#### Monthly Manufacturer Statement Processing When Using Floor Plan Liability Accounts

Manufacturer Statement Shows a net amount owed for the current month as follows:

	Current Amount Due	Floor Plan Balance
Beginning Balance		100,000.00
Parts Charges		
Parts Purchased and Billed On Invoice 1234	500.00	
Parts Purchased and Billed On Invoice 1235	750.00	
Wholegood Charges		
Wholegood Unit 456 Purchased on Floor Plan		15,000.00
Wholegood Unit 789 Purchased on Floor Plan		35,000.00
Curtailment Payment on WG Unit XYZ	1,500.00	(1,500.00)
Interest Charges		
Interest Expense on WG Unit ABC	125.00	
Interest Expense on WG Unit XYZ	75.00	
Other Charges		
Marketing Fees	150.00	
Machine Insurance	750.00	
Credits		
Warranty Credit for Repair Order 69	(375.00)	
Warranty Credit for Repair Order 70	(125.00)	
Advertising Credits	(500.00)	
Parts Returned and Credited on Credit Memo 4567	(350.00)	
Wholegood Returned and Credited on Credit Memo 4568		(750.00)
Volume Discount	(500.00)	
Credit on WG Unit ABC		(125.00)
Net Due This Month	2,000.00	
Ending Balance		147,625.00

In the above example, all of the amounts in the Current Amount Due column need to show up in accounts payable so that you can pay the net amount due of \$2,000.00. The amounts that only show up in the Balance column are not currently due but affect the Floor Plan Liability Account. Some of the amounts in the Current Amount Due column will already be in accounts payable waiting to be paid – others will not. Following are suggested procedures for reconciling and paying these amounts.

### Step 1 – Ensure that all items on the statement are accurately reflected in the WinNetStar system.

#### **Parts Charges**

These amounts should have been recorded by the parts department using an Item Receipt / Bill document when the items were received and later reviewed and edited by the accounting department when the invoice was received. To find these amounts, go to Suppliers>Find>Item Receipt / Bill. If you have been entering the suppliers invoice number in the Supplier Reference field on the Item Receipt / Bill document, you can use the filter on the Item Receipt / Bill list to easily find the matching document by entering the suppliers invoice number. Ensure that the dollar amounts match exactly and that the correct supplier has been used – if the dollar amounts do not agree, research any differences and make necessary corrections so that the amounts will match. If the supplier has been incorrectly selected, the Item Receipt / Bill document must be voided and re-entered with the correct supplier.

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<u>F</u> ile	Vi	ew Co <u>m</u> p	any <u>C</u> RM <u>S</u>	uppliers	<u>E</u> mployees <u>B</u>	<u>Banking</u> <u>F</u> ixed As	sets <u>I</u> nventory	<u>S</u> ervice	<u>W</u> holegoods <u>L</u> /	R PM Cor	e Tracking <u>R</u> epor	ts Web Links W	/indows System	<u>H</u> elp	
<b>E</b>	RIM	ISS WinNetSt	ar IR/Bill List											×	
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vigat		P	eriod	1					Custom	Date Range	No		. D.f	:14	
9	[	Last 90 Day	5	Fro	om: 1/23/2009	To:	4/23/2009	•	Fetch		to help fir	id the correct of	document.	liter	
	Drag a column header here to group by that column          Voided       Type       Status       Location       Doc, #       Due Date       Supplier       Original Total       Current Balance       Supplier														
	Voided     Type     Status     Location     Doc.     Doc. #     Due Date     Supplier     Original Total     Current Balance     Supplier       Image: Contract of the status														
	False         Bill         Open         Racine         3/2/2009         75         4/1/2009         AGCO Corporation         \$500.00         \$500.00         1234														
	Fa	alse	Item Receipt	Open	Racine	4/13/2009	67	4/13/2009	AGCO Corporatio	n	\$13.32	\$13.3	32 123456		
	Fa	alse	Item Receipt	Open	Racine	4/13/2009	68	5/13/2009	AGCO Corporatio	n	\$13.32	\$13.3	32 123456		
	Fa	alse	Bill	Open	Racine	4/15/2009	69	4/15/2009	OFFICE DEPOT		\$604.02	\$604.0	123456 bill		
	False       Bill       Open       Racine       4/15/2009       OFFICE DEPOT       \$604.02       \$604.02       123456 bill         If the Type has not already been changed from Item Receipt to Bill, do this now. Only those documents that have a type of "Bill" are accessible in the Pay Bills process.       If the amount does not match, double click on the line to open the document for editing. Item Receipt /Bill documents are editable until paid or included in an accounting close. You should therefore not perform a hard close until you have reconciled your manufacturer statement.														

#### Wholegood Charges

Purchases of new wholegoods should have already been recorded as they were invoiced from the manufacturer. Go to Company>Find>Chart of Accounts to open the Chart of Accounts. Double click on the appropriate Floor Plan Liability Account to open the transaction register for that account. Select a date range to show the transactions for a period that includes the statement period and ensure that the wholegood liability has been recorded in an amount that matches your statement. If the amounts do not match, double click on the respective line to open the document for editing. If the amounts do not exist, create a Wholegood Journal document to record these amounts.

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<u>F</u> ile	<u>V</u> iev	w Co	<u>m</u> pany	<u>C</u> RM <u>S</u>	uppliers	<u>E</u> mployees	<u>B</u> anking	<u>Fixed Assets</u>	<u>I</u> nventory	<u>S</u> ervice	<u>W</u> holegoo	ls <u>L</u> /R	PM	Core Tracking	<u>R</u> eports	Web Links	Windows	System	<u>H</u> elp	
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	> 3/1	/2009	Journal	Entry		15		(\$	100,000.00)	Racine		(\$100,	000.00)							
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	3/1	9/2009	Wholego	ood Journal		16			\$35,000.00)	Racine		(\$150,	000.00)	(202) 789						
				Ensu mato	re that h your	the dollar statement	amounts	s here												

Any required curtailment payments may or may not have been entered at this point. If they have been recorded you should review the amount to ensure that it matches the statement. Do this by opening the transaction register above – any curtailment payments that have already been entered should show up there. If they have not been recorded, you should create either a Journal Entry or an Item Receipt / Bill document to reflect the amount due. An Item Receipt / Bill document might look as follows:

Usew       Company       CRM       Suppliers       Employees       Banking       Eixed Assets       Inventory       Service       Wholegoods       L/R       PM       Core Tracking       Reports       Web Links       Windows       System       Help         RIMSS WinNetStar       IR/Bill List       IR/Bill - 77         Save       Save and Close       Save and New       Print       Bin Labels       Scan Receipt       Void         Image:       AGCO Corporation       Image:       Doc. #       77       Doc. Type       Bill       Doc. Date       3/31/2009       Image:         Address 1:       1234 Acgo Way       Image:       Name:       Naddress 2:       Suite 400       Pmt Terms       Net 30       Due Date       3/31/2009       Status       Open         City:       Duluth       Suppler Ref.       CURTAILMENT ON UNIT XYZ       Status       Open       Memo         Memo       Image:       AGC-2-23500-04 (AGCO FLOOR PLAN)       Primary Bin       Order Type       Reference       Memo       Quantity       Unit Cost       Total       PO         Sql       G/L       Number       Description       Primary Bin       Order Type       Reference       Memo       Quantity       Unit Cost       To	MSS.WinNetStar	v7.0.0.128 Enterprise:The Ente	rprise Compan	y:CSS Enterprise	es Location:Raci	ne							_ 0
RIMSS WinNetStar IR/Bill List IR/Bill - 77 Save Save and Close Save and New Print Bin Labels Scan Receipt Void  General Address 1: 1234 Acgo Way  Pmt Terms Net 30 w Due Date 3/31/2009 w Status Open  Pmt Terms Net 30 w Due Date 3/31/2009 w Status Open  Type Number Description Primary Bin Order Type Reference Memo Quantity Unit Cost Total PO  Gol. w RAc-2-23500-04 (AGCO FLOOR PLAN)  Close Supplement  Type Number Description Primary Bin Order Type Reference Memo Quantity Unit Cost Total PO  Gol. w RAc-2-23500-04 (AGCO FLOOR PLAN)  Close Supplement  Close Supplement	<u>V</u> iew Co <u>m</u> par	ny <u>C</u> RM <u>S</u> uppliers <u>E</u> mplo	yees <u>B</u> anking	g <u>F</u> ixed Assets	Inventory S	ervice <u>W</u> holego	ods <u>L</u> /R PN	A Core Tracking	<u>R</u> eports	Web Links	Windows	System <u>H</u>	<u>l</u> elp
ave Save and Close Save and New Print Bin Labels Scan Receipt Void     i General     i General     Address 1:     1234 Acgo Way     Doc. #     Doc. #     Doc. #     Doc. #     Doc. #     Doc. #     Doc. Type     Bill           Address 2:   Suite 400                       Pmt Terms   Net 30   Wemo                 Type   Number   Description   Primary Bin   Order Type   Reference   Memo <td>RIMSS WinNetStar</td> <td>IR/Bill List IR/Bill - 77</td> <td></td>	RIMSS WinNetStar	IR/Bill List IR/Bill - 77											
Attachments         Iame:       AGCO Corporation       Image: Type       AGCO Corporation       Image: Type       Doc. # 77       Doc. Type       Bill       Doc. Date       3/31/2009       Image: Type       Memo         Type       Number       Description       Primary Bin       Order Type       Reference       Memo       Quantity       Unit Cost       Total       PO         G/L       RAC-2-23500-04 (AGCO FLOOR PLAN)       1.0       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000	ave Save and O	Close Save and New Print	Bin Labels S	Scan Receipt V	oid								
Hame:       AGCO Corporation       Image: Comporation	🚺 General	Attachments											
Address 1: 1234 Acgo Way   address 2: Suite 400   Pmt Terms Net 30   Net 30 Due Date   3/31/2009 Status   Open     Supplier Ref.     CURTAILMENT ON UNIT XYZ     Memo     Type   Number   Description   Primary Bin   Order Type   Reference   Memo     Quantity   Unit Cost   Total   PO	lame:	AGCO Corporation		Doc. # 77	Doc	Type Bill	Doc. F	)ate 3/31/2009					
ddress 2: Suite 400 Pmt Terms Net 30 v Due Date 3/31/2009 v Status Open ity: Duluth tate: GA Zip Code: 65236 Supplier Ref. CURTAILMENT ON UNIT XYZ Memo Type Number Description Primary Bin Order Type Reference Memo Quantity Unit Cost Total PO G/L v RAC-2-23500-04 (AGCO FLOOR PLAN) (203) XYZ 1.0 \$1,500.0000 \$1,500.000	ddress 1:	1234 Acgo Way						0,01,2005					
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tate: GA Zip Code: 65236 Supplier Ref. CURTALLMENT ON UNIT XYZ  Memo  Type Number Description Primary Bin Order Type Reference Memo Quantity Unit Cost Total PO  G/L  RAC-2-23500-04 (AGCO FLOOR PLAN)  CURTALLMENT ON UNIT XYZ  1.0 \$1,500.0000  \$1,500.000	ity:	Star v7.0.0.128       Enterprise: The Enterprise Company:CSS Enterprises Location:Racine         mpany       CRM       Suppliers       Employees       Banking       Eixed Assets       Inventory       Service       Wholegoods       L         etStar       IR/Bill List       IR/Bill - 77       and Close       Save and New       Print       Bin Labels       Scan Receipt       Void         Image: Attachments       Image: Addition of the start of the star											
Memo       Memo       Quantity       Unit Cost       Total       PO         G/L       RAC-2-23500-04 (AGCO FLOOR PLAN)       (203) XYZ       1.0       \$1,500.0000       \$1,500.000	tate:	GA Zip Code: 6523	6 Supp	Dier Ref. CURTA	ILMENT ON UNIT	XYZ							
Memo       Type       Number       Description       Primary Bin       Order Type       Reference       Memo       Quantity       Unit Cost       Total       PO         G/L       RAC-2-23500-04 (AGCO FLOOR PLAN)       (203) XYZ       1.0       \$1,500.0000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       <	h.												
Type       Number       Description       Primary Bin       Order Type       Reference       Memo       Quantity       Unit Cost       Total       PO         G/L       RAC-2-23500-04 (AGCO FLOOR PLAN)       (203) XYZ       1.0       \$1,500.0000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000       \$1,500.000	Memo												
Type         Number         Description         Primary Bin         Order Type         Reference         Memo         Quantity         Unit Cost         Total         PO           G/L         RAC-2-23500-04 (AGCO FLOOR PLAN)          (203) XYZ         1.0         \$1,500.0000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000         \$1,500.000			1	1	1								
G/L       ▼       RAC-2-23500-04 (AGCO FLOOR PLAN)       (203) XYZ       1.0       \$1,500.0000       \$1,500.000	Type Num	nber	Description	Primary Bin	Order Type	Reference	Memo		Quantity	Unit Cost	Total		PO #
	G/L 🛃 RAC	C-2-23500-04 (AGCO FLOOR PLAN	)			(203) XYZ				1.0 \$1,500	.0000	\$1,500.0	0
		<b>\</b>				<b>X</b>							
		\											
Select the appropriate Floor Plan Liability Account here. When prompted, select the specific wholegood related to this	Select the	appropriate Floor Plan	Liability Ac	count here.		When pr	ompted, se	lect the speci	fic whole	good relat	ted to thi	s	
This should be a referenced account and force you to select curtailment and the system will insert the ID in the Reference	This shoul	d be a referenced acco	unt and for	ce vou to se	lect	curtailme	nt and the	system will ir	nsert the	- ID in the F	Reference		
the corresponding wholegood				, - , - 0 00				-,					

#### Interest Charges

Your interest charges have probably not been recorded at this point. You may either expense interest charges as they are incurred, or you may capitalize the interest against each wholegood unit. To record those charges as an expense you can enter an Item Receipt / Bill document or a Journal Entry. An Item Receipt / Bill document might look as follows:

🋞 R	RIMSS.WinNetSta	r v7.0.0.128 Enterprise:Th	e Enterprise Compa	ny:CSS Enterprise	es Location:Ra	cine							
<u>F</u> ile	e <u>V</u> iew Co <u>m</u> pa	any <u>C</u> RM <u>S</u> uppliers	<u>E</u> mployees <u>B</u> ankii	ng <u>F</u> ixed Assets	Inventory	<u>S</u> ervice <u>W</u> holeg	oods <u>L</u> /	R PM	Core Tracking	<u>R</u> eports \	Web Links W	indows System	<u>H</u> elp
Ea	RIMSS WinNetSta	ar IR/Bill List IR/Bill - 7	78										E
sy Na	Save Save and	Close Save and New	Print Bin Labels	Scan Receipt V	oid								
vigator	General	Attachments											
	Name:	AGCO Corporation		Doc. # 78	Do	oc. Type Bill		Doc. Dat	e 3/18/2009	~			
	Address 1:	1234 Acgo Way											
	Address 2:	Suite 400	F	Pmt Terms Net 30	💌 Du	e Date 4/17/200	9 💌	Statu	is Open				
	City:	Duluth			t an Marsh WC C	Statement							
	State:	GA Zip Code:	65236 Su	ppier Ref. Interes	at on March WG 2	statement							
	Memo Inter	est on March WG Statement	t										
	Type N	Number	Description	Primary Bin	Order Type	Reference	Memo			Quantity	Unit Cost	Total	PO #
	> G/L 💽 R	AC-6-11100-04 (INTEREST N	NEW)							1.0	\$200.000	\$200.00	0
	*												

To capitalize the interest cost to the wholegood, you could create one new Wholegood Journal for each interest charge as follows:

🏽	umss.w	VinNetS	tar v7.0	.0.128 En	terprise:T	he Enterprise	Company:C	CSS Enterprise	es Location:	Racine									
<u>F</u> ile	<u>V</u> iew	v Co <u>m</u>	pany	<u>C</u> RM <u>S</u>	uppliers	<u>E</u> mployees	<u>B</u> anking	<u>F</u> ixed Assets	<u>I</u> nventory	<u>S</u> ervice <u>\</u>	<u>N</u> holegoods	<u>L</u> /R F	PM Core T	Fracking	<u>R</u> eports	Web Links	Windows	System	<u>H</u> elp
E	RIMSS	WinNet	Star	New Whole	egood Jour	rnal													E
sy Na	Save	Save an	nd Close	e Save a	and New	Void													
Vigat	G	eneral	📄 At	tachments	-														
<u> </u>										Doc. # 0		Date	3/31/2009						
	Wholeg	ood Info																	
	System ID 203 •••• Stock # XYZ Description MF COMBINE																		
	Serial	# 65	749854:	1261			Mał	ke		Model		Year	r						
	Account	ting Info																	
	Amour	nt - Dr. (	0r.)	\$75.00		Accountin	g Code 🛛 AG	CO	Acc	ount RAC-1-	36000-01 <b>(</b> WH	IOLE GOOI	DS INVENTOR	RY - NEW					
	Sales	Status		AFS		Memo	IN	TEREST EXPEN	SE FOR MARC	ЭН									
	Drag a	column h	eader h	ere to aro	up by that	column													
				are to gro	op 07 0100				- (- )										
	Acc	ount		_	De	scription		Amount	Dr. (Cr.)		Reference			Due D	ate		Interes	t Start Date	2
	I ACC	COUNTS	PAYABLE		INT	EREST EXPENSE	E FOR MARCH	Н		(\$75.00	) AGCO Corp	oration (6	5)	3/31/2	009		4/23/20	09	
	*																		

#### **Other Charges**

Other charges on your statement such as Marketing Fees or Machine Insurance have probably not been recorded at this point. You can record these with an Item Receipt / Bill document or a Journal Entry. A Journal Entry to record these accounts might look as follows:

RIMSS.WinNetStar v7.0.0.128 Enterprise:The Enterprise Com	pany:CSS Enterprises Loo	cation:Racine											
le <u>V</u> iew Co <u>m</u> pany <u>C</u> RM <u>S</u> uppliers <u>E</u> mployees <u>B</u> an	king <u>F</u> ixed Assets <u>I</u> nve	entory <u>S</u> ervice <u>W</u> hole	goods <u>L</u> /R PM	Core Tracking <u>R</u> e	ports Web Links	Windows	System	<u>H</u> elp					
RIMSS WinNetStar New Wholegood Journal Journal Entry	- 16 Chart of Accounts												
Save Save and Close Save and New Void Print													
General Attachments													
Journal													
Document Number: 16 Journal Entry Date: 3/31/2009													
Memo: TO RECORD MARKETING FEES AND MACHINE INSURANCE FROM MARCH STATEMENT													
		Balance: \$0.00											
Account	Debit Amount	Credit Amount	Memo			Reference	e						
RAC-6-60001-01 (ADVERTISING EXPENSE)	\$150.00	\$0.00	TO RECORD MARKE	TING FEES FROM MARC	H STATEMENT								
RAC-2-11000-01 (ACCOUNTS PAYABLE)	\$0.00	\$150.00	TO RECORD MARKE	TING FEES FROM MARC	H STATEMENT	AGCO Co	rporation (	65)					
RAC-6-70000-01 (INSURANCE)	\$750.00	\$0.00	TO RECORD MACHI	NE INSURANCE FROM M	IARCH STATEMENT								
> RAC-2-11000-01 (ACCOUNTS PAYABLE)	\$0.00	\$750.00	TO RECORD MACHI	NE INSURANCE FROM M	IARCH STATEMENT	AGCO Co	rporation (	65)					
* Double-Click to Select an Account													

You must create an Accounts Payable entry for the correct supplier. The offsetting expense account will vary from one dealership to the next based on how your chart of accounts has been set up. If you want to create Profit and Loss reports by department, be sure to use a general ledger expense account ending with the appropriate department code.

#### **Part Return Credits**

These amounts should have been recorded by the parts department using an Item Receipt / Bill document when the items were returned and later reviewed and edited by the accounting department when the credit memo was received. To find these amounts, go to Suppliers>Find>Item Receipt / Bill. If you have been entering the suppliers invoice number in the Supplier Reference field on the Item Receipt / Bill document, you can use the filter on the Item Receipt / Bill list to easily find the matching document by entering the suppliers invoice number. Ensure that the dollar amounts match exactly and that the correct supplier has been used – if the dollar amounts do not agree, research any differences and make necessary corrections so that the amounts will match. If the supplier has been incorrectly selected, the Item Receipt / Bill document must be voided and re-entered with the correct supplier.

