



Phyllis Goldie and Associates, LLC

Specializing in Dealer Asset Protection, ONE ACCOUNT AT A TIME

{INSERT YOUR COMPANY NAME}

CONTROLLER'S ROAD MAP TO SUCCESS

DAILY, WEEKLY, MONTHLY, QUARTERLY AND YEAR END REMINDERS

Prepared by Phyllis Goldie and Associates, LLC.

Please Note: This document has been in use since 2000 in a multi-company environment using CDK DMS in the state of Florida.

Not all data will be applicable to all scenarios in all stores. For your own customization please email us at

susan@phyllisgoldie.com for an editable version.

THE THREE C'S

The following outlines the basis for a successful automotive accounting department and should be reviewed with all new hires, inspected on a regular basis and taught everyday in every transaction. The short and long term overall results are priceless and rewarding!

The Three C's

The {Insert Company Name} Platform
Consistency, Controls, and Compliance

ARE YOU IN CHECK?

MONTHLY ROAD MAP

1ST-7TH

<i>Note: For SCH's Review-Do WRO and Incentives on Thurs (Paid on Wed)</i>	<i>Note: Assign a day to review Controllers Schedules</i>		<u>1st</u> - Review Balance Sheet <input type="checkbox"/> Post New Month Standard Entries <input type="checkbox"/> Pay Mortgage <input type="checkbox"/> Pull down bank statement-reconcile <input type="checkbox"/> Verify Prior Month PR Accrual Rev <input type="checkbox"/> Positive Pay <input type="checkbox"/> Last day to post cash entries for prior month <input type="checkbox"/> Post F & I Liability Statement in Prior Month <input type="checkbox"/> Pay F & I Liability in Current Month <input type="checkbox"/> Email Weekly Bad Check Report	<u>2nd</u> - Review balance Sheet <input type="checkbox"/> Post Advertising Accruals <input type="checkbox"/> Verify Chargeback Log up to date & balance <input type="checkbox"/> Verify F & I products log up to date & balance <input type="checkbox"/> Post Month End PR Accrual & Rev <input type="checkbox"/> Finalize Bank reconcile <input type="checkbox"/> Positive Pay <input type="checkbox"/> Email Weekly CIT List <input type="checkbox"/> Email Weekly Heat Sheet <input type="checkbox"/> Multi-Company-Run AR Statements <input type="checkbox"/> All Deals Posted
<i>**Always prepare sales tax early - set transmission date for the 19th (FL)</i>	<i>**Post Controllers Month End entry each time and entry completed- A DOC can be posted several times using the same number (CDK only)</i>	<i>**Be sure to make "Out of The Ordinary" notes on your Month End folder as things happen</i>		
<i>**EVERYDAY-PO Floor Plan , Bank REC, Visit Each Desk and Watch CIT</i>				
<u>3rd</u> - Review Balance Sheet <input type="checkbox"/> Body Shop Material Inventory reconcile <input type="checkbox"/> Positive Pay <input type="checkbox"/> Post Controllers Month End Entries <input type="checkbox"/> Post Insurance Bills <input type="checkbox"/> Pull Time Sheets	<u>4th</u> - Review Balance Sheet <input type="checkbox"/> Review SCH's w/ Staff <input type="checkbox"/> Verify Sales Commission posted & balance <input type="checkbox"/> Positive Pay <input type="checkbox"/> Review Prior Month Trend <input type="checkbox"/> Verify balance in ACH Acct (Fees may hit before F & I products deposit)	<u>5th</u> - Review Balance Sheet <input type="checkbox"/> Review Prior Month trend <input type="checkbox"/> Floor Plan REC <input type="checkbox"/> Positive Pay <input type="checkbox"/> Post Credits from Factory <input type="checkbox"/> Review Payroll <input type="checkbox"/> MSO Audit <input type="checkbox"/> Check staff hours	<u>6th</u> - Review Balance Sheet <input type="checkbox"/> Review SCH's w/ Staff <input type="checkbox"/> Positive Pay <input type="checkbox"/> Set Posting Flag (am) <input type="checkbox"/> Title Audit <input type="checkbox"/> Post Month End Commission Accrual <input type="checkbox"/> Email Weekly Bad Check Report <input type="checkbox"/> Review Prior Month Trend <input type="checkbox"/> Set Posting flag-no more entries except Controller	<u>7th</u> - Review Balance Sheet <input type="checkbox"/> Review AR <input type="checkbox"/> Review SCH's w/ Staff <input type="checkbox"/> Positive Pay <input type="checkbox"/> Email Weekly CIT List <input type="checkbox"/> Email Weekly Heat Sheet <input type="checkbox"/> Review Prior Month Trend <input type="checkbox"/> Email Pre Statement and Commission w/ Statement Recap <input type="checkbox"/> Verify Chargeback Log up to date & balance <input type="checkbox"/> Verify F & I products log up to date & balance

