



## **QuickStart Guide**

**Printing Factory Financials**

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## Printing Factory Financials

ARKONA QuickStart Guide

*Use this QuickStart Guide to help you prepare and print your factory financial statement.*

### 1. Display any page of the statement to make sure all accounts are routed.

- a. Take option **35=Reports to Outside Parties** from the General Ledger menu.
- b. Take option **1=Select** by Factory Financials.
- c. Take option **5=Display** by page one of the factory financial statement.
  - If all the accounts are routed, the page will display.
  - Any unrouted general ledger accounts will display. Route them to the correct factory account.

### 2. Update the unit counts.

- This step is only necessary for certain accounts that may regularly accumulate inaccurate unit counts. For example, some dealerships use the same account for sales and cost of sales for certain F&I products.
  - As a general rule, the system uses the unit count balance from the chart of accounts for income statement accounts.
  - As a general rule, the system uses the unit count entered as memos for balance sheet accounts.
  - Units are accumulated in the chart of accounts as follows:
    1. If the typical balance on an account is a debit (e.g., asset, cost of sale, or expense), when a debit is posted to the account, the unit count is incremented by one. When a credit is posted to the account, the unit count is decreased by one.
    2. If the typical balance on an account is a credit (e.g., liability, sale, or income), when a credit is posted to the account, the unit count is incremented by one. When a debit is posted to the account, the unit count is decreased by one.
  - When the chart of accounts is originally set up, all balance sheet accounts are set to not count units. This is because balance sheet accounts have both credits and debits posted to them on a regular basis; hence the unit count is never accurate.
- a. Take option **11=Change Units** by any page to display the chart of accounts.
  - b. Key in the first few characters of the account number you want to change and press [ENTER] to position to the account.
  - c. Take option **6=Units** by the account to display the unit counts for each month.

- d. Take option **2=Change** by the month you want to update. Key in the correct unit count and press [ENTER] to save. Use function **F12=Cancel** to return to the chart of accounts and **F3=Exit** to return to the Factory Financial Statements screen.

### 3. Enter memo information.

- a. Enter the month and year of the month you are doing memo entry for on the Factory Financial Statements screen and press [ENTER] to save.
- b. Take option **2=Memo** by any page of the financial statement on the Factory Financial Statements screen to display the Memo Posting screen.
- c. Find the line for each memo entry you want to make. The page and line is indicated in the P/L column.
- d. Enter the memos as follows:
  1. Dollar amounts are entered in the Amount column.
  2. Unit counts are entered in the Units column.
  3. Text is entered in the Alpha Constant column.
  4. Employee counts are entered in the Count column on the second screen. Press [ENTER] from the Memo Posting screen to see the Employee Counts Update screen.
- e. Press [ENTER] to save and use function **F12=Cancel** to return to the Factory Financial Statements screen.
  - You may want to change the sequence of the memo entry lines on the Memo Posting screen to facilitate memo entry. This way you can put all unused memos at the bottom of the list and group related entries together.
  - **To sequence the memo entry lines on the Memo Posting screen**, take the following steps:
    1. Use function **F2=Update Seq#/Desc** to unlock the Seq column.
    2. Enter any alpha-numeric character in the sequence column by a memo line to assign a sequence to it.
    3. Assign sequence 9 to memo entry lines you never use to keep them at the bottom.
    4. Press [ENTER] to save and display the Employee Counts Update screen.
    5. Use function **F2=Update Seq#/Desc** again to unlock the Seq column for the employee counts.
    6. Repeat steps 2 and 3 for the Employee Counts Update screen and press [ENTER] to save.
    7. Use function **F12=Cancel** to return to the Factory Financial Statements screen.

- You may also want to change the memo entry line description to something less generic.
- **To change the memo entry line description**, take the following steps:
  1. Use function **F2=Update Seq#/Desc** to unlock the Description field.
  2. Make changes to the line descriptions as desired and press [ENTER] to save.

#### **4. Print the statement.**

- a. Load legal size paper (if required) in the drop down tray on the laser printer.
- b. Take option **6=Print** by all pages of the statement that you want to print and press [ENTER].
  - You can put a 6 by all pages simultaneously, or print one page at a time.
- c. Press [ENTER] on the Printer Selection window to confirm.