Autosoft ►FLEX™

DMS

NIADA Financial Statement

Autosoft
Dealer Management System™

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Introduction NIADA Financial Statement Overview

The Autosoft Accounting module includes a feature designed specifically for dealers who are members of the National Independent Automobile Dealers Association® (NIADA®) to prepare and print the NIADA financial statement. The financial statement pulls data from your general ledger and prints the NIADA financial statement.

About this Manual

This manual walks you through using the NIADA 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 NIADA 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 NIADA financial statement feature and defining the parameters used for the financial statement.
Chapter 2 **Compiling Statement Data**	Chapter 2 walks you through compiling the report. In addition to providing step-by-step instructions for compiling the information, the chapter explains when you should select each of the three available compiling options.
Chapter 3 **Entering Statistical Data**	Chapter 3 walks you through the first step in preparing the financial statement—entering data. The chapter breaks down each entry screen to make entering data easier.
Chapter 4 **Printing the Financial Statement**	Chapter 4 walks you through viewing and printing the report in Microsoft® Excel. In addition, the chapter identifies common errors that appear while generating the report and explains how you can fix the problems causing the errors.
Chapter 5 **Checking the Financial Statement**	Chapter 5 provides suggestions about the information you can check on your report if the report does not display the correct information. These suggestions allow you to troubleshoot before calling Autosoft for assistance.
Chapter 6 **Combining Multiple Reports**	Chapter 7 walks you through combining financial statement data from another set of books to the current compiled data. This allows you to print and download a combined financial statement as needed.

Understanding the Workflow

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

1. 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 the NIADA DISC application.

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 prefer to submit the financial information to NIADA.

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 Statements selection list, call Autosoft so we can update our records to ensure the franchise is included in your next update.
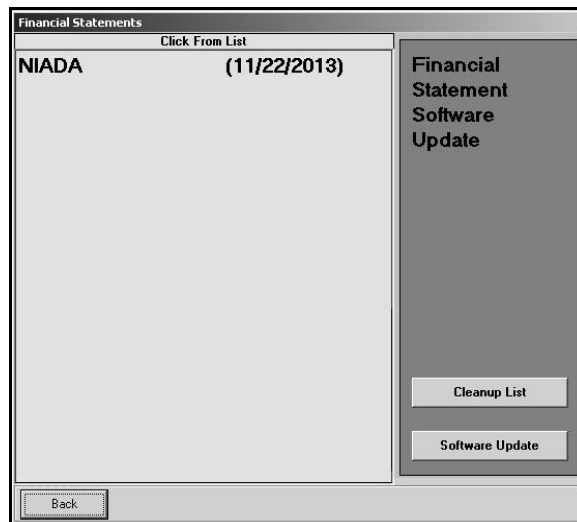
Cleaning the List

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.
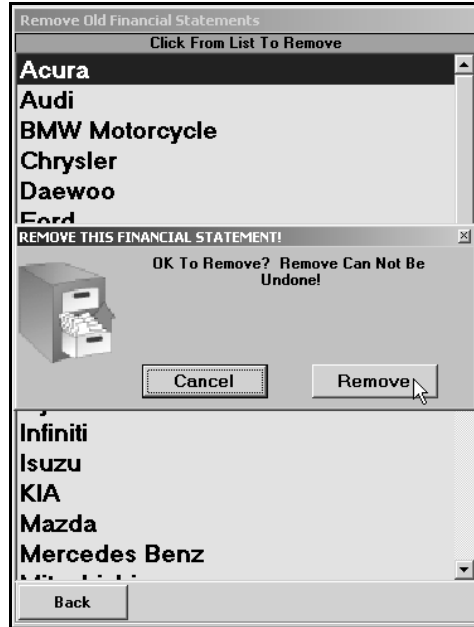
6. The financial statement is removed from the list. Continue to remove statements as needed.

7. Click **Back** to close screen. The system returns you to the Reports menu.

Updating Your Financial Statement

You can update the NIADA Financial Statement 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 NIADA Composite option in the Financial Statements list identifies the release date for the current executable. You may be asked to verify this date if you call Autosoft for support. You can only update the financial statement if Autosoft has it on file that your dealership uses this form.

