



AUTOSOFT SDN.BHD. (653261-V)

# Vehicle Sales System



## *User Manual*

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# INTRODUCTION

## Overview of Vehicle Sales System (VSS)

Vehicle Sales System (VSS) is a truly unique system that handles the **NEW & USED** vehicle sales industry from Vehicle Inventory Control, Front Desk Customer Booking & Billing, right up to the Financial Section. This system is easy to handle because it is "Windows Based Application" and User Friendly Computerized System specified designed for the Local and International New Vehicle Sales Showroom, Vehicle Sales Agent & Used Car Industry.

*For your information, upon our research, to maintain the " Vehicle Sales " transaction works such as accounting, vehicle in-out, vehicle booking, invoice , delivery order billing history; vehicle inventory control etc. by daily manual paper works or inefficient computerized application system, from time to time, it has given them a lot of redundant works and just simply too much headache.*

*This system is design, base-on the Vehicle Sales Industry daily operation and every modules are fully integrated.*

### Standard Module

1. Centralized Database Control
2. Customer Profile ( Individual / Corporate )
3. Vendor Information.
4. Vehicle Model Price List Database
5. On-Line Customer Booking / Sales Order Arrangement
6. On-Line Invoice, Delivery Order & Payment Receipt Billing
7. Finance Loan Arrangement Information
8. Vehicle Sales Record's
9. Salesman Information
10. Sales History by Target Comparison
11. The Salesman sales performance
12. Salesman commission calculation section
13. Individual Vehicle Sales Profit & Loss
14. Management Reports
15. Data Backup & Restore
16. Multi-Level Security Control
17. Daily / Up-to-dated On-Screen Inquiries with Reports
18. Single / Multi-user Application

### New Vehicle Purchase Module

- New Vehicle Inventory Control with Inter-Branch control.
- Vehicle Standard Accessory & Optional Accessory Maintenance
- New Vehicle Purchased Record & Costing.
- New Vehicle Analysis & Management Reports.

### Used Vehicle Purchase Module

- Used Vehicle Inventory Control with Inter Branch Control.
- Used Vehicle Purchased Record & Costing.
- Vehicle Trade-In Control.
- Vehicle Repairing & Service Costs Maintenance.
- Finance Loan Balance Settlement Maintenance.
- Used Vehicle Analysis & Management Reports.

### Recond Vehicle Purchase Module

- Recond Vehicle Inventory Control with Inter Branch Control.
- Recond Vehicle Purchased Record & Costing.
- Vehicle Repairing & Service Costs Maintenance.
- Recond Vehicle Analysis & Management Reports.

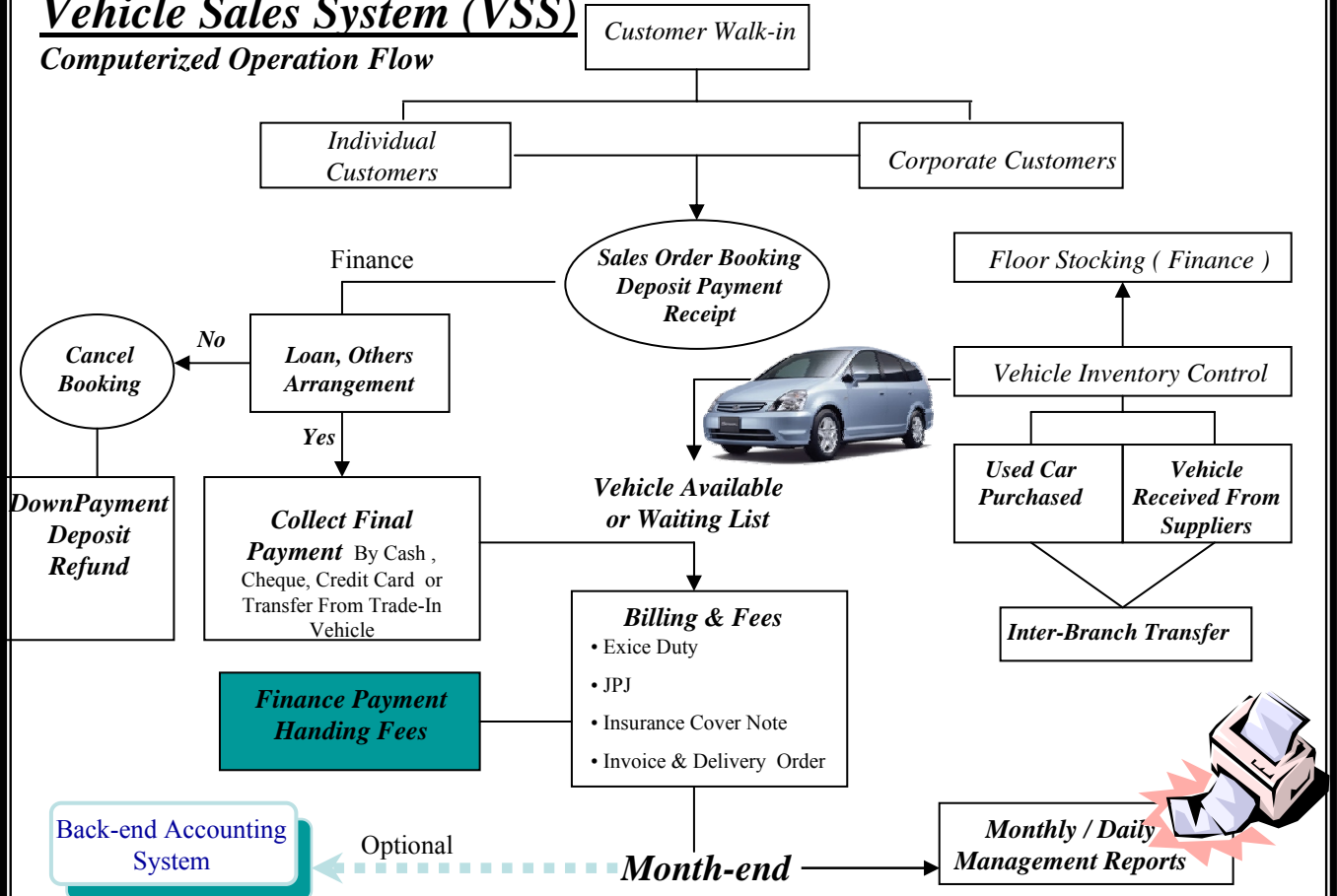
### Optional Features Module

- Back-end Financial Interface Section  
     . This section will interface with back-end accounting.
- Interface with WorkShop System

# PROCESS FLOW OF VSS

## Vehicle Sales System (VSS)

### *Computerized Operation Flow*



## USER LOGIN SCREEN



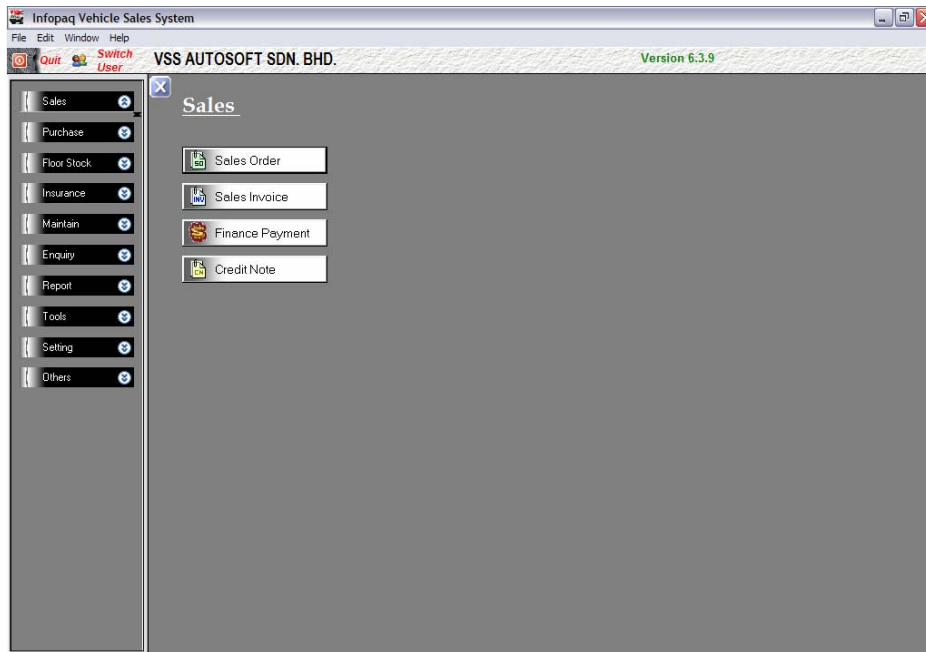
This is the User Logon Screen. This will be first screen that you will see if the VSS application is executed properly. You are require to key-in User-ID and Password. In order to proceed if the combination of the User-ID and Password was correct.

If the User-ID or Password is invalid, it will automatically exit from the system.

Note : Please obtains your User-ID and Password from the designated Administrator.

Default Login User ID : **ADMIN**  
Default Login Password : **ADMIN**

# MAIN MENU SCREEN



## VEHICLE SALES SYSTEM Main Menu

This is the main menu screen, highlighting all the major modules available to user for selection. In order to proceed, user are require to select the on screen icon.

- **SALES**
  - Sales Order
  - Sales Invoice
  - Finance Payment
  - Credit Note
  
- **PURCHASE**
  - Purchase Order
  - Used Vehicle
  - New Vehicle
  - Recond Vehicle
  
- **FLOOR STOCK**
  - Floor Stock Invoice
  - Floor Stock Payment
  
- **INSRANCE**
  - Insurance Renewal
  - Other Insurance
  
- **MAINTAIN**
  - = **System Code Setting & Maintenance**
    - Customer
    - Vendor
    - Salesman
    - Supervisor - Manager
    - Vehicle Model
    - Vehicle Color
    - Vehicle Brand
    - Vehicle Engine
    - Accessory
    - Brand
    - Category
    - Group
    - Location
    - Finance
    - Insurance
    - Credit Card
    - Payment Type
    - Commission
    - Ins Setting
  
- **ENQUIRY**
  - = **Data Enquiry & Checking**
  
- **REPORTS**
  - = **Management Reports**
  
- **TOOLS**
  - = **System Backup & Restore**
  - = **Data Tools**
  
- **SETTING**
  - Company Profile
  - System Setting
  - User Profile
  
- **OTHER**
  - Test Drive Transaction
  - Test Drive Vehicle

## GENERAL FUNCTION

### The Standard Utilities - Hot-Keys & Common Button

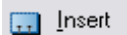
Mouse Pointer : Mouse.

Alt-? : Select the Under line wording at the first line menu bar, the pop-down menu will be display.

ENTER : Select the section where you want to proceed.

TAB : Skip the current selection to the next selection.

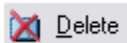
ESC : Exit / Cancel and go to the previous screen.



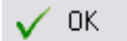
: Select when need to add new data.



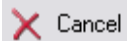
: Modify the existing data.



: Delete the selected data.



: Save the current data and close the current screen.



: Cancel & un-save the current data & exit the current screen.



: Close the current screen.



## How To Do Sorting / Searching Data ?

**Browse the Vehicle Model File**

By Model ID | By Description | By Brand ID | By Group ID | By Engine | By Doors | By Seat | By Fuel | By Transmission | By Local/Import | Model Tree

Search :

Model ID	Description	Brand ID	Group ID	Engine	C.C.	Doors	Seat	Fuel	Transmiss	Loc/Imp
CF5641EX	HONDA ACCORD 2.3 VTi-L	HONDA	ACCORD	2.3 VTi-L	2254	4	5	Petrol	Automatic	Import
CF9651P	HONDA ACCORD 2.0 VTi	HONDA	ACCORD	2.0 VTi-S	1997	4	5	Petrol	Automatic	Local
CF9652E	HONDA ACCORD 2.0 VTi-S	HONDA	ACCORD	2.0 VTi-S	1997	4	5	Petrol	Automatic	Local
ES2682PL	HONDA CIVIC 1.7 VTi	HONDA	CIVIC	1.7 VTi	1668	4	5	Petrol	Automatic	Local
ES2682PL (SPORT)	HONDA CIVIC SPORTS EDITION	HONDA	CIVIC	1.7 VTi	1668	4	5	Petrol	Automatic	Local
ES2682PL(VTi-S)	HONDA CIVIC 1.7 VTi-SRS	HONDA	CIVIC	1.7 VTi	1668	4	5	Petrol	Automatic	Local
GD1853PL	HONDA JAZZ 1.4 i-DSI	HONDA	JAZZ	1.4 i-DSI	1339	5	5	Petrol	Automatic	Import
GD8663E	HONDA CITY 1.5L AUTO	HONDA	CITY	1.5	1497	4	5	Petrol	Automatic	Local
P/WIRA 1.5	PROTON WIRA 1.5	HONDA	PROTON	1.5	1497	4	4	Petrol	Automatic	Local
RA6842J	HONDA ODYSSEY 2.3 VTEC	HONDA	ODYSSEY	2.3 VTEC	2253	5	7	Petrol	Automatic	Import
RD5852E	HONDA CRV i-VTEC 2.0 4WD	HONDA	CRV	2.0 i-VTEC	1998	5	5	Petrol	Automatic	Local
RN3873E9(MP)	HONDA STREAM 2.0 DOHC iV	HONDA	STREAM	2.0 i-VTEC	1998	5	7	Petrol	Automatic	Import
RN3873E9(MP) Aero	HONDA STREAM 2.0 DOHC iV Aero	HONDA	STREAM	2.0 i-VTEC	1998	5	7	Petrol	Automatic	Import
RN3873E9(MP) Premium	HONDA STREAM 2.0 DOHC iV Premium	HONDA	STREAM	2.0 i-VTEC	1998	5	7	Petrol	Automatic	Import
RN3883J9(MQ)	HONDA STREAM 2.0 DOHC iV S	HONDA	STREAM	2.0 i-VTEC	1998	5	7	Petrol	Automatic	Import
RN3883J9(MQ) Aero	HONDA STREAM 2.0 DOHC iV S Aero	HONDA	STREAM	2.0 i-VTEC	1998	5	7	Petrol	Automatic	Import
RN3883J9(MQ) Premium	HONDA STREAM 2.0 DOHC iV S Premium	HONDA	STREAM	2.0 i-VTEC	1998	5	7	Petrol	Automatic	Import

Insert Change Delete Close

### Sorting ( Ascending )

Click on the Header bar will sort the data in ascending order.

Click on the 'By Description' header bar will sort the Vehicle Model Description in ascending order.

### Searching