An Item Receipt / Bill document for returned parts might look as follows:

🐌 RI	IMSS.WinNetStar	r v7.0.0.128 Enterp	rise:The Enterprise	Company:CSS En	terprises Location	:Racine									- 0	X
<u>F</u> ile	<u>V</u> iew Co <u>m</u> pa	any <u>C</u> RM <u>S</u> upp	liers <u>E</u> mployees	<u>B</u> anking <u>F</u> ixed	Assets <u>I</u> nventory	<u>Service</u> <u>V</u>	<u>V</u> holegoods	<u>L</u> /R	PM	Core Trackin	g <u>R</u> eports	Web Links	Windows	System <u>H</u>	<u>l</u> elp	
r) [	RIMSS WinNetSta	New Wholegood	d Journal Chart of	f Accounts IR/Bi	I - 0											×
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avig T	General	Attachments														
ğ																
	Name:	AGCO Corporation		Doc. #	0	Doc. Type Bi	I .	V D	oc. Date	e 3/26/2009	*					
	Address 1:	1234 Acgo Way														
	Address 2:	Suite 400		Pmt Terms	Net 30 💌	Due Date 4/	25/2009	<b>~</b>	Statu	S						
	City:	Duluth		Supplier Ref	CM 4567											
	State:	GA Zip Code	65236	Supplier Ref.	CH 1507											
	Memo RETU	JRN PARTS														
F	-			D : D :	0 L T											
-	Type 1		Description	Primary Bin	Order Type	Reference	e Memo			Q	uantity	Unit Cost	lotal	(4000	PO	#
-	Item C	J40 IULA-AGC	PUMP/ SILVERLINE								-8.0	) \$41.530		(\$332.	24) 76)	0
-	> Item .	113462M1-AGC	CONTROL/CRANK								-1.0	\$17.760		(\$17.	/6)	U
	*															

#### Wholegoods Return Credit

If a Wholegood is returned for credit, the credit should be recorded on a Wholegood Journal. These amounts may or may not have been recorded at this point. Review the transaction register for the floor plan liability account as noted above under Wholegood Charges and match the amounts on your statement to entries in the floor plan liability account. A Wholegood Journal used to record a returned wholegood might look as follows:

🋞 R	IMSS.Win	NetStar v7	.0.0.128 Enterp	prise:The Er	nterprise	Company	y:CSS Enter	prises Locatio	on:Racine											_ 0 _X
<u>F</u> ile	<u>V</u> iew	Co <u>m</u> pany	<u>C</u> RM <u>S</u> upp	pliers <u>E</u> m	ployees	<u>B</u> anking	<u>F</u> ixed As	sets <u>I</u> nvento	ry <u>S</u> ervice	e <u>W</u> holeg	joods	<u>L</u> /R	PM	Core Track	ing <u>R</u>	eports	Web Links	Windows	System	<u>H</u> elp
5	RIMSS Wi	/inNetStar	Wholegood Jou	urnal - 2194	1															E
W Na	Save Sa	ave and Clo	se Save and	New Voi	id															
Vigato	🚺 Gene	eral 📄 /	Attachments																	
-									Doc. #	# 17		Da	te 3	3/4/2009	•					
	Wholegood	d Info																		
	System II	ID 204	Stock #	# XXY		0	escription	CAB FOR MF TR	ACTOR											
	Serial #					N	1ake		Mode	el 👘		Ye	ar							
	Accounting	g Info																		
	Amount -	punt - Dr. (Cr.) (\$750.00) Accounting Code AGCO Account RAC-1-36000-01 (WHOLE GOODS INVENTOR)													IEW.					
	Sales Sta	es Status AFS Memo CM 4568																		
	Drag a col	lump beader	bere to group b	w that colum	200															
	a con	-	nere to group o							Def				2				Tabaaaa		
	Accour		A.	Descript	uon		Am	ount Dr. (Cr.)	÷7	Refe	rence			2	ue Date			Interes	t Start Date	2
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				This is	s simply	y the re	verse of	the entry	to origin	ally reco	ord th	ne wh	ole	good rece	ipt.					
				The		ا مطحما		ontion of t				مامما م			1 the					
				The a	mount	in the r	ieader s	ection of t		ment is i	ecor	aea a	is a	credit and	the					
				amou	int in th	he grid i	ine is re	corded as	a debit.											

If for any reason a partial credit is given by the manufacturer for a wholegood that will not be returned – you would also create a Wholegood Journal for the amount of the credit just like the one above.

#### **Other Credits**

Other credits such as advertising co-op credits and volume discounts not tied specifically to a wholegood unit can be entered on a Journal Entry as follows:

e <u>V</u> iew Co <u>m</u> pany <u>C</u> RM <u>Suppliers</u> <u>E</u> mployees <u>B</u> an	king <u>F</u> ixed Assets <u>I</u> nv	entory <u>S</u> ervice <u>V</u>	/holegoods	<u>L</u> /R PN	1 Core Tracking	<u>R</u> eports	Web Links	Windows	System	<u>H</u> elp
RIMSS WinNetStar Journal Entry - 17										
Save Save and Close Save and New Void Print										
General Attachments										
Journal										
Document Number: 17	Journal	Entry Date: 3/31/20	09 🔽	1						
		сн		7						
	LONE DISCOUNT FOR MARK									
		Balance: \$0.00								
Account	Debit Amount	Credit Amount	Memo					Referen	ce	
RAC-2-11000-01 (ACCOUNTS PAYABLE)	\$500.00		\$0.00 TO REC	ORD ADV C	OOP CREDIT FOR N	IARCH		AGCO Co	orporation	(65)
RAC-6-60001-01 (ADVERTISING EXPENSE)	\$0.00	\$5	00.00 TO REC	ORD ADV C	OOP CREDIT FOR N	IARCH				
RAC-2-11000-01 (ACCOUNTS PAYABLE)	\$500.00		\$0.00 TO REC	ORD VOLUI	ME DISCOUNT FOR I	MARCH		AGCO Co	orporation	(65)
> RAC-4-10100-04 (NEW WG SALES)	\$0.00	\$5	00.00 TO REC	ORD VOLU	ME DISCOUNT FOR I	MARCH				
Double-Click to Select an Account										
	$\mathbf{i}$									
<u>_</u>								7		
You must create an Account	s Payable entry fo	r the correct su	pplier. Th	e offset	tting expense	account	t will			
vary from one dealership to	the next based on	how your char	t of accou	nts has	been set up.					
Advertising co-op credits m	ght be credited to	one of your ad	vertising e	expense	accounts. Vo	olume di	scounts			
might be credited to your W	/holegood Sales Re	evenue account	or to a sp	ecific a	ccount create	d to cap	ture			
volume discounts. If you wa	ant to create Profit	and Loss repor	ts by dep	artment	t, be sure to u	se a ger	neral			
ledger expense account end	ling with the appro	priate departm	ent code.							
		· ·						1		

#### **Warranty Credits**

The warranty credits should be compared to the warranty receivable amounts that have been recorded for this manufacturer. Your warranty receivables can be viewed in a variety of places in the system. One way is to run a statement for the warranty customer as follows:



Ensure that the receivable recorded in the system matches the amount of the credit issued by the manufacturer. If it does not, investigate any differences and make necessary adjustments. If you are receiving credit for warranty work and do not see an accounts receivable amount for that work, it may be because the Repair Order has not been settled. In this case, review the Repair Order List for any Repair Orders that have not yet been settled, edit as needed and settle accordingly. Since the Repair Order becomes read only when settled, any adjustments to settled amounts will need to be made using a Journal Entry. Debit or credit the A/R Trade account as needed to arrive at the correct balance with the offsetting entry going to the appropriate Revenue or Expense account.

