



Autosoft
FLEXTM
DMS
Ford Financial Statement

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Introduction Ford Financial Statement Overview

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

About this Manual

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

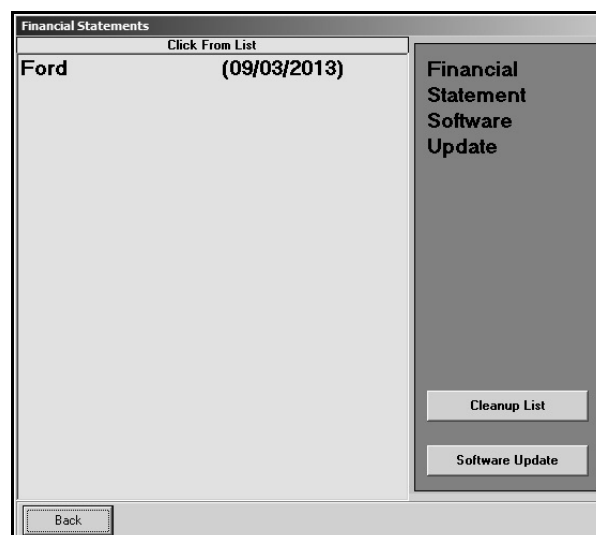
The steps you take at different stages while generating the financial statement will vary based on the amount of information you have to enter, errors you find on your financial statement, errors you encounter while generating the download file, etc. The overall process, however, will remain the same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

1. Compile the statement data.
2. Print the statistical worksheet, and use it to enter the necessary statistical data.
3. Recompile the statement to include any statistical data you added.
4. Print the financial statement, and review it for errors.
5. Generate the download file, and download the file using your FordStar system.
6. If you have multiple sets of books, combine the compiled data from another set of books to the current compiled data so you can 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 your manufacturer.

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.

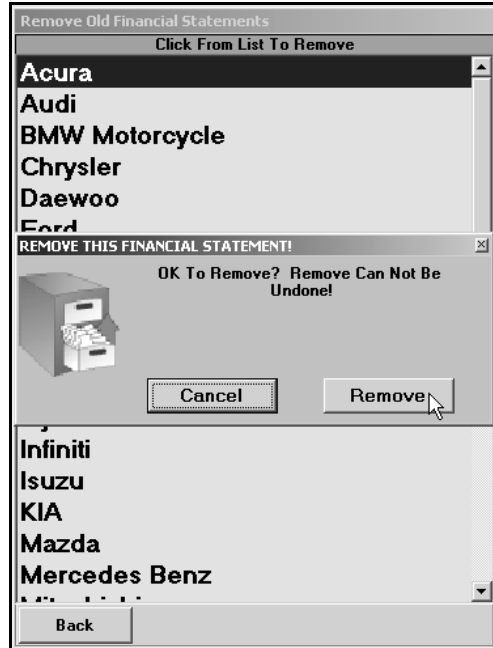


Cleaning the List

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

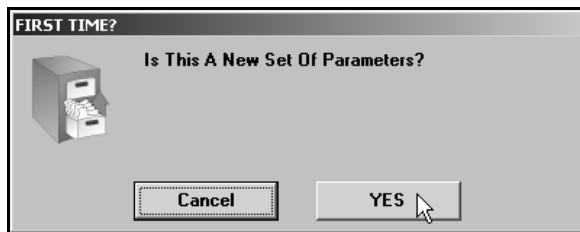
Chapter 1 Setting Statement Parameters

Before 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 Ford chart of accounts.

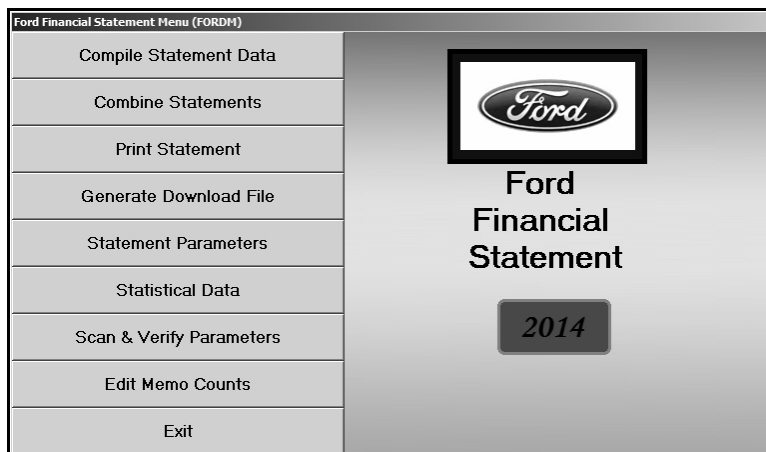
Accessing Ford Financial Statement for the First Time

When you access Ford Financial Statement for the first time, you are prompted to set parameters automatically according to the Ford 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 **Ford** 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 Ford chart of accounts. This may take several minutes. When it is finished, the Ford Financial Statement menu appears.



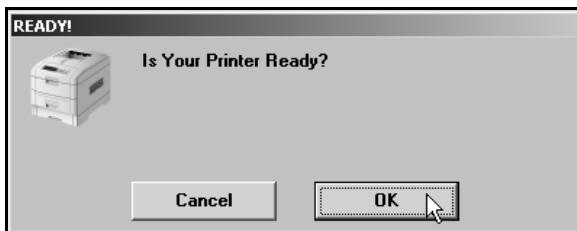
Statement Parameters

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 Ford Motors 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.

