



# VEHICLE TRADER USER GUIDE



## BACKING UP 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 a Sage Accounting Product, you should back up Vehicle Trader and Sage 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.

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# VEHICLE TRADER

## USER GUIDE



### Overview

This software is designed to meet the needs of the small trader in New and/or Used Cars and/or Commercial Vehicles. It is designed specifically to integrate seamlessly with Sage Line 50, or Instant; but can be used stand-alone with files produced for import to accounts.

It provides a means of recording Vehicle Stock, Sales of vehicles including recording Part Exchange, 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 can also be recorded against the vehicles. Appropriate reports are produced. Using information from this system and from Sage accounts obviates the need to maintain the hand written book that many traders purchase and use for the second hand vehicles.

The following functions exist:

- Elect not to link to Sage in which case a transaction file will be produced for importing to Sage or which can be manually amended for other accounting packages.
- Enter existing stock but elect not to update Sage, as they will already be accounted for.
- Enter new purchase.
  - This includes key information such as Odometer, First Registration, Identifying Codes, Extras, whether New/Used Car/Commercial, MOT Expiry etc.
  - Also includes entering supplier 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, purchase price with or without VAT, last registered user, and intended selling price.
  - Purchase invoice details are optionally posted through to Sage.
  - A purchase invoice can be printed for purchases from non-commercial suppliers.
  - A single invoice with multiple vehicles can be posted (when buying from auction for example).
- Invoices for additional works (valeting, repainting etc) can be entered so that full cost of vehicle is known. Optionally these can be posted to accounts and again multiple vehicles 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.
- 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.
- Stock valuation reports as at any date can be produced.
- Enter Reserve or Order.
  - Vehicles can be reserved with deposit noted. 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 new customer is sent to Sage. Part Exchange vehicles can be entered during this process that then updates as per purchases. Addition of RFL, HP Settlements, Due from Finance, and Deposits Taken etc. are entered. The VAT is calculated including using the Margin Scheme where appropriate. An invoice is printed, accounts are updated, and the vehicle is moved from the Stock File to the Sold File. This can be cancelled with a credit note posted and the vehicle returned to stock.
  - The invoice can be printed to letter heading or by entering your details in set-up and a logo the invoice can then be printed to plain paper. Because of the detail involved, it is not viable to print only the data to a pre-printed form. You can choose from a selection of invoice templates (all created from invoices in use by current users).
  - All sold vehicles then appear in a sold list, and a comprehensive form can be printed showing all vehicles details, and buying and selling information.
- A VAT report can be viewed or printed for any date range



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## **BEFORE INSTALLING**

### **ACTIONS**

Make sure you have the self 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).

### **COLLECT FOR INSTALL AND SETUP.**

#### ***COMMON INFORMATION***

Which, if any, of the relevant PCs are running Vista or Windows 7 (or later).

The tax percentage the system should use.

The tax codes to be used for:

- Sales margin scheme
- Sales non margin scheme
- Purchase margin scheme
- Purchase non margin scheme.

Nominal account code for purchases.

Nominal account code for sales.

Department code for purchases.

Department code for sales.

Single account code for supplier (if using the same account for all purchases).

Single account code for customers (if using the same account for all sales).

How you want the accounts posting description to look. You can include the registration number and/or stock number in the description.

For commercial vehicles, whether you want to:

- always use the margin scheme or
- default to using the margin but allow choice when entering data
- default to not using the margin but allow choice when entering data.

Your default or most used settings for vehicle type:

- New or used
- Car, truck or van
- Retail or trade

How invoice numbers are to be generated:

- By Vehicle Trader
- Use the stock number
- Manually entered

Up to three characters to be prefixed to the invoice number, if required

The first invoice number to use (if Vehicle Trader is generating the invoice numbers)

The first stock number to use

Whether to password protect the use of the system setup function.

Whether to hide the Bought/Works figures on the Sales summary screen.

When displaying the Sales/Buy Save confirmation, whether to show the save/post options as ticked (requiring the user to untick those not required) or unticked (requiring the user to tick those required).

The folder where transaction export files are to be placed (required if you are not linking to Sage 50, but want to export the posting data for import into your accounts later, on another system or at another location).



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## **SAGE INFORMATION**

If you are linking to Sage 50, you will also need:

- To get and apply Sage 50 3<sup>rd</sup> party serial number/Activation keys (call Sage and ask them to talk you through applying them).
- Find the location of the Sage 50 programs on each PC:
  - Log into Sage 50
  - Select HELP then ABOUT
  - Select the SYSTEM INFORMATION tab
  - Under SYSTEM INFO on the left click DIRECTORIES
  - Make a note of the folder shown in the PROGRAM DIRECTORY line under VALUE (you might have to hover the mouse pointer over the entry to see the whole folder name)
- Which Sage 50 company you will be posting to.
- Whether you will always use this company or want to select the company at run time.
- A Logon name and Password for Vehicle Trader to use when connecting to Sage 50 (see ACTIONS above).
- Where the vehicles database will reside. If multi user access is required then this is usually a shared folder on a file server or another PC on a peer-to-peer network.



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## **TO INSTALL THE VEHICLE TRADER SOFTWARE**

The software must be installed on each PC that will use it:

1. Log on to the computer with administrative rights
2. Close all applications
3. Browse to the Vehicle Trader install application file using "My Computer" or "Windows Explorer"
4. Double click on the file
5. Follow screen instructions. NB. if installing on a Vista or Windows 7 (or later) PC, you MUST make sure to install to a folder outside of '\Program Files\' (eg. to C:\Vehicle Trader\).



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## **RUNNING VEHICLE TRADER FOR THE FIRST TIME**

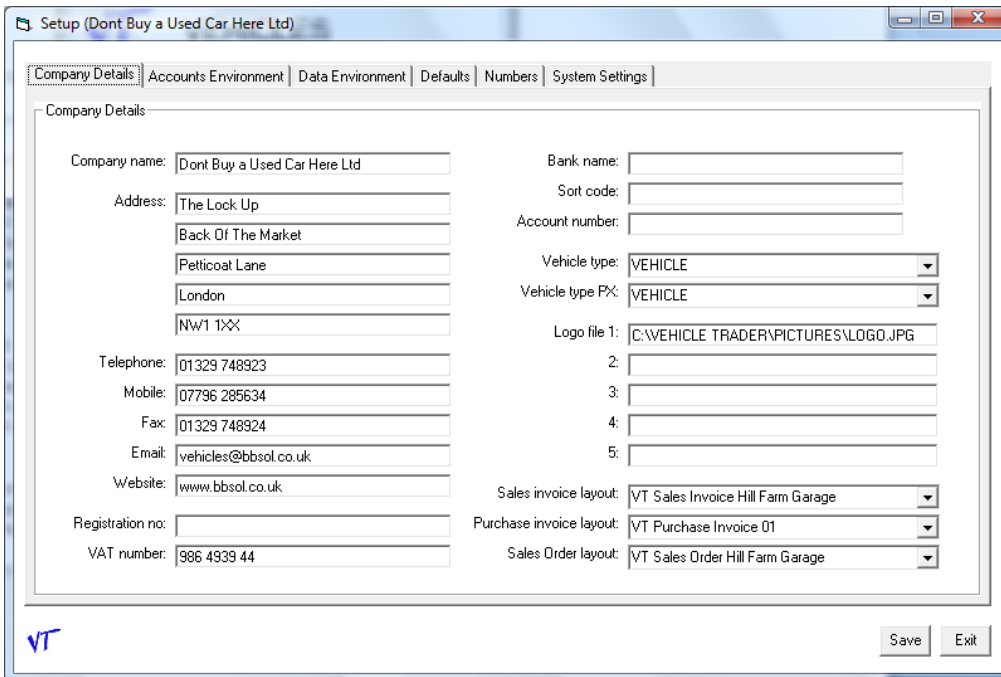
When running Vehicle Trader for the first time on the first PC:

- Agree to the licence terms
- Enter a licence code:
  - obtain the licence code by telephone (If you have purchased a licence) or
  - skip the licence code entry for now. You have thirty days in which to enter the code.
- Select SETUP on the main menu. (See Page 7).
- Enter the parameters as collected previously. In particular, if multiple PCs will be running Vehicle Trader, the Vehicles database should be located in a shared folder where all the PCs can access it. Therefore, you will change the 'Location for Data Files' setting. When you do this on the first PC, you will be asked whether to create the new folder and/or whether to copy the files to the new folder. You should select YES.

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

- Agree to the licence terms
- Enter a licence code:
  - obtain the licence code telephone or
  - skip the licence code entry for now. You have thirty days in which to enter the code.
- Select SETUP on the main menu. (See Page 7)
- Enter the parameters as collected previously. In particular, if multiple PCs will be running Vehicle Trader, change the 'Location for Data Files' setting to match that on the first PC.

From the Vehicle menu Click Set-up



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

Down the left side; name, address, telephone etc.

Down the right side

**Bank name, Sort, and Number**

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

**Vehicle type and vehicle type PX**

These are the default values for the vehicles you buy, sell, and part exchange

They can be overwritten at time of producing invoices & orders

You can select from the drop down list or enter anything else

You can use any case because they will be converted to the appropriate case for headings, start of text or body of text.

