



VEHICLE TRADER

USER GUIDE



This manual was last updated for version **5.18.014**
Later versions may have undocumented features.

YOU ARE RESPONSIBLE FOR BACKING UP AND PROTECTING YOUR DATA

It is important to back up your Vehicle Trader data. Remember it is part of your accounting data.

If Vehicle Trader is linked to or being used in conjunction with an Accounting Product, you should back up Vehicle Trader and Accounts at the same time; so that in the event of a problem with either one you can restore both, to maintain synchronisation of the data.

Backups must always be made to other than the computer on which the data is held, so that backup will be available in case the computer holding the data is lost, damaged or corrupted.

We recommend that you have data protection software (Anti Malware , including Ransomware protection, and Antivirus) on your local PC's, server, and host server to protect your data.

Where the term "vehicle" is used, this can be any other item sold by non-vehicle traders.

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OVERVIEW

VT needs a Windows operating system.

If you use a Mac, you must either install Windows using Parallels or similar,

Or have VT Hosted so it can be accessed from anywhere using any computer.

This software was originally designed to meet the needs of the small trader in new and/or used Vehicles. Continual development of functions requested by users over a 10-year period has made it suitable also for larger organisations. Customers range from one-man traders to multi-million-pound turnover businesses with 6 users, and accountants using the multi-client version to provide a service to their clients. But it remains simple to use out of the box and at its very low cost.

There is a customisable function so that field names can be changed to suit other industries, e.g., "Hull ID Number" instead of "Registration Number" for Vessel Traders' or "Serial Number" for miscellaneous products. Or field names can just be changed to provide alternative information.

It is designed specifically to integrate seamlessly with Sage 50 but can be used stand-alone with files produced for import to Sage or other accounts. Xero and SageOne are specifically provide for.

It provides a means of recording Vehicle Stock, Purchases and Sales of vehicles including recording Part Exchange, Sale or Return, calculating VAT using the Margin Scheme where appropriate, directly updating Sage Accounts with new Accounts and with Purchase and Sales Invoices, and Printing Invoices which include Used Vehicle Declaration.

Addition of RFL, HP Settlements, Due from Finance, and Deposits Taken are all catered for. Supplier invoices for works, and internal costs, can also be recorded against the vehicles.

Appropriate reports are produced.

Using information from this system obviates the need to maintain the hand-written book that many traders purchase and use for the second-hand vehicles.

This stock book is replicated by a report from VT which can show sales for a specific period e.g., a vat quarter and with all calculations and totals included.

See full list of functions below.



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Full Function List:

- Seamless dynamic link to Sage or alternatively a transaction file will be produced for importing to Sage or other packages.
- Customisable field names so is suitable for other Margin Scheme Traders, or simply different information.
- Opening Stock mode.
- Enter new purchase.
 - VRM lookup available, so vehicle is verified and many details such as chassis number auto entered.
 - Key information such as Make, Model, Odometer, First Registration, Identifying Codes, Extras, whether New/Used Car/Commercial, MOT Expiry, CO2 Emissions, No. of keepers, Fuel etc.
 - Supplier entered by a lookup of existing suppliers within VT or in Sage or entering a new supplier that can then be sent through to update Sage, or a single Sage account can be used.
 - Postcode lookup optionally available.
 - Purchase price with or without VAT: Margin Scheme or not.
 - Last registered user.
 - Intended selling price.
 - Stock value defaults to purchase price but is amendable.
 - A notes tab allows for entering detailed notes about the vehicle.
 - Purchase invoice details are posted through to Sage or exported.
 - A purchase invoice can be printed for purchases from non-commercial suppliers.
 - The purchase document can be printed as an order and subsequently as an invoice.
 - A single invoice with multiple vehicles can be posted (when buying from auction for example).
- Invoices for additional works (valeting, repairs etc.) can be entered so that full cost of vehicle is known. These can be posted to accounts and multiple vehicle works can be entered on a single invoice. Additional works can be entered without reference to a specific vehicle and either left as such or subsequently allocated to vehicles.
- Internal costs can be entered as memorandum.
- Finance settlement catered for.
- Down payment, Final payment, and Delivery date.
- Location for use when there are multiple showrooms / forecourts.
- All vehicles appear in a Stock List, which can be viewed on screen or printed.
- All the details entered at purchase can be viewed or edited (except details already posted to the Accounts).
- A Stock Vehicle form can be printed suitable for handing to prospective buyers, this can include a picture.
- Sale or Returns can be entered and converted to purchases.
- Stock valuation reports as at any date can be produced.
- Various purchase and stock reports available.
- Enter Reserve or Order.
 - Vehicles can be reserved with deposit noted. Deposit Receipt can be printed. Vehicles can be placed on order and an Order Form printed for signature by the purchaser. The order can be converted to a sale.
- Enter sale.
 - By highlighting a stock vehicle, and selecting "Sell", additional information relating to a sale can be made.
 - Customer is entered via a lookup from Sage Accounts or internal list, or new customer is sent to Sage, or name and address of new customer entered for use on invoice, but single account used in Sage.
 - Postcode lookup optionally available.
 - Invoiced To can be different from customer. e.g., Finance house.
 - Accessories or extras can be detailed.
 - Part Exchange vehicles can be entered (including multiple PX's) that then update as per purchases.
 - Finance settlements on PX's are catered for.
 - RFL Months and price entered.
 - Registration fee for new vehicles
 - Warranty Sale and costs. VAT optionally added to Warranty sales.
 - Credit Card fee
 - Method of payment
- The VAT is calculated including using the Margin Scheme where appropriate.
- An invoice is printed.
- The invoice can be printed to letter heading or by entering details in set-up and a logo the invoice can then be printed to plain paper; or invoice can be created as PDF for attaching to email. There is a selection of invoice templates (all created from invoices in use by current users). We can modify an invoice to individual needs including trade logos.
- Accounts are updated.
- Sale can be cancelled with a credit note posted and the vehicle returned to stock.
- VAT reports can be viewed or printed for any date range. There are numerous other reports for Stock, Sales, Margins etc.
- A report which replicates the standard manual Stock Book but only for sales in a given period and with totals is available.
- Any additional report required can usually be supplied.
- Several utilities and options; backup, password protection, Change reg. No., Search, Etc.
- Multiple users with individual passwords.



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INSTALLATION

BEFORE INSTALLING

Make sure you have the installer program (e.g., Setup_Vehicle_Trader_Vxxx.exe).

Determine which PCs will access the Vehicle Trader system

If you are linking to Sage 50:

- Make sure it is installed on these PCs.
- Vehicle Trader needs to log onto Sage 50 in the same way as a normal user. Therefore, to avoid login conflict, add a new user for each PC having Vehicle Trader installed. For example, VT1/VTPass1, VT2/VTPass2 and so on. These users need to be added to all Sage 50 companies that will have Vehicle Trader data posted to them. (Note this does NOT require more Sage' user licences).
- You may require third party enable codes, available free of charge from Sage; dependant on Sage version.

VT needs a Windows operating system.

If you use a Mac, you must either install Windows using Parallels or similar.

Or have VT Hosted so it can be accessed from anywhere using any computer.

TO DOWNLOAD AND INSTALL THE VEHICLE TRADER SOFTWARE

1. Click on the link in the e-mail that you have received.
2. Choose "Download" and then "Direct Download" to save the installer file (Setup Vehicle Trader vx-xx.exe): save it to anywhere on your computer except desktop. If your computers security gives warning messages look for "..., more, more info, keep, keep anyway, save anyway, download anyway, run anyway".
3. Close all applications.
4. Browse to the Vehicle Trader install file that you have just downloaded using "My Computer" "File Explorer", or "Windows Explorer".
5. **Right click and select "Run as administrator".**
6. Follow screen instructions. NB. you MUST make sure to install to a folder outside of '\Program Files\' (e.g., to the default C:\Vehicle Trader\).
7. Please be patient. There may be some minutes without anything apparently happening.



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RUNNING VEHICLE TRADER FOR THE FIRST TIME

When running Vehicle Trader for the first time on the first PC:

- **Right click Icon and select “Run as administrator”.**
- Agree to the licence terms.
- Enter a licence code:
 - If evaluating, skip the licence code entry for now. You have thirty days in which to enter the code, or
 - Obtain the licence code by telephone / Email (If you have purchased a licence)
 - On entering the licence code, you will see a “rad*****” code.
 - Advise this to us so we can generate an enable string which will include any VRM lookups.
- Select SETUP on the main menu. (See Page 5).
- Enter the parameters required.
 - Apart from linking to Sage if required and entering own Company Details, VT will run “out of the box” with default settings, but you should check all setup options, particularly account codes, tax codes, stock and invoice numbering. If using data on a server change the locations on the data environment tab moving the data to the server. See a complete explanation of setup starting at page 6 or call for assistance if required.

When running Vehicle Trader for the first time on other PCs:

- Install as for first computer. Do not carry out any processing yet.
- Open Practice Company. Open Setup.
- Change the ‘Location for Data Files’ setting to the first PC, or a server if used. Select “No” to moving data files.
- Save setup and Switch Client to Live Company. Check you are seeing the correct data.

VT is multi-Company.

All users have a practice Company and one or more Live Companies, dependant on licence.

If you have more than one live company, you will see the following screen.



Company One and Company Two etc. can be the actual company names. Go to Practice Company>setup>multi-client to change the company name.

Select the required company. You then see the main menu.

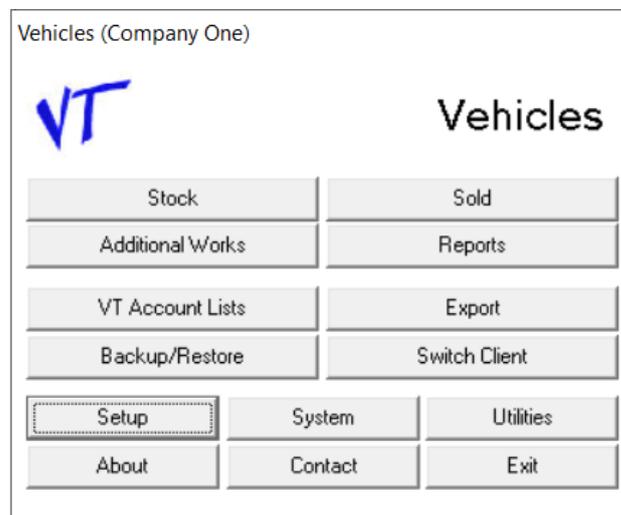


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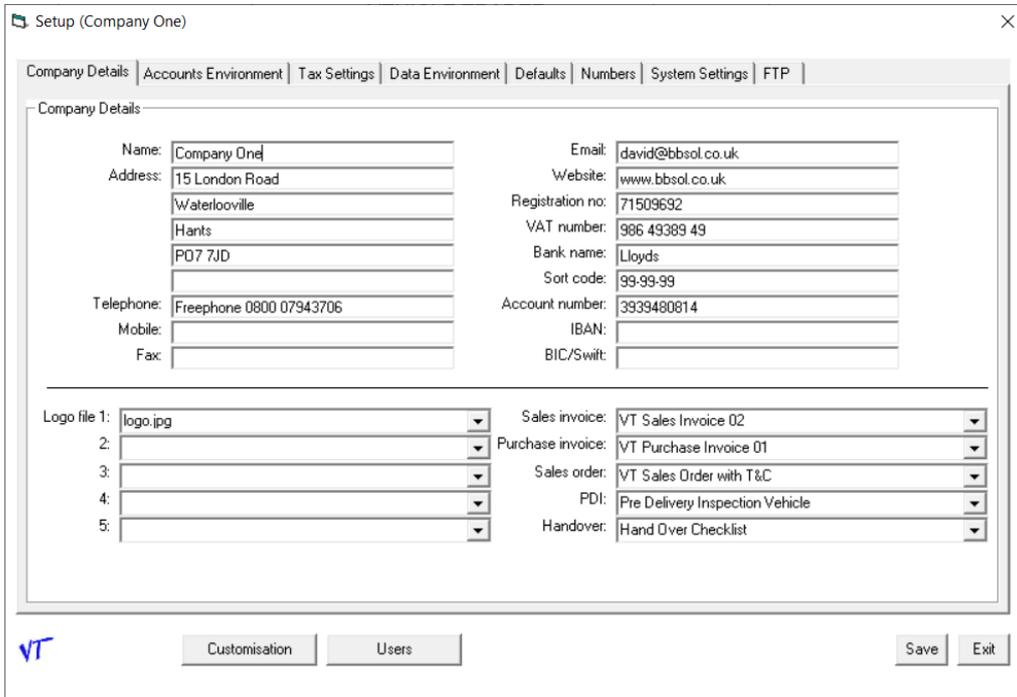
The Main Menu

If linked to Sage, the “VT Accounts Lists” button will be disabled.
The heading “Vehicles (Company One)” is editable.
See pages 20-22 for notes on each of these menu options.



From the main menu click Set-up.
See setup tabs on following pages.

SETUP - COMPANY DETAILS TAB



Setup (Company One)

Company Details | Accounts Environment | Tax Settings | Data Environment | Defaults | Numbers | System Settings | FTP

Company Details

Name: Company One | Email: david@bbsol.co.uk
 Address: 15 London Road | Website: www.bbsol.co.uk
 Waterlooville | Registration no: 71509692
 Hants | VAT number: 986 49389 49
 PO7 7JD | Bank name: Lloyds
 Telephone: Freephone 0800 07943706 | Sort code: 99-99-99
 Mobile: | Account number: 3939480814
 Fax: | IBAN: | BIC/Swift:

Logo file 1: logo.jpg | Sales invoice: VT Sales Invoice 02
 2: | Purchase invoice: VT Purchase Invoice 01
 3: | Sales order: VT Sales Order with T&C
 4: | PDI: Pre Delivery Inspection Vehicle
 5: | Handover: Hand Over Checklist

VT | Customisation | Users | Save | Exit

Enter the following information on the first tab (Company Details)

In the top section

Name, address, telephone etc. all self-explanatory

Bank name, Sort, and Number

These will print along the bottom of the generic invoices if entered here.

Swift and IBAN

Can be entered for use on export invoices.

Bottom Section

Logos 1-5

Enter the path and name to your company logo in box 1.

This must be in the Pictures folder as specified on the "Data Environment" tab in Setup.

This is Vehicle Trader/Pictures by default.

This can be printed on your invoices and other documents.

Boxes 2-5 can be used for any professional body logos that you want placed on documents.

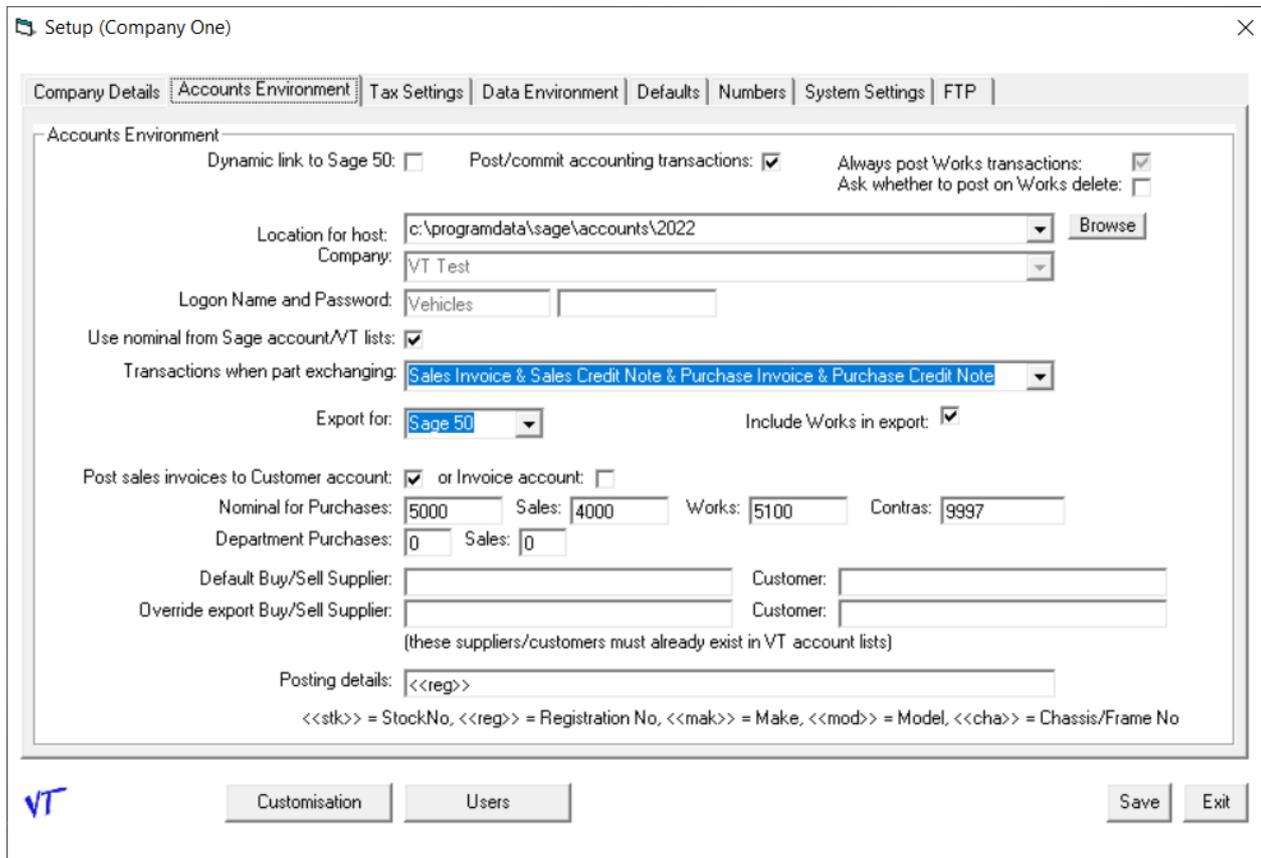
These will only be used if you require a specially designed invoice or other document including such logos.

Layouts

Select from the dropdown lists the default layouts you wish to use for invoices, orders, PDI and Handover Check list.

Most people use the standard invoices 01 or 02 which are the same except one will print to letter head and the other includes logo and details for printing to plain paper.

SETUP - ACCOUNTS ENVIRONMENT TAB



Setup (Company One)

Company Details | Accounts Environment | Tax Settings | Data Environment | Defaults | Numbers | System Settings | FTP

Accounts Environment

Dynamic link to Sage 50: Post/commit accounting transactions: Always post Works transactions:
 Ask whether to post on Works delete:

Location for host: c:\programdata\sage\accounts\2022 Browse
 Company: VT Test

Logon Name and Password: Vehicles

Use nominal from Sage account/VT lists:

Transactions when part exchanging: Sales Invoice & Sales Credit Note & Purchase Invoice & Purchase Credit Note

Export for: Sage 50 Include Works in export:

Post sales invoices to Customer account: or Invoice account:

Nominal for Purchases: 5000 Sales: 4000 Works: 5100 Contras: 9997
 Department Purchases: 0 Sales: 0

Default Buy/Sell Supplier: Customer:
 Override export Buy/Sell Supplier: Customer:
 (these suppliers/customers must already exist in VT account lists)

Posting details: <<reg>>
 <<stk>> = StockNo, <<reg>> = Registration No, <<mak>> = Make, <<mod>> = Model, <<cha>> = Chassis/Frame No

VT Customisation Users Save Exit

Enter the following information on the second tab (Accounts Environment)

Dynamic Link to Sage 50

Tick if you are integrating to Sage 50; Leave un-ticked for stand-alone version.

Post/commit accounting transactions

With this ticked, item buy or sell transactions will always be posted when a buy or sale is “committed”. If unticked, buy and sell can be processed with accounts transactions being deferred. When ticked after transactions have been deferred, buy transactions will be posted as part of the sell transaction process.

This is to optionally allow sales personnel to process the sale, create a sales invoice, and update stock, but accounts postings are carried out after checking by bookkeeping personnel.

Although transactions will not be posted, new accounts will be created to reserve the Ac code.

Credits created by cancelling transactions will be posted to maintain integrity with accounts.

Works transactions will always be posted if this setting is ticked. If not ticked there is an option to post works.

Location for host

Browse to the settings folder for Sage 50. This is the folder that holds the Sage “company” file.

This location can be found in Sage’s “Help / About” screen. See Settings Directory in Program Details section.

Check that the correct year is the last part of the path. e.g., C:\ProgramData\Sage\Accounts\2022

This is **not** the Sage company data location.

Company

Choose the company that you want to link “Vehicle Trader” to.



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Logon Name & Password

Enter one of the logon names you created in Sage 50 & password.

Must be entered in the practice company but is used in all companies.

This must not be the same as a user that you logon directly to Sage as.

Note this will be over-ruled if you set up users for this company with individual logon names and passwords.

Use nominal from Sage Account /VT List

Tick this if you want to post to the default nominal held on Customer and Supplier Accounts in Sage if linked, or VT accounts lists if not linked. Otherwise, the default nominal in setup will be used.

Transactions when Part Exchanging & Nominal Account for Contra Postings

Choose which of the three methods you want for accounting for part exchange, and, if choosing the method which posts contras, the nominal you wish to use. (Suggest Mispostings Account or create an account specifically for contras). This code must exist in Sage or VT Accounts list. See appendix // for full explanation of the three options.

Export for

This will only be active if you choose not to dynamically link to Sage. Choose the accounting package for which you wish to produce export files. Options exist for Sage One, Xero and Quickbooks. If opting for Xero, some input screens and tax options will change. For Quickbooks only Suppliers and Customers are exported because of Quickbooks restrictions on importing transactions. Again, some input fields will change. For Xero and Quickbooks You will also have to enter suffixes to distinguish Customers from Suppliers, as they are both kept in one file. For other accounts choose Sage and you will need to map when first importing.

Include Works when exporting

Untick this if you do not want to export Works transactions when exporting to CSV files for import to accounts.

The Works transactions will be retained and can be exported subsequently by re-ticking this option.

Post sales Invoice to

Choose if you want to post invoices to "customer account" or "invoice to" account. (e.g., Finance House).

Nominal Account for Purchase and Sales

Enter the default nominal codes. These codes must exist in Sage or VT accounts Lists.

These will be used if you did not tick "Use nominal from Sage account" or if no nominal is found there.

These are initially set to Sage Default codes and must be changed if changed in Sage, or other Accounts are in use.

Department for Purchase and Sales

Enter the default department codes. If none entered Department 0 will be used.

Default account for customers and/or suppliers.

Enter a code here if you would prefer not to create an account for each person you buy a vehicle from or sell to. If accounts are entered here, you can still enter names and addresses for invoices, but they will post to one account in Sage. This can be changed at time of processing.

Override customer and supplier account when exporting for accounts.

This allows user to have an internal list of customers and suppliers to select from, to populate name and address details, but on exporting for accounts, transactions will be by default posted to these override accounts, but can be changed at runtime.

Works Nominal Code

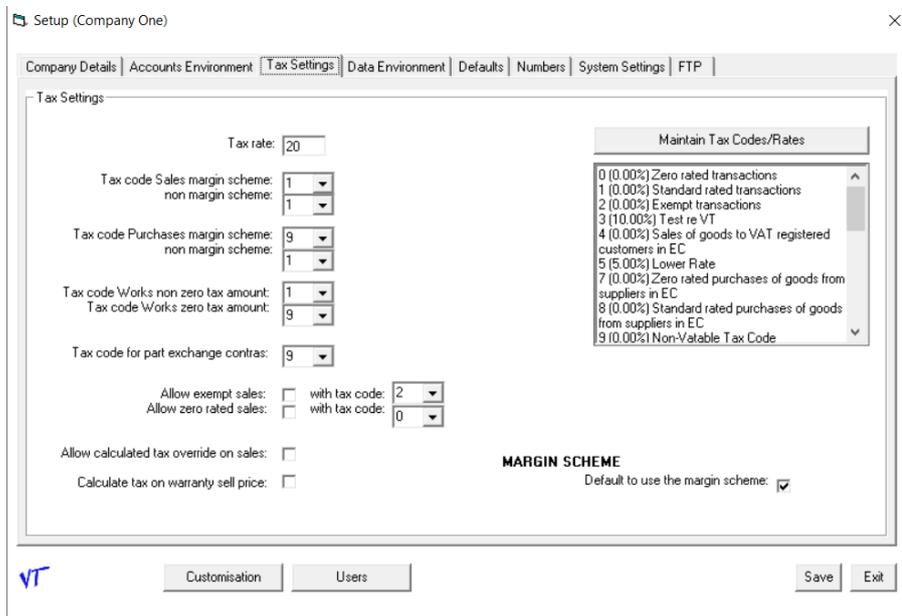
Enter the default nominal code for works costs. This can be changed at run time, and multiple codes used.

These codes must exist in Sage or VT accounts Lists.

Posting details

Enter any (can be multiple) details you would like included in the transaction description. This can be a combination of text and the various details such as vehicle registration. Use the << >> symbols if you want to include reg. Etc.

SETUP - TAX SETTINGS TAB



Setup (Company One)

Company Details | Accounts Environment | **Tax Settings** | Data Environment | Defaults | Numbers | System Settings | FTP

Tax Settings

Tax rate: 20

Tax code Sales margin scheme: 1
non margin scheme: 1

Tax code Purchases margin scheme: 9
non margin scheme: 1

Tax code Works non zero tax amount: 1
Tax code Works zero tax amount: 9

Tax code for part exchange contras: 9

Allow exempt sales: with tax code: 2
Allow zero rated sales: with tax code: 0

Allow calculated tax override on sales:

Calculate tax on warranty sell price:

MARGIN SCHEME
Default to use the margin scheme:

Maintain Tax Codes/Rates

- 0 (0.00%) Zero rated transactions
- 1 (0.00%) Standard rated transactions
- 2 (0.00%) Exempt transactions
- 3 (10.00%) Test re VT
- 4 (0.00%) Sales of goods to VAT registered customers in EC
- 5 (5.00%) Lower Rate
- 7 (0.00%) Zero rated purchases of goods from suppliers in EC
- 8 (0.00%) Standard rated purchases of goods from suppliers in EC
- 9 (0.00%) Non-Vatable Tax Code

VT Customisation Users Save Exit

Tax rate must not be blank. If this rate changes, a warning is given in case it is inadvertent.

Enter the required tax codes on the third tab. The defaults are suitable for a Sage default setup.

If you have selected "Export for Xero" or "Export for Sage One", the fields will expand to accommodate longer tax descriptions. These tax rates need to be manually entered to agree with your accounts setup.

Note the default tax code for margin scheme purchases is set to T9; you may prefer to use another.

A table of tax codes can be maintained. If linked to Sage, the table will be copied from Sage codes with descriptions. If you add a tax code here you should also create it in Sage if linked, or the code will be removed when Sage accounts are refreshed. (Every time you restart VT). You may wish to consult with your accountant on tax codes.

Allow Exempt Sales

If you make Exempt sales of vehicles e.g., invalid vehicles, tick to allow, and enter code to use.

When selling such a vehicle there is an option to specify this, and the standard tax options will be over-ruled.

Allow Zero Rated Sales

If you make Zero rated sales of vehicles e.g., Export, tick to allow, and enter code to use.

When selling such a vehicle there is an option to specify this, and the standard tax options will be over-ruled.

Allow calculated tax override on sales.

Tick this to enable a box for entering a different value VAT to that calculated.

This allows for adjustments. The calculated figure is retained.

Calculate tax on warranty sales.

Tick if you want VAT to be added to warranty sales price.

Tax Codes

Enter a list of tax codes which you will use when processing.

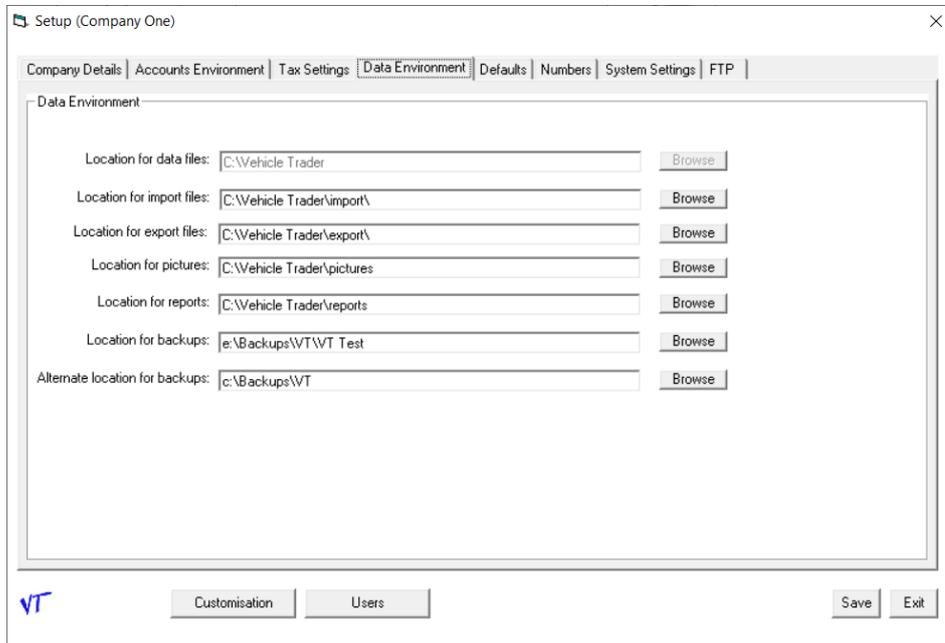
They will be available in a drop down when selecting tax codes on Purchases, Works etc.

This is to help ensure correct entry for the long Xero tax codes used.

Margin Scheme

Tick to default to using margin scheme. You can switch between Margin / Qualifying on each purchase.

SETUP - DATA ENVIRONMENT TAB



Enter the following information on the fourth tab (Data Environment).

Location for data files

Can only be set in the Practice Company but used for all companies.

Browse to (or enter) the folder where you want the data for VT to be held. This can be a server.

This location must be exclusive for VT data and must NOT be a Root path.

Location for export files.

If NOT dynamically linking to Sage accounts, browse to (or enter) where you want export files to be created for importing into Sage or other accounts packages.

Location for pictures

Browse to (or enter) the folder where pictures of vehicles and logos will be held. This must be inside the Vehicle Trader folder

Location for reports

Browse to (or enter) the folder where report files will be held.

Locations for backups

Browse to (or enter) the folder and alternate folder where backup files will be held.

