



Autosoft
FLEXTM

DMS
Generic (GM)
Financial Statement

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Autosoft, Inc.
61 Executive Court
West Middlesex, PA 16159
U.S.A.

www.Autosoftdms.com

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Introduction Generic (GM) Financial Statement

The Autosoft Accounting module includes a feature designed specifically for pre-owned dealers to prepare financial data based on the General Motors financial statement. Once you generate the financial data, you can view and print a financial statement using Microsoft® Excel. The program automatically saves the financial statement 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 financial statement feature. The procedures outlined in this manual are essential to ensure accurate 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 Setting Statement Parameters	Chapter 1 walks you through accessing the financial statement feature and defining the parameters that will be used to compile the financial statement.
Chapter 2 Compiling the Statement Data	Chapter 2 walks you through compiling the financial statement data. In addition, the chapter covers each of the three available compiling options.
Chapter 3 Entering Statistical Data	Chapter 3 walks you through entering statistical data. The chapter breaks down all of the entry screens to make data entry easier.
Chapter 4 Printing the Financial Statement	Chapter 4 walks you through viewing and printing the statement in Microsoft® Excel. In addition, the chapter identifies common errors that appear while generating the statement and explains how you can fix the problems causing the errors.
Chapter 5 Checking the Financial Statement	Chapter 5 provides suggestions about the data you can check in your system if the statement does not display the correct information. These suggestions allow you to troubleshoot before calling Autosoft for assistance.
Chapter 6 Combining Multiple Statements	Chapter 6 walks you through combining financial data from another set of books to the current compiled data.

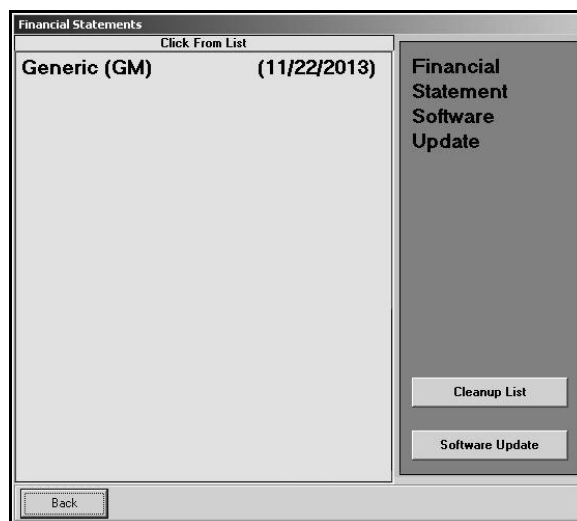
Understanding the Workflow

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

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

Using the Financial Statement List

When you click **Financial Statements** on the Reports menu in the Accounting module, the Financial Statements selection list appears. The selection 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.



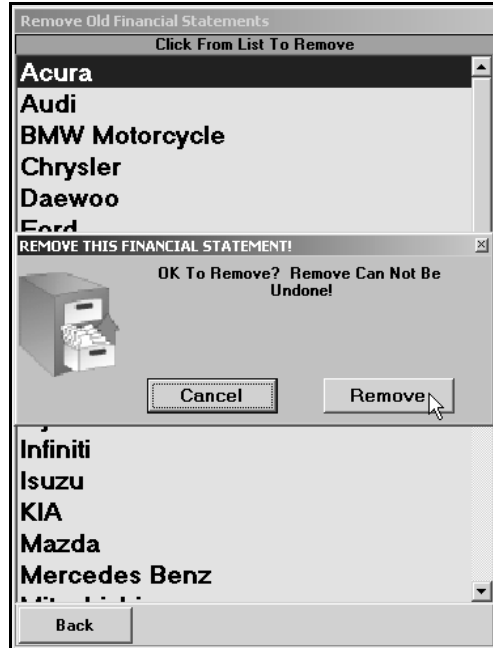
Tip: If you have a franchise that does not appear in your Financial Statements selection list, call Autosoft so we can update our records to ensure the franchise is included in your next update.

Cleaning the List

If you are new to Autosoft DMS, the Financial Statements list should only include the financial statements for your franchises. If you upgraded to Autosoft DMS version 6.6 from version 6.0, your list may contain financial statements left over from the conversion. If the list contains financial statements you do not need, you can clean the list to remove the unnecessary statements.

Warning: Once you remove a statement from the list, you can get it back by performing a software update from the Financial Statements selection list (as explained on page 4). However, you will only be able to recover the financial statements for franchises Autosoft has on file for your dealership.

1. Click **Accounting** on the ASI DMS main menu.
2. Click **Reports & DOC's** on the Dealership Accounting menu.
3. Click **Financial Statements** on the Reports menu. The Financial Statements selection list appears.
4. Click **Cleanup List**. The Remove Old Financial Statements screen appears.
5. Click the financial statement you want to remove from the list, and click **Remove** when prompted to verify you want to remove the financial statement.



6. The financial statement is removed from the list. Continue to remove statements as needed.
7. Click **Back** to close screen. The system returns you to the Reports menu.

Updating Your Financial Statement

You can update your financial statement program by clicking the **Software Update** button on the Financial Statements selection list. This installs the most recent executable file on your system. The date next to the name of the financial statement in the list identifies the release date for the current financial statement executable. You may be asked to verify this date if you call Autosoft for support. You can only update financial statements for franchises Autosoft has on file for your dealership.

1. Advance to the Financial 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.

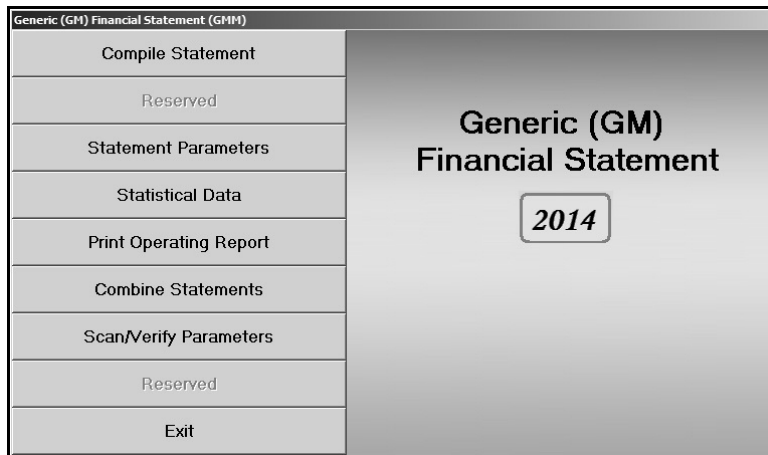
Chapter 1 Setting the Statement Parameters

Before you can compile your first financial statement, you need to enter the statement 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 Financial statement for the First Time

When you access the financial statement 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 **Generic (GM)** 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.
6. The Generic (GM) Financial Statement menu appears.



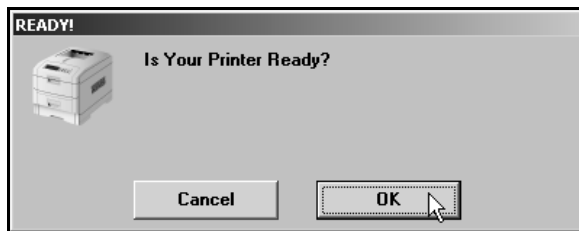
Setting Statement Parameters

You use the **Statement 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.

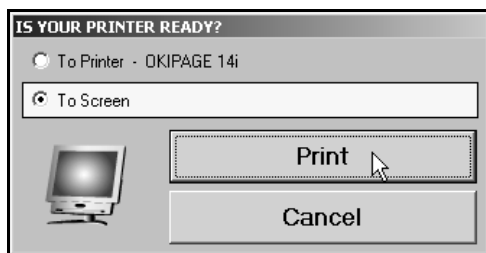
Verifying What Accounts to Add to the Statement Parameters

You can easily check to see what new accounts, if any, you need to add by selecting the **Scan/Verify Parameters** option. The 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 Generic (GM) Financial Statement menu.
2. Click **OK** when prompted to verify your printer is ready.



3. The system scans the parameters. Be patient while the system scans. Do not disturb the system during the scan.
4. When the list is ready, the system prompts you to indicate what you want to do with the report. Click to select **To Printer** to print the information or **To Screen** to view the information on your screen. (If you select to print to screen, you can print the information from the viewing screen by clicking **File** and selecting **Print**.)
5. Once you select your print type, click **Print**.



6. Review the report.

Review the report. If the report lists a balance in any account and the "Hit" column says "0," you must add the account to your statement parameters. If any account shows two or more "Hits," you need to find the parameter and delete the account that should not be pulling to that line on your statement. For information about setting up accounts in the statement Parameters, see "Adding Accounts to the Statement Parameters" on page 7 of this manual.

Understanding the Statement Parameters Screen

Once you establish the accounts you need to add to the statement parameters, you can add them easily by selecting **Statement Parameters** on the Generic (GM) Financial Statement menu. However, before you enter accounts, you need to understand how the Statement Parameters screen is set up and where you need to add different types of accounts.

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

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

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

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

Tip: A problem may arise if you have an account flagged for a normal **debit** balance when it should have been set for a normal **credit** balance. While this does not usually cause a problem in the Accounting module, the balance may appear as a negative amount that will be subtracted from, rather than added to, the statement line. This is the most common problem encountered in setting up the parameters. If you have difficulty getting your statement to balance, you should check for this condition and switch an account from the top to the bottom of the parameters screen.

Adding Accounts to the Statement Parameters

The steps below walk you through adding an account to the statement parameters. Each line of the financial statement has a report account. This is the account you will use on the Statement Parameters screen to pull the accounts associated with the report account. The screen identifies the page number, line number, and column on the financial statement where the accounts will pull.

1. Click **Statement Parameters** on the Generic (GM) Financial Statement 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 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 **Line** field identifies the line number on the financial statement where the information for this report account will pull.
4. Press ENTER to move to the next available field. Be sure to advance to the appropriate part of the screen. Remember, accounts entered in the **Pull Accounts** section will *add* to the total for the report line, and accounts entered in the **Sale 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.

Report Account:	<input type="text" value="202"/>	Line:	<input type="text" value="003"/>
Pull Accounts			
+	<input type="text" value="202"/>	+	<input type="text" value="202A"/>
	<input type="text"/>	+	<input type="text"/>
	<input type="text"/>	+	<input type="text"/>

6. Click **Save** to file the information. In our example, the total of accounts 202 and 202A will print for report account 202 on line 3 on the financial statement.
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.

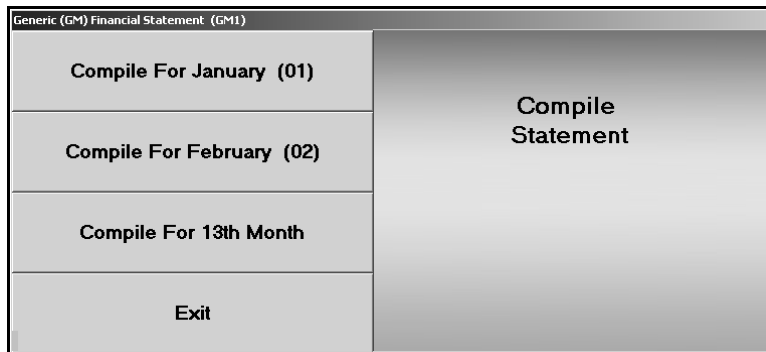
Once your parameters are set, you can generate financial statements. You may need to return to the statement parameters as you add accounts to and remove accounts from your general ledger. If you find that your financial statement does not display the correct information, a good place to start looking for the problem is on the Statement Parameters screen. Verify the correct accounts are entered for the correct report account and in the correct section on the screen.

Chapter 2 Compiling the Statement 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 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 data available for viewing and printing in the form of a financial statement.

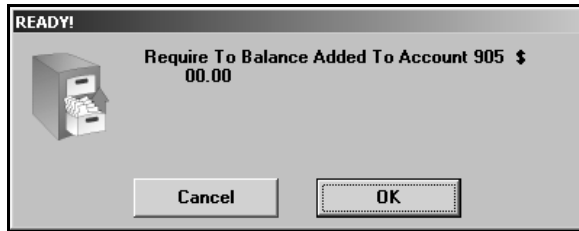
Compiling the Statement

1. Click **Compile Statement** on the Generic (GM) Financial Statement menu. The Compile Statement menu appears.



2. Select the compile option that best suits your needs. You have three options.
 - **Compile For (Previous Month):** Select this option if you have closed and updated the general ledger for the month. In this case, only use journal 09 entries to make adjustments into the previous month.
 - **Compile For (Current Month):** Select this option if you have *not* closed and updated the general ledger for the month. This option is usually the most convenient since it allows you to make adjustment entries in the current month and then print and analyze the statement *before* closing.
 - **Compile For 13th Month:** Select this option after year-end adjustments are made through the 13th Month Entries screen.
3. Click **OK** when prompted to verify you want to compile.
4. If prompted, click **Fiscal** or **Calendar** to indicate if you want to compile the financial statement for a fiscal or calendar year.

5. After the statement is compiled, the following prompt appears. Make note of the amounts, and click **OK**.



If the figure is \$10 or less, the financial statement data is fine. This is the amount necessary to round off.

If the figure is more than \$10, there is a problem with one of your accounts, and you must fix the problem. You can print the financial statement to help identify the problem. Chapter 4 walks you through viewing and printing the financial statement in Microsoft® Excel. Once you find the error and correct it, recompile the statement before entering the statistical data or printing the final financial statement.

Finding the Error

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

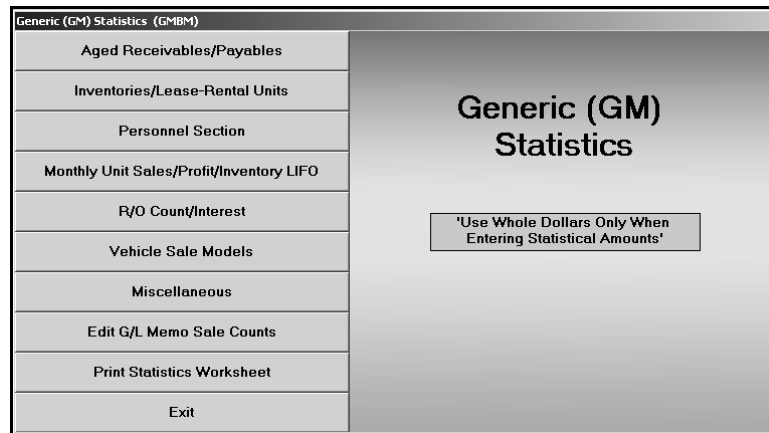
Use this section to help identify where the problem with your statement data may be. Be sure to verify all of the items below before calling Autosoft for assistance.

- A. Run the **Verify Parameters** feature as described in “Verifying What Accounts to Add to the Statement Parameters” in Chapter 1 (page6). The report identifies all of the accounts entered into the parameters. If an account is missing, you need to add it. If the report looks correct, one of the parameters is in the wrong box.
- B. If one or more of the parameters is in the wrong box, use the following suggestions to attempt to identify which parameter is wrong.
 1. Divide the “Added \$ To Misc. Income” 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 Misc. Income” figure. The figure may be different by a couple of dollars due to rounding off.
- C. 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 **Sale Accounts** section will *subtract from* the total for the report line. If the account is in the wrong part of the Statement 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.

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

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.



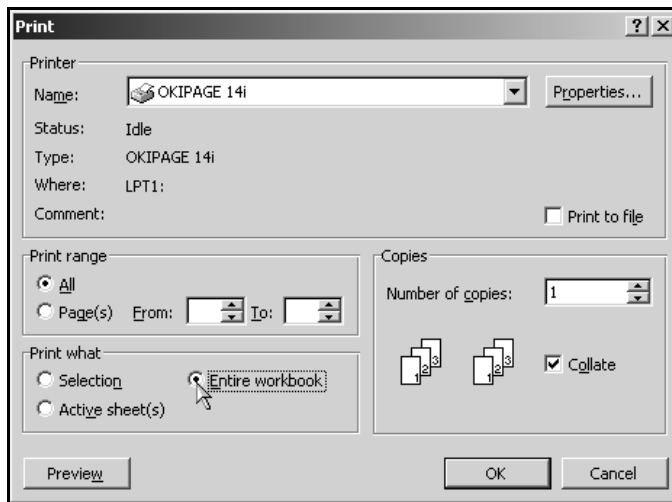
Printing the Statistics Data Worksheet

Before you enter the statistical data, 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 Generic (GM) Financial Statement menu. The Generic (GM) Statistical Data 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 sheet 2. 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.

MONTHLY NEW UNIT SALES / PROFIT			
	UNITS		PROFIT
01	13	\$	January's profit pulls during compilation of statement.
02	7	\$	

4. From the **File** menu, click **Print**.
5. In the Print dialog, click to select **Entire Workbook**.



6. Click **OK**. Three sheets print.
7. From the **File** menu, click **Exit**.
8. If Microsoft Excel asks if you want to save the changes to "STGM.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 Generic (GM) Statistical Data menu that corresponds to the data you need to enter, and the corresponding entry screen appears. Enter the appropriate information in each field. Refer to the appropriate section of the worksheet when you are entering information on each screen. The screen displays light blue and dark blue entry fields. You must manually enter the information required in the light blue fields. The dark blue fields automatically fill in with information the system pulls from your general ledger or information the system automatically calculates as you enter values in the light blue fields and press ENTER to advance through the fields. Once you are finished entering the information on each screen, click **Save** to file the information. Upon saving, the program will return you to the Generic (GM) Statistical Data menu.

Tip: Each statistical data screen identifies on which page of the financial statement the information will print. Fill in the screens as needed to meet your dealership's needs.

Aged Receivables/Payables

On the Dealership Customer Receivables screen, enter your receivables aging information. This information prints on page 4 of the operating report.

Customer Receivables				
Total	Not Due	1-30 Days	31-90 Days	Over 90 Days
210A <input type="text" value="0"/>	210D <input type="text"/>	210F <input type="text"/>	210H <input type="text"/>	210J <input type="text"/>
210B <input type="text" value="0"/>	210E <input type="text"/>	210G <input type="text"/>	210I <input type="text"/>	210K <input type="text"/>
210T <input type="text" value="0"/>				
220A <input type="text" value="0"/>	220G <input type="text"/>	220K <input type="text"/>	220O <input type="text"/>	220W <input type="text"/>
220B <input type="text" value="0"/>	220H <input type="text"/>	220L <input type="text"/>	220P <input type="text"/>	220X <input type="text"/>
220C <input type="text" value="0"/>	220I <input type="text"/>	220M <input type="text"/>	220Q <input type="text"/>	220Y <input type="text"/>
220D <input type="text" value="0"/>	220J <input type="text"/>	220N <input type="text"/>	220R <input type="text"/>	220Z <input type="text"/>
220E <input type="text" value="0"/>				
220F <input type="text" value="0"/>				
220T <input type="text" value="0"/>				
300A (cr) <input type="text"/>	300B (db) <input type="text"/>	300T <input type="text" value="0"/>		

Page 4

Exit Save

You can use the **Statement Parameters** button on the Generic (GM) Financial Statement menu to find out what accounts are pulling for accounts 210, 220, and 300. Enter the account number in the **Report Account** field. Write down the accounts that are set to pull to this line of your financial statement. 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 Statement Parameters screen. Be sure to enter 210, 220, and 300 to get the totals for 210T, 220T, and 300T.

You can obtain the information that 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 **Edit 20-Day Report Account List** on the Aged Schedule Summary menu.
 4. Enter the scheduled accounts you want the aging summary for on the Schedule Report Accounts screen.
 5. Click **Exit** to exit the screen.
 6. Then, click **Compile/Print Summary—20 Days** on the Aged Schedule Summary menu.
 7. Click **OK** when prompted to verify your printer is ready.
 8. You will be printing just the aging summary, not the entire schedule.
 9. Distribute the balances into the proper aging category on the Dealership Customer Receivables screen.

Inventories/Lease –Rental Units

Use the GM Inventories screen to enter inventory counts. This information prints on page 1 and page 4 of the operating report. Simply enter the information listed for each vehicle type.

The screenshot shows the 'Generic (GM) Inventories (GMB2)' screen. It features several data entry sections:

- Demo Vehicles:** A table with columns #1, #2, #3, and Total for Cars and Trucks.
- New Vehicles:** A table with columns #1, #2, #3, and Total for Cars and Trucks.
- Lease & Rental Units:** A section for 'Accumulated YTD Writedown' with rows for codes 500-515 and corresponding input fields.
- Used Vehicles:** A table with columns Total, +30, and Amount for Cars and Trucks.
- Auction Vehicles:** A table with columns Units, Sales, and Cost for Cars and Trucks.
- Company Vehicles:** Input fields for Cars and Trucks.
- Driver Training:** Input fields for Cars and Trucks.
- Parts & Accessories:** Input fields for Account 242, Fran., and Other.

Buttons for 'Exit' and 'Save' are located at the bottom of the screen.

Personnel

On the Personnel screen, enter your dealership's personnel counts. This information prints on page 4 (lines 32-41 on the right side) of the operating report.

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

The screenshot shows the 'Generic (GM) - Personnel (GMB3)' screen. It features a grid for 'Dealership Personnel Count':

Position	A	B	C	D	E	F	Z
Owners:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Supervisors:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Salesmen:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Technicians:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clerical:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Others:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hired:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Terminated:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Buttons for 'Exit' and 'Save' are located at the bottom of the screen.

Monthly Unit Sales/Profit/Inventory LIFO

Use the Profit/Sales/Inventory LIFO screen to enter sales counts and profit for each month. This information prints on page 1 of the operating report. You also use this screen to enter accumulated LIFO write down.

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 system 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 YTD figure.

In the **LIFO** column, enter the YTD LIFO write-down for each inventory. For example, if you have a 231 account and a 231A account for LIFO, the 231A account year-to-date amount goes here. The **243+** field includes the LIFO on accounts 243, 244, 245, and 252 through 258. If you do not have LIFO accounts, ignore this section.

The **LIFA** field is optional. It is for the LIFO adjustment figure. LIFA does not print on an in-house statement. It is for IRS purposes.

Profit/Sales/Inventory LIFO (GMB4)

Profit or Loss Summary		
Month	Units	Profit
01	<input type="text"/>	<input type="text"/>
02	<input type="text"/>	<input type="text"/>
03	<input type="text"/>	<input type="text"/>
04	<input type="text"/>	<input type="text"/>
05	<input type="text"/>	<input type="text"/>
06	<input type="text"/>	<input type="text"/>
07	<input type="text"/>	<input type="text"/>
08	<input type="text"/>	<input type="text"/>
09	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>
11	<input type="text"/>	<input type="text"/>
12	<input type="text"/>	<input type="text"/>

Page 1

Accumulated LIFO Write Down	
230	<input type="text"/>
231	<input type="text"/>
237	<input type="text"/>
238	<input type="text"/>
240	<input type="text"/>
241	<input type="text"/>
242	<input type="text"/>
243+	<input type="text"/>

Page 4

LIFA

LIFA

Exit Save

R/O Count/Interest

Use screen to enter monthly and year-to-date repair order counts. This information prints on page 2 (lines 57-60 on the bottom right) of the operating report. You also use this screen to enter delayed payments for page 1 of the operating report and interest for page 4 (lines 55-58) of the report.

Enter the number of repair orders generated and the memo items listed for the month and year-to-date. See "Edit G/L Memo Sales" on page 13 of this manual for information on how to look up the repair order counts.

R/O's Recorded / Interest (GMB5)

R/O's Recorded

	Month	Year
Mechanical - Cars		
Body Shop - Cars		
Internal		
Mechanical - Trucks		
Body Shop - Trucks		
Warranty Claims		
Total R/O's		

Page 2

Memo Items

Delayed Payments - 310

Page 1

Memo Items

	Month	Year
Cash Sales Service _Parts		
76-Interest F. Plan New		
76-Interest Other		
76-Interest F.P. Per New Unit		

Page 4

Exit Save

Vehicle Sale Models

On the Vehicle Sale Models screen, enter the names of the models your dealership sells.

Vehicle Sale Models (GMB6)

Vehicle Sale Models

Line	Model	Line	Model	Line	Model
01	IMPALA	12	CADL	33	LD-PCKUP
02	N/C RTL	13	PONT	34	SLU/C45
03	MONTE CA	14	OLDS	35	AVALANCH
04	N/C RTL	15	BUTCK	36	TAHOE
05	MALIBU	16	NON-GM	37	SUBURBAN
06	CAMARO	17	NON-GM	38	TRACKER
07	CAVALIER	18	NON-GM	39	MEDIUM
08	CORUETTE	19	NON-GM	40	HUMMER
09	PRIZM	30	G-VANS	41	NON-GM
10	N/C RTL	31	ASTRO		
11	VENTURE	32	BLZ/TBLZ		

Page 3

Exit Save

Miscellaneous

Use the Miscellaneous Statistics screen to enter dealership information and miscellaneous financial information. This information prints on page 1 and page 2 of the financial statement.

Miscellaneous Statistics (GMD7)

Dealership Data	
Contact	<input type="text"/>
Dealer #	<input type="text"/>
ID #	<input type="text"/>
Div. Code	<input type="text"/>
Communication	<input type="text"/>
Composite Group	<input type="text"/>

Page 1

Net Working Capital	
Qualified LTD	<input type="text"/>
Standard	<input type="text"/>

Page 1

Planning Potential			
	Car	Truck	Total
Franchise	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>

Page 1

Z Proration						
A	B	C	D	E	F	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Page 2

Exit Save

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.

The screenshot shows the 'Edit Sale Unit Counts (GM100)' window. It contains the following elements:

- General Ledger:** A box with 'Account No.' (blacked out) and 'Account Name' (empty).
- Prior Month:** A box with 'Count At End Of' and a dropdown menu showing 'January'. Below are 'Month' and 'YTD' input fields.
- Current Month:** A box with 'Count For' and a dropdown menu showing 'February (Month To Date)'. Below are 'Month' and 'YTD' input fields.
- Navigation:** 'Exit' button on the left, '<<< List >>>' in the center, and 'Save' button on the right.

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 Generic (GM) Statistical Data menu.

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 report, your data will be incorrect.

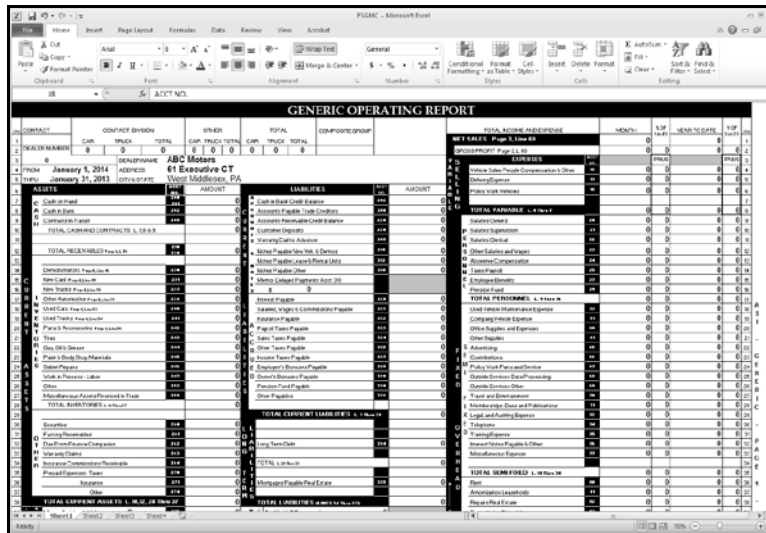
Chapter 4 Printing the Financial Statement

Printing the financial statement in Microsoft® Excel is the final step in the preparation of a monthly statement. The financial statement prints on standard 8.5"×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 Operating Report** on the Generic (GM) Financial Statement.
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.



CONTACT		CONTRACT DIVISION	ORDER	TOTAL	COMPOSITE GROUP	MONTH	NEW MONTH	YTD
DEALER NUMBER	CAR	TRUCK	TOTAL	CAR TRUCK TOTAL	COMP	TRUCK	TOTAL	
0	0	0	0	0	0	0	0	0
ABC Motors 61 Emburyville CT Middletown, PA								
ASSETS								
1	0	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0
3	0	0	0	0	0	0	0	0
4	0	0	0	0	0	0	0	0
5	0	0	0	0	0	0	0	0
6	0	0	0	0	0	0	0	0
7	0	0	0	0	0	0	0	0
8	0	0	0	0	0	0	0	0
9	0	0	0	0	0	0	0	0
10	0	0	0	0	0	0	0	0
11	0	0	0	0	0	0	0	0
12	0	0	0	0	0	0	0	0
13	0	0	0	0	0	0	0	0
14	0	0	0	0	0	0	0	0
15	0	0	0	0	0	0	0	0
16	0	0	0	0	0	0	0	0
17	0	0	0	0	0	0	0	0
18	0	0	0	0	0	0	0	0
19	0	0	0	0	0	0	0	0
20	0	0	0	0	0	0	0	0
21	0	0	0	0	0	0	0	0
22	0	0	0	0	0	0	0	0
23	0	0	0	0	0	0	0	0
24	0	0	0	0	0	0	0	0
25	0	0	0	0	0	0	0	0
26	0	0	0	0	0	0	0	0
27	0	0	0	0	0	0	0	0
28	0	0	0	0	0	0	0	0
29	0	0	0	0	0	0	0	0
30	0	0	0	0	0	0	0	0
31	0	0	0	0	0	0	0	0
32	0	0	0	0	0	0	0	0
33	0	0	0	0	0	0	0	0
34	0	0	0	0	0	0	0	0
35	0	0	0	0	0	0	0	0
36	0	0	0	0	0	0	0	0
37	0	0	0	0	0	0	0	0
38	0	0	0	0	0	0	0	0
39	0	0	0	0	0	0	0	0
40	0	0	0	0	0	0	0	0
41	0	0	0	0	0	0	0	0
42	0	0	0	0	0	0	0	0
43	0	0	0	0	0	0	0	0
44	0	0	0	0	0	0	0	0
45	0	0	0	0	0	0	0	0
46	0	0	0	0	0	0	0	0
47	0	0	0	0	0	0	0	0
48	0	0	0	0	0	0	0	0
49	0	0	0	0	0	0	0	0
50	0	0	0	0	0	0	0	0
51	0	0	0	0	0	0	0	0
52	0	0	0	0	0	0	0	0
53	0	0	0	0	0	0	0	0
54	0	0	0	0	0	0	0	0
55	0	0	0	0	0	0	0	0
56	0	0	0	0	0	0	0	0
57	0	0	0	0	0	0	0	0
58	0	0	0	0	0	0	0	0
59	0	0	0	0	0	0	0	0
60	0	0	0	0	0	0	0	0
61	0	0	0	0	0	0	0	0
62	0	0	0	0	0	0	0	0
63	0	0	0	0	0	0	0	0
64	0	0	0	0	0	0	0	0
65	0	0	0	0	0	0	0	0
66	0	0	0	0	0	0	0	0
67	0	0	0	0	0	0	0	0
68	0	0	0	0	0	0	0	0
69	0	0	0	0	0	0	0	0
70	0	0	0	0	0	0	0	0
71	0	0	0	0	0	0	0	0
72	0	0	0	0	0	0	0	0
73	0	0	0	0	0	0	0	0
74	0	0	0	0	0	0	0	0
75	0	0	0	0	0	0	0	0
76	0	0	0	0	0	0	0	0
77	0	0	0	0	0	0	0	0
78	0	0	0	0	0	0	0	0
79	0	0	0	0	0	0	0	0
80	0	0	0	0	0	0	0	0
81	0	0	0	0	0	0	0	0
82	0	0	0	0	0	0	0	0
83	0	0	0	0	0	0	0	0
84	0	0	0	0	0	0	0	0
85	0	0	0	0	0	0	0	0
86	0	0	0	0	0	0	0	0
87	0	0	0	0	0	0	0	0
88	0	0	0	0	0	0	0	0
89	0	0	0	0	0	0	0	0
90	0	0	0	0	0	0	0	0
91	0	0	0	0	0	0	0	0
92	0	0	0	0	0	0	0	0
93	0	0	0	0	0	0	0	0
94	0	0	0	0	0	0	0	0
95	0	0	0	0	0	0	0	0
96	0	0	0	0	0	0	0	0
97	0	0	0	0	0	0	0	0
98	0	0	0	0	0	0	0	0
99	0	0	0	0	0	0	0	0
100	0	0	0	0	0	0	0	0

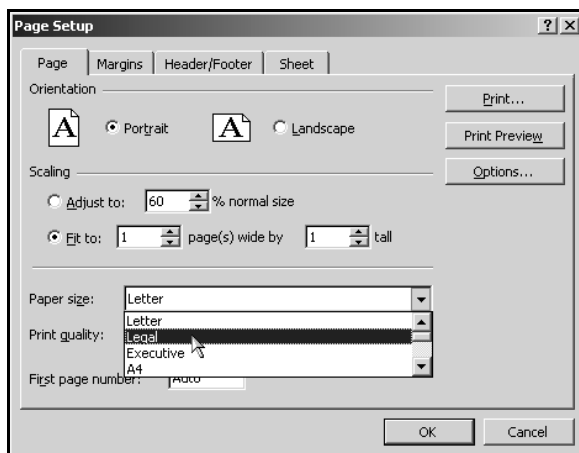
4. The financial statement opens to page 1. To view the other pages, click the tabs on the bottom-left side of the screen.

5. From the **File** menu, click **Print**.
6. In the Print dialog, click to select **Entire Workbook**.
7. Verify that there is a sufficient amount of paper in the laser printer, and click **OK**.
8. The financial statement is set up to print one sheet per page. The speed at which the financial statement 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 "FSGMC.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

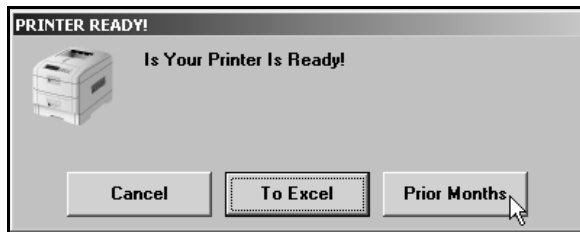
You can also access the financial statement by regenerating the statement using the financial statement option in Autosoft DMS. Simply follow the instructions presented in the preceding chapters to regenerate the statement. You can generate the statement any number of times.

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.

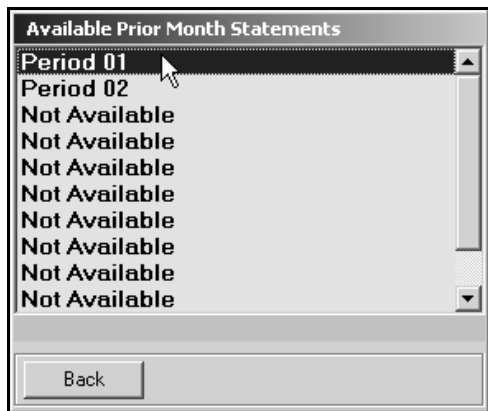
Accessing Prior Month Statements

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

1. Click **Print Statement** on the Generic (GM) Financial Statement menu.
2. Click **Prior Months** when prompted to verify your printer is ready.



3. The Available Prior Month Statements list identifies all of the available financial statements. In the list, click to select the statement you want to view/print.



4. The financial statement opens in Microsoft Excel.

Modifying Files

It is possible to make modifications to the generated financial statement while it is open in Microsoft Excel. However, Autosoft strongly recommends that you use this file as it is intended to be used—which is to open the financial statement, view it, and print it.

Warning: Autosoft **will not support** operator modification of any type to the existing Microsoft Excel files. If changes need to be made, they must be made through Autosoft DMS (either through the statement parameters or through the general ledger).

Resolving Errors

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

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

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

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

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

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

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

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

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

Cure: Compile the financial statement for the desired period.

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

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

Cure: Close the file and regenerate it.

Chapter 5 Checking the Financial Statement

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

Check #1

The assets and liabilities should balance to each other. However, there may be a variance for rounding depending on your manufacture's recommendations.

Check #2

The net profit should be equal to the year-to-date profit on the trial balance. However, there may be a variance for rounding depending on your manufacture's recommendations. If this is not the case, print your statement and look for obvious discrepancies, such as negative amounts where there should not be, etc.

If there are no obvious discrepancies, print the Verify Parameters report (as described in Chapter 1) and check to ensure that all of the accounts are hitting the statement. If there is an account on the printout with an amount of money in it, you will need to research it. If an account does not have any hits ("0"), this means the account is not pulling to the financial statement parameters. If there are two or more hits, you will need to research this and take out all of the hits except one.

If the printout shows all zeros, you need to take the amount of money you are out of balance and divide it in half. Look for the divided amount on the year-to-date figures on your trial balance. You may be out of balance because more than one of your parameters are pulling wrong, which complicates the process of finding the problem. This means that one or more of your accounts may be pulling to the statement as a minus when they should be pulling as a plus (or vice versa). If this is the case, you can put the accounts in the proper place in the parameters and recompile your statement.

Check #3

It is also common to be out of balance if you compile and print the statement before the month has been closed and add entries in the current month but do not recompile the statement. To check this scenario, recompile the statement for the previous month, and then recompile the statement for the current month to see if this puts you back in balance.

Check #4

If anyone posts a prior month entry (journal 09), you must recompile the previous month's statement to bring the entry to the prior month and adjust the previous month's statement.

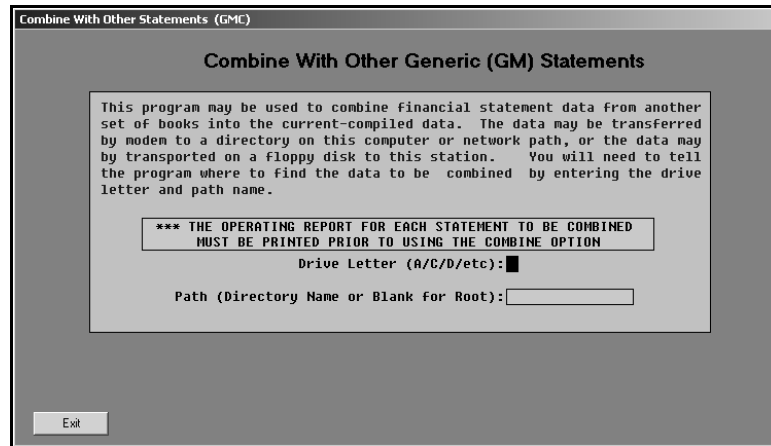
Check #5

If the month-to-date profits are on page 1, check the prior month's records to ensure they are the correct profits because some franchises do force balances, which will change the month-to-date profits. If you find one that is incorrect, make the appropriate changes in your statistical data, and recompile the statement.

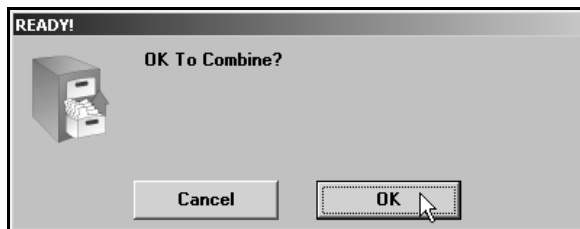
If you have multiple sets of books that you did not combine for printing, you should combine them next so you can print a financial statement that reflects information for both books as needed. If you do not have multiple sets of books or if you combined the books before printing, you are finished. Use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

Chapter 6 Combining Multiple Statements

You can use the **Combine Statements** button on the Generic (GM) 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. 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 financial statement program.



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.

