# Autosoft ▶FLEX™

## DMS

### General Motors FACTS 2.0

**Autosoft**
Dealer Management System™

Revised 01/2014

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# Introduction GM FACTS

The Autosoft Accounting module includes a feature designed specifically for General Motors dealers to prepare financial data. The GM FACTS® feature allows GM dealers to generate and download GM FACTS. Once you generate GM FACTS, you can view and print an in-house operating report (financial statement) using Microsoft® Excel. The program automatically saves the operating report with the month-end data, so you can access the information whenever you need it within the next 12 months.

## About this Manual

This manual walks you through using the GM FACTS feature. The procedures outlined in this manual are essential to ensure accurate FACTS data each month. Each chapter focuses on a 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** <br> **Setting the FACTS Parameters** | Chapter 1 walks you through accessing the GM FACTS feature and defining the parameters the program will use to pull the GM FACTS. |
| **Chapter 2** <br> **Compiling FACTS** | Chapter 2 walks you through compiling the FACTS data. In addition, the chapter covers each of the three available compiling options. |
| **Chapter 3** <br> **Entering Statistical Data** | Chapter 3 walks you through entering statistical data for the FACTS. The chapter breaks down all of the entry screens to make data entry easier. |
| **Chapter 4** <br> **Printing the In-house Operating Report** | Chapter 4 walks you through viewing and printing an in-house operating report in Microsoft Excel, and it identifies common errors that appear while generating the statement and explains how you can fix the problems causing the errors. In addition, this chapter provides suggestions about the information you can check on your operating report if the report does not display the correct information. |
| **Chapter 5** <br> **Generating the Download File** | Chapter 5 walks you through generating the download file you will send using DealerWorld®. |
| **Chapter 6** <br> **Running the TB Edit Application** | Chapter 6 walks you through using the TB Edit Application. This allows you to check the FACTS data before submitting the operating report to GM using DealerWorld. |
| **Chapter 7** <br> **Combining Multiple Statements** | Chapter 7 walks you through combining financial data from another set of books to the current compiled data. |

# Understanding the Workflow

The steps you take at different stages while generating the operating report will vary based on the amount of information you have to enter, errors you find on your operating report, 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 FACTS Data.

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

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

4.   Print the in-house operating report, and review it for errors.

5.   Generate the download file.

6.   Use the TB Edit Application to identify any critical and non-critical errors you may encounter while downloading the FACTS.

7.   Download the file using DealerWorld.

8.   If you have multiple sets of books, combine the 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 General Motors

# Using the Financial Statement List

When you click **Financial Statements** on the Reports menu in the Accounting module, the Financial Statements selection list appears.  The selection lists identifies all of the financial statements available to your dealership based on the franchises Autosoft has on file for your dealership.  Click a financial statement in the list to select it.  If you have a franchise that does not appear in your financial statement selection list, call Autosoft so we can update our records to ensure the franchise is included in your next update.
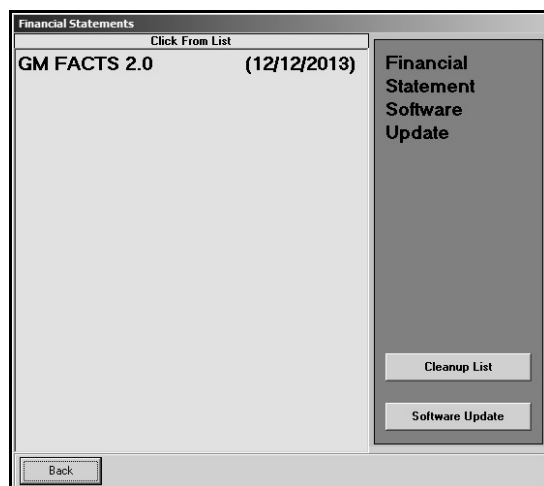
# Cleaning the List

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.

General Motors dealers may have two options in the Financial Statements selection list.  The selection that reads, "GM FACTS 2.0," is the option you use to generate the operating report.  The option that reads, "Generic (GM)," is an old version of the GM operating report.  You do not need to use this option.  Therefore, you can remove this option from the list as needed.

> **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 Operating Report

You can update your operating report 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 Statement 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 the FACTS Parameters

Before you can compile your first operating report, you need to enter the FACTS parameters. This involves telling the program which general ledger accounts you want to pull to each line of the report. 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 and that do not appear in the GM chart of accounts.

## Accessing GM Operating Report for the First Time

When you access the GM FACTS feature for the first time, you are prompted to set parameters automatically according to the General Motors chart of accounts.

