November	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
December	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Page 1

Exit Save

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 Chrysler 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.

Miscellaneous Statistical Data

Use the Miscellaneous Statistical Data screen to enter dealership information and miscellaneous financial information. This information prints on page 1 and page 6 of the financial statement.

Under **Miscellaneous Dealership Data**, enter your dealership's information, the total payroll for the current month, and total working capital guide. You also need to enter the total for part with no sales for the last 12 months.

Use the **Aged Receivables** section to enter the past due amount for each receivable listed.

Under **Long Term Debt**, enter the amount of any long-term debt due within a year.

Under **Shop Parts Gross Transfer**, enter the body shop and mechanical gross percentage.

The screenshot displays the 'Miscellaneous Statistical Data (CHRYB6)' interface. It is divided into several sections:

- Miscellaneous Dealership Data:** Includes fields for Division (pre-filled with a black box), BC Name, Group, Code, Total Current Month Payroll, Working Capital Guide, and Parts ... No Sales Activity For 12 Months Or More. A 'Page 1' button is located at the bottom right of this section.
- Aged Receivables:** Titled 'Receivables - Past Due', it contains five input fields labeled A1 through A5. A 'Page 1' button is at the bottom right.
- Long Term Debt:** Titled 'Long Term Debt Due Within One Year', it contains four input fields labeled F8, F9, F10, and F11. A 'Page 1' button is at the bottom right.
- Shop Parts Gross Transfer:** Contains two input fields for 'Body Shop' and 'Mechanical' percentages. A 'Page 6' button is at the bottom right.

At the bottom of the screen, there are 'Exit' and 'Save' buttons.

Service Department Analysis

The Labor Rates and Efficiency screen is where you enter information for your Service Department. This information prints on page 5 of the financial statement.

Use the **Posted Labor Rates** section to enter the labor rates for each pay type. Do not use decimals when entering the rate, and round figures to the nearest whole dollar. For example, \$99.25 would be 99, and \$99.75 would be 100.

Chrysler defines the labor rates as follows.

- **Retail Customer Pay:** This is also called the “Door Rate.” This is the posted labor rate for service repairs not including maintenance or menu items.
- **Warranty/Road Ready:** This is the Chrysler Warranty reimbursement rate.
- **Quick Service:** This is the Quick Service labor rate (Non-Express Lane dealers) for maintenance or menu items performed in Quick Service.
- **Internal:** This is the internal labor rate charged to NCD and UCD for repairs and/or accessories not covered by warranty.
- **B & P Customer Pay:** This is the labor rate for any repairs and paint work performed by the Body Shop, including those charged to the customer and insurance companies.
- **B & P Warranty:** This is the Chrysler Warranty reimbursement rate for body and/or paint repairs.

Use the **Effective Labor Rates** section to enter the effective labor rates for each pay type. Do not use decimals when entering the rate, and round figures to the nearest whole dollar. For example, \$99.25 would be 99, and \$99.75 would be 100.

Chrysler calculates the effective labor rates using the formulas below.

- **Retail Customer Pay:** Total amount of CP labor sales divided by the total amount of hours charged for those sales.
- **Warranty/Road Ready:** Total amount of Warranty labor sales divided by the total amount of hours charged for those sales.
- **Quick Service:** Total amount of Quick Service labor sales divided by the total amount of hours charged for those sales.
- **Internal:** Total amount of internal labor sales divided by the total amount of hours charged for those sales.
- **B &P Customer Pay:** Total amount of CP body and paint labor sales divided by the total amount of hours charged for those sales.
- **B &P Warranty:** Total amount of Warranty body and paint labor sales divided by the total amount of hours charged for those sales.

Tip: The effective labor rates are calculated by dividing the total labor sales by the hours billed. For example, **\$10,000 (CLS) in sales / 1000 (CLH) hours billed = \$100** per hour Customer labor effective rate.

The **Service Labor Hours Billed** refers to the month-to-date and year-to-date Service Department labor hours billed on repair orders.

