

Vehicle Receipts

To receive in a purchased vehicle, select **Vehicle Management -> Vehicle Receipts**. The following screen will come up. These instructions will discuss the purpose of various fields.

The screenshot shows a software window titled "208 - Single Vehicle Receipt". The window is divided into two main sections of input fields. The left section contains fields for identification and pricing, including "No." (208), "VIN", "New or Used" (New), "Vehicle Type", "Stock No.", "Vehicle Category", "Mileage / Exempt" (0), "Courtesy Delivery", "Invoice Cost" (0.00), "Floorplan Amount" (0.00), "MSRP" (0.00), "Vehicle Pack Amount" (0.00), "Employee Price" (0.00), "Supplier Price" (0.00), "Internet Price" (0.00), "Base Invoice Cost (LIFO)" (0.00), "Destination Charge" (0.00), "Holdback" (0.00), "Holdback Effect", "Dealer Trade Stock No.", "Advertising Assistance" (0.00), "Advert. Assist. Effect", "Marketing Assistance" (0.00), "Marketing Assistance E...", and "Floorplan Assistance" (0.00). The right section contains fields for vehicle details and transaction information, including "Receipt Date" (04/18/08), "Current VIN Query" (No), "Model Year", "Make", "Model", "Body Style (Model Code)", "Package Code", "Body Style Description", "Interior Color", "Exterior Color", "Dealer Color", "Ignition Key Number", "Vehicle Title No.", "Title Type", "Title State / Country", "Buy-From Vendor No.", "Buy-From Vendor", "Dlr License State / No.", "Pay-To Vendor No.", "Pay-To Vendor", "Vendor Invoice No.", "Purchaser-Appraiser", "Product Posting Group", "Inventory Posting Group", "Item Category Code", and "Product Group Code". At the bottom of the window, there are five buttons: "Vehicle", "Receipt", "Posting", "Print", and "Help".

The normal method / order of entry is to start on the VIN field, and after typing the appropriate value in each field, press <Tab>. This will move the cursor to the next field in the normal order of use.

Fields

The fields that have an * beside them are required for the accounting department to finish receiving a vehicle into inventory.

Left Column:

No. :

VIN: If a partial VIN is entered (last six, for example), the system will try to find a match in the VIN's already in the system. This will sometimes work for new cars, as well as used. For example, Chrysler sends a list of vehicles they are sending to their dealerships several days before the vehicles show up and MPK will store those VIN's in the system to save data entry. If the system can not find a matching VIN, you will have to enter the full 17 digit VIN.

After the VIN has been entered, the system will use a combination of VIN Decoding software and Factory communications to try to fill in as much data as possible. This normally includes year, make, model.

New or Used: Sets a flag for the received vehicle to allow filtering of reports to separate new and used inventory. This field is also used in combination with the vehicle type and the VIN to help automatically set the posting groups in the right hand column.

Vehicle Type: The choices here are Car and Truck.

Stock No.: Enter the desired Stock No. here. The system will automatically check for previous usage of the same stock no. to prevent duplicates.

Vehicle Category: This is a list of vehicle types that is used for filling in certain information on the state title paperwork.

Mileage / Exempt: Enter the current mileage of the vehicle being received. The Exempt check box indicates that the vehicle is exempt from accurate mileage requirements due to age, replaced odometer, etc. This check box will be carried over to the vehicle card and used to fill in appropriate boxes on the title and odometer paperwork.

Courtesy Delivery: Check box to indicate that this vehicle is not really being received into inventory. It is only being "receipted" in order to print the necessary title paperwork.

Invoice Cost: This is the cost of the vehicle being purchased. It includes holdback.

Floorplan Amount: This number should either be zero or the same as the invoice cost.

MSRP: Manufacturer's Suggested Retail Price, or dealership's list price for a used vehicle.

Vehicle Pack Amount: This amount will fill in automatically when the invoice cost is filled in. It can be overridden if desired. Note: retying the invoice cost will replace the Pack field with the default values.

Employee Price: This is a special price specified by the manufacturer for selling the vehicle to an employee of the manufacturer.

Supplier Price: Sometimes called Friends and Family, this is a second “special” price specified by the manufacturer.

Internet Price: Price to be listed on internet websites.

Base Invoice Cost (LIFO): This field is stored for use during year end reporting for tax purposes. It has no effect on sales price, inventory carrying value, etc.

Destination Charge: Used to calculate holdback and for reference purposes.

Holdback: Amount of money the factory will reimburse the dealership for receiving the vehicle. The posting of holdback will generally reduce the inventory carrying cost of the vehicle and create a receivable from the factory in the Customer Posting Group specified in Vehicle Factory Setup.

Holdback Effect:

<Blank>: Default Behaviour.

<Add to Pack>:

<Reduce Cost>:

Dealer Trade Stock No. : When the Holdback Effect is set to Reduce Cost, this field is used to specify the stock no. from which the holdback amount will be retrieved to reduce the cost of the vehicle being received.

Advertising Assistance: Generally only applies to new vehicles. By default, will create a credit to the account specified in Vehicle Factory Setup and a receivable to the customer and customer posting group specified in the same location.

Advertising Effect:

<Blank>: Default Behaviour.

Marketing Assistance: Generally only applies to new vehicles. By default, will create a credit to the account specified in Vehicle Factory Setup and a receivable to the customer and customer posting group specified in the same location.

Marketing Effect: Four choices:

<Blank>: default behavior.

<Reduce Carrying Cost>: Credits (reduces) the inventory value of the vehicle being received instead of the account specified in Vehicle Factory Setup.

<Reduce Carrying Cost and Add to Holdback>: Same as Reduce Carrying Cost, but also increases the Vehicle Holdback amount, thus keeping the Marketing Assistance money as dealership profit on a deal for which commission is not paid.

<Reduce Carrying Cost and Add to Pack>: Same as above, but places the money in the Pack field instead of the Holdback field.

Floorplan Assistance: Generally only applies to new vehicles. Will create a credit to the account specified in Vehicle Factory Setup and a receivable to the customer and customer posting group specified in the same location.

Right Column

Receipt Date: Date of receipt. Often also used as the Posting Date.

Current VIN Query: Indicates in a current factory VIN query has been run. This is known by different names for different manufacturers (VIP, VIS, OASIS, etc.)

Model Year: Self Explanatory

Make: Self Explanatory

Model: VIN query or VIN decode will normally fill this in.

Body Style (Model Code): This a factory code indicating the model line of the vehicle. Stored and used for vehicle inventory searches.

Package Code: This is a secondary code to further segregate vehicles below the level provided by the Body Style.

Body Style Description:

Interior Color: Self Explanatory – often filled in by the Factory VIN Query.

Exterior Color: Self Explanatory – often filled in by the Factory VIN Query.

Dealer Color: Often, the manufacturer Exterior Color is something like Cranberry, Chartreuse, or Pearl. This makes it difficult to sort and find vehicles. The Dealer Color is used to group vehicles using the more common color choices (Black, Red, etc.)

Ignition Key Number: Copied to vehicle record.

Vehicle Title No.: In some states, the dealership is required to keep track of the Title No. of the vehicles purchased and sold. This field will copy from the vehicle record if the system already has the information. Whatever information is here when the receipt is posted will be copied to the vehicle record for future use.

Title Type: See Vehicle Title No. for explanation and behavior. Note: Is normally left blank to indicate a normal title.

Title State / Country: See Vehicle Title No. for explanation and behavior.

Buy-from Vendor No.: Self Explanatory.

Buy-from Vendor: Name of vendor indicated by the Buy-from Vendor No.

Pay-To Vendor No.: Only required if the vehicle is going directly on floorplan.

Pay-To Vendor: Name of vendor indicated by the Pay-To Vendor No.

Vendor Invoice No.: This is often the stock no. or the factory invoice no.

Purchaser-Appraiser: Optional field to allow dealerships to report on used vehicle profitability based on which employee purchased the car. This indicates who decided to purchase the car for the amount specified in Invoice Cost, not who filled in the vehicle receipt in the accounting office.

Product Posting Group: This field (in combination with the deal type) determines where in the General Ledger the money from the sale and cost of sale will post when the vehicle is sold. The second time the same type of vehicle is receipted in, this will often fill in automatically.

Inventory Posting Group: This field determines where the Inventory value of the vehicle will post in the General Ledger. The second time the same type of vehicle is receipted in, this will often fill in automatically.

Item Category Code: This will normally be set based on the Vehicle Type field to be either CAR or TRUCK. The second time the same type of vehicle is receipted in, this will often fill in automatically.

Product Group Code: Based on the Item Category Code, this field will present a list of possible vehicle identifiers. Normally, this field is set to the same value as the Product Posting Group. This field has no effect on General Ledger posting and is only used for reporting purposes. The second time the same type of vehicle is receipted in, this will often fill in automatically.