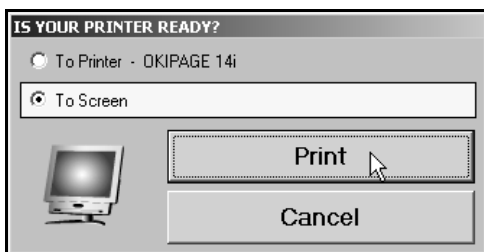
Verifying What Accounts to Add to the Statement Parameters

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 Ford 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 accounts 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 by selecting **Statement Parameters** on the Ford Financial Statement menu. However, before you enter accounts, you need to understand how the Statement Parameters screen is setup and where you need to add different types of accounts.

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

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

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

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

Tip: A problem may arise if you have an account flagged for a normal **debit** balance when it should have been set for a normal **credit** balance. While this does not usually cause a problem in the Accounting 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 an example account created for “Lien Payoffs” with an account number 2101.

1. Click **Statement Parameters** on the Ford Financial Statement menu.
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 2100. (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 2101.

Report Account: 2100		Page/Line/Column: 189L							
Pull Accounts									
+	2100	2110	2120	2130	2140	2150	2162	2163	2101

6. Click **Save** to file the information. In our example, the total of accounts 2100, 2110, 2120, 2130, 2140, 2150, 2162, 2163, and 2101 will print for report account 2100 on page 1, line 09, column L on the financial statement.
7. Continue to enter the parameters. When you are finished, click **Exit** to close the screen.

Important: When compiling the statement for the current month, the system will pull the accounts receivable aging from account 1120. There is only one account receivable account allowed, so this is the only account that will pull to the financial statement or print on the aging summary in the trade receivable schedule. If your dealership has other accounts in the parameters for 1120, you must move them to another line if you are going to use the automatic pull feature.

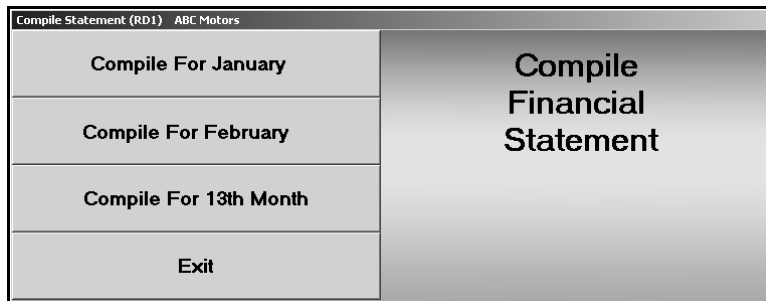
Tip: When you enter an account on the screen, you can click **GL Account Detail** to pull the general ledger detail for the account. The system scans the general ledger to pull the current data (both dollar amounts and memo counts where applicable) for all valid accounts set to pull for the selected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



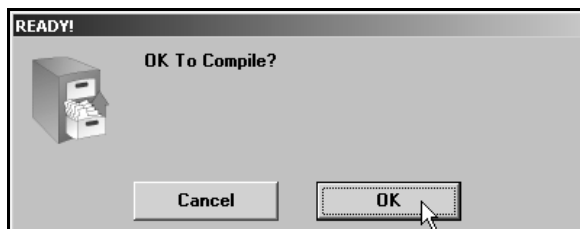
2. Select the compile option that best suits your needs. You have three options.

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

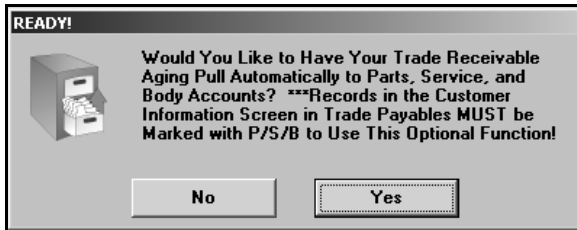
Compile For (current Month): Select this option if you have **not** closed and updated the general ledger for the month. This option is usually the most convenient since it allows you to make adjustment entries in the current month and then print and analyze the statement **before** closing.

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

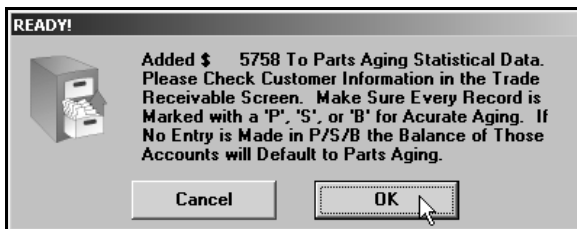
3. When prompted, Click **OK** when prompted to verify you want to compile the statement.



4. Click **Fiscal** or **Calendar** to indicate if you want to compile the financial statement for a fiscal or calendar year.
5. The system displays the status of the compiling process as it works. Do not interrupt the system during the process.
6. If you are compiling for the current month, the system prompts you to select if you want to pull the compiled accounts receivable data to the A/R Aging screen in the statistical data. Click **No** or **Yes**.



7. If you select **Yes** to pull the A/R aging and there are customer accounts in the accounts receivables schedule with balances that are not marked P for parts, S for service, or B for body shop, the system will prompt you that the balances for those accounts will be added to the parts A/R aging. Click **OK** to acknowledge the message. When entering statistical data, you will have the option to pull the A/R data to the screen or to add the aging yourself.