- **Customer Labor Mechanical:** Account 550
- **Quick Service Labor Mechanical:** Account 558
- **Service Contracts Labor Mechanical:** Account 551
- **Warranty Labor-Mechanical:** Account 552
- **Road Ready-Labor:** Account 553
- **Labor-Internal-Mechanical:** Account 554
- **MOPAR Express Lane Total Labor:** Page 5, line 47
- **Customer Labor - Non-Auto Mechanical:** Account 555

Use the **Service Technician Total Available Hours** to enter the total of all hours all technicians were available to perform work billed on repair orders for the month. For example, if you have 10 Technicians who worked 24 days at 9 hours per day with one Technician taking 5 days off for vacation, your formula would be as follows: $(10 \times 24 \times 9) - (1 \times 5 \times 9) = 2115$ total available hours for the month.

The **Service Labor Efficiency** is calculated by dividing the Total Service Labor Hours Billed by Total Service Technician Available Hours. For example, 1600 (Total Service Labor Hours Billed) / 1250 (Total Service Technician Hours Available) = 128% Service Labor Efficiency.

Edit G/L Memo Sale Counts

You use the Edit Sale Unit Counts screen to view unit sales counts for the previous month and current month. You can also use this screen to edit the memo unit counts if they are not correct.

The screenshot shows a window titled "Edit Sale Units (R15D)" with a main title "Edit Sale Units". It contains two input boxes for "G/L Account:" and "Name:". Below these are two date selection sections. The first section, "Count At End Of:", has a dropdown menu set to "January", and fields for "Month:" and "Year-To-Date:". The second section, "Count For:", has a dropdown menu set to "February (Month To Date)", and fields for "Month:" and "Year-To-Date:". At the bottom left is an "Exit" button and at the bottom right is a "Save" button.

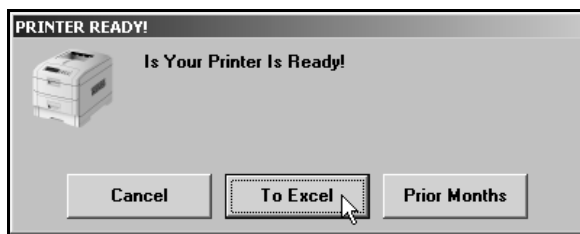
1. Click **Exit** on the Statistical Data menu.
2. Click **Setup** on the Chrysler Financial Statement menu.
3. Click **Edit G/L Memo Sale Counts** on the Statement Setup menu. The Edit Sale Units screen appears.
4. In **G/L Account**, type the account number for the account you need to edit and press ENTER.
5. The account information fills in on the screen. The first section displays the unit counts for the previous month and year-to-date units for that month. The second section displays the unit counts for the current month and year-to-date.
6. Record or edit the numbers as needed.
7. Click **Save** to save the information.
8. Click **Exit** to return to the Chrysler Financial Statement menu.

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.

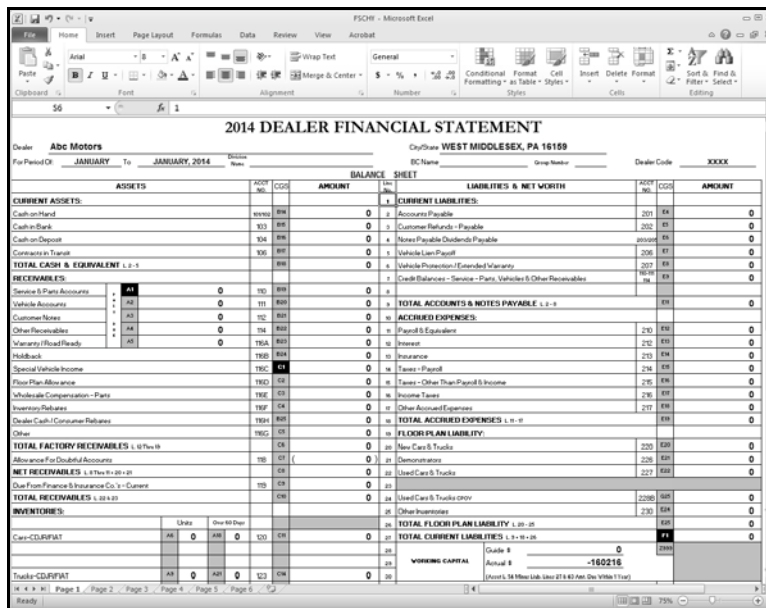
Chapter 4 Printing the Financial Statement

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”x11” paper. If you want to print the financial statement on legal-size paper (8.5”x14”), see “Printing on Legal-Size Paper” on page 24 to learn how to edit paper size.