A Journal Entry to correct a warranty receivable amount might look as follows:

🏽 R	IMS	S.WinNetStar	v7.0.0.12	Enterprise:	The Enterprise	Company	CSS Enterprise	s Locatio	n:Racine										
<u>F</u> ile	V	iew Co <u>m</u> pa	ny <u>C</u> RM	<u>Suppliers</u>	<u>E</u> mployees	<u>B</u> anking	<u>Fixed</u> Assets	<u>I</u> nvento	ry <u>S</u> ervi	ice <u>W</u> hol	egoods	<u>L</u> /R	PM	Core Tracking	<u>R</u> eports	Web Links	Windows	System	<u>H</u> elp
<b>F</b>	RIN	ISS WinNetSta	Find J	ournal Entry	Journal Entry	- 19													E
N Na	Sav	e Save and	Close Sa	ive and New	Void Print														
rigato		General	Attach	nents															
IJ	Journal																		
	Document Number: 19 Journal Entry Date: 3/31/2009																		
	Memo: TO ADJUST WARRANTY RECEIVABLE TO AMOUNT PAID BY MFG FOR RO 123																		
								Ba	lance: \$	0.00									
		Account				Debit	t Amount	Cre	dit Amoun	t	Memo						Referen	ce	
	>	RAC-4-10001-	)3 (SERVIO	E SALES -CUS	TOMER LABOR	)	\$2	25.00		\$0.0	TO AD.	JUST W	ARRAN	NTY RECEIVABLE T	O AMOUNT	PAID BY MFG F			
		RAC-1-20000-	05 (A/R - T	RADE)			\$	\$0.00		\$25.0	TO AD.	JUST W	ARRAN	NTY RECEIVABLE T	O AMOUNT	PAID BY MFG F	AGCO W	ARRANTY	(94)
	*	Double-Click to	Select an	Account															

You must create an A/R Trade entry for the correct warranty customer. The offsetting revenue or expense account will vary from one dealership to the next based on how your chart of accounts has been set up and based on the nature of the error. In this example, I am assuming that the Repair Order settled by the service department had labor charges that were too high in the amount of \$25.00.

Now that all activity on the statement has been reconciled to transactions in the system you are ready for step 2.

## Step 2 – Create a Journal Entry to move the sum of any warranty credits from A/R Trade to Accounts Payable as follows:

🋞 F	IMSS	WinNetSta	r v7.0.	0.128 E	nterprise:	The Enterprise	Company	CSS Enterprise	s Locat	ion:Racine										
<u>F</u> ile	Vie	ew Co <u>m</u> p	any	<u>C</u> RM	<u>S</u> uppliers	<u>E</u> mployees	<u>B</u> anking	<u>Fixed</u> Assets	Invent	ory <u>S</u> ervi	ce <u>W</u> hole	goods	<u>L</u> /R	PM	Core Tracking	<u>R</u> eports	Web Links	Windows	System	<u>H</u> elp
Eag	RIM	SS WinNetSta	ar 🚽	New Jour	nal Entry															×
¥ Nav	Save	Save and	Close	e Save	and New	Void Print	t													
igato	(	General	A	ttachmen	ts															
	Jour	nal																		
	Do	cument Numb	er:	)				Jo	urnal Ent	y Date: 3	/31/2009	~								
		Mer	no: 1	O MOVE	THE MARC	H WARRANTY	CREDITS FR	OM AR TO AP												
										alance: t	0.00									
										alance, ș										
		Account					Debi	t Amount	0	edit Amount		Memo						Referen	ce	
	F	RAC-2-11000	-01 (A	CCOUNT	S PAYABLE	)		\$5	00.00		\$0.00	то моу	E THE M	ARCH	H WARRANTY CR	EDITS FROM	4 AR TO AP	AGCO Co	orporation (	(65)
	IF	RAC-1-20000	-05 (A	/r - trai	DE)				\$0.00		\$500.00	ΤΟ ΜΟΥ	E THE M	ARC	H WARRANTY CR	EDITS FROM	1 AR TO AP	AGCO W	ARRANTY (	94)
	* [	Double-Click t	o Sele	ct an Acc	ount															
					Debit	Accounts	Payable	for the tot	al am	ount of V	Varranty	Credi	ts on	the	manufactu	rer state	ement and	I		
					credi	t A/R Trad	e for the	same amo	unt. \	Vhen pr	ompted,	be su	re to :	sele	ect the corre	ect refer	ence.			

# Step 3 – Offset the \$500.00 credit in A/R Trade against the debits for the warranty customer using a Customer Receipt document:

	nNetStar v	7.0.0.128 Enterprise:	The Enterpris	se Company:	CSS Enterpris	es Location:R	Racine								
le <u>V</u> iew	Co <u>m</u> pan	y <u>C</u> RM <u>S</u> uppliers	<u>E</u> mployees	s <u>B</u> anking	Eixed Assets	<u>Inventory</u>	<u>S</u> ervice	<u>W</u> holegoods	<u>L</u> /R	PM Core Trac	king <u>R</u> epo	rts Web Links	Windows	System	<u>H</u> elp
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Receipt						Document	Number	0	Dates	2/21/2000					
						Document	Number:	0	Date:	3/31/2009					
Customer	AGCO V	VARRANTY (94)	P	ayment Receiv	ed \$0.00		Deposit	Account RAC	-1-12000-	01 (UNDEPOSITE	💌				
Customer	r Balance	\$0.00	P	ayment Metho	d Cash	•	Referen	ce							
Available	Credits	(\$500.00)	l	Unused Payme	nt \$0.00				Auto	Apply Payment					
Memo		TO OFFSET THE WARR	ANTY CREDIT	S AGAINST TH	E DEBITS RELA	ATED TO WARR	ANTY CREE	DITS ON MARCH	I STATEM	ENT					
Payment 4	Application														
Payment A	Application	Document Type		Document Nu	mber	Doc. Date		Disc. Date		Original Amount		Amount Due		Pavment App	lied
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Payment A	Application	Document Type Service Document Service Document		Document Nu	mber 69 70	Doc. Date 3/30/2009 3/25/2009		Disc. Date		Original Amount	\$375.00 <b>\$125.00</b>	Amount Due	\$375.00 \$125.00	Payment App	lied \$0.00 \$0.00
Payment A	Application	Document Type Service Document Service Document		Document Nu	mber 69 70	Doc. Date 3/30/2009 3/25/2009		Disc. Date		Original Amount	\$375.00 \$125.00	Amount Due	\$375.00 \$125.00	Payment App	lied \$0.00 \$0.00
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le View Company CRM Supplies Employes Banking Eixed Assets Javentory Service Wholegoods L/R PM Core Tracking Beports Web Links Windows System  Receipt  Customer Core Web Company  Receipt  Customer AccO WARRANTY (94)  Payment Received 80.00  Auto Apply Payment  Memo  TO OPFSET THE WARRANTY CREDITS AGAINST THE DESITS RELATED TO WARRANTY CREDITS ON MARCH STATEMENT  Payment Application  Payment Application  Payment Received 80.00  Payment Received 80.00  Customer Top Document Number  Payment Application  Payment Applicat	
RUNES WARKetSter       New Close Recept         Save and Long: Save and New Void <ul> <li>Attachments</li> <li>Recept</li> <li>Document Number: Date: 3/31/2009</li> <li>Customer AGCO WARRANTY (54)</li> <li>Payment Received \$0.00</li> <li>Deposit Account RAC-1:12000-01 (ARDEPOSITE (#)</li> </ul> Customer AGCO WARRANTY (54)         Image: Save and Long: Save Long: Save Long: Save and Long: Save and Long: Save an	<u>l</u> elp
Save and New Void  Control Attachments Receipt  Customer ACCO WARRANTY (94)  Payment Received  Customer Balance  0.00  Payment Method Cash  Reference  Available Credits  Customer Type Document Number  Doc. Date  Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date Dec. Date	
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Customer AGCO WARRANTY (94)  Payment Received \$0.00 Deposit Account RAC-1-12000-01 (INDEPOSITE ) Customer Balance \$0.00 Payment Method Gash Reference Available Credits \$0.00 Unused Payment \$0.00 Auto Apply Payment Memo TO OFFSET THE WARRANTY CREDITS AGAINST THE DEBITS RELATED TO WARRANTY CREDITS ON MARCH STATEMENT Payment Application Document Type Doc. Date Original Amount Amount Due Payment App Service Document 0 \$125,009 (\$500.00) (\$125.00) SubTotal: \$0.00 Unused Payment 18 3/31/2009 (\$500.00) (\$125.00] Credit 18 3/31/2009 (\$500.00) (\$125.00] Unappled Credits Document Type Doc. # Doc. Date Original Amount Open Amount SubTotal: \$0.00 Unused Payment 18 3/31/2009 (\$500.00) (\$125.00] Unappled Credits Document Type Doc. # Doc. Date Original Amount Open Amount SubTotal: \$0.00 Unappled Credits Document Type Doc. # Doc. Date Original Amount Open Amount SubTotal: \$0.00 Unappled Credits Document Type Doc. # Doc. Date Original Amount Open Amount SubTotal: \$0.00 Unappled Credits Document Type Doc. # Doc. Date Original Amount Open Amount SubTotal: \$0.00 Unappled Credits Document Type Doc. # Doc. Date Original Amount Open Amount SubTotal: \$0.00 Unappled Credits Document Type Doc. # Doc. Date Original Amount Open Amount SubTotal: \$0.00 Unappled Credits Document Type Doc. # Doc. Date Original Amount Open Amount SubTotal: \$0.00 Unappled Credits Document Type Doc. # Doc. Date Original Amount Open Amount SubTotal: \$0.00 Unappled Credits Document Type Doc. # Doc. Date Original Amount Open Amount SubTotal: \$0.00 Unappled Credits Document Type Doc. # Doc. Date Original Amount Open Amount SubTotal: \$0.00 Unappled Credits Document Type Doc. # Doc. Date Original Amount Open Amount SubTotal: \$0.00 Unappled Credits Document Credits SubTotal: \$0.00 Unappled Credits Document Should look like this when an all the credits have been applied to the debits. You are now ready to save and close.	
Customer ACCO WARRANTY (94)   Payment Received (9.0.0 Payment Method Cash  Reference  Available Credits  Document Type Document Number Doc. Date Doc. Date Document Payment Accia:  Document Payment Application  Customer Type Document Payment Number Doc. Date Disc.	
Customer Balance \$0.00 Payment Method Cash Reference Available Credits \$0.00 Unused Payment \$0.00 Auto Apply Payment Memo TO OFFSET THE WARRANTY CREDITS AGAINST THE DEBITS RELATED TO WARRANTY CREDITS ON MARCH STATEMENT Payment Application Performed to the debits. You are now ready to save and close.	
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Available Credits 90.00 Unused Payment 90.00 Auto Apply Payment Memo TO OFFSET THE WARRANTY CREDITS AGAINST THE DEBITS RELATED TO WARRANTY CREDITS ON MARCH STATEMENT Payment Application  Perform Document Type Document Number Doc. Date Original Amount Due Payment Apple Service Document 1 23 3/31/2009 (\$500.00) (\$375.00)  Service Document 1 20 3/25/2009 \$3125.00  SubTotal: \$0.00  Unappled Credit 18 3/31/2009 (\$500.00) (\$125.00)  Unappled Credits Document Type Doc # Doc. Date Original Amount Open Amount Document Type Doc # Doc. Date Original Amount (\$500.00)  Vour customer receipt document should look like this when all the credits have been applied to the debits. You are now ready to save and close.	
Memo       TO OFFSET THE WARRANTY CREDITS AGAINST THE DEBITS RELATED TO WARRANTY CREDITS ON MARCH STATEMENT         Payment Application       Original Amount       Amount Due       Payment Application         Image: Credit       9 3/30/2009       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.00       6375.	
Memo       TO OFFSET THE WARRANTY CREDITS AGAINST THE DEBITS RELATED TO WARRANTY CREDITS ON MARCH STATEMENT         Peyment Application       Document Type       Document Number       Doc. Date       Disc. Date       Original Amount       Amount Due       Payment Application         Image: Credit       Service Document       69 3/30/2009       6 3/375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00       \$375.00	
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Image: service Document Type       Document Number       Doc. Date       Disc. Date       Original Amount       Amount Due       Payment Apr         Image: service Document       69 3/30/2009       Image: service Document       69 3/30/2009       (\$500.00)       (\$375.00)         Image: service Document       18 3/31/2009       Image: service Document       90.00       \$125.00       \$125.00         Image: service Document       70 3/25/2009       \$125.00       \$125.00       \$125.00         Image: service Document       70 3/25/2009       Image: service Document       \$0.00         Image: service Document       70 3/25/2009       \$125.00       \$125.00         Image: service Document       70 3/25/2009       \$125.00       \$125.00         Image: service Document       70 3/25/2009       \$125.00       \$125.00         Image: service Document       70 3/25/2009       \$125.00       \$100         Image: service Document       70 3/25/2009       \$100       \$100         Image: service Document Type       Doc #       Doc. Date       Original Amount       Open Amount         Image: service Doc #       Doc. Date       Original Amount       Open Amount       \$100       \$100       \$100         Image: service Doc #       Doc. Date       Original Amo	
Image: Service Document       69 3/3/2009       69 1/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/3/2009       63 3/	d
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SubTotal:       \$0.00         Service Document       70         20       3/25/2009         Service Document       18         3/31/2009       (\$500.00)         SubTotal:       \$0.00         SubTotal:       \$0.00         SubTotal:       \$0.00         SubTotal:       \$0.00         SubTotal:       \$0.00         Unapplied Credits       Total:         Document Type       Doc #         Doc. Date       Original Amount         Open Amount       Open Amount         > Journal Entry       18         3/31/2009       (\$500.00)	
Service Document       70 3/25/2009       \$125.00       \$125.00         Credit       18 3/31/2009       (\$500.00)       (\$125.00)         SubTotal:       \$0.00       \$0.00         Unapplied Credits       Total:       \$0.00         Document Type       Doc #       Doc. Date       Original Amount         Journal Entry       18 3/31/2009       (\$500.00)         Your customer receipt document should look like this when all the credits have been applied to the debits. You are now ready to save and close.	\$0.0
Image: Credit       18 3/31/2009       (\$500.00)       (\$125.00)         SubTotal:       \$0.00         Total:       \$0.00    Unapplied Credits          Document Type       Doc #       Doc. Date       Original Amount       Open Amount         > Journal Entry       18 3/31/2009       (\$500.00)       (\$500.00)	\$0.
SubTotal:     \$0.00       Total:     \$0.00       Unapplied Credits     Total:     \$0.00       Document Type     Doc. #     Original Amount     Open Amount       > Journal Entry     18     3/31/2009     (\$500.00)	
Unapplied Credits          Document Type       Doc #       Doc. Date       Original Amount       Open Amount         > Journal Entry       18       3/31/2009       (\$500.00)	\$0.(
Unapplied Credits Unapplied Credits Document Type Doc # Doc. Date Original Amount Open Amount Journal Entry 18 3/31/2009 (\$500.00) Your customer receipt document should look like this when all the credits have been applied to the debits. You are now ready to save and close.	
Unapplied Credits Unapplied Credits Unapplied Credits Document Type Doc # Doc. Date Original Amount Open Amount Open Amount Journal Entry (\$500.00) Your customer receipt document should look like this when all the credits have been applied to the debits. You are now ready to save and close.	
Unapplied Credits       Document Type     Doc #     Doc. Date     Original Amount     Open Amount       > Journal Entry     18     3/31/2009     (\$500.00)         Your customer receipt document should look like this when all the credits have been applied to the debits. You are now ready to save and close.	\$0.0
Document Type       Doc #       Doc. Date       Original Amount       Open Amount         > Journal Entry       18       3/31/2009       (\$500.00)         Your customer receipt document should look like this when all the credits have been applied to the debits. You are now ready to save and close.       You are now	
Document Type     Doc. Date     Original Amount     Open Amount       > Journal Entry     18     3/31/2009     (\$500.00)         Your customer receipt document should look like this when all the credits have been applied to the debits. You are now ready to save and close.	
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Your customer receipt document should look like this when all the credits have been applied to the debits. You are now ready to save and close.	
all the credits have been applied to the debits. You are now ready to save and close.	
ready to save and close.	
r: dale Role: Administrator Workstation: DALE-PC 🕸 Server: 164298-WEB1 Database: WinNetStarApp Key Strok	Entry

