



Autosoft
FLEXTM
DMS

Volvo Financial Statement

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Introduction Volvo Financial Statement

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

About this Manual

This manual walks you through using the Volvo 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 Volvo 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 Volvo Financial Statement feature and defining the parameters that will be used to compile the financial statement.
Chapter 2 Entering Statistical Data	Chapter 2 walks you through entering statistical data. The chapter breaks down all of the entry screens to make data entry easier.
Chapter 3 Compiling Statement Data	Chapter 3 walks you through compiling the financial statement data. In addition, the chapter covers each of the three available compiling options.
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.

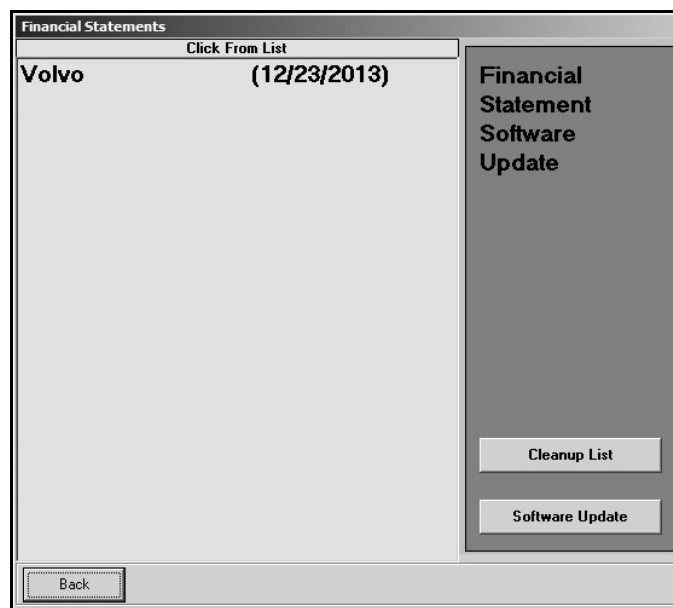
Understanding the Workflow

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. 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.



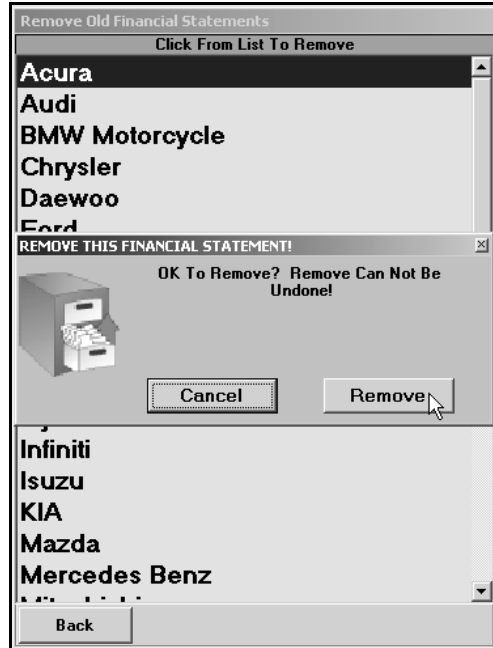
Tip: If you have a franchise that does not appear in your Financial Statements selection list, call Autosoft so we can update our records to ensure the franchise is included in your next update.

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 Statements selection list.
2. Click **Software Update**.
3. A list of updates appears. Click the manufacturer/financial statement you want to update.
4. On the Update screen that appears, read the update information and the download instructions. Follow the instructions on the screen to complete the update.

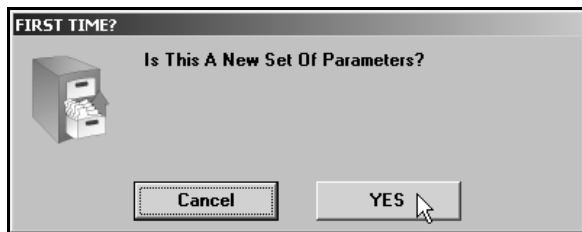
Chapter 1 Setting Statement Parameters

Before you can compile your first financial statement, you need to enter the parameters. This involves telling the program which general ledger accounts you want to pull to each line of the statement. A standard set of parameters is included with your program and can be modified to meet your specific needs. You will need to enter any specialty accounts you have created for your own use that do not appear in the Volvo chart of accounts.