1. Click **Print Statement** on the Chrysler Financial Statement menu.
2. Click **To Excel** when prompted to verify your printer is ready.



3. The financial statement opens in Microsoft Excel.



ASSETS		AMOUNT	LIABILITIES & NET WORTH		AMOUNT
CURRENT ASSETS:					
Cash on Hand	1000	0	CURRENT LIABILITIES:		0
Cash on Bank	100	0	Accounts Payable	201	0
Cash on Deposit	100	0	Customer Refunds - Payable	202	0
Contracts in Transit	100	0	Notes Payable (Trade) Payable	203	0
TOTAL CASH & EQUIVALENT L. 1 - 1	300	0	Vehicle Loan Payoff	206	0
RECEIVABLES:					
Service & Parts Accounts	0	0	Vehicle Protection / Extended Warranty	207	0
Vehicle Accounts	0	0	Credit Balances - Service - Parts, Vehicles & Other Receivables	208	0
Customer Notes	0	0	TOTAL ACCOUNTS & NOTES PAYABLE L. 1 - 1	0	0
Other Receivables	0	0	ACCRUED EXPENSES:		
Warranty / Road Ready	0	0	Payroll & Equivalents	210	0
Holdback	0	0	Interest	212	0
Special Vehicle Income	0	0	Insurance	213	0
Floor Plan Advance	0	0	Taxes Payable	214	0
Vehicle Compensation - Parts	0	0	Taxes - Other Than Payroll & Income	215	0
Inventories Rebates	0	0	Income Taxes	216	0
Dealer Cash / Consumer Rebates	0	0	Other Accrued Expenses	217	0
Other	0	0	TOTAL ACCRUED EXPENSES L. 1 - 1	0	0
TOTAL FACTORY RECEIVABLES L. 1 - 1	0	0	FLOOR PLAN LIABILITY:		
Allowance For Doubtful Accounts	0	0	New Cars & Trucks	220	0
NET RECEIVABLES L. 1 - 1 + 1 - 1	0	0	Demonstrators	221	0
Due From Finance & Insurance Co. - Current	0	0	Used Cars & Trucks	222	0
TOTAL RECEIVABLES L. 1 - 1 + 1 - 1	0	0	Used Cars & Trucks (over)	223	0
INVENTORIES:					
Units	Over 60 Days		Other Inventory	224	0
Cars - CD/RP/AT	0	0	TOTAL FLOOR PLAN LIABILITY L. 1 - 1 + 1 - 1	0	0
Trucks - CD/RP/AT	0	0	TOTAL CURRENT LIABILITIES L. 1 - 1 + 1 - 1	0	0
			WORKING CAPITAL	Guide \$	-160216
				Actual \$	

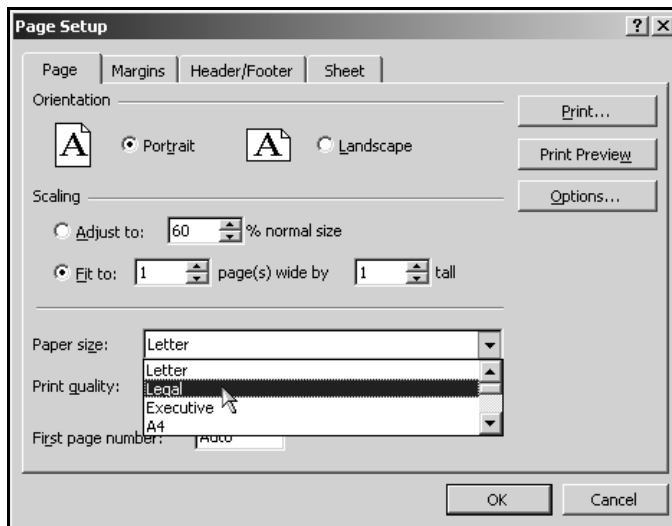
4. Because of screen size restrictions, use the horizontal and vertical scroll bars to view portions of the spreadsheet that are not immediately visible.
5. Each franchise statement will open to page 1 (sheet 1). To view the other pages of the statement, click the tabs on the bottom left side of the screen.

6. From the **File** menu, select **Print**.
7. In the Print dialog, click to select **Entire Workbook**.
8. Verify there is a sufficient amount of paper in the printer, and click **OK**.
9. 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.
10. To close the financial statement, click **File**, and select **Exit**.
11. If Microsoft Excel asks if you want to save the changes to "FSCHY.XLS" as you exit the program, click **Yes** to save the changes.

Printing on Legal-Size Paper

To print the statement pages on legal-size paper, you must edit the page setup for each page of the statement. Make sure the paper being used 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

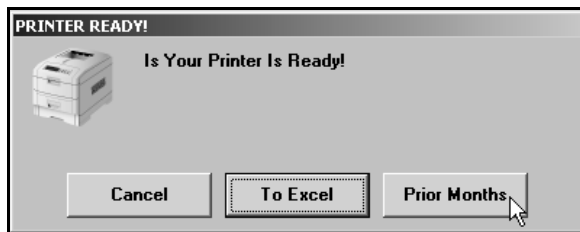
You can also access the financial statement by regenerating the statement using the financial statement option in Autosoft DMS. Simply follow the instructions presented in the preceding chapters to regenerate the statement. You can generate the statement any number of times.

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.

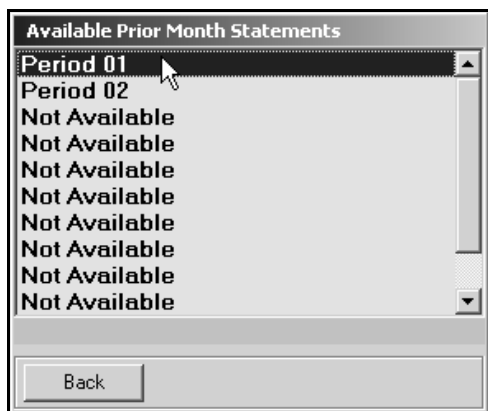
Accessing Prior Month Statements

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

1. Click **Print Statement** on the Chrysler 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 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.

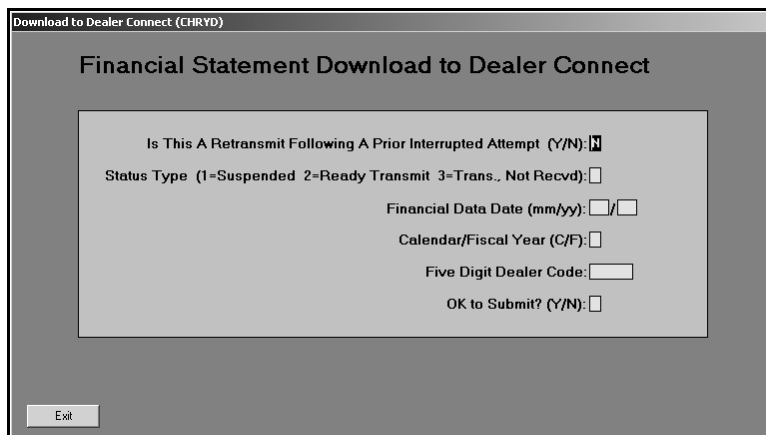
Once the financial statement is correct, recompile it, and print a copy. You can generate a download file as needed.

Chapter 6 Generating a Download File

Once you have verified that all of the statement information is correct, you generate a download file so you can download the statement to Chrysler using DealerCONNECT. DealerCONNECT works with Microsoft® Windows® 2000 and Microsoft Windows XP. This button is unavailable on computers that do not have one of these two operating systems.

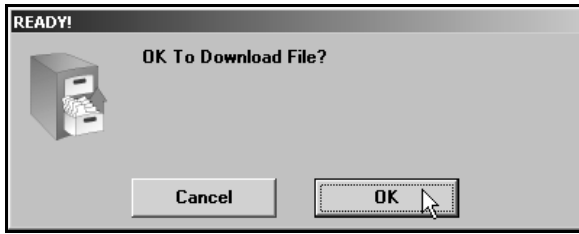
Tip: If you have multiple sets of books that you want to combine before sending the download file, use the **Combine Multiple Statements** option to combine the data first. You can then print a combined financial statement for your records. See Chapter 8 for instructions on how to combine statements.

