

## **Fleet and Commercial Sales and Gross Activity (Page 5k)**

An underlining fact about this page is that it is made up entirely from memo information. This means that any information reported on this page has also been reported or consolidated on another page of the Operating Report. Although this is memo data on the Operating Report, it by no means, diminishes the value of the information as it relates to measuring the performance and contribution of the Fleet & Commercial Department to the overall dealership.

### **Commercial Activity**

Units/Sales/COS reported in this area for both cars and trucks has been previously reported on pages 5a through 5i as retail sales. Commercial sales are vehicles sold by the Commercial Department to a business or organization that does not have a fleet account number, for day-to-day operations.

The exact mapping of retail sales to the Commercial sections of page 5k is provided in a chart below.

A new "non-critical" edit has been added to insure that total YTD commercial car unit/sales/COS are not greater than total consolidated YTD retail car unit/sales/COS on page 7 of the Operating Report.

A second new "non-critical" edit has been added to insure that total YTD commercial truck unit/sales/COS are not greater than total consolidated YTD retail truck unit/sales/COS on page 7 of the Operating Report.

### **Fleet Activity**

All units reported as Fleet Sales in Car account 420 and Truck account 440 on pages 5a through 5i must also be reported on page 5k.

A new "non-critical" edit will verify that the total of account 420 on pages 5a through 5i is equal to the sum of accounts 412 through 414 on page 5k.

A second, "non-critical" edit, will verify that the total of account 440 on pages 5a through 5i is equal to the sum of accounts 433 through 435 on page 5k.

Fleet Sales on page 5k should be posted to the appropriate fleet account based on the following criteria (This applies to both car and truck fleet activity):

FAN/VX - Small to medium size fleet customers with a fleet account number (FAN) using the "VX" incentive program. aka "Street Program".

PSA/PURA - State and local government as well as Public Utility and Railway fleet activity.

CAP - Large Fleet Customers "CAP" designation customers. (i.e. Johnson & Johnson, Mary Kay) who have a negotiated incentive from General Motors.

### **Fleet & Commercial Expenses**

Expenses reported in accounts 637K to 642K are, once again a subset of expenses reported in the new vehicle department. The expenses reported on page 5k should be a sub-set of expenses reported on page 3 in the new vehicle column. These expenses should be those that directly pertain to the operation of the Fleet & Commercial activities.

## Following are a series of specific instruction by Dealership Management System

### Instructions for ADP Dealer Services DMS Users:

To eliminate the extra posting that has been required to break out fleet and commercial vehicle sales in the past, the 2005 chart of accounts for General Motors is eliminating the use of memo accounts for commercial vehicle sales and replacing them with actual commercial vehicle sales accounts that allow direct posting of fleet and commercial vehicle sales.

If your dealership sells commercial vehicles, the new commercial vehicle sales accounts for the brands that you sell must be added to the GM chart of accounts for 2005.

Detailed information is available in the following documents:

- General Motors Change Chart Bulletin, B14734
- General Motors of Canada Change Chart Bulletin, B14736

These documents are distributed in print and are also available from the following sources:

- By calling 1-800-669-7706 to order printed copies.
- On the ADP Support Channel CD under Business Office Financial Statements | Changes by Manufacturer (2005.CHG).
- From the Client Document Library on the ADP DealerSuite® Web site. To access ADP publications on DealerSuite.com:
  1. Go to <http://www.dealersuite.com>.
  2. In the Welcome menu in the far left pane, click Documentation.
  3. Enter your DealerSuite ID and password.
  4. Click Login.

### Instructions for AutoSoft DMS Users:

All information being reported on page 5K is strictly regarded as MEMO information. Because the MEMO information reported on page 5K is only a portion of the total amount for each sale, cost of sale, and expense related to Fleet and Commercial Sales and Gross, it is necessary to set up individual general ledger accounts to track these related amounts.

All general ledger accounts mapped to report accounts for page 5K MUST also be mapped to their corresponding franchise pages in the Operating Report Parameters. For example, Commercial Sales for Buick Regal may be set up into account 402DC. Account 402DC MUST be mapped to report account 402D to balance the operating report and MUST also be mapped to report account 407K to capture the Commercial Sales amount on page 5K as MEMO information.

Calculations contained within page 5K are done to measure the performance and contribution of the Fleet and Commercial Department to the overall dealership. The amounts shown on page 5K are not included in any calculation on any other page of the operating report and cannot cause an out of balance situation.

### Instructions for DDS DMS Users:

To fill out the Fleet and Commercial Sales and Gross Activity page, when going through the INPUT step refer to the 5K screens located at the end of the inputs. The first items to be entered are the unit counts, followed by the sales dollars and then the COGS dollars.

### Instructions for Rapid Systems DMS Users:

1. To report commercial sales: change the 4th digit of the sale account. (The sales data will be reported in the Division P & L and on the Commercial sales Summary).  
ex: 40001 - Impala sales  
40011 - Impala sales commercial
2. To report fleet sales: change the 4th digit of the sale account to 7,8, or 9 depending on type. (The sales data will be reported in the Division P&L and on the commercial/fleet summary.)  
ex: chevrolet car fleet sales  
42071 - fleet fan/vx  
42081 - fleet psa/pura  
42091 - fleet fan/cap
3. To report commercial related expenses, use the appropriate expense and dept # 8.

### Instructions for Reynolds and Reynolds DMS Users:

For additional information, refer to Sections 17 and 18 of your 0955 F/S Statistical Data Worksheet or go to your Reynolds and Reynolds On-Line Support at [My.ReyRey.com](http://My.ReyRey.com). Your search criteria should be GM 2004.