**Logos 1-5**

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

This can be printed on your invoices and other documents

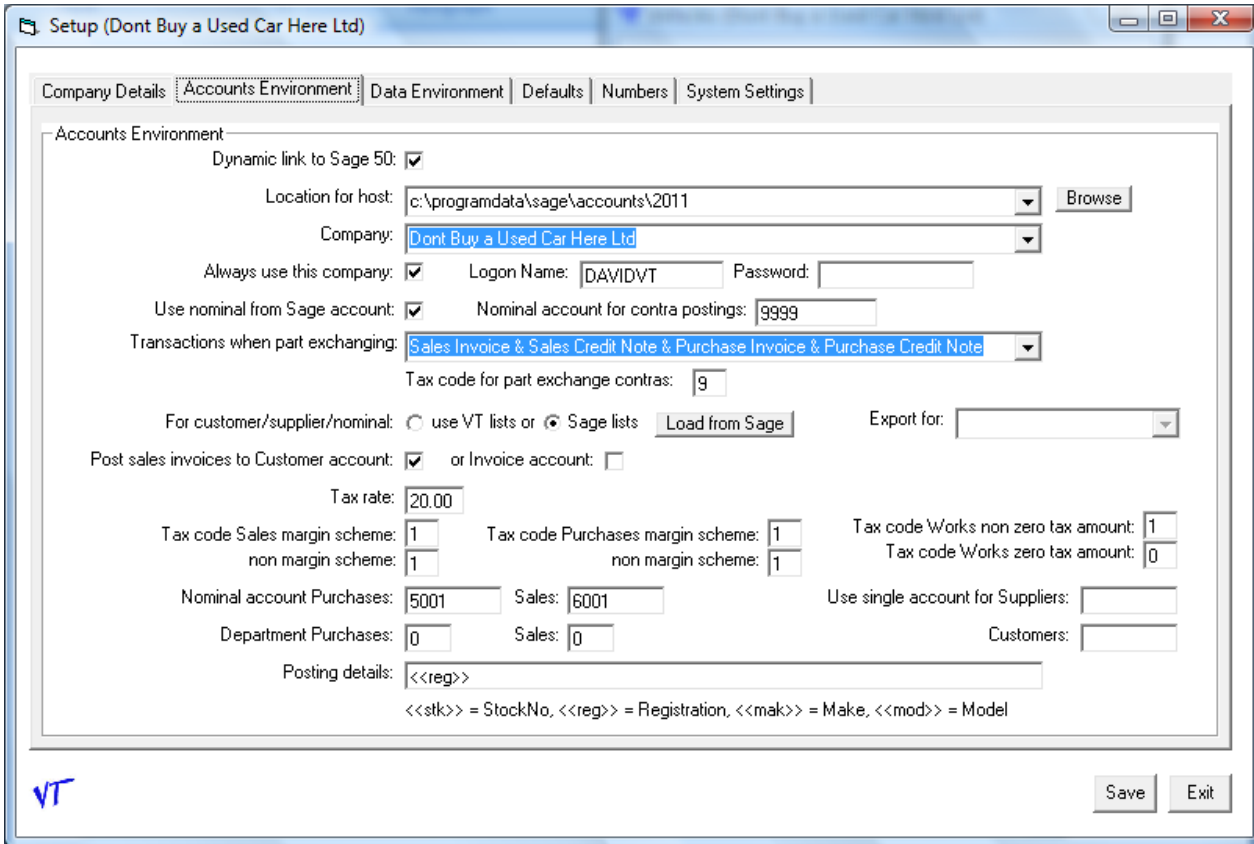
Boxes 4-5 can be used for any professional body logos that you want placed on documents.

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 layouts you wish to use for invoices and orders.

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



Setup (Dont Buy a Used Car Here Ltd)

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

Accounts Environment

Dynamic link to Sage 50:

Location for host: c:\programdata\sage\accounts\2011 [Browse]

Company: Dont Buy a Used Car Here Ltd

Always use this company:  Logon Name: DAVIDVT Password: [ ]

Use nominal from Sage account:  Nominal account for contra postings: 9999

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

Tax code for part exchange contras: 9

For customer/supplier/nominal:  use VT lists or  Sage lists [Load from Sage] Export for: [ ]

Post sales invoices to Customer account:  or Invoice account:

Tax rate: 20.00

Tax code Sales margin scheme: 1 Tax code Purchases margin scheme: 1 Tax code Works non zero tax amount: 1  
 non margin scheme: 1 non margin scheme: 1 Tax code Works zero tax amount: 0

Nominal account Purchases: 5001 Sales: 6001 Use single account for Suppliers: [ ]  
 Department Purchases: 0 Sales: 0 Customers: [ ]

Posting details: <<reg>>  
 <<stk>> = StockNo, <<reg>> = Registration, <<mak>> = Make, <<mod>> = Model

VT [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(or Instant); Leave un-ticked for stand-alone version

**Location for host**

Browse to the settings folder for Sage 50

**Company**

Choose the company that you want to link "Vehicle Trader" to.  
 (Sometimes only the demo company appears at first. Choose this and save then re-enter setup and choose).

**Always use**

Tick if you will only link to one company.  
 Do not tick, if you wish to see a list of companies each time you buy or sell a vehicle.

**Use nominal from Sage account**

Tick this if you want to post to the default nominal held on Sage Customer and Supplier Accounts

**Logon Name & Password**

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

**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  
 See appendix // for full explanation of the three options



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**Tax code for PX contras**

This should be the tax code for non-vat transactions (normally 9 in standard Sage installations).

**Export for**

This will only be active if you choose not to dynamically link to Sage  
Choose the version of Sage which you wish to produce export files for.

**For customer/supplier/nominal**

If you have elected not to link to Sage only the use VT lists will be available  
If you are linking to Sage choose whether to use Sage lists or VT lists  
Note you should always use Sage list when linking unless there is a specific technical reason not to.  
The "Load from Sage" button will copy all suppliers, customers and nominals from Sage into VT

**Tax rate**

Enter the standard tax % here

**Post sales Invoice to**

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

**Tax codes**

Enter the tax codes you wish to use in the next 4 boxes.

**Nominal Account for Purchase and Sales**

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

**Department for Purchase and Sales**

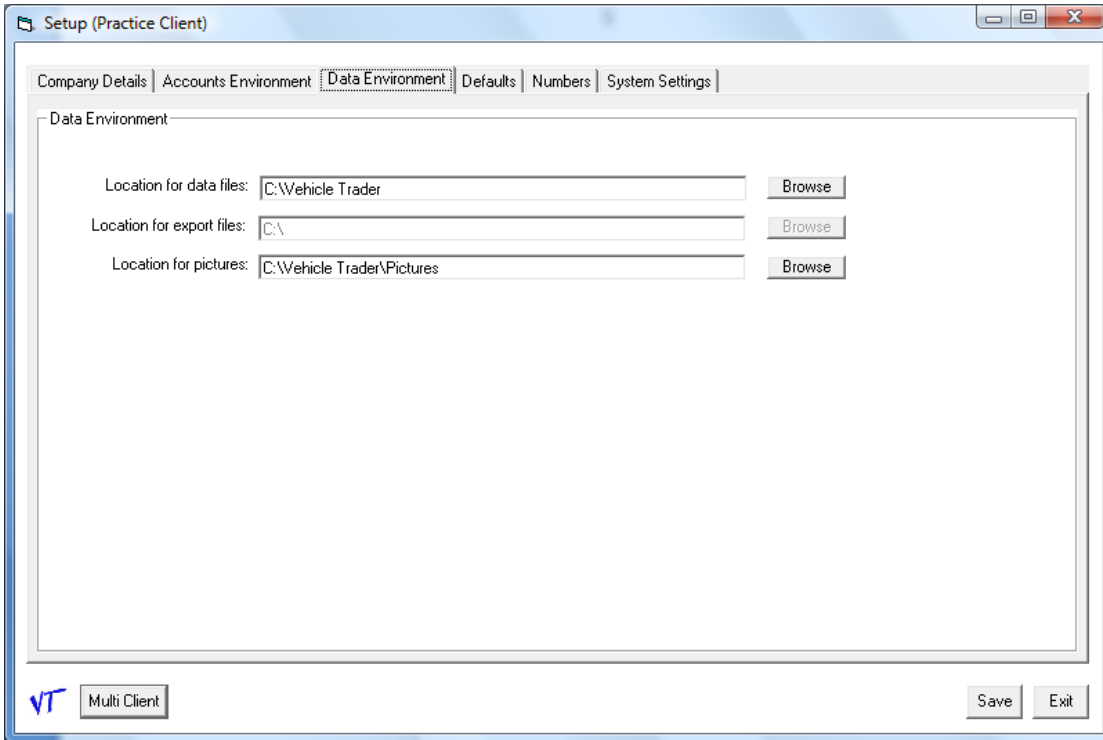
Enter the default department codes

**Use single 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 always post to one account in Sage or export file

**Posting details**

Enter any (can be multiple) details you would like included in the transaction description when posting.  
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.