1. Advance to the Financial Statements selection list.

2. Click **Software Update**. A list of updates appears.

3. Click **NIADA**.

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 Statement Parameters

Before you can compile your first financial statement, you must set the financial statement parameters. The system automatically sets up the parameters according to the standard NIADA chart of accounts. Each line of the financial statement relates to a specific account number in the NIADA chart of accounts. For each account in the NIADA chart of accounts, you must specify the account in your general ledger that matches this account. This tells the system which of your accounts need to pull to each line on the financial statement.

Accessing NIADA Financial Statement for the First Time

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

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

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

3. Click **NIADA Composite** in the selection list.

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

5. The NIADA Financial Statement menu appears.
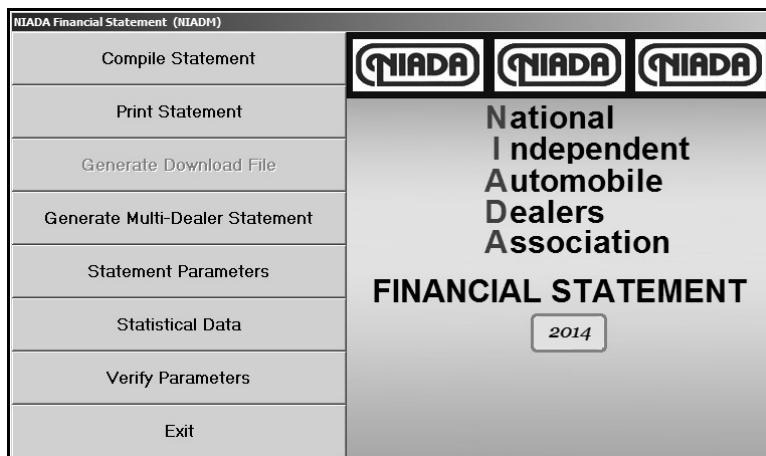
Matching Your General Ledger to the NIADA Chart of Accounts

In order to match your general ledger to the NIADA chart of accounts, you need a list of the accounts in the NIADA chart of accounts and in your general ledger. There are two printouts you can use to obtain this information. First, you can use the **Print Statement** option to print a blank financial statement that lists all of NIADA's account numbers. Then, you can use the **Verify Parameters** menu option to print a list of the accounts in your general ledger.

Printing a List of NIADA's Accounts

The easiest way to determine the NIADA chart of accounts is to print the financial statement. The financial statement lists the account number in the NIADA chart of accounts that pulls to each line on the form. Use the printout to determine where each account in your general ledger needs to pull.
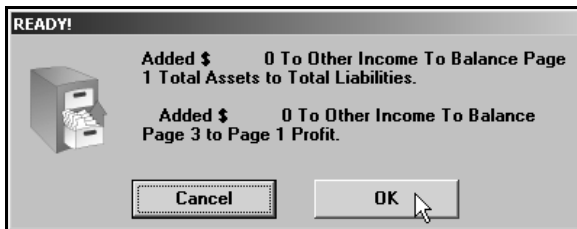
1. Click **Compile Statement**.

2. Click the first button on the **Compile Statement** menu. (Since you are compiling the form simply to print a blank copy, this option is sufficient.)

3. Click **OK** when prompted to verify you want to compile.
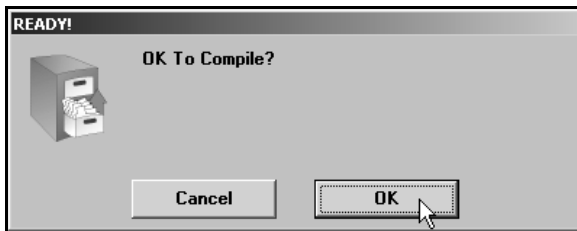
4. Click **OK** to close the "Added $" message.