1. Click **Download To DealerConnect** on the Chrysler Financial Statement main menu. The Financial Statement Download to DealerCONNECT screen appears.



2. Type **Y** for yes or **N** for no to indicate if the download is a retransmit. The default entry is **N**.
3. In **Status Type**, type the letter that corresponds to the status of your file:
 - **1** for suspended,
 - **2** for ready to transmit, or
 - **3** for transmission not received.
4. The **Financial Data Date** field automatically displays the month and year for the compiled statement.
5. In **Calendar/Fiscal Year**, type **C** for calendar or **F** for fiscal to indicate the type of financial year you follow. The default entry is **C**.
6. In the **Five Digit Dealer Code** field, type your dealership's Dealer Code.

7. The **OK to Submit** field defaults to **Y** for yes. Press ENTER to advance through this field. Click **OK** when prompted to verify you want to download the file.



8. When the system is finished generating the download file, it displays a "Did That" message. Click **OK** to acknowledge the message.



9. The system returns you to the Chrysler Financial Statement main menu.
10. After you generate the file, you must complete the download using instructions supplied by Chrysler for DealerCONNECT.

Once the download is complete, you are finished preparing the information for Chrysler. Use the instructions in this manual every time you want to generate and download the financial statement.

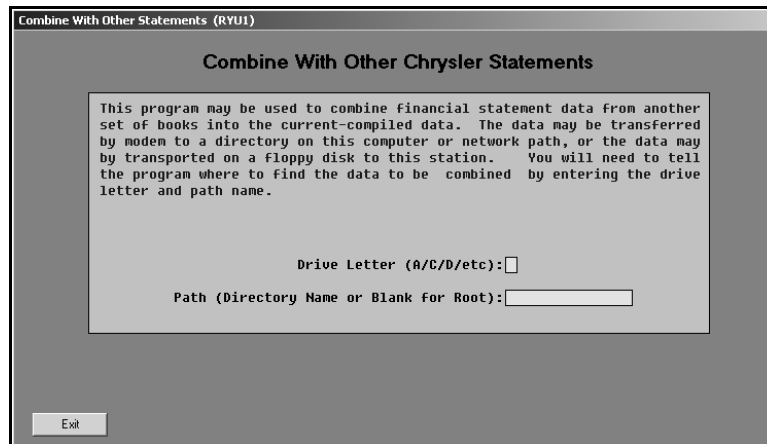
If you have multiple sets of books that you did not combine for the download, you can combine them so you can print an in-house financial statement that reflects information for both books as needed. Chapter 7 explains how to combine the data.

Chapter 7 Combining Multiple Statements

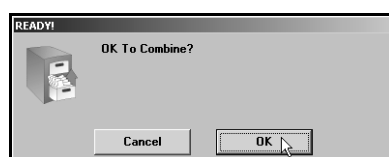
You can use the **Combine Chrysler Statements** button on the Utilities menu to combine financial data from another set of books to the current compiled data. The data may be located on the computer's hard drive, a disk, or the network. Once you combine the books, you can print a combined financial statement. You can also generate a download file for the combined set of books to be downloaded to Chrysler as needed.

Important: Always compile and print the financial statement for each set of books before combining them. Once you combine multiple sets of books, you will have to recompile the individual books again if you need to print a financial statement for a set of books.

1. Click **Utilities** on the Chrysler Financial Statement menu.
2. Click **Combine Chrysler Statements** on the Utilities menu. The Combine With Other Chrysler Statements screen appears.



3. Type the drive letter where the financial information you want to add is located.
4. In **Path**, type the name for the directory where the file is located or leave this field blank if the information is stored in the root of the drive.
5. Press ENTER to continue.
6. Click **OK** when prompted to verify you want to compile the information.



7. When the system is finished combining the information, it opens the statement in Microsoft Excel.
8. Print the combined statement. (See Chapter 4.)
9. Download the combined statement to Chrysler as needed. (See Chapter 6).

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.