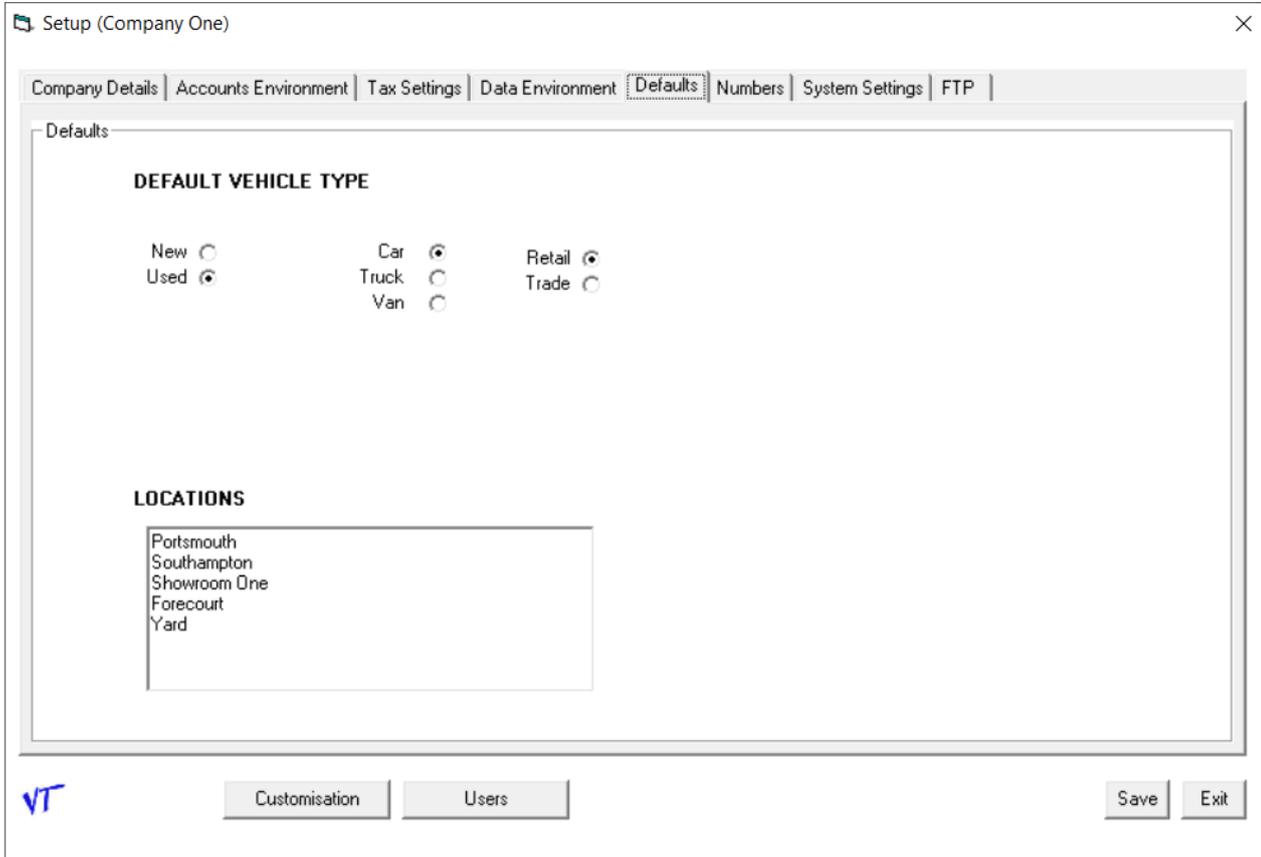
These should be an external drive or medium or, If VT is on a Host Server, a local drive, by specifying the client. If both fields are blank, or paths not found, a location will be requested at backup run time.

Note that the defaults are where the folders will be in a default single user installation.

If using from multiple computers, these folders must be where all computers can see them.

SETUP – DEFAULTS TAB

Enter the following information on the fifth tab (Defaults).



Setup (Company One) [X]

Company Details | Accounts Environment | Tax Settings | Data Environment | **Defaults** | Numbers | System Settings | FTP

Defaults

DEFAULT VEHICLE TYPE

New Car Retail
Used Truck Trade
 Van

LOCATIONS

Portsmouth
Southampton
Showroom One
Forecourt
Yard

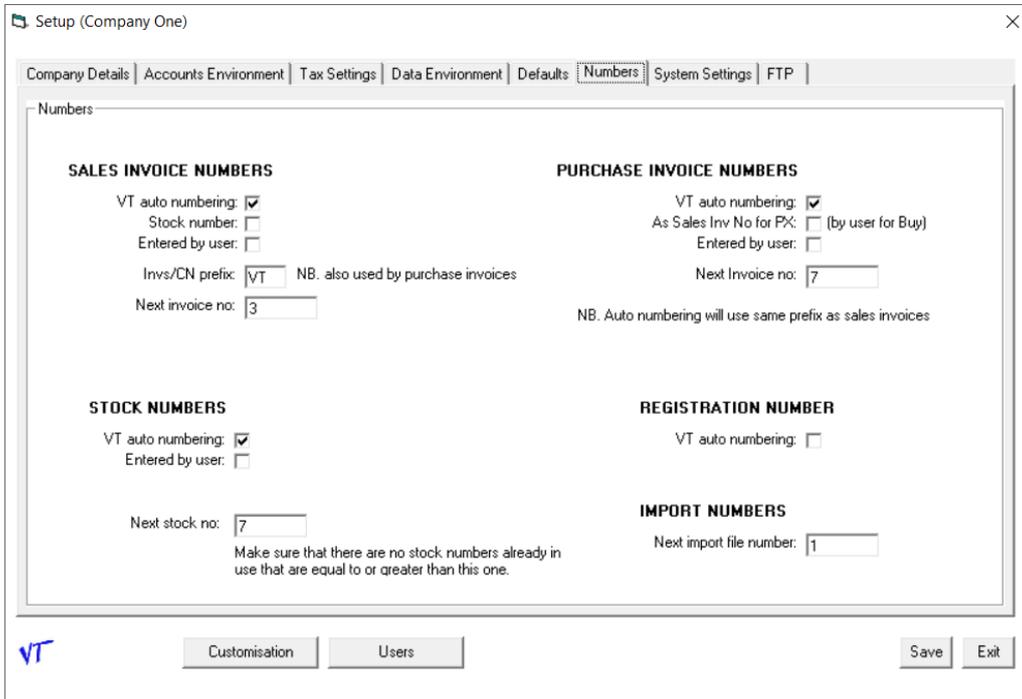
VT Customisation Users Save Exit

Select the defaults appropriate to your business.
These can be changed for each vehicle.

The “Car Truck Van” options can be changed if required e.g., to Caravan, Motor Home, Motorcycle etc. or to any other item sold.
This is done on the Customisation tab.

Enter a list of Locations if you have multiple showrooms / forecourts.

SETUP – NUMBERS TAB



Setup (Company One)

Company Details | Accounts Environment | Tax Settings | Data Environment | Defaults | **Numbers** | System Settings | FTP

Numbers

SALES INVOICE NUMBERS

VT auto numbering:
 Stock number:
 Entered by user:
 Invs/CN prefix: NB. also used by purchase invoices
 Next invoice no:

PURCHASE INVOICE NUMBERS

VT auto numbering:
 As Sales Inv No for PX: (by user for Buy)
 Entered by user:
 Next Invoice no:
 NB. Auto numbering will use same prefix as sales invoices

STOCK NUMBERS

VT auto numbering:
 Entered by user:
 Next stock no:
 Make sure that there are no stock numbers already in use that are equal to or greater than this one.

REGISTRATION NUMBER

VT auto numbering:

IMPORT NUMBERS

Next import file number:

VT Customisation Users Save Exit

Enter the following information on sixth tab (Numbers). **Consider possible future expansion of numbers required.**

Sales/Purchase Invoice Numbering

Select the methods you wish to use for numbering invoices.

Enter a prefix if required.

Enter the next invoice number to use if choosing "Auto".

As Sales Invoice for PX

Tick if you want the purchase invoice on a PX to be the same as the sales invoice for easy cross referencing.

Note that in this case the purchase invoice for Buy transactions must be manual entry because of possible conflict of numbers with Sales invoice numbers.

Registration Numbers

Tick to Auto number if using VT for non-vehicle items that do not require a registration number.

Numbers will be created for technical reasons but will not be used by user.

Stock Numbers

Select the method you wish to use for stock numbering.

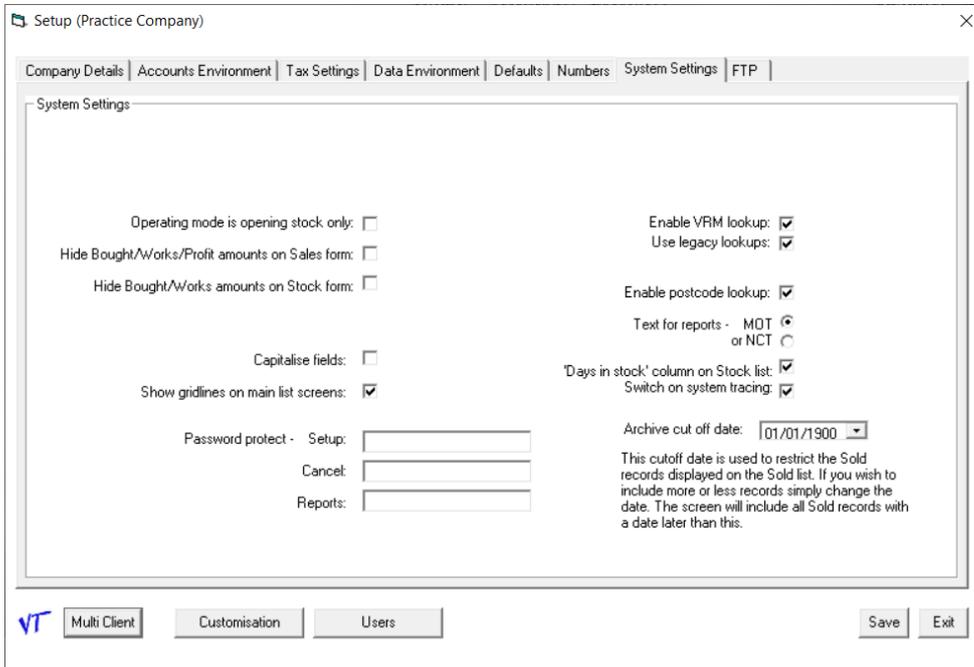
Enter the next stock number to use if choosing "Auto".

Note you may wish to set this to manual while you put in opening stock and then switch to auto numbering and enter next number to be used.

If you choose "Entered by User" there is a further option to use non-numeric codes.

If you cancel a sale or a purchase, you may wish to reset order or invoice numbering to "Entered by user" to re-use those lost when cancelling, and then reset to Auto. You should beware of doing this if you have issued an invoice to a customer.

SETUP - SYSTEM SETTINGS TAB



Setup (Practice Company)

Company Details | Accounts Environment | Tax Settings | Data Environment | Defaults | Numbers | System Settings | FTP

System Settings

Operating mode is opening stock only:

Hide Bought/Works/Profit amounts on Sales form:

Hide Bought/Works amounts on Stock form:

Capitalise fields:

Show gridlines on main list screens:

Password protect - Setup:

Cancel:

Reports:

Enable VRM lookup:

Use legacy lookups:

Enable postcode lookup:

Text for reports - MDT or NCT

'Days in stock' column on Stock list:

Switch on system tracing:

Archive cut off date: 01/01/1900

This cutoff date is used to restrict the Sold records displayed on the Sold list. If you wish to include more or less records simply change the date. The screen will include all Sold records with a date later than this.

VT Multi Client Customisation Users Save Exit

Enter the following information on the seventh tab (System Settings)

Operation mode is opening stock only.

Tick this when initially entering opening stock that has already been accounted for.
Transactions are not posted to Sage or created in export file but are marked as posted.

Hide Bought/Works/Profit amounts on stock form and sales form.

This only works in conjunction with User Setup and applies to users other than administrators.
Tick if you do not want these amounts to appear on screen.
This prevents accidental viewing by customers/staff.

Capitalise fields.

Tick this if you want fields such as Make; Model to be always capitalised.

Show Gridlines

If ticked, gridlines will appear on the screens with lists on to make reading lines easier.

Password protect.

Enter password(s) here to protect setup / cancel sales or purchases / running reports.

Enable VRM Lookup

Untick if not using registration number lookup.

Use Legacy Lookups

A temporary setting. A new VRM Lookup system is being introduced. At a certain date to be announced everyone will need to switch to the new system and the legacy option will no longer work. This is a change being made by the third-party provider of the lookups.

Enable Postcode lookups

Tick to enable postcode lookups. A lookup button will then appear next to any postcode field.



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MOT/NCT Text for reports

Tick NCT option (National Car Test) for traders in Republic of Ireland.
All references to MOT on documents will be replaced by NCT.

Days in stock column on stock list

Tick for this column to appear or untick to remove. This column is calculated at run time.
Days in stock will appear on the individual stock record whether this is ticked or not.

Switch on System Tracing

On by default but may be switched off if performance speed is seriously affected.

Archive cut-off date

Enter a date here and the on screen sold list will not show vehicles sold before that date.
They will still be available for reports.



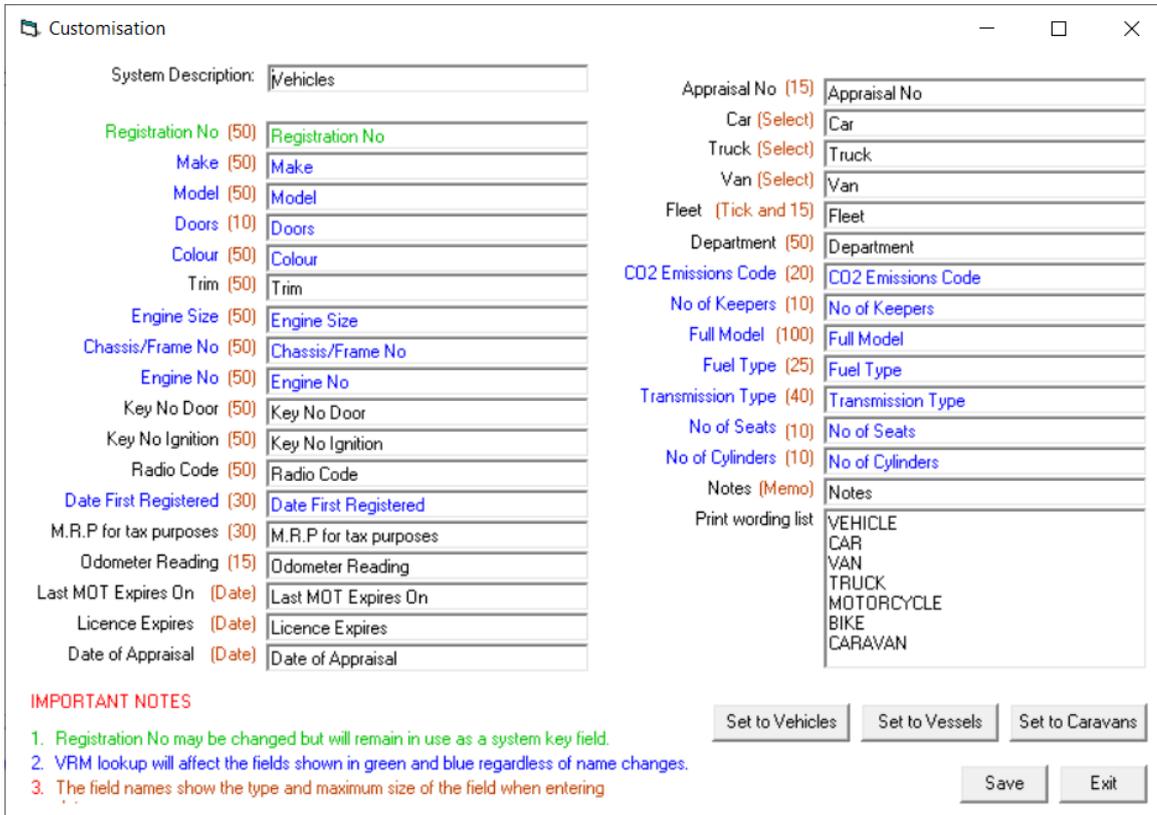
VEHICLE TRADER USER GUIDE



SETUP – FTP TAB

Enter settings for uploading the CSV file created using the Export function to a website.
This is used where the website makes use of the information for displaying vehicles for sale.

SETUP – CUSTOMISATION BUTTON



System Description: Vehicles

Registration No (50) Registration No

Make (50) Make

Model (50) Model

Doors (10) Doors

Colour (50) Colour

Trim (50) Trim

Engine Size (50) Engine Size

Chassis/Frame No (50) Chassis/Frame No

Engine No (50) Engine No

Key No Door (50) Key No Door

Key No Ignition (50) Key No Ignition

Radio Code (50) Radio Code

Date First Registered (30) Date First Registered

M.R.P for tax purposes (30) M.R.P for tax purposes

Odometer Reading (15) Odometer Reading

Last MOT Expires On (Date) Last MOT Expires On

Licence Expires (Date) Licence Expires

Date of Appraisal (Date) Date of Appraisal

Appraisal No (15) Appraisal No

Car (Select) Car

Truck (Select) Truck

Van (Select) Van

Fleet (Tick and 15) Fleet

Department (50) Department

CO2 Emissions Code (20) CO2 Emissions Code

No of Keepers (10) No of Keepers

Full Model (100) Full Model

Fuel Type (25) Fuel Type

Transmission Type (40) Transmission Type

No of Seats (10) No of Seats

No of Cylinders (10) No of Cylinders

Notes (Memo) Notes

Print wording list
VEHICLE
CAR
VAN
TRUCK
MOTORCYCLE
BIKE
CARAVAN

IMPORTANT NOTES

- Registration No may be changed but will remain in use as a system key field.
- VRM lookup will affect the fields shown in green and blue regardless of name changes.
- The field names show the type and maximum size of the field when entering

Set to Vehicles Set to Vessels Set to Caravans

Save Exit

Enter the field names you want to use on the Customisation tab.
There are three default sets available. VT installs with the defaults set to Vehicles.
Clicking the “Set to Vessel” button will change the defaults to those suitable for Vessels (Yachts and Boats).
Clicking the “Set to Caravan” button will change the defaults to those suitable for Caravans and Motor Homes

All fields on this screen can be manually changed.

NOTES

The registration number field can be changed but will always be a key field. It changes to “Hull ID No.” for vessels.
This field must always be used in a similar way. “Serial Number” could be used as a generic term.
The fields indicated as dates must always be date fields.
Do not change the names of the blue fields if you are using VRM lookup, because those fields will be populated by the lookup.
Although you can use whatever names you want for fields, you should try to use them in a similar way, so that they will be in context on reports and on screen.
Fields may not fit correctly on existing reports. e.g., Doors is a very narrow field.
We can create modified or additional reports.



VEHICLE TRADER USER GUIDE



SETUP – USERS BUTTON

Enabled	No.	Name	VT Logon	VT Password	Accounts Logon	Accounts Password
<input checked="" type="checkbox"/>	1	Administrator	David	x	DavidVT	x
<input checked="" type="checkbox"/>	2	Standard	William	xxx	WilliamVT	xxx
<input checked="" type="checkbox"/>	3	Salesman	Henry	xxx	HenryVT	xxx
<input type="checkbox"/>	4					
<input type="checkbox"/>	5					
<input type="checkbox"/>	6					
<input type="checkbox"/>	7					
<input type="checkbox"/>	8					
<input type="checkbox"/>	9					
<input type="checkbox"/>	10					
<input type="checkbox"/>	11					
<input type="checkbox"/>	12					
<input type="checkbox"/>	13					
<input type="checkbox"/>	14					
<input type="checkbox"/>	15					

Save Exit

Create users as Administrators, Standard, Salesman or Restricted; with logon and passwords if required for VT and logons and passwords if required for Sage.

Only Administrators will be able to create or edit users. Otherwise, Standard users have complete functionality. Except unable to see costs and profits if settings for these ticked in Setup.

Salesman users have very restricted access. Only able to make sales and directly associated functions. Unable to see cost information and no access to general reports or purchasing functions.

Restricted users have same limited functionality but can enter works costs.



VEHICLE TRADER USER GUIDE



SETUP – MULTI CLIENT BUTTON

Clicking the multi-client tab brings up the following screen.

Note. Multi-Client is only available in the Practice Company setup.

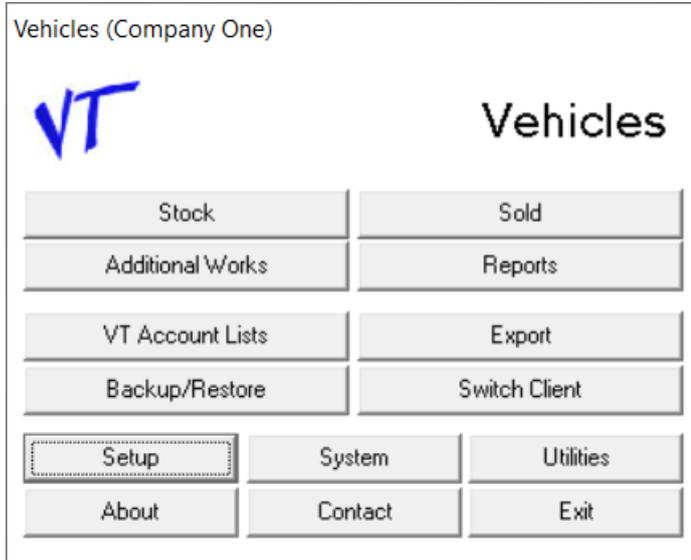
Company Name	Value
Practice Company	Practice Company
Company One	Company One
Demo Company	Demo Company

Buttons: Cancel, Refresh, Save

See Appendix iv Multi-Client use of VT.



MAIN MENU



Stock

This is where you view your stock list and enter all the buying and selling activity. There are editing and reporting functions here.

Sold

This will show you a list of all sold vehicles with all the key information. There are editing and reporting functions here.

Additional Works

This is where you enter works not associated with a specific vehicle, or for multiple vehicles. Note that "Works" includes any expense directly related to the vehicles.

Reports

This will take you to the reports sub menu.

VT Accounts Lists

If not linked to Sage, internal lists are kept of Customers, Suppliers and Nominal Codes.

This menu option enables you to maintain and edit those lists. This button is disabled if VT is linked to Sage.

If use of, or link to, Sage is discontinued, there is a utility to copy accounts from Sage into VT lists before unlinking.

Export gives a sub menu.

Export for accounts

This field is disabled if you are dynamically linking to Sage.

Otherwise click to create files for importing into the accounts package you have selected.

Export Stock To CSV

This will create a CSV file which can then be uploaded to websites, using the settings on the Setup FTP tab.

Export Full Stock List for Accounts.

Creates a transaction file for importing into accounts.



VEHICLE TRADER USER GUIDE



Backup/Restore.

Will make a backup of the database and setup files to your chosen location. If there are multiple clients, the clients to be backed up (including multiple) can be selected. Backup option is also offered when exiting the program. Restore from a backup. The backup is now a single zip file. In earlier versions the backup created 2 related files which must be present together when restoring. Restore will work with both formats.

Switch Client

For single companies, use this to switch between Practice and Live.

Will list all companies for multi company users; usually Accountants providing a service for clients.

Set-up

You may re-enter here if you need to change any Set-up details (See page 7)

System

For entering licence code, adding Lookup credits, clearing system locks, resetting data, various housekeeping.

You must obtain a security code to use some of these options, to ensure a considered use only.

Utilities

Sub-menu for utilities.

See page **22**.

About

This shows the install and data locations, version number, your client code, licence details and number of VRM lookups available.

Contact

This will remind you of the e-mail address for support.

UTILITIES

Sub-menu for utilities.

Utilities
Change Vehicle Registration No
Change Stock Value on Sold Record
Refresh Sage accounts from Sage into VT work arrays
Copy Sage accounts from Sage into VT lists
Remove Demonstration/Evaluation Records
Transfer Tax Codes into Tax Code Table
Switch VT Customers/Suppliers to Xero Name
Filter tax codes to Sage One
Increase Stock Numbers
Reset Stock Numbers
Create system zip for support
Exit

- **Change vehicle registration number:**
Allows you to change reg. number. A record is kept, and report is available, of all changes made.
- **Change stock value on sold record:**
Use this utility to change the stock value on a sold vehicle for use when printing "Stock as at" reports.
- **Refresh Sage accounts from Sage into VT work arrays.**
When VT is opened, all accounts are copied from Sage into memory to provide fast searching on Ac lookups. If any accounts are created in Sage, VT will not see these until VT is re-opened or this Refresh utility is run.
- **Copy Sage accounts from Sage into VT lists.**
When linked to Sage, accounts in Sage can be copied into VT.
Only useful if stopping using Sage for alternative.
- **Remove Demonstration/Evaluation Records.**
This will remove the evaluation records. If you need to remove any further data, this must be done manually or by obtaining a security code to remove all data.
- **Transfer Tax Codes into Tax Code Table.**
Copies tax codes, with description in Sage, into VT Tax Code Table.
- **Switch VT customers/Suppliers to Xero names.**
Use if changing to use Xero accounts. Names will be copied to Ac codes because Xero uses names only, and these must be used for key field.
- **Filter Tax Codes to Sage One.**
If you have had the setup option for export set to the default Sage50, but then wish to use Sage One, this utility will change the tax codes in existing data tables from Sage50 tax codes to equivalent Sage One codes.
- **Increase Stock Numbers.**
Allows you to increase all stock numbers by a specified number; useful if you originally chose a range without enough expansion. Cannot be used if alpha has been used.



VEHICLE TRADER USER GUIDE



- **Reset Stock Numbers.**
Allows all stock numbers to be sorted and then renumbered from a specified starting number. Alpha is removed.
- **Create System Zip for Support.**
Creates a single zipped file of data and other files such as log files for sending to support.



VEHICLE TRADER USER GUIDE



STOCK

Most processing is carried out from here.
From the Menu click "Stock"

The "Vehicle Stock" screen appears.

Status	Registration	Stock	Date	Make	Model	Doors	Colour	Trim	Bought	Posted	Seller Reading	Days	Rep
Bought	EA09DLV	1	15/04/2020	Alfa Romeo	MiTo	3 Doors	Red		2000.00	Posted	3000.00	127429	1008 Ian
Bought	FG57FAA	2	15/05/2020	Honda	Accord	4 Doors	Silver		4000.00	Posted	5000.00	45296	978 Bill
Bought	NL62XRX	4	15/07/2020	Toyota	Yaris Hybrid	5 Doors	Turquoise		7000.00	Posted	8000.00	31608	917 Bill
P/E	RF55DDE	5	14/08/2020	Renault	Laguna	5 Doors	Grey		2000.00	Posted	3000.00	141456	887 John

"Showing xx" indicates the number of vehicles in the list as viewed. This changes if a filter is used.

You may adjust the width of any column to suit. These settings will be retained next time you open the screen.

If you remove any column heading in setup > customisation, the column will not appear on this screen. If you have changed the name of any field in setup>customisation, that will be reflected here.

Clicking "Show sold" takes you to the sold list, shortcutting the need to close one list and open the other.

By clicking on the column headings, you may view the list in different order. Not available on all columns. A second click reverses the order.

By entering a value and clicking on "Apply Filter" you will see only the vehicles required.

For example, a single registration number.

Or by selecting "Model" and entering e.g., "%Estate" you would see only estate cars listed.

By highlighting any item, you may view or edit the details by then clicking the view or edit buttons.

You cannot edit any accounting sensitive values once the record has been committed unless you first "Uncommit".

Buy

By Clicking "Buy" you will get an input screen to enter details of any new purchase (or any stock existing when first using this program). See page 27.

Sell or Order.

By highlighting any item and clicking "Sell" you will get an input screen for entering details of the sale or ordering of that item. See page 32.

If you highlight a vehicle that is SOR the "Sell or Order" button will change to "Convert"

Edit

Highlighting a vehicle and clicking edit allows edit of information entered.

There is an "Uncommit" button which if used will create a credit and allow edit of all information including accounting details.

In addition, there are two tabs not used during purchase, Reserve and Picture.



VEHICLE TRADER USER GUIDE



Reserve

Enter a reservation with details of deposit taken. A deposit receipt can be printed in “reports”.

Picture

Place a jpg of the vehicle with the name of the jpg being the registration number (without spaces) in the nominated folder and it will appear on the picture tab. This is the same picture appearing on the “vehicle details” form.

Cancel

Clicking “Cancel” creates a credit and removes the item from stock.

All cancellations are recorded and can be reported on.

You may wish to set number creation for stock or invoice to manual temporarily to re-use any lost by cancelling.

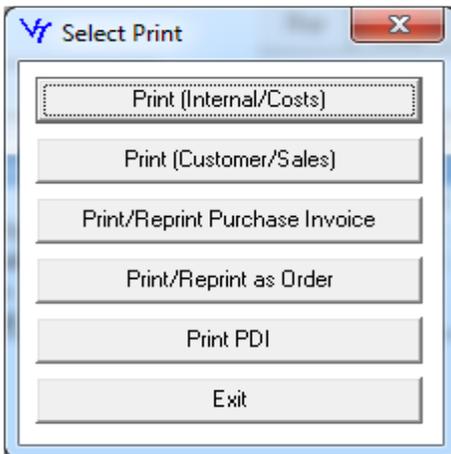
Print

Print brings up a sub menu; you may reprint the purchase invoice or order.

You can print 2 versions of the vehicle details.

One with costs for internal use; one with sales price and a picture for prospective customers

You can print a Pre-Delivery Inspection form to tick off checks made and for customer to sign off.



WOLFE SCHOOL


Practice Company Printed: 15/08/2020 16:51
Page 1 of 1

Stock Item Price: 3,000.00

Registration No: EAM9LV
Make: Alfa Romeo
Model: MiTo
Doors: 3 Doors
Colour: Red
Year:
Engine Size: 1300
Odometer Reading: 127425
Date First Registered: 30-MAY-2009
Factory Fitted/Special Bodywork:

Accessories:



PURCHASES (OR EXISTING STOCK)

From the "Vehicle Stock" screen (See Page 24) click the "Buy" button.

The "Buy" sub-menu appears.

You can choose to buy a single vehicle, multiple vehicles on a single invoice, or enter a sale or return vehicle.



For "Single Item", the "Stock Details" screen appears.

Stock Details (Company One)

VT

Rep: Status: Bought

Details | Details | Extras | Names | Amounts and Delivery | Reserve | Picture | Notes

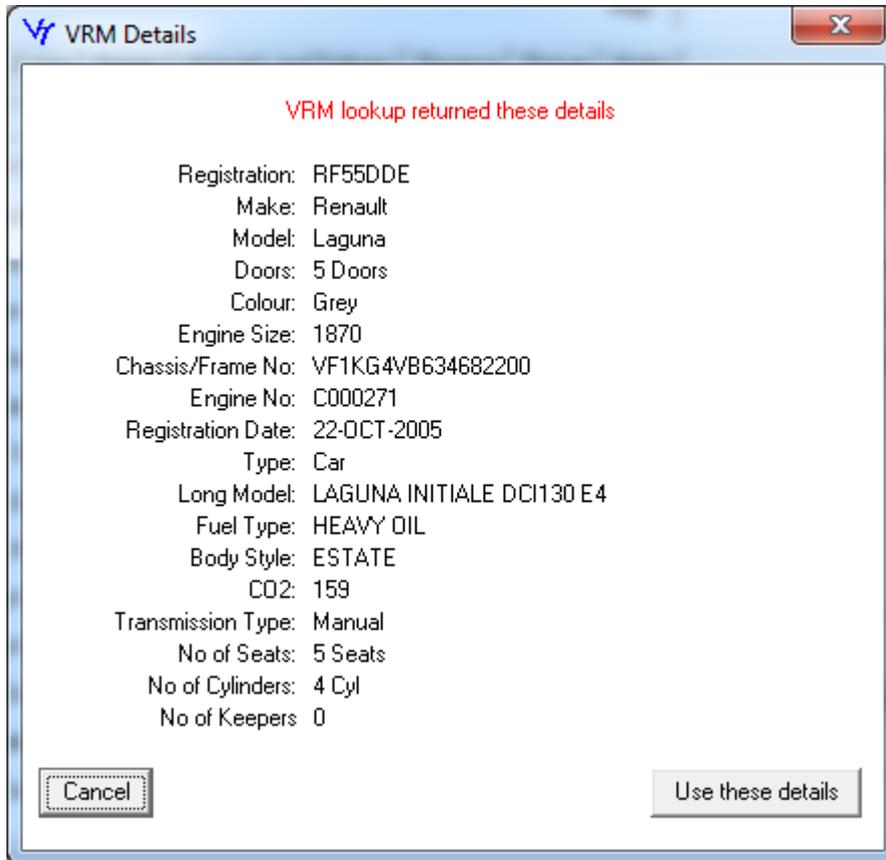
Details

Registration No	<input type="text"/>	VRM Lookup	Purchase invoice no	Auto
Make	<input type="text"/>		Date First Registered	01/01/1900
Model	<input type="text"/>		Odometer Reading	<input type="text"/>
Full Model	<input type="text"/>		Last MOT Expires On	01/01/1900
Stock No.	TBA		Licence Expires	01/01/1900
Doors	<input type="text"/>		Date of Appraisal	01/01/1900
Colour	<input type="text"/>		Appraisal No	<input type="text"/>
Trim	<input type="text"/>		New	<input type="radio"/>
Engine Size	<input type="text"/>		Used	<input checked="" type="radio"/>
Chassis/Frame No	<input type="text"/>		Retail	<input checked="" type="radio"/>
Engine No	<input type="text"/>		Trade	<input type="radio"/>
Key No Door	<input type="text"/>		Car	<input checked="" type="radio"/>
Key No Ignition	<input type="text"/>		Truck	<input type="radio"/>
Radio Code	<input type="text"/>		Van	<input type="radio"/>
			Fleet	<input type="checkbox"/>
			Buy date:	18/01/2023
			Days in stock:	

Save and Commit Save Only Exit

If you have changed anything on the "Customisation" tab in setup the field labels on this screen will reflect this.

VRM Lookup



Enter the registration number and then click "VRM Lookup".

If the vehicle is found, details such as Make, Model, and Chassis Number will be shown and, on confirmation, used to populate the relevant fields.

There is a small charge for each lookup. This service is provided via another party.

Details are populated on the first two tabs.

Enter all other relevant details. (They are all self-explanatory)

There is a third tab for entering additional information concerning extras and accessories.

This facility is also available on Part Exchange entry

Supplier and Registered User names.

Stock Details (Practice Company)

Rep: Status:

Details | Details | Extras | **Names** | Amounts and Delivery | Reserve | Picture | Notes

Names

BOUGHT FROM		LAST REGISTERED USER	
Code:	<input type="text"/>	Lookup	Copy
Name:	<input type="text"/>		<input type="text"/>
Address:	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
Town:	<input type="text"/>		<input type="text"/>
County:	<input type="text"/>		<input type="text"/>
Postcode:	<input type="text"/>	Lookup	<input type="text"/>
			Lookup

Contact Details

Save and Commit | Save Only | Exit

Names

The "Names" tab allows for the entering of the supplier and last registered user. The supplier can be read from Sage Supplier file, (or internal file if not linked to Sage) or a new supplier can be entered, and this will be sent into Sage (or the internal file if not linked to Sage).

For convenience, the supplier details can be copied to last registered user.

The Lookup button is optionally available. Entering a postcode will display a list of addresses to chose from and populate the address fields.

If not linked to Sage, and Export for Xero or Quickbooks has been selected, an account code will not be requested as Xero and Quickbooks use only account names.

Contact details

Enter contact details specific to this transaction.

Contact Details

Telephone:

Mobile:

Fax:

Email:

Notes:

Cancel | Save

Amounts and Delivery.

Stock Details (Company One)

VT Rep: Status: Bought

Details | Details | Extras | Names | **Amounts and Delivery** | Reserve | Picture | Notes

Amounts and Delivery

	Buy price	Works External	Works Internal	Total
net	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
tax	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
gross	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Use margin scheme

Use tax code

Stock value (excluding tax) Downpayment

Intended selling price (including tax) Payment at Delivery

Finance settlement amount Delivery date

Extra reference:

Purchase invoice status:

Save and Commit Save Only Exit

Buy Price

Enter either the net or gross price and the VAT and gross or net will be calculated depending on the setting as to margin scheme vehicle or otherwise.

Use Tax Code

This will default to the default code entered in setup and dependent on whether margin Scheme or not. Other codes can be selected from the dropdown of codes entered on the Setup/Tax codes tab.

This is mainly to assist with the correct selection of long tax descriptions used by Xero and Sage One.

Note. If you switch between margin and non-margin, , the tax code will change according to defaults. If the tax code is changed, the rate will change according to the rate held in the tax table and the vat amount will be recalculated.

Stock Value

This defaults to buy price but can be amended if required. This is used in Stock valuation reports.

Intended selling price

The intended selling price can also be entered for inclusion on your stock list and forms. This can be entered as gross or net. This price will be the default price when you sell. It can be changed at any time including during sale.

Down payment and Payment on Delivery

Amounts for Down payment and Payment on Delivery can be entered together with a delivery date. These can be used on order forms but do not give rise to any accounting transactions.

Reserve and Picture tabs are part of the stock screen but not used during purchase process.

Notes

Freeform for any notes required.



VEHICLE TRADER USER GUIDE



Saving

Use the “Exit” button to exit without saving.

Use the “Save Only” button to save the details but without posting transactions.

This is useful if not all details are known at this point.

Although transactions will not be posted, new accounts will be created to reserve the Ac code.

Note. If you subsequently edit the vehicle and switch between margin and non-margin, the tax amount will change, the tax code will change according to defaults **unless** you have manually selected a different code which will be retained unless you manually change it again.

Use the “Save and Commit” to process the vehicle. Any new supplier and the purchase invoice will be passed direct to Sage Accounts or recorded internally if not linked to Sage. If using an existing supplier, changes to Ac details are optionally updated internally but at present details in Sage are not updated.

Note that if the supplier is new, the system will need to use the default nominal code from set-up. If that is not what you require, you should create the supplier first and enter a default nominal.

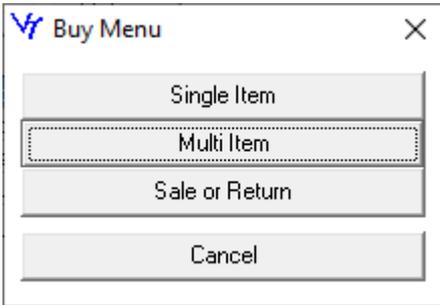
You have an option to print an “Internal Invoice”, i.e., a purchase invoice, when the seller does not produce invoices. This includes the seller’s declaration. Variations can be created to suit dealer’s needs.

The details on these screens will be brought through when selling the vehicle.

The vehicle will now appear in your Stock List.

The stock record can still be edited after committing, but changes cannot be made to accounting information that has been posted. But you can edit the vehicle and “Uncommit”, in which case a credit is created, and the status changed to allow editing.

Multi Buy



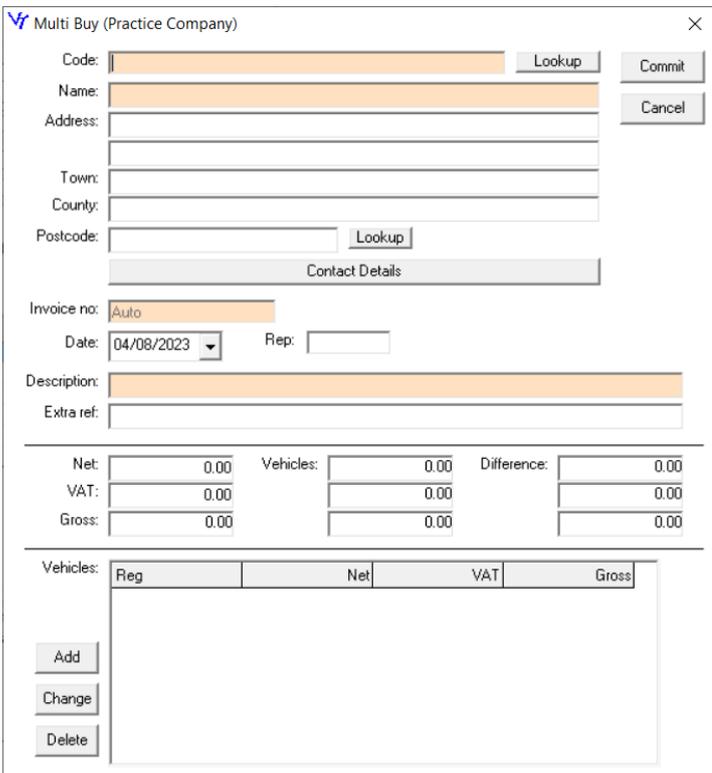
Buy Menu

Single Item

Multi Item

Sale or Return

Cancel



Multi Buy (Practice Company)

Code: Lookup Commit

Name: Cancel

Address:

Town:

County:

Postcode: Lookup

Contact Details

Invoice no: Auto

Date: 04/08/2023 Rep:

Description:

Extra ref:

Net:	<input type="text"/> 0.00	Vehicles:	<input type="text"/> 0.00	Difference:	<input type="text"/> 0.00
VAT:	<input type="text"/> 0.00		<input type="text"/> 0.00		<input type="text"/> 0.00
Gross:	<input type="text"/> 0.00		<input type="text"/> 0.00		<input type="text"/> 0.00

Vehicles:

Reg	Net	VAT	Gross

Add

Change

Delete

When clicking on buy you have an option to process multiple vehicles on a single purchase invoice. This is useful when buying at auction for example.

You can look up an existing Supplier in Sage or internal; or you can enter a new supplier that will be created in Sage or internally.

Enter the totals from the invoice at the top of the screen and then "Add" each vehicle.

The total of the individuals must agree with the total invoice values before "Commit" is allowed. There is not a "Save Only" option with multi buy.

Sale or Return

If sale or return is chosen the vehicle will have a SOR status, you will not be able to post as a purchase, the stock value will be zero, and you will not be able to sell until converted to a purchase. On selecting a SOR vehicle the Sell/Order button will change to a "Convert" button for converting to a purchase.



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Works items

Works (Company One)

EA090LV (1) Alfa Romeo MiTo Red

Supplier	Date	Details	Net	VAT	Gross
AJLELECT	17/08/2020	Check Electrics	200.00	40.00	240.00
Internal	17/08/2020	Clean and valet vehicle	100.00	0.00	100.00

Exit View Delete Add

300.00 40.00 340.00

Add Works Item (Company One)

Invoice Credit Internal External

Code Lookup

Name

Date Rep

Details

Net Reference

Tax Extra ref

Gross 0.00 Nominal A/C Use tax code

Imported from:

Save Cancel

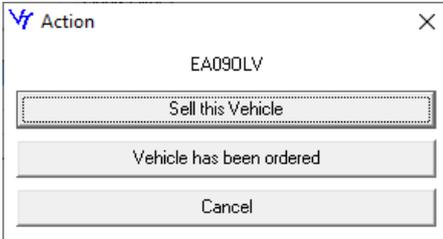
By highlighting a vehicle and choosing "Works", extra costs such as valeting can be processed. "Works" includes any additional expense related to the vehicle. e.g. Delivery charge, auction fee. Works can be Internal or external.

Internal is memorandum only so that costs can be shown against a vehicle but with no accounting transactions. External is the posting of supplier's invoice or credit notes which are posted to Sage or to internal file.

Nominal code and tax codes populate as per defaults in setup or by default on supplier selected but can be changed as required.

SALES

From the “Vehicle Stock” screen, highlight the vehicle to sell and click the “Sell or Order” button.



Choose “Sell this Vehicle”.

The “Vehicle Sales Details” screen appears.

Choosing “Order” would give virtually the same screen but the vehicle would have a status of ordered and postings to Sage or export file would not take place, until converted to sale.

Enter customer code or click on the “Lookup” button to select a customer from your customer list.

If you enter part of the code before clicking look up, the list will be restricted.

The address details will be populated from Sage or VT lists

If you enter a new code and customer this will optionally be posted through to Sage or VT

When selling, an account code is required for both customer and invoice to. When ordering, these codes are not essential but will be required on conversion.

There is a “Contact Details” button for entering phone, email, etc.

You can change the Buy Price by clicking the “Buy Price” button. This will post a credit note. A new invoice will be posted when the sale is saved. This can also be used after saving the sale by choosing “Edit”. You cannot use this option after the sale has been committed.

Sales Details (Practice Company)

VT EA090LV Inv No/Order No/Rep Auto | | Ian | 04/08/2023 Sold

Names | Details | Details | Base Price and Extras | Part Exchange | Amounts | Picture | Notes

Names

Customer		Invoice	
Code:	<input type="text"/> Lookup		<input type="text"/> Lookup
Name:	<input type="text"/> Copy		<input type="text"/>
Address:	<input type="text"/>		<input type="text"/>
Town:	<input type="text"/>		<input type="text"/>
County:	<input type="text"/>		<input type="text"/>
Postcode:	<input type="text"/> Lookup		<input type="text"/> Lookup
Deliver to:	<input type="text"/> Copy	Last user:	<input type="text"/>
		Invoice to VAT No:	<input type="text"/>
Contact Details			
Bought from: BCA001 / British Car Auctions			

Save and Commit | Save Only | Buy Price | Works | Exit

Details tabs

The next 2 tabs are populated from the vehicle stock details but can be amended.

There are tick boxes “Tax exempt sale” and “Zero Rated Sale”. If one of these is ticked the vehicle will not have vat calculated and the transaction will be posted with the relevant vat code. “Allow exempt sales” and/or allow Zero rated sales, must have been selected in setup for this option to appear. These overrule the “Margin Scheme” option.

Sales Details (Company One)

VT EA090LV Inv No/Order No/Rep 25/01/2023 Sold

Names | **Details** | Details | Base Price and Extras | Part Exchange | Amounts | Picture | Notes

Details

Registration No	<input type="text" value="EA090LV"/>	<input type="button" value="VRM Lookup"/>	Purchase invoice no	<input type="text" value="VT1"/>
Make	<input type="text" value="Alfa Romeo"/>		Date First Registered	<input type="text" value="30-MAY-2009"/>
Model	<input type="text" value="MiTo"/>		M.R.P for tax purposes	<input type="text" value=""/>
Full Model	<input type="text" value="MITO LUSO T"/>		Odometer Reading	<input type="text" value="127429"/>
Stock No	<input type="text" value="1"/>		Last MOT Expires On	<input type="text" value="01/01/1900"/>
Doors	<input type="text" value="3 Doors"/>		Licence Expires	<input type="text" value="01/01/1900"/>
Colour	<input type="text" value="Red"/>		Date of Appraisal	<input type="text" value="01/01/1900"/>
Trim	<input type="text" value=""/>		Appraisal No	<input type="text" value=""/>
Engine Size	<input type="text" value="1368"/>		Bought	<input type="text" value="15/04/2020"/>
Chassis/Frame No	<input type="text" value="ZAR95500001043014"/>		No of months warranty	<input type="text" value="0"/>
Engine No	<input type="text" value="1399826"/>		New <input type="radio"/>	Car <input checked="" type="radio"/>
Key No Door	<input type="text" value=""/>		Used <input checked="" type="radio"/>	Truck <input type="radio"/>
Key No Ignition	<input type="text" value=""/>			Van <input type="radio"/>
Radio Code	<input type="text" value=""/>			Retail <input checked="" type="radio"/>
				Trade <input type="radio"/>
				Fleet <input type="checkbox"/>
				<input type="text" value=""/>
			Tax exempt sale	<input type="checkbox"/>
			Tax zero rated sale / code	<input type="checkbox"/>
			Use margin scheme	<input checked="" type="checkbox"/>

Save and Commit Save Only Buy Price Works Exit

Sales Details (Company One)

VT EA090LV Inv No/Order No/Rep Auto [] Ian 25/01/2023 Sold

Names | Details | Details | **Base Price and Extras** | Part Exchange | Amounts | Picture | Notes

Extras

Items to be included in margin scheme calculations	Base selling price (including tax)	3,000.00
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
	Subtotal (excluding VAT):	3,000.00
Accessories and other items not included in margin scheme calculations		
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
	Subtotal (excluding VAT):	0.00
	Make sure to enter correct VAT amount for accessories etc:	[]
	Calculated base selling price VAT:	0.00
	Subtotal (including VAT):	3,000.00

[VAT]

Save and Commit | Save Only | Buy Price | Works | Exit

Base Price and Extras

The base price will have been populated from the intended sale price if entered on the stock record or can be entered or changed here.

Additional items sold can be entered here.

The VAT will be calculated by clicking the VAT button or can be manually entered.

These amounts are then carried to the "Amounts" summary tab.

Part Exchange

Sales Details (Company One)

VT EA09QLV Inv No/Order No/Rep Auto [] Ian 25/01/2023 Sold

Names | Details | Details | Base Price and Extras | **Part Exchange** | Amounts | Picture | Notes

Status	Registration No	StkNo	Make	Model	Net	Tax
PX	KP15YUR	Auto	Peugeot	308 SW	1,000.00	0.00

Add Edit Remove View

1,000.00 0.00

Save and Commit Save Only Buy Price Works Exit

The part Exchange tab allows you to add a PX or multiple PX.

