



**Autosoft**  
**FLEX**<sup>TM</sup>  
**DMS**  
Freightliner  
Financial Statement

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## Introduction Freightliner Financial Statement

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

### About this Manual

This manual walks you through using the Freightliner 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 Freightliner 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
<b>Chapter 1 Setting Statement Parameters</b>	Chapter 1 walks you through accessing the Freightliner Financial Statement feature and defining the parameters that will be used to compile the financial statement.
<b>Chapter 2 Entering Statistical Data</b>	Chapter 2 walks you through entering statistical data. The chapter breaks down all of the entry screens to make data entry easier.
<b>Chapter 3 Compiling Statement Data</b>	Chapter 3 walks you through compiling the financial statement data. In addition, the chapter covers each of the three available compiling options.
<b>Chapter 4 Printing the Financial Statement</b>	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.
<b>Chapter 5 Checking the Financial Statement</b>	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.

## 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, etc. The overall process, however, will remain the same for all dealers. The standard process is as follows.

1. Enter the necessary statistical data.
2. Compile the financial statement data.
3. Print the financial statement, and review it for errors.

## 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.



**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.



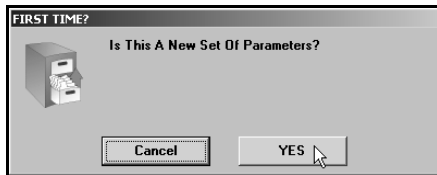
## Chapter 1 Setting Statement Parameters

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 Freightliner chart of accounts.

### Accessing the Financial Statement for the First Time

When you access Freightliner Financial Statement for the first time, you are prompted to set parameters automatically according to the Freightliner chart of accounts.

1. Click **Reports & DOC's** on the Dealership Accounting menu.
2. Click **Financial Statement** on the Reports menu.
3. Click **Freightliner** 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 Freightliner chart of accounts. This may take several minutes. When it is finished, the program will display a message when it is finished building the parameters. Click **OK**.
6. The Freightliner Financial Statement menu opens.



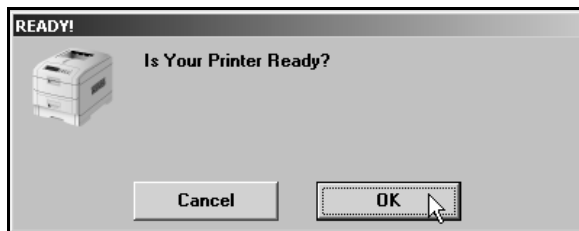
## Statement Parameters

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 Freightliner 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.

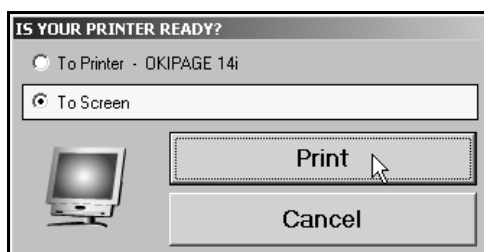
### Verifying What Accounts to Add to the Statement Parameters

You can easily check to see what new accounts, if any, you need to add by 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 Freightliner 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 Freightliner 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.

**Note:** 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 1221.

1. Click **Statement Parameters** on the Freightliner Financial Statement menu. The Freightliner 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 1221. (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 you want to add. In our example, you would type 1365.

Report Account: 1221		Page/Line/Column: 9 08 A							
Pull Accounts		New Car Inventory							
+	1221	1365							
+									

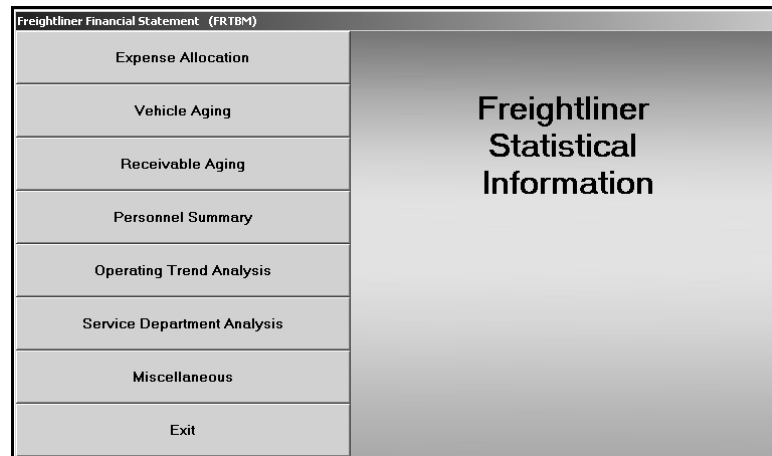
6. Click **Save** to file the information. In our example, the total of accounts 1221 and 1365 will print for report account 1221 on page 9, line 08, column A on the financial statement.
7. Continue to enter the parameters.
8. When you are finished, click **Exit** to close the screen.

**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 Entering Statistical Data

The first step in preparing the financial statement is to input statement data that is not collected automatically by the Accounting module. You use the Statistical Information 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.



### Using the Statistical Data Menu

While each statistical data screen requires different information, the basic steps for entering statistical data are the same. The following steps are the basic procedures you will use to enter the data.

1. Click **Statistical Data** on the Freightliner Financial Statement menu. The Freightliner Statistical Information menu appears.
2. Click the button that corresponds to the menu option you want to select. (Start with the first button, and work your way down the menu.)
3. Enter the appropriate information in each field on the screen.
4. Press ENTER to advance through the fields so the program calculates the totals.
5. When you are finished entering information on the screen, click **Save** to file the information.
6. Upon saving, the program will return you to the Freightliner Statistical Information menu. Select the next menu option.
7. Once you have finished entering all of the statistical data, click **Exit** to return to the Freightliner Financial Statement menu.

## Edit Memo Counts

Use the **Edit Memo Counts** option on the Freightliner Financial Statement menu to obtain the monthly and year-to-date unit counts for your sales accounts. For example, if you enter account number 5700 (Service Labor—Repair Shop), the unit counts will be the number of repair orders written for the current month and year-to-date.

Account	Unit Count 1	Unit Count 2
3000	SLS-NEW CROWN UIC	0 1
3010	T.BIRD RETAIL	0 1
3020	SLS-NEW TAURUS	0 12
3022	FIVE HUNDRED	0 0
3035	FOCUS	3 40
3037	FORD GT	0 0
3040	SLS-NEW MUSTANG	1 7
3045	FORD DISCONTINUED MODELS	0 2
3050	SPECIAL INCOME NEW	0 0
3080	SPECIAL INCOME USED	0 0
3090	SLS-NEW CONTOUR	0 0
3310	SLS-NEW ESCORT ZX2	0 1
3340	SLS-NEW MON FOMOCO RTL	0 0
3360	SLS-NEW FLEET CARS FORD	0 0
3400	SLS-NEW EXPEDITION	0 7
3405	FREESTAR RETAIL	2 9
3410	SLS-NEW EXPLORER	0 30
3420	SLS NEW ECONO/CLUB WAG	1 16
3430	SLS-NEW RANGER	1 27
3440	SLS-NEW F150-350	0 0
3450	ESCAPE	1 21
3460	SLS NEW MON FOMOCO TRK	0 0
3470	SLS NEW FLEET LT TRK	0 0
3490	SLS-NEW WINDSTAR	0 0
3500	SLS NEW SUPER DUTY	0 0
3530	NEW--EXCURSION RETAIL	0 0
3560	sport trac	0 0
3570	FORD DIDCONTINUED TRUCKS	0 0
3575	FREESTYLE	0 0

1. In **Account**, type the general ledger account number for the account you need to edit, and press ENTER. You can also click the account in the list window on the right side of the screen.
2. 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.
3. Make note of the counts.
4. If you edit the counts, click **Save** to save the changes.
5. Click **Back** to close the screen.

## Expense Allocations

The information on this screen will allocate your fixed expenses year to date to each department by the percentage you have specified. You can put in the first row of percentages and then click **Auto** (or press the F5 key), and the rest of the lines will fill in automatically. The dark blue total fields will automatically calculate as you enter values in each field.