5. The program returns you to the NIADA Financial Statement menu.

6. Click **Print Statement**.

7. Click **To Excel** when prompted to verify your printer is ready.
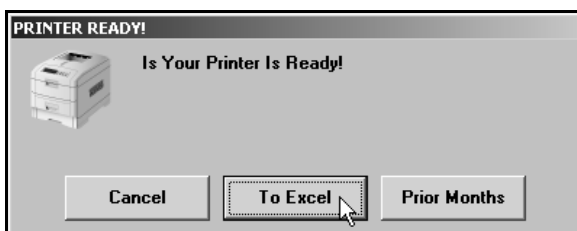
8. The financial statement opens in Microsoft® Excel.

9. From the **File** menu, select **Print**.

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

11. Verify there is a sufficient amount of paper in the laser printer, and click **OK**.

12. Three pages will print.

13. When the form is finished printing, click **File** and **Exit**.

Printing a List of Your General Ledger Accounts

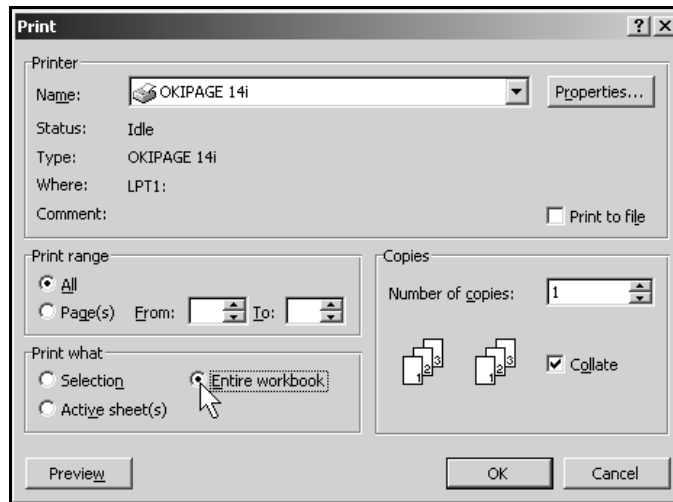You can easily print a list of your general ledger accounts by selecting the **Verify Parameters** option. The feature prints a report that lists any accounts that are not set up in the financial statement parameters or those accounts that are being pulled more than once. Since the financial statement parameters are set using the NIADA chart of accounts, all of the accounts in your general ledger will initially appear on this printout. You can use this list to assist you as you enter accounts to the financial statement parameters. Once you add your accounts, you will print this report again to determine if any accounts are missing from the financial statement parameters.

1. Click **Verify Parameters** on the NIADA Financial Statement menu.

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

3. The system scans the parameters. Do not disturb the system while it is scanning.

4. When the list is ready, you are prompted to select your print criteria. Click to select **To Printer** to print the report or **To Screen** to view the report on your screen.

5. Once you select the print option, click **Print**.

6. A list of the accounts in your general ledger prints.

Match your accounts to the NIADA accounts. Determine which accounts in your general ledger need to pull for each account listed on the financial statement. Once you figure out how the accounts in your general ledger correspond with the accounts in the NIADA chart of accounts, you set the financial statement parameters by selecting **Statement Parameters** on the NIADA Financial Statement menu.

Understanding the Parameters Screen

Before you enter accounts into the parameters, you need to understand how the 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. As you enter accounts, be sure to enter them in the appropriate section based on how the account affects the financial information you need to report.

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 report line. This is the most common problem encountered in setting up the parameters. If you have difficulty getting your report 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 Financial Statement Parameters

The following instructions explain how to set up the parameters. For illustration purposes, we will be using the Cash on Hand account.

1. Click **Statement Parameters** on the NIADA Financial Statement menu. The Financial Statement Parameters screen appears.

2. In the **Report Account** field, type the NIADA account number you want the account you are going to enter to combine with, and press ENTER.

3. For example, the Petty Cash Fund in the NIADA chart of accounts is 1000, so you would type 1000 in this field. (You can also click **List** to select the report account from a list).

4. The **Page/Line/Column** field identifies the page number, line number, and column where the information for this account prints on the financial statement. Use it as a reference as needed.