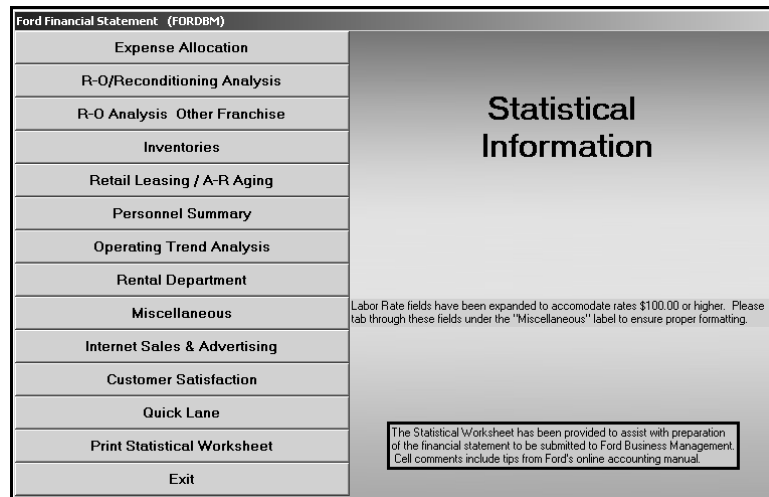


8. The system returns you to the Ford Financial Statement menu.

Once you compile the financial statement, 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.



Printing the Statistical Data Worksheet

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

1. Click **Statistical Data**. The Ford Statistical Data menu appears.
2. Click **Print Statistical Worksheet**.
3. The worksheet opens in Microsoft® Excel. Review the worksheet. Click the tabs at the bottom of the screen to switch between sheets.
4. As you view the statistics worksheet, you can pause the mouse over either the compiled fields (pink fields) or the calculated fields (blue fields) on the screen to bring up "cell comments" regarding where the figures are pulled from. The procedure is true for all sheets.
5. From the **File** menu, click **Print**.
6. In the Print dialog, click to select **Entire Workbook**.

7. Click **OK**. Four sheets print.
8. From the **File** menu, click **Exit**.
9. If Microsoft Excel asks if you want to save the changes to “STFOR.XLS” as you exit the program, click **Yes** to save the changes.
10. 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.

Edit Memo Counts

When filling in the statistical worksheet, use the **Edit Memo Counts** option on the Ford 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 Number	Model Name	Month	Year-To-Date
3000	SLS-NEW CROWN VIC	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 NON 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 NON 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	NOW--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.

Entering Data

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

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

Expense Allocations

The information on this screen will print on page 6 of your financial statement and will allocate your fixed expenses year to date to each department by the percentage you have specified on this screen.

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. If you do not want to allocate to a specific department, you need to put 100% of the allocation into the “Unapplied” column. Mark line 22 on the screen where you want the unapplied expenses allocated on line 22, page 6, of the Ford Financial Statement.

Line	Description	New	Used	Parts	Service	Body	Unapp.	Total
01	Sal. Gen. Mgr.							0
02	Salaries Adm.							0
03	Employee Benefit							0
04	Payroll Taxes							0
05	Pensions							0
06	Inst'l Adv. & Promo.							0
07	Rent & Equiv.							0
08	Utilities							0
09	Telephone							0
10	Taxes							0
11	Insurance							0
12	Office Supplies							0
13	Prof. & Service Fees							0
14	Data Processing							0
15	Bad Debts							0
16	Contributions							0
17	Interest							0
18	Deprec. Equip.							0
19	Eq. & Veh. Maint.							0
20	Travel & Enter.							0
21	Misc. Expense							0
22	Alloc Of Unapplied							0
24	Dealer Salary							0

Exit Auto Clear Save Page 6

R-O/Reconditioning Analysis

The Reconditioning & R/O Analysis screen is used to enter information for the Reconditioning Analysis for pages 1 and 4 of the financial statement. You also use this screen to enter information for the Repair Order Analysis for page 5 of the financial statement.

Enter the monthly and year-to-date units and cost for the new and used vehicles. Then, enter the total value for your work in process. The remainder of the fields on this screen will fill in for you.

Reconditioning & R/O Analysis (ORDB2)

Reconditioning Analysis

	Units		Cost		Cost Per Unit	
	Month	YTD	Month	YTD	Month	YTD
Used Cars	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Used Trucks	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

MEMO: Work In Process (Pg1) \$

Page 1 & 4

R/O Analysis

	Traffic		Parts Sales		Labor Sales	
	Month	YTD	Month	YTD	Month	YTD
Service	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Body Shop	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
W&P Service	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
W&P Body	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ESP Repair	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Internal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Page 5

R-O Analysis Other Franchise

The R/O Analysis—Other Franchise screen is used to enter information for repair orders for your dealership's other franchise. This information prints in the R/O Analysis on page 5 of the financial statement.

The **R/O Analysis** information automatically fill in for you.

Under **Parts Dept – Other Franchise**, enter the monthly and year-to-date sales and gross for wholesale and retail sales.

The **Productivity/Efficiency** report cannot be pulled from accounting. You will have to work with the Service Manager to obtain these figures for the month and year-to-date. These figures are normally kept manually.

R/O Analysis - Other Franchise (ORDB3)

R/O Analysis - Other Franchise		Traffic		Parts Sales		Labor Sales	
	Month	YTD	Month	YTD	Month	YTD	
Service			0	0	0	0	
Body Shop			0	0	0	0	

Page 5

Parts Dept - Other Franchise		Sales		Gross	
	Month	YTD	Month	YTD	
Wholesale					
Retail					

Page 5

Productivity/Efficiency		Month	YTD
Available Clocked Hours			
Actual Hours Worked			
Flat Rate Hours Sold			

Page 5

Exit Save

Inventories

The Vehicle Inventories screen is used to enter inventory counts. This information prints on pages 1, 3T, and 6 of the financial statement.

For the **New Vehicles** and **Used/Remarketed/DT** sections, run the Car Inventory Schedules to get the number of Ford, Lincoln, and non-Ford units to enter. A short inventory list will be sufficient.

Under **Inventory Analysis**, fill in the information required for each line. The non-utilized days for the month, utilization percentage, and customer/ESP paid percentage fills in for you.

Under **VE/Leased/Fleet**, the vehicle equity fills in for you. Fill in the number of leased cars and trucks and the monthly and year-to-date fleet medium counts.

Vehicle Inventories (ORDB4)

New Vehicles			
	Ford	Linc	Non-Ford
Cars	<input type="text"/>	<input type="text"/>	<input type="text"/>
Trucks	<input type="text"/>	<input type="text"/>	<input type="text"/>
Demo Cars	<input type="text"/>	<input type="text"/>	<input type="text"/>

Page 1

	Rental Units			
	Cars	Truck	R/V	S/L
Tot Units@EOM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tot Units Days Avail / Mo	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cust. ESP-Paid Days / Mo	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Service Loaner Paid Day/Mo	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dealer Paid Days / Mo	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non-Utilized Days / Mo	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
% Utilization	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
% Customer / ESP Paid	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Page 6

Used/Remarketed/DT		Total
Used Cars (Non CPD)	<input type="text"/>	+60
Used Trucks (Non CPD)	<input type="text"/>	
CPD Cars (Franchise Only)	<input type="text"/>	
CPD Trucks (Franchise Only)	<input type="text"/>	
Remark Cars	<input type="text"/>	
Remark Trucks	<input type="text"/>	
Dealer Trade	<input type="text" value="20"/>	

Page 1 & 3T

VE/Leased/Fleet			
Vehicle Equity:	New	<input type="text"/>	Used
Leased Vehicles:	Car	<input type="text"/>	Truck
Fleet Medium:	Month	<input type="text"/>	YTD

Page 1 & 3T

Exit Save

Retail Leasing/A-R Aging

The A/R Aging/Retail Lease screen is used to enter receivables aging information. This information prints on page 1 of the financial statement. You also use this screen to enter retail lease counts. This information prints on page 3T of the financial statement.

If you selected to pull the A/R aging while compiling the financial statement, the system prompts you again to select if you want to pull the compiled accounts receivable data when you enter this screen. This provides you with the opportunity to discard the A/R aging if you selected to pull it while compiling and no longer wish to use it. Click **No** to discard the information or **Yes** to pull it to the screen.

If you choose to pull the A/R data, the Parts Accounts, Service Accounts, and Body Accounts fields cannot be accessed since the compiled data will automatically fill in these fields.

The current plus 30 days amounts pull to the **Current** column since the statement is being prepared for the past month and not the current calendar month. The other amounts fill in one column over as well (60 days will go into the 30 day column, etc.).

	Current	31-60	61-90	91+
Vehicle Accounts	803	2790	7954	1673
Parts Accounts	340	1542	20052	5619
Service Accounts	175	41	33153	455
Warr. Receivables				
Ford Incentives				
Notes Receivable				

If you choose not to pull the A/R data, the data is deleted, and you will need to manually enter the aging in the corresponding fields.

A/R Aging / Retail Lease (ORDB5)				
Accounts Receivable Aging				
	Current	31-60	61-90	91+
Vehicle Accounts				
Parts Accounts				
Service Accounts				
Body Accounts				
Warr. Receivables				
Ford Incentives				
Notes Receivable				

Page 1

You can obtain the information that you need to enter in the **Accounts Receivable Aging** section by printing an aging summary from the A/R schedule.

1. Click **Trade Receivables** on the Accounting main menu.
2. Click **Print Receivable Schedule**.
3. Click **Print Aging Summary Only**.
4. Click to select to print to screen or to the printer.
5. If you have post-ahead entries, click to select **Print Including Post Aheads**.
6. The printout breaks down the aging for Parts, Service, and Body Shop. The balances for any accounts not marked P, S, or B will go to the Other Account on the report. If the Other Account does not have a balance on the summary, your customer files are all marked.

The summary has the aging broken down into 90 and 120 days. The Ford statistics only have aging for over 90 days, so you will need to add the 90 and 120 days in the summary for the **90+** field on the A/R Aging/Retail Lease screen.

7. Distribute the balances into the proper aging category on the A/R Aging/Retail Lease screen. The current plus 30 days amounts should be entered in the **Current** column since the statement is being prepared for the past month and not the current calendar month. The other amounts should be entered one column over as well (60 days will go into the 30 day column, etc.).

All four of the aging fields on this screen added together must equal what is pulling into the parameter for the specified account. For example, if Vehicle account 1110 totals \$10000 in current and \$15000 in 31-60, the total for the account on the Statement Parameter screen for account 1110 should equal \$25000. If the totals do not match, you will receive an error when you attempt to download.

You can also obtain the totals on the financial statement as indicated below.

- **Notes Receivable (Account 1100):** Find this total on the financial statement on page 1, line 6, bucket 0006. This amount should equal Notes Receivable in the Statistical Data – Current through 91+.
- **Vehicle (Accounts 1110 and 1125):** Find this total on the financial statement on page 1, line 8, bucket 0008. This amount should equal Vehicle Accounts in the Statistical Data – Current through 91+.
- **Parts Service Body (Account 1120):** Find this total on the financial statement on page 1, line 9, bucket 0009. This amount should equal the total of the Parts, Service, and Body Accounts (Current through 91+) in the Statistical Data.
- **W & P Claims (Accounts 1140 and 1150):** Find this total on the financial statement on page 1, line 11, bucket 0011. This amount should equal Warranty Receivables in the Statistical Data – Current through 91+.
- **Incentives/Carryover Allowance (Accounts 1170 and 1175):** Find this total on the financial statement on page 1, line 13, bucket 0013. This amount should equal Ford Incentives in the Statistical Data – Current through 91+.