Fixed Expense Allocation (FRTB1)						
Salary General Manager	.00	.00	.00	.00	.00	.00
Salaries Administration	.00	.00	.00	.00	.00	.00
Employee Benefits	.00	.00	.00	.00	.00	.00
Payroll Taxes	.00	.00	.00	.00	.00	.00
Pensions	.00	.00	.00	.00	.00	.00
Rent or Mortgage Interest	.00	.00	.00	.00	.00	.00
Depreciation & Amortization	.00	.00	.00	.00	.00	.00
Insurance Buildings	.00	.00	.00	.00	.00	.00
Taxes-Real Estate	.00	.00	.00	.00	.00	.00
Maintenance Buildings	.00	.00	.00	.00	.00	.00
Utilities	.00	.00	.00	.00	.00	.00
Advertising & Promotions	.00	.00	.00	.00	.00	.00
Telephone	.00	.00	.00	.00	.00	.00
Taxes-Other	.00	.00	.00	.00	.00	.00
Insurance-Other	.00	.00	.00	.00	.00	.00
Office Supplies	.00	.00	.00	.00	.00	.00
Professional & Service Fees	.00	.00	.00	.00	.00	.00
Data Processing	.00	.00	.00	.00	.00	.00
Bad Debts	.00	.00	.00	.00	.00	.00
Contributions	.00	.00	.00	.00	.00	.00
Interest	.00	.00	.00	.00	.00	.00
Credit Card Fees	.00	.00	.00	.00	.00	.00
Depreciation Equipment	.00	.00	.00	.00	.00	.00
Equipment & Vehicle Maintenance	.00	.00	.00	.00	.00	.00
Travel & Entertainment	.00	.00	.00	.00	.00	.00
Miscellaneous Expense	.00	.00	.00	.00	.00	.00
Dealer Salary	.00	.00	.00	.00	.00	.00

Exit      Auto      Clear      Save

## Vehicle Aging

Use this screen to enter the total inventory counts in each aging category. The dark blue **Total** fields will automatically calculate as you enter inventory counts in each field.

Vehicle Aging (FRTB4)						
<b>Freightliner New</b>						
Century	1-60	61-120	121-180	181-360	Over 360	Total
Columbia						
Argosy						
FLD						
Coronado						
FLN Class 8						
FLN Class 5-7						
M2 Class 8						
M2 Class 5-7						
FTL Reserved						
Total Freightliner						
<b>Other LLC New</b>						
Cargo FTL/STL	1-60	61-120	121-180	181-360	Over 360	Total
Condor FTL/STL						
FCCC						
ALF						
TBB						
Other Freightliner LLC						
Total Other LLC						
<b>New Other Mfg</b>						
Ford Class 6-7	1-60	61-120	121-180	181-360	Over 360	Total
Other Class 6-7-8						
Light Trucks & Cars						
Other						
Total Other Mfg						
<b>Western Star New</b>						
4900 SA/FA	1-60	61-120	121-180	181-360	Over 360	Total
4900						
4900EX						
6900						
WST Reserved						
Total Western Star						
<b>Sterling New</b>						
9500	1-60	61-120	121-180	181-360	Over 360	Total
8500						
7500						
STL Reserved						
STL Reserved						
Acterra 6-7-8						
Total Sterling New						
<b>LLC New Vehicles</b>						
Total LLC New Vehicle	1-60	61-120	121-180	181-360	Over 360	Total
<b>Used Trucks</b>						
Class 8	1-60	61-120	121-180	181-360	Over 360	Total
Class 6-7						
Other						
Total Used Vehicles						

Exit      Save

## Receivable Aging

Use this screen to enter receivables aging information. For each account listed, enter the total account receivable total in the appropriate aging category. The dark blue **Total** fields will automatically calculate as you enter values in each field.