#### Step 4 – Go to Supplier>Pay Bills



RIMSS.WinNetStar v7.0.0.128 Enterprise: The Enterprise Company: CSS Enterprises Location: Racine Eile View Company CRM Suppliers Employees Banking Eixed Assets Inventory Service Wholegoods L/R PM Core Tracking Reports Web Links Windows System Help RIMSS WinNetStar 23 Easy Navigator **Bill Payment** Create and Save Documents Refresh Supplier: AGCO Corporation ¥ Pmt Acct RAC-1-14000-01 (CASH IN B... Pmt Date 4/10/2009 v Bills Due On or Before: 4/23/2009 \* G/L Balance \$1,377,850.07 Balance After Pmt \$1,374,000.07 All Bills Pmt Type System Check × Select All 40 Pay Sep. Due Date Supplier Supplier Ref Disc. Original Credit Adj. Amt. Doc. No. Doc. Type Amt. Discount Payment  $\nabla$ Exp. Amt. Due Due 7 . \$0.00 \$1,500.00 ~ 5/23/2009 AGCO Corporation 76 IR / Bill 1235 3/11/2009 \$750.00 \$750.00 \$0.00 \$0.00 \$750.00 \$750.00 \* AGCO Corporation 16 Journal Entry \$750.00 \$750.00 \$0.00 \$750.00 \$750.00 \$0.00 ~ 4/1/2009 AGCO Corporation 75 IR / Bill 1234 3/2/2009 \$500.00 \$500.00 \$0.00 \$0,00 \$500.00 \$500.00 10/31/2009 AGCO Corporation 55 IR / Bill 3/4/2009 \$734.31 \$234.31 \$0.00 \$0.00 \$234.31 \$0.00 \* 4/17/2009 AGCO Corporation 78 IR / Bill Interest on Ma... 3/18/2009 \$200.00 \$200.00 \$0.00 \$0.00 \$200.00 \$200.00 1 \$150.00 \$150.00 \$150.00 \$150.00 AGCO Corporation 16 Journal Entry \$0.00 \$0.00 Apply Credits - "AGCO Corporation" - Doc No. "77" Amount Due **Discount Applied** Subtotal Credits to Apply Net Amount \$1,500.00 \$0.00 \$1,500.00 (\$1,500.00) \$0.00 Select All Date Doc. No. Doc. Type Original Amount Open Amount Credit To Apply ~ 3/26/2009 79 IR / Bill (\$350.00) (\$350.00) (\$350.00) (\$500.00) \* 3/31/2009 17 Journal Entry (\$500.00) (\$500.00) ~ 3/31/2009 17 Journal Entry (\$500.00) (\$500.00) (\$500.00) 3/31/2009 18 Journal Entry (\$500.00) (\$500.00) (\$150.00) In this example, I am able to apply all of the first three credits and 150 of the last credit to completely offset the first invoice. (\$1,500.00) OK Cancel \$3,850.00 Key Stroke Entry Server: 164298-WEB1 Role: Administrator Workstation: DALE-PC Database: WinNetStarApp

User: dale

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RIMSS.WinNetStar v7.0.0.128 Enterprise: The Enterprise Company: CSS Enterprises Location: Racine Eile View Company CRM Suppliers Employees Banking Eixed Assets Inventory Service Wholegoods L/R PM Core Tracking Reports Web Links Windows System Help RIMSS WinNetStar 23 Easy Navigator **Bill Payment** Create and Save Documents Refresh Supplier: AGCO Corporation \* Pmt Acct RAC-1-14000-01 (CASH IN B... Pmt Date 4/10/2009 v 4/23/2009 Bills Due On or Before: \* G/L Balance \$1,377,850.07 Balance After Pmt \$1,375,500.07 All Bills Pmt Type System Check × Select All -Pay Due Date Supplier Supplier Ref Disc. Original Adj. Amt. Payment Sep. Doc. No. Doc. Type Amt. Discount Credit  $\nabla$ Exp. Amt. Due Due 7 > . (\$1,500.00) \$0.00 ~ 5/23/2009 AGCO Corporation 76 IR / Bill 1235 3/11/2009 \$750.00 \$750.00 \$0.00 \$0.00 \$750.00 \$750.00 \* AGCO Corporation 16 Journal Entry \$750.00 \$750.00 \$0.00 \$0.00 \$750.00 \$750.00 ~ 4/1/2009 AGCO Corporation 75 IR / Bill 1234 3/2/2009 \$500.00 \$500.00 \$0.00 \$0.00 \$500.00 \$500.00 10/31/2009 AGCO Corporation 55 IR / Bill 3/4/2009 \$734.31 \$234.31 \$0.00 \$0.00 \$234.31 \$0.00 \* 4/17/2009 AGCO Corporation 78 IR / Bill Interest on Ma... 3/18/2009 \$200.00 \$200.00 \$0.00 \$0.00 \$200.00 \$200.00 1 \$150.00 \$150.00 \$0.00 \$150.00 AGCO Corporation 16 Journal Entry \$0.00 \$150.00 Apply Credits - "AGCO Corporation" - Doc No. "76" Amount Due Discount Applied Subtotal Credits to Apply Net Amount \$0.00 (\$350.00) \$750.00 \$750.00 \$400.00 Select All Date Doc. No. Doc. Type Original Amount **Open Amount** Credit To Apply 3/26/2009 79 IR / Bill (\$350.00) \$0.00 \$0.00 3/31/2009 17 Journal Entry (\$500.00) \$0.00 \$0.00 3/31/2009 17 Journal Entry (\$500.00) \$0.00 \$0.00 ~ 3/31/2009 18 Journal Entry (\$500.00) (\$350.00) (\$350.00) > I can now apply the remaining 350 credit to the next charge. (\$350.00) OK Cancel 84.31 \$2,350.00 Server: 164298-WEB1 Key Stroke Entry User: dale Role: Administrator Workstation: DALE-PC Database: WinNetStarApp

Apply Credits ...