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

**Location for data files**

Browse to where you want the data for VT to be held.

This can be a server.

If using from multiple computers it must be where all computers can see.

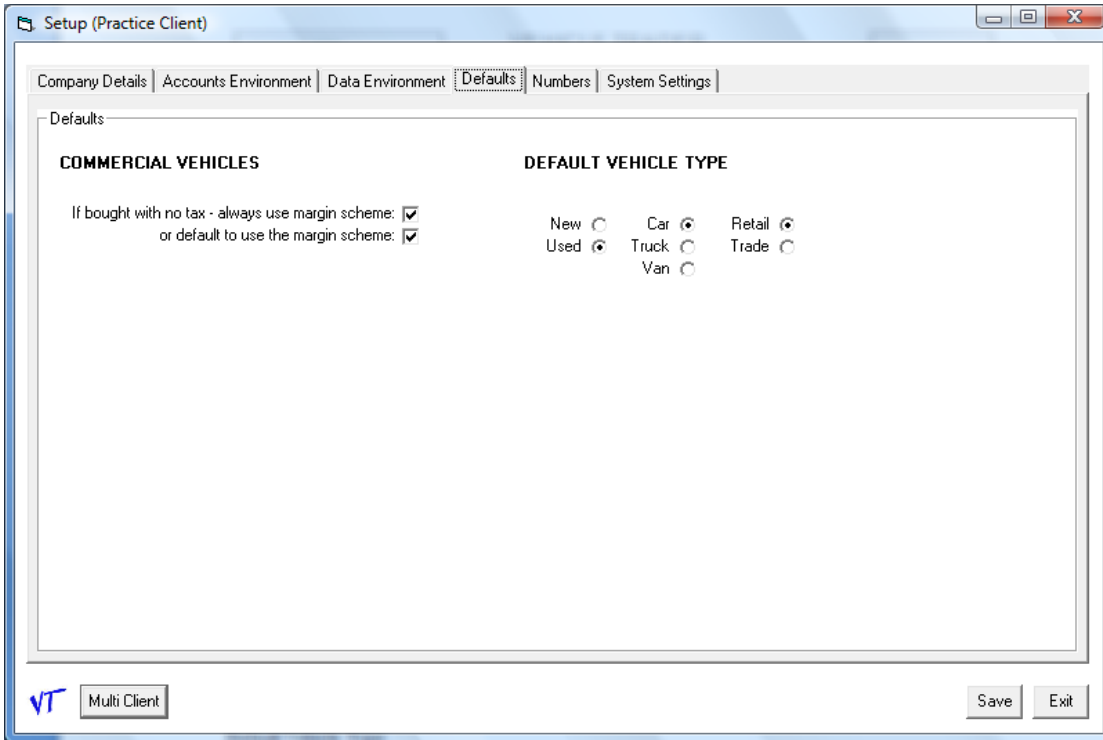
**Location for export files.**

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

**Location for pictures**

Browse to the folder where pictures of vehicles will be held.

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



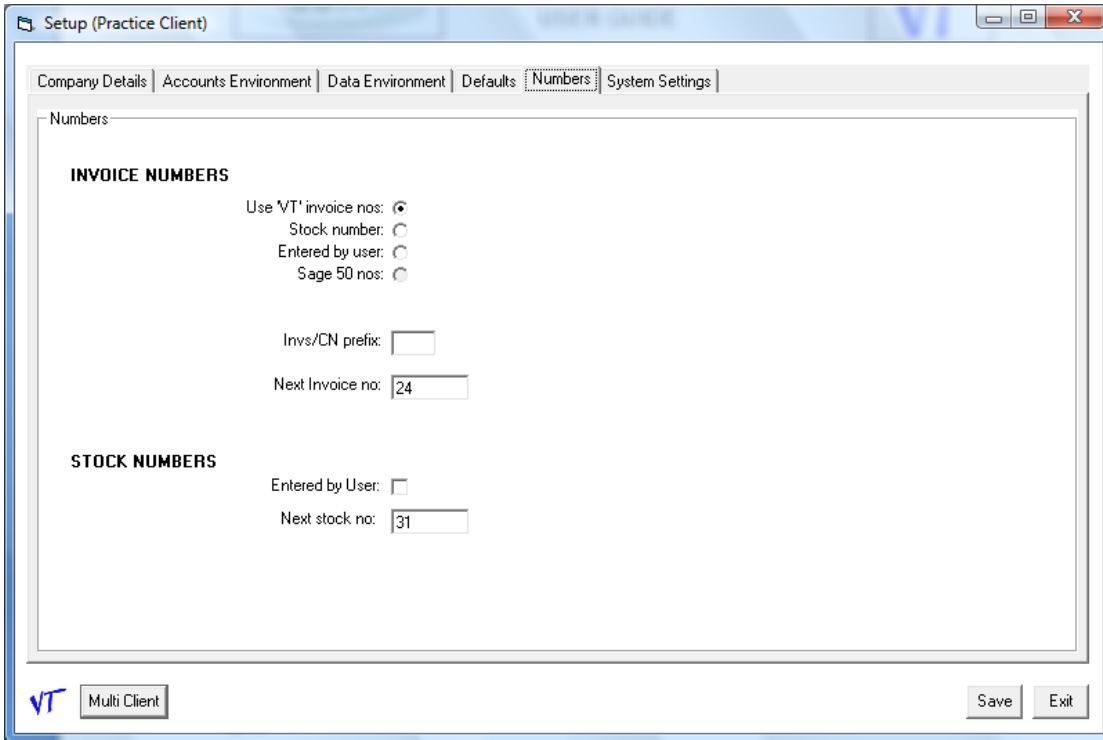
Enter the following information on the fourth tab (Defaults).

**Margin Scheme tick boxes**

Tick the box if you normally use the Margin Scheme for commercial vehicles.  
Tick the box if you always use the Margin Scheme for commercial vehicles.

**Default Vehicle Type**

Select the defaults appropriate to your business



Enter the following information on the fifth tab (Numbers)

**Invoice Numbering**

Select the method you wish to use for numbering invoices

Enter a prefix if required

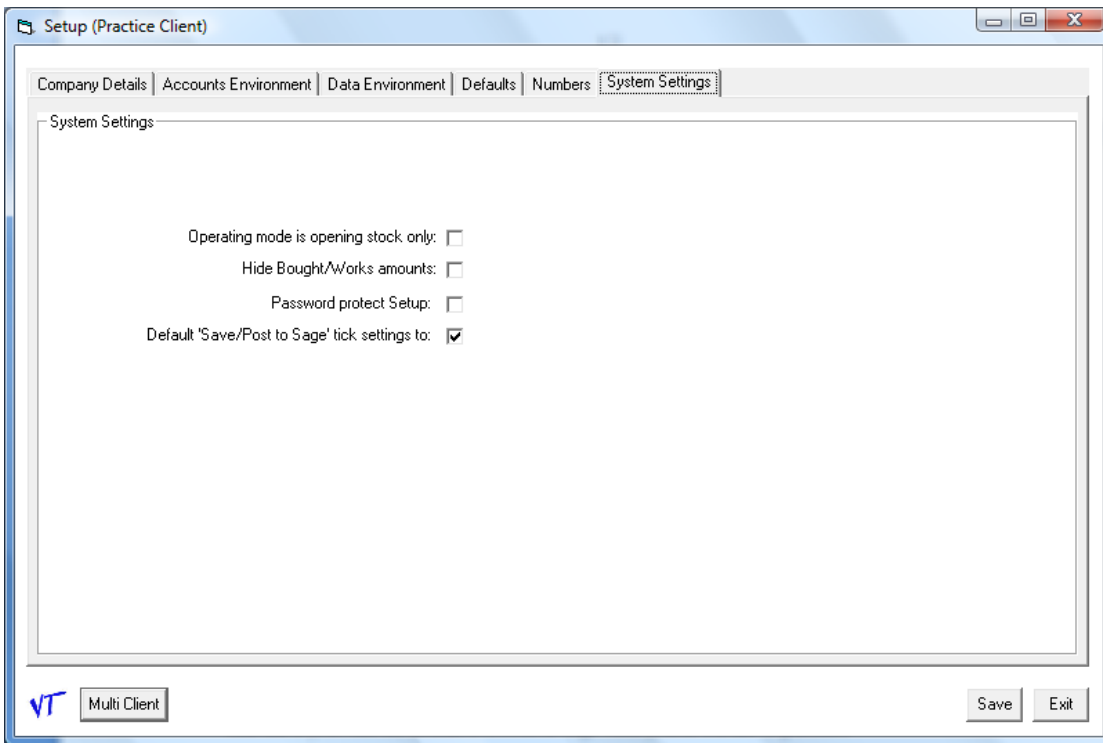
Enter the next invoice number to use

(Option to use Sage numbering not yet operational)

**Stock Numbers**

Tick if you wish to manually enter stock number for each vehicle

Otherwise enter next stock number to be used



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

**Operation mode is opening stock only**

Tick this when initially entering opening stock that has already been accounted for  
This prevents accidental posting purchases to accounts.