*Daily**** On line banking, verify there are no inconsistencies, verify flow of check numbers, check positive pay exceptions, check pending transactions*

MONTHLY ROAD MAP

8TH-17TH

<u>8th</u> - Review Balance Sheet <input type="checkbox"/> Multi-Company - Post Intercompany flips (if applicable) <input type="checkbox"/> Positive Pay <input type="checkbox"/> Pull Time Sheets <input type="checkbox"/> Transmit Financial Statement <input type="checkbox"/> Run Month End Commissions in PR <input type="checkbox"/> Check for un-posted transactions <input type="checkbox"/> Reconcile Floorplan <input type="checkbox"/> Run AP Checks	<u>9th</u> - Review Balance Sheet <input type="checkbox"/> Review SCH's w/ Staff <input type="checkbox"/> Positive Pay <input type="checkbox"/> Month End Parts reconcile <input type="checkbox"/> Pay Floor Plan Interest <input type="checkbox"/> Verify Sales Commission posted & balance <input type="checkbox"/> Sign AP Checks <input type="checkbox"/> Package Financial Statement	<u>10th</u> - Review Balance Sheet <input type="checkbox"/> Positive Pay <input type="checkbox"/> Post Credits From Factory <input type="checkbox"/> Review Payroll <input type="checkbox"/> AP Parts Statement reconcile <input type="checkbox"/> Prepare NADA Reports <input type="checkbox"/> UC Physical Inventory <input type="checkbox"/> Audit N&U Floorplan-add to Floorplan for Cash	<u>11th</u> - Review Balance Sheet <input type="checkbox"/> Review SCH's w/ Staff <input type="checkbox"/> Run WIP & Audit <input type="checkbox"/> Positive Pay <input type="checkbox"/> Review WRO SCH's <input type="checkbox"/> Audit aged OS items on Bank REC, move OS checks to liability acct by year <input type="checkbox"/> Email Weekly Bad Check Report	<u>12th</u> - Review Balance Sheet <input type="checkbox"/> Review SCH's w/ Staff <input type="checkbox"/> Positive Pay <input type="checkbox"/> Email Weekly CIT List <input type="checkbox"/> Email Weekly Heat Sheet <input type="checkbox"/> Verify Chargeback Log up to date & balance <input type="checkbox"/> Verify F & I products log up to date & balance <input type="checkbox"/> Review Parts and Service AR
<u>13th</u> - Review Balance Sheet <input type="checkbox"/> Positive Pay <input type="checkbox"/> Pull Time Sheets <input type="checkbox"/> Update Controllers YE Spreadsheets (accruals & expenses only) <input type="checkbox"/> Verify EMP Ins Paid <input type="checkbox"/> Prepare Sales Tax <input type="checkbox"/> Prepare Waste Tax <input type="checkbox"/> Prepare Pollutant Tax	<u>14th</u> - Review Balance Sheet <input type="checkbox"/> Review SCH's w/ Staff <input type="checkbox"/> Positive Pay <input type="checkbox"/> Verify Sales Commission posted & balance <input type="checkbox"/> Audit Company Vehicle Expenses (RO's) <input type="checkbox"/> Audit 5 Deals-signatures and such <input type="checkbox"/> Run Monthly and Annual 8300 Report	<u>15th</u> - Review Balance Sheet <input type="checkbox"/> Positive Pay <input type="checkbox"/> Post Credits From Factory <input type="checkbox"/> Review Payroll <input type="checkbox"/> Verify Postage Meter balance <input type="checkbox"/> Review Accrued Sales Commission - Write Off terminated and notify Mgmt. of all active with deficit balance	<u>16th</u> - Review Balance Sheet <input type="checkbox"/> Review SCH's w/ Staff <input type="checkbox"/> Positive Pay <input type="checkbox"/> Review WRO SCH's <input type="checkbox"/> Email Weekly Bad Check Report <input type="checkbox"/> Check for un-posted transactions	<u>17th</u> - Review AR <input type="checkbox"/> Review SCH's w/ Staff <input type="checkbox"/> Positive Pay <input type="checkbox"/> Set up & Review Missing DOC 's <input type="checkbox"/> Email Weekly CIT List <input type="checkbox"/> Email Weekly Heat Sheet <input type="checkbox"/> Verify Chargeback Log up to date & balance <input type="checkbox"/> Verify F & I products log up to date & balance <input type="checkbox"/> Review Parts and Service AR

