Accounting Workbook Instructions

This accounting worksheet is structured to make the process of calculating and posting a sales transaction to the general ledger easier since it forces the user of this worksheet to consider all financial properties of the transaction which may at times be more complex than it originally appears on the buyers order.

It is design to include all the basic elements of a transaction with the ability to customize the calculations to match an organizations set accounting procedures with some minor in-house modifications.

As for using this Excel worksheet it is practically compatible with all manufacturer lines since general accounting principles are the same for all vehicles sales transactions. It's intend use is to be a reference tool that increases accuracy when updating data entered into an in-house Dealer Management Systems (DMS).

Forms Button Available

1) Transaction - Returns to the Transaction Framework worksheet
2) Incentives - Accesses the transaction Incentive worksheet
3) Memo - Provides a notation worksheet for recording relevant transaction facts
4) Controls - Accesses the workbook administration features such as Drop Down list controls

Frequently Asked Questions

1) Can I add my own entries when using this worksheet?
   Yes, as you will notice the are additional "Yellow" fields available for adding additional revenue, expenditures or miscellaneous accruals to a transaction.
2) What does the Lock Checkbox do?
   As you have probably noticed on the Transaction Framework worksheet there is a "Reset" button. This button clears the workbook of most of the prior entries made in preparation of a new transaction. The "Lock" checkbox allow you to prevent both the descriptions and dollar values from resetting to a zero value. Thus making them permanent entries until you uncheck the Lock box.
   Special Note: The reset button does not clear description fields. You must clear them yourself
3) When I reset for a new transaction will incentives descriptions and dollar values reset?
   Only the dollar values will reset to zero. There is a separate reset button on the Incentive worksheet to clear incentive descriptions if you would like.
4) The forms buttons next to Advertising (iMR), Advertising (LMA) and Factory Holdback, what are they for?
   By clicking these forms buttons they simply carryover the values entered on the Transaction Framework worksheet. Eliminating the need to reenter these value.
5) How do I change the values displayed in the Drop Down listings?
   Simply click the forms button on this worksheet labeled "Controls" and you will be directed to a menu
6) How do I change the General Ledger account numbers displayed on this worksheet?
   Simply click the forms button on this worksheet labeled "Controls" and you will be directed to a menu
   Note: Usage of the General Ledger account numbers is NOT required. They exist as an optional feature within this workbook for individual that are in need of them.

Customized Accounting Worksheets

The customization of this worksheet or the addition of an added worksheets is available upon request.