



QuickStart Guide

Downloading Factory Financials

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ARKONA QuickStart Guide

Use this QuickStart Guide for help downloading the factory financial statement to the factory.

- Before downloading a factory financial statement, it is useful to print a copy of it to check the totals, the memo entries, and the unit counts.
- There are 3 methods for communicating factory financial statement information to the factories:
 1. **STAR compliant download.**
 - a. The factory financial statement is transferred from the dealership server or (or ASP server) to a local PC using an ftp service called 3CDaemon.
 - b. The user then goes to the factory web site, uploads the file to the web server, edits the information, and submits the statement.
 - c. Honda, Suzuki, and all other STAR compliant manufacturers use this method.
 2. **Direct download to the factory server.**
 - a. The factory financial statement is transferred directly from the dealership server (or ASP server) to the factory server.
 - b. The user then goes to the factory server and edits the information and submits the statement.
 - c. Ford and Chrysler currently use this method.
 3. **Custom download method.**
 - a. The factory financial statement is transferred from the dealership server or (ASP server) to a local PC.
 - b. The file is picked up by a program that runs the edit checks locally.
 - c. The user then goes to the factory web site, uploads the file to the web server and submits the statement.
 - d. GM is using this method.

1. Make sure the local PC is ready to communicate.

- This step is for STAR compliant and custom download methods.
- b. Verify that the ftp program is active. If not, start it.

2. Select which factory financial statement you want to download.

- a. Take option **35=Reports to Outside Parties** from the General Ledger menu.
- b. Take option **1=Select** by Factory Financials to display the Factory Financial Statements screen.
- c. Change the month and year to the period you want to transmit.

3. Download the statement.

- a. Take option **9=Download** by any page of the statement.
 - It is not necessary to download all pages. Everything is transmitted when you take option **9=Download** by any page.
- b. Wait for the confirmation window to appear.
 - The confirmation window will indicate whether the data was transferred successfully. Call Customer Support if you have verified that the ftp service is active the data does not transfer correctly.

4. Run the edit check program on the file.

- This step varies depending on the method of file transfer:
 1. STAR compliant statements must be uploaded from the local PC to the factory web server before the edit checks can be run.
 2. The edit check for direct download takes place on the factory server immediately after transferring the file.
 3. The edit check for GM takes place in an Excel file on the local PC. The file is then uploaded to the GM web site.

5. Submit the edited statement.

- When this step occurs also varies depending on the method of file transfer.
- All factories have a way to submit the edited statement. This is usually accomplished by clicking a "Submit" button on the factory web site after the file has been transferred and the edit checks are run.