Part Exchange - Type and Details

Type: Bought SOR

Registration No: KP15YUR

Make: Peugeot

Model: 308

Purchase Invoice: Auto

Stock no: Auto

Doors: 5 Doors

Colour: Black

Tint:

Engine Size: 1997

Chassis/Frame No: VF3L94HRHF5086221

Engine No: 0V2J4023679

Key No Door:

Key No Ignition:

Radio Code:

Date First Registered: 27 MAR 2015

Current Reading:

Last MOT Expires On: 01/01/1900

License Expires: 01/01/1900

Date of Approval: 01/01/1900

Approval No:

Type of sale: New Used Retail Trade Fleet

Car Truck Van

Posted status:

Stocked status:

Part Exchange - Amounts

Part exchange allowance - net: 1,000.00

tax: 0.00

gross: 1,000.00

Use margin scheme:

Use tax code: 3

Stock value (including tax): 1,000.00

Intended selling price (including tax): 0.00

Finance settlement amount: 0.00

Downpayment:

Payment of Delivery:

Extra reference:

Last registered keeper: Copy from Customer

Peter Brown

10 High Street

Winchester

Hampshire

W17 2JD

Delivery date:

Details are entered as with a “Buy”.

Additionally, there are options as to whether the PX is “Bought” or SOR

You can copy the customer’s details to “Last Registered User” if applicable.



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Invoicing Amounts

Sales Details (Company One)

VT EA090LV Inv No/Order No/Rep Auto [] Ian 25/01/2023 Sold

Names | Details | Details | Base Price and Extras | Part Exchange | **Amounts** | Picture | Notes

Amounts			
Buy price gross/tax	2,000.00	0.00	
Works cost (net) External/Internal	200.00	100.00	
Total net	2,300.00		Gross 3,000.00
Extra reference			TOTAL PRICE 3,000.00
Base Price + Margin Scheme Extras	3,000.00	166.67	Less FX Allowance 1,000.00
Extras not in margin scheme	0.00		SUBTOTAL 2,000.00
Finance commission			Finance Settlement 0.00
Subtotal net sale/Profit margin	2,833.33	533.33	Nett Price 2,000.00
R.F. Licence months	<input type="checkbox"/>		Amount Due from Finance Co.
Registration Fee			Balance 2,000.00
Net Warranty Sell/Sell Tax/Cost	0.00	0.00	0.00
Credit card fee	0.00		Less Deposit
Total net sale/Profit margin	2,833.33	533.33	DUE FROM CUSTOMER 2,000.00
Tax calc'd @ 20% + Extras tax	166.67		Payment method []
			Status

Save and Commit | Save Only | Buy Price | Works | Exit

The amounts tab will be partly populated from details entered elsewhere.
 The Costs and Profit figures can optionally be hidden by an option in setup.
 Finance commission can be entered and will be added to the total profit.
 Additional information such as Road Fund Licence should be entered.

Warranty

The warranty sell amount will be added into the total sales values.
 The warranty cost amount is memorandum only and is used in the "Warranty Margin" report.

VAT will be calculated within the margin for second-hand vehicles and added to sales on accessories and on warranty sales if applicable.

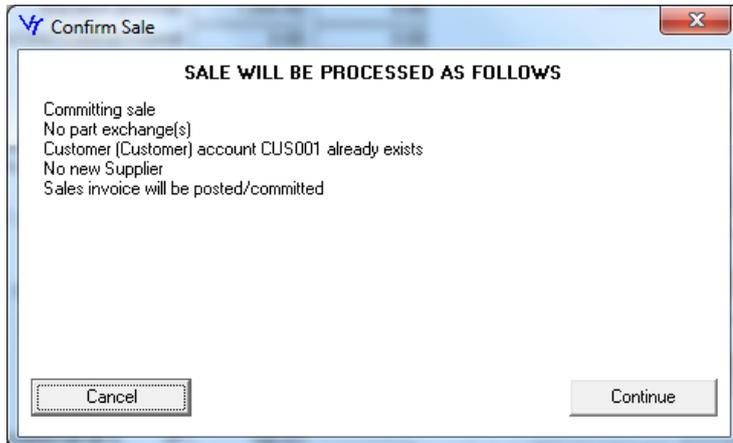
This tab then contains all the information needed for invoicing and posting to Sage (or creating export file).

The sale details can be "Saved Only" at any stage and returned to for additional entries.
 Although transactions will not be posted, new accounts will be created to reserve the Ac code.

Save & Commit sale

When you click save and commit, you will be advised if any essential information such as customer is missing.

You will then be shown a “Confirm” splash screen with a summary of intended actions.



Click “Continue” and all the accounting will be carried out.

The vehicle will no longer appear in your “Stock list” but will appear in your “Sold/Ordered List”.

Once the sale has been committed you will be able to edit the details of the sold vehicle, but not accounting sensitive information.

Note that if the customer is new, the system will need to use the default nominal code from set-up. If that is not what you require, you should create the customer in Sage or VT Lists first and enter a default nominal.

Sales Invoices

You can change the vehicle type from the drop-down list e.g., Vehicle, Car, Motorcycle.

You can select a different Invoice layout from the drop-down list.

The Sales Invoice will be created and can be viewed on screen and can then be printed or exported as PDF.

See Sample Invoice on following page.

There are various layouts available.

The standard invoices can be printed to plain paper or to letter heading.

They include details of a PX vehicle if there is one PX.

If there are multiple PX's the PX declaration area is replaced by a summary of PX details and a purchase invoice is produced for each PX, all with their own seller's declarations.

Personalised invoices can be created for you by bbsol.

VT

1 / 1

50%

Preview

YOUR LOGO

HERE

david@bbsol.co.uk
www.bbsol.co.uk
Tel. Freephone 0800 074370

Test Company
15 Walsley Close
Waterboville
Hants
PO7 7JD

VAT No. 900 4029 44

NEW / USED VEHICLE SALES INVOICE

Invoice to		Deliver to		Invoice Number	
Customer One 123 High street Cocham Portsmouth Hampshire PO6 1XX		Customer One 123 High street Cocham Portsmouth Hampshire PO6 1XX		VT 4	
Registration No GDC 123X		Make Ford	Model Cayri	Colour Blue	Trim 2
Chassis/Frame No DHNFDGJNDP622666		Engine No PNC0WPH700000	Key No/Ignition	Radio Code	Stock No 6
Date First Registered 27/05/2010	Odometer Reading 27443	ORP For tax purposes	Key No/Door	Used Car, Retail	
*Recorded mileage cannot be relied upon as the actual mileage run by this vehicle.					0 months warranty / labour

VEHICLE / SPECIAL BODYWORK / FACTORY FITTED OPTIONS		Basic Price	2,000.00
ACCESSORIES		Subtotal	2,000.00
		Accessories	0.00
		REG Lic. with	
		Reg Fee	
		Warranty	0.00
		Credit card Fee	0.00
USED CERTIFICATE (to be completed on a USED sale only).		Subtotal	2,000.00
I certify that I am the buyer of the above mentioned vehicle at the price stated. I acknowledge receiving delivery. Purchaser's signature..... Date..... Input tax deduction has not been and will not be claimed by me in respect to the vehicle sold on this invoice		VAT @ 20%	
Seller's signature..... Date.....		Total Price	2,000.00
PART EXCHANGE USED VEHICLE PURCHASE CERTIFICATE		Less PVG allow	500.00
DECLARATION BY THE SELLER RELATING TO THE VEHICLE Reg. I CERTIFY THAT I am the seller of the vehicle and the physical and my address is as shown above The odometer reading is CORRECT/INCORRECT The appropriate fuel rating is..... The vehicle is free from many other areas which need further attention on this document I warrant NOT use the HIRE/RENT/LEASE/RENTAL/LEASE BY ME The Regal when Current in HIRE/RENT/LEASE/RENTAL/LEASE BY ME The vehicle HIRE/RENT/LEASE/RENTAL/LEASE BY ME The vehicle HIRE/RENT/LEASE/RENTAL/LEASE BY ME To the best of my knowledge the vehicle has not been involved in any accident that may have resulted in a structural or frame fit.		Subtotal	1,500.00
		HP Settlement	0.00
		Net Price	1,500.00
		Due from Finance	
		Balance	1,500.00
		Less Deposit	
		Balance Due	1,500.00
DECLARATION BY THE PURCHASER This is to certify that Test Company is the purchaser of the vehicle at the price stated. Signature..... Date.....			
			E. & O. E.

Registration No GDC 123X	Make Ford	Model Cayri	Colour Blue	Date First Registered 27/05/2010	Mile Odometer 27443
Chassis/Frame No		Engine No			
Odometer Reading	Last MOT Expires On	Licence Expires	Date of Approval	Approval No	Stock No.
27/05/2010	30-Jun-2008	30-Jun-2008	20-Jun-2008		TR1

The goods will remain the property of the seller until the goods have a clear status given in full. It remains given by the purchaser in agreement shall not be liable as a dealer until the agreement has started.

Bank Name: Lloyds	Sort Code: 20-80-84	Account No: 20280016	Co. Reg No: 1120992
-------------------	---------------------	----------------------	---------------------



VEHICLE TRADER USER GUIDE



MAIN MENU - SOLD

Clicking on “Sold” presents the following screen.

The screenshot shows a software window titled "Vehicles (Company One)" with a sub-header "Vehicle Sales". The window contains a table with columns: Status, Registration, Stock, Order, Invoice, Date, Code, Name, Make, Model, Bought, Posted, Sold, and Rep. Two rows of data are visible, both with a "Sold" status. The first row is for a Land Rover Discovery and the second for a Volkswagen Golf Plus. Above the table are controls for filtering and sorting, including an "Apply Filter" button and a "Showing 2" indicator.

Status	Registration	Stock	Order	Invoice	Date	Code	Name	Make	Model	Bought	Posted	Sold	Rep
Sold	GY56VMF	3		VT1	14/08/2020	BR0001	Peter Brown	Land Rover	Discovery	6000.00	Posted	7000.00	John
Sold	OU06LXD	6		VT2	14/08/2020	BR0001	Peter Brown	Volkswagen	Golf Plus	15000.00	Posted	20000.00	

You may adjust the width of any column, and the screen, to suit, by dragging the edges. These settings will be retained for next time you open the screen.

By clicking on the column headings, you may view the list in any order. A second click reverses the order.

By entering a value and clicking on “Apply Filter” you will see only the vehicles required. For example, a single registration number. This is not available on all columns.

The “Showing” number will be number of sales displayed. This will change if archive date is set, or the data is filtered.

Highlight any vehicle and then.

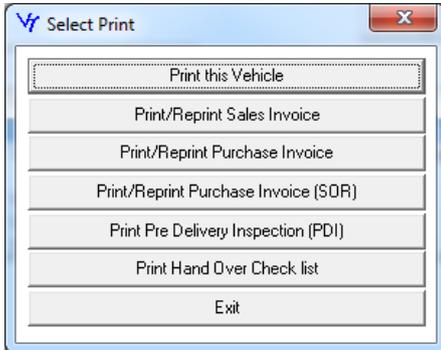
“Works” Enter additional costs e.g., valeting (see page 20)

“Convert” an Order into a completed Sale.

“View” all details that were present during the sales process.

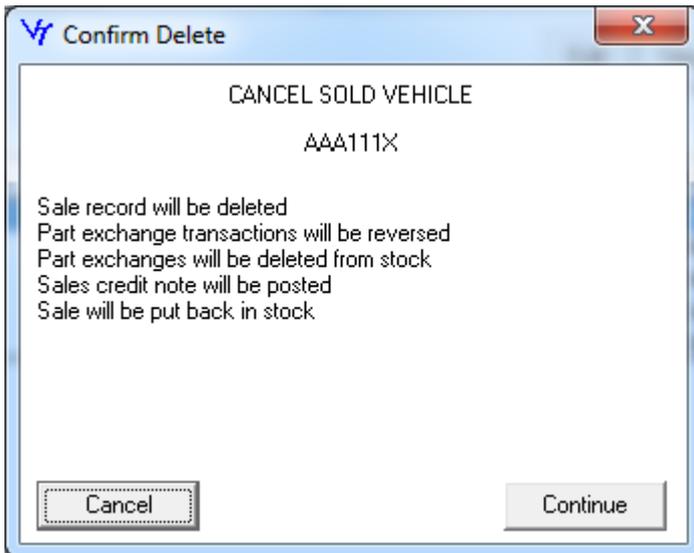
“Edit” these details (Except Accounts information if you have already committed the sale).

“Print”



Print a detail report of the highlighted vehicle.
Print or reprint the sales invoice (or sales order) for the highlighted vehicle.
Print or reprint the purchase invoice for the highlighted vehicle.
Print a PDI or Handover form.

“Cancel” any vehicle.



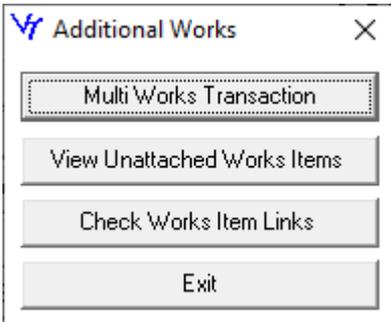
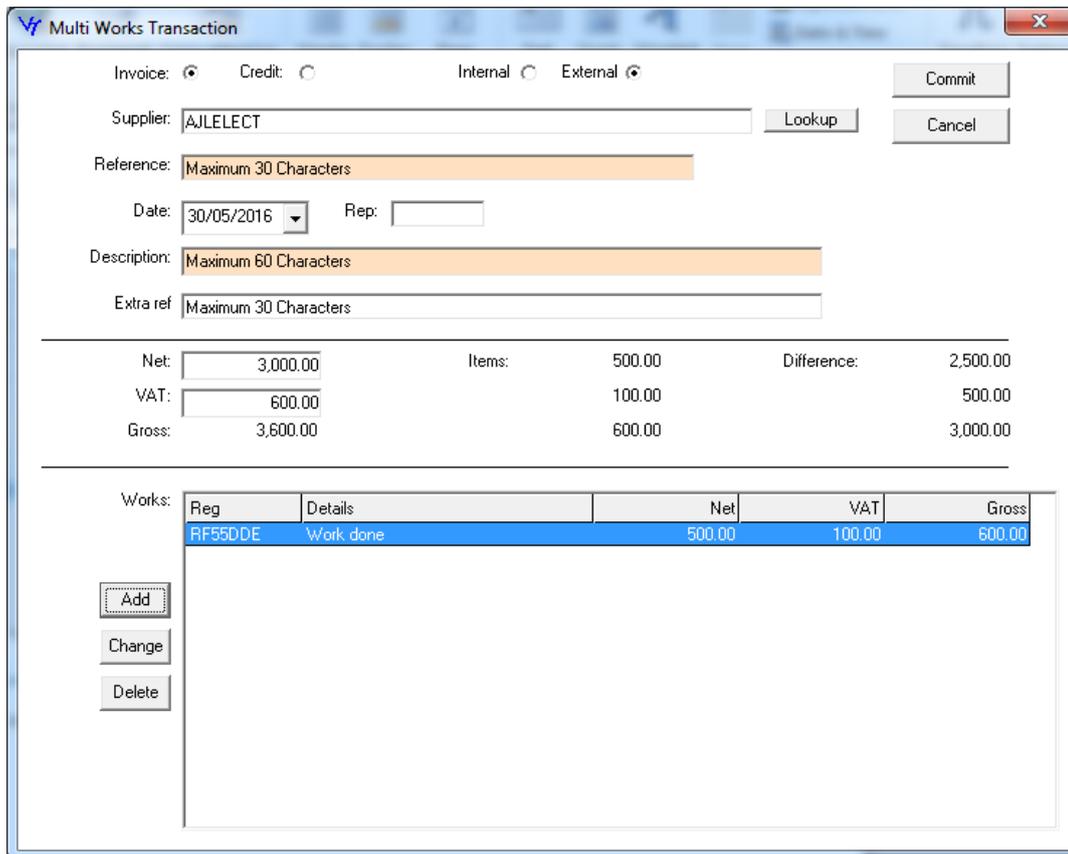
The sale of any vehicle can be cancelled.
A credit note is posted, and the vehicle is put back in stock.
All cancellations are recorded and can be reported on.