**Hide Bought/Works amounts**

Tick if you do not want these amounts to appear on the “Prices” screen  
This prevents accidental viewing by customers/staff

**Password protect setup**

Tick if you require the password advised to you to be entered when accessing set-up

**Default ‘Save/Post to Sage tick setting to**

Tick this if you want the default to be Post to Sage when you save a sale or purchase

Click Save

You are now ready to begin using “Vehicle Trader”

## The Menu



### Switch Client

This is for users of a multi company version; usually Accountants providing a service for clients.

### Contact

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

### System

For entering licence renewal code and clearing system locks

### About

This will show you the install and data locations, the version number and the licence details.

### Set-up

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

### Export for accounts

Greyed out if you are dynamically linking to Sage.

Otherwise click to create files for importing into accounts.

### Backup/Restore

Will make a copy of the database to your chosen location

Restore from a back up

### Reports

This will take you to the reports sub menu.

### Additional Works

This is where you enter works not associated with a specific vehicle, or for multiple vehicles.

### Sold Vehicles

This will show you a list of all sold vehicles with all the key information.

There are editing and reporting functions here

### Stock Vehicles

This is where you: - View your stock list and enter all the buying and selling activity.



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## Stock Vehicles

All processing is carried out from here.

From the Menu click “Stock Vehicles”

The “Vehicle Stock” screen appears

| Status | Reg      | Stock | Date       | Make        | Model         | Doors | Colour                   | Trim   | Bought  | Posted | Sell    |
|--------|----------|-------|------------|-------------|---------------|-------|--------------------------|--------|---------|--------|---------|
| Bought | AAA111   | 1     | 02/03/2010 | Rolls Royce | Silver Cloud  | 4     | Gold                     | Silver | 1000.00 | Posted | 1500.00 |
| Bought | BBB222   | 2     | 02/03/2010 | Ford        | T1            | 2     | Any so long as its black | White  | 2000.00 | Posted | 3000.00 |
| Bought | Y294 VDF | 3     | 03/03/2010 | Vauxhall    | Vectra Estate | 4     | Silver                   | Green  | 2000.00 | Posted | 4000.00 |

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

By clicking on the column headings you may view the list in any 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 “%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.

### 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 17.

### Sell

By highlighting any item and clicking “Sell” you will get an input screen for entering details of the sale of that item. See page 21



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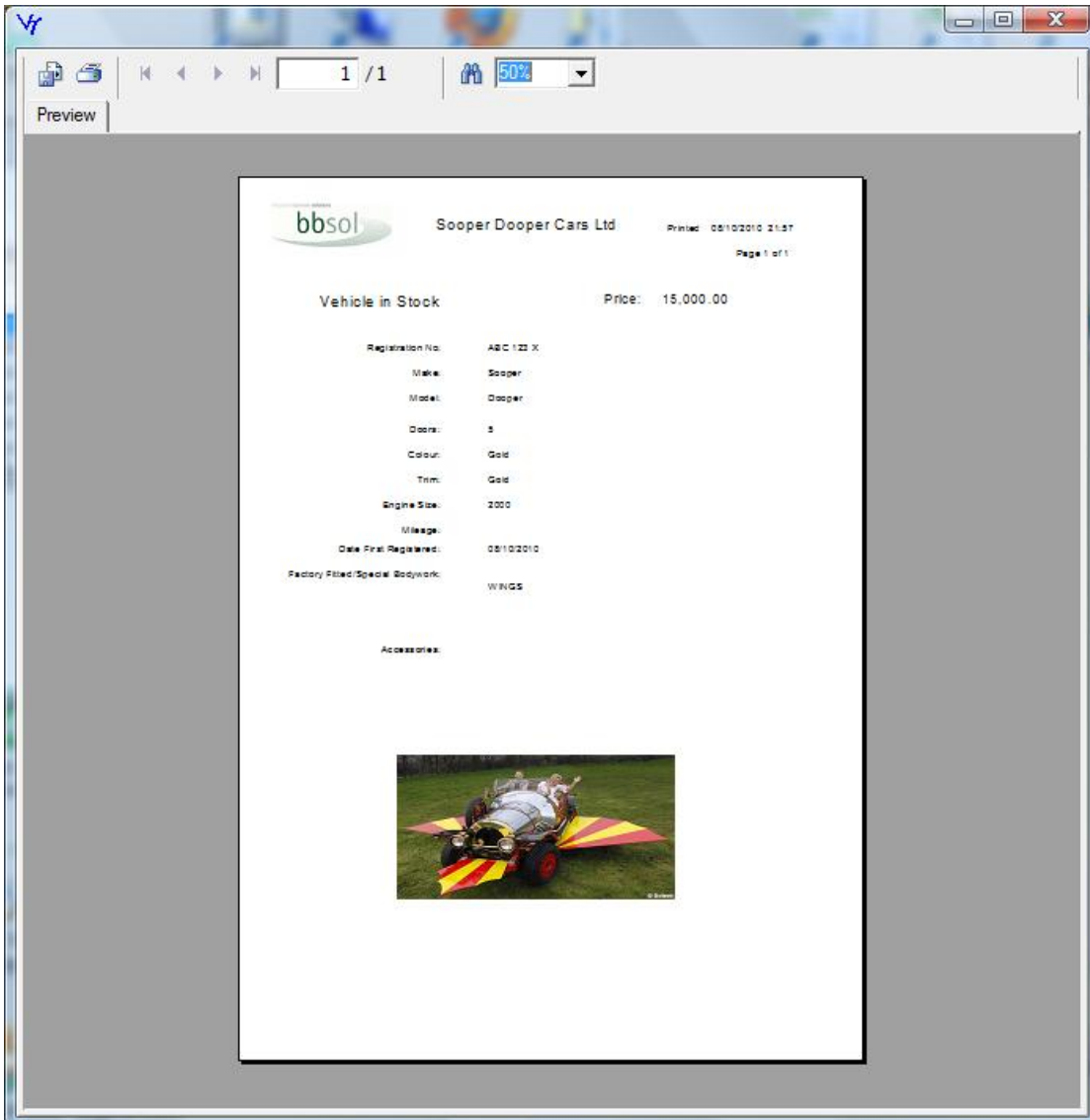
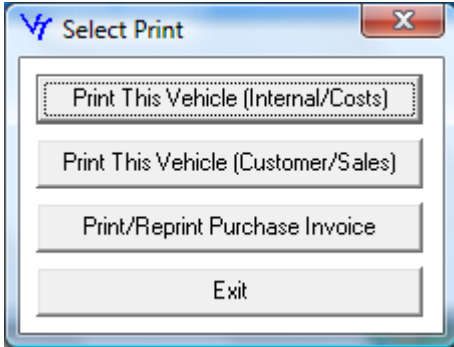
## Print

### Stock Vehicles

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

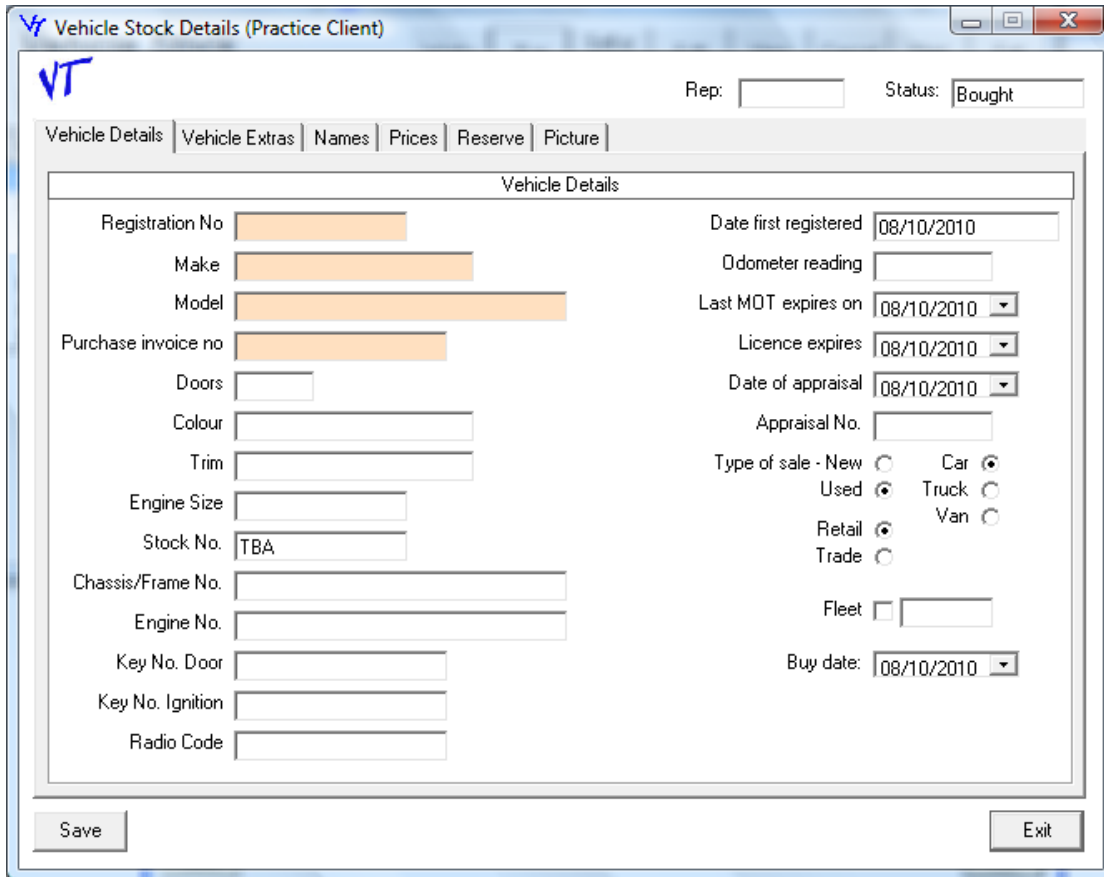
You can print 2 versions of the vehicle details.

