

2014 DESCRIPTION OF FINANCIAL STATEMENT GRADING CODES

GRADING IS BASED ON MONTH DATA (EXCEPT WHERE NOTED)



Grading Code	Each financial statement is graded for timely and accurate transmission based on MTD figures. Accounting Managers will receive Financial Statement Grading Reports via the Interactive Network (iN) indicating total points issued and grading codes received. Use the chart below to determine your accuracy issues. The financial statement may be retransmitted to correct entries and recapture points. Refer to "Recapturing Lost Points and/or Retransmitting the Financial Statement" on the iN under the Business Office tab / Key to Excellence sub-menu.	Potential Points Lost
GRADING CODE LOCATIONS		
100'S = PG 1, 200'S = PG 2, 300'S = PG 3, 400 = PG 4. EXCEPTION GRADING CODE 112 = PG'S 1 - 4.		
101	Other Makes sales activity on the Income Statement IS NOT supported by "Other Makes" inventories on the Balance Sheet.	5
102	New Honda, New Other Vehicles, Used Vehicles or Lease/Rental vehicles inventory values ARE NOT supported by inventory unit counts.	5
103	Used Honda-Certified, Used Honda-Non-Certified and Used Other vehicle inventories ARE NOT properly reported (see Used Vehicle Exception in Program Material).	5
104	Memo 30+ Days Units and/or Dollars ARE NOT reported for Used Honda-Certified, Used Honda-Non-Certified or Used Other vehicle inventories.	5
105	Parts & Accessories Inventories ARE NOT stated separately on Balance Sheet.	10
106	Inventory IS NOT reported in Accounts 277/278 Lease/Rental Vehicles when activity is reported in Accounts 805 Lease & Rental Vehicle Income or 905 Lease & Rental Vehicle Expense.	5
107	There are negative balances on the Balance Sheet that ARE NOT allowed. Refer to the "Allowable Negative Accounts" sheet.	10
108	Account 329 Long Term Debt - Current Portion DOES NOT reflect twelve months of principal payments due on any LTD stated in Accounts 350/353 or an up-to-date copy of the LTD schedule and accompanying note(s) are not on file with AHM Business Management department.	10
111	There is a balance in Account 355 - Mortgages Payable that DOES NOT relate directly to corresponding Land or Buildings reported in Fixed Assets.	10
112	The statement DOES NOT adhere to AHM Financial Reporting Requirements as defined in the Standard Accounting Manual, Business Management Bulletins and written statements of policy and practice.	10
200	Account 010 - Honda Transfer Balance IS NOT reported as earned.	5
201	Account 008 - Dealer Marketing Allowance IS NOT reported as earned.	10
202	Proper expense allocation DOES NOT appear in Depts. A, B, & C when unit/sales/expenses are reported in those departments.	10
203	Personnel Summary IS NOT completed including Hired /Terminated YTD.	5
301	Total Weekly Operating Hours ARE NOT completed.	5
302	Hourly Labor Rates ARE NOT properly stated.	5
304	Finance Contract Income reported in New/Used Vehicle departments DOES NOT have corresponding contract unit counts in F&I Recap on Pg. 3.	5
305	There ARE negative balances in Accounts 800 - 810 and/or Accounts 900 - 910 (Net Additions & Deductions section on the bottom of Pg. 3).	10
400	Account 002A - Incentives Earned - New Honda ARE NOT properly stated on Pg. 4 and/or does not equal the accumulation of Memo: Incentive accounts 500-522 YTD.	10
401	Unit counts ARE NOT reported for all New and Used vehicle sales on Pg. 4.	5
402	Certified, Non-Certified and Used Other vehicle sales ARE NOT properly reported (see Used Vehicle Exception in Program Material).	10
403	Certified, Non-Certified and Used Other Reconditioning IS NOT properly recorded in Accounts 641, 648 and/or 646 respectively.	10
404	Repair Order counts ARE NOT reported with corresponding Labor sales. (Pg. 4, Lines 35 - 52).	10
405	Counter Ticket counts ARE NOT reported with corresponding Parts & Accessories sales. (Pg. 4, Lines 59 - 73).	10
406	Accessories and Parts sales ARE NOT reported separately. (Pg. 4, Lines 59 - 71).	10
408	Express Service Parts sales ARE NOT recorded in Account 488 when Express Service Labor sales are shown in Account 458 Express Service Labor or vice versa.	10
500	Financial statement WAS NOT received via the iN by the first deadline of the reporting month.	Zero Points for Stmt