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

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

3. Click **GM FACTS 2.0** in the selection list.

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

5. The program prompts you when it is finished building the GM chart of accounts. Click **OK** to acknowledge the message. The General Motors FACTS 2.0 menu appears.
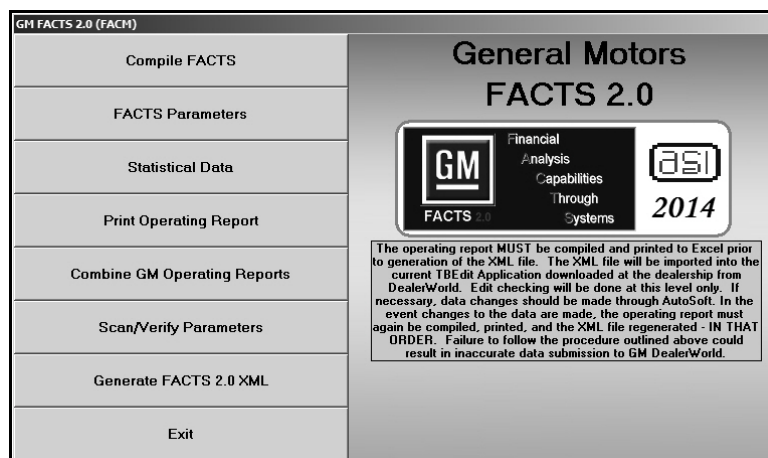


6. Click **FACTS Parameters**.

7. Once the screen opens, click **Exit** to close the screen. You MUST open and close this screen the first time you enter the program in order to activate the GM parameters.

# Adding Additional FACTS Parameters

You use the **FACTS Parameters** button to review and fine-tune the parameters.  Even though the program automatically sets up the parameters according to the GM chart of accounts, you will have to access the parameters to add accounts specific to your dealership.  This input 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 you have added to the general ledger.

## Verifying What Accounts to Add to the FACTS Parameters

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

1.  Click **Scan/Verify Parameters** on the General Motors FACTS 2.0 menu.

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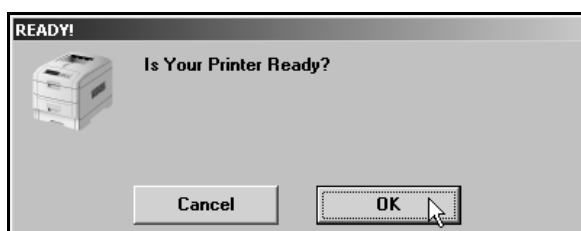


3.  The system scans the parameters.  Be patient while the system scans.  Do not disturb the system during the scan.

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**.
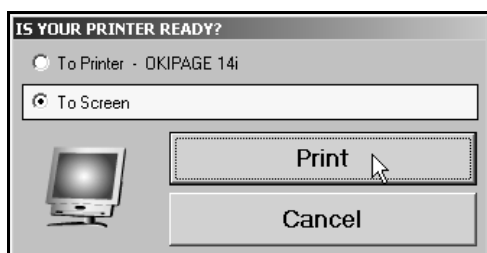


6.  Review the report.

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 FACTS 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 FACTS Parameters, see "Adding Accounts to the FACTS Parameters" on page 8 of this manual.

## Understanding the FACTS Parameters Screen

Once you establish the accounts you need to add to the FACTS parameters, you can add them easily by selecting **FACTS Parameters** on the General Motors FACTS 2.0 menu.  However, before you enter accounts, you need to understand how the FACTS Parameters screen is set up and where you need to add different types of accounts.

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



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

Pages 5A through 5K, 6, and 7 of the operating report require that a 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 FACTS Parameters

The steps below walk you through adding an account to the FACTS parameters. Each line of the operating report has a report account. This is the account you will use on the parameters screen to pull the accounts associated with the report account. The screen identifies the page number, line lumber, and column on the operating report where the accounts will pull. For illustration purposes, we will be using a sample account 202A (a second bank account).

1. Click **FACTS Parameters** on the General Motors FACTS 2.0 menu. The GM 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 want 202A to combine with 202, so you would type 202. (You can also use the **List** button 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 operating report 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 202A.



6. Click **Save** to file the information. In our example, the total of accounts 202 and 202A will print for report account 202 on page 1, line 08, column A on the operating report.

7. Continue to enter accounts as needed.

8. When you are finished adding accounts to the parameters, 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.

## Fleet and Commercial Sales & Gross Activity (Page 5K)

All information being reported on page 5K is strictly regarded as memo information.  Because this memo information is only a portion of the total amount for each sale, cost of sale, and expense related to Fleet and Commercial Sales and Gross, it is necessary to set up individual general ledger accounts to track these related amounts.

All general ledger accounts mapped to report accounts for page 5K _must_ also be mapped to their corresponding franchise pages.  For example, account 402D is for Buick Regal sales and account 407K is for Commercial/Fleet Buick Regal Sales.  You will need to create an account for Commercial Buick Regal Sales.  This account may be set up as account 402DC.  You must map account 402DC to report account 402D to balance the operating report and to 407K to pull the commercial sales amount to page 5K as memo information.