5. Press ENTER to move to the first available field. Be sure to advance to the appropriate part of the screen. Remember, accounts entered in the **Pull Accounts** section will *add to* the total for the report line, and accounts entered in the **Cost Accounts** section will *subtract from* the total for the report line.

6. Type the account number of the account (or accounts) in your general ledger that corresponds to the NIADA account. In the following example, the dealership has six accounts set up in the general ledger for Cash on Hand—accounts 206, 2000, 201, 225, 211, and 200. Therefore, you would add all these accounts in the **Pull Accounts** section.

7. Click **Save** to file the information. In our example, the total of accounts 206, 2000, 201, 225, 211, and 200 will print in the box for account 1000 on the financial statement.

8. Continue to enter accounts into the parameters until you have entered all of the necessary accounts.

9. When you are finished, click **Exit** to close the screen.

Tip: When you enter an account on the screen, you can click **GL Account Detail** to pull the general ledger detail for the account. The system scans the general ledger to pull the current data (both dollar amounts and memo counts where applicable) for all valid accounts set to pull for the selected report account. The system will print a report that lists each valid general ledger account amount and the totals that are pulled to the financial statement. The report should help you understand what amounts are showing on the financial statement. The report also gives pointers as to what to do if a discrepancy is found as well as where to edit memo amounts.

Verifying the Financial Statement Parameters

Once you are finished entering accounts into the financial statement parameters, click **Verify Parameters** to print another parameter report. This time, the report will identify any accounts in your general ledger that have not been added to the financial statement parameters and any accounts that have been added to the parameters more than once. If the report lists a balance in any account and the "Hit" column says "0," you must add the account to your financial 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 report. For information about setting up accounts in the financial statement parameters see "Adding Accounts to the Financial Statement Parameters" on page 9.

Once your parameters are set, you can generate the financial statement. You may need to return to the financial 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 Financial Statement Parameters screen. Verify the correct accounts are entered for the correct box and in the correct section on the screen.

Chapter 2 Compiling Report Data

The first step in preparing the financial statement is to compile the statement data. This process compiles the statistical data and makes it available on the statistical worksheet and on the statistical data screens. This allows you to review the information so you can add any information that is not automatically collected by the program.

1. Click **Compile Statement** on the NIADA 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 report *before* closing.

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

3. Click **OK** when prompted to verify you want to compile the report.
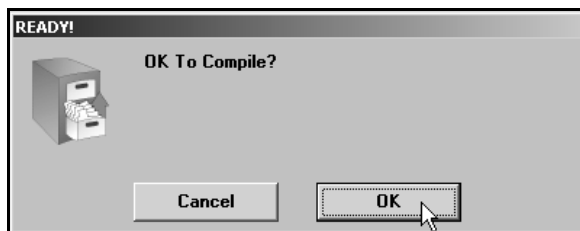
4. After the statement is compiled, the following message appears. It indicates the amount that the assets and liabilities are out of balance and the amount needed to balance the profit on page 3 to the profit on page 1. Make note of the amounts, and click **OK**.
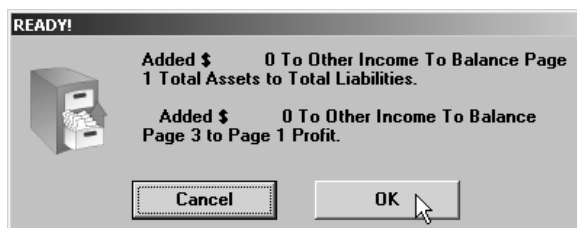
If either of the amounts necessary to balance is more than $10, verify the parameters for the statement (as explained in Chapter 1 on pages 7 and 10) to ensure all of the general ledger accounts appear in the financial statement parameters. The scan should show only accounts with "0" hits. If there is a balance in the Voids account, you must clear it in order for the statement to balance. You must add all other accounts with a balance to the statement parameters. Once you find the error and correct it, recompile the statement.

Finding the Error

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

A. Run the **Verify Parameters** feature (as explained in Chapter 1 on pages 7 and 10). 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 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.