If there are any PX's associated with the sale they will be cancelled, and transactions reversed if they are still in stock, but if not in stock no further action will be taken as they will be assumed to have been sold.

It is possible that situations may arise that need manual adjustments.

MAIN MENU – ADDITIONAL WORKS

By choosing “Additional Works” from the main menu, multiple vehicle works can be processed against a single invoice. It is also possible to process works costs which update to accounts without relating to a vehicle (Use a pseudo-Reg.). These can subsequently be allocated to a vehicle.

Invoice: Credit: Internal External Commit

Supplier: Lookup Cancel

Reference:

Date: Rep:

Description:

Extra ref:

Net:	<input type="text" value="3,000.00"/>	Items:	<input type="text" value="500.00"/>	Difference:	<input type="text" value="2,500.00"/>
VAT:	<input type="text" value="600.00"/>		<input type="text" value="100.00"/>		<input type="text" value="500.00"/>
Gross:	<input type="text" value="3,600.00"/>		<input type="text" value="600.00"/>		<input type="text" value="3,000.00"/>

Works:	Reg	Details	Net	VAT	Gross
	RF550DE	Work done	500.00	100.00	600.00

Add
Change
Delete

If linking to Sage, the nominal codes and suppliers are validated against existing Sage accounts, otherwise validated against VT lists.

View unattached Works items will list all works not attached to an actual registration number and allow them to be attached.

Check Works Item Links is a housekeeping routine.

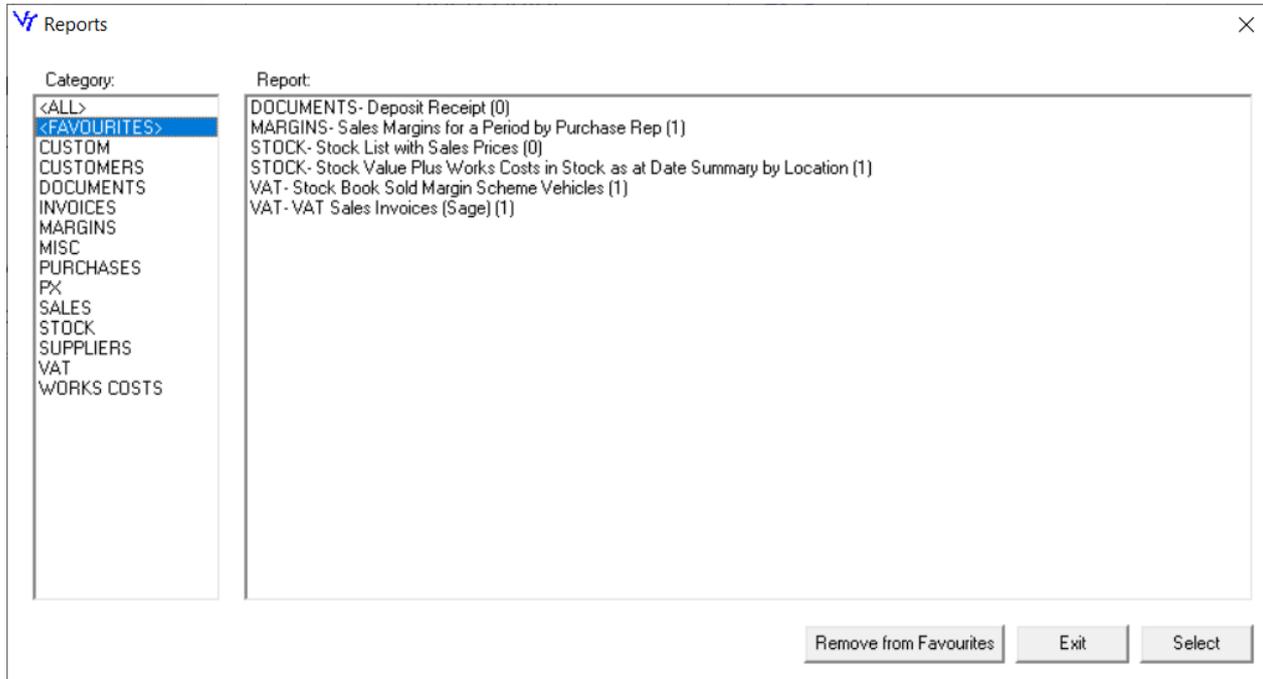


VEHICLE TRADER USER GUIDE



MAIN MENU - REPORTS

Clicking on “Reports” in the main menu presents this screen.



On running any report, it will always appear on screen first.

We can usually create any report you require and send it as a file; it will appear in this list.

Clicking on one of the categories presents a sub-list.

There are over 80 reports and layouts because many customers have asked for specific reports.

Each user will probably only use a few reports.

By highlighting a report and clicking Add to Favourites a favourites list can be created.



VEHICLE TRADER USER GUIDE



APPENDIX I

VAT

Most organisations registered for VAT need to add VAT at the “Standard Rate” to their sales. They pay this to HMRC; less the VAT they have been charged on purchases.

In the case of those selling used goods, including vehicles, there are special “Margin” schemes in place. The basis of this is that VAT is not charged to the purchaser but the “Margin” between the Sales Price and Purchase Price is deemed to include VAT.

To account for this, traders must record the purchase and selling price of each individual vehicle and calculate the VAT in the margin and report this on their VAT returns.

General purpose accounting systems (including Sage, the biggest selling accounts package of all) do not cater for this calculation. Most used vehicle traders buy a special book with left and right folios for recording each vehicle and carry out manual calculations and adjustments to their VAT.

A VT report replicates that book but for sales only in a chosen period (e.g., VAT Quarter) and with totals.

This software package is designed specifically to cater for the VAT calculations required of used vehicle traders and to integrate seamlessly with Sage accounting packages to provide a complete solution.

When recording the purchase of a vehicle, there is an option to choose whether to use margin scheme or not.

When entering purchase or sales price on vehicles either the net or gross price can be entered.

Depending on the settings, VAT will be calculated.

VAT on new vehicles, extras, and optionally Warranty is added to net price, shown on invoices, and posted to accounts.

VAT calculated on the margin scheme is not shown on invoices but is posted to accounts.

VT has an option to indicate that a vehicle sale is VAT exempt (e.g., for sales of vehicles for disabled), or that the vehicle is being sold at Zero rate VAT (e.g., for Export).

VAT will not be calculated. Transactions will be posted with the relevant tax code.

The default Sage vat code used for purchases of margin scheme vehicles is T9 (No vat associated).

Vat rules state that any product bought from a non-vat registered person should be treated as no vat associated.

However, they also state that the net values of margin scheme purchases are shown on vat return.

You may wish to change this vat code accordingly.



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APPENDIX II

POSTING TRANSACTIONS.

These notes on transactions are as they would be posted using Setup Settings as follows.

Post transactions ticked:

PX Transactions: Sales Invoice and Purchase Invoice:

Use Nominal Sage/VT ticked.

References to A/c being created are, of course, only if they do not exist already. If other options are selected, transactions will be modified as explained elsewhere in relation to those settings.

See also Appendix III re Part Exchange options, when these settings are changed.

Buy:

Supplier A/c is created with default nominal code from VT (over-riding Sage Default).

Item is entered into stock with status of "Bought" and Posted status of "Posted".

Purchase invoice is posted.

Cancel Buy:

Item is removed from stock; Purchase credit is posted.

Note: If items are bought under multi-buy, they can only be cancelled individually

There is not a facility for cancelling a multi-buy invoice.

Stock number for cancelled item is not automatically re-used. Set-up can be manually adjusted to force its re-use.

SOR:

Supplier A/c is created (to reserve the Ac. code).

Item is entered into stock with status of "SOR" and Posted status of " " "

Purchase invoice is not printed by default.

Purchase invoice is not posted.

Stock valuation reports will show the item as "SOR" status and with Zero value.

Cancel SOR:

Item is removed from stock file.

Convert to "Buy":

Status is changed to "Bought", posted status to "Posted", and invoice is posted.

Sell:

Customer and "Invoice to" Ac's are created with default nominal code from VT (over-riding Sage Default).

Item is moved from Stock list to Sold list with status of "Sold" and Posted status of "Posted".

Sales invoice is posted.

Cancel Sale:

Item is moved from Sold list to Stock list.

Status is changed to "Bought".

Credit is posted.

ORDER:

Customer and "Invoice to" Ac's are created with default nominal code from VT (over-riding Sage Default).

Item is moved to Sold list, with Status of Ordered.

Sales invoice is not posted.

Cancel Order:

Item is moved from Sold list to Stock list.

Status is changed to "Bought".

Convert Order:

Sales invoice is posted.

Status is changed to "Sold". Posted status is changed to "Posted".



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Sell with PX:

Customer A/c is created with default nominal code from VT (over-riding Sage Default).
Item is moved from Stock list to Sold list with status of "Sold" and Posted status of "Posted".
Sales invoice is posted.

PX Type "Bought": (PX Item belongs to Trader).

PX item is entered in Stock with Status of "P/E" and Posted status of "Posted".
Supplier Ac is created with same code as customer.
Purchase invoice is posted to supplier Ac.

Cancel Sale:

Item is moved from Sold list to Stock list.
Status is changed to "Bought".
Sales Credit is posted
PX is removed from stock.
Purchase credit is posted.
If PX is no longer in stock the purchase credit is not posted

PX Type "SOR": (PX Item belongs to Customer).

PX item is entered in Stock with Status of "SOR" and Posted status of " ".
Supplier Ac is created with same code as customer.
Purchase invoice is not posted to supplier Ac.

Cancel Sale:

Item is moved from Sold list to Stock list.
Status is changed to "Bought".
Sales Credit is posted
PX is removed from stock.



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APPENDIX III

Accounting for Part Exchange (PX)

The accounting that takes place for a part exchange depends on a combination of:

- a. Which of three options has been selected in set-up.
- b. Whether "Use Nominal from Sage Account" is ticked in set-up
- c. Default nominal codes in set-up
- d. Actual nominal codes on Sales and Purchase ledger accounts

There are three options to choose from in set-up when accounting for PX.

1. Sales Invoice and Purchase Invoice

- a. "Use Nominal from Sage" is ticked.

The sales invoice is posted to the sales ledger and the nominal code used is the sales nominal code on the Sales Ledger Account e.g., 4xxx using Sage's default nominal ledger.

The purchase invoice for the PX is posted to the purchase ledger, and the nominal used is the purchase nominal code on the Purchase Ledger Account e.g., 5xxx using Sage's default nominal ledger.

- b. "Use Nominal from Sage" is NOT ticked.

The sales invoice is posted to the sales ledger and the nominal code used is the default nominal code for sales in set-up e.g., 4xxx using Sage's default nominal ledger.

The purchase invoice for the PX is posted to the purchase ledger, and the nominal used is the default nominal code for purchases in set-up e.g., 5xxx using Sage's default nominal ledger.

In this case a manual contra will need to be made between the Sales and Purchase Ledgers and a manual allocation made in Purchase Ledger. The allocation in Sales ledger can be made when posting the receipt.



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Part Exchange continued

2. Sales Invoice, Purchase Invoice and Sales Credit, Purchase credit

a. “Use Nominal from Sage” is ticked.

The sales invoice is posted to the sales ledger and the nominal code used is the sales nominal code on the Sales Ledger Account e.g., 4xxx using Sage’s default nominal ledger.

The purchase invoice for the PX is posted to the purchase ledger, and the nominal used is the purchase nominal code on the Purchase Ledger Account e.g., 5xxx using Sage’s default nominal ledger.

In addition, a credit is posted to both the Sales and Purchase Ledgers (a contra), using the nominal code in set-up; “9999” by default as per Sage’s default nominal ledger.

b. “Use Nominal from Sage” is NOT ticked.

The sales invoice is posted to the sales ledger and the nominal code used is the default nominal code for sales in set-up e.g., 4xxx using Sage’s default nominal ledger.

The purchase invoice for the PX is posted to the purchase ledger, and the nominal used is the default nominal code for purchases in set-up e.g., 5xxx using Sage’s default nominal ledger.

In addition, a credit is posted to both the Sales and Purchase Ledgers (a contra), using the nominal code and tax code in set-up; “9999” by default as per Sage’s default nominal ledger, and tax code T9 as per Sage’s default tax codes.

In this case the contra is posted, but a manual allocation is needed in the purchase ledger. The allocation in Sales ledger can be made when posting the receipt.



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Part Exchange continued

3. Sales Invoice and Sales Credit

a. “Use Nominal from Sage” is ticked.

The sales invoice is posted to the sales ledger and the nominal code used is the sales nominal code on the Sales Ledger Account e.g., 4xxx using Sage’s default nominal ledger.

The purchase invoice for the PX is posted to the sales ledger as if it was a sales credit.
The nominal used is the default nominal code for purchases in set-up e.g., 5xxx using Sage’s default nominal ledger.

b. “Use Nominal from Sage” is NOT ticked.

The sales invoice is posted to the sales ledger and the nominal code used is default nominal code for sales in set-up e.g., 4xxx using Sage’s default nominal ledger.

The purchase invoice for the PX is posted to the sales ledger as if it was a sales credit.
The nominal used is the default nominal code for purchases in set-up e.g., 5xxx using Sage’s default nominal ledger.

In this case there is no record in the purchase ledger. Because of this the nominal for purchases must be the default in set-up. The credit posting will be allocated to the sales posting when the payment is entered.

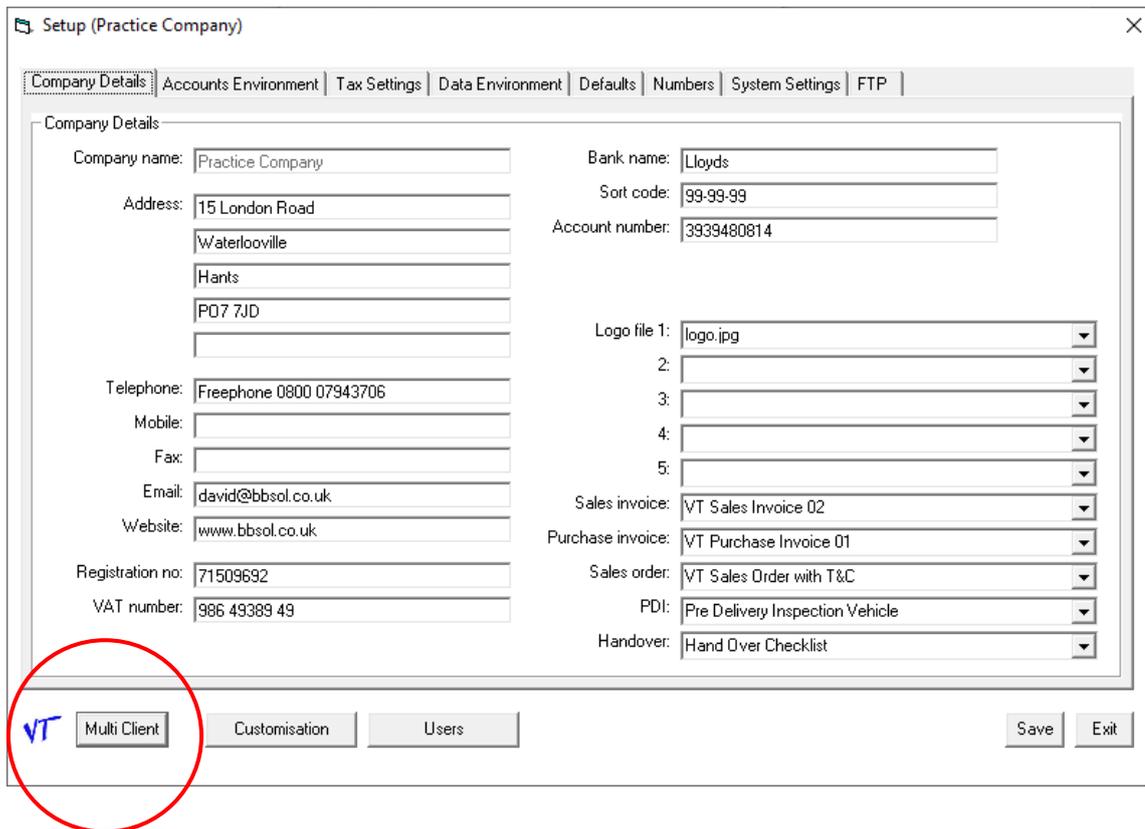
This option has been included because of requests for a “Faster” option by customers. You should note that the net value of the purchase because it is being posted as a credit to sales, will reduce box 6 rather than add to box 7 on your VAT return and you should make a manual adjustment to correct this. We cannot change this Sage function. We personally do not recommend using this option.