The first three boxes under **Past Due** will calculate from the non-current entries under the **Accounts Receivable Aging** when you save the information. You cannot edit these fields. You must manually enter the **Other** aging. You can obtain this total in the parameters for account 1130 parameter, but only use the amount over 31 days.

When you attempt to submit the financial statement to Ford electronically, Ford verifies the accuracy of the data being submitted by checking that the receivable aging matches the receivable amount. If the figures do not match, Ford will reject the statement.

You may have an amount on the financial statement for account 1120 on line 9, bucket 0009, that does not total to the aging in the statistical data. This may be due to another account that is included in the Statement Parameters for account 1120. You can verify this using the following steps.

1. Click **Statement Parameters** on the Financial Statement main menu.
2. Type the main account number in the **Report Account** field. (For example, you would type 1120 for Parts/Service/Body and 1100 for Notes Receivable).
3. Look to see if there are any other accounts with amounts pulling to that parameter.
4. If so, you must determine the aging of that account and add it to the Statistical Data screen

Use the **Retail Lease** section to enter the specified information for new and used leased vehicles.

Personnel Summary

The Personnel Summary screen is used to enter personnel counts. This information prints on page 6 of the financial statement.

Use the Departmental Personnel section to enter your personnel counts. The left side of the screen lists all of the positions in the dealership. There are seven columns to represent the different departments. For each position, enter the number of personnel in each department. The system automatically calculates the totals.

Use the **Stall Count** section to enter the counts for each department.

Under **Tenure**, enter the number of tenured sales and service technicians in each category. A full explanation of Salesperson/Service Technician Tenure and Turnover Calculations may be found in the Financial Statement Preparation Section of Ford's Website www.fordacctg.com.

Use the **Split Sale Force** section to identify the number of Sales Managers and Salespeople split as New, Used, or Combination. The total automatically calculates as you enter the counts.

Personnel Summary (ORD86)

Departmental Personnel		Admin.	Fran N&U	F&I	L&R	Fran. Parts	Fran. Serv	Body
Dealers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Management	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Slsprns/Serv Advrs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Technicians - Repair	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Technicians - Internal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clerical	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Stall Count

Repair:	<input type="text"/>
Internal	<input type="text"/>
Body	<input type="text"/>

Tenure

	-12	36	60	61+	Hire	Term
Sales	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Service	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Split Sales Force

	New	Used	Comb.	Total
Managers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Salespersons	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Operating Trend Analysis (ORD87)

	New Units		Used Units		Total w/Wal	Selling/Adj.		Selling Gross			Fix Exp.	Opt PFT	PFT BIT	Net PNVS
	Car	Truck	Car	Truck		New	Used	Parts	Serv	B/S				
January														
February														
March														
April														
May														
June														
July														
August														
September														
October														
November														
December														
Current YTD														
Prior YTD														

Page 2

Exit Save

Rental Department

The Rental Department screen is used to enter information for your Rental Department. This information prints on page 6 of the financial statement. The memo data automatically fills in for **Rental Income, Salaries, Commissions/Incentives, and Other Expenses** if their associated accounts are set in the parameters for **5200M, 5210M, 5220M, and 5230M** respectively. The **Agreements** amount will pull based on the unit counts for the accounts set in the parameters for **5200M**. If you do not have the accounts set accordingly in the parameters, you will have to manually enter the information. The **Total Net** automatically fills in for you and must equal the Rental Vehicle Net Income on page 2, line 16 on the financial statement.

Rental Department (ORD88)

The MEMO data on this screen will pull automatically for Rental Income, Salaries, Commissions/Incentives, and Other Expenses if their associated accounts are set into parameters 5200M, 5210M, 5220M and 5230M respectively. The Agreements amounts will pull based upon the Unit counts for accounts set into parameter 5200M.

Total Net amount MUST be equal to the Rental Vehicle Net Income on page 2 line 16 of the financial statement.

Rental Department		Month	YTD
Income	5200M		
Salaries	5210M		
Commissions/Incentives	5220M		
Other Expenses	5230M		
Total Net			
Agreements			

Page 6

Exit Save

Miscellaneous

The Miscellaneous Statistics screen is used to enter dealership information and miscellaneous financial, parts, and service information.

Fill in the information required.

- **Working Capital:** Ford Motor Company gives you this figure.
- **Part Inventories:** Enter the monthly and year-to-date sales for Ford and non-Ford parts. Your Parts Mgr. should be able to tell you how much of his Inventory is Non-Ford Parts by doing a trial balance on the different sources he has in his inventory. The total parts must equal the Asset line 28 on page 1. Enter the values as whole numbers. Do not use decimals.
- **Parts Purchases:** Enter the monthly and year-to-date purchase totals for non-Ford parts. Your Parts Manager can run a list of purchases from his sources for the current month. You will have to keep track of the YTD figure.
- **LIFO Reserve:** Enter the amounts for New, Used, and Parts.
- **Gross Transfer %:** Enter the percentage. This amount is based on individual dealership practices. (It is normally 50% as per Ford Motor Accounting.)
- **Total Payroll:** Enter the current month payroll and year-to-date payroll total. This must be kept manually from payroll records.
- **Labor Rates:** Enter the current labor rates for each category listed.
- **Frozen Capital:** Enter the total frozen capital for each category. These are objects that are difficult to turn into cash, such as Over-Aged Vehicle Inventory, Obsolete Parts, Past Due Accts. Receivables.
- **Dealership Data:** Fill in all of the dealership information listed. All fields must be completed.