Account Receivable Aging (FRTB5)

Account Receivable Aging		Total	Current	1-30	Past Due Aging		
					31-60	61-90	Over 90
Vehicle Accounts Receivable	1110						
Serv., Parts, Body Shop Accts Rec.	1120						
Notes Rec. & Other Accounts Rec.	1100 1130						
Warr. & Policy Claims Rec. Freightliner LLC	1140						
Warr. & Policy Claims Other Mfg.	1141						
Factory Accounts Rec. Freightliner	1150						
Factory Accounts Rec. Other Mfg.	1151						
Finance, Lease & Rental Accounts	1160 1180						

Page 8

Exit Save

## Personnel Summary

The Personnel Summary screen is used to enter personnel counts. The left side of the screen lists all of the positions in the dealership. There are six columns to represent the different departments. For each position, enter the number of personnel in each department. The dark blue **Total** fields will automatically calculate as you enter values in each field.

Personnel Summary (FRTB6)

Personnel Summary	New	Used	Parts	Service	Body Shop	Admin	Total
Owners/General Managers	.00	.00	.00	.00	.00	.00	.00
Manager	.00	.00	.00	.00	.00	.00	.00
Salespeople	.00	.00	.00	.00	.00	.00	.00
Finance and Insurance	.00	.00				.00	.00
Service Writer/Estimators			.00	.00	.00	.00	.00
Counter People			.00	.00	.00	.00	.00
Technicians			.00	.00	.00	.00	.00
Clerical	.00	.00	.00	.00	.00	.00	.00
Other	.00	.00	.00	.00	.00	.00	.00
Total	.00	.00	.00	.00	.00	.00	.00

Page 2

Exit Save



## Operating Trend Analysis

The operating trend analysis automatically fills in each month. If you are new on the system, you will have to fill in the previous year's figures and the preceding month's figures the first time you run your financial statement. You can obtain those figures from your previous month's financial statement.

	New Units		Used Units		Units W/sle	Selling/Adjusted			Selling Gross	Fixed Exp.
	H/M	Other	H/M	Other		New	Used	Parts		
January										
February										
March										
April										
May										
June										
July										
August										
September										
October										
November										
December										
Current YTD										
Prior YTD										

## Service Department Analysis

Use this screen to enter information for your Service Department.

- Under **R/O Analysis**, enter the monthly and yearly R/O counts. The dark blue **Total** fields will automatically calculate as you enter values in each field.
- Under **Labor Rates**, specify the labor rate and pay rate for each repair type listed.
- Finally, under **Stall Count**, enter the stall counts for repair, internal, and body shop.

R/O Analysis				Y-T-D	Y-T-D	Y-T-D
Month	Month	Month		R/O Count	Parts	Labor
R/O Count	Parts	Labor				
			Repair Shop			
			Repair Body			
			Warranty Service			
			Warranty Body			
			Internal			
			Total			

Labor Rates	
Pay Rate	Bill Rate
.00	Mechanics .00
.00	Body .00
.00	Warranty/Policy .00
.00	Internal .00

Stall Count	
	#
Repair	
Internal	
Body	

# Miscellaneous

Use the Miscellaneous Statistics screen to enter dealership information and miscellaneous financial information. Enter the information identifies in each section of the screen.

Miscellaneous Statistics (FRTB9)

New Working Capital  
Required  Page 1

Gross Transfer %  
Shop Parts   
Body Parts  Page 5, 6 & 7

Total Payroll  
Current Month   
Year To Date

Dealership Data  
Dealer Code   
Name  Address   
City  State  Zip  -  Page 1

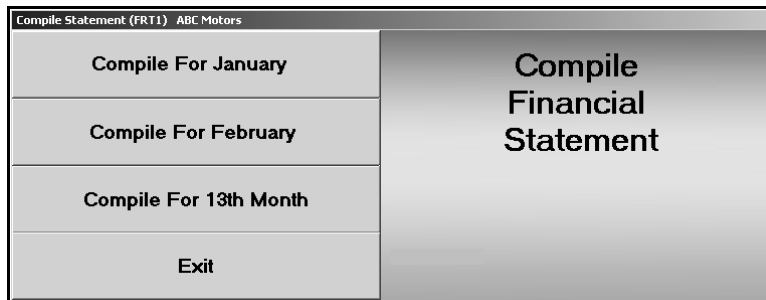
Exit Save

Once you finish entering the statistical data, you can compile the financial statement.