APPENDIX IV

Multi-Client use of Vehicle Trader

All users of VT have a multi-client licence which enables a “Practice Company” plus one or more “Live” companies.

In set-up a “Multi-Client” button appears in the bottom left corner, when in the “Practice Company”.

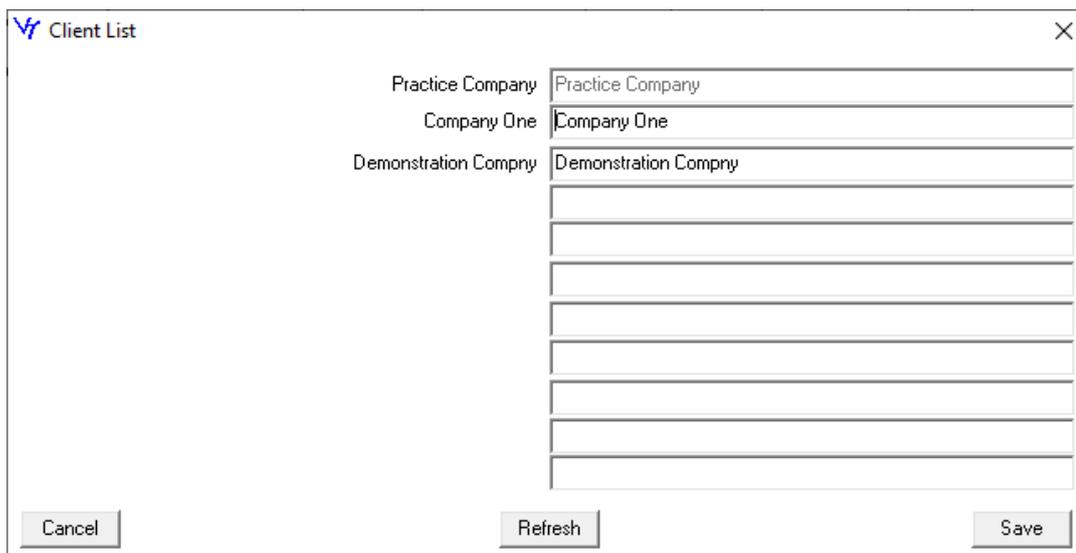


The screenshot shows the 'Setup (Practice Company)' window with the following fields and values:

Field	Value
Company name	Practice Company
Address	15 London Road Waterlooville Hants PO7 7JD
Telephone	Freephone 0800 07943706
Mobile	
Fax	
Email	david@bbsol.co.uk
Website	www.bbsol.co.uk
Registration no.	71509692
VAT number	986 49389 49
Bank name	Lloyds
Sort code	99-99-99
Account number	3939480814
Logo file 1	logo.jpg
Logo file 2	
Logo file 3	
Logo file 4	
Logo file 5	
Sales invoice	VT Sales Invoice 02
Purchase invoice	VT Purchase Invoice 01
Sales order	VT Sales Order with T&C
PDI	Pre Delivery Inspection Vehicle
Handover	Hand Over Checklist

Buttons at the bottom: **Multi Client** (circled in red), Customisation, Users, Save, Exit.

Clicking this will show the following screen.



The screenshot shows the 'Client List' window with the following data:

Company Name	Company Name
Practice Company	Practice Company
Company One	Company One
Demonstration Company	Demonstration Compny

Buttons at the bottom: Cancel, Refresh, Save.

Cont.



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There will be a list of your companies.

The Practice Company cannot be renamed.

The next company will initially be listed as Company One, but this can be changed to your actual company name.

There will be additional slots for as many companies as you have licenced.

Entering a company name into an empty slot and clicking "Save" will create a new company.

You will need to send the "rad*****" code to Support for an enable string for each additional company.

There is a "Switch Client" button on the main menu.



This will give you a client list.





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APPENDIX V

Multi-user use of VT.

You may install VT on as many computers as you want to access the same dataset.

You may not install on another computer to use another data set.

Ensure your computers are networked and that users have relevant access permissions.

You can move the data to a server and give all computers using VT access to the server or you can share the Vehicle Trader folder on the first computer and give additional computers access to the first computer.

When adding a new user computer:-

Do a backup for safety.

Make sure you are using the latest version of VT.

You must install the same version of VT on all computers.

If needed, download the installer for the latest version.

Upgrade program on your existing computer(s) before installing on another computer.

Copy the installer to another computer.

Install as before.

Enter new licence key when asked for.

Send bbsol the "rad*****" code which will appear.

Enter the enable string that will be sent.

Go to Practice Company setup.

On the data environment tab, enter the paths to where the data is held (first computer or server).

When asked if you want to move the data choose "No". (Or the data will be overwritten with Practice Data).

If the Live company does not appear, go to Setup>Multi-Client button and click Refresh.

Check that you are viewing the correct data.

You must set up a username for each user in VT setup when operating as multi-user.

See page 18 of the manual **User Setup**.

Sage logons

Sage sees VT as a user and therefore needs VT to define a Sage user logon. (This does not use up a Sage user licence).

Sage does not allow a user to log on twice at the same time. Therefore, it is imperative that you create users in Sage for the exclusive use of VT users logging on.

We suggest that for example you have user pairs such as Bill : Billvt and John : Johnvt.

Logging in to Sage as Bill or John but entering the Billvt and Johnvt into VT User setup.

APPENDIX V1

Using VT in conjunction with Accounting Software, and in liaison with Accountants.

VT is installed with shell Company One

Default is to Export for Sage50

A default Nominal codes list is populated with a restricted list of Sage Standard Nominal codes.

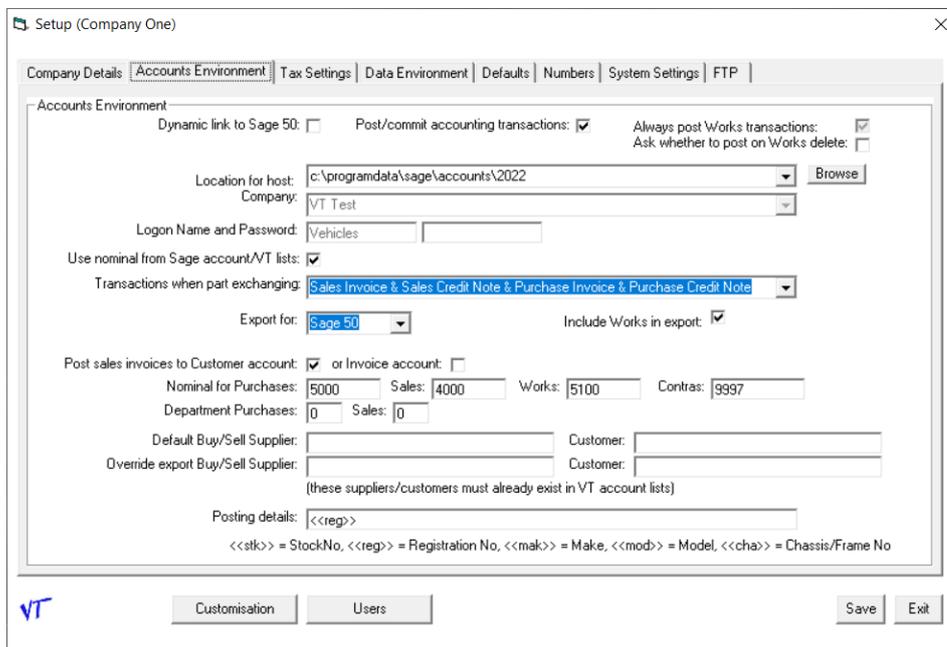
This table can be maintained with the "VT Account lists" option from main menu.

A default Tax table is populated with Sage's default tax table.

Default tax codes for transactions are populated with Sage default codes.

Default nominal codes for transactions are populated with Sage default codes.

See screenshots of the Accounts and Tax Setup forms.



Setup (Company One) - Accounts Environment

Dynamic link to Sage 50: Post/commit accounting transactions: Always post Works transactions:
Ask whether to post on Works delete:

Location for host: c:\programdata\sage\accounts\2022
Company: VT Test

Logon Name and Password: Vehicles

Use nominal from Sage account/VT lists:
Transactions when part exchanging: Sales Invoice & Sales Credit Note & Purchase Invoice & Purchase Credit Note

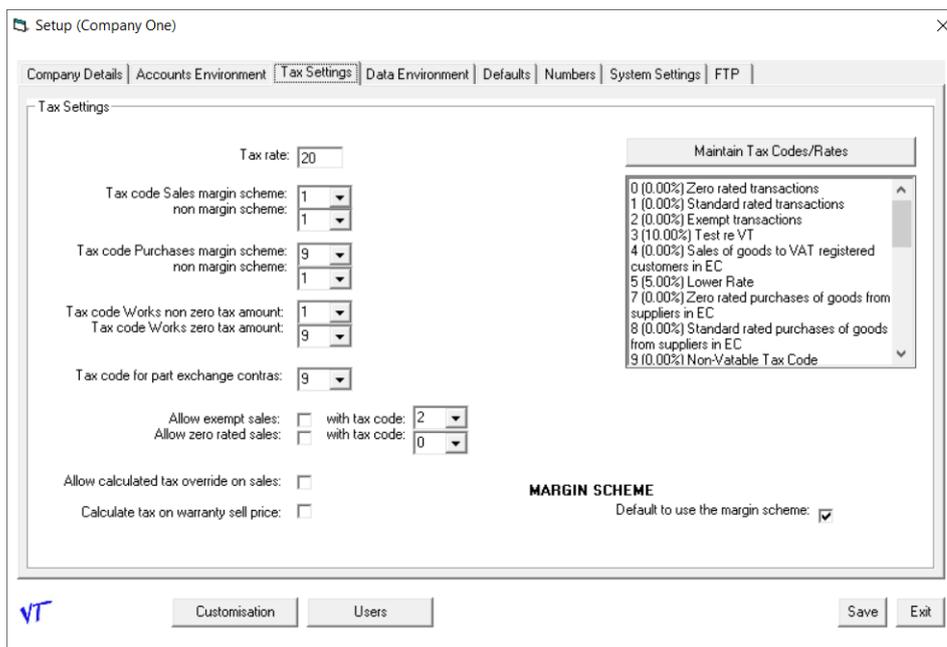
Export for: Sage 50

Post sales invoices to Customer account: or Invoice account:
Nominal for Purchases: 5000 Sales: 4000 Works: 5100 Contras: 9997
Department Purchases: 0 Sales: 0

Default Buy/Sell Supplier: Customer:
Override export Buy/Sell Supplier: Customer:
(these suppliers/customers must already exist in VT account lists)

Posting details: <<reg>>
<<stk>> = StockNo, <<reg>> = Registration No, <<mak>> = Make, <<mod>> = Model, <<cha>> = Chassis/Frame No

Buttons: Customisation, Users, Save, Exit



Setup (Company One) - Tax Settings

Tax rate: 20

Tax code Sales margin scheme: 1 non margin scheme: 1
Tax code Purchases margin scheme: 9 non margin scheme: 1
Tax code Works non zero tax amount: 1 Tax code Works zero tax amount: 9
Tax code for part exchange contras: 9

Allow exempt sales: with tax code: 2
Allow zero rated sales: with tax code: 0

Allow calculated tax override on sales:
Calculate tax on warranty sell price:

MARGIN SCHEME
Default to use the margin scheme:

Maintain Tax Codes/Rates

- 0 (0.00%) Zero rated transactions
- 1 (0.00%) Standard rated transactions
- 2 (0.00%) Exempt transactions
- 3 (10.00%) Test re VT
- 4 (0.00%) Sales of goods to VAT registered customers in EC
- 5 (5.00%) Lower Rate
- 7 (0.00%) Zero rated purchases of goods from suppliers in EC
- 8 (0.00%) Standard rated purchases of goods from suppliers in EC
- 9 (10.00%) Non-Variable Tax Code

Buttons: Customisation, Users, Save, Exit



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These nominal codes and tax codes are used as defaults when entering transactions.
Sales transactions always use these nominal and tax codes and cannot be changed at process time.
Sales of extras and accessories always use same codes as sale of vehicle/item.
Purchase transactions always use these nominal codes and cannot be changed at process time.
Purchase transactions can change tax codes and must be selected from a dropdown from tax table.
Works (any additional cost) items can select tax codes from dropdown.
Works (any additional cost) items can change nominal codes. These are manual, not from dropdown, but must exist in nominal code table.

Tables of customers and suppliers can be maintained in the “VT Accounts Lists” option from main menu.
New customers and suppliers can also be created at transaction process time.
Codes for these can only be Alpha/Numeric because Sage and other accounting systems do not allow miscellaneous characters such as & to be imported.

If VT has been used without link to Sage50 and is then linked to Sage50.
An option to export transactions not previously exported is given.
Any Customer and Supplier accounts created in VT are added to Sage50.
Any nominal accounts in VT are added to Sage50.

When linked to Sage50, new customers and suppliers are created dynamically in Sage50, and transactions are posted dynamically.

If VT has been linked to Sage and is then unlinked, nominals in Sage are not added to VT list, therefore unable to select nominals that exist in Sage. Therefore, it is necessary to use the Utility “Copy Sage Accounts into VT Lists” before unlinking.

Export for other accounting systems.

VT was originally designed as a dynamically linked extension for Sage50.
It was subsequently developed to allow for export and import into Sage50
It was then developed further to allow for export and import to other accounts packages.
Accounts and transactions can be exported and imported into Sage One (Sage Business).
Accounts and transactions can be exported and imported into Xero.
Accounts can be exported and imported into Quickbooks. Transactions are not exported because Quickbooks does not allow for all aspects of import.
For any other accounts package It may be possible to import using mapping.

If “Export for Sage One” is selected.

An account suffix for supplier and customer accounts is requested because Sage One has only one file for both customers and suppliers.
On the Tax settings tab, fields are lengthened to allow for longer descriptions required.
The tax table and default codes are left as initialised for Sage50 and need to be manually edited to reflect codes held in Sage One.
When creating a supplier or customer either in “VT Accounts Lists” or when processing Buy or Sell, or when entering works costs, both an account code and account name are required.



VEHICLE TRADER USER GUIDE



If “Export for Xero” is selected

On the Tax settings tab, fields are lengthened to allow for longer descriptions required.

The tax table and default codes are left as initialised for Sage50 and need to be manually edited to reflect codes held in Xero.

On creating suppliers or customers, only a name is required as Xero does not use account codes.

An account suffix for supplier and customer accounts is requested because Xero has only one file for both customers and suppliers.

If “Export for Quickbooks” is selected.

An account suffix for supplier and customer accounts is requested.

An option to export to CSV or IIF is given as Quickbooks will accept either, to import.

The tax table and default codes are left as initialised for Sage50 and need to be manually edited to reflect codes held in Quickbooks.

On creating suppliers or customers, only a name is required as Quickbooks does not use account codes.

Transactions are not exported because Quickbooks does not allow all aspects of import required.

Using VT in liaison with Professional Accountants.

A complimentary copy of VT can be supplied to any accountant or consultant in support of any VT licenced user. Support will be supplied to the accountant in use of VT.

Options for use in liaison with accountants are:-

User sends backup of VT to accountant who can restore and

View data as part of audit or checking.

Link to their Sage50.

Run export, and import into their accounts.

Run reports, and make manual postings of totals into their accounts.

User Runs export and sends files to accountant for import.

User runs reports and sends to accountant for posting totals or including in accounts.

If user uses a hosted “Cloud” space VT can be installed and Accountants allowed access.