Internet Sales & Advertising

The Internet Sales & Advertising screen is used to enter the monthly and year-to-date sales figures for your Internet sales. This information must be kept manually. This information prints on page 3T of the financial statement. This screen is also used to enter Internet advertising costs for page 4 and page 5 of the financial statement.

Internet Sales - New				
	Sales	Gross	Unit	GR PVS
Month	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Y-T-D	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Page 3T

Internet Sales - Used				
	Sales	Gross	Unit	GR PVS
Month	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Y-T-D	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Page 4

Internet Advertising				
	Month	Y-T-D	Mo PVR	Yr PVR
New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Used	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Page 4

Exit Save

Customer Satisfaction

The Customer Satisfaction screen is used to enter account balances for the Ford Receivables accounts. This information prints on page 1 of the financial statement. Enter the account balance for each receivable account listed. The total will fill in as you enter values.

Ford Receivables		WHOLE DOLLARS ONLY
LCF	1174	<input type="text"/>
Ford Support - All Other	1176	<input type="text"/>
CSR (FoC)	1177	<input type="text"/>
TOTAL	Must EQUAL Assets Page 1 Line 14.	<input type="text"/>

Page 1

Exit Save

Quick Lane

The Quick Lane screen is used to enter information about the Quick Lane department. This information prints on page 7 through 7E of the financial statement. Fill in the personnel counts and stall counts required.

In **Is your dealership a Certified Quick Lane Dealer?** field, type **Y** for yes or **N** for no. Only certified quick lane dealerships can report quick lane information.

Quick Lane (FORDBC)

Quick Lane Facilities	QL Facility Main (A)	QL Facility (B)	QL Facility (C)	QL Facility (D)	QL Facility (E)	TOTAL Quick Lane Facilities
Personnel						
Managers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Service Writers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Repair Technicians	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Internal Technicians	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Personnel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Stall Count						
Repair	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Internal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
P&A Code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Pages 7 through 7E

Is your dealership a Certified Quick Lane Dealer? (Y/N)

Only those dealerships certified as Quick Lane dealers can report Quick Lane information. Contact your franchising FCDS region for more information about Quick Lane certification.

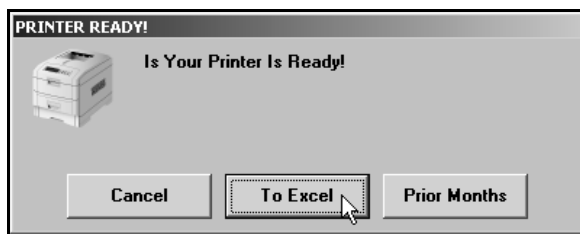
Exit Save

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.

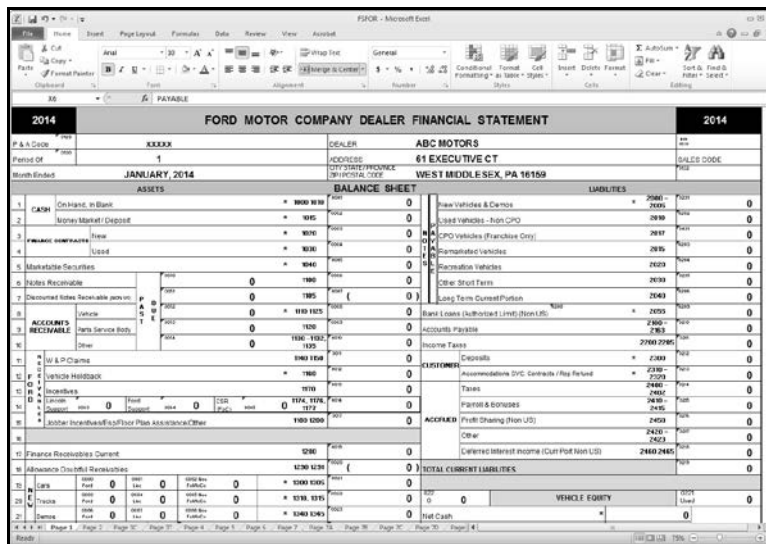
Chapter 4 Printing the Financial Statement

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 28 to learn how to edit paper size.

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



3. If prompted to indicate if you want to print the pages with zero balances, click **No** or **Yes** accordingly.
4. The financial statement opens in Microsoft Excel.



2014		FORD MOTOR COMPANY DEALER FINANCIAL STATEMENT		2014			
F & S Code: XXXXX		DEALER: ABC MOTORS		SALES CODE:			
Period Of: 1		ADDRESS: 61 EXECUTIVE CT		PIR:			
Month/End: JANUARY, 2014		CITY/STATE/ZIP/PHONE: WEST MIDDLESEX, PA 16159		PIR:			
ASSETS		BALANCE SHEET		LIABILITIES			
1	CASH On Hand, in Bank	1900 919	0	1	New Vehicles & Cars	2061	0
2	Money Market Deposit	0	0	2	Used Vehicles - Non CPO	2830	0
3	FINANCIAL CONTRACTS	0	0	3	CPO Vehicles (Franchise Only)	2837	0
4	Used	0	0	4	Remanufactured Vehicles	2835	0
5	Marketable Securities	0	0	5	Recreation Vehicles	2829	0
6	Notes Receivable	0	0	6	Other Short Term	2839	0
7	Discounted Notes Receivable (non-US)	0	0	7	Long Term Current Portion	2063	0
8	Vehicle	0	0	8	Bank Loans (Autofund Loans/Non US)	0	0
9	ACCOUNTS RECEIVABLE	0	0	9	Accounts Payable	2857	0
10	Parts Service Body	0	0	10	Income Taxes	2769 2766	0
11	Other	0	0	11	Equity	0	0
12	W & P Claims	0	0	12	Accumulative DVC Contracts Plus Refund	2767	0
13	Vehicle Holdback	0	0	13	Taxes	2497	0
14	Inventory	0	0	14	Interest & Expense	2495	0
15	Lease	0	0	15	Profit Sharing (from US)	2493	0
16	Supplier Incentive/Exp/Plan Assistance/Other	0	0	16	Other	2492	0
17	Finance Receivables Current	0	0	17	Deferred Interest Income (Cur Port Non US)	2491	0
18	Finance Receivables Noncurrent	0	0	18	TOTAL CURRENT LIABILITIES	0	0
19	Lease	0	0	19	VEHICLE EQUITY	0	0
20	Trade	0	0	20	Net Cap	0	0
21	Notes	0	0				

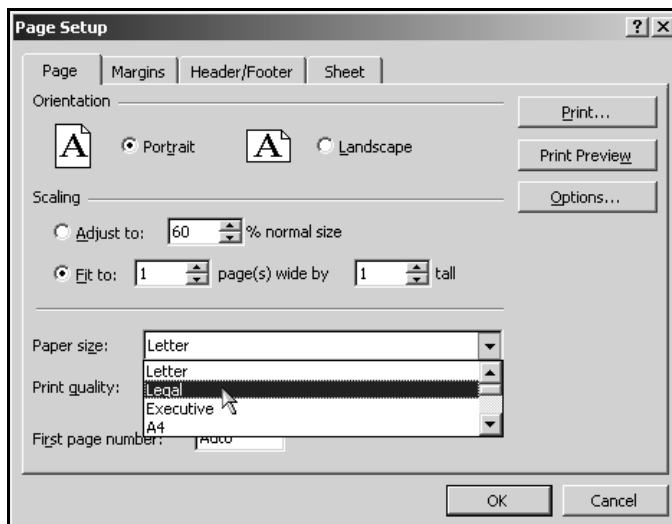
5. Because of screen size restrictions, use the horizontal and vertical scroll bars to view portions of the spreadsheet that are not immediately visible.
6. Each franchise statement will open to page 1. To view the other pages of the statement, click the tabs on the bottom left side of the screen.

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 "FSFOR.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 box 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

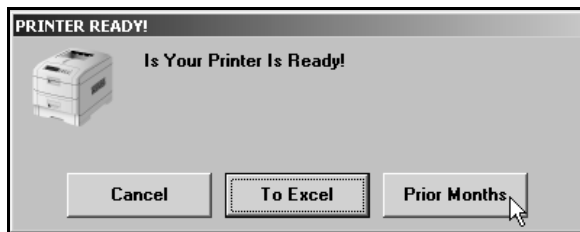
You can also access the financial statement by regenerating the statement using the financial statement option in Autosoft DMS. Simply follow the instructions presented in the preceding chapters to regenerate the statement. You can generate the statement any number of times.

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.

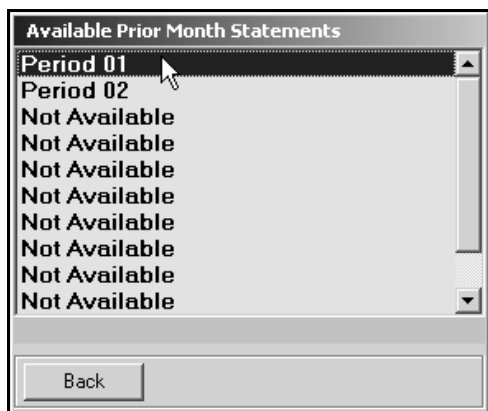
Accessing Prior Month Statements

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

1. Click **Print Statement** on the Ford 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 Excel expire, ASI 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 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 can generate a download file so you can download the statement to Ford Business Management through your FCDS software. Generally, the reporting period will be the same as the current month. However, in some cases, Ford Business Management may require an alternate reporting period. Do not change the reporting period unless notified by Ford Business Management that another reporting period is required.

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 7 for instructions on how to combine statements.

1. Click **Generate Download File** on the Ford Financial Statement menu. The Download screen appears.

Generate Download File (FORDV)

This feature of the Financial Statement Program will allow the user to generate the file to be used in the electronic submission of the monthly financial statement to Ford Business Management through FCDS.

Generally, the reporting period submitted will be the same as the current month. In some instances Ford Business Management requires an alternate reporting period. Unless notified by FBM, do not change the reporting period as shown when prompted.

Tab through the fields below. Follow prompts to generate download file.

Transaction Indicator (N)

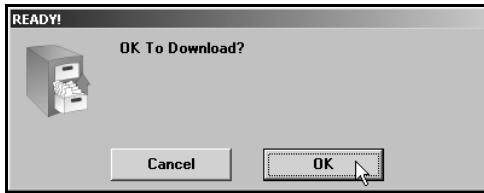
Reporting Period/Month

Reporting Year

Exit

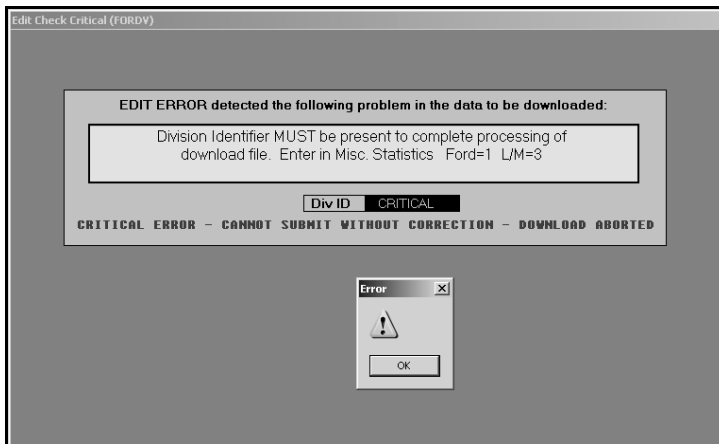
2. Press ENTER to advance through the fields on the screen. The information should be correct and should not require editing.
3. When you advance through the **Reporting Period/Month** field, the system will prompt you to verify the reporting period reflects the current period being reported to Ford Business Management. Click **Continue**.