## Chapter 3 Compiling Statement Data

After you enter the statistical data, you compile the statement data. The statement is compiled from the data in your general ledger.

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



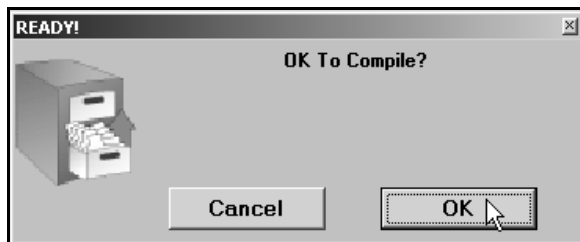
2. Select the compile option that best suits your needs. You have three options.

**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 13<sup>th</sup> Month:** Select this option after year-end adjustments.

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



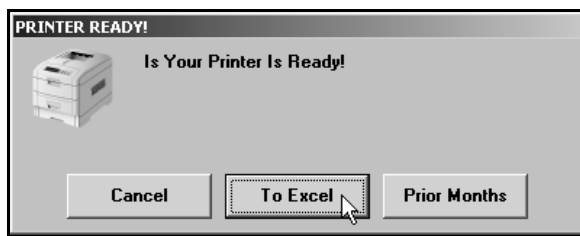
4. Once the statement is compiled, you can print it.



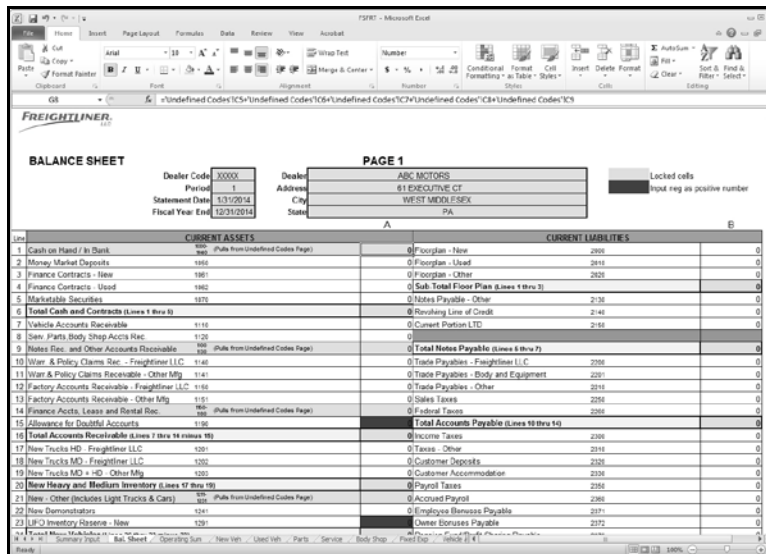
## Chapter 4 Printing the Financial Statement

Printing the financial statement in Microsoft® Excel is the final step in the preparation of a monthly statement. The financial statement automatically prints on letter-size paper (8.5"×11"). If you want to print the financial statement on legal-size paper (8.5"×14"), see "Printing on Legal-Size Paper" on page 18 to learn how to edit paper size.

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



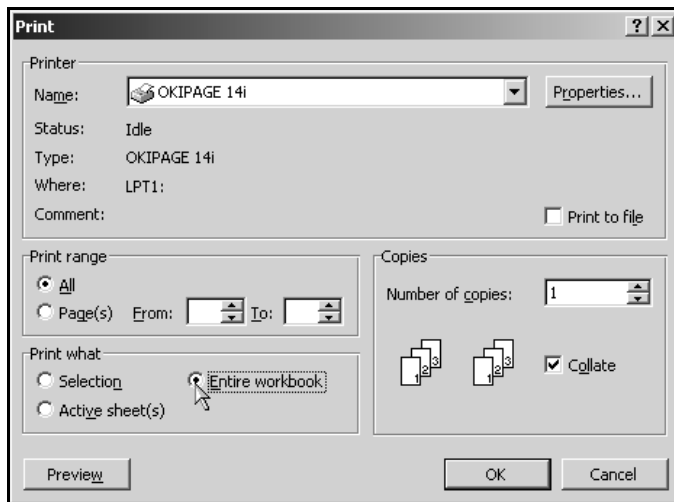
3. The financial statement opens in Microsoft Excel. Because of screen size restrictions, use the horizontal and vertical scroll bars to view portions of the spreadsheet that are not immediately visible.



