The Accounting module interfaces with Ford to allow dealers to retrieve warranty claim payments from Ford Motor Company. Once you retrieve the claims, you pull them to the Factory Receivable Statement posting screen instead of having to manually type the information.

Entering Setup Information

You need to enter setup information that determines how the system will pull and store the statements. You cannot use the feature until you enter the setup information.

1. Click **Setup** on the Dealership Accounting menu.

2. Click **Integrated Service Sales**.

3. Click **Factory Communications Setup**.

4. Click the **Ford** tab.

5. In **Journal For Warranty Claim Payments**, type the journal number used to post warranty claim payments.

6. In **General Ledger Account For Warranty Claim Schedule**, type the general ledger account used to post warranty claim payments.

7. In **General Ledger Account For Adjustments**, type the general ledger account number used for adjustments.

8. In **General Ledger Account For Net Debit**, type the general ledger account number used for net debit.

9. Use the **Threshold For Automatic Adjustments** field to specify the amount you want to set as the threshold for automatic adjustments. Anything under this amount will post to the adjustment account.

10. Use the **Days To Purge Stale Files** field to indicate the number of days you want to keep the payment files in the system. After the number of days you specify, the system will purge the old files.

11. Click **Close** to save the information and close the screen.

12. Click **Exit** until you return to the Dealership Accounting main menu.

Posting the Receivable Statement

1. Click **Journal Entries**.

2. Click **Factory Receivable Statement**.

3. Click **Factory Payments**.

    The window on the left side of the screen will display statements available. You can also view all available files by clicking **List All Available**. This will include any files that were previously pulled and are still available in the system. Payment files are available based on the number of days you specified in the Ford Factory Statement Parameters using the Setup button on this screen or through the Manufacturer Communications Setup menu in the Integrated Service Sales parameters in the Accounting Setup.

4. Click a statement in the list to view the detail for it. The right side of the screen lists the repair orders that are included in the reconciliation file. By default, all repair orders are selected. You can click clear the box in front on each repair order to exclude repair order (or click to select an empty box to include it). Similarly, you can use the **Select All** and **Select None** buttons to select or clear all of the boxes.

5. You can use the **Print Claim** button to print a copy of the claim. The printout will only include the repair orders selected.

> **Tip:** The **View Report** button allows you to view what will process to the journal based on the repair orders you have selected. This allows you to review the selections before actually pulling them to the journal screen. You can click on a repair order in the list to view a copy of the repair order. Click **Back** to close the viewing screen.

6. To pull the statement to the Factory Receivable screen, click **Process To Journals**.

7. Click **OK** when prompted to verify you want to process the entry.   The information fills in on the Factory Receivable Statement screen.

8. Click a line to edit the information, or add additional lines as needed.

9. When you are finished, save or post the transaction.