



# Ford CSS Gateway Reconciliation Cheat Sheet

Your Step-by-Step Guide to the Ford CSS Reconciliation Process

1

Obtain your Dealer Parts Statement and understand the Ford CSS Gateway payment reference number (YYMMDD).

FORD MOTOR COMPANY		TYPE OF DOCUMENT		LOC	CUSTOMER NO	DATE	DOCUMENT NO
MISCELLANEOUS INVOICE/CREDIT MEMO		QUANTITY	UNIT PRICE	AMOUNT		TAXES	
16134 CSS FLEET MANAGEMENT SERVICE BILLING PMT FOR SVCS ON FLEET MGMT VEHICLES PROGRAM/SERVICE ORIGINATED BY CVO ***** INQUIRY CONTACT: FLEET MGMT CO MGR BILLING 19855 W. OUTER DRIVE SUITE 500 DEARBORN, MI 48214 OEC HELP DESK OPTION #2 TELEPHONE (888) 776-5792 ***** DEPT: Accounting AUTHORIZED BY: Office Mgr -CHARGES/SERVICES/MATERIALS FOR CUSTOMER 04557- CSS FLEET MANAGEMENT SERVICE BILLING CSS Gateway #240818 1 797.60CR 797.60CR CSS Gateway #240825 1 2,679.09CR 2,679.09CR CSS Gateway #240901 1 2,684.13CR 2,684.13CR  TOTALS TOTAL AMOUNT DUE 6,160.82CR 00							

2

Log into **Auto Integrate** and use the **Reconcile Payments** to begin a **New Reconciliation**.  
<https://online.autointegrate.com>



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Search for **All Fleet Companies**, set the **Time Period** to **1 week**, and update the **Prior To** date to match your payment reference.

**Important!** Ensure **Include National Accounts** is checked.

**New Settlement**

**Search For Repair Orders**

Fleet Company:  Time Period:  Prior To:

Include National Accounts

**Example:** CSS Gateway #240818 = August 18, 2024

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Only select Repair Orders with **Payment Type** Ford CSS (OEC) and that your totals match, then click **Next**.

### New Settlement

Search For Repair Orders

Fleet Company:  Time Period:  Prior To:

Include National Accounts:

<input type="checkbox"/>	RO ID	VIN	Invoice Number	Invoice Date	FM Company	Payment Type	Total	Payable Amount
<input checked="" type="checkbox"/>	68785421	OW2EBDBXGRVW4IV3	5204145	08/14/2024	Fleet ABC	FORD CSS (OEC)	476.06	432.78
<input checked="" type="checkbox"/>	68163512	PZX3KJXV8HSBWGXR	5204234	08/16/2024	Atlas Logistics	FORD CSS (OEC)	401.30	364.82
<input type="checkbox"/>	68255119	G03KDN5YRBH3AX1WD	5204305	08/16/2024	XYZ Inc.	Credit Card	\$183.42	\$182.47
<b>Selected Total</b>							<b>\$797.60</b>	

Ford FORD MOTOR COMPANY		TYPE OF DOCUMENT	LOC	CUSTOMER NO.	DATE	DOCUMENT NO.
		MISCELLANEOUS INVOICE/CREDIT MEMO				
		QUANTITY	UNIT PRICE	AMOUNT	TAXES	
1617... FLEET MGMT SERVICE BILLING						
... SERVICES/MATERIALS FOR CUSTOMER 0...						
CSS FLEET MANAGEMENT SERVICE BILLING						
	CSS Gateway #240818	1	797.60CR	797.60CR		
	CSS Gateway #240825	1	2,679.09CR	2,679.09CR		
	CSS Gateway #240901	1	2,684.13CR	2,684.13CR		

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Add your CSS Gateway payment reference number (YYMMDD) and then click **Reconcile**.

### New Settlement

Settlement Details

If you enter an existing settlement reference, the selected repair orders will be added to the existing settlement.

Selected Total: **\$797.60**

Settlement Reference:

Still have questions?



Scan the QR code or visit [go.oconnection.com/ford-css](https://go.oconnection.com/ford-css) to watch a brief video on how to reconcile your Ford CSS Gateway Payments.