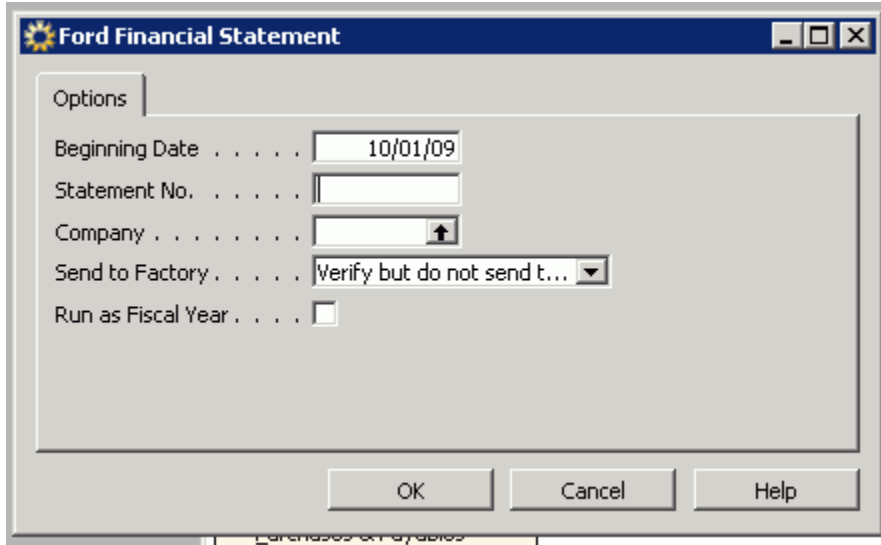
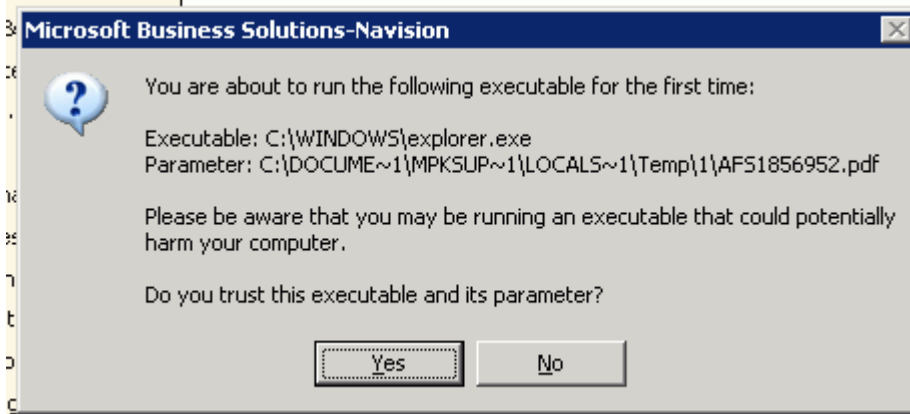


How to run the Ford FS:

1. Go to General Ledger – Reports – Ford Financial Statement and Click on Print.
2. Fill in the appropriate date. You don't have to worry about the Statement No. or Company fields. Notice the Send to Factory setting. Verify but do not send to Ford allows you to look at the statement before you send it. Then Click ok.

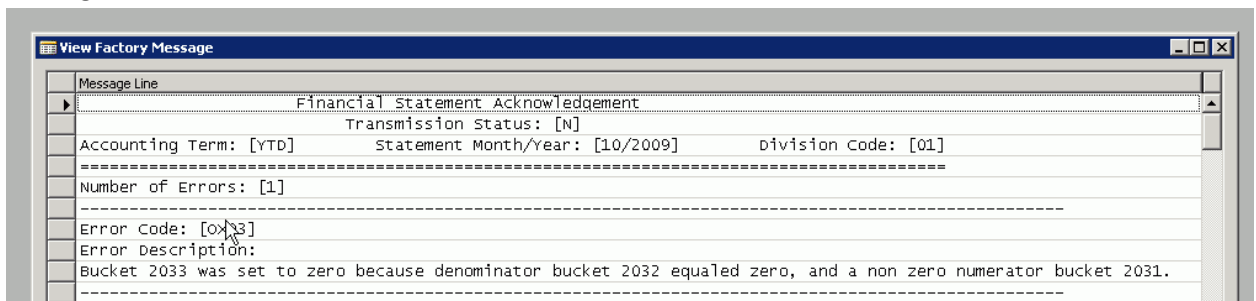


3. It will take the statement about a minute to come up. You'll get a pop up that will look like this

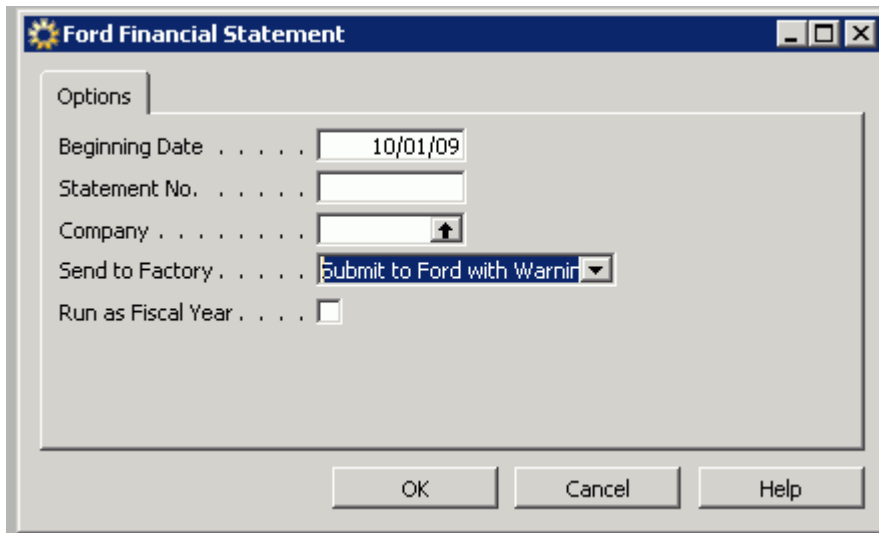


Click Yes.

4. Two things will now come up, the FS and a View Factory Message box. In the View Factory Message box is where it will tell us if we have an error and where the error is.



5. If you have an error, give me a call and I'll let you know what it is and we'll get it fix. If you don't have any errors, then we can send it to Ford by running the FS again and changing the Send to Factory option to Submit to Ford with Warnings.



The image shows a software dialog box titled "Ford Financial Statement". It has a standard Windows-style title bar with minimize, maximize, and close buttons. The dialog contains several input fields and a dropdown menu. The "Beginning Date" field is set to "10/01/09". The "Statement No." field is empty. The "Company" field is empty with an upward-pointing arrow icon. The "Send to Factory" dropdown menu is currently set to "Submit to Ford with Warnin". The "Run as Fiscal Year" checkbox is unchecked. At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

Field	Value
Beginning Date	10/01/09
Statement No.	
Company	
Send to Factory	Submit to Ford with Warnin
Run as Fiscal Year	<input type="checkbox"/>