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



### Purchases (or existing stock)

From the "Vehicle Stock" screen (See Page 15) click the "Buy" button.  
The "Vehicle Stock Details" screen appears.



Enter all relevant details. (They are all self-explanatory)  
There is a second tab for entering additional information concerning extras and accessories.

### 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 a new supplier can be entered and this will optionally be sent into Sage. For convenience, the supplier details can be copied to last registered user.

### Prices

This tab allows you to enter the purchase price. Enter either the net or gross price and the VAT and gross or net will be calculated depending on the setting as to used vehicle or otherwise. The intended selling price can also be entered for inclusion on your stock list and forms. This price will also be the default price when you sell.

A stock value price can also be entered if this is different from the buy price. This is used in Stock valuation reports.

### Reserve

Enter a reservation with details of deposit taken



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### **Picture**

Place a jpg of the vehicle with the name of the jpg being the registration number in the nominated folder and it will appear on the picture tab. This is the same picture appearing on the “vehicle details” form.

Use the “Exit” button to exit without saving

“Save” to record the vehicle. Any new supplier and the purchase invoice will optionally be passed direct to Sage Accounts. If Sage is not updated you have an option to update subsequently by Edit and Save, (before you sell). 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 in Sage 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.

The details on these screens will be brought through when selling the vehicle.  
The vehicle will now appear in your Stock List.

### Multi buy

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.

Multi Works Transaction (Dont Buy a Used Car Here Ltd)

Invoice:  Credit:

Supplier:

Reference:

Date:  Rep:

Description:

Extra ref

---

|        |                                       |        |                                       |             |                                       |
|--------|---------------------------------------|--------|---------------------------------------|-------------|---------------------------------------|
| Net:   | <input type="text" value="3,000.00"/> | Items: | <input type="text" value="1,000.00"/> | Difference: | <input type="text" value="2,000.00"/> |
| VAT:   | <input type="text" value="600.00"/>   |        | <input type="text" value="200.00"/>   |             | <input type="text" value="400.00"/>   |
| Gross: | <input type="text" value="3,600.00"/> |        | <input type="text" value="1,200.00"/> |             | <input type="text" value="2,400.00"/> |

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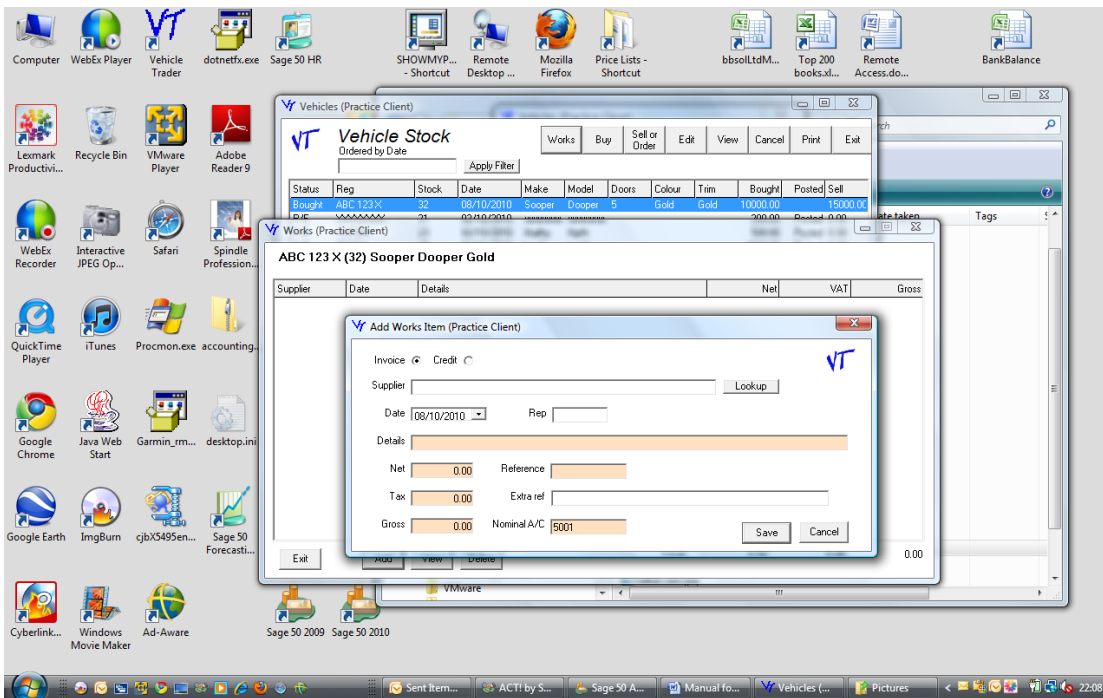
Works:

| Reg      | Details                                    | Net      | VAT    | Gross    |
|----------|--|----------|--------|----------|
| ABC 123X | description of works, additional items etc | 1,000.00 | 200.00 | 1,200.00 |

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

## Works items



By highlighting a vehicle and choosing “Works”, extra costs such as valeting can be processed.

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.

If linking to Sage, the nominal codes and suppliers are validated against existing Sage accounts

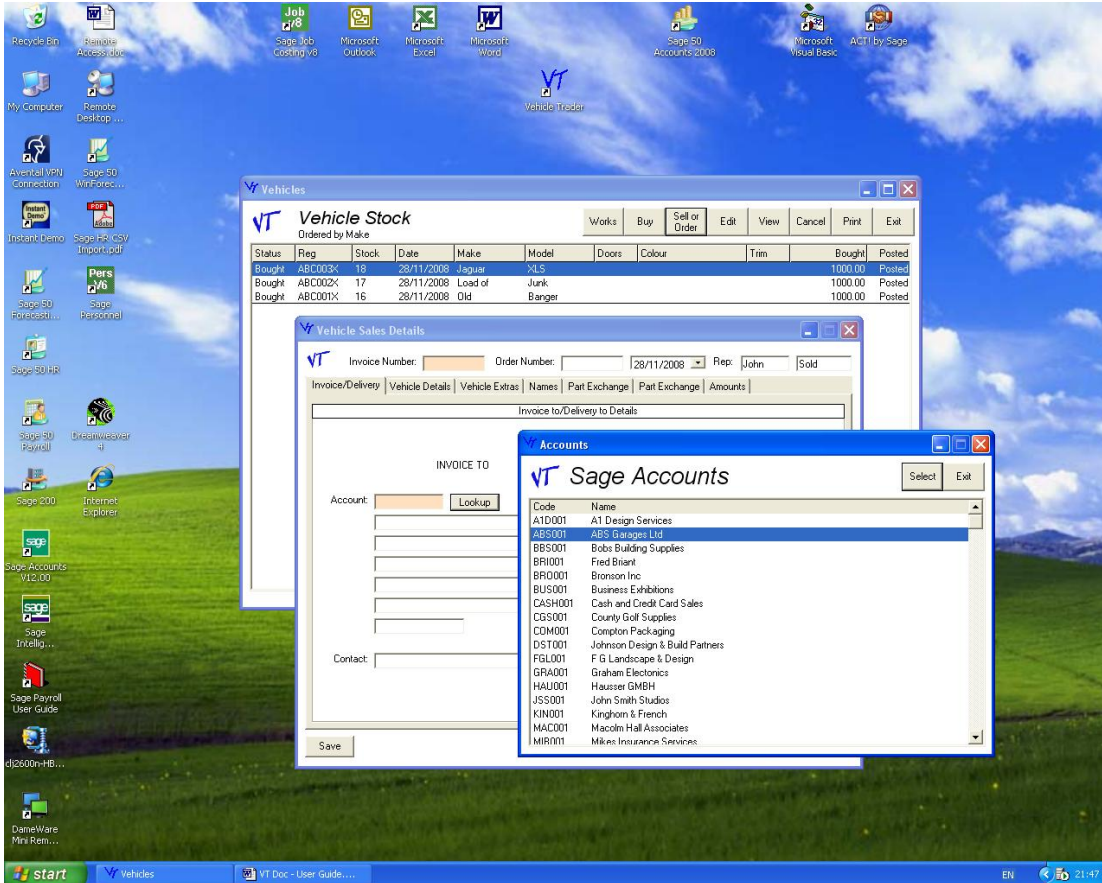
## Sales

From the “Vehicle Stock” screen (See Page 16 click the “Sell” button.

A “Confirm” button appears

Click OK

The “Vehicle Sales Details” screen appears.



Click on the “Lookup” button to select a customer from your Sage customer list.

If you have not clicked “Use one company” in set-up you will first be given your company list to select from.

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

The address and delivery address details will be populated from Sage.

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

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



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## Part Exchange

The part exchange tabs can be filled with the details of any vehicle taken in part exchange.

This vehicle will be added to stock in the same manner as if using "Buy"

Vehicle Sales Details (Practice Client)

VT Invoice Number: [ ] Order Number: [ ] 08/10/2010 Rep: [ ] Sold

Names | Vehicle Details | Vehicle Extras | Part Exchange | **Part Exchange** | Amounts | Picture

Part Exchange (2)

|  |                                     |                      |
|--|-------------------------------------|----------------------|
| Part exchange allowance - net          | [ 1,000.00 ]                        | LAST REGISTERED USER |
| tax                                    | [ 0.00 ]                            |                      |
| gross                                  | [ 1,000.00 ]                        |                      |
| Use margin scheme                      | <input checked="" type="checkbox"/> | [ ]                  |
| Stock value (excluding tax)            | [ 1,000.00 ]                        | [ ]                  |
| Intended selling price (including tax) | [ 1,500.00 ]                        | [ ]                  |

Extra reference [ ]

Note that a Stock Value can be entered if different from the buy price.  
This can be used in Stock Value reports



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## Invoicing Amounts

The amounts tab will be partly populated from details entered elsewhere.  
VAT will be calculated on the margin for second hand vehicles but on "SUB TOTAL" for other sales.

Additional information such as Road Fund Licence should be entered.

This tab then contains all the information needed for invoicing and posting to Sage.

**Vehicle Sales Details**

Invoice Number:  Order Number:  19/09/2009 Rep:  Sold

Names | Vehicle Details | Vehicle Extras | Part Exchange | Part Exchange | **Amounts** | Picture

Amounts

Buy price gross/tax   USING MARGIN SCHEME

Works cost  TOTAL PRICE

Extra reference

Vehicle, bodywork, factory options  Less P/E Allowance

Accessories  SUBTOTAL

R.F. Licence months   Add H.P. Settlement

Registration Fee (new cars)  Nett Price

SUB TOTAL  Amount Due from Finance Co.

Net  Balance

Calculated tax @ % 17.5  Less Deposit

Override calculated tax with

Gross  BALANCE DUE FROM CUSTOMER £

Sales invoice status:

Save Exit



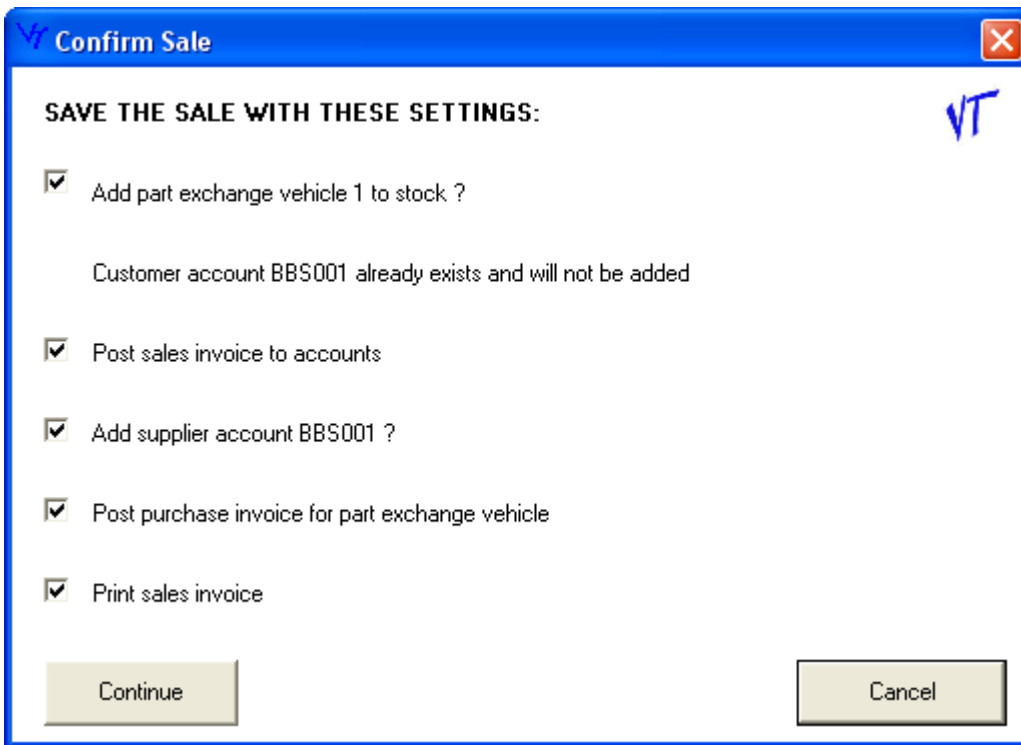
# VEHICLE TRADER USER GUIDE



## Save & Confirm Sale

When you click save, 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 List”

If you post the invoice to Sage (or posting file) you will not be able to edit the details of the sold vehicle.

If you delay posting the invoice you will be able to edit.

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 first and enter a default nominal.

The Sales Invoice will appear on screen and can then be printed.

See Sample Invoice on following page.

1 / 1 50%

Preview

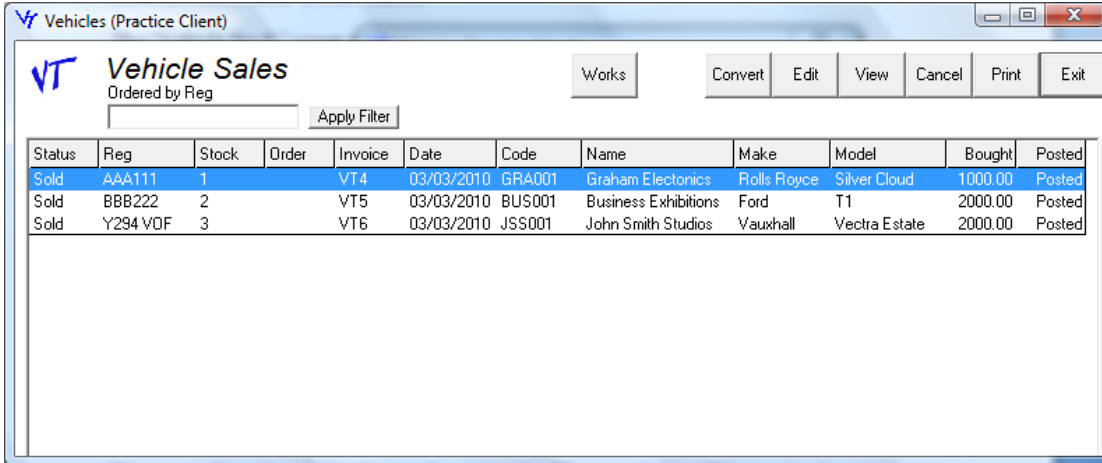
integrated business solutions **bbsol** Vehicles@bbsol.co.uk Scooper Dooper Cars Ltd  
 www.bbsol.co.uk The Lock Up  
 Tel: 01229 748923 Back Of The Market  
 Fax: 01229 748924 Pettocton Lane  
 VAT No: 958 4229 44 London  
 NW1 0XK

**NEW / USED VEHICLE SALES INVOICE**

|   |                         |                      |                           |                                 |                            |           |
|---|-------------------------|----------------------|---------------------------|---------------------------------|----------------------------|-----------|
| Invoice to<br>A1 Design Services<br>67a Station Road<br><br>Blackpool<br>Lancashire<br>BB12 7HT   |                         | Delivered to         |                           | Invoice Number<br>25            |                            |           |
|   |                         |                      |                           | Date / Tax Point<br>05-Oct-2010 |                            |           |
|   |                         |                      |                           | Order Number                    |                            |           |
| Reg No: AGC 122 X   | Make: Scooper           | Model: Dooper        | Colour: Gold              | Trim: Gold                      | Doors: 5                   |           |
| CHASSIS / FRAME: 122456789  | Engine No: 957654321    | Door Key No: 8576543 | Ignition Key No: 21980534 | Radio Code: 4321                | Stock No: 22               |           |
| Date First Reg: 05/10/2010  | COOMEAR READING: 122000 | IRP For tax purposes |                           |                                 | Used Car, Retail           |           |
| *Recorded mileage cannot be relied upon as the actual mileage run by this vehicle.  |                         |                      |                           |                                 | 0 months warranty / labour |           |
| <b>VEHICLE / SPECIAL BODYWORK / FACTORY FITTED OPTIONS</b>  |                         |                      |                           |                                 |                            |           |
|   |                         |                      |                           |                                 | Basic Price                | 15,000.00 |
| <b>WINGS</b>  |                         |                      |                           |                                 |                            |           |
| <b>ACCESSORIES</b>  |                         |                      |                           |                                 |                            |           |
|   |                         |                      |                           |                                 | Subtotal                   | 15,000.00 |
|   |                         |                      |                           |                                 | Accessories                | 0.00      |
|   |                         |                      |                           |                                 | BE Up - m/h                |           |
|   |                         |                      |                           |                                 | Reg Fee                    |           |
|   |                         |                      |                           |                                 | Subtotal                   | 15,000.00 |
|   |                         |                      |                           |                                 | VAT @ 17.5 %               |           |
|   |                         |                      |                           |                                 | Total Price                | 16,000.00 |
| USED - CERTIFICATE (to be completed on a USED sale only):   |                         |                      |                           |                                 |                            |           |
| I certify that I am the buyer of the above mentioned vehicle at the price stated. I acknowledge receiving delivery.   |                         |                      |                           |                                 |                            |           |
| Purchaser's signature..... Date.....  |                         |                      |                           |                                 | Less P16 Allow             | 0.00      |
| Input tax deduction has not been and will not be claimed by me in respect of the vehicle sold on this invoice.  |                         |                      |                           |                                 |                            |           |
| Seller's signature..... Date.....   |                         |                      |                           |                                 | Subtotal                   | 15,000.00 |
| <b>PART EXCHANGE USED VEHICLE PURCHASE CERTIFICATE</b>  |                         |                      |                           |                                 |                            |           |
| DECLARATION BY THE SELLER RELATING TO THE VEHICLE REG:  |                         |                      |                           |                                 | HP Settlement              |           |
| I DO CERTIFY THAT:  |                         |                      |                           |                                 |                            |           |
| I am the seller of the vehicle at the price stated and my address is as stated above  |                         |                      |                           |                                 |                            |           |
| The vehicle is being sold as CORRECT IN COMPLIANCE  |                         |                      |                           |                                 |                            |           |
| The registration is correct and the vehicle is not being sold as a stolen vehicle   |                         |                      |                           |                                 |                            |           |
| The vehicle is not being sold as a stolen vehicle   |                         |                      |                           |                                 |                            |           |
| The vehicle is not being sold as a stolen vehicle   |                         |                      |                           |                                 |                            |           |
| The vehicle is not being sold as a stolen vehicle   |                         |                      |                           |                                 |                            |           |
| The vehicle is not being sold as a stolen vehicle   |                         |                      |                           |                                 |                            |           |
| The vehicle is not being sold as a stolen vehicle   |                         |                      |                           |                                 |                            |           |
| The vehicle is not being sold as a stolen vehicle   |                         |                      |                           |                                 |                            |           |
|   |                         |                      |                           |                                 | Net Price                  | 15,000.00 |
|   |                         |                      |                           |                                 | Due from Finance           |           |
|   |                         |                      |                           |                                 | Balance                    | 15,000.00 |
|   |                         |                      |                           |                                 | Less Deposit               |           |
|   |                         |                      |                           |                                 | Balance Due                | 16,000.00 |
|   |                         |                      |                           |                                 | E. & O. E.                 |           |
| DECLARATION BY THE PURCHASER:   |                         |                      |                           |                                 |                            |           |
| This is to certify that Scooper Dooper Cars Ltd is the purchaser of the vehicle at the price stated.  |                         |                      |                           |                                 |                            |           |
| Signature..... Date.....  |                         |                      |                           |                                 |                            |           |
| Registration:   | Make:                   | Model:               | Colour:                   | First Reg:                      | PIE Allowance:             |           |
| 05/10/2010  | Scooper                 | Dooper               | Gold                      | 05/10/2010                      | 0.00                       |           |
| Chassis / Frame:  | Engine No:              | Door Key No:         | Ignition Key No:          | Stock No:                       | T&A                        |           |
| 122456789   | 957654321               | 8576543              | 21980534                  |                                 |                            |           |
| COOMEAR READING:  | IRP For tax purposes:   | Supplier's Date:     | Supplier's No:            | Stock No:                       | T&A                        |           |
| 122000  |                         | 05-Oct-2010          |                           |                                 |                            |           |
| The goods and services are the property of the seller until the purchase price has been cleared in full. It remains the property of the seller until the purchase price has been cleared in full. |                         |                      |                           |                                 |                            |           |

### Sold Vehicles

Clicking on “Sold Vehicles” presents the following screen



| Status | Reg      | Stock | Order | Invoice | Date       | Code   | Name                 | Make        | Model         | Bought  | Posted |
|--------|----------|-------|-------|---------|------------|--------|----------------------|-------------|---------------|---------|--------|
| Sold   | AAA111   | 1     |       | VT4     | 03/03/2010 | GRA001 | Graham Electronics   | Rolls Royce | Silver Cloud  | 1000.00 | Posted |
| Sold   | BBB222   | 2     |       | VT5     | 03/03/2010 | BUS001 | Business Exhibitions | Ford        | T1            | 2000.00 | Posted |
| Sold   | Y294 VDF | 3     |       | VT6     | 03/03/2010 | JSS001 | John Smith Studios   | Vauxhall    | Vectra Estate | 2000.00 | Posted |

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

By clicking on the column headings you may view the list in any 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 “%Estate” you would see only estate cars listed

Highlight any vehicle and then

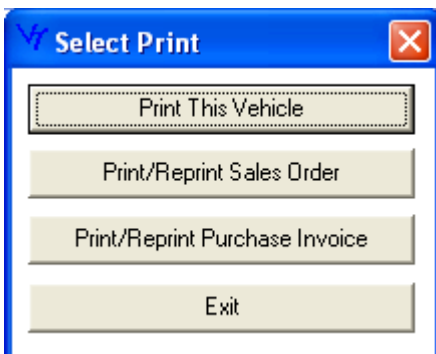
“Works” Enter additional bought in costs e.g. Valeting (see page 20)

“Convert” an Order into a completed Sale

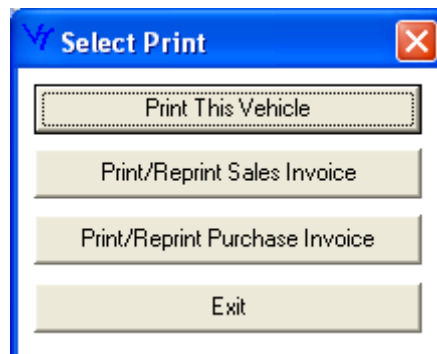
“View” all details that were present during the sales process

“Edit” these details unless you have already posted the transaction to Sage

“Print”



OR



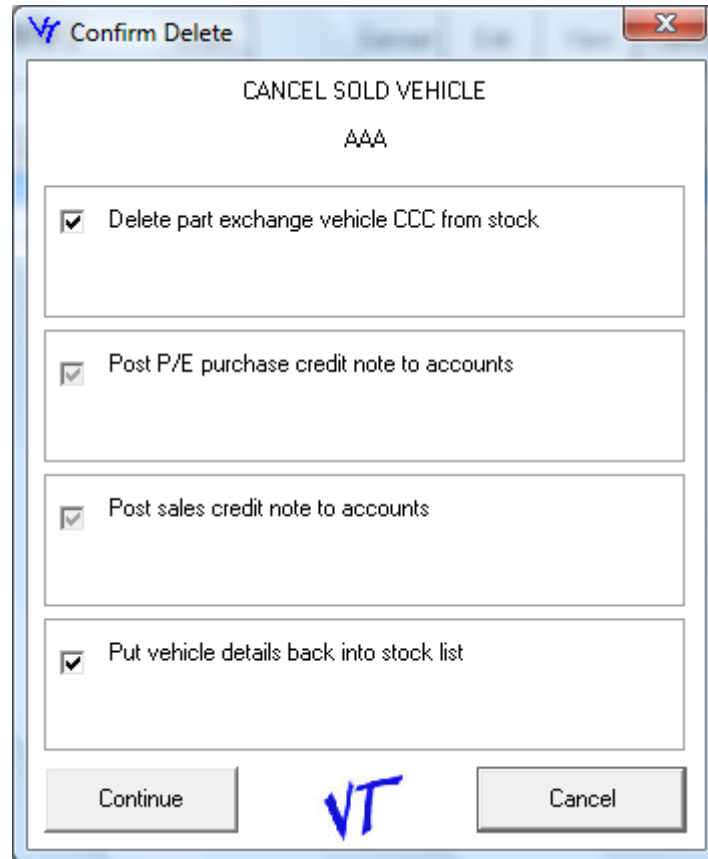
Print a detail report of the highlighted vehicle (See sample page 15)

Print or reprint the invoice for the highlighted vehicle

Print or reprint the order for the highlighted vehicle

Print or reprint the purchase invoice for the highlighted vehicle

**“Cancel” any vehicle**



You are given option to reverse accounting entries or just delete





# VEHICLE TRADER USER GUIDE



## Sold List Summary

**VT VEHICLE TRADER - SOLD LIST** Run on: 28 November 2008 21:06 Page 1

| Stock No | Reg     | Make        | Model        | Bought   | Works | Amount   | Status |
|----------|---------|-------------|--------------|----------|-------|----------|--------|
| 11       | ABC123X | Ford        | T1           | 1,000.00 | 0.00  | 4,000.00 | Sold   |
| 6        | XYZ789Z | Rolls Royce | Silver Cloud | 2,350.00 | 0.00  | 5,023.12 | Sold   |

## Sold List Details

Click on Sold List and a page of detail for each sold vehicle appears these can all be printed or a selection made from the printer menu.

## VAT Report

For any date controlled period.

Produces a list of all vehicle sales

Showing Net and VAT analysed into columns for:-

Margin Scheme vehicles, Non-Margin scheme Vehicles, Extras.

**VT VEHICLE TRADER - SALES VAT REPORT** 03/03/2010 - 03/03/2010 Page 1  
03 March 2010 13:30

This report is derived solely from the Vehicle Sales data held in VehicleTrader and dated within the selected date range. Other Vehicle Trader Sales data falling outside this period is not shown. Data held outside of Vehicle Trader is not included (eg. in an accounts package).

| Ref           | Reg    | Date       | Margin Scheme Vehicles |               |                 | Non Margin      |                  | Accessories      |                 |               |
|---------------|--------|------------|------------------------|---------------|-----------------|-----------------|------------------|------------------|-----------------|---------------|
|               |        |            | Net Sale               | VAT           | Cost            | Net Sale        | VAT              | Net Sale         | VAT             |               |
| VT9           | CCC333 | 03/03/2010 | 0.00                   | 0.00          | 0.00            | 0.00            | 75,000.00        | 13,300.00        | 1,000.00        | 175.00        |
| VT8           | BBB222 | 03/03/2010 | 2,724.31               | 126.75        | 2,000.00        | 724.31          | 0.00             | 0.00             | 0.00            | 0.00          |
| VT7           | AAA111 | 03/03/2010 | 1,362.15               | 63.38         | 1,000.00        | 362.15          | 0.00             | 0.00             | 200.00          | 35.00         |
| <b>TOTALS</b> |        |            | <b>4,086.46</b>        | <b>190.13</b> | <b>3,000.00</b> | <b>1,086.46</b> | <b>75,000.00</b> | <b>13,300.00</b> | <b>1,200.00</b> | <b>210.00</b> |

There is also a report for vehicle purchases and works costs VAT



# VEHICLE TRADER USER GUIDE



Sample printout of "Sold Vehicle" Report

**Sold Vehicle**
Zoom: 75%

---

**SOLD VEHICLE**
06 October 2006
09:36
Page 1

|                          |               |                  |                         |
|--------------------------|---------------|------------------|-------------------------|
| <b>Stock Number</b>      | 1             | <b>Purchaser</b> | ABC001                  |
| <b>Bought</b>            | 04/10/06      |                  | A B C Technologies Ltd. |
| <b>Invoice No</b>        | 1001          |                  | 7 The Spinney           |
| <b>Registration No</b>   | AB12Z         |                  | Parklands Business Park |
| <b>Make</b>              | Renault       |                  | Denmead                 |
| <b>Model</b>             | Trafic        |                  | Hants                   |
| <b>Colour</b>            | Yellow        |                  | P07 6AR                 |
| <b>Trim</b>              | Black         | <b>Supplier</b>  | AAA111                  |
| <b>Engine Size</b>       | 1.9 Litre     |                  | A Vehicle Supplies Ltd  |
| <b>First Registered</b>  | 01/01/2005    |                  | 123 High Street         |
| <b>Sold</b>              | 04/10/06      |                  | Cosham                  |
| <b>Chassis No</b>        | Chassisxyz123 |                  | Portsmouth              |
| <b>Engine No</b>         | Engine123xyz  |                  | Hampshire               |
| <b>MOT Expires</b>       | 31/12/06      |                  | P06 1XX                 |
| <b>Licence Expires</b>   | 31/03/07      | <b>RegOwner</b>  |                         |
| <b>Buy Price</b>         | 3,000.00      |                  |                         |
| <b>Sell Price</b>        | 4,100.00      |                  |                         |
| <b>Profit</b>            | 1,100.00      |                  |                         |
| <b>Loss</b>              | 0.00          |                  |                         |
| <b>VAT Payable</b>       | 163.83        |                  |                         |
| <b>Sell Price Ex VAT</b> | 3,936.17      |                  |                         |

Pages: 1

Sold in period report

Preview
1 / 5
75%

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**Sooper Dooper Cars Ltd**
Printed 09/10/2010 19:41

Page 1 of 5

**Sold in Period** 01-Apr-201 to 09-Oct-2010

| Stk No | Date       | Customer                              | Rep  |             | Net      | VAT    | Gross    |
|--------|------------|---------------------------------------|------|-------------|----------|--------|----------|
| 3      | 01/10/2010 | Peter Young                           | bill | Sold        | 285.11   | 14.89  | 300.00   |
|        |            | XYZ765K sooper dooper                 |      | Bought      | 200.00   | 0.00   | 200.00   |
|        |            |                                       |      | Works       | 0.00     | 0.00   | 0.00     |
|        |            |                                       |      | PX XX       | 0.00     | 0.00   | 100.00   |
| 5      | 01/10/2010 | A1 Design Services                    |      | Sold        | 5,851.06 | 148.94 | 6,000.00 |
|        |            | ZZZZZZZ zzzzzzzzzzzzzz zzzzzzzzzzzzzz |      | Bought      | 5,000.00 | 0.00   | 5,000.00 |
|        |            |                                       |      | Works       | 0.00     | 0.00   | 0.00     |
|        |            |                                       |      | PX YYYYYYYY | 0.00     | 0.00   | 4,000.00 |
| 6      | 01/10/2010 | A1 Design Services                    |      | Sold        | 4,851.06 | 148.94 | 5,000.00 |



# VEHICLE TRADER USER GUIDE



This report replicates the manual "Stock Book" which many traders use to satisfy the "Vatman's" Requirements

1 / 6
75%

Printed 26/01/2011 13:38

**MOTORCOUNTRIES LIMITED**
Dont Buy a Used Car Here Ltd
**Stock Book : Sold Vehicles**
Page 1 of 6

| PURCHASE DETAILS |                  |                         |   |                             |                                 | SALES DETAILS |                      |   | ACCOUNTING DETAILS |   |             |          |         |
|------------------|------------------|-------------------------|---|-----------------------------|---------------------------------|---------------|----------------------|---|--------------------|---|-------------|----------|---------|
| 1                | 2                | 3                       | 4   | 5                           | 6                               | 7             | 8                    | 9   | 10                 | 11  | 12          | 13       | 14      |
| Stock Number     | Date of Purchase | Purchase Invoice Number | Name of Supplier  | Vehicle Registration Number | Model and Make                  | Date of Sale  | Sales Invoice Number | Name of Purchaser   | Purchase Price     | Selling Price or other Method of Disposal | 11 Minus 10 | Tax Rate | VAT Due |
| 2                | 13/10/2010       | 1005                    | ABS001<br>ABS Garages Ltd<br>Unit 34<br>Holystone Ind Estate<br>Hebbum<br>Tyne & Wear<br>NE31 1VB           | XYZ123A                     | Rolls Royce<br><br>Silver Cloud | 14/10/2010    | 3                    | ABS001<br>ABS Garages Ltd<br>Unit 34<br>Holystone Ind Estate<br>Hebbum<br>Tyne & Wear<br>NE31 1VB | 5,000.00           | 7,500.00                                  | 2,500.00    | 17.5     | 372.34  |
| 4                | 13/10/2010       | pxtest                  | BB001<br>Bobs Building Supplies<br>Timber Yard<br>123 Prescott Way<br>Ainwick<br>Northumberland<br>AL12 6GH | DEF987A                     | Vauxhall<br><br>Vectra          | 08/11/2010    | 10                   | A1D001<br>A1 Design Services<br>67a Station Road<br><br>Blackpool<br>Lancashire<br>BP12 7HT       | 1,000.00           | 2,000.00                                  | 1,000.00    | 17.5     | 148.94  |
| 7                | 25/10/2010       | ccc                     | A1D001<br>A1 Design<br>The Garage<br>High Street<br>Upper Downtown<br>Hampshire<br>PO 20 1XX                | AAA                         | aaa<br><br>aaa                  | 25/10/2010    | 6                    | TEST<br>test  | 3,000.00           | 4,000.00                                  | 1,000.00    | 17.5     | 148.94  |
| 8                | 25/10/2010       |                         | TEST<br>test  | CCC                         | ccc<br><br>ccc                  | 27/10/2010    | 9                    | BUS001<br>Business Exhibitions<br>44 Keswick Way<br><br>Penrith<br>Cumbria<br>CA97 9RT            | 1,500.00           | 3,700.00                                  | 2,200.00    | 17.5     | 345.16  |



# 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 Inland Revenue and Excise; 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.

In the case of used cars, all trades are subject to the margin scheme.  
In the case of commercial vehicles there is an option to use the margin scheme or not.

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.

In the “Set-up” of this package there are options to choose “Use Margin scheme for commercial vehicles by default”, and “Always use Margin scheme for commercial vehicles”.

When recording the purchase of a vehicle options are chosen to indicate whether the vehicle is new or used, car or commercial.

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 on used commercial vehicles 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.



# VEHICLE TRADER USER GUIDE



## Appendix II

### **Accounting for Part Exchange (PX)**

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

- a. Which of three options is 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.



# VEHICLE TRADER USER GUIDE



## 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.



# VEHICLE TRADER USER GUIDE



## 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 has to 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.**