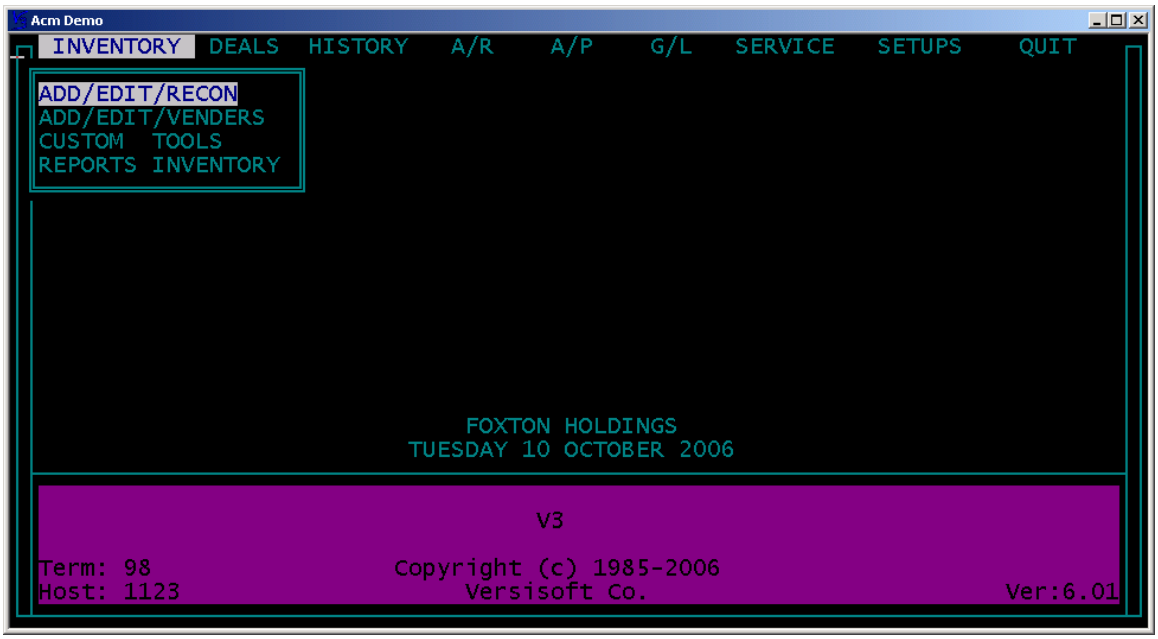
INVENTORY ADD EDIT & RECON

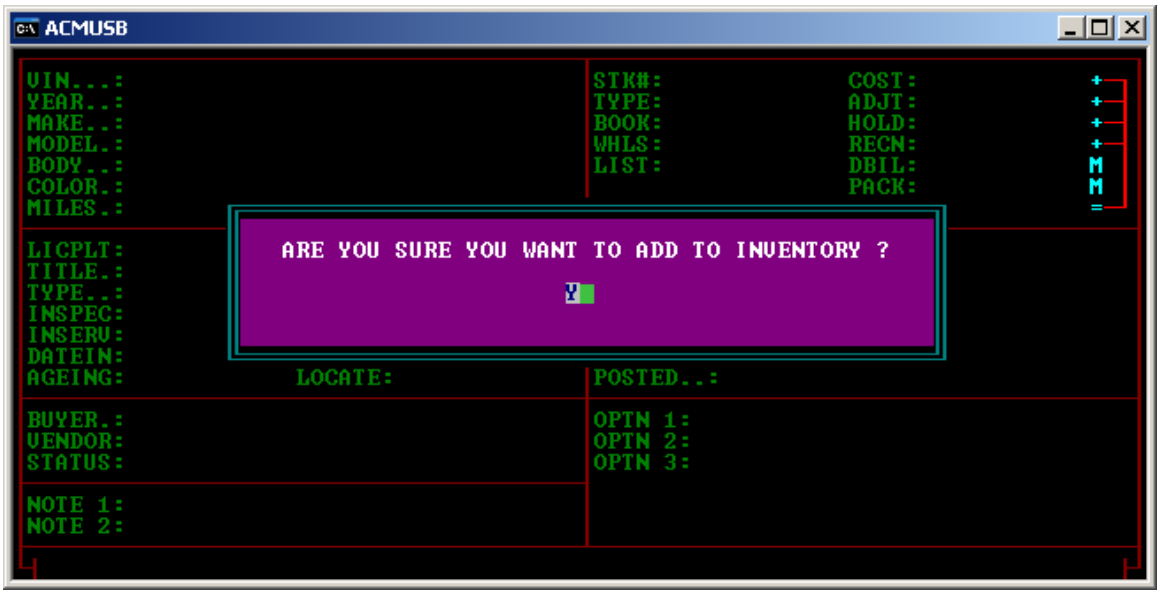


The **INVENTORY** module holds all your vehicles for sale. The **INVENTORY** module is a powerful tool that allows you to organize your inventory, post reconditioning, print wholesale orders, odometers and any other form needed associated with the purchase of the vehicle.

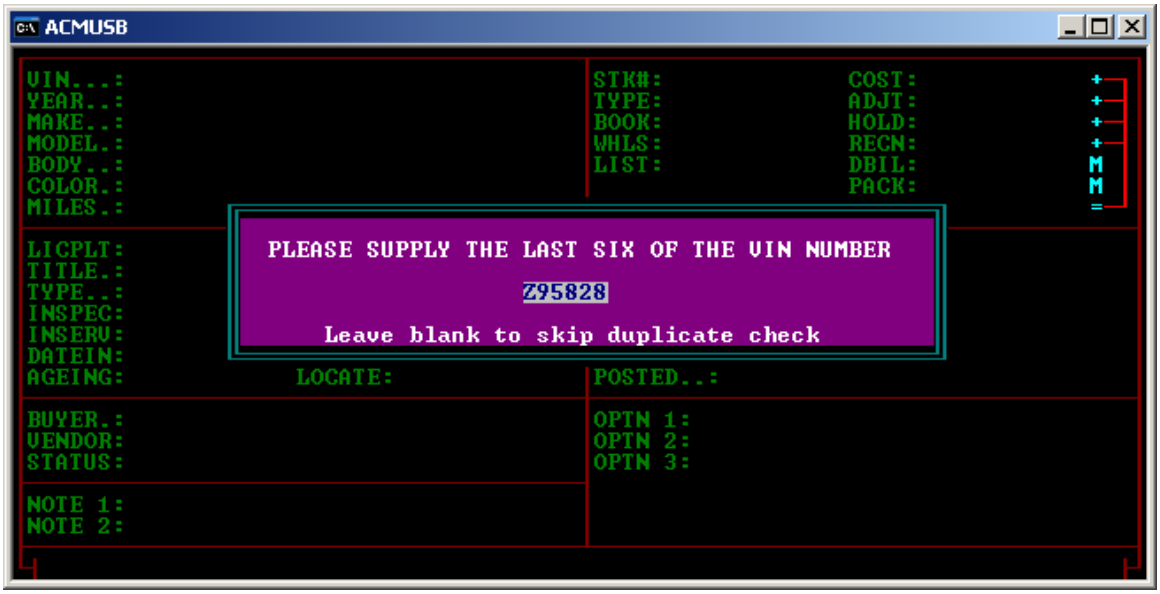
ADDING NEW INVENTORY

To add a new vehicle into **INVENTORY** highlight and press enter on **MORE OPTIONS**.

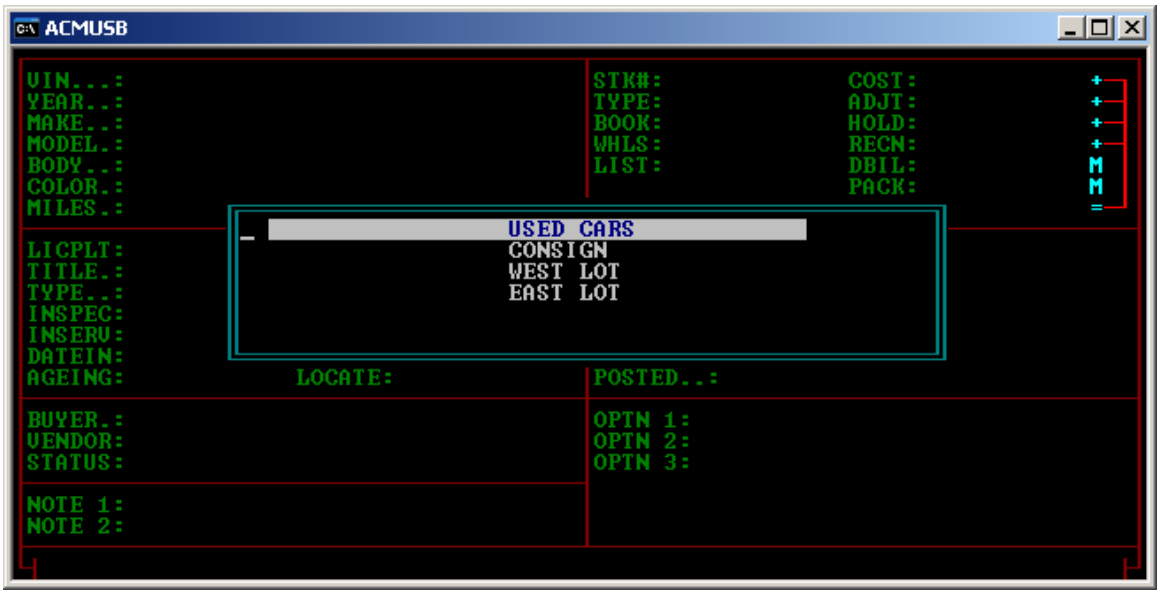
Choose **ADD AUTO TO INVENTORY**.



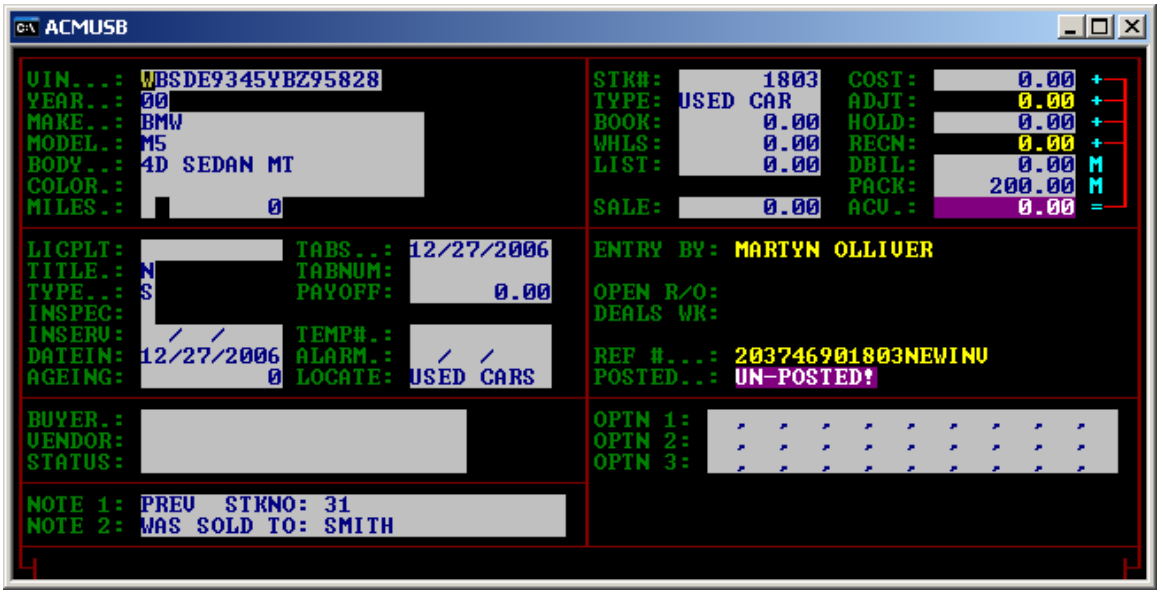
Verify by entering a **"Y"** for **YES**.



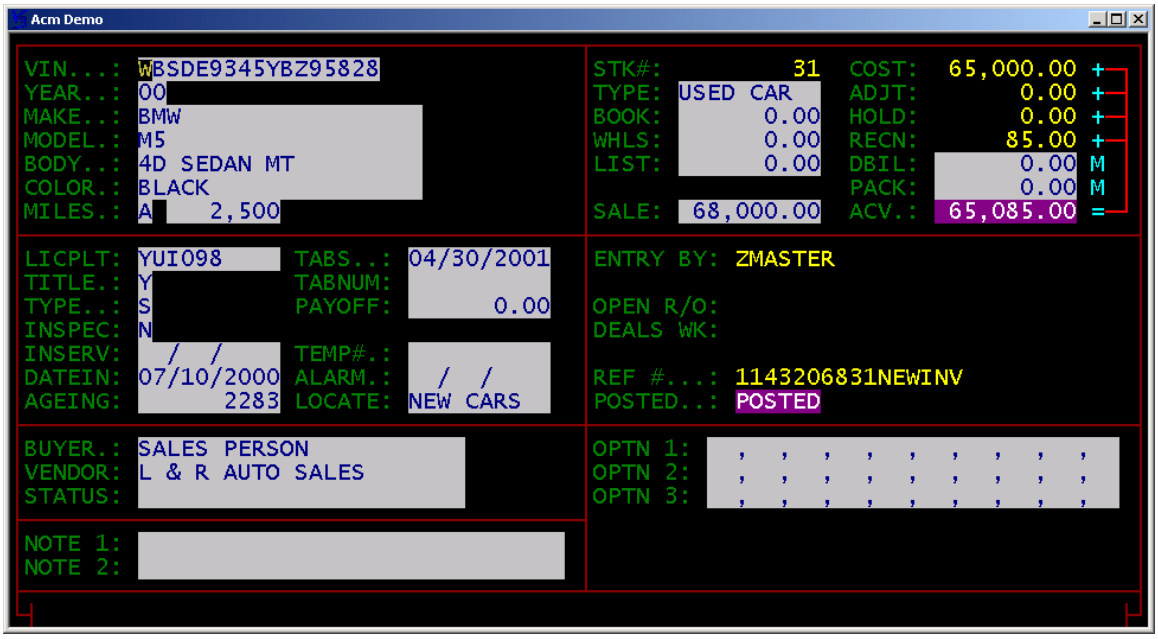
Enter the **LAST 6 OF THE VIN** to have the system check for a duplicate vehicle.



Choose the **LOCATION** for this vehicle.



The vehicle if recognized by the system will enter the vehicle information for you as above. The remainder of the fields to be completed as follows:



VIN: Vehicle Identification Number. By entering the proper VIN codes the V3 software will decode your vehicle and insert the **YEAR, MAKE, MODEL** and **BODY** information.

YEAR: Model year of the vehicle.

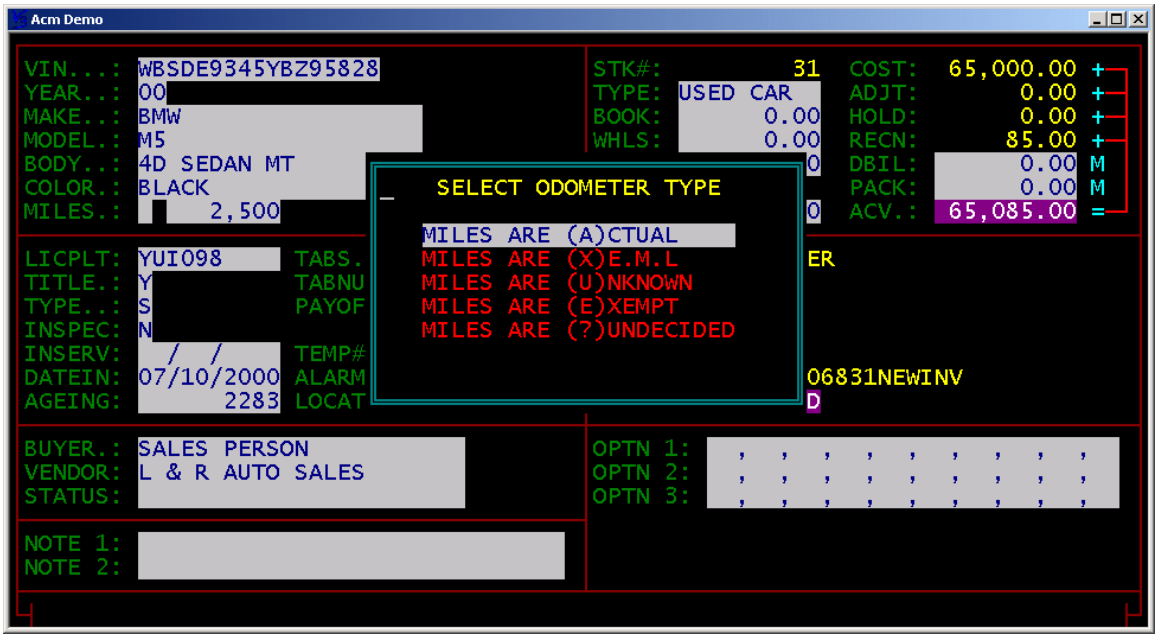
MAKE: Manufacturer of the vehicle.

MODEL: Model name of vehicle.

BODY: Body name of vehicle.

COLOR: Color of vehicle.

MILES CODE: The first field is a drop down menu to code the miles type for the odometer statement and title applications.



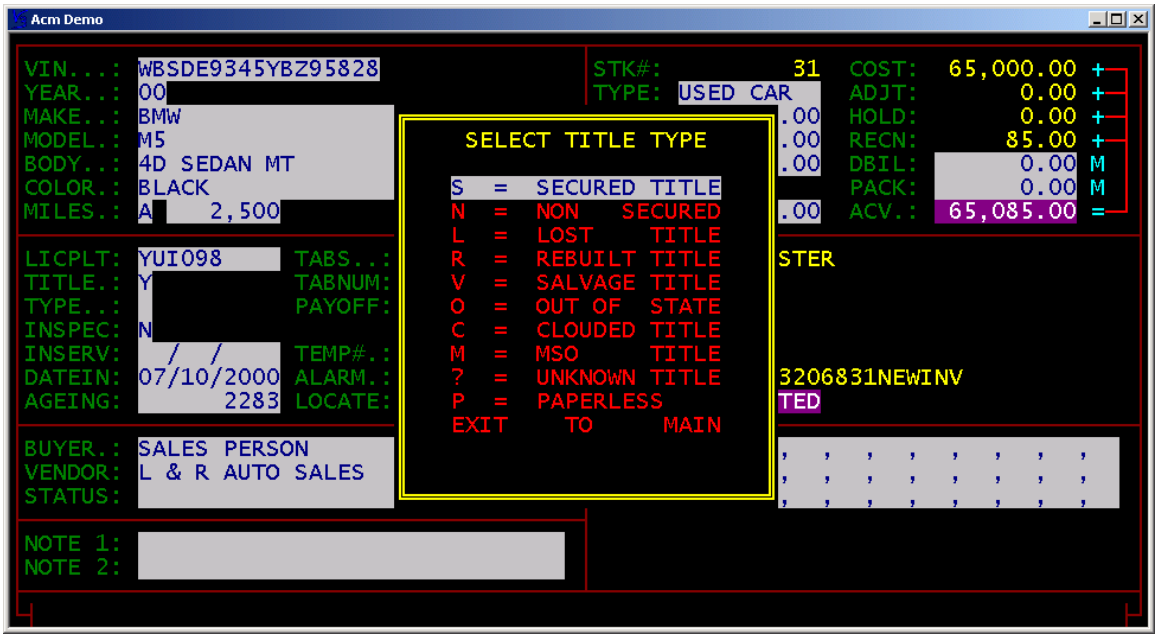
Select the odometer miles type from the drop down menu; this coding will prompt the appropriate boxes to be checked if necessary on the odometer statement.

MILES: The second field is to list the miles as they read on the odometer.

LICPLT: Enter the license plate number as registered if the plates will remain on the vehicle after the sale. If the vehicle has out of state plates they will need to be removed from the vehicle generally and you will want to code the plate number as “O/S” for out of state or if the vehicle needs new plates because the current plates are damaged or missing you might enter the word “NEED” to remind staff to issue new plates.

TITLE: Do you have the title to the vehicle “Y” or “N”?

TYPE: Type of title you hold. See drop down list for codes.



INSPEC: Do you need a state inspection on the vehicle "Y" or "N"?

INSERV: The original sale date to track manufacturer's warranty.

DATEIN: Date of purchase as per wholesale order or purchase order.

AGEING: This will count off by **DATEIN.**

TABS: Tab expiration date.

TABNUM: Tab number.

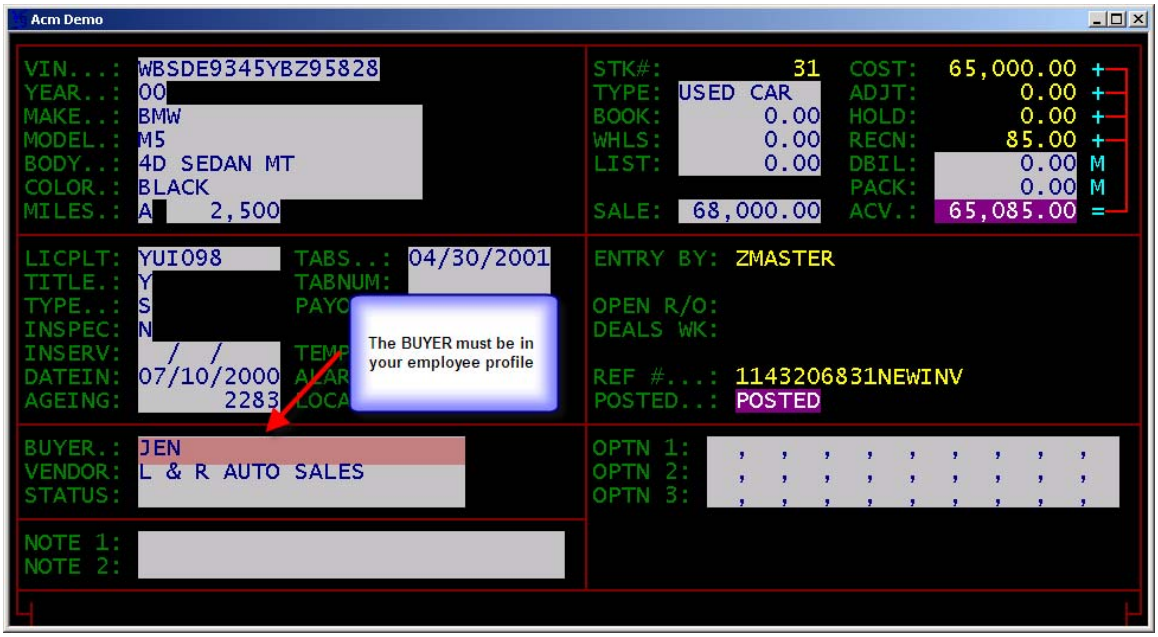
PAYOFF: Payoff on vehicle.

TEMP#: Enter the temp number here on the sale of the vehicle. You may print a temp log from your sales reports to replace your hand written log.

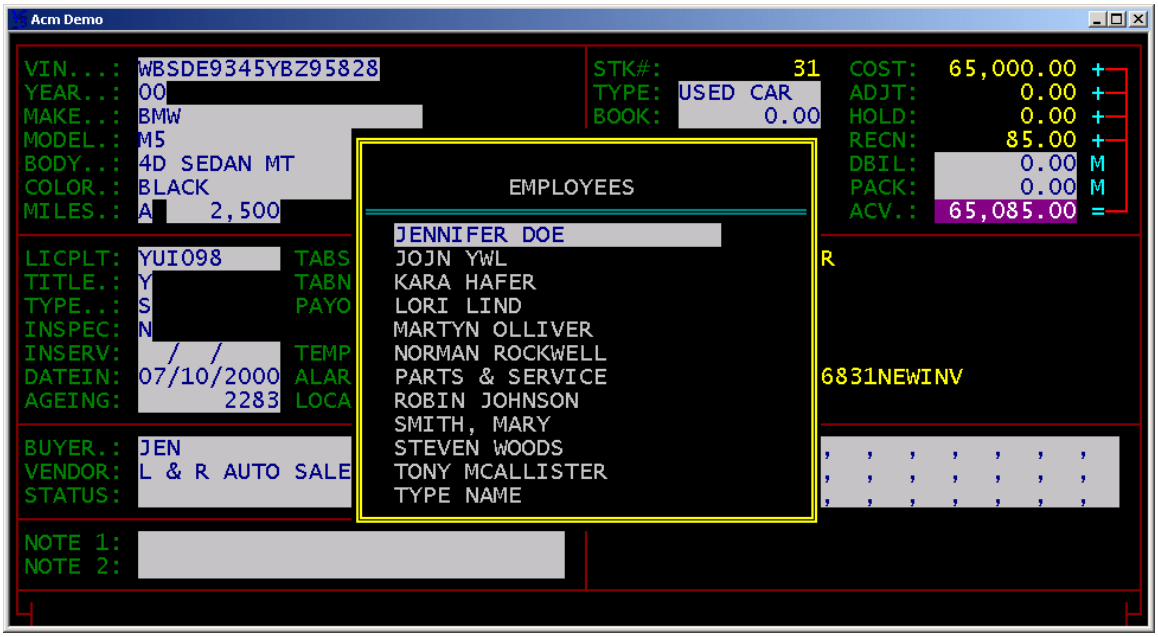
ALARM: Designate a date here and print inventory lists by this date.

LOCATE: Designate the **LOCATION** for this unit. The **LOCATION** field is a way to separate your **INVENTORY**. For more information on **LOCATIONS;** go to the **SETUP LOCATION** section of the manual under **SETUPS.**

BUYER: The employee who is responsible for bringing this unit into INVENTORY.

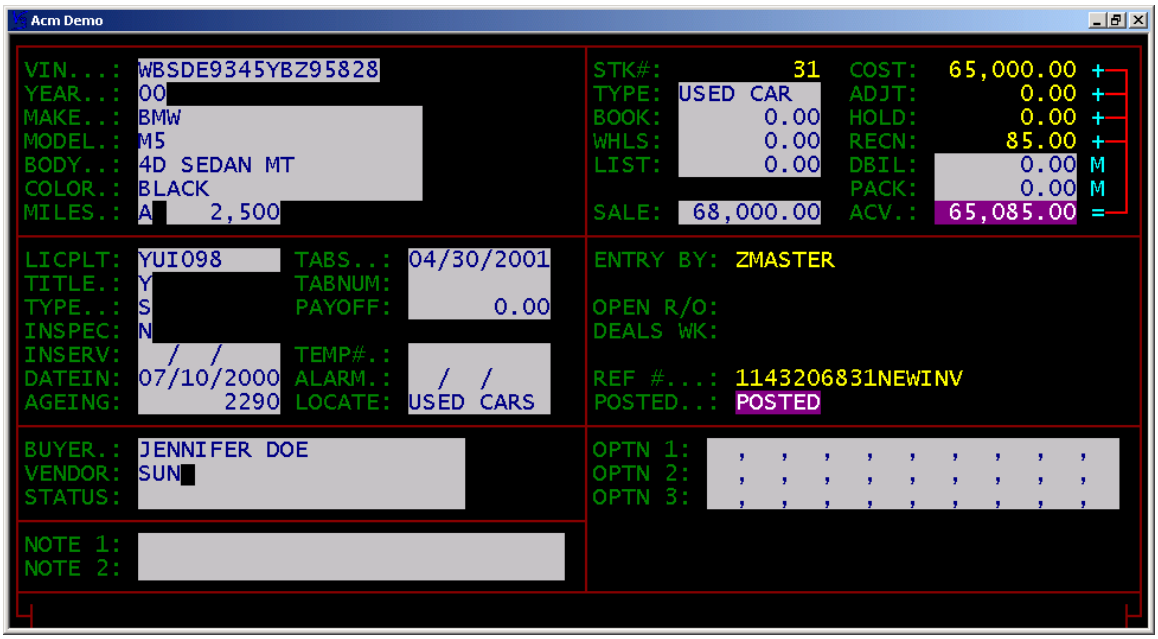


Type in the first three letters of the employees name and a drop down list will appear.



Highlight the proper employee and press enter to choose. Buyer's performance reports can be ran from the **SALES REPORTS**.

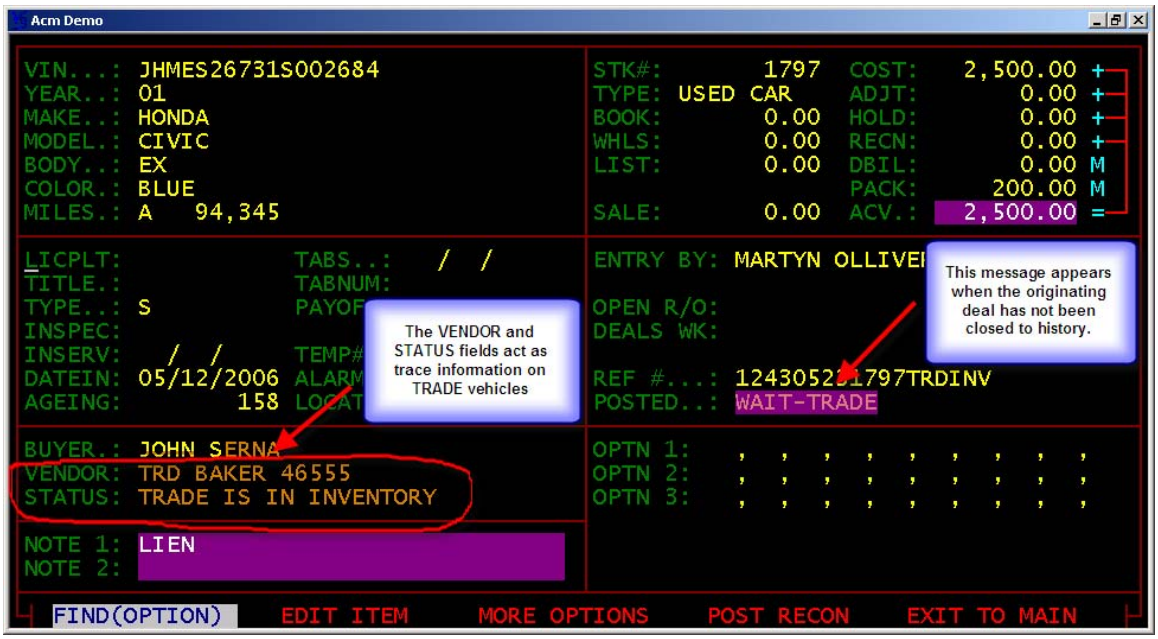
VENDOR: Enter in the **VENDOR** name that the vehicle was purchased from and the check will be written to by typing the first 3 characters and press enter.



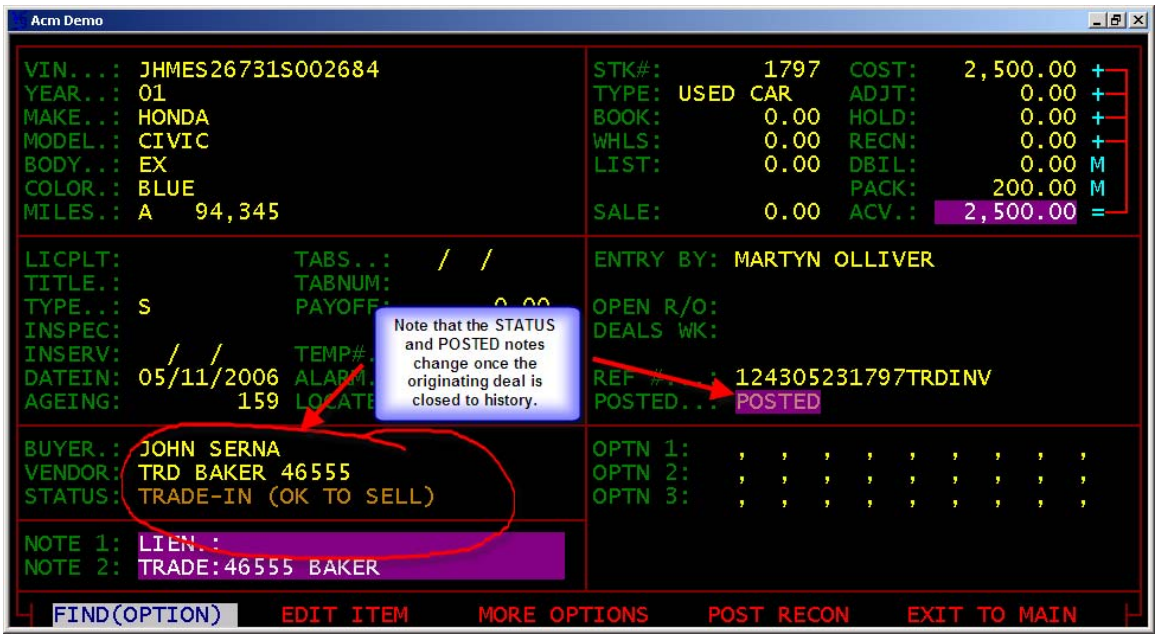
The **VENDOR** drop down list will appear if the **VENDOR** is found in the **VENDOR FILE**, highlight the **VENDOR** and press enter to choose. By choosing the **VENDOR** from the **VENDOR FILE** the **VENDOR** information, such as address and dealer number, will attach for forms printing.

If the **VENDOR** is not in the **VENDOR FILE** the **VENDOR** field acts as free hand field, your entry will not be saved in the **VENDOR FILE.**

STATUS:

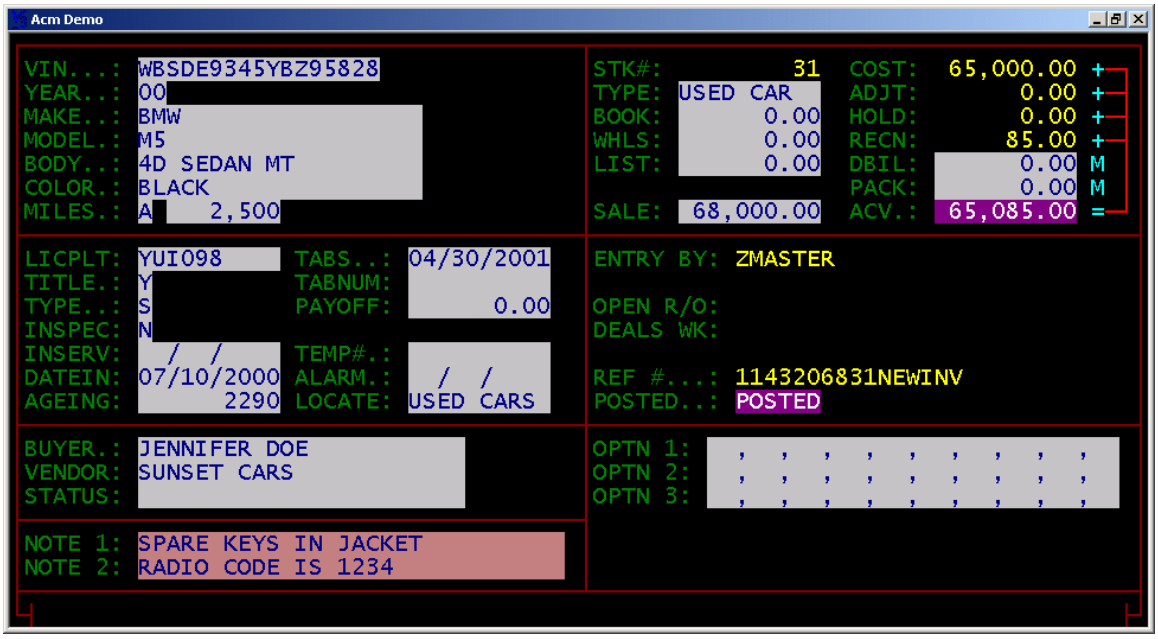


The **VENDOR** field on a trade vehicle records "TRD" = trade, "BAKER" = Customer last name of originating deal, and "46555" = stock number of originating deal. The **STATUS** field records the notes of the trade.



The originating deal must be closed to history before a deal may be closed to history on the trade.

NOTE 1 and 2:



The **NOTE** fields are free form notes lines to be used for notes in inventory only.

STK#: The stock number rolls automatically in sequence. To set the next stock number go to **MORE OPTIONS** from the **INVENTORY SCREEN** to **SETUPS AND DEFAULTS** to **SETUP INVENTORY** to **EDIT INVENTORY SETUPS** choose the default inventory **LOCATION** and edit **NEXT STOCK #** field.

BOOK: This field is used to record book value.

WHLS: This field is used to record wholesale price.

LIST: This field is used to record list price.

SALE: This field is used to record sale price.

COST: This field is used to record the cost of the vehicle, once the vehicle is posted in **INVENTORY** a payable is created to the **VENDOR** for this value.

ADJT: This field holds the total of adjustments to the ACV and is calculated from the adjustment screen found under **MORE OPTIONS, ENTER COST ADJUSTMENT**.

RECN: This field holds the total of reconditioning. To access the **RECON** screen go to **POST RECON** to **ADD RECON.**

DBIL: This field is used to estimate cost of **RECON** or work promised.

PACK: This field is used to record **INVENTORY PACK**. To set a default pack; go to **INVENTORY SETUPS and DEFAULTS** found under **MORE OPTIONS.**
ACV: ACTUAL CASH VALUE: This field holds the total of **COST, RECON** and **ADJT**.

ENTRY BY: This field records which employee entered the vehicle into **INVENTORY**.

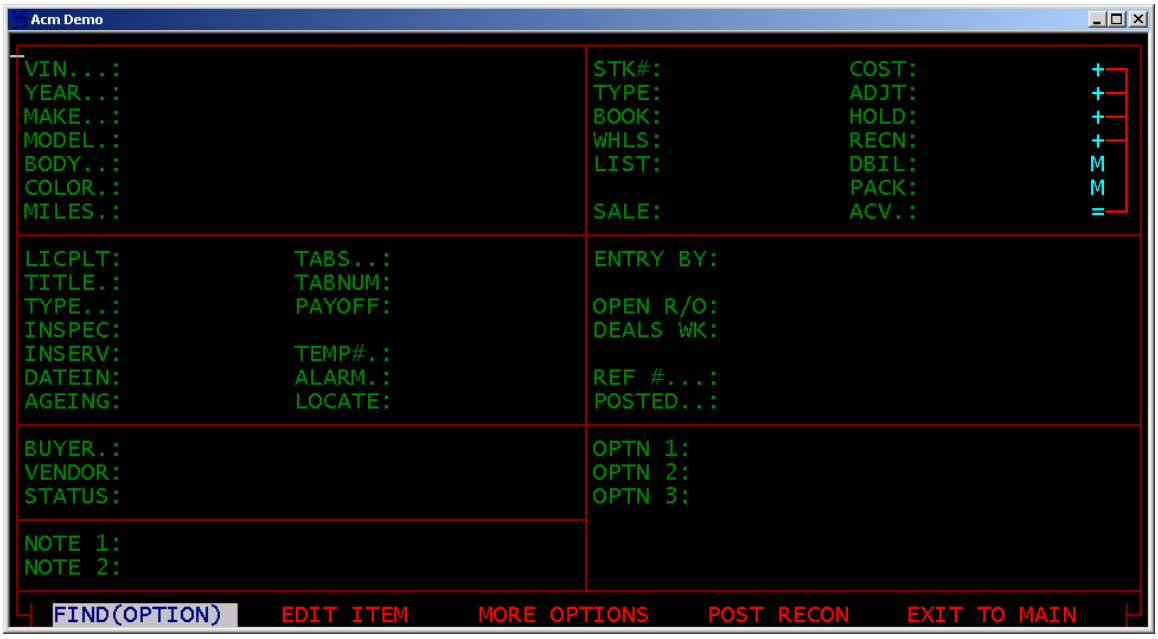
OPEN R/O: This field records if any **REPAIR ORDERS** are open in the **SERVICE DEPARTMENT** for this vehicle.

DEALS WK: This field records if any wholesale or retail deals are pending on this vehicle.

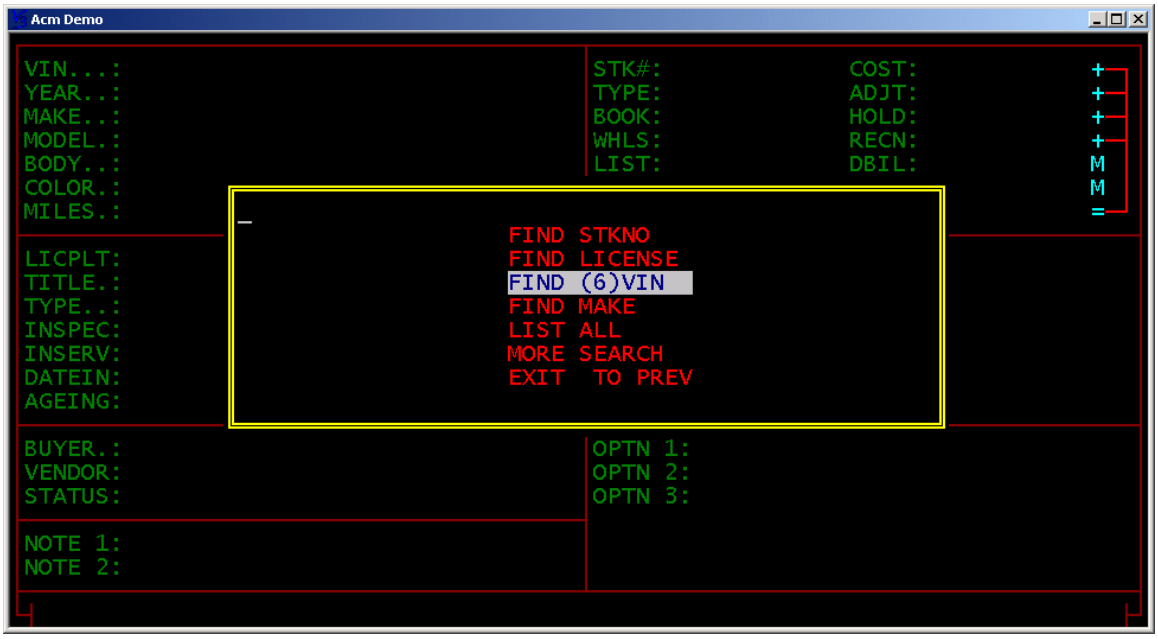
REF#: A reference number is recorded for each transaction posted in the V3 software.

POSTED: This field records if the stock number has been posted to **INVENTORY.** Posting a vehicle to **INVENTORY** locks the cost figure creates an accounts payable and records the transactions to the general journal.

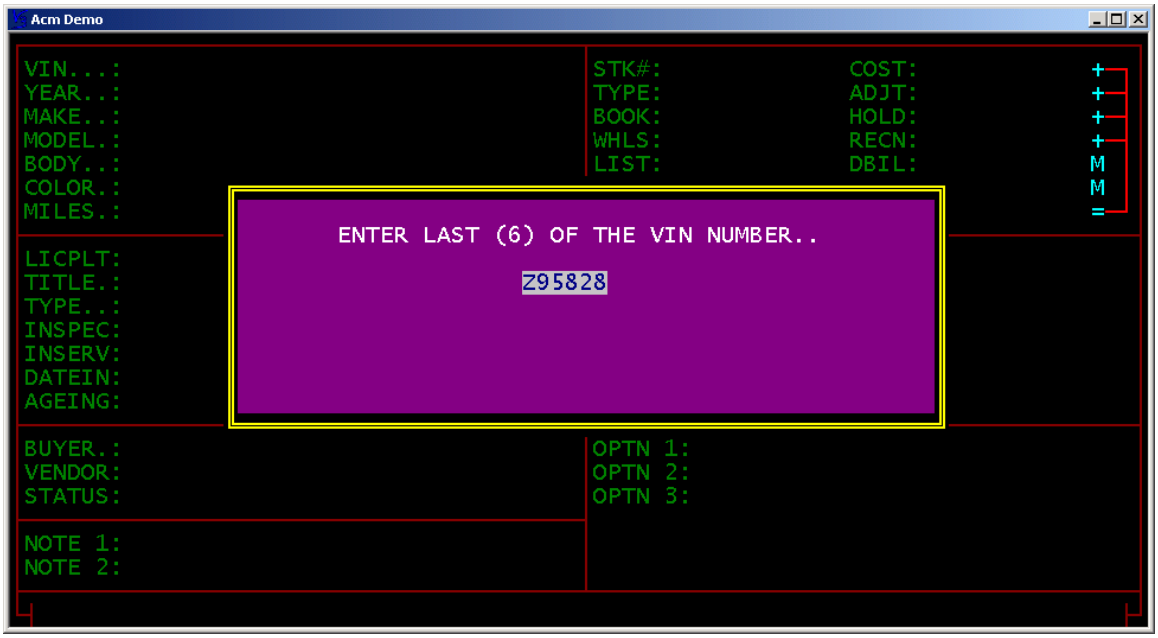
<u>FIND (OPTION)</u>



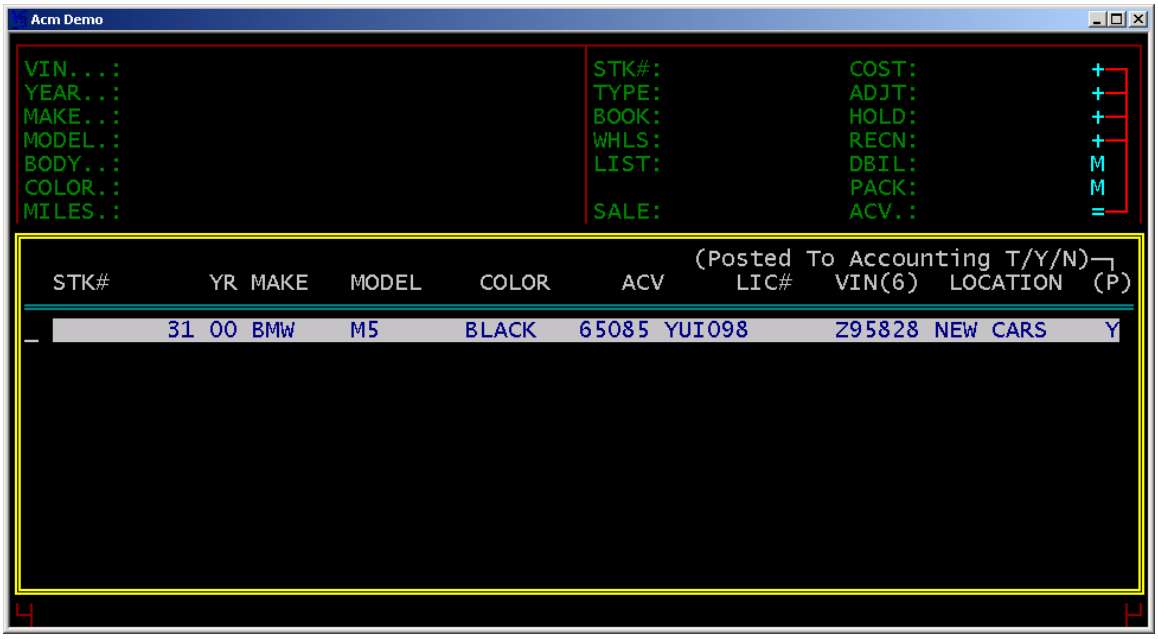
The **FIND** option allows you to search your current **INVENTORY**. Vehicles may be searched by **STOCK NUMBER, LICENSE, LAST SIX OF THE VIN, MAKE, OR LIST ALL.** To **FIND** a vehicle highlight **FIND** and press enter. Choose the search method by highlighting and pressing enter.



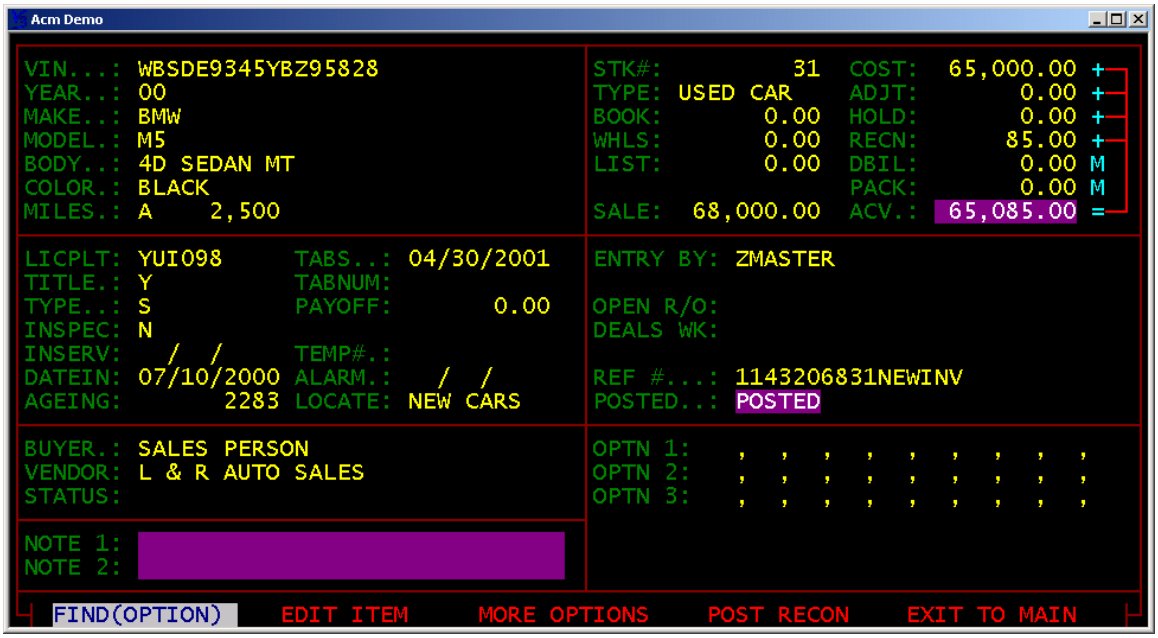
For instance if you choose to find a vehicle by the last 6 of the VIN, move the highlighted bar to **FIND (6) VIN** and press enter.



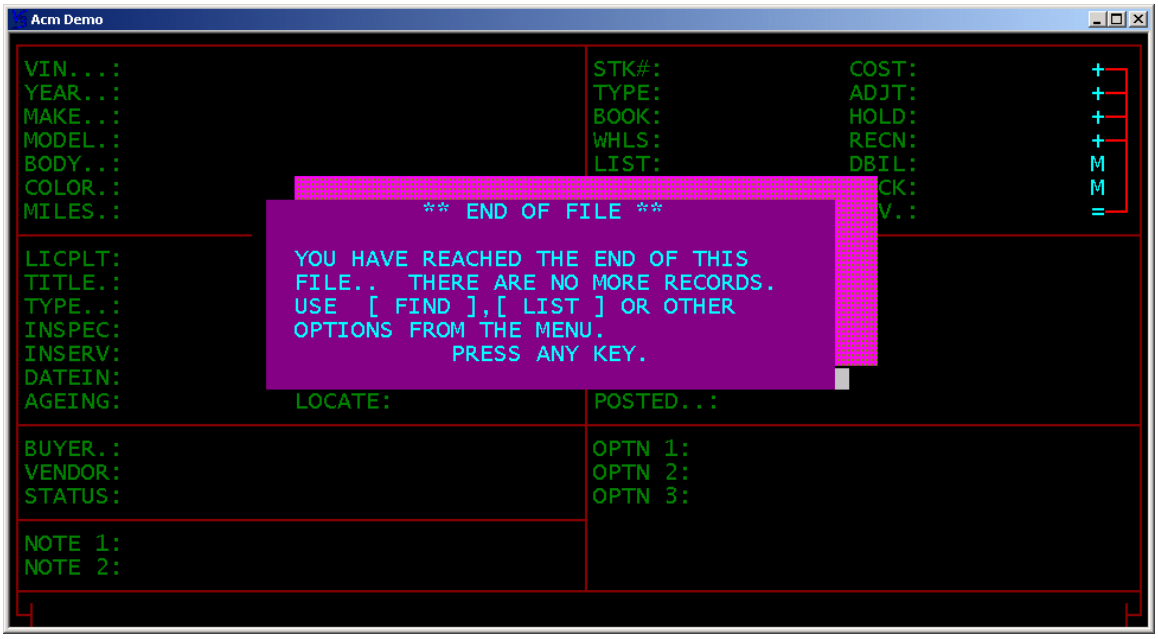
Enter the last six of the **VIN** and press enter.



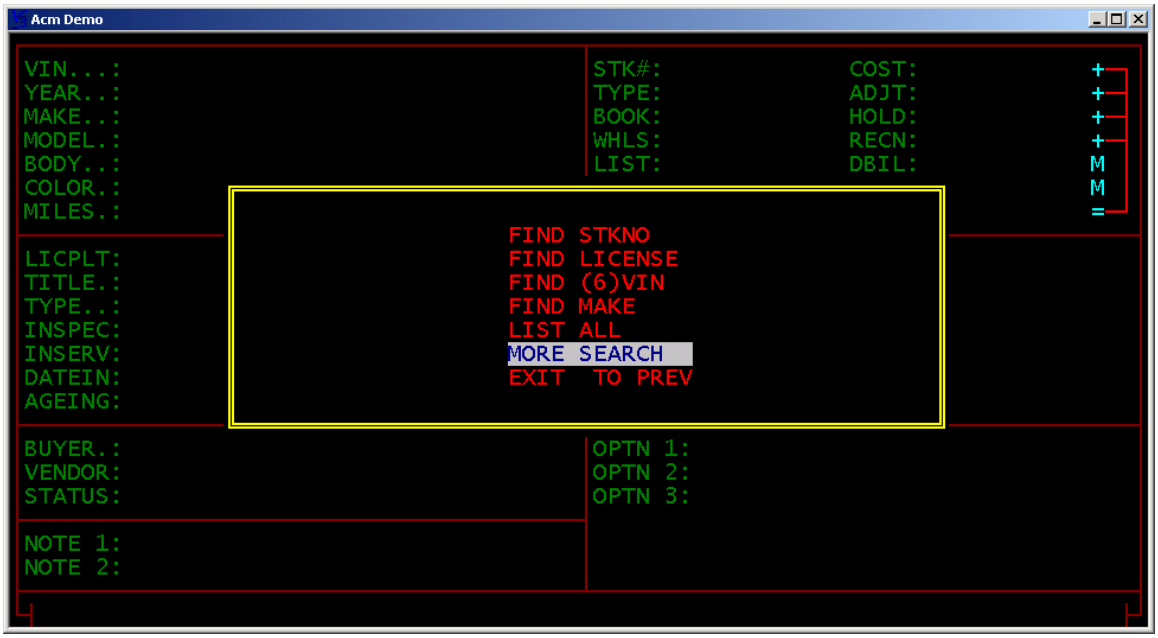
This will call up a list to choose from if the vehicle is in the current **INVENTORY** module. Highlight the correct vehicle and press enter to bring the file onto screen.



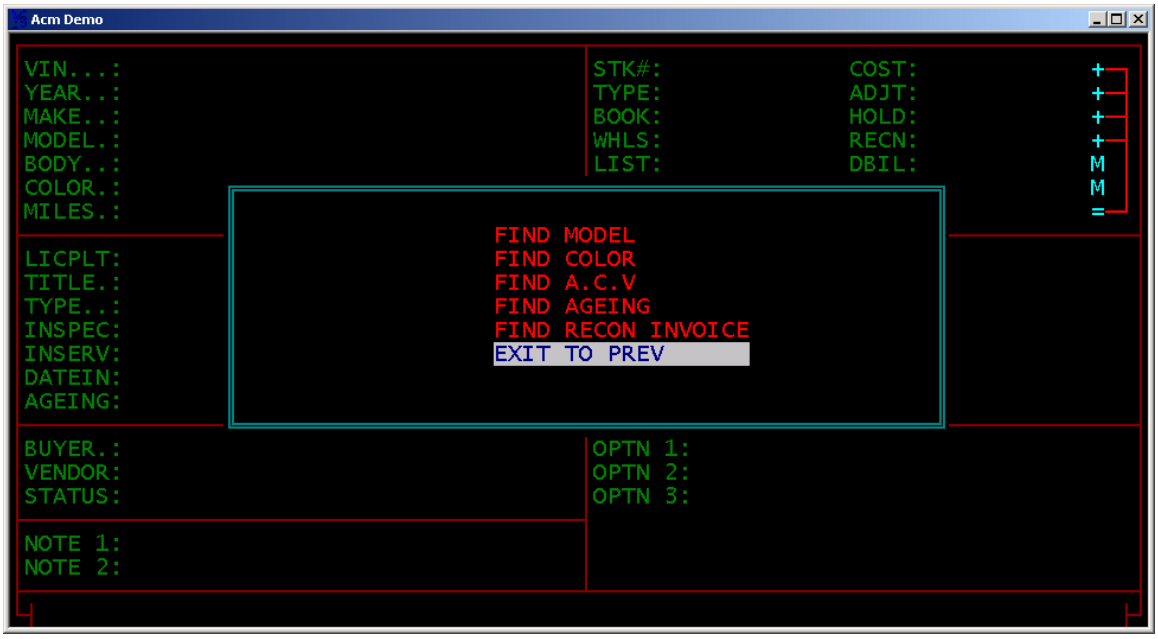
Now that you have the current **INVENTORY** vehicle on the screen you may edit it or post recon for example.



If you get the above screen message, the vehicle is not in the current **INVENTORY** module by the variable you have entered. You may try another search variable.

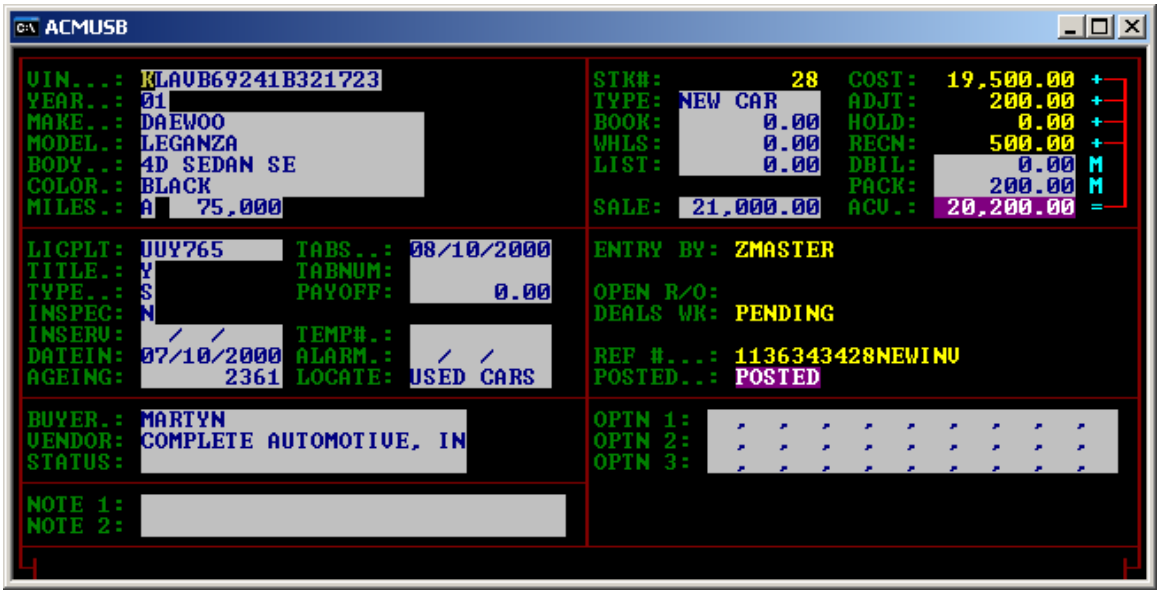


There are additional search variables under **MORE SEARCH** that may be helpful.



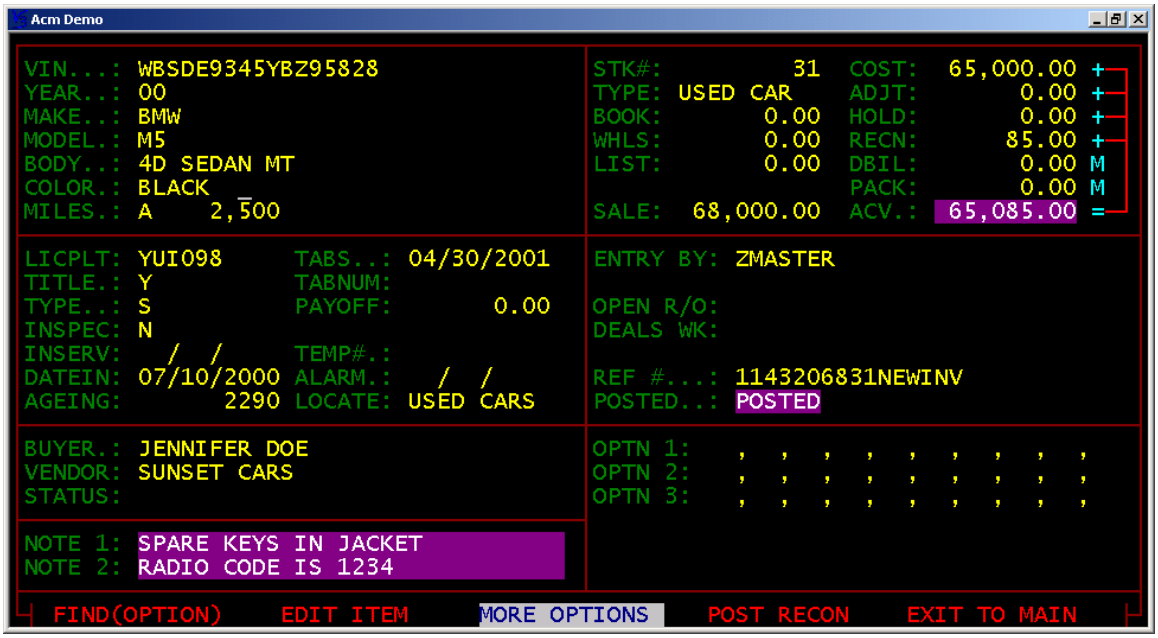
To exit highlight and press enter on **EXIT TO PREV.**

EDIT ITEM

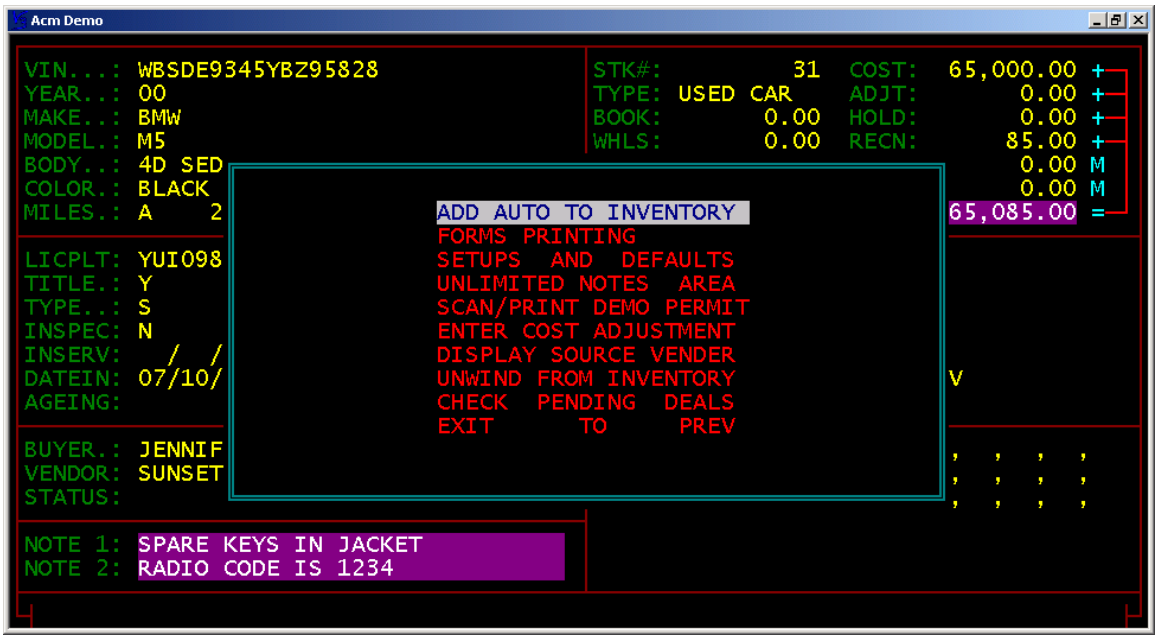


With the vehicle on the screen highlight **EDIT ITEM** and press enter to edit the highlighted fields. The **COST** filed is locked and may not be edited once the vehicle has been posted to **INVENTORY.**

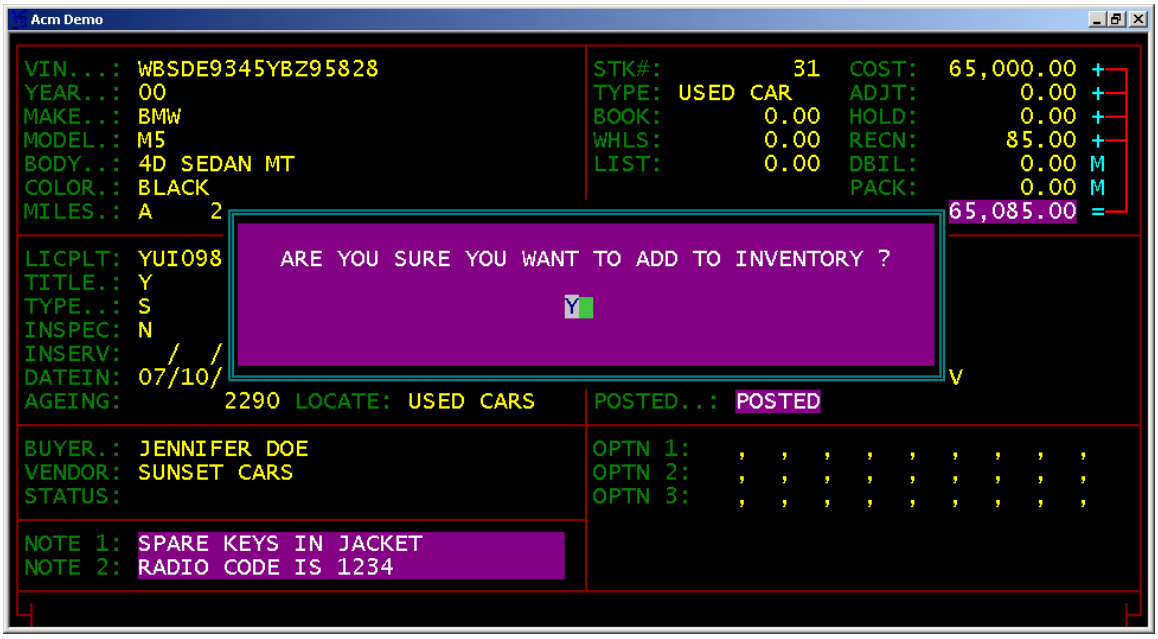
MORE OPTIONS:



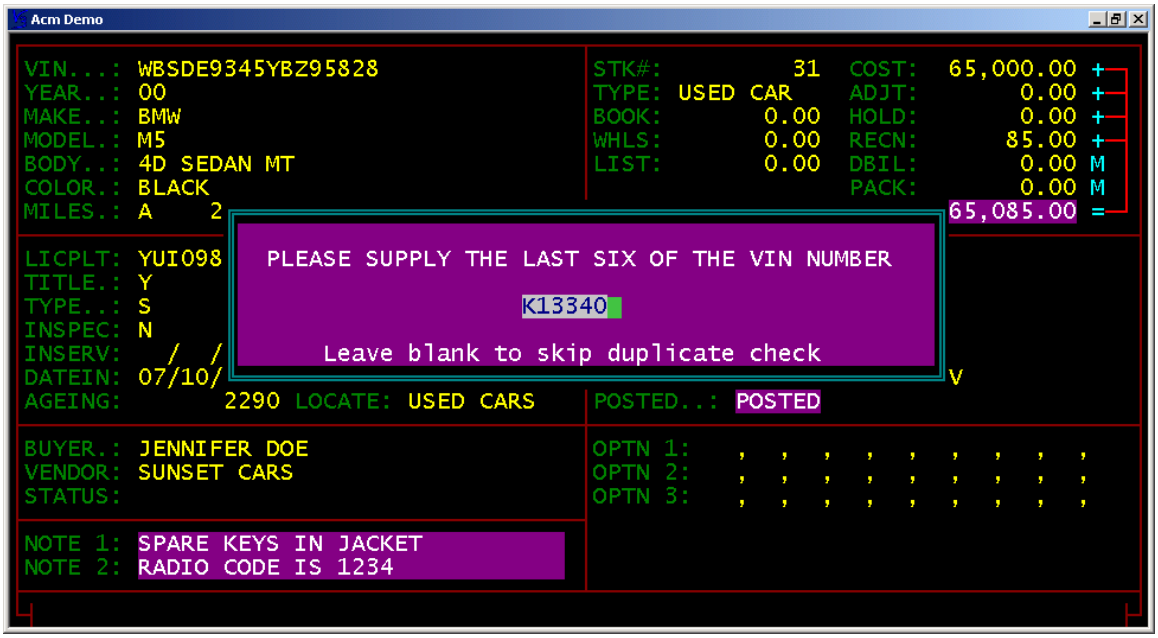
The **MORE OPTIONS** menu holds the more inventory options such as **ADD AUTO TO INVENTORY** for adding new vehicles.



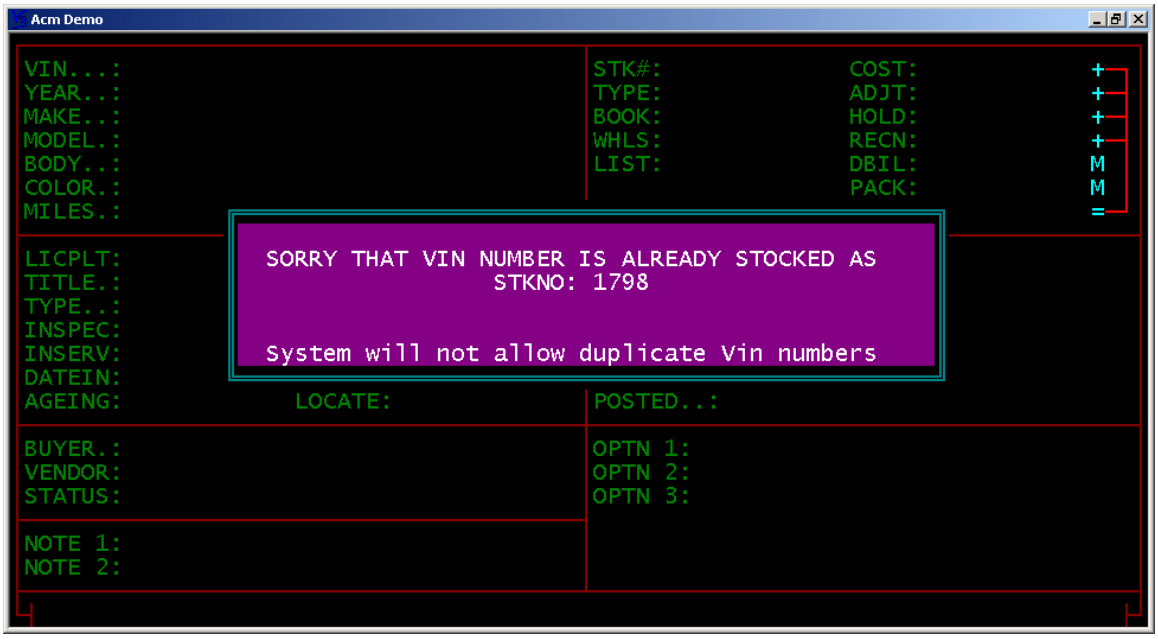
To add a new vehicle to **INVENTORY** highlight **ADD AUTO TO INVENTORY** and press enter.



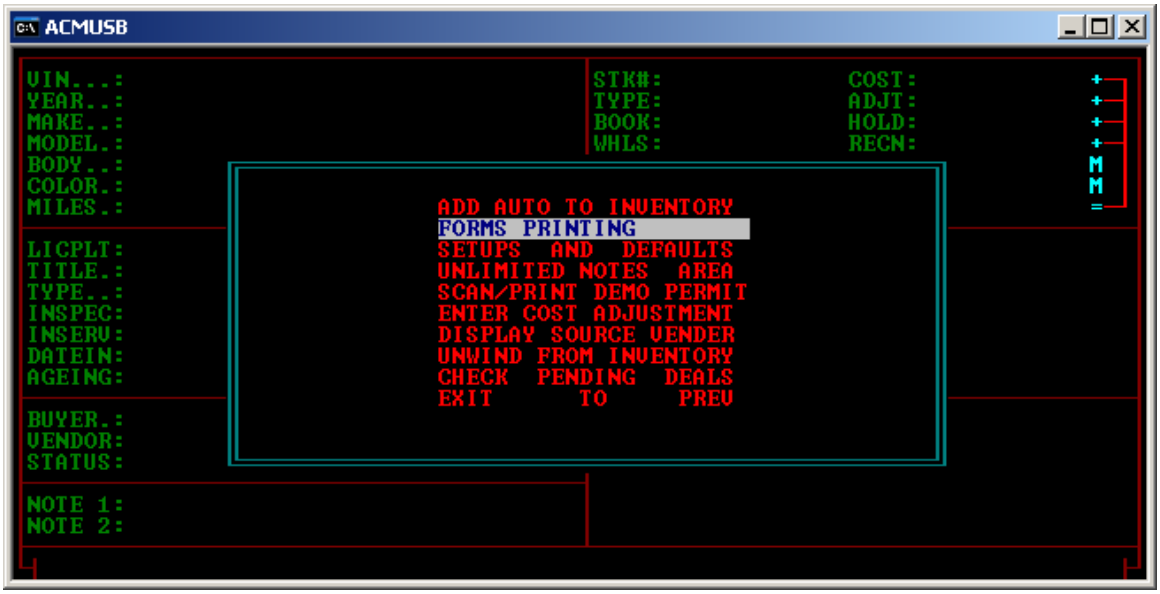
ARE YOU SURE YOU WANT TO ADD TO INVENTORY? Confirm by entering "Y".



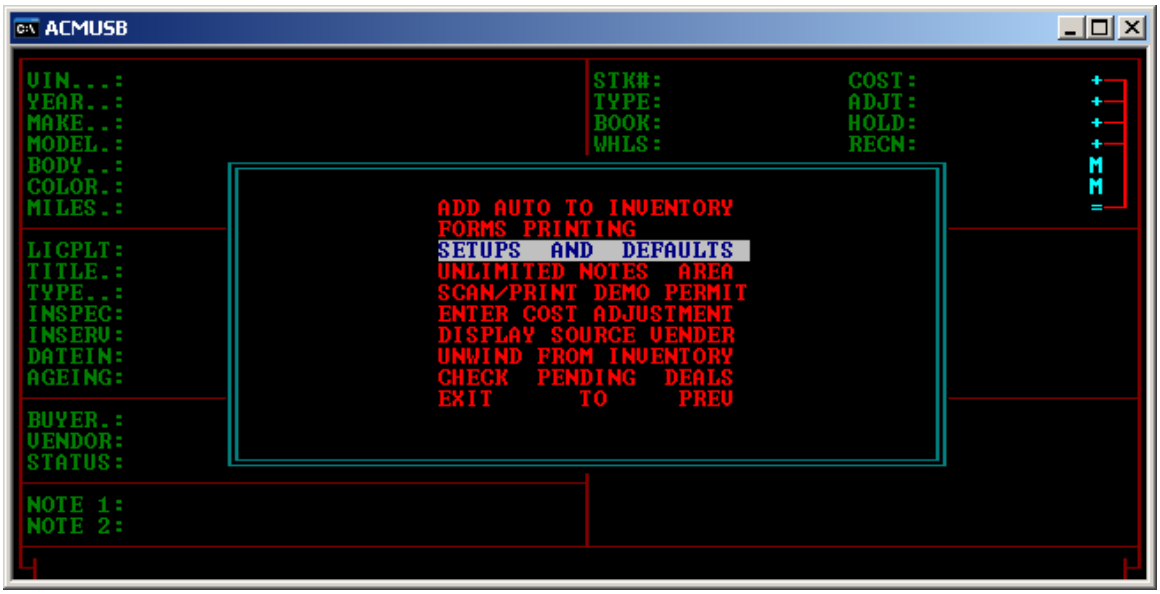
By keying in the last six numbers of the **VIN** the system will check for duplicate vehicles in **INVENTORY**.



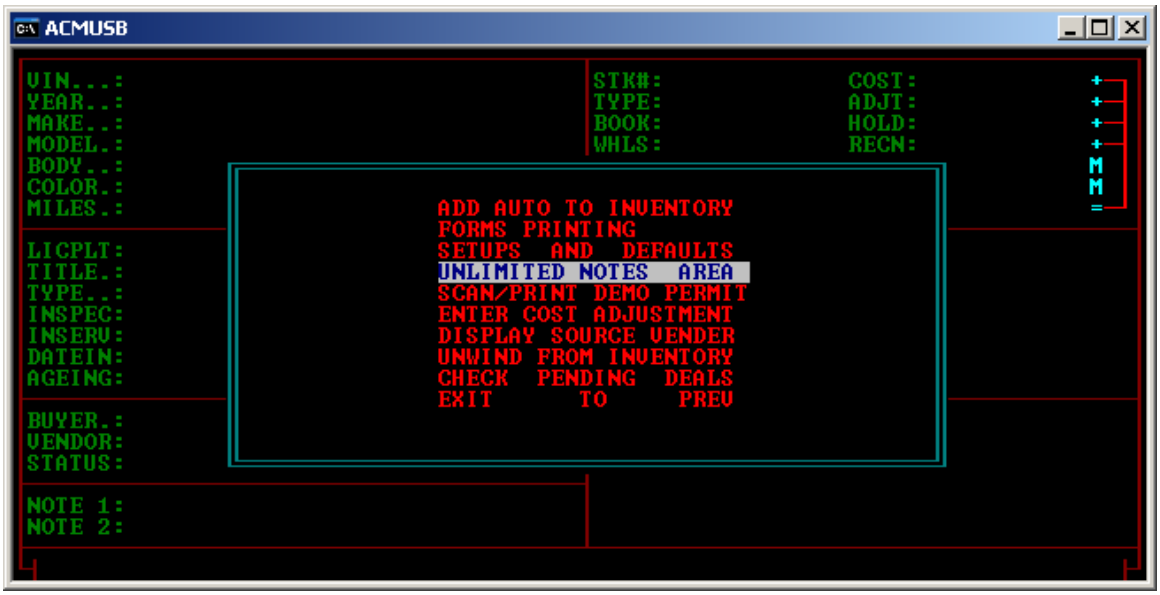
The message above will appear if the vehicle has been assigned a stock number in the system.



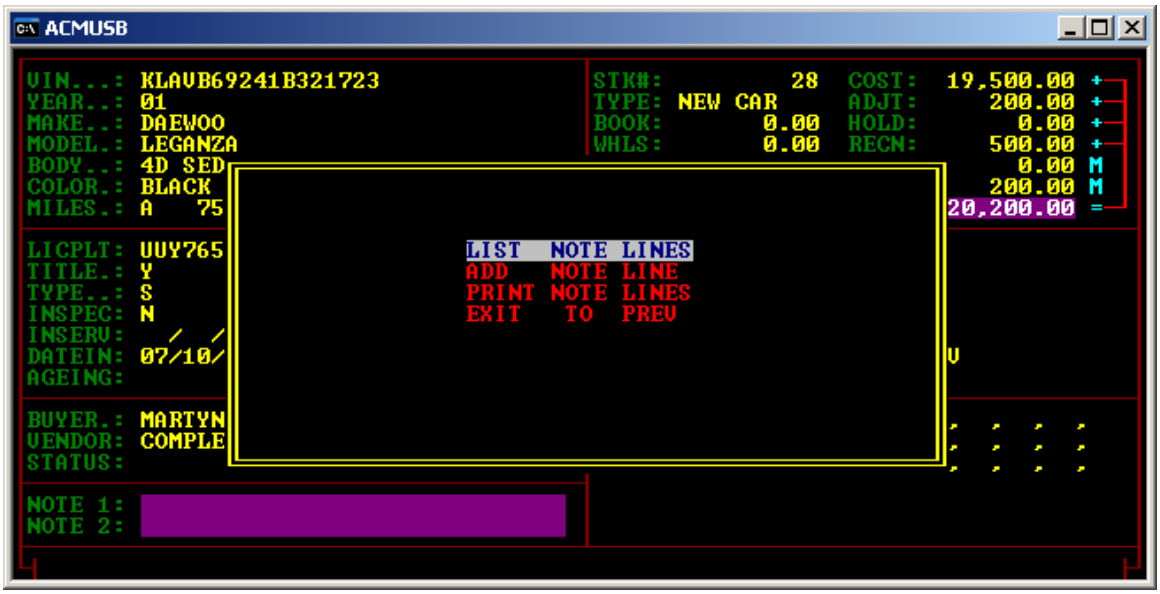
The **<u>FORMS PRINTING</u>** option from the **INVENTORY** module allows for printing wholesale orders for the purchase of the vehicle as well as odometer statements and AS-IS stickers. Highlight and press enter on **FORMS PRINTING** and choose the appropriate LPT port for your printer.



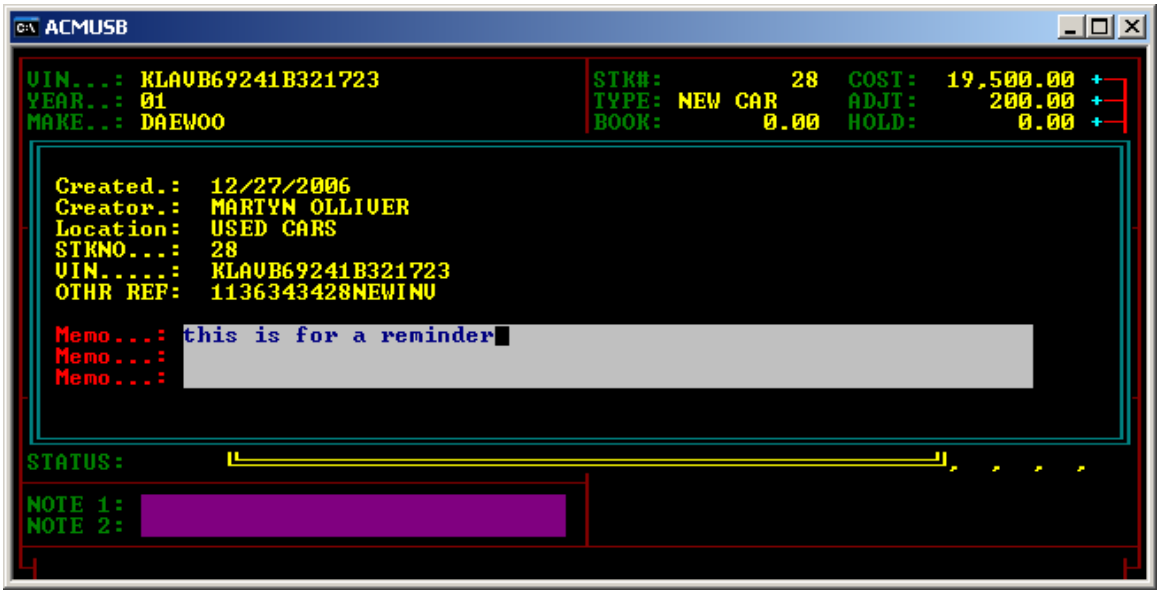
The **SETUP AND DEFAULTS** for the **INVENTORY** module are held here. For more information please go to the **SETUP** section of the manual.



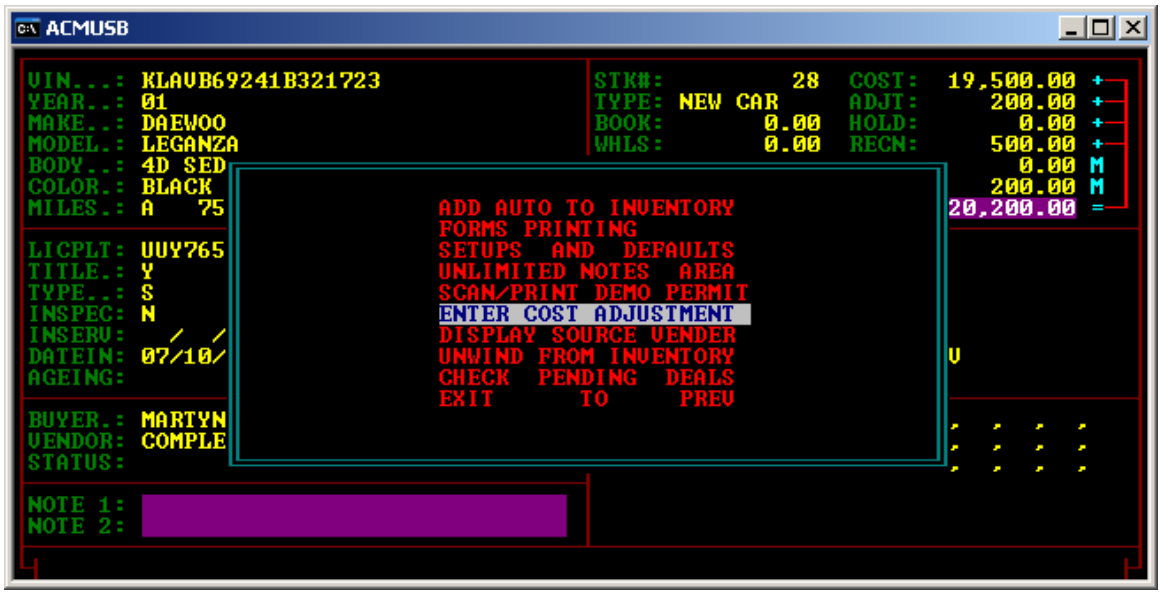
The **UNLIMITED NOTES AREA** holds the "universal notes' for the vehicle which may be accessed and continued in most modules including **SALES HISTORY**. To add a new note highlight and press enter on **UNLIMITED NOTES AREA.**



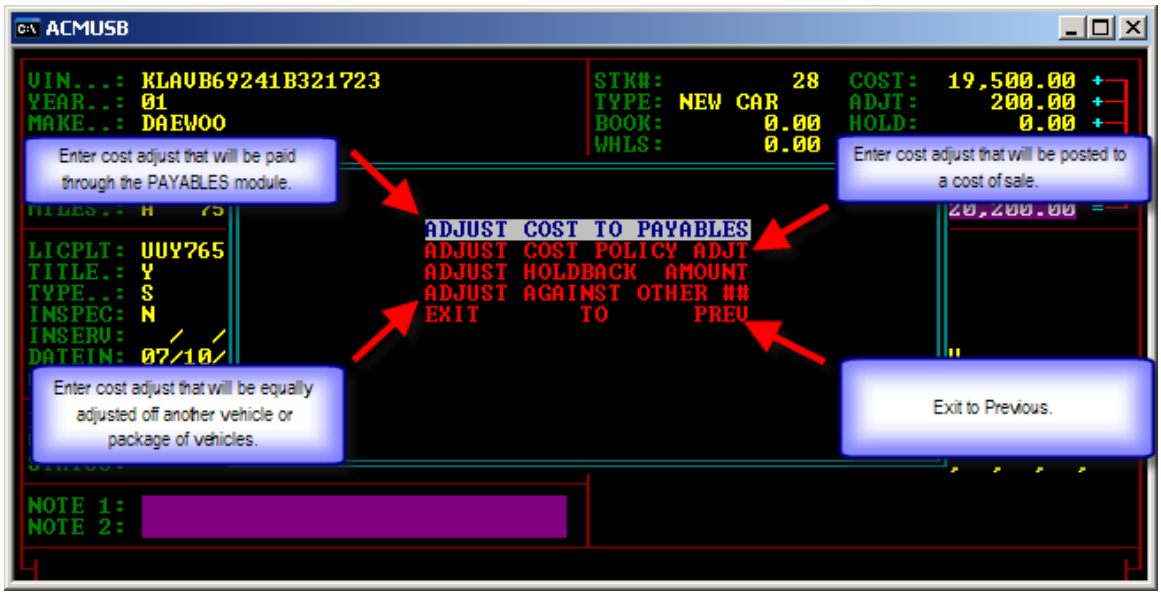
To **ADD NOTE LINE** highlight and press enter.



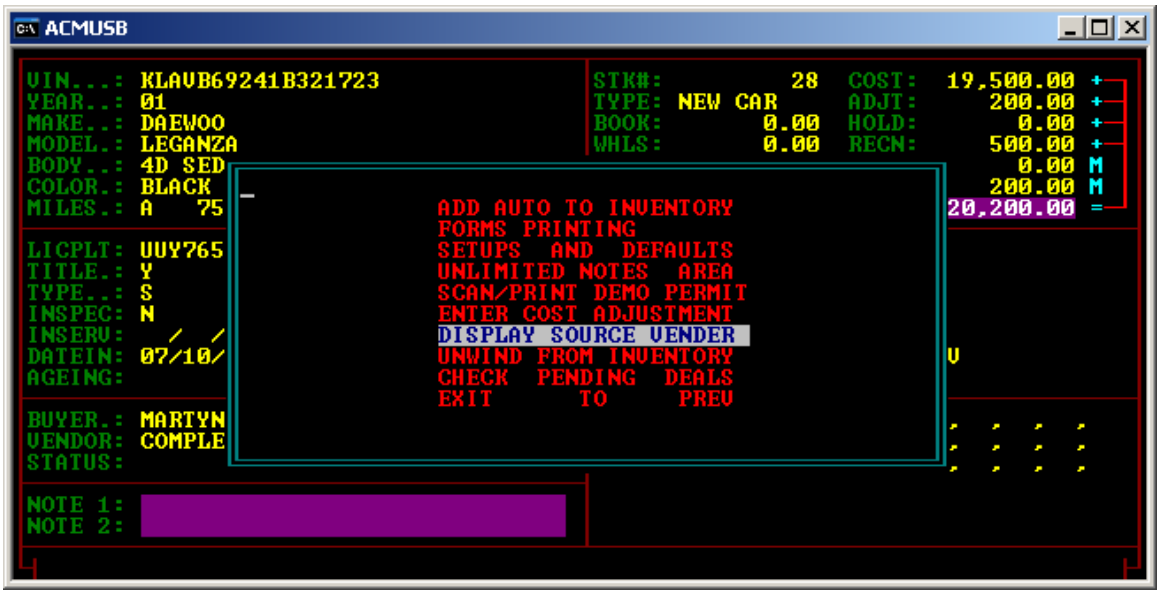
A date stamp will record the notes along with who created the notes and from which module.



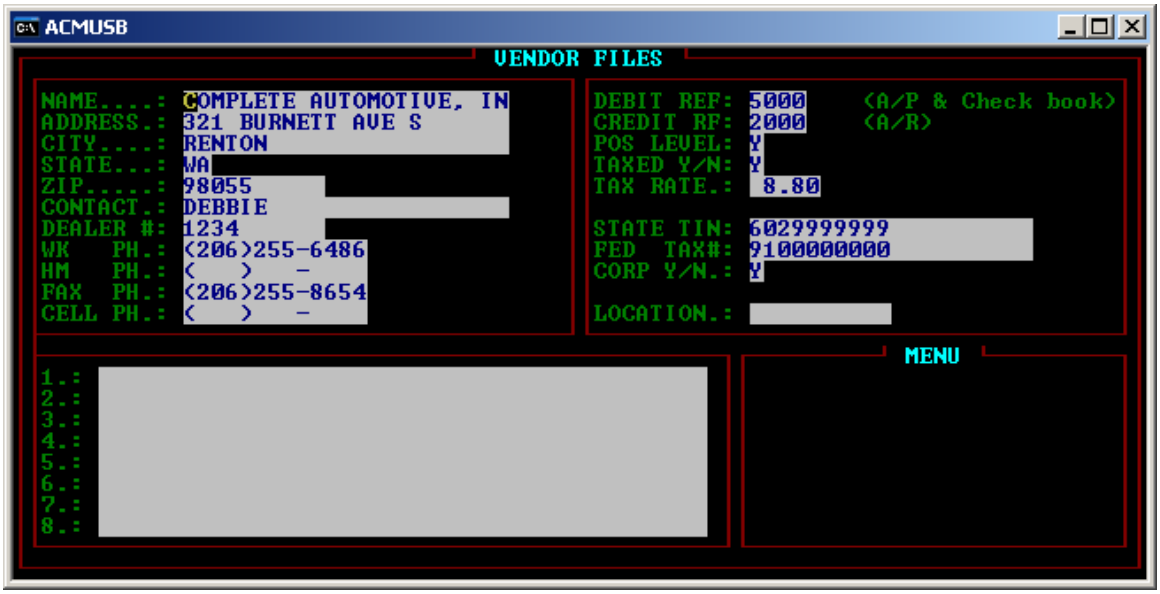
<u>ENTER COST ADJUSTMENT</u> is for those occasions that the vehicle cost must be adjusted after the vehicle has been posted to **INVENTORY**.



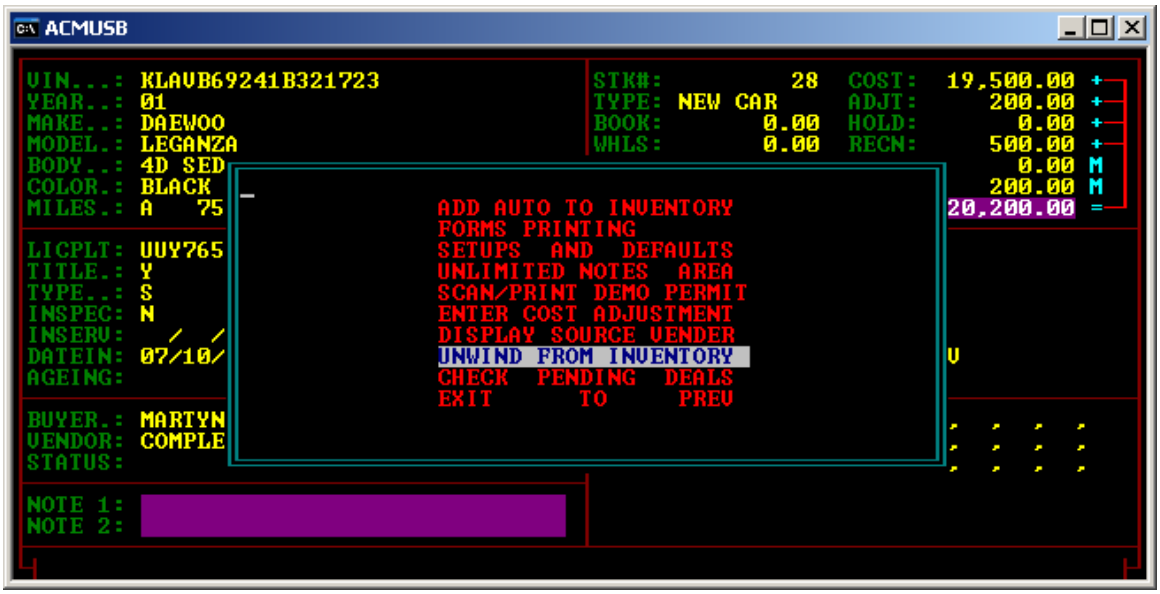
There are several **COST ADJUSTMENT** options.



DISPLAY SOURCE VENDER allows the originating **VENDER FILE** to be viewed.

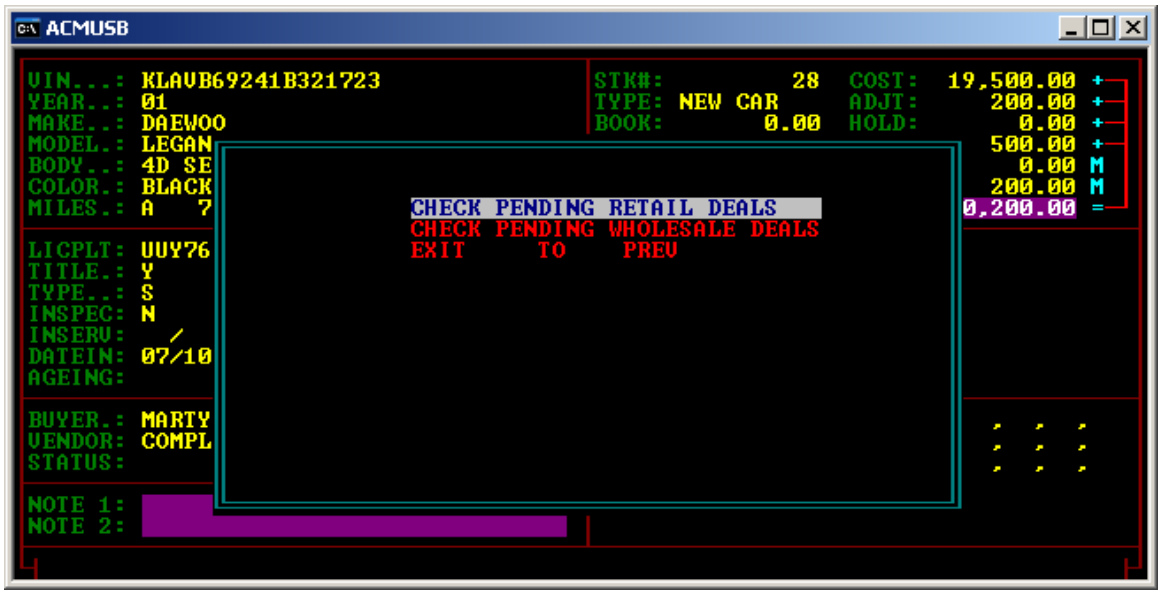


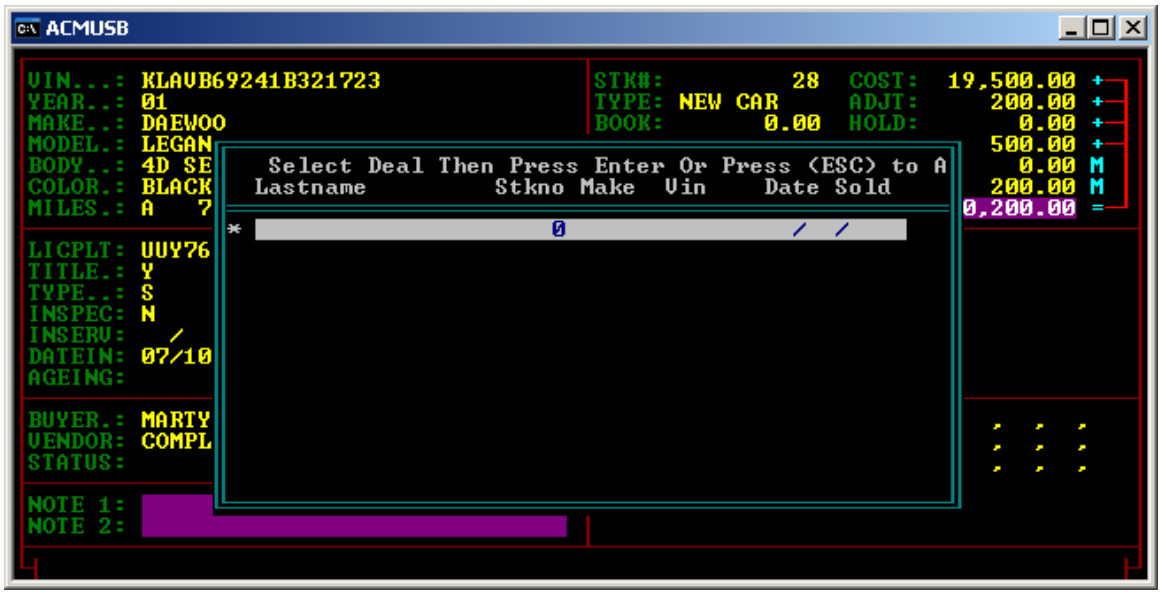
The source vender may also be edited from this section.



UNWIND FROM INVENTORY is the tool used to **ZAP** or **DELETE** a vehicle from **INVENTORY**. The accounting will be reversed and the stock number will be deleted.

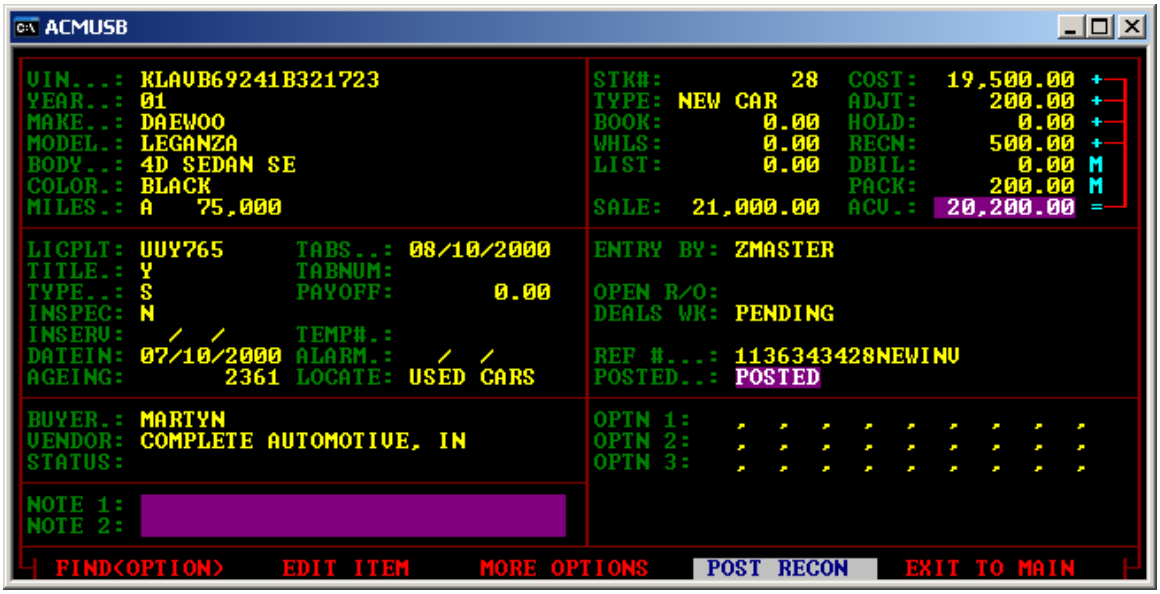
CHECK PENDING DEALS allows the system to check any pending deals located in the sales modules.



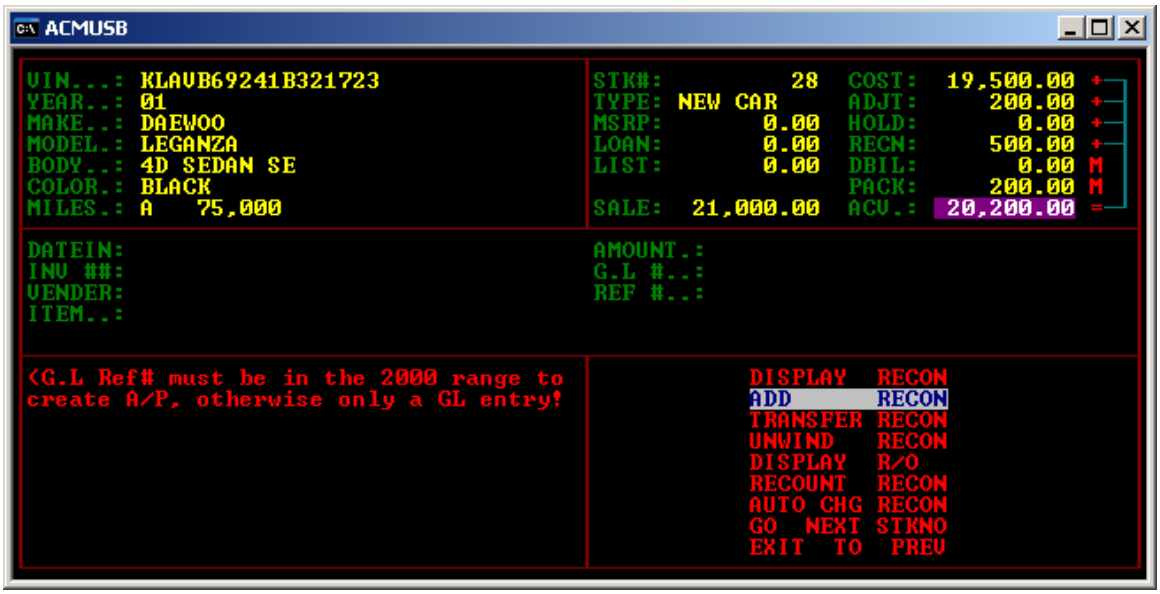


If no pending deals exist the screen will appear as above.

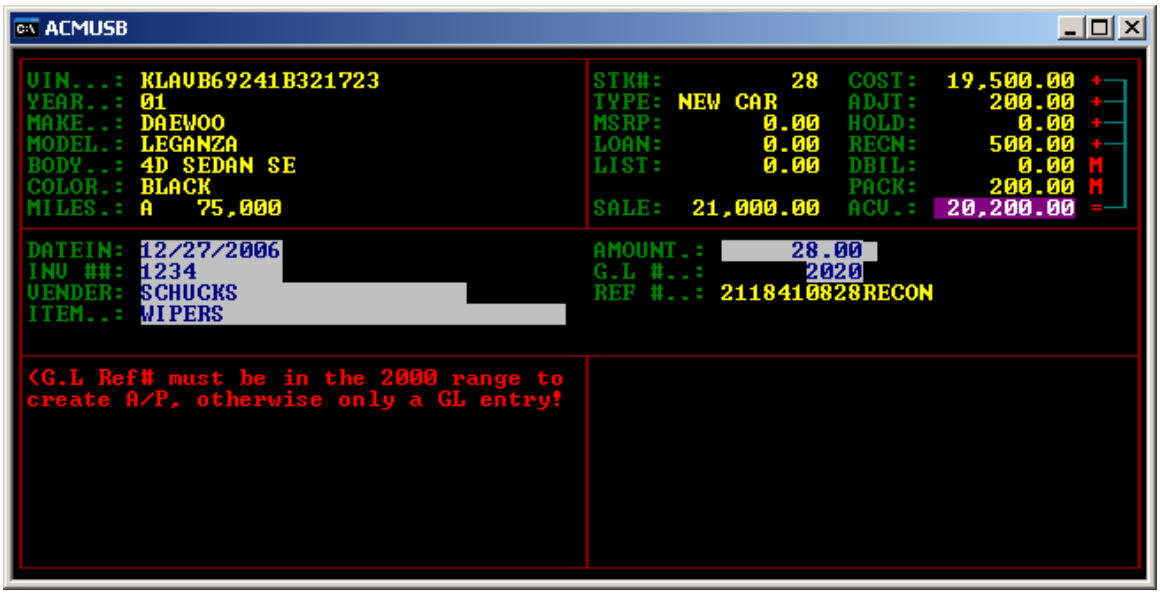
POST RECON



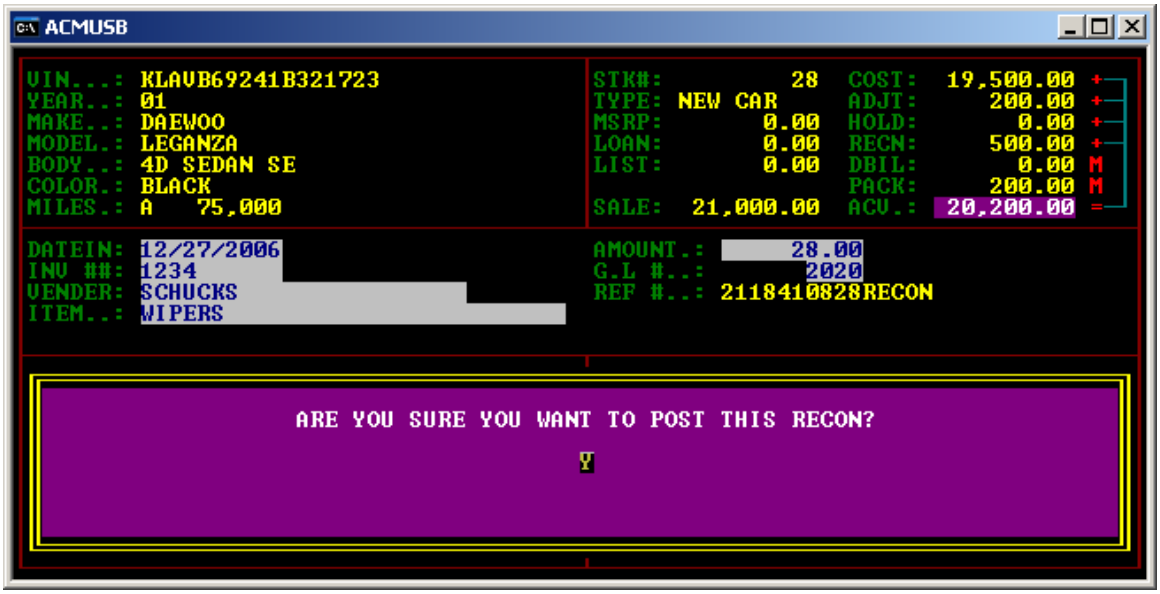
To **POST RECONDITIONING** to a vehicle. The vehicle of interest must be on the screen, highlight and press enter on **POST RECON**.



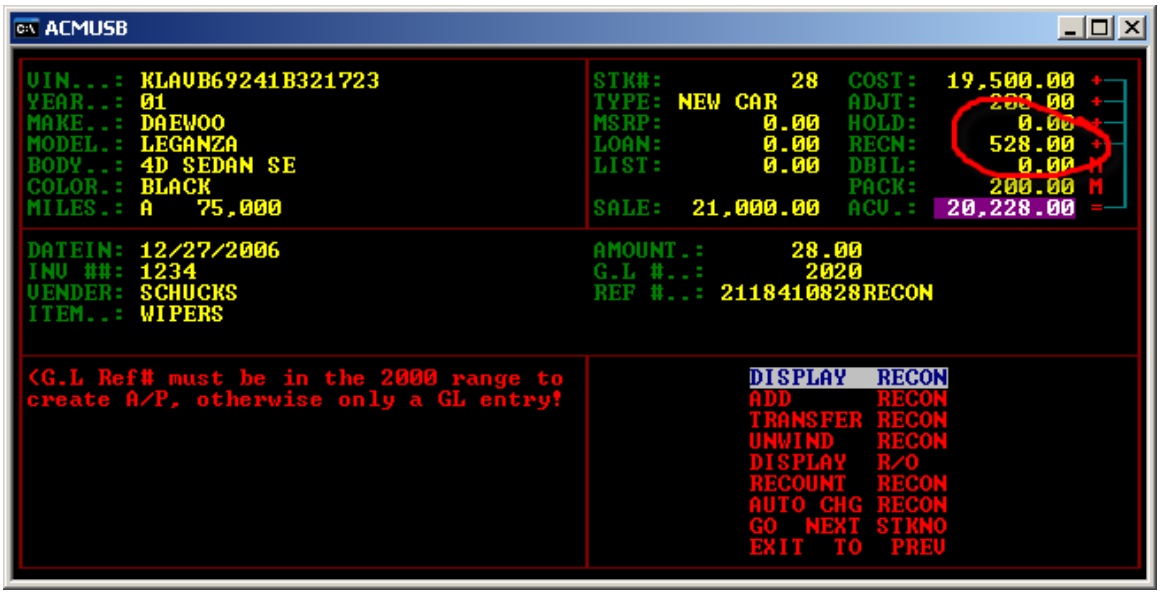
Highlight and press enter on **ADD RECON**.



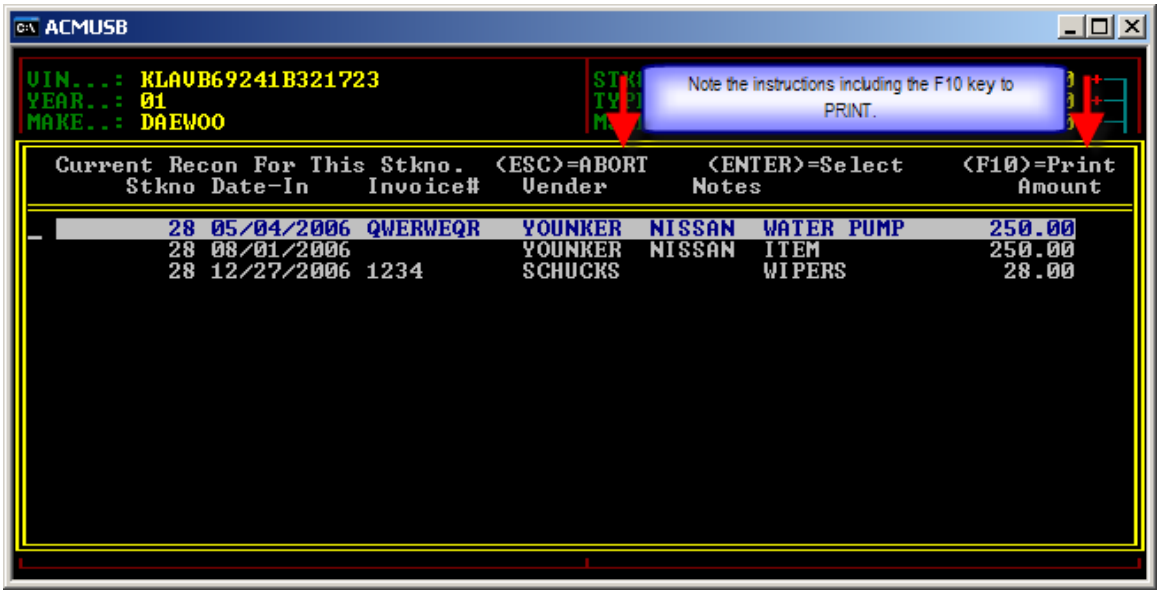
Complete the fields as designated.



To complete the posting of the recon confirm by entering a **"Y"** for **Yes**. The **RECON** totals will be updated and a payable invoice will be created.

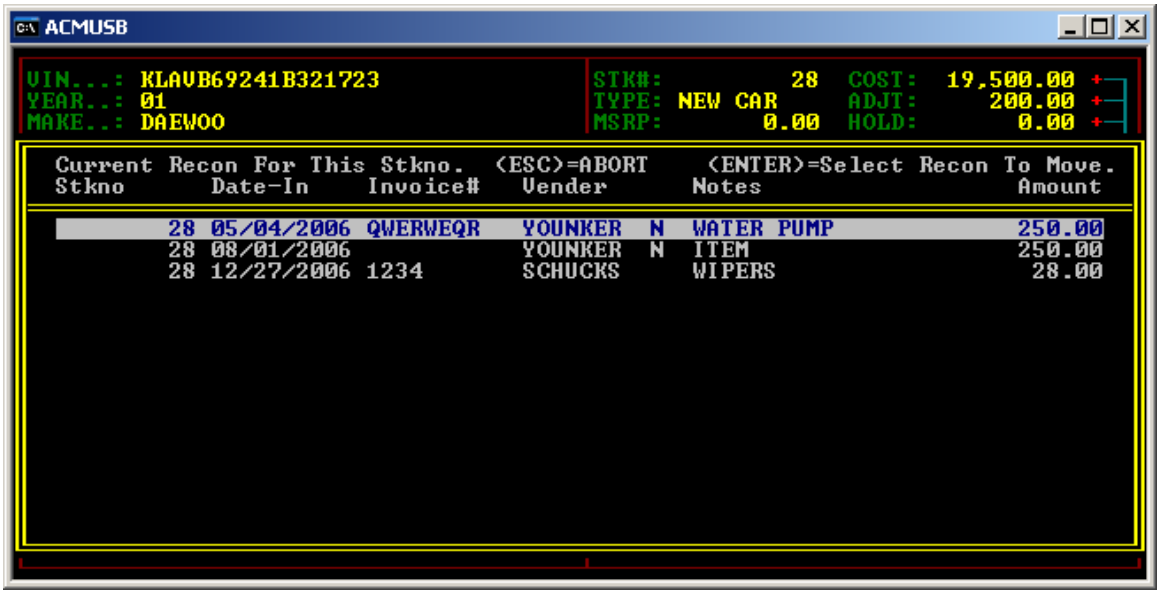


To **DISPLAY RECON** highlight and press enter.



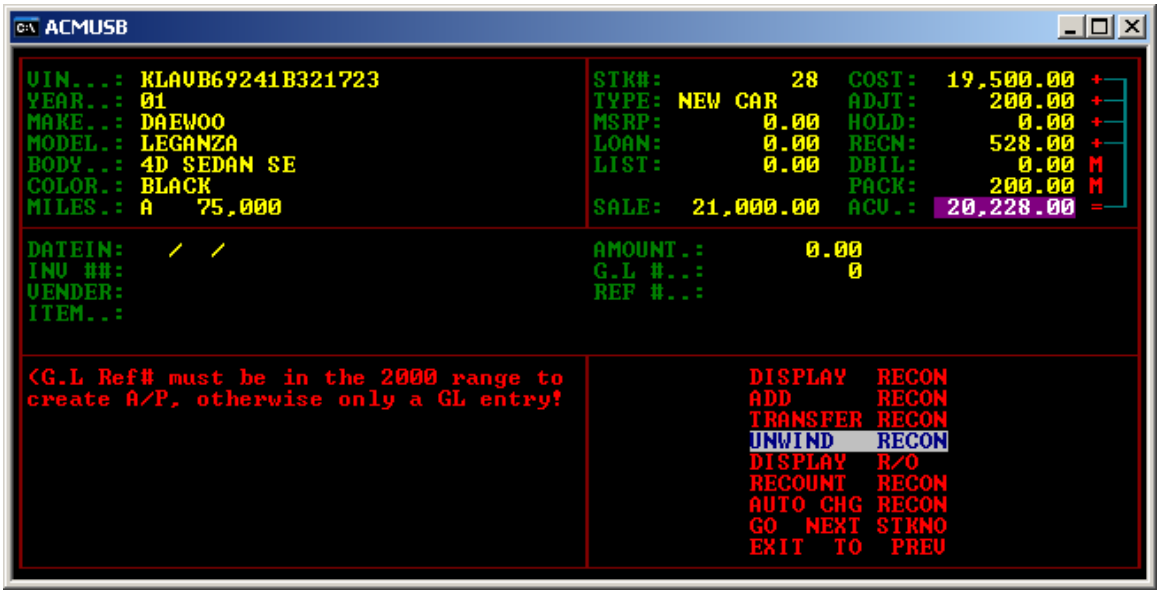
Press the **ESC** key to Exit.

TRANSFER RECON allows for a recon invoice to be moved to another Stock number.



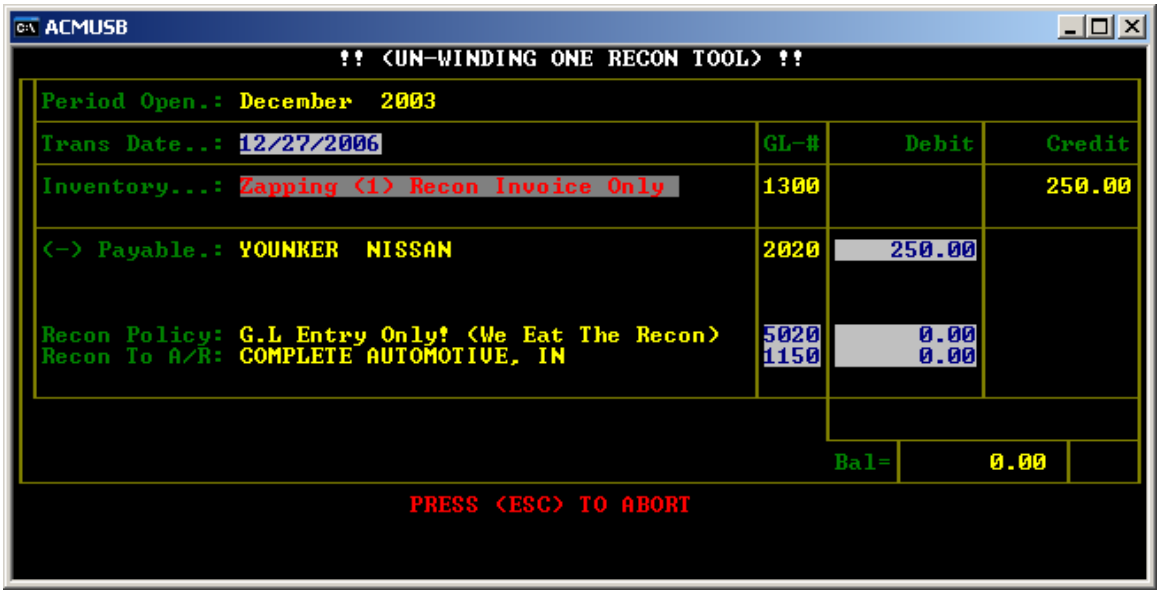
By choosing the **TRANSFER RECON** function the current **RECO**N will appear. Highlight the **RECON INVOICE** to be transferred and press enter.

Enter the target Stock number and the date of transfer.



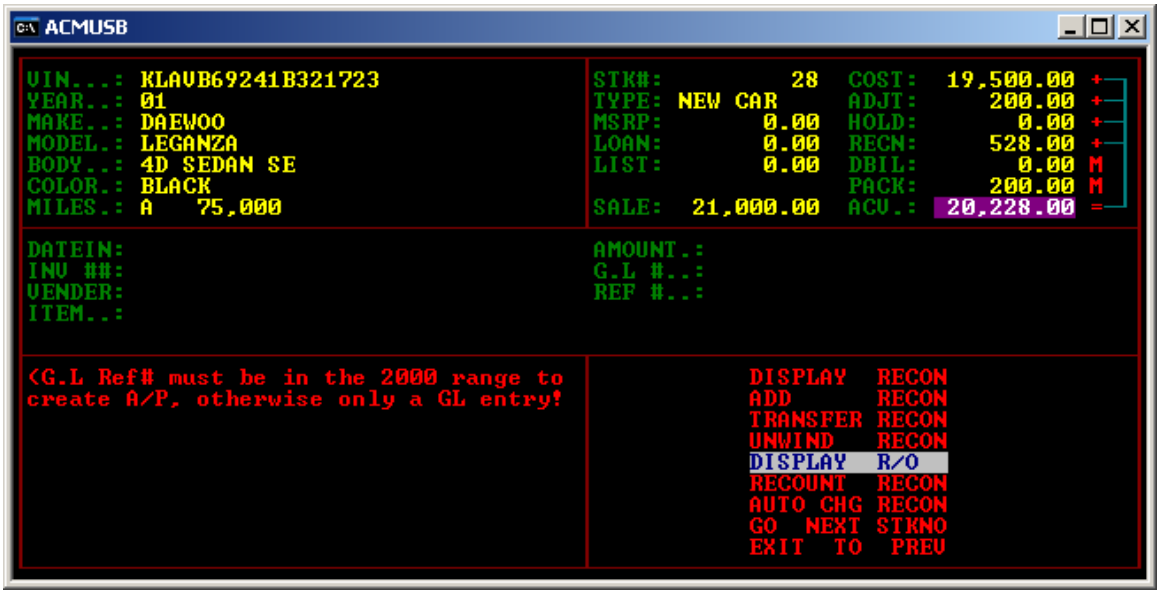
The **UNWIND RECON** allows the **RECON INVOICE** to be deleted and the accounting reversed.

Highlight the target invoice and press enter.

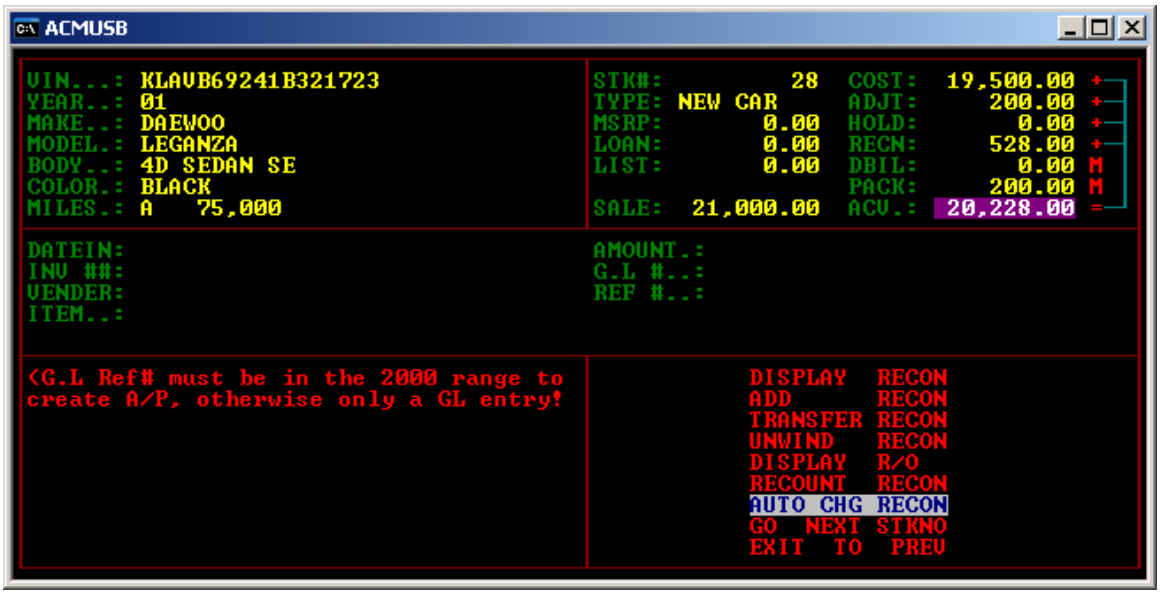


The accounting will unwind the payable invoice.

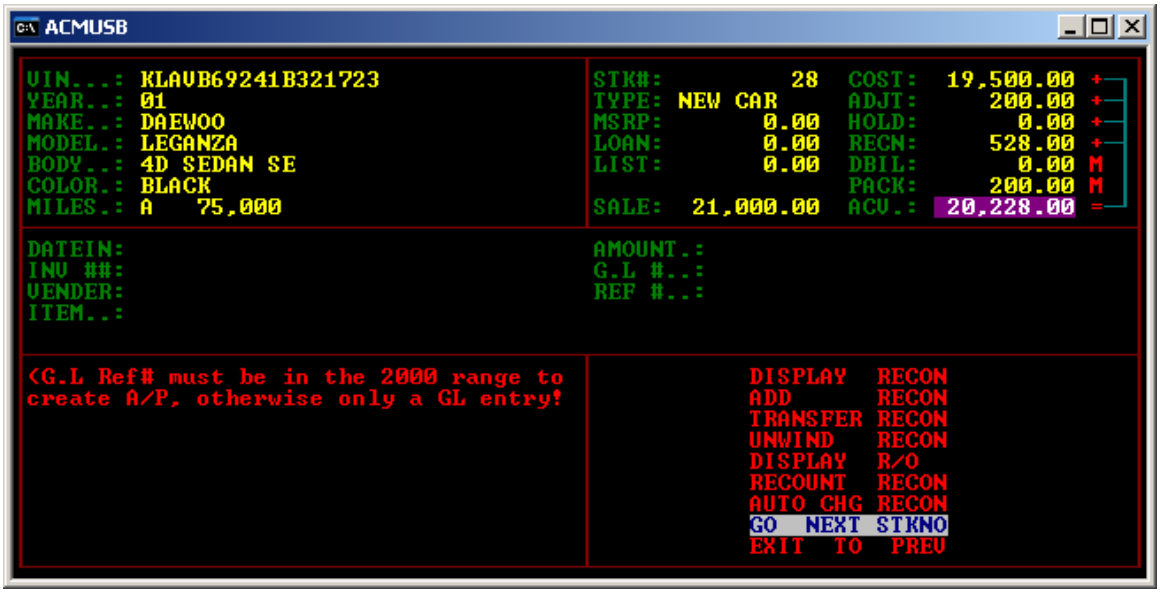
Confirm the **UNWIND** and the transaction is complete.



DISPLAY R/O allows the PARTS AND SERVICE Repair Order to be viewed.



AUTO CHG RECON allows a predetermined recon charge to be posted. The default for the **AUTO CHARGE RECON** is located in the **INVENTORY SETUPS AND DEFAULTS.**



GO NEXT STKNO is a convenience feature to be used to stay in the **RECON** mode to enter multiple **RECON** invoices without exiting to the **FIND OPTIONS**.

```
ACMUSB
VIN...: KLAVB69241B321723          STK#:          28  COST:   19,500.00 +
YEAR..: 01                         TYPE: NEW CAR      ADJT:      200.00 +
MAKE..: DAEWOO                     MSRP:        0.00  HOLD:        0.00 +
MODEL.: LEGANZA                    LOAN:        0.00  RECN:      528.00 +
BODY..: 4D SEDAN SE                LIST:        0.00  DBIL:        0.00 M
COLOR.: BLACK                                          PACK:      200.00 M
MILES.: A    75,000                SALE:   21,000.00  ACU.:   20,228.00 =

DATEIN:                            AMOUNT.:
INV ##:                            G.L #..:_
VENDER:                            REF #..:
ITEM..:

<G.L Ref# must be in the 2000 range to
create A/P, otherwise only a GL entry!

                                   DISPLAY  RECON
                                   ADD      RECON
                                   TRANSFER RECON
                                   UNWIND   RECON
                                   DISPLAY  R/O
                                   RECOUNT  RECON
                                   AUTO CHG RECON
                                   GO  NEXT STKNO
                                   EXIT  TO  PREV
```

EXIT TO PREV exits to the previous menu.

```
ACMUSB
VIN...: KLAVB69241B321723          STK#:          28  COST:   19,500.00 +
YEAR..: 01                         TYPE: NEW CAR      ADJT:      200.00 +
MAKE..: DAEWOO                     BOOK:        0.00  HOLD:        0.00 +
MODEL.: LEGANZA                    WHLS:        0.00  RECN:      528.00 +
BODY..: 4D SEDAN SE                LIST:        0.00  DBIL:        0.00 M
COLOR.: BLACK                                          PACK:      200.00 M
MILES.: A    75,000                SALE:   21,000.00  ACU.:   20,228.00 =

LICPLT: UUY765      TABS..: 08/10/2000   ENTRY BY: ZMASTER
TITLE.: Y           TABNUM:
TYPE..: S           PAYOFF:        0.00  OPEN R/O:
INSPEC: N                                DEALS WK: PENDING
INSERV:    /  /     TEMP#.:
DATEIN: 07/10/2000  ALARM.:    /  /      REF #...: 1136343428NEWINV
AGEING:       2361  LOCATE: USED CARS    POSTED..: POSTED

BUYER.: MARTYN                           OPTN 1:   ,  ,  ,  ,  ,  ,  ,  ,  ,
VENDOR: COMPLETE AUTOMOTIVE, IN          OPTN 2:   ,  ,  ,  ,  ,  ,  ,  ,  ,
STATUS:                                  OPTN 3:   ,  ,  ,  ,  ,  ,  ,  ,  ,

NOTE 1:
NOTE 2:

FIND<OPTION>    EDIT ITEM    MORE OPTIONS    POST RECON    EXIT TO MAIN
```

EXIT TO MAIN exits to the main menu.

V3 software notes: