

# INVENTORY MODULE

All vehicle inventory is maintained from the Inventory Module. Vehicle Add, Delete, or Searches are done from this section. The grid on the Inventory Screen displays the selected inventory with or without filtering. Aged vehicles or old inventory are highlighted in light blue. They are determined by the “Age Flag” preset which is located on the “Acct/Bhph/Inv/Sys” Preset screen. When you enter the “Inventory” module the following screen will appear.

StockNo	Age	NU	Year	Make	Model	Body	Odom	Price
100L	5	U	2003	lkjh	lkjh	lkjh	lkjh	
982903	36	N	2002	DODGE/TF	DURANGO	4X4		33,437.50
C261	80	N	2001	CHRYSLER	PROWLER	Coupe	5	55,108.75
C285	110	N	2002	CHRYSLER	PT CRUISER	4DR	25	28,591.25
C296	61	N	2002	CHRYSLER	PT CRUISER	4DR	16	26,668.75
C297	145	N	2002	CHRYSLER	CONCORDE	LX	44	31,046.25
D1061D	1	U	1990	Chevrolet	Astrovan	Minivan		
D1063A	106	U	1998	BUICK	LESABRE	4DR	59403	11,712.88
D1072A	4	U	1995	Ford	Explorer			
D1078	202	N	2002	DODGE	1500	PU	12	34,756.25
D1084	80	N	2002	DODGE	DAKOTA	EXT CAB	23	366.25
D1084A	33	U	1998	DODGE	DAKOTA	EXT CAB	121857	11,345.17
D1086B	12	U	1997	FORD	RANGER	PU	59481	6,187.50
D1088	42	N	2002	DODGE	DAKOTA	PU	41	28,462.50
D1097	139	N	2002	DODGE	GD CARAVA	VAN	9	31,853.75
D1098A	97	U	1998	GMC	1500	EXT CAB	99255	16,473.09
D1102A	81	U	2001	CHEVROLE	CAVALIER	2DR	7586	18,125.00
D1105	169	N	2002	DODGE	INTREPID	ES	74	28,553.75
D1108	182	N	2002	DODGE	NEON	4DR	10	15,280.00
D1110	96	N	2002	DODGE	NEON	4DR	10	15,280.00
D1112	142	N	2002	DODGE	3500	PU	36	37,588.75

## Adding

Add vehicles by clicking the “Add Car” Button located on the lower left portion of the screen. A small box will appear asking for a “Stock No”, enter the number you wish to apply to the vehicle and the cursor will enter the “Car” tab. For each car entered into the system the following tabs should be completed

- a. Car
- b. Value
- c. Acc
- d. Notes
- e. Books
- f. Floorplan
- g. Guide

Note on “Value” tab and “Floorplan” tab at system start up the value and floorplan should be entered in the “Utility” module, “System” tab, “Enter Inventory Opening Balances” not in the “Value” tab ( the reason behind this is that upon system start up you do not want the values to post to the General Ledger).

**Car Tab**

1. Enter “Inventory” (Drop down menu) and “Lot”. The following are the options under “Inventory”
  - a. New Car
  - b. Used Car
  - c. New Truck
  - d. Used Truck
  - e. Other
  - f. Sold
  - g. Posted
2. Enter “Type” (Drop down menu) the following are the options under “Type”
  - a. Car
  - b. Truck
  - c. SUV
  - d. Van
  - e. Motorcycle
  - f. Boat
  - g. Motor Home
  - h. Trailer
3. Enter the date “Recd” the age will automatically update.
4. Enter the “Vin” (Vehicle Identification Number)
5. Enter the “Year” of the vehicle and the “Nud” (Drop down menu options: New, Used, Demo)
6. Enter “Make,” “Model,” “#,” “Body,” “Series,” “Odometer,” “Color,” “Key” number if Applicable, “Permit No,” “Cyl,” “HP,” “Fuel” (Drop down menu options: Gas, Diesel, Electric), “Title,” and “State”
7. Enter the “Stat” (Drop down menu) the following is a list of the options.
  - a. Sale Ready
  - b. Recon
  - c. Deposit
  - d. Dir Trade
  - e. On order
  - f. Trade in

**Value Tab** - The “Value” tab is for entry of vehicle purchases (not trade ins, trade ins are entered through the “Finance” module) and “internals and RO’s (Repair Orders). The value tab is also used to enter additional internals/RO’s or to edit costs. Note: as stated above values at system start up should not be entered in this screen.

1. Select the desired vehicle by clicking on it in the display grid.
2. Click the “Values” tab the screen at the top of the following page will appear
3. If you are entering the Base Cost or Internals, click the “Apply Cost” button and the screen immediately following the “Value” tab screen will appear.

The screenshot shows the IDEAL Software interface. On the left is a table of car inventory with columns for StockNo, Age, NU, Year, Make, Model, Body, Ddom, and Price. The row for 'C297' is highlighted. On the right is a 'Car Values' window showing a cost breakdown for a car. The 'Base Cost' is 5000, 'Internals' is 535, and 'Total Cost' is 5535. Below this is an 'Invoice' table with columns for InvoiceNo, Description, and Cost.

StockNo	Age	NU	Year	Make	Model	Body	Ddom	Price
100L	5	U	2003	lkjh	lkjh	lkjh		
982903	36	N	2002	DODGE/TF	DURANGO	4x4		33,437.50
C261	80	N	2001	CHRYSLER	PROWLER	Coupe		55,108.75
C285	110	N	2002	CHRYSLER	PT CRUISER	4DR		28,591.25
C296	61	N	2002	CHRYSLER	PT CRUISER	4DR		26,668.75
C297	145	N	2002	CHRYSLER	CONCORDE LXI			31,046.25
D1061D	1	U	1990	Chevrolet	Astrovan	Minivan		
D1063A	106	U	1998	BUICK	LESABRE	4DR	59403	11,712.88
D1072A	4	U	1995	Ford	Explorer			
D1078	202	N	2002	DODGE	1500	PU		12,347.56.25
D1084	80	N	2002	DODGE	DAKOTA	EXT CAB	231	366.25
D1084A	33	U	1998	DODGE	DAKOTA	EXT CAB	121857	11,345.17
D1086B	12	U	1997	FORD	RANGER	PU	59481	6,187.50
D1088	42	N	2002	DODGE	DAKOTA	PU	41	28,462.50
D1097	139	N	2002	DODGE	GD CARAVAN		9	31,853.75
D1098A	97	U	1998	GMC	1500	EXT CAB	99255	16,473.09
D1102A	81	U	2001	CHEVROLE	CAVALIER	2DR	7586	18,125.00
D1105	169	N	2002	DODGE	INTREPID	ES	74	28,553.75
D1108	182	N	2002	DODGE	NEON	4DR	10	15,280.00
D1110	96	N	2002	DODGE	NEON	4DR	10	15,280.00
D1112	142	N	2002	DODGE	3500	PU	36	37,588.75

InvoiceNo	Description	Cost
floor	Inception Entry 100L, 200	5000
705	Dent Removal	200
1000	Tires	250
Adjust	transportation	35
Adjust	Travel	50

Vehicle: D1045 2001 Corvette 2 Dr.

Inv Acct: 10151 Inventory - Cars & Windshields

Date: 09/02/2003

Description: Inception Entry D1045 2001 Corvette

Accounts Payable | Write Check | Floorplan | Adjust Cost

Account: 20100 Accounts Payable - Trade

Payable To: [Empty]

Invoice#: [Empty] Due Date: 09/02/2003

Amount: 0.00  Base Cost

OK Cancel Help

1. Enter the Chart of Accounts number that the debit side of the entry is to be posted too.
2. Enter the date of the invoice.
3. Enter a description of the work or parts provided. Note : The description will default to “Inception Entry [Stock #] on all vehicles without a posted entry.
4. How you complete the rest of the Inventory Internals window depends on how the Base Cost/Internal is being paid. Choose the tab for the method of payment to be used for that particular invoice. *Note: If a floorplan arrangement is being used in payment see Floorplan Entry section below before entering this step.*
  - A. *Accounts Payable:* Enter the:
    - a. “Chart of Accounts” number for the credit side of the entry. (Drop down menu of account numbers)
    - b. Enter the “Payable to” (Drop down menu of Vendors)
    - c. Invoice #
    - d. Due Date
    - e. Amount
    - f. Check if this is a “Base Cost”(If you are entering the vehicle cost

then check the “Base Cost” box. If you are entering an internal DO NOT check “Base Cost”).

- g. Once entered click on “OK” and the entry will move to the accounting system for check printing.

B. *Write Check*: Enter the:

- a. “Chart of Accounts” number for the credit side of the entry. (Drop down menu of account numbers)
- b. Enter the “Payable to” (Drop down menu of Vendors)
- c. Invoice #
- d. Due Date
- e. Amount
- f. Check if this is a “Base Cost”. (If you are entering the vehicle cost then check the “Base Cost” box. If you are entering an internal DO NOT check “Base Cost”).
- g. Once entered click on “OK” a screen with the check to be printed will appear. Click on print to print check. If you cancel the check will not print. This would be used in cases where check was written manually.

C. *Floorplan*: Enter the:

- 1. Vendor (Drop down menu of vendors set up to floorplan).
- 2. Amount
- 3. Check if you wish to Generate an Accounts Receivable. (An accounts receivable should be generated when the arrangements with the floorplan vendor call for the floorplan vendor to issue a check to your dealership for the amount).
- 4. Once entered click on “OK” and the entry will move to the accounting system transaction journal.

D. *Adjust Cost*: Enter the:

- 1. Check the “Make Standard Cost Adjustment.” (The standard cost adjustments can be set-up in “Pre-Set” Module, the “Invent” tab).
- 2. The amount of the “Cost Reduction”
- 3. The amount of the “Cost Increase”
- 4. Check if the amount is to be included as a “Base Cost”(If you are adjusting the vehicle cost then check the “Base Cost” box. If you are adjusting an internal DO NOT check “Base Cost”).
- 5. Offset Account number for the credit side of the entry. (Drop down menu of account numbers)
- 6. Once entered click on “OK” and the entry will move to the accounting system transaction journal.

Note: If you receive a credit and wish to apply it to a vehicle just enter a negative number in the Amount field.

- 4. Enter the “Price” of the vehicle. This would be the initial asking price for the vehicle.
- 5. Enter the “MSRP”
- 6. Enter the “OpenRO or open repair orders
- 7. Enter the HoldBack, this is the amount determined by you as a hold back. The amount entered here will transfer to the finance screen.
- 8. Enter the “DlrRebate” this would be the amount of rebate you are offering. The amount entered here will transfer to the finance screen.

**FloorPlan - Entry**

Note FloorPlan entry is not to be done in the “Floorplan” tab but in the “Value” tab.

Vehicle floorplans are created, re-floorplaned, or paid from the Inventory Module. The floorplan companies providing the loan are entered as vendor's located in Presets.

Each floorplan vendor must have the correct preset accounts located at the bottom of the Vendor Preset screen before you can log a floorplan for that vendor.

- a. FP (floorplan) Acct is the Liability account that holds the loan amount.
- b. AP Acct is the Accounts Payable account.
- c. AR Acct is the Accounts Receivable account used when a double transaction takes place to acquire the floorplan. For example if you write a check for the vehicle when purchased then the floorplan lender cut's you a check back for the vehicle being floorplaned.

FP (floorplan) Rate is the interest rate at which you are being charged for the floorplan.

Below are two different ways of setting up a floorplan.

1. This method is used when the purchased vehicle is added directly to your floorplan loan. Click the “Floorplan” tab, and follow the directions above under the Floorplan tab. Note: DO NOT check the box “Generate Account Receivable”.
2. This method is used when you write a check for the vehicle and later a check is received by the floorplan company. First log the written check in under the “Write Check” tab. Follow the instructions listed above for “Write Check”. The system will place the amount into the base cost field in inventory and will increase the Inventory account and decrease your checking account in Accounting. Next click the “Floorplan” tab, and follow the directions above under the Floorplan tab. Note: DO check the box “Generate Account Receivable”. The system will add the amount to the preset Accounts Receivable account and to the preset floorplan account in Accounting.

**Acc Tab-** The “Acc tab” allows you to enter the technical specifications of the vehicle being entered. Click the “Acc” Tab and the following screen will appear.

StockNo	Age	NU	Year	Make	Model	Body	Odom	Price
D1045	23	U	2001	Chevrolet	Corvette	2 Dr.	10500	32,000.00

Trans: Automatic  
 Drive: 2WD  
 Engine:

- Air Conditioning
- Power Steering
- Power Windows
- ABS
- Air Bags
- Dual Air Bags
- Power Brakes
- Power Door Locks
- Tilt Wheel
- Cruise Control
- AM/FM Stereo
- Cassette
- Compact Disk
- CD Changer/Stacker
- Power Seats
- Moon Roof
- FlipUp Roof
- Alloy Wheels
- 2 Captain Chairs

User - IDS User      Tue, Sep 02, 2003 02:41 PM

1. Enter the “Trans” (Drop down menu) with the following options
  - a. Automatic
  - b. Manual
  - c. 3 Speed
  - d. 4 Speed
  - e. 5 Speed
  - f. 6 Speed
2. Enter the “Drive” (Drop down menu) with the following options
  - a. 2WD
  - b. 4WD
  - c. AWD
3. Enter the “Engine”
4. In the list of features on lower right side of screen check all boxes that relate to the vehicle being entered.

### **Notes Tab**

The “Notes” tab is to record about the buyer, previous owner and any other comments about the car. The following is the screen that will appear when you enter the “Notes” tab.

The screenshot shows a software interface with a menu bar at the top containing icons for various functions and a tabbed interface. The 'Notes' tab is selected, showing a form with the following fields:

- Location:
- Status:
- Buyer:
- Prev Owner:
- Prev Phone:

Below these fields is a large empty text area for notes. The status bar at the bottom of the window displays 'User - IDS User' and 'Wed, Sep 03, 2003 12:28 PM'.

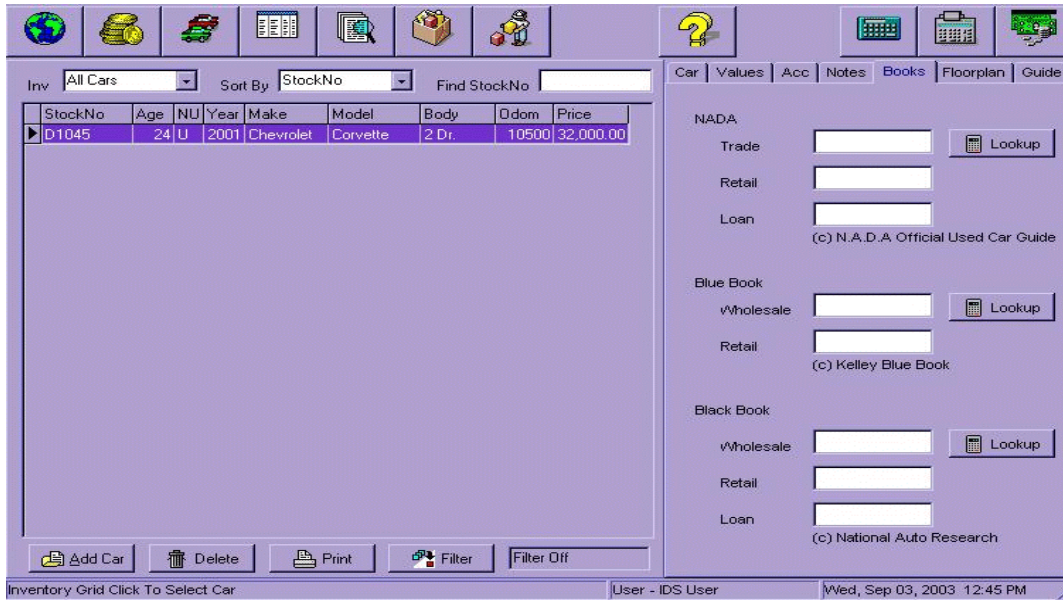
Entry is pretty straightforward and totally optional. Use this section as you see fit.

### **Books Tab**

The “Books” tab is to record the book values of the vehicle. At the top of the following page is the screen that appears when you enter the “Books” tab.

You may choose to setup the “Lookup” function of this page in the Utilities or you may choose to enter the information manually or since it frequently changing information you may choose not to enter this at all.



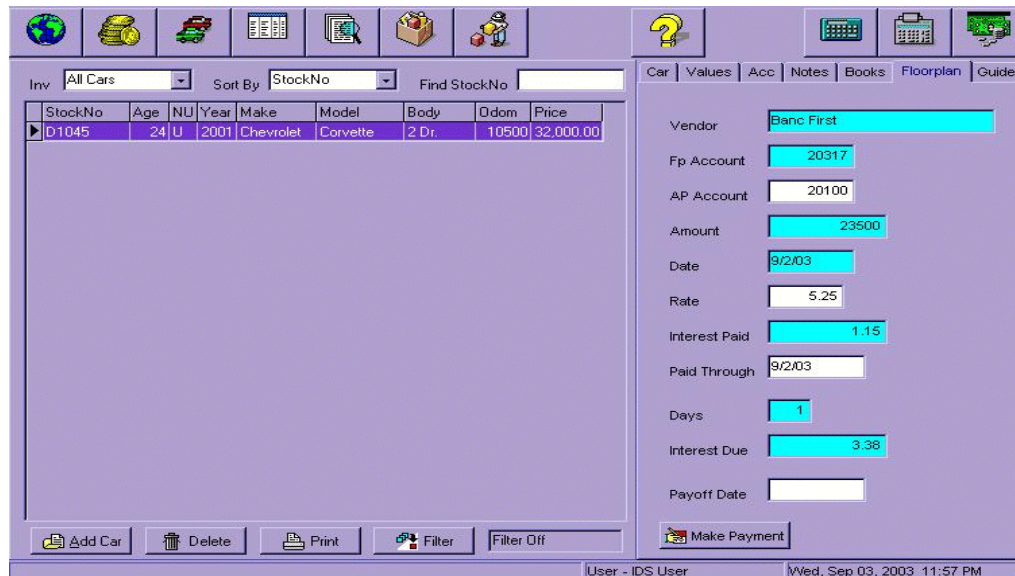


**FloorPlan Tab**

The “FloorPlan” tab is set up to allow you to enter the interest rate and to pay the “FloorPlan” account. Enter the interest rate in the “Rate” box.

**FloorPlan - Paying**

1. Once a vehicle is sold (Payoff should be made if car has sold) or as payments are due you will need to pay the floorplan. Do this by going to the “Inventory” module, selecting the vehicle, and click the “Floorplan” tab The screen following will appear.



2. Click the “Make Payment” button, the following screen will appear.

Vehicle: D1045 2001 Corv

Pay Through: 09/03/2003

Entry Date: 09/03/2003

Interest Amount: 3.38  Override Interest

Balance Remaining: 23,500.00

Principle Paydown: 0.00

3. Now you have a couple of options as to how to payoff the floorplan.
  - a. If the system is calculating the interest just input the Pay Through Date and click “Record”
  - b. If you get the payoff amount from the floorplan lender then enter the “Pay Through” Date, click the “Override Interest” box, and enter the interest amount. Click “Record” when all input is correct.
4. Enter the amount of principle that you are paying in the “Principle Paydown” Click on the “Record” button to post the

Note: If the customer who purchased this vehicle has been moved to the delivered Customer Group then you will find the vehicle located in the sold inventory. To see the sold vehicles click on the “Inv” drop down button located on the upper left corner of the Inventory screen and select 'Sold'.

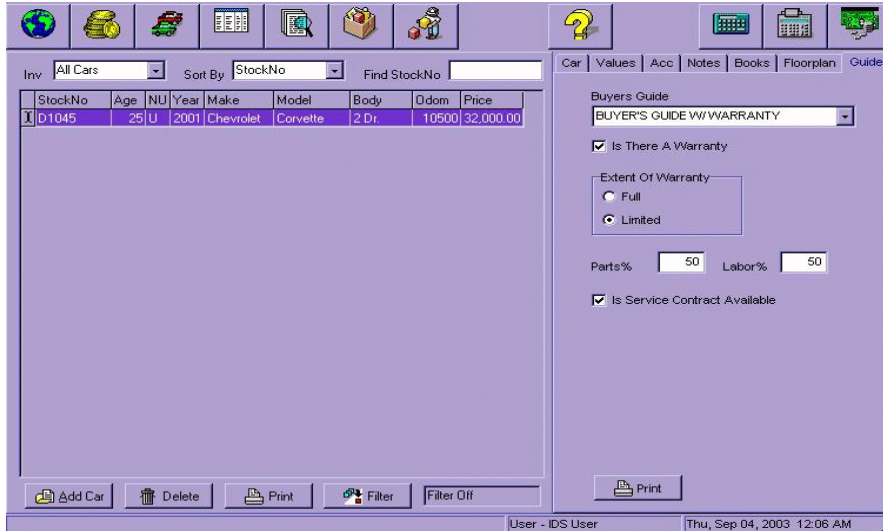
### **FloorPlan - Refinancing**

1. If a vehicle needs to be re-floorplanned go to the “Inventory” module, select the vehicle, and click the “Floorplan” tab.
2. Next click the “Make Payment” button to pull up the “Pay Floorplan” window.
3. If you are using the systems calculated interest then just input the “Pay Through” Date. If you get the payoff amount from the floorplan lender then enter the “Pay Through” Date, click the Override Interest box, and enter the interest amount.
4. Next enter the “Principle Pay” down amount required by your floorplan vendor. Once all information is entered correctly click “Record”.

### **Guide Tab**

The “Guide” tab allow you to set up the Buyers Guide terms for each used vehicle. The “Buyers Guide” Drop down menu of items is set up in the “Presets Inventory”. Enter the “Inventory” module, the “Guide” tab and the following screen will appear.





In the “Buyers Guide” drop down menu choose the terms that fit the vehicle being entered. Make any changes to the Preset terms to fit the specific vehicle. The print button will generate the form to be placed in the window of the vehicle.

### **Deleting**

Delete vehicles by selecting the desired vehicle from the display list and click the 'Delete' button.

### **How to Find a Vehicle**

1. Select the inventory in which the vehicle resides. If you are not sure set “Inv” to All Cars.
2. Now you can either use the scroll bar located on the right side of the grid or use the “Sort By” and “Find” to the right of the selected inventory to locate the desired vehicle. The “Sort By” field allows you to pick how you want the list sorted. Once set the “Find” field is determined by how “Sort By” is set. If “Sort By” is set to StockNo then the “Find” field will find by stock number, if “Sort By” is set to Model then the “Find” field will search by the vehicles model, etc.

Here is an example on how 'Find' will work: If “Sort By” is set to StockNo and "1234" is entered into “Find” then the first 1234 in the list will be highlighted.

### **Multiple Inventories**

Vehicles can be kept in separate Inventories; New Car, Used Car, New Truck, Used Truck, or Other. They can be viewed individually or all together. Just click the drop down button to the right of the “Inv” field located in the upper left corner of the screen to select a view mode.

### **Filter**

Inventory Filter allows you to view a shorten list determined on how the filter is completed. For example if you enter 90 in the “Age Over” field and click “Apply” the display grid shows only the vehicles that have been on the lot for over 90 days or if “Price From” is set to \$15000.00 and “Price Up To” is set to \$18000.00 then only the vehicles that have a retail price between \$15000

and \$18000 are displayed.

The “Remove” button cancels a filter and returns the display grid back to the standard display and the “Reset” Button sets the filter back to it's defaults.

### **Reports**

Inventory Reports are printed from the Reports module.