This document explains how to setup the necessary accounts, process the purchase of a motor vehicle and sell the motor vehicle taking in to account all variables such as servicing, stamp duty and transfer fees.

Process Steps:

- 1. Vehicle Purchase
- 2. Create Inventory Item (Vehicle Purchase).
- 3. Create Rebuild Item (Vehicle Components).
- 4. Create Charge Invoice For Vehicle Sales.
- 5. Create Expense Item Stamp Duty & Transfer Fees.
- 6. Create Bill Payment For Stamp Duty & Transfer Fees.

Accounts Setup:

Chart of Accounts: create a Vehicle Purchases account as per image below.

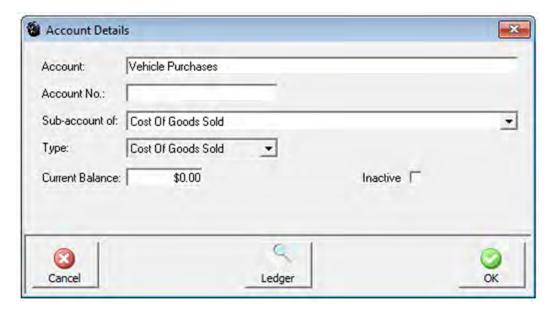
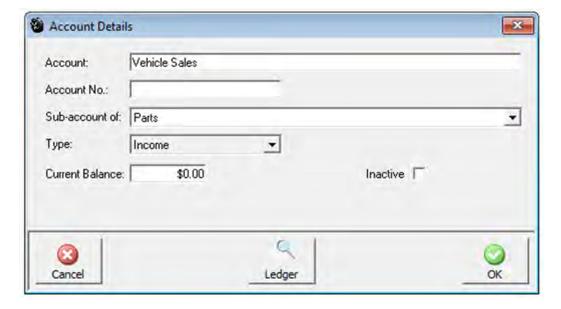
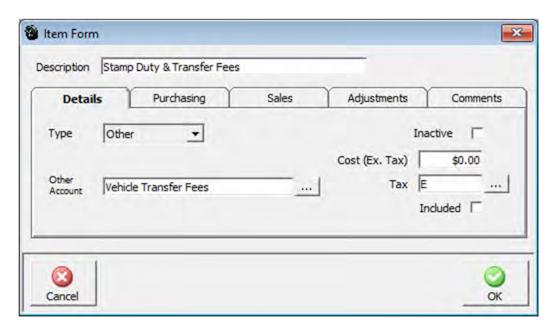


Chart of Accounts: create a Vehicle Sales account as per the image below.



Go to Lists – Other Items and create a new Expense item as per image below.



Don't forget to link the Other Account field to Vehicle Transfer Fees in Chart of Accounts.

Go to File – Site Settings – Local Settings under "Default parts list to display" tick all boxes as per the image below



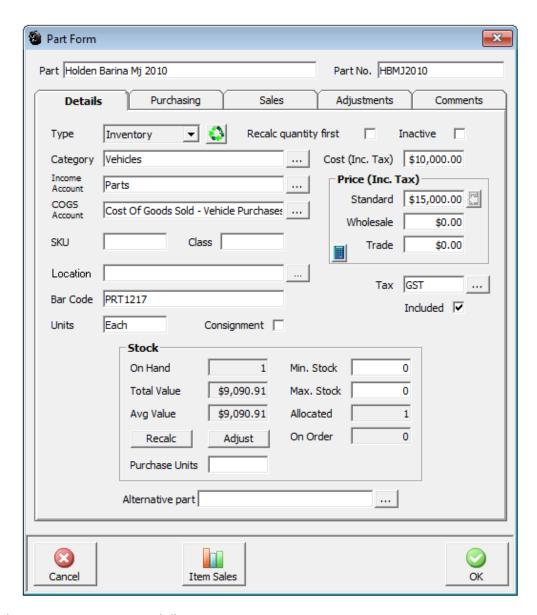
Follow this sample scenario starting with the purchase of the motor vehicle, in this example we have purchased 1 x Holden Barina MJ 2010 for \$10,000.00 not including stamp duty.

Step 1: Purchasing The Vehicle

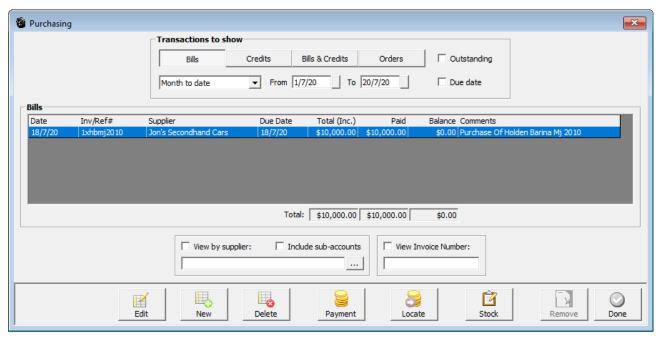
Purchasing – New – Enter the Suppliers details of who you are buying the vehicle from click OK to bring up the new purchase bill.

Enter a reference number then change date if required, click on Add Inventory then New, enter all details as per sample image below.

Make sure you change your cost of goods sold account to Vehicle Purchases created previously.



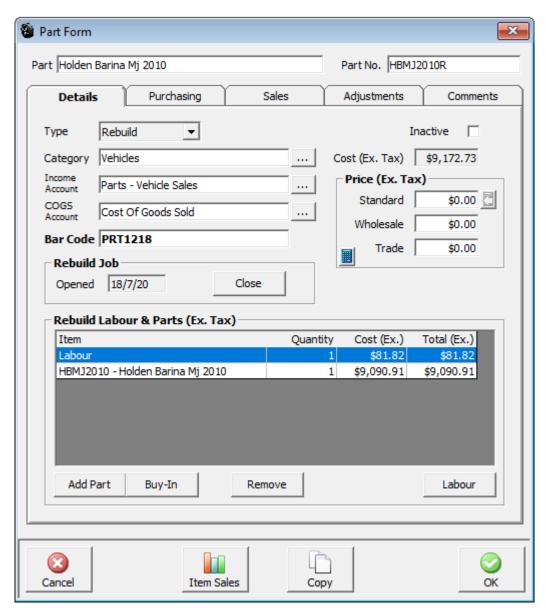
Click OK to place inventory item on to bill.



Make and record payment if required.

Step 2: Creating the Rebuilt Part.

Go to Parts – New, change the part type to Rebuild then fill out all details as per the image below.



Rebuilt parts allows for additional labour and parts to be added to the rebuilt part, while the part is still ongoing all values will be displayed at cost price excluding GST. Once all additions have been added enter a sell price excluding GST then click on the Close button, the part will now be able to be sold.

If you need to add more items or labour you can edit the rebuilt part and click on the Reopen button.

All servicing, roadworthy etc. need to be completed as normal as at this point you are the client all jobs can be written of through the normal expense service & repair write off (*Link to flow chart below*). All labour and parts used in the servicing need to be added to the rebuilt part.

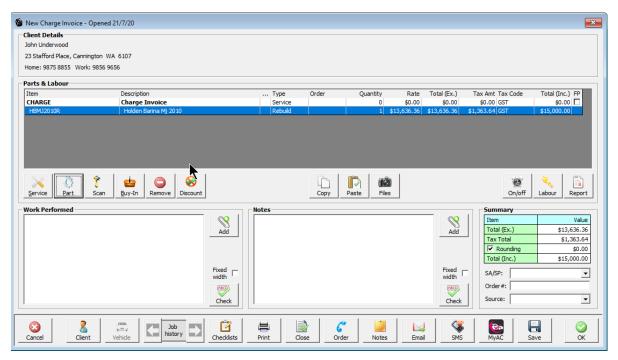
View Service Write Off Flow Chart: https://www.microbase.com.au/resources/Service%20Write%20Off.pdf

or

Go to the Microbase support within Automation: Online – Microbase Support – Resources – Flow Charts – Service Write Off.

Step 3: Selling the Vehicle.

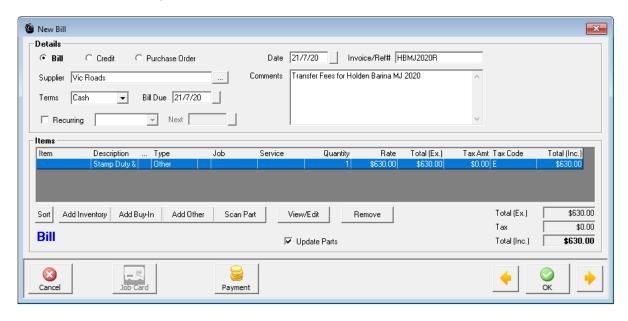
Click on Invoices button and choose Charge Invoice, Client will need to be added into your client list, choose the client then OK click on Part and choose HBMJ2010R then OK, the vehicle part will now be on the charge invoice at the sell price of \$15000.00.



Close invoice as normal and receipt payment.

Step 4: Payment of VIC Road fees.

Click on Purchasing – New – choose supplier (*VIC Roads*) enter a reference number of choice, suggest rebuild part number or registration number, change date if required, click on Add Other highlight Stamp Duty & Transfer Fees account then click OK, this will place the account on to the new bill, enter the total fees into the total cell.



Click on payment button and make payment as normal.

Process Completed.