CURRENT ASSETS		CURRENT LIABILITIES	
1	Cash on Hand / in Bank	0	Freightline - New
2	Money Market Deposits	0	Freightline - Used
3	Finance Contracts - New	0	Freightline - Other
4	Finance Contracts - Used	0	Sub-Total Floor Plan (lines 1 thru 3)
5	Marketable Securities	0	Notes Payable - Other
6	Total Cash and Contracts (lines 1 thru 5)	0	Revolving Line of Credit
7	Vehicle Accounts Receivable	0	Current Portion LTD
8	Parts Body Shop Accts Rec	0	Total Notes Payable (lines 6 thru 7)
9	Notes Rec. and Other Accounts Receivable	0	Trade Payables - Freightline LLC
10	War. & Policy Claims Rec. - Freightline LLC	0	Trade Payables - Body and Equipment
11	War. & Policy Claims Receivable - Other Mfg	0	Trade Payables - Other
12	Factory Accounts Receivable - Freightline LLC	0	Sales Taxes
13	Factory Accounts Receivable - Other Mfg	0	Federal Taxes
14	Finance Accts, Leases and Rental Rec	0	Total Accounts Payable (lines 10 thru 14)
15	Allowance for Doubtful Accounts	0	Income Taxes
16	Total Accounts Receivable (lines 7 thru 15)	0	Taxes - Other
17	New Trucks MD - Freightline LLC	0	Customer Deposits
18	New Trucks MD - Freightline LLC	0	Customer Accommodation
19	New Trucks MD - HD - Other Mfg	0	Payroll Taxes
20	New Heavy and Medium Inventory (lines 17 thru 19)	0	Accounts Payable
21	Inventory - Other (Includes Light Trucks & Cars)	0	Employee Bonus Payable
22	New Demonstrators	0	Owner Bonuses Payable
23	LIFO Inventory Reserve - New	0	

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 screen.

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 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 "FSFRT.XLS" as you exit the program, click **Yes** to save the changes.

## Printing on Legal-Sized 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 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

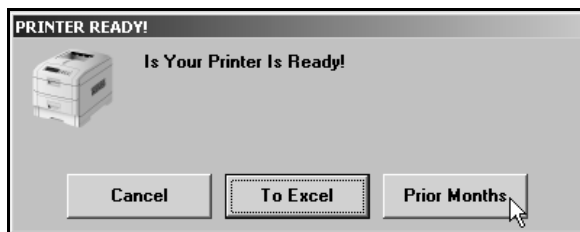
You can also access the financial statement by regenerating the statement using the financial statement option in AutoSoft DMS. Simply follow the instructions presented in the preceding chapters to regenerate the statement. You can generate the statement any number of times.

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.

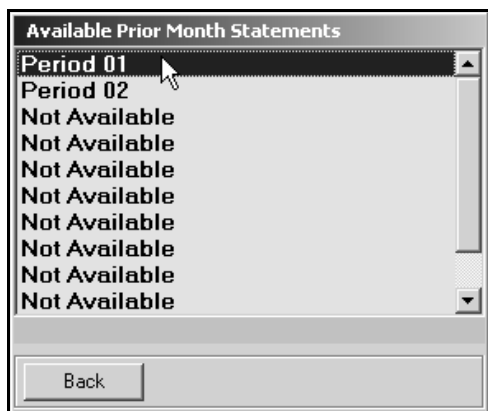
### Accessing Prior Month Statements

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

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

Once the financial statement balances, 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.