Calculations contained within page 5K are done to measure the performance and contribution of the Fleet and Commercial Department to the overall dealership.  The amounts shown on page 5K are not included in any calculation on any other page of the operating report and cannot cause an out of balance situation.

# Finishing Up

Once your parameters are set, you can generate operating reports. You may need to return to the parameters as you add accounts to and remove accounts from your general ledger. If you find that your operating report 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 FACTS

The first step in preparing the operating report is to compile the FACTS data.  This process compiles the statistical data and makes it available on the statistics worksheet and on the statistical data screens.  This allows you to review the information so you can add any information that is not automatically collected by the program.  This process also makes the FACTS data available for viewing and printing in the form of an in-house operating report.

## Compiling the Statement

1. Click **Compile FACTS** on the General Motors FACTS 2.0 menu.  The Compile Statement menu appears.
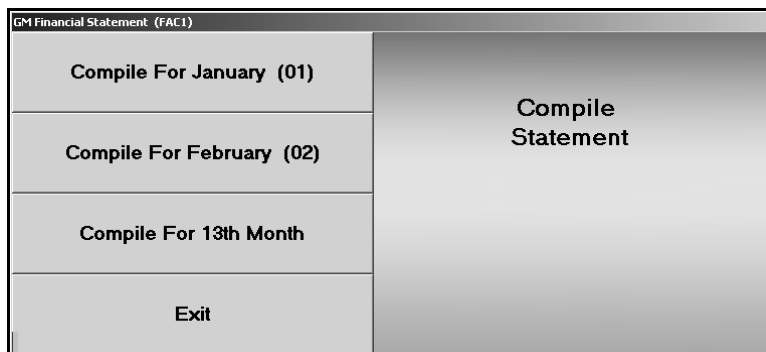


2. Select the compile option that best suits your needs.  You have three options.

   - **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 are made through the 13th Month Entries screen.

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

4. Click **Fiscal** or **Calendar** to indicate if you want to compile the financial statement for a fiscal or calendar year.

5. If you are prompted with a message indicating the customer receivable balances have changed, click **OK** to acknowledge the message.

6.  After the statement is compiled, an "Added to Balance" prompt appears.  Make note of the amounts, and click **OK**.

Two places must balance on the operating report.  Line 1 on the prompt will show the amount to balance on page 1, line 61, on the Liability side.  This amount should be $10 or less.  Line 2 on the prompt will show the amount to balance on page 3, line 66, on the Additions to Income side.  This amount should also be $10 or less.

If either of the amounts necessary to balance is more than $10, run a Scan/Verify Parameters (as explained on page 6) to ensure all of the general ledger accounts appear in the FACTS parameters.  The scan should show only accounts with "0" hits.  If there is a balance in the Voids account, you must clear it in order for the operating report to balance.  You must add all other accounts with a balance to the FACTS parameters.  Once you find the error and correct it, recompile the FACTS.

# Finding the FACTS Error

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

A.  Run the **Scan/Verify Parameters** feature as described in "Verifying What Accounts to Add to the FACTS Parameters" in Chapter 1 (page 6) of this manual.  The report will identify all of the accounts that have not been entered into the parameters.  If an account is listed, you will need to add it to the parameters.  Also, look for any accounts that have two hits.  If the Scan/Verify report looks correct, one of the parameters is in the wrong section.

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

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

2.  Run a trial balance to find an account that has a year-to-date figure that equals half of the "Added To Balance" figure.  Because the figure is rounded off, it may be different by a couple of dollars.

3.  When you find the figure, go to the parameters, and check to see if the account number is in the correct section.  Remember, accounts entered in the **Pull Accounts** section will *add to* the total for the report line, and accounts entered in the **Cost Accounts** section will *subtract from* the total for the report line.

C.  Compile and print a statement to check an account to see if it is *adding to* or *subtracting from* the total.  (See page 25 for instructions on printing the statement.)  If the account is in the wrong part of the GM Financial Statement Parameters screen, and therefore being added or subtracted incorrectly when the FACTS is compiled, make the necessary adjustments to the parameters by moving the account to the appropriate section of the screen.  You will have to go line by line from your trial balance to your statement in order to find out which line is pulling incorrectly.

**Remember:**  You must recompile the statement data after you correct the error.

# Chapter 3 Entering Statistical Data

The next step of preparing the FACTS is to input statistical data that is not collected automatically by the Accounting module.  Before entering the statistical data, you must compile the FACTS to ensure all the data is current.  You can print a statistics worksheet to help you as you work on the data.
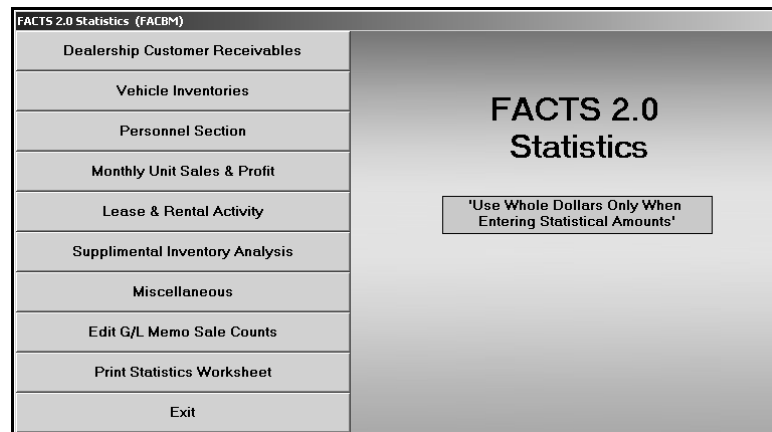


## Printing the Statistics Data Worksheet

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** on the General Motors FACTS 2.0 menu.  The FACTS 2.0 Statistics menu appears.

2.  Click **Print Statistics Worksheet**.

3.  The worksheet opens in Microsoft Excel.  Review the worksheet.  Click the tabs at the bottom of the screen to view sheets 2 and 3.  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 three sheets.

| 10 | | | AGED RECEIVABLES / PAYABLES (FACB1) | | | | |
|---|---|---|---|---|---|---|---|
| 11 | | TOTAL | CURRENT | 31-60 DAYS | 61-90 DAYS | OVER 90 DAYS | CREDIT BAL. |
| 12 | 210 Vehicles | 0 | 0 | 0 | 0 | 0 | |
| 13 | 210 Other | 0 | 0 | 0 | 0 | 0 | |
| 14 | 220 Vehicles | 184216 | Amount pulls from net total of parameter 220 during compilation. | 0 | 0 | 0 | 0 |
| 15 | 220 Lease & Rent | -50 | | 0 | 0 | 0 | 0 |
| 16 | 220 Serv. & Parts | 0 | 0 | 0 | 0 | 0 | 0 |
| 17 | 220 Other | 0 | 0 | 0 | 0 | 0 | 0 |
| 18 | TOTAL Cust. Rec. | 184166 | 184166 | 0 | 0 | 0 | |
| 19 | 300 A/P Debit Bal | 0 | 300 A/P CREDIT BAL | | 0 | 300 A/P TOTAL | 42887 |
| 20 | 340 Less Doubt. | 1368 | | | MTD | | YTD |
| 21 | NET Cust. Rec. | 182798 | | CASH SALES | 0 | | 0 |
| 22 | | | | | | | |
| 23 | | | If entries are made that result in a change in Net Customer Receivables the financial statement MUST be recompiled!!! | | | | |
| 24 | | | | | | | |

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

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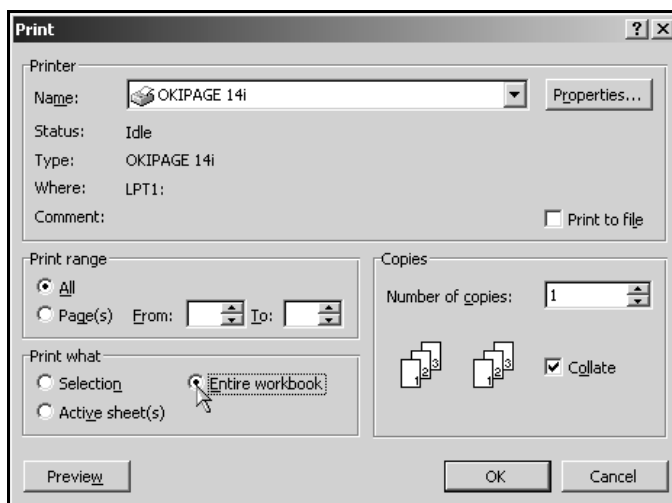


6.  Click **OK**.

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

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

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

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

# Entering Data

To enter the statistical data, click the button on the FACTS 2.0 Statistics 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 FACTS 2.0 Statistics menu.

**Tip:** Each statistical data screen identifies the page of the in-house operating report where the information will print.

## Dealership Customer Receivables

On the Aged Receivables/Payables screen, enter the aging of the accounts, any credit balances, the A/P Schedule balance, and the Cash Sale figures from account **225** (Cash Sales) for the month and year to date. As you enter the A/P credit balance (the total credits from the schedules of all of the accounts you have in the FACTS parameters pointed to Report Box 300), the debit balance for 300 will automatically calculate. This information prints on page 7 of the operating report.



Autosoft suggests you use the **FACTS Parameters** button on the General Motors FACTS 2.0 menu to find out what accounts are pulling for accounts 210, 220, and 300. Type the account number in the **Report Account** field. Write down the accounts that are set to pull to this line of your operating report. You must take all of these accounts into consideration to come up with your total, which will show in the **YTD** field at the bottom of the GM Financial Statement Parameters screen.

You can obtain the information you need to enter in the aging fields on this screen two ways.

    A. You can print your related Accounts Receivable Schedules for this aging.

    B. You can do the following:

        1. Click **Schedules & Documents** on the Accounting main menu.

        2. Click **Aged Schedule Summary** on the Scheduled Accounts menu.

        3. Click **Aged Schedule Setup** on the Aged Schedule Summary menu.

        4. Under **Schedule Report Accounts—20 Days**, enter the scheduled accounts you want the aging summary for on the Schedule Report Accounts screen.

        5. Click **Back** to exit the screen.

        6. Then, click **Compile/Print Summary—20 Days** on the Aged Schedule Summary menu.

        7. When prompted to verify your printer is ready, select your print criteria. You will be printing just the aging summary, not the entire schedule.

        8. Distribute the balances into the proper aging category on the Aged Receivables/Payables screen.

## Vehicle Inventories

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

The unit counts for the new and used vehicles appear in dark blue to indicate these are totals calculated by the program.  The program pulls these totals as you enter units on the Supplemental Inventory Analysis screen, which is explained on page 21. The only units you have to enter on this screen are the Driver Training units and Company Vehicle units.

The **RPG** input was on GM's first draft of the FACTS 2.0 operating report but does not appear in the download now.  This refers to the forecasting of the number of retail units the dealership predicts it will sell in the following month.  Until GM informs Autosoft that this segment is dropped, it will not be necessary to fill in this section.

## Personnel Section

On the Personnel screen, enter your dealership's personnel counts. You only have to enter this information once, and you only have to edit the information when someone is hired or terminated. This information prints on page 7 of the operating report.

The left side of the screen lists all of the positions in the dealership. There are eight columns to represent the different departments. For each position, enter the number of personnel in each department. You must enter the counts as fractions of 1/10. The **Totals** field will automatically calculate the total employees in each category as values are entered.

Personnel Summary (FACB3)

Dealership Personnel Count

| Personnel | NEW | USED | L&R | F&I | SERV | BODY | PARTS | G&A | TOTAL |
|---|---|---|---|---|---|---|---|---|---|
| Owners: | .0 | .0 | .0 | | .0 | .0 | .0 | .0 | .0 |
| Supervisors: | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 |
| Salesmen: | .0 | .0 | .0 | | .0 | .0 | | .0 | .0 |
| Technicians: | | | | | .0 | .0 | | .0 | .0 |
| Clerical: | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 |
| Others: | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 |
| Totals: | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 |
| Hired: | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 |
| Terminated: | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 |

(Fractions of 1/10)

Page 7

Exit          Save

**Important:** Accuracy is imperative on this screen because "Critical Errors" will be triggered if there are dollar amounts in payroll expense and there are no personnel in that department or vice versa.

## Monthly Unit Sales & Profit

The **Units** and **Profit** will pull from the general ledger.  However, if you are new to the system, you will have to enter the previous months' figures since the program can only pull the year-to-date figures you entered at inception and not the breakdown of individual months.  Be sure the monthly figures add up to your year-to-date figure.  This information prints on page 1 of the operating report.



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

## Lease & Rental Activity

Use the Lease & Rental Activity screen to record unit counts and financial information for your Lease and Rental Department. This information prints on page 8 of the operating report.

**Under L&R Inventory Analysis**, enter the number of units for each of your Lease or Rental inventories. Enter the accumulated depreciation on the Lease and Rental inventories. The **Memo** box is for the number of units and the value of those units you terminated from the Lease program but have not disposed of yet.

**Under L&R Receivable Analysis**, age the 220 Lease and Rental Accounts Receivable.

**Under Lease & Rental Unit Summary**, enter the effective units. You must figure this count manually as per the formula on Page 8, Line 40, of the operating report. Use the following equation to calculate the effective units: (Cumulative YTD total of the beginning units in service **-** the YTD total removed **+** the YTD total added) ÷by the number of months **=** effective units.

## Supplemental Inventory Analysis

On the Supplemental Inventory Analysis screen, enter additional inventory counts and financial figures.  This information prints on page 7 of the operating report.

Fill in the unit counts from your Vehicle Schedule Recap for each inventory.  The LIFO figure will pull from the LIFO parameters if you entered them in the correct Report Box in your FACTS Parameters.

For accounts 240 and 241, the first set of calculated figures in the dark blue **$$** fields are the full amount of your vehicle inventories.  Enter the number of units in each inventory in the first **Units** fields.  In the second set of **Units** fields, enter the number of units in account 240 and 241 that are over 45 days old, and enter the value of these units in the second set of **$$** fields.

If you are using the 242A Parts Core Inventory, enter the figure from your trial balance, and it will adjust the 242 accounts accordingly.  Not filling in this field will cause an error.

You must manually enter the work-in-process labor figure for Body Shop from the trial balance.

Use the **Reset Balances** button to reset the balances.  This is useful if you want to reset the balance so you can start over as you are entering information.

## Miscellaneous

Use the Miscellaneous Statistical Data screen to enter dealership information and miscellaneous financial information.  This information prints on pages 1, 3, and 4 of the operating report.

You must obtain the **BAC Code** from your zone office.  It is a six-digit number.  The **Business Unit** entry for U.S. Customers is VSSM.  The rest of the dealership data pertains to the individual dealership.

**Delayed Payment** pertains to account 310.  GMAC will let you delay payments on the Notes Payable on any government agency vehicle you sell or lease until the Government pays you.

For **Qualified L.T.D.**, if you carry an amount in account 334 (Long Term Debt), GM considers up to 50% of the Standard Working Capital as being Qualified Long Term Debt.  Your "Controlling Division" establishes the **Standard** Net Working Capital each year, and the Dealer Principal will be informed of any changes.

The **"Z" Proration** fields are used for in-house operating report information.

Manually enter the **Labor Rates** accordingly.

## Edit G/L Memo Sale Counts

You use the Edit Sale Unit Counts screen to edit the memo unit counts if they are not correct and to check for the unit counts in any of your sales or income accounts.

1. In **Account No**, type the account number for the account you need to edit, and press ENTER.

2. The account information fills in on the screen.



3. Record or edit the numbers as needed.

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

5. Click **Exit** to return to the FACTS 2.0 Statistics menu.

**Stop:** At this point you must recompile the operating report. If you entered information on any of the statistical data screens, you must recompile the operating report in order to record the new entries. If you do not recompile the report, your data will be incorrect.
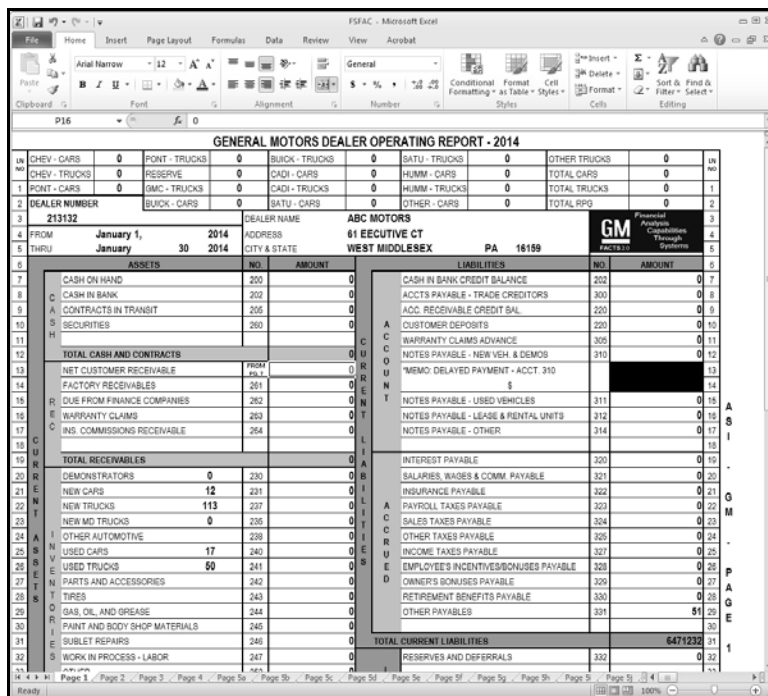
# Chapter 4 Printing the In-house Operating Report

Before you prepare the download file, you should print the operating report for your in-house records. Printing at this stage allows you to review the operating report before generating the download file or running the TB Edit Application.  Be sure to compile the operating report before printing to ensure you have the most recent data.  The report opens for viewing and printing in Microsoft Excel.  The operating report prints on standard 8.5"×11" paper.  If you want to print the report on legal-size paper (8.5" ×14"), see "Printing on Legal-Size Paper" on page 26 to learn how to edit paper size.

1. Click **Print Operating Report** on the General Motors FACTS 2.0 menu.

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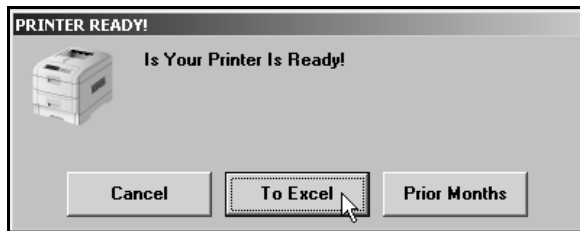


3. If prompted to indicate if you want to print pages with zero balances, click **Yes** or **No** to indicate your choice.