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#### \_ 0 × RIMSS.WinNetStar v7.0.0.128 Enterprise: The Enterprise Company:CSS Enterprises Location: Racine Eile View Company CRM Suppliers Employees Banking Eixed Assets Inventory Service Wholegoods L/R PM Core Tracking <u>Reports</u> Web Links Windows System <u>H</u>elp **Bill Payment** 88 Easy Navigator RIMSS WinNetStar Create and Save Documents Refresh Supplier: AGCO Corporation \* Pmt Acct RAC-1-14000-01 (CASH IN B... 💌 Pmt Date 4/10/2009 ¥ or Before: Bills Due Or 4/23/2009 \* G/L Balance \$1,377,850.07 Balance After Pmt \$1,375,850.07 All Bills Pmt Type System Check Select the appropriate Payment Type. Select All Pay Sep. Due Date Supplier Doc. No. Supplier Ref Disc. Original Credit Adj. Amt. Payment Doc. Type Amt. Discount $\nabla$ Exp. Due Amt. Due ₽ \* 3/31/2009 AGCO Corporation 77 IR / Bill CURTAILMENT ... 3/31/2009 \$1,500.00 \$1,500.00 (\$1,500.00) \$0.00 \$0.00 \$0.00 > \$0.00 (\$350.00) \$400.00 \* AGCO Corporation 16 Journal Entry \$750.00 \$750.00 \$0.00 \$0.00 \$750.00 \$750.00 \* 4/1/2009 AGCO Corporation 75 IR / Bill 1234 3/2/2009 \$500.00 \$500.00 \$0.00 \$0.00 \$500.00 \$500.00 10/31/2009 55 IR / Bill 3/4/2009 AGCO Corporation \$734.31 \$234.31 \$0.00 \$0.00 \$234.31 \$0.00 \* 4/17/2009 AGCO Corporation 78 IR / Bill Interest on Ma... 3/18/2009 \$200.00 \$200.00 \$0.00 \$0.00 \$200.00 \$200.00 \* AGCO Corporation \$150.00 \$150.00 \$0.00 \$0.00 \$150.00 16 Journal Entry \$150.00 When you have applied all the credits, the net amount of the payment will match the payment due from the manufactures statement (2,000.00) and you are ready to select the Create and Save menu option to create the payment document. Totals \$4,084.31 \$0.00 (\$1,850.00) \$2,234.31 \$2,000.00 Key Stroke Entry Workstation: DALE-PC 😵 Server: 164298-WEB1 User: dale Role: Administrator Database: WinNetStarApp B 🌔 Monthly Manufact... 🔀 Microsoft Excel - B... 🛛 < 🔛 🙀 🔯 🚓 4:59 PM 闷 Inbox - Microsoft ... nterna... RIMSS.WinNetStar ...

RIMSS.WinNetStar v7.0.0.128 Enterprise:The Enterprise Company:CSS Enterprises Location:Racine <u>F</u>ile CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods L/R PM Core Tracking Reports Web Links Windows System <u>H</u>elp View Company RIMSS WinNetStar Chart of Accounts Trial Balance 8 Easy Navigator 💽 🔍 । य 🔹 🕨 । 🗄 🐴 🔯 । 🕞 - 🖂 -8 2 2 2 2 2 2 Q 100% ~ Create a Trial Balance Report as of the statement CSS Enterprises date and compare the balance to the statement. (Preliminary) Trial Balance March 31, 2009 Account Number Account Type Description Balance RAC-1-11000-01 PETTY CASH BANK 150.168.86 RAC-1-13000-01 CREDIT CARD CLEARING BANK 12,231.72 CASH IN BANKS BANK 1,532,359.14 RAC-1-14000-01 RAC-1-15000-01 CASH EQUIVALENTS BANK 100,001.02 SAT-1-11000-01 PETTY CASH BANK 45,016.98 SAT-1-13000-01 CREDIT CARD CLEARING BANK 1.340.00 SAT-1-15000-01 CASH EQUIVALENTS BANK 107.98 RAC-1-20000-05 A/R - TRADE ACCOUNTS RECEIVABLE 206.673.37 RAC-1-30000-05 ITEM INVENTORY ITEM INVENTORY 905,902.18 RAC-1-30100-01 DIRTY CORE INVENTORY ITEM INVENTORY 3,978.97 SAT-1-30000-01 ITEM INVENTORY ITEM INVENTORY 65,858.93 RAC-1-36000-01 WHOLE GOODS INVENTORY - NEW WHOLEGOODS INVENTORY 375,125.00 RAC-1-37000-01 WHOLE GOODS INVENTORY - USED 21,000.00 WHOLEGOODS INVENTORY RAC-1-41000-01 OTHER ASSETS OTHER CURRENT ASSET 152,860.65 RAC-1-42000-01 PREPAID EXPENSES OTHER CURRENT ASSET 25,000.00 RAC-1-43000-01 DIRTY CORE RECEIVABLE OTHER CURRENT ASSET 4,576.87 RAC-1-45000-01 CONTRACTS IN TRANSIT OTHER CURRENT ASSET 185.200.92 SAT-1-41000-01 OTHER ASSETS OTHER CURRENT ASSET 5,476.89 SAT-1-42000-01 PREPAID EXPENSES OTHER CURRENT ASSET 34.11 SAT-1-43000-01 DIRTY CORE RECEIVABLE OTHER CURRENT ASSET 5.678.69 RAC-1-60000-01 OTHER LONG TERM ASSETS OTHER ASSET 54,876.98 SAT-1-60000-01 OTHER LONG TERM ASSETS OTHER ASSET 194.19 RAC-2-11000-01 ACCOUNTS PAYABLE ACCOUNTS PAYABLE -24,765.18 RAC-2-12000-01 SALES TAX PAYABLE SALES TAX PAYABLE -75,737.86 RAC-2-21000-04 FLOOR PLAN - NEW OTHER CURRENT LIABILITY -667.000.00 RAC-2-23500-04 -147.625.00 AGCO FLOOR PLAN OTHER CURRENT LIABILITY RAC-2-31000-01 -39,792.86 CUSTOMER DEPOSITS OTHER CURRENT LIABILITY RAC-2-34000-01 OTHER CURRENT LIABILITES OTHER CURRENT LIABILITY -234,578.98 RAC-2-35000-01 ACCRUED TAXES OTHER CURRENT LIABILITY -5.000.00 RAC-2-36000-01 ENVIRO, / REG. FEES PAYABLE OTHER CURRENT LIABILITY -2,049.00 RAC-2-37000-01 OUTSIDE PARTS AND SERVICE CLEA OTHER CURRENT LIABILITY -2,069.00 SAT-2-34000-01 OTHER CURRENT LIABILITES. OTHER CURRENTLIABILITY 7 654 41

Step 5 – Ensure that the ending floor plan balance per the statement matches the general ledger as of the statement date: