

Posting of Model Year Allowances to Vehicles Cost

This document will help in the processing of monies received from a manufacturer for price reductions on vehicle costs. The process discussed below will apply to any monies received for a vehicle to reduce the cost of the vehicle.

Modules involved:

- Vehicle Management > Vehicle Purchase Credit Memo
- Sales & Receivable > Cash Receipts Journal
- Purchase & Payables > Vendor Card
- General Ledger > Chart of Accounts & Vehicle Item Card

Steps:

1. Go to Vehicle Management
2. Select Vehicle Purchase Credit Memo
3. Create a separate Credit Memo for each vehicle. Fill in the form as follows:
 - a. Header Information
 - i. Vendor = Daimler Chrysler (this needs to be the same vendor as the vendor used to purchase Parts)
 - ii. Date = Use the date from the payment sheet
 - iii. Credit Memo # = Use the program id plus the stock number (example: **C372-2E164088**)
 - b. Line Information
 - i. Type = Account (G/L)
 - ii. Account Number = Depends on the vehicle but should be either New Car or New Truck
 - iii. Stock # = use the up arrow to find the correct stock number. **This field must be entered for the credit to reduce the cost of the vehicle**
 - iv. Qty = 1
 - v. Direct Unit Cost Excl. Tax = amount of credit
4. Post and Print each Vehicle Purchase Credit Memo

The next steps can be skipped if the incentive was not EFT'ed to your Bank. This would mean that the Credit to the Vendor will be used to net the amount due on the Weekly Parts Statement. If you received an EFT Payment Go to step 5

5. Go to Sales and Receivables
6. Select Cash Receipts Journal
7. Select EFT Batch
8. Fill in the form as follows:
 - a. Posting Date = Date of EFT Notice
 - b. Document Number = Use the form of payment, program id. And date of payment (example: **EFT-C372-05-16-03**)
 - c. External Document Number = Stock Number

- d. Account Type = Vendors
 - e. Account Number = Vendor's Number for Daimler Chrysler (this needs to be the same vendor as the vendor used to purchase Parts)
 - f. Apply to Doc. Type = Credit Memo
 - g. Apply to Doc. Number = Credit Memo number assigned from step 4
 - h. Amount = should come from the Credit Memo and be a negative amount.
9. Go to next line and enter the next item
10. Last line of the Cash Receipt entry needs to go to the bank. Fill in the line as follows:
- a. Posting Date = Date of EFT Notice
 - b. Document Number = Use the form of payment, program id. And date of payment (example: **EFT-C372-05-16-03**)
 - c. External Document Number = blank
 - d. Account Type = Bank
 - e. Account Number = Bank account where payment was deposited)
 - f. Apply to Doc. Type = Blank
 - g. Apply to Doc. Number = Blank
 - h. Amount = Positive amount should balance the journal and be the amount deposited into the bank account
11. Print and Post

You should go to the Vehicle Item Cards and validate that the Credit Memo amount is in the Purchase Credit field on the Invoicing Tab and that the total Cost field on the Invoicing Tab has been reduced by the credit.

You can also check the Vendor Card to validate that the Credit Memo and Cash Receipt entries were applied to each other. If there was no EFT Payment then you should only see the Credit Memo for the incentive.