4. The operating report 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 visible.

5. The operating report opens to page 1. To view the other pages, click the tabs on the bottom-left side of the screen.

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

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

8. Verify that there is a sufficient amount of paper in the laser printer, and click **OK**. The operating report will print. The operating report is set up to print one sheet per page. The speed at which the operating report prints depends on the printer setup (network/local).

9. From the **File** menu, click **Exit** to close the spreadsheet.

10. If Microsoft Excel asks if you want to save the changes to "FSFAC.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 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 General Motors FACTS 2.0 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.

# Resolving Errors

This section identifies some of the common errors that appear while the operating report 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 operating report.)

**Cause:** Microsoft Excel 2000 (or newer) has not been installed.

**Cure:** Install Microsoft Excel. The current version of Excel must be compatible with the current operating system. Because trial versions of 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 operating report was not compiled before attempting to print.

**Cure:** Compile the operating report 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.

# 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 FACTS Parameters or through the general ledger).

# Checking the Operating Report

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

## Check #1

First, on page 1, line 61, on the Liability side of the balance sheet, you will find an amount to balance. The value should be within $10. This $10 variance allows for rounding.

## Check #2

On page 3, line 66, of the operating report, there is another amount to balance line. This value should be within $10. This $10 variance allows for rounding.

## Check #3

If your Memo counts are not accurate, you will need to edit the sale counts through the Edit G/L Memo Sale Counts screen. (See page 23 of this manual for more information about this screen.)

If either of the amounts to balance are over $10 and the scan/verify list is clear, you have all of the general ledger accounts in the parameters; however, the accounts may not be in the correct Pull or Cost section. Divide the figure in half, and check the trial balance year-to-date figures for this amount. When the two amounts are under $10, you can combine statements or generate the download file.

# Chapter 5 Generating the Download File

Once the operating report contains no errors, you are ready to create the **XML** download file.  You create the download file in the GM FACTS 2.0 program, and you use DealerWorld to download the file to General Motors.

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**Tip:**  If you have multiple sets of books that you want to combine before sending the download file, use the **Combine GM Operating Reports** 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.

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1.  Click **Generate Facts 2.0 XML** on the General Motors Facts 2.0 menu.

2.  The system indicates the last time the operating report was printed to Microsoft Excel.  Verify this date is correct.  You must print the operating report to Microsoft Excel before generating the download file.  If the date is correct, click **YES** to continue.  If the date is not correct, click **Cancel**.  Print the operating report before attempting to generate the download file again.

3.  The Generate Download File screen appears.

Generate Download File GM FACTS 2.0 (FACD)

## Generate Download File

Transaction Indicator - {N}=New  `N`

Financial Statement Last Prepared For (mm/yy):  `01` `14`

OK to Continue Download? {Y/N}  ▮

Dealer "BAC" Code  `213132`

Exit

4. The **Dealer "BAC" Code** automatically fills in from the code entered on the Miscellaneous Statistical Data screen.  Verify the code is correct.

5. The **Transaction Indicator** automatically fills in with **N** for New.  Press ENTER to pass through this field.

6. The date of the last financial statement automatically fills in.  Press ENTER to pass through these fields.

7. Press **Y** when the cursor is in **OK to Continue Download?**.

8. Click **OK** when prompted to verify you want to begin generating the file.
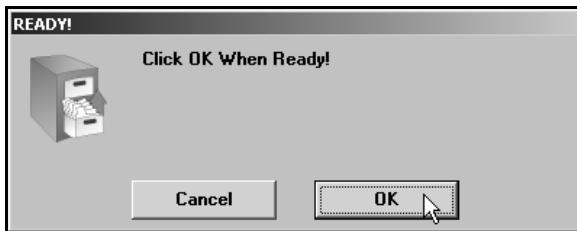


9. The system will display an "XMLASIInput.XML has been successfully generated" message.  Click **OK** to acknowledge the message.  You can now upload the file to the TB Edit Application.



10. The operating report opens in Microsoft Excel.  Click **File** and **Exit** to close the report.

11. The system returns you to the General Motors Facts 2.0 menu.  The download file has been created.

12. You will now go to DealerWorld and follow their instructions for the download of the TB Edit Application.  To simplify this procedure, save the TB Edit Application to C:\DSP2DCS when prompted in DealerWorld.  The file XMLASIINPUT.XML has been created and saved to C:\DSP2DCS.  This is the file that you will import into the TB Edit Application that will be downloaded from DealerWorld.

# Chapter 6 Running the TB Edit Application

The next step is the TB Edit Application.  The TB Edit is just a preliminary walk through to allow you to make any corrections regarding Critical or Non-Critical Errors you may incur while attempting to download the operating report through DealerWorld.

Follow the instructions from GM to download the TB Edit application from DealerWorld.  When you are prompted to save it to a location, Autosoft and GM strongly suggest you save it to the **C:\DSP2DCS** folder.  After you save the TB Edit application to this location, use the following instructions to access it.

1.  Double-click **My Computer** on your desktop.

2.  Double-click the **C** drive.

3.  Double-click the **DSP2DCS** folder.

4.  Double-click the **TB Edit.xls** file.  GM may change the name of this file depending on the version/revision of the application.  However, "TB EDIT" should always be in the file name.  Verify the file date if you are unsure if this is the current file.



TB Edit
v1[1].4.4 -
VSSM.xls

5.  When the TB Edit application opens, Microsoft Excel displays a message indicating the document contains macros.  You MUST click **Enable Macros** to in order for the application to work.

6.  Click **OK** on the Intro prompt.

7.  On the Choose Method prompt, click to select the first option, "**Import a file from GM Certified Business Management Provider (XML)**, and click **OK**.

8.  The TB Edit Application browse window should open to the **DSP2DCS** directory where the **XMLASIInput.XML** file that was created from Autosoft has been saved.  Double-click this file to pull your data into the spreadsheet.



XMLASIInput.
XML

> **Tip:**  If the XMLASIInput.XML file does not exist here, it was not generated through Autosoft DMS.  Go back into the FACTS 2.0 Financial Statement, and click **Generate FACTS 2.0 XML** on the General Motors FACTS 2.0 menu to create the file you need to import.  Also, check the file date to ensure this is the current file that needs to be imported.

9.  When the import is complete, you will see a message indicating the file has been imported. Click **OK** to acknowledge the message.

10. Next, you will see a message stating you can only edit the italicized text in blue.  Click **OK** to acknowledge the message.

11. When the spreadsheet opens, click the blue **Edit Data** button located above the liabilities on the right-hand side of the screen.

12. Click **OK** on the Dealer Operating Report prompt.

13. If there are non-critical errors in the file, you will be prompted to print the errors to a Word document.  Click **Yes** or **No** accordingly.

14. The file is submitted to GM.

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 operating report 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.
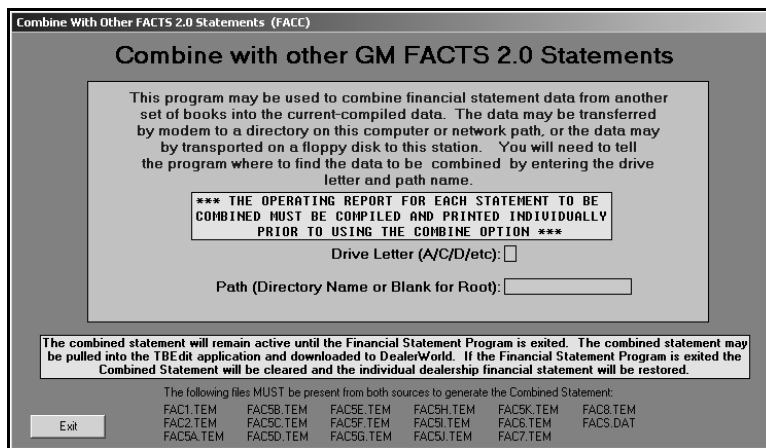
# Chapter 7 Combining Multiple Statements

You can use the **Combine GM Operating Reports** button on the General Motors FACTS 2.0 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.

You must compile and print the operating report for each dealership individually before using this option. The combined operating report remains active until you exit the FACTS 2.0 program. After you combine the operating reports, you can pull them into the TB Edit Application for editing and download them to DealerWorld. Once you exit the FACTS 2.0 program, the system restores the individual operating report.

**Tip:** If you prefer to submit a combined operating report to GM, you can combine the statements before generating the download file. The download file will then include the combined data from both sets of books.

1. Click **Combine Multiple Statements** on the General Motors FACTS 2.0 menu. The Combine Statements screen appears.



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 as needed.

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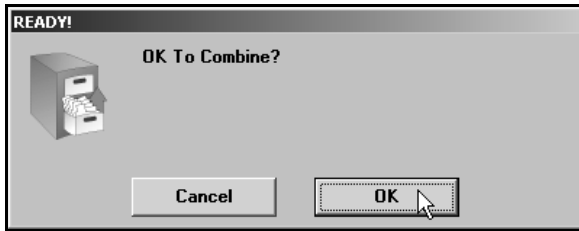


6. The combined operating report opens in Microsoft Excel.

7. Print the combined report as needed.

8. When you are finished viewing the report, click **File**, and click **Exit** to close Microsoft Excel. The set of books is combined, and you can 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.