*Daily**** On line banking, verify there are no inconsistencies, verify flow of check numbers, check positive pay exceptions, check pending transactions*

MONTHLY ROAD MAP

18TH-31ST

<u>18th</u> - Review Balance Sheet <input type="checkbox"/> Positive Pay <input type="checkbox"/> Pull Time Sheets <input type="checkbox"/> Confirm Payoff Titles Follow Up <input type="checkbox"/> Spot Audit Cashiers Cash Drawer(s) (Never on the same day) <input type="checkbox"/> Review detail of prior months shop supply RO	<u>19th</u> - Review Balance Sheet <input type="checkbox"/> Review SCH's w/ Staff <input type="checkbox"/> Positive Pay <input type="checkbox"/> Review Balance of all Accruals verify Sales Commission posted & balance <input type="checkbox"/> Audit Policy Accts <input type="checkbox"/> Move terminated Employee Christmas Accrual to Acct xxxx	<u>20th</u> - Review Balance Sheet <input type="checkbox"/> Pull Amex bill on line <input type="checkbox"/> Review Current Month Trend <input type="checkbox"/> Positive Pay <input type="checkbox"/> Post Credits from Factory <input type="checkbox"/> Review Payroll <input type="checkbox"/> Confirm Sales Tax clears bank <input type="checkbox"/> Review all open RO's	<u>21st</u> - Review Balance Sheet <input type="checkbox"/> Review SCH's w/ Staff <input type="checkbox"/> Positive Pay <input type="checkbox"/> Review WRO SCH's <input type="checkbox"/> Email Weekly Bad Check Report <input type="checkbox"/> Audit Gas Account Charges	<u>22nd</u> - Review Balance Sheet <input type="checkbox"/> Review AR <input type="checkbox"/> Review SCH's w/ Staff <input type="checkbox"/> Positive Pay <input type="checkbox"/> Email Weekly CIT List <input type="checkbox"/> Email Weekly Heat Sheet <input type="checkbox"/> Verify Chargeback Log up to date & balance <input type="checkbox"/> Verify F & I products log up to date & balance
<u>23rd</u> - Review Balance Sheet <input type="checkbox"/> Positive Pay <input type="checkbox"/> Pull Time Sheets <input type="checkbox"/> Audit Open PO's <input type="checkbox"/> Adjust Standard Entries if required <input type="checkbox"/> Audit detail in Tire, Battery, and Surtax Accts, look for any odd amounts <input type="checkbox"/> Audit policy/COS accounts	<u>24th</u> - Review Balance Sheet <input type="checkbox"/> Positive Pay <input type="checkbox"/> Review SCH's / Staff <input type="checkbox"/> Verify Sales Commission posted & balance <input type="checkbox"/> Audit Service & Body WIP <input type="checkbox"/> Audit Toll Pass Usage (if applicable) <input type="checkbox"/> Audit Out of State tag work with vendor or state agency	<u>25th</u> - Review Balance Sheet <input type="checkbox"/> Positive Pay <input type="checkbox"/> Post Credits from Factory <input type="checkbox"/> Review Payroll <input type="checkbox"/> Check staff hours <input type="checkbox"/> Audit New inventory to Floorplan-Floor any Unsold Units	<u>26th</u> - Review Balance Sheet <input type="checkbox"/> Positive Pay <input type="checkbox"/> Review SCH's w/ Staff <input type="checkbox"/> Email Weekly Bad Check Report <input type="checkbox"/> Check Out of State tag site, any aged transactions? (if applicable)	<u>27th</u> - Review Balance Sheet <input type="checkbox"/> Positive Pay <input type="checkbox"/> Review SCH's w/ Staff <input type="checkbox"/> Email Weekly CIT List <input type="checkbox"/> Email Weekly Heat Sheet <input type="checkbox"/> Verify Chargeback Log up to date & balance <input type="checkbox"/> Verify F & I products log up to date & balance <input type="checkbox"/> Review AR
<u>28th</u> - Review Balance Sheet <input type="checkbox"/> Positive Pay <input type="checkbox"/> Pull Time Sheets <input type="checkbox"/> Post & Pay DMS Bill	<u>29th</u> - Review Balance Sheet <input type="checkbox"/> Positive Pay <input type="checkbox"/> Review SCH's w/ Staff <input type="checkbox"/> Verify Sales Commission posted & balance	<u>30th</u> - Review Balance Sheet <input type="checkbox"/> Positive Pay <input type="checkbox"/> Review Payroll <input type="checkbox"/> Check staff hours	<u>31st</u> - Review Balance Sheet <input type="checkbox"/> Positive Pay <input type="checkbox"/> Email Weekly Bad Check Report <input type="checkbox"/> Reconcile Petty Cash, cut check <input type="checkbox"/> Last day to write checks	<i>Always have fun, smile and remember:</i> <i>"The Speed of the Leader is the Speed of the Pack"</i>

Daily**** On line banking, verify there are no inconsistencies, verify flow of check numbers, check positive pay exceptions, check pending transactions

QUARTERLY REMINDERS

1 st Qtr	Jan	Feb	Mar
	<p><u>Refer to YE Calendar</u></p> <ul style="list-style-type: none"> ➤Order file storage boxes ➤Prepare for Year End ➤Payroll Taxes 	<ul style="list-style-type: none"> ➤Verify SCH 48 (emp. ins. receivable) for terminated employees, must refund Section 125 within qtr with earnings ➤Audit Temp Tag Provider for Duplicate Temp Tags- Why? (if applicable) ➤Move and File away all prior years AP, deals and such 	<ul style="list-style-type: none"> ➤Audit Detail Company bills by Stock Number ➤Tie out FAS to Books ➤Inspect Desk Manuals ➤Review Parts and RO's for customer signatures ➤Verify Workers Comp Class Codes Correct
2 nd Qtr	Apr	May	Jun
	<ul style="list-style-type: none"> ➤Accounting Training ➤Audit Unclaimed Funds ➤Audit Temp Tag Provider for Duplicate Temp Tags- Why? Check Shared Files of staff - last time used? ➤HR-401K Testing ➤HR-Start to Prepare for Annual Benefits Renewal ➤File Unclaimed Funds Report and Submit \$ to State ➤Payroll Taxes 	<ul style="list-style-type: none"> ➤Audit Dealer Plates ➤Tie out FAS to Books-<i>Corp Controller</i> ➤-Verify SCH 48 for terminated employees, must refund Section 125 within qtr with earnings ➤Run Current and Prior year active/terminated employees for 401K Class Code ➤Controller desk inspection for all accounting ➤Start to shop employee health benefits for 8/1 renewal 	<ul style="list-style-type: none"> ➤Audit Detail Company bills by Stock Number ➤Audit Resale Certificates ➤Inspect Desk Manuals ➤Review Parts and RO's for customer signatures ➤HR-Mid Year 401K Testing ➤Start process for Open Enrollment
3 rd Qtr	Jul	Aug	Sep
	<ul style="list-style-type: none"> ➤Verify All Vendors Insurance & W-9's ➤Audit Temp Tag Provider for Duplicate Temp Tags- Why? Check Shared Files of staff - last time used? ➤Open Enrollment Meetings for 8/1 Renewal ➤Payroll Taxes ➤Verify Workers Comp Class Codes Correct 	<ul style="list-style-type: none"> ➤Accounting Training ➤Tie out FAS to Books-<i>Corp Controller</i> ➤Verify SCH 48 for terminated employees, Must refund Section 125 within qtr with earnings ➤Send out customer letters on Unclaimed funds ➤Open Enrollment 	<ul style="list-style-type: none"> ➤Audit Detail Company bills by Stock Number ➤Inspect Desk Manuals ➤Review Parts and RO's for customer signatures ➤All day YE prep meeting
4 th Qtr	Oct	Nov	Dec
	<ul style="list-style-type: none"> ➤Pre Audit AP for 1099 Info ➤Verify SCH for terminated employees, must refund Section 125 within qtr with earnings ➤Audit Temp Tag Provider for Duplicate Temp Tags- Why? ➤HR-Pre YE 401K Testing ➤Payroll Taxes ➤Make up next years Balance Sheet Folders 	<ul style="list-style-type: none"> ➤Audit Dealer Plates for Annual Renewal ➤Tie out FAS to Books (Fixed Assets) - <i>Corp Controller</i> ➤Send out Sales Tax Certificate with all Payables ➤Make up next years 12 Month End Folders ➤Check Shared Files of staff - last time used? ➤Run Current and Prior year active/term employees for 401K Class Code 	<p><u>Refer to YE Calendar</u></p> <ul style="list-style-type: none"> ➤Verify SCH 48 for terminated employees, must refund Section 125 within qtr with earnings ➤Verify and Pay Sales YE Bonuses ➤Renew Dealer License

YEAR END DECEMBER (DAYS ARE ADJUSTED PER YEAR)

<p>➤ <u>The December statement sent to the Manufacturer must reflect LIFO</u></p> <p>➤ <u>Any adjustments to earnings reflected on a 13th month entry will require you to make manual adjustments to the applicable Manager's pay.</u></p> <p>➤ <u>Book adjustments to departments P&L on 12th stmt if possible</u></p> <p>➤ <u>YE postings to any open item account, receivable or payable, is NOT allowed, must be done in active month</u></p> <p>➤ <u>Refer to monthly reminders in addition to this YE tool</u></p>			<p>1</p> <p><input type="checkbox"/> Verify RE Taxes have been paid</p>	<p>2</p> <p><input type="checkbox"/> Prepare YE Tech & Sales Christmas Sheets for GM/Owners approval</p>	<p>3</p>
<p>5</p> <p>SUN</p>	<p>6</p>	<p>7</p> <p><input type="checkbox"/> Close Nov</p>	<p>8</p> <p><input type="checkbox"/> Process Weekly and EOM Payroll</p>	<p>9</p> <p><input type="checkbox"/> Remind GM/Owner of YE Christmas for Tech and Sales</p>	<p>10</p> <p><input type="checkbox"/> Send out new year resale certificate with all payables</p>
<p>12</p> <p>SUN</p>	<p>13</p> <p><input type="checkbox"/> Run Special Payroll for Sales & Tech Christmas Bonus, pay date 12/15</p>	<p>14</p> <p><input type="checkbox"/> Confirm DSDA (document archiving)</p> <p><input type="checkbox"/> EOM Nov</p>	<p>15</p> <p><input type="checkbox"/> Perform Vendor Audit in prep of 1099 run</p> <p><input type="checkbox"/> Disburse Christmas pay</p> <p><input type="checkbox"/> Process Weekly Payroll</p>	<p>16</p>	<p>17</p> <p><input type="checkbox"/> LIFO estimate due to Accountants</p>
<p>19</p> <p>SUN</p>	<p>20</p> <p><input type="checkbox"/> Review SCH's (all) with Staff</p>	<p>21</p>	<p>22</p> <p><input type="checkbox"/> Process Weekly Payroll</p>	<p>23</p>	<p>24</p> <p>ACCOUNTING CLOSED-TBD</p>
<p>26</p> <p>SUN</p>	<p>27</p> <p><input type="checkbox"/> Pay All Employee Ins Bills</p>	<p>28</p>	<p>29</p> <p><input type="checkbox"/> Process Qtrly Owners Pay (if applicable)</p> <p><input type="checkbox"/> Process Weekly Payroll</p>	<p>30</p> <p><input type="checkbox"/> Send copies of final pay check for Owner(s) & GM to CFO, copy in employee file</p>	<p>31</p> <p><input type="checkbox"/> Reconcile Petty Cash - replenish, sign off sheet in Petty Cash folder</p>

YEAR END

JANUARY - PART 1

<p><u>2nd</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Do Not Post</u> Standard Entries <input type="checkbox"/> PR-Make changes for Christmas expense Accts <input type="checkbox"/> Post last items to bank <input type="checkbox"/> Pay Mortgage <input type="checkbox"/> HR-Prepare prior year Owner(s) health insurance premiums paid by Company 	<p><u>3rd</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Confirm all Factory Invoices posted <input type="checkbox"/> All N,U & WS deals to be posted <input type="checkbox"/> PR-Reconcile Owner(s)/GM personal earnings to W-2 <input type="checkbox"/> Bank Recs <input type="checkbox"/> Run AR statements 	<p><u>4th</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Clean inventory, prepare for UV write down & YE inventory accruals, LIFO (Send UV inventory Corp Controller in excel) LIFO to Crowe <input type="checkbox"/> Floor Plan Recs <input type="checkbox"/> Copy factory invoices- 2 complete sets, tie to books <input type="checkbox"/> Download inventory for LIFO Cal 	<p><u>5th</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Set posting flag <input type="checkbox"/> Fed X factory invoices to Accountant, email spreadsheet <input type="checkbox"/> Change F&I templates for any new year changes <input type="checkbox"/> Pay Owners Life Insurance <input type="checkbox"/> 4th Qtr Payroll Taxes and FUTA 	<p><u>6th</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Finalize 12th Statement <input type="checkbox"/> Post LIFO <input type="checkbox"/> Finalize 12 ½th Statement <input type="checkbox"/> Run Full set of schedules, journals, GL, trial balance to DSDA (document archiving) manually <input type="checkbox"/> TRANSMIT STMT TO MANUFACTURE- <u>MUST INCLUDE LIFO</u>
<p><u>9th</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Confirm DSDA (document archiving) of all books BEFORE posting 13th <input type="checkbox"/> Verify YTD Earnings before posting 13th <input type="checkbox"/> Post 13th month entries (journal 89) doc# 13YYYY <input type="checkbox"/> Pay Floorplan Interest 	<p><u>10th</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Post 13th month entries <input type="checkbox"/> Post UC Write Down <input type="checkbox"/> Change Unemployment Rate on DMS 	<p><u>11th</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Post 13th month entries <input type="checkbox"/> NO MORE 13th Mo ENTRIES <input type="checkbox"/> Scan Owners/GM-W-2's to Corp Controller (separate) copy in EMP file 	<p><u>12th</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Print 13th month Statement <input type="checkbox"/> Pre Audit YE "Box"- for store 1 <input type="checkbox"/> Audit AP for 1099 Run <input type="checkbox"/> Post any 13th month entries to applicable YE spreadsheets 	<p><u>13th</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Deep Breath, almost there ☺ <input type="checkbox"/> 12th to 13th Statement Reconciliation (special spreadsheet) - <i>Corp Controller</i>

YEAR END

JANUARY - PART 2

<u>16th</u> <input type="checkbox"/> Review Balance Sheet Box <input type="checkbox"/> Pre Audit Year End "Box"-Co2 <input type="checkbox"/> Confirm DSDA (document archiving)	<u>17th</u> <input type="checkbox"/> Review Balance Sheet Box <input type="checkbox"/> EOM and EOY	<u>18th</u> <input type="checkbox"/> Standard Entries- Review, make changes, post <input type="checkbox"/> Company X run 1099's for all stores	<u>19th</u> <input type="checkbox"/> COY - Send YE Box to COX <input type="checkbox"/> PR-Run W-2's - mail/handout	<u>20th</u> <input type="checkbox"/> Resume normal duty format
<u>23rd</u> <input type="checkbox"/> Auditors on Site <input type="checkbox"/> Be available to answer YE questions	<u>24th</u> <input type="checkbox"/> Auditors on Site <input type="checkbox"/> Be available to answer YE questions	<u>25th</u> <input type="checkbox"/> Auditors on Site	<u>26th</u>	<u>27th</u>
<u>30th</u>	JANUARY - ➤ Suggest to staff to work extended hours: Billers, AP, Incentive Clerk, during the week of the 3 rd . ➤ In order to meet these deadlines, you will need to pull bank, reserve, and floor plan statements down electronically ➤ All 13 th Month entries are to be saved in YE YYYY shared file , all posted in journal 89 JV13YYYY ➤ Post auditors entries before closing Jan ➤ Post 13 th and Auditors Entries side to side, with defined explanation per entry, <i>NO general descriptions such as "YEAR END ENTRY"</i>			

ADDITIONAL NOTES

Statement distribution for Year End:

- ✓ 12th - (No LIFO) Owners, GM,CFO, Controllers, Corporate Controller
- ✓ 12th1/2 - (With LIFO) CFO, Controllers, Corporate Controller, Factory, Bank
- ✓ 13th - Owners, GM, CFO, Controllers, Corporate Controller Accountants, Bank

Statement distribution for Month End and required supporting documentation:

To be defined

Success Tips

- ✓ Process everything through AP (except customer refunds and lien payoffs)
- ✓ Keep customer data base clean, only use one number for all customer activity
- ✓ Visit every desk, everyday