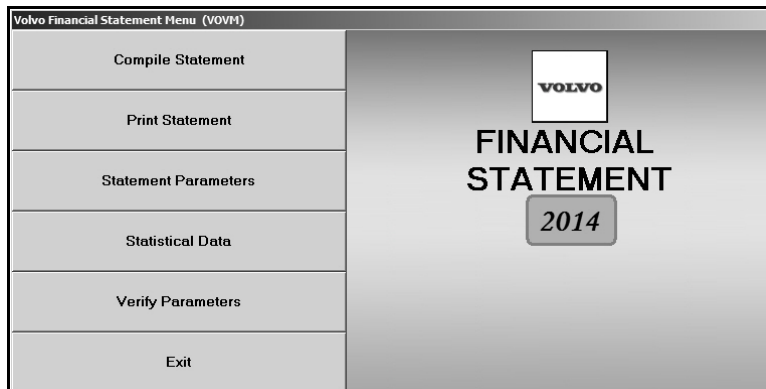
Accessing Volvo Financial Statement for the First Time

When you access Volvo Financial Statement for the first time, you are prompted to set parameters automatically according to the Volvo Motors chart of accounts. This loads the preset chart of accounts in your system.

1. Click **Reports & DOC's** on the Dealership Accounting menu.
2. Click **Financial Statement** on the Reports menu.
3. Click **Volvo** in the selection list.
4. You must click **Yes** when prompted to verify this is a new set of parameters.



5. The system loads the Volvo Motors chart of accounts. This may take several minutes. When it is finished, the Volvo Financial Statement menu appears.



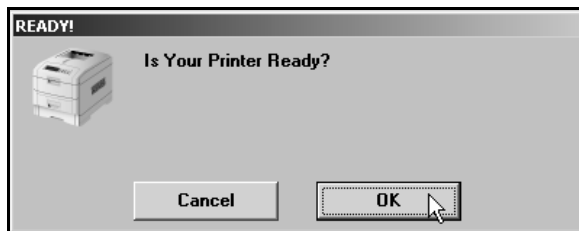
Statement Parameters

The **Statement Parameters** option is used to review and fine-tune the financial statement parameters. Even though the system automatically sets up the parameters according to the Volvo Motors chart of accounts, you will have to access the statement parameters to add accounts specific to your dealership. This Statement Parameters screen allows you to enter those accounts that were not set up in your initial preset chart of accounts. Typically, these are individual, custom accounts that you have added to the general ledger.

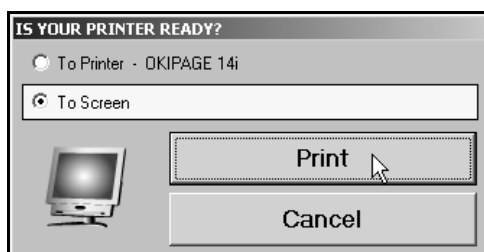
Verifying What Accounts to Add to the Statement Parameters

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

1. Click **Verify Parameters** on the Volvo Financial Statement menu.
2. Click **OK** when prompted to verify your printer is ready.



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



5. Once you select your print type, click **Print**.
6. Review the report.

If the report lists a balance in any 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 8.

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 Volvo 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 **Cost Accounts** section will *subtract from* the total for the report line.

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

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

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

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

Adding Accounts to the Statement Parameters

The steps below walk you through adding an account to the statement parameters. Each line of the financial statement has a report account. This is the account you will use on the Statement Parameters screen to pull the accounts associated with the report account. The screen identifies the page number, line number, and column on the financial statement where the accounts will pull. For illustration purposes, we will be using report account 1000.

1. Click **Statement Parameters** on the Volvo Financial Statement menu. The Volvo 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 1000. (You can also click **List** to select the report account from a list).
3. The screen displays the accounts set to pull with this account. The **Page/Line/Column** field identifies the page number, line number, and column on the financial statement where the information for this report account will pull.
4. Press ENTER to move to the next available field. Be sure to advance to the appropriate part of the screen. Remember, accounts entered in the **Pull Accounts** section will *add to* the total for the report line, and accounts entered in the **Cost Accounts** section will *subtract from* the total for the report line.
5. Type the account number for the account you want to add. In our example, you would type 1010 and 1020.

Report Account: 1000		Page/Line/Column: 101A	
Pull Accounts			
+	1000	1010	1020

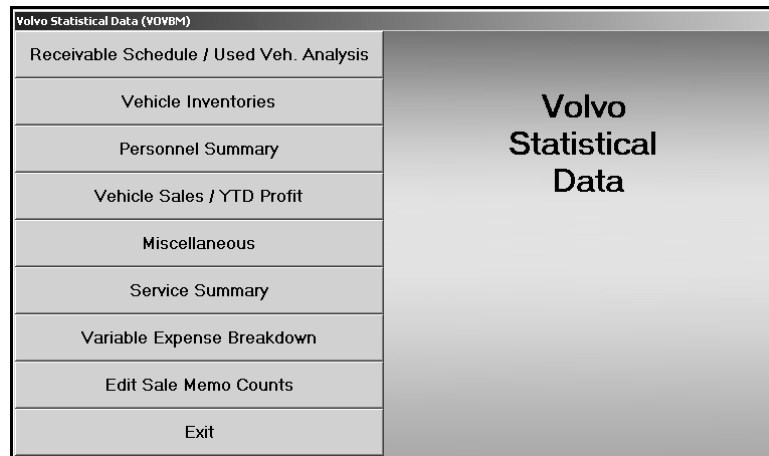
6. Click **Save** to file the information. In our example, the total of accounts 1000, 1010, and 1020 will print for report account 1000 on page 1, line 01, column A on the financial statement.
7. Continue to enter the parameters.
8. When you are finished, click **Exit** to close the screen.

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.

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 Entering Statistical Data

The first 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.



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 Volvo Financial Statement menu. The Volvo Statistical Data menu appears.
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 appropriate information in each field on the screen.
4. Press ENTER to advance through the fields so the program calculates the totals.
5. When you are finished entering information on the screen, click **Save** to file the information.
6. Upon saving, the program will return you to the Volvo Statistical Data menu. Select the next menu option.
7. Once you have finished entering all of the statistical data, click **Exit** to return to the Volvo Financial Statement menu.

Receivable Schedule/Used Vehicle Analysis

Use the Receivable Schedule/Used Vehicle Analysis screen to enter receivables aging information for the Receivables Analysis on page 7 of the financial statement. You also use this screen to enter the used vehicle information for the Used Vehicle Analysis on page 6 of the financial statement.

Use the **Accounts Receivable Schedule** section to enter the aging information for your receivable accounts. The **Total** fields automatically fill in with the balance for the account indicated. Divide the balance into the corresponding aging categories.

Use the **Used Vehicle Analysis** section to enter the aging information for your used inventory. The total units and amount (value of the units) for your used inventory automatically fills in on the screen. Divide the total units and amount into the corresponding aging categories.

Receivable Schedule / Used Vehicle Analysis (VOYB1)

Accounts Receivable Schedule

	TOTAL	Current (1-30)	Past Due (31-60)	Past Due (61-90)	Past Due (90+)
Vehicle Accounts 1100	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Service Parts & Body Accounts 1110	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Warranty Receivables - Volvo 1120	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Warranty Receivables - Other 1125	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Page 7

Used Vehicle Analysis

	TOTAL		Current		31-60 Days		61+ Days	
	Unit	Amount	Unit	Amount	Unit	Amount	Unit	Amount
Used Vehicle - Volvo CPO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Used Vehicle - Volvo Non-Certified	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Used Vehicle - Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Page 6

Vehicle Inventories

Use the Vehicle Inventories screen to enter inventory counts. This information prints on page 1 of the financial statement. Enter the inventory count for each item on the screen.

Vehicle Inventories (V0VB2)

New Vehicle Inventories

New - Volvo

Demo - Volvo

Srv. Loaner - Volvo

New - Other Brands

Demo/Srv. Loaner - Other

Page 1

Pre-Owned Inventories

Over 30 Days

Pre-Owned - Volvo CPD

Pre-Owned - Volvo Non-CPD

Pre-Owned - Other Brands

Page 1

LIFO Inv. Reserve

New

Pre-Owned

Parts

Page 1

Parts & Acc. Inventories

Parts & Accessories - Volvo

Tires - Volvo

Page 1

Other Assets

Lease & Rental Veh.

Page 1

Exit Save

Personnel Summary

Use the Personnel Summary screen to enter personnel counts. You must specify the personnel for Volvo and other brands. This information prints on page 7 of the financial statement.

The left side of the screen lists all of the positions in the dealership. There are seven columns to represent the different departments. For each position, enter the number of personnel in each department. The system calculates the totals as you enter counts for each position and department. Make sure you separate your personnel according to Volvo and other brands.

Personnel Summary (V0VB3)

Personnel Summary - VOLVO

	New	Pre-Own	F&I	Serv.	Parts	Body	Admin	TOTAL
Managers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sts./Srv.Adv/Pts.Cnt.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Technicians	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clerical	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Page 7

Personnel Summary - OTHER BRANDS

	New	Pre-Own	F&I	Serv.	Parts	Body	Admin	TOTAL
Managers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sts./Srv.Adv/Pts.Cnt.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Technicians	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clerical	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Page 7

Exit Save

Vehicle Sales/YTD Profit

The unit counts and year-to-date 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 financial statement.

Sales & Profit Summary (VOVB4)

	New Units		Pre-Owned Units			YTD Profit
	Volvo	Other	Volvo	Other	Whl.	
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						

Page 1

Exit Save

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

Miscellaneous

Use the Miscellaneous Statistical Data screen to enter dealership information and miscellaneous financial information. This information prints on page 1 and page 6 of the financial statement.

Under **Dealership Data**, enter the dealership's name, city and state, retailer code, and business management code.

Use the **Miscellaneous Data** section to report your dealership's net working capital.

Under **Other Brands Reported on Statement**, enter the name, sales, and service counts for the other vehicle brands you are reporting on the financial statement.

Miscellaneous Dealership Data (YDVBS)			
Dealership Data			
Retailer	<input type="text"/>		
City/State	<input type="text"/>		
Retailer Code	<input type="text"/>	<input type="text"/>	
BM Code	<input type="text"/>	<input type="text"/>	
Page 1			
Miscellaneous Data			
Net Working Capital - Guide	<input type="text"/>		
Page 1			
Other Brands Reported on Statement			
	Other Brands	Share Sales	Share Service
1)	<input type="text"/>	<input type="text"/>	<input type="text"/>
2)	<input type="text"/>	<input type="text"/>	<input type="text"/>
3)	<input type="text"/>	<input type="text"/>	<input type="text"/>
4)	<input type="text"/>	<input type="text"/>	<input type="text"/>
5)	<input type="text"/>	<input type="text"/>	<input type="text"/>
6)	<input type="text"/>	<input type="text"/>	<input type="text"/>
7)	<input type="text"/>	<input type="text"/>	<input type="text"/>
8)	<input type="text"/>	<input type="text"/>	<input type="text"/>
9)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Page 6			
Save			
Exit			

Service Summary

Use the Service Summary screen to enter information for your Service Department. This information prints on page 7 of the financial statement.

Under **Productivity/Efficiency**, enter the number of hours recorded for each category for the current month and year-to-date.

Under **Stall Counts**, enter the counts for service, internal, and body for Volvo and other vehicles.

Under **Hourly Labor Rates**, enter the rates charged for customer, warranty, internal, and body shop work for Volvo and other vehicles.

Use the **Days in Service** section to record the number of days the Service Department was open for service during the current month and year to date.

Under **Vehicles Attended**, enter the number of Volvo and other vehicles serviced for the current month and year-to-date.

Use the **Dealership Square Footage** section to record the square footage of the dealership allotted to Volvo and other vehicles.

Service Summary (VDVB6)

Productivity / Efficiency		Volvo		Other	
		MTD	YTD	MTD	YTD
Available Clocked Hrs.		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Actual Hours Worked		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Flat Rate Hours Sold		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Page 7

Stall Count	Service	Internal	Body
Volvo	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Brands	<input type="text"/>	<input type="text"/>	<input type="text"/>

Page 7

Hourly Labor Rates	Customer	Warranty	Internal	Body
Volvo	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Brands	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Page 7

Days in Service	
Month	<input type="text"/>
YTD	<input type="text"/>

Page 7

Vehicles Attended	MTD	YTD
Volvo	<input type="text"/>	<input type="text"/>
Other Brands	<input type="text"/>	<input type="text"/>

Page 7

Dealership Square Footage	
Volvo	<input type="text"/>
Other Brands	<input type="text"/>

Page 7

Exit Save

Variable Expense Breakdown

Use the Expense Allocation by Brand screen to specify how you distribute your expenses among brands. This information prints on page 6 of the financial statement.

The **Brand Allocation** section lists all of the accounts you should reference. The monthly and year-to-date amounts for total operations and Volvo operations pull form the information in your general ledger. Enter the monthly and year-to-date amounts allotted for other brands. The monthly and year-to-date figures for Volvo operations automatically adjust as you enter values for the other brands. At any time, you can click **Reset** to reset the screen to the original values.

The **Departmental Allocation** section automatically fills in with the monthly and year-to-date values for the vehicle departments and fixed departments.

The screenshot shows the 'Expense Allocation by Brand (VOVB7)' screen. It is divided into two main sections: 'Brand Allocation' and 'Departmental Allocation'.
Brand Allocation: A table with columns for 'VOLVO by %', 'TOTAL OPERATIONS' (Month, YTD), 'VOLVO OPERATIONS' (Month, YTD), and 'OTHER BRAND OPERATIONS' (Month, YTD). Rows include various expense categories like Sales Staff Compensation, F&I Compensation, Delivery Expense, etc., with corresponding input fields for each column.
Departmental Allocation: A section with two rows: 'Vehicle Departments' and 'Fixed Departments'. Each row has input fields for 'Month' and 'YTD' values. The 'YTD' fields contain the value '-.00'.
Buttons for 'Exit', 'Reset', and 'Save' are located at the bottom of the screen. A 'Page 6' indicator is visible in the bottom right corner of the main data area.

Edit Sale Memo Counts

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

The screenshot shows a software interface for editing sales unit counts. It is titled "Edit Sale Unit Counts (vovb8)". The interface is organized into three main sections:

- General Ledger:** Contains two input fields: "Account No." and "Account Name".
- Prior Month:** Labeled "Count At End Of", it contains three input fields: "January", "Month", and "YTD".
- Current Month:** Labeled "Count For", it contains three input fields: "February (Month To Date)", "Month", and "YTD".

At the bottom of the screen, there are four buttons: "Exit", "<<< List >>>", and "Save".

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 fills in on the screen. 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 year-to-date.
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.

Once you finish entering the statistical data, you can compile the financial statement.

Chapter 3 Compiling Statement Data

After you enter the statistical data, you compile the statement data. The statement is compiled from the data in your general ledger.

1. Click **Compile Statement** on the Volvo Financial Statement menu. The Compile Statement menu appears.



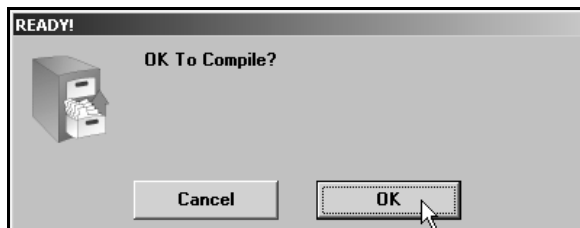
2. Select the compile option that best suits your needs. You have three options.

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

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

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

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



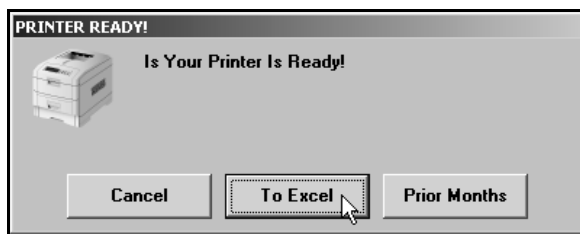
4. The program begins to compile the statement. This may take several minutes.
5. When the statement is ready, the program returns you to the Volvo Financial Statement menu.

Once you compile the financial statement, you can view and print it.

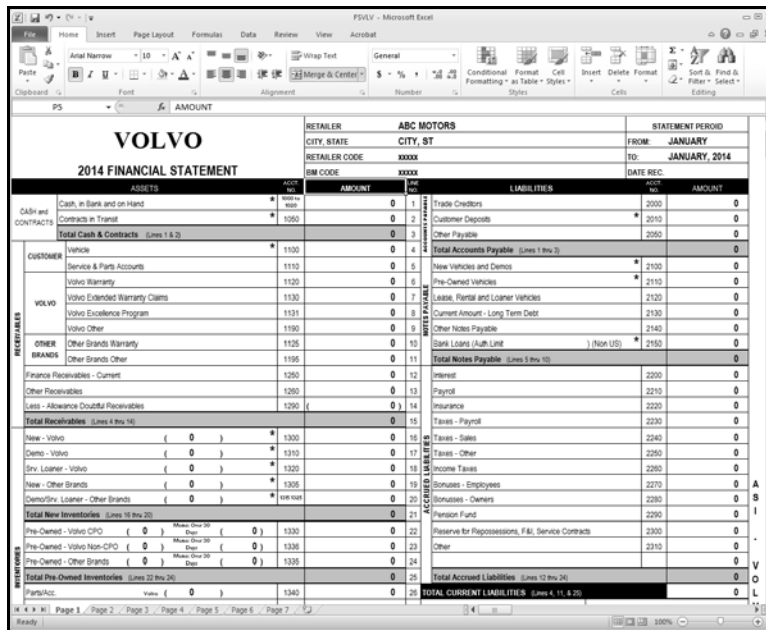
Chapter 4 Printing the Financial Statement

Printing the financial statement in Microsoft® Excel is the final step in the preparation of a monthly statement. The financial statement prints on standard 8.5"x11" paper. If you want to print the financial statement on legal-size paper (8.5"x14"), see "Printing on Legal-Size Paper" on page 20 to learn how to edit paper size.

1. Click **Print Statement** on the Volvo 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 immediately visible.

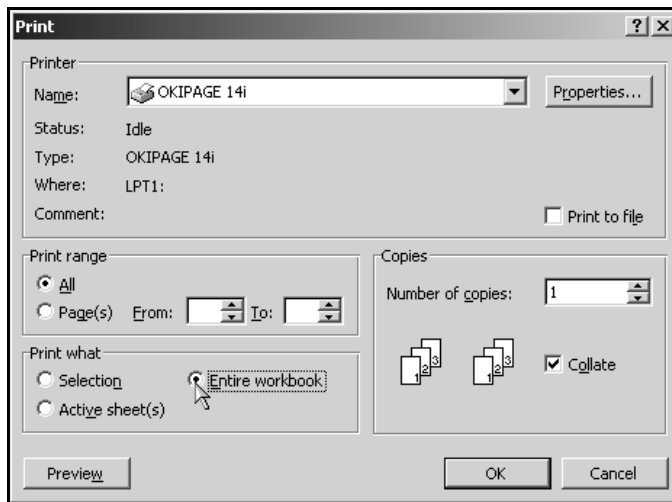


The screenshot shows a Microsoft Excel spreadsheet titled "VOLVO 2014 FINANCIAL STATEMENT". The spreadsheet is organized into columns for "ASSETS", "LIABILITIES", and "EQUITY". The data is presented in a multi-column format with various line items and sub-totals. The retailer is identified as "ABC MOTORS" and the statement period is for "JANUARY, 2014".

ASSETS		LIABILITIES	
ACCT NO	AMOUNT	ACCT NO	AMOUNT
Cash and Contracts in Transit	1050	Trade Creditors	2000
Total Cash & Contracts (Lines 1 & 2)	0	Customer Deposits	2010
Vehicle	1100	Other Payable	2050
Service & Parts Accounts	1110	Total Accounts Payable (Lines 1 thru 3)	0
Volvo Warranty	1120	New Vehicles and Demos	2100
Volvo Extended Warranty Claims	1130	Pre-Owned Vehicles	2110
Volvo Excellence Program	1131	Lease, Rental and Loaner Vehicles	2120
Volvo Other	1190	Current Amount - Long Term Debt	2130
OTHER BRANDS	1126	Other Notes Payable	2140
Other Brands Warranty	1126	State Loans (FLR Limit)	2150
Other Brands Other	1195	Total Notes Payable (Lines 3 thru 10)	0
Finance Receivables - Current	1200	Interest	2200
Other Receivables	1260	Payroll	2210
Loss - Allowance Doubtful Receivables	1290	Insurance	2220
Total Receivables (Lines 4 thru 14)	0	Taxes - Payroll	2230
New - Volvo	1300	Taxes - Sales	2240
Demo - Volvo	1310	Taxes - Other	2250
Inv. Loaner - Volvo	1320	Income Taxes	2260
New - Other Brands	1305	Bonuses - Employees	2270
Demo/Inv. Loaner - Other Brands	1315	Bonuses - Owners	2280
Total New Inventories (Lines 16 thru 20)	0	Pension Fund	2290
Pre-Owned - Volvo CPO	1330	Reserve for Repossessions, F&B, Service Contracts	2300
Pre-Owned - Volvo Non-CPO	1335	Other	2310
Pre-Owned - Other Brands	1335	Total Accrued Liabilities (Lines 12 thru 24)	0
Total Pre-Owned Inventories (Lines 22 thru 24)	0	TOTAL CURRENT LIABILITIES (Lines 4, 11, & 25)	0
Parts/ACC	1340		

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

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



- Verify there is a sufficient amount of paper in the printer, and click **OK**.
- All franchise statements are set up to print one sheet per page. The speed at which the financial statement pages print is directly dependent upon the setup (network/local) of the laser printer.
- To close the financial statement, click **File**, and select **Exit**.
- If Microsoft Excel asks if you want to save the changes to "FSVLV.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.

- From the **File** menu, select **Page Setup**.
- The Page Setup dialog appears.
- In the **Paper size** list, select **Legal**.
- Click **OK** to accept the change.
- Repeat steps 1-4 for each page of the statement.
- 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

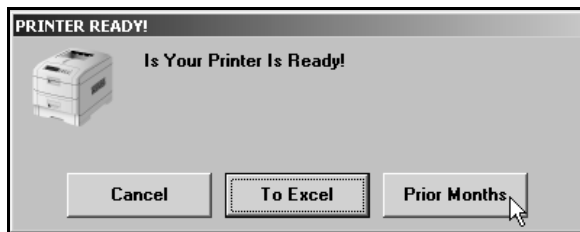
You can also access the financial statement by regenerating the statement using the financial statement option in Autosoft DMS. Simply follow the instructions presented in the preceding chapters to regenerate the statement. You can generate the statement any number of times.

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.

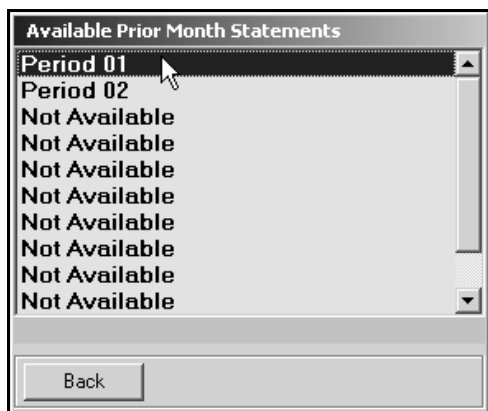
Accessing Prior Month Statements

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

1. Click **Print Statement** on the Volvo 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).

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.

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.

Once you print the correct financial statement, you are finished. Use the instructions in this manual every time you need to compile and print a financial statement.

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.