    4. Compile and print the financial statement to check an account to see if it is *adding to* or *subtracting from* the total. (See page 19 for instructions on printing the statement.) If the account is in the wrong part of the Parameters screen, and therefore being added or subtracted incorrectly when the statement is compiled, make the necessary adjustments to the parameters by moving the account to the appropriate section of the screen. 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.

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.
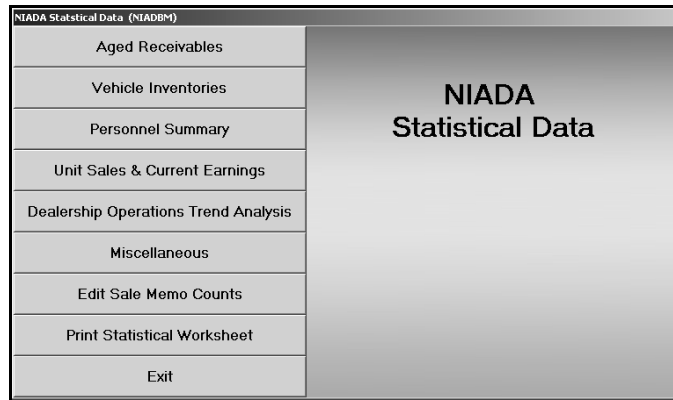
Printing the Statistics Data Worksheet

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

1. Click **Statistical Data**. The NIADA Composite Statistical Data menu appears.

2. Click **Print Statistical Worksheet**. The worksheet opens in Microsoft® Excel. The screen displays a color chart that identifies which fields are operator entry fields (fields you must fill in), compiled fields (fields that fill in with information from your books), or calculated fields (fields that fill in based on the values in other fields).

   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.

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

4. In the Print dialog, click to select **Entire Workbook**.
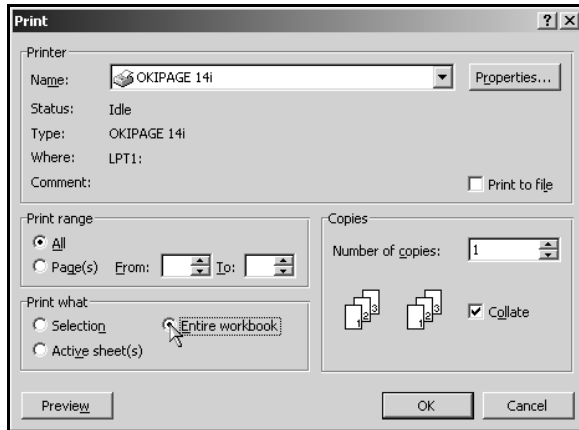
5. Click **OK**. Three sheets print.

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

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

8. Review the worksheet, and write in any information as needed. Once you complete the worksheet, you can enter the statistical data.

Using the Statistical Data Menu

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

1. Click **Statistical Data** on the NIADA Financial Statement menu.

2. Click the button that corresponds to the menu option you want to select. (Start with the first button, and work your way down the menu.)

3. Enter the necessary information on each screen. 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.

4. Once you enter the information on each screen, click **Save** to file the information. The system automatically returns you to the Statistical Data menu.

5. Select the next menu option.

6. Once you have finished entering all of the statistical data, click **Exit** to return to the NIADA Financial Statement menu.

Aged Receivables

The Aged Receivables screen is where you enter A/R aging information. The receivables aging prints on page 1 of the financial statement. For each account listed on the left side of the screen, type the amount of the total A/R that is over 60 days. The totals automatically calculate as you type values in each field.

Vehicle Inventories

Use the Vehicle Inventories screen to enter the unit counts for your vehicle inventories and your lease and rental inventory. This information prints on page 1 of the financial statement.

Under **Vehicle Inventories**, type the unit counts for demonstrators, other automotives, used cars, used trucks, and remarketed vehicles.

Under **Lease & Rental Vehicles**, type the unit counts for the lease, rental, and driver training vehicles in your inventory.

Personnel Summary

Use the Personnel Summary to enter 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 3 of the financial statement.

The **Personnel Expense Analysis** automatically fills in with the expense and percentage of gross. This is based on information available as of the last compiled financial statement.

Under **Department Employees and Managers**, type the number of employees in each department listed.

Unit Sales & Current Earnings

The sales 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. This information prints on page 1 of the financial statement.

Dealership Operations Trend Analysis

The Dealership Operations Trend Analysis screen automatically fills in each month. If you are new on the system, you will have to fill in the previous month's figures the first time you run your financial statement. You can obtain those figures from your previous month's financial statement. This information prints on page 2 of the financial statement.

Miscellaneous

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

Edit Memo Counts

Use the Edit Sale Unit Counts screen to view and edit the unit sales counts for the previous month and current month.


1. In **Account No.**, type the general ledger account number for the account you need to edit, and press ENTER. You can also click **List** to select the account from a list of the general ledger accounts in the system. Use the arrow buttons on each side of the **List** button to scroll through the accounts as needed.

2. The account information appears. The **Prior Month** section displays the unit counts for the previous month and year-to-date units for that month. The **Current Month** section displays the unit counts for the current month and the year-to-date units.

3. Click in a field, and edit the numbers as needed.

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

5. Click **Exit** to close the screen.

> **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.
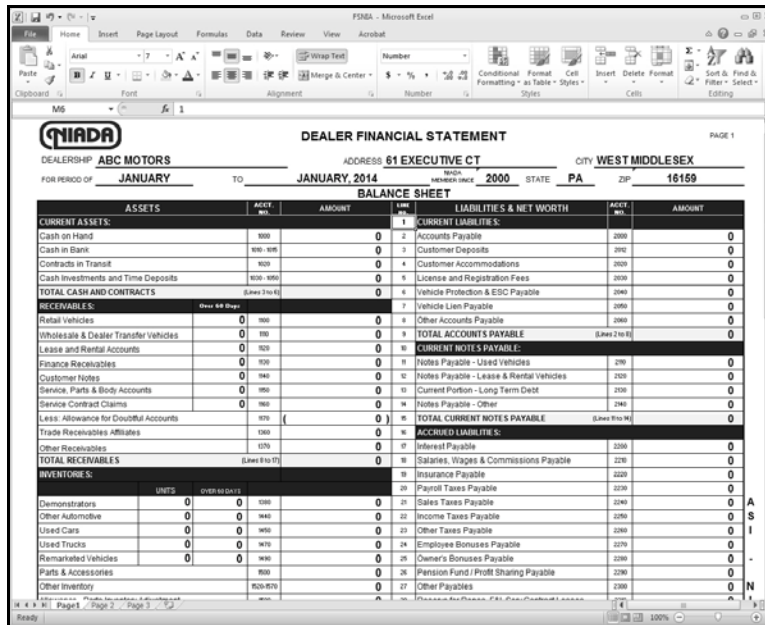
Chapter 4 Printing the Financial Statement

Printing the financial statement in Microsoft® Excel is the final step in the preparation of a monthly report. The financial statement prints on standard 8.5"×11" paper. If you want to print the financial statement on legal-size paper (8.5"×14"), see "Printing on Legal-Size Paper" on page 20 to learn how to edit paper size.

1. Click **Print Statement** on the NIADA Financial Statement menu.

2. Click **To Excel** when prompted to verify your printer is ready.
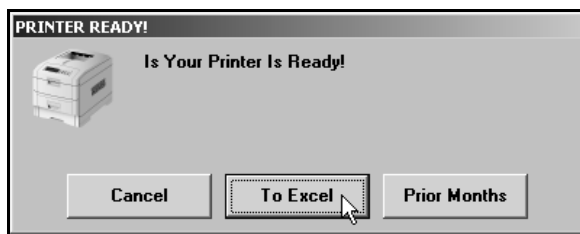
3. The financial statement opens in Microsoft Excel. Because of screen size restrictions, use the horizontal and vertical scroll bars to view portions of the spreadsheet that are not visible.

4. Each franchise report opens to page 1. To view the other pages of the report, click the tabs on the bottom-left side of the screen.

5. From the **File** menu, and click **Print**.

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

7. Verify there is a sufficient amount of paper in the laser printer, and click **OK**. One sheet will print per page. The speed at which the financial statement pages print is directly dependent upon the setup (network/local) of the laser printer.

8. To close the spreadsheet, click **File**, and click **Exit**.

9. If Microsoft Excel asks if you want to save the changes to "FSNIA.XLS" as you close the program, click **Yes** to save the changes.

Printing on Legal-Size Paper

To print the report pages on legal-size paper, you must edit the page setup for each page of the report. Make sure the paper is the correct size.

1. From the **File** menu, click **Page Setup**.

2. The Page Setup dialog appears.

3. In the **Paper size** list, select **Legal**.
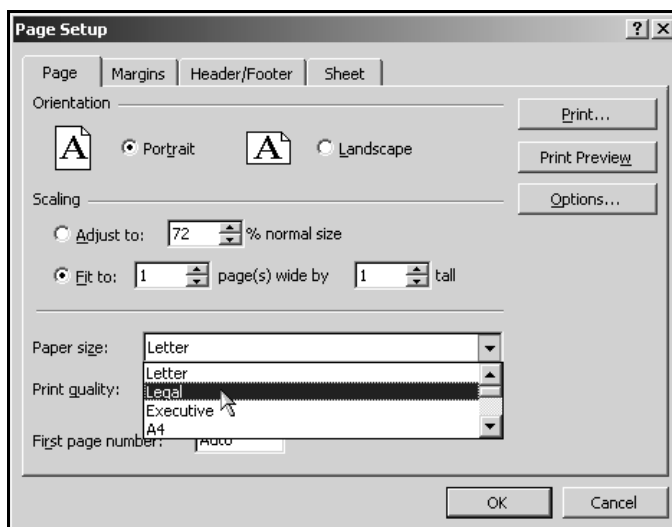
4. Click **OK** to accept the change.

5. Repeat steps 1-4 for each page of the report.

6. Print the report.

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 NIADA Financial Statement menu.

2. Click **Prior Months** when prompted to verify your printer is ready.
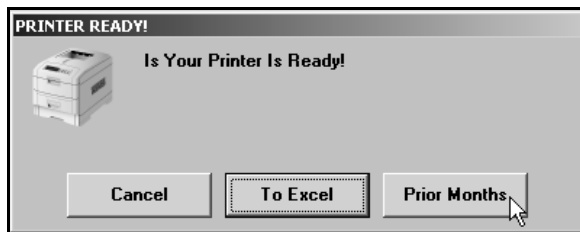
3. The Available Prior Month Statements list identifies all of the available financial statements. In the list, click to select the statement you want to view/print.
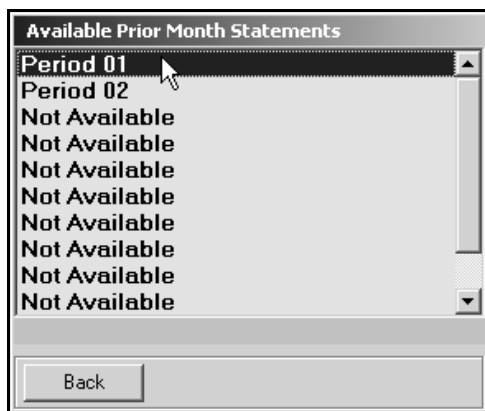
4. The financial statement opens in Microsoft Excel.

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 report parameters or through the general ledger).

Resolving Errors

This section identifies some of the common errors that appear while the financial statement is being compiled for viewing in Microsoft Excel. In addition to identifying the error, you will be able to understand what causes the error and how to fix the problem to prevent the error from appearing in the future.

Error: ActiveX component can't create object (429)
(This error may appear while generating the statement.)

Cause: Microsoft Excel 1995 (or newer) has not been installed.

Cure: Install Microsoft Excel. The current version of Microsoft Excel must be compatible with the current operating system. Because trial versions of Microsoft Excel expire, Autosoft strongly recommends that you **do not use a trial version**.

Error: The "FRANCHISE" financial statement template was not found. This process will end.

Cause: The template used in processing the laser financial statement is not available.

Cure: Install the template for the corresponding franchise in the \AD\FS directory.

Error: Error: File Unavailable (6)
(This error may appear when opening "franchise.tem.")

Cause: The financial statement was not compiled before attempting to print.

Cure: Compile the financial statement for the desired period.

Error: A document with the same name is already open.

Cause: Microsoft Excel only permits one file with the same name to be open at one time. If the file is already open, you will get an error.

Cure: Close the file and regenerate it.

Chapter 5 Checking the Financial Statement

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

Check #1

The program forces the assets and liabilities on page 2 to balance. The amount added to balance (if any) will be displayed when you compile the financial statement. If there is a difference by more then a dollar or two, check #2 applies as well.

Check #2

The net profit on page 1 and page 3 should be equal to the year-to-date profit on the trial balance. The program forces the moth-to-date and year-to-date profit on page 1 and page 3 to balance. If you are prompted with an amount added to balance when compiling the financial statement, the problem is on pages 1-3. If this is not the case, print the report and look for obvious discrepancies, such as negative amounts where they should not be, etc.

If there are no obvious discrepancies, print the Verify Parameters report (as described in Chapter 1) and check to ensure that all of the accounts are pulling to the report. 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 in the parameters and, therefore, not pulling to the report. 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

The month-to-date profits are on page 2. Check the prior month's records to ensure they are the correct profits. If you find one that is incorrect, make the appropriate changes in your statistical data, and recompile the statement.

Chapter 6 Combining Multiple Statements

You can use the **Combine Multiple Statements** button on the NIADA 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 reporting from. You can also generate a download file for the combined set of books to be downloaded to NIADA as needed.

You must compile and print the NIADA financial statement for each dealership individually before using this option. The combined statement remains active until you exit the Financial Statement program. After you combine the NIADA financial statements, you can download them to NIADA's DISC application. Once you exit the Financial Statement program, the system restores the individual financial statement.

1. Click **Generate Multi-Dealer Statements** on the NIADA Financial Statement menu. The Combine with other NIADA Composites screen.
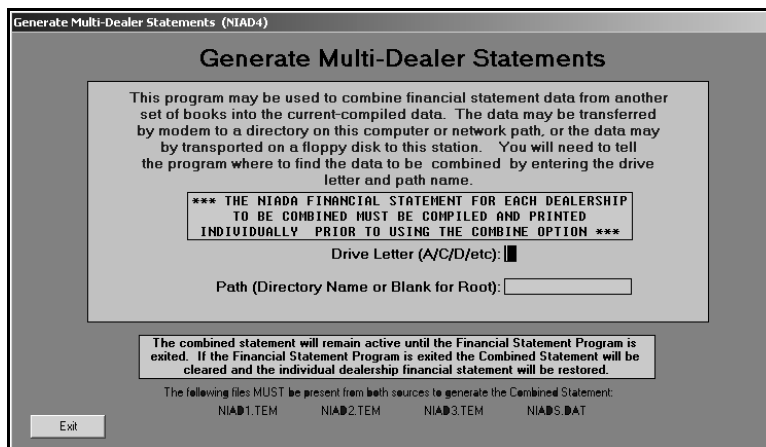
2. Type the drive letter where the financial information you want to add is located.

3. In the **Path** field, 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.
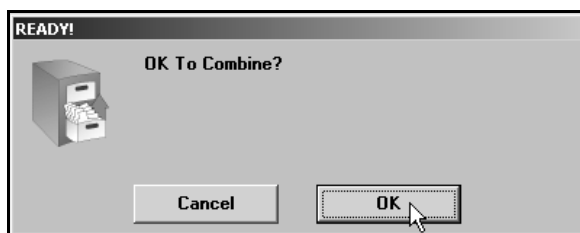
6. The combined form opens in Microsoft Excel.

7. Print the combined form as needed.

8. When you are finished viewing the combined form, click **File** and **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.