- Click **OK** when prompted to verify you want to generate the download file.



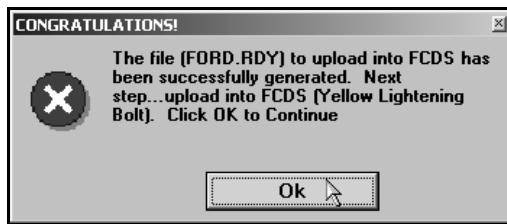
- Before the system generates the download file, it runs an error check according to the Ford Edit Error Codes. If the statistical data is not filled in properly, it will initiate both critical and non-critical errors as the statement is being generated for the download. Autosoft suggests that you go to www.fordacctg.com on the Internet and print the “Edit Error Codes” for the current year. This document will serve as a reference for the error codes you may receive. There are 67 pages of errors. These are both critical and non-critical errors in conjunction with the downloading of the financial statement to FordStar.

For example, the following screen displays a critical error concerning the Division Identifier, which must be filled in on the Miscellaneous Statistics screen. Click **OK** to acknowledge the error. You must fix the error and recompile the statement before you can complete the FordStar download.



Important: The system will not create a download file if there are critical errors in the data. However, the system will generate the download file with non-critical errors.

6. If there are no critical errors, the system generates the download file. It displays a message indicating the file has been created and that you must upload the file into the Ford CDS program. Click **OK** to acknowledge the message.



7. After you generate the file, you must complete the download using instructions supplied by your software vendor for your Ford FCDS system.

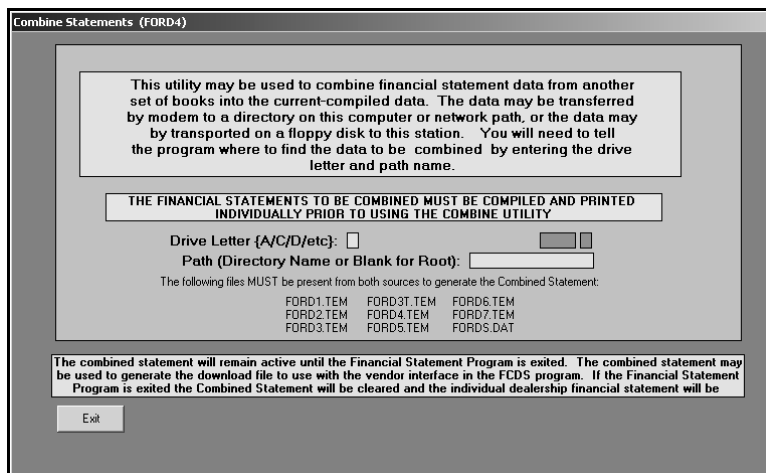
If you have multiple sets of books that you did not combine for the download, you should combine them next so you can print an in-house financial statement that reflects information for both books as needed. If you do not have multiple sets of books or if you combined the books before downloading, you are finished. Use the instructions in this manual every time you need to compile and print a financial statement.

Chapter 7 Combining Multiple Statements

You can use the **Combine Statements** button on the Ford Financial Statement 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 Ford 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 **Combine Statements** on the Ford Financial Statement menu. The Combine Statements screen appears.



Combine Statements (FORD4)

This utility may be used to combine financial statement data from another set of books into the current-compiled data. The data may be transferred by modem to a directory on this computer or network path, or the data may be transported on a floppy disk to this station. You will need to tell the program where to find the data to be combined by entering the drive letter and path name.

THE FINANCIAL STATEMENTS TO BE COMBINED MUST BE COMPILED AND PRINTED INDIVIDUALLY PRIOR TO USING THE COMBINE UTILITY

Drive Letter {A/C/D/etc}:

Path (Directory Name or Blank for Root):

The following files MUST be present from both sources to generate the Combined Statement:

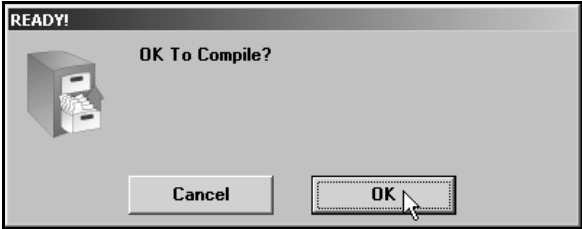
FORD1.TEM	FORD3T.TEM	FORD6.TEM
FORD2.TEM	FORD4.TEM	FORD7.TEM
FORD3.TEM	FORD5.TEM	FORD5.DAT

The combined statement will remain active until the Financial Statement Program is exited. The combined statement may be used to generate the download file to use with the vendor interface in the FCDS program. If the Financial Statement Program is exited the Combined Statement will be cleared and the individual dealership financial statement will be

Exit

2. In **Drive Letter**, type the drive letter where the financial information you want to add is located.
3. 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.
4. Press ENTER to continue.

5. Click **OK** when prompted to verify you want to combine the information.



6. The combined statement opens in Microsoft® Excel.

The set of books is combined, and you can print the combined financial statement and download it as needed.

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.

