# LightspeedEVO

## BMW Financial Statements

***Self-Help Guide*** - This document guides you through using the Lightspeed Spreadsheet Reports function to produce your BMW Financial Statement. If you need assistance, call *The Accounting Guys* at 385.200.1040.

### Summary

1. Retrieve the Excel file for the Spreadsheet.
2. Map your accounts to the spreadsheet.
3. Upload the Excel spreadsheet into EVO.
4. Run the Spreadsheet.
5. Manually enter totals online if required by OEM.

### Detail

1. ***Retrieve the Excel Spreadsheet File***

   If you do not already have the current Excel file used with the Lightspeed Spreadsheet Reports function for the BMW financial statement you can get that via Service Connect. Search for the *BMW Financial Statement* help topic and then click the link to the spreadsheet download. (The Spreadsheet Reports topic has a link to the BMW topic if BMW is not found in the search.)

2. ***Map Your Accounts to the Spreadsheet***

   a. Save the spreadsheet from Service Connect, or if you already have it stored in Lightspeed go to the **System – *Spreadsheet Reports*** menu, highlight the ***Spreadsheet*** report, and then click the **Download** button. This allows you to save the spreadsheet report file to a directory on your workstation.

   b. Open the Excel worksheet file that you saved to your workstation to edit the account information. At the bottom of the spreadsheet there are tabs as shown below.
   *Screenshot:*
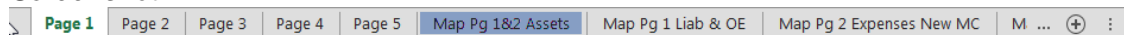
   

   c. The tabs that are numbered as Page 1, Page 2 etc… are the actual financial statement. The next tabs are mapping tabs. Those are the tabs that you use to set up the accounts.

d.  Click on the *Mapping Pg 1* tab. Enter your accounts in the *Account #1* through *Account #8* columns on the description line for each account type, as applicable. *Screenshot:*

| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| | **ASSETS** | | | | | | | | | |
| | | | | | | | | | | |
| | **CASH & CONTRACTS** | | Account #1 | Account #2 | Account #3 | Account #4 | Account #5 | Account #6 | Account #7 | Account #8 |
| | Petty Cash Fund (200) | | 200 | | | | | | | |
| | Cash on Hand (201) | | 201 | | | | | | | |
| | Cash in Bank (202) | | 202 | 202A | 202B | 203 | | | | |
| | Contracts in Transit (205) | | 205 | | | | | | | |

For example: Cell C4 is where you would enter your *Petty Cash* account. This will then print on the Page 1 information when run from EVO.  If you have more than one petty cash account, you can enter those in columns D - J.

After entering Line 1 (Petty Cash) you can then continue to work on the other accounts. Fill in the information in the row labeled Line 2 with the Cash on Hand account and then continue mapping all the accounts in Mapping Pg. 1 through Mapping Pg. 5 tabs.

**Assistance**:  If you need help mapping your accounts to Excel we refer our customers to *The Accounting Guys* at 385.200.1040.

3.  ***Upload the edited Excel spreadsheet into EVO***

In EVO, go to the **System – *Spreadsheet Reports*** menu.

Click the **Upload** button and browse to locate your edited report file. Select it and click ***Open*** to import your edited report file. (You will need to rename the report if you downloaded the system version directly from Lightspeed.)

4.  ***Run the spreadsheet***

Highlight the report that you imported in step 3 and then click the **Populate** button.

You are prompted to enter a report date, the accounting ID and the store ID.

If you have multiple stores sharing a single accounting, enter the accounting ID that is shared across all stores and a specific store ID (this will find only one store out of all that are being shared). You would then repeat the report for each different store ID. If you have only one store or are not sharing accounting with multiple stores, you would simply enter the store and accounting ID.

**Tip**:  The store and accounting ID list can be found under the **System – Lists – *Stores*** menu.

After making your entries, click **OK**. You can name the report and save it to a directory. You might use the store and report date in the file name to keep track of various reports and avoid overwriting.

5.  **Calculate**:  Use *Ctrl+Alt+Shift+F9* to refresh all the formulas in the workbook after populating the spreadsheet.  The spreadsheet does not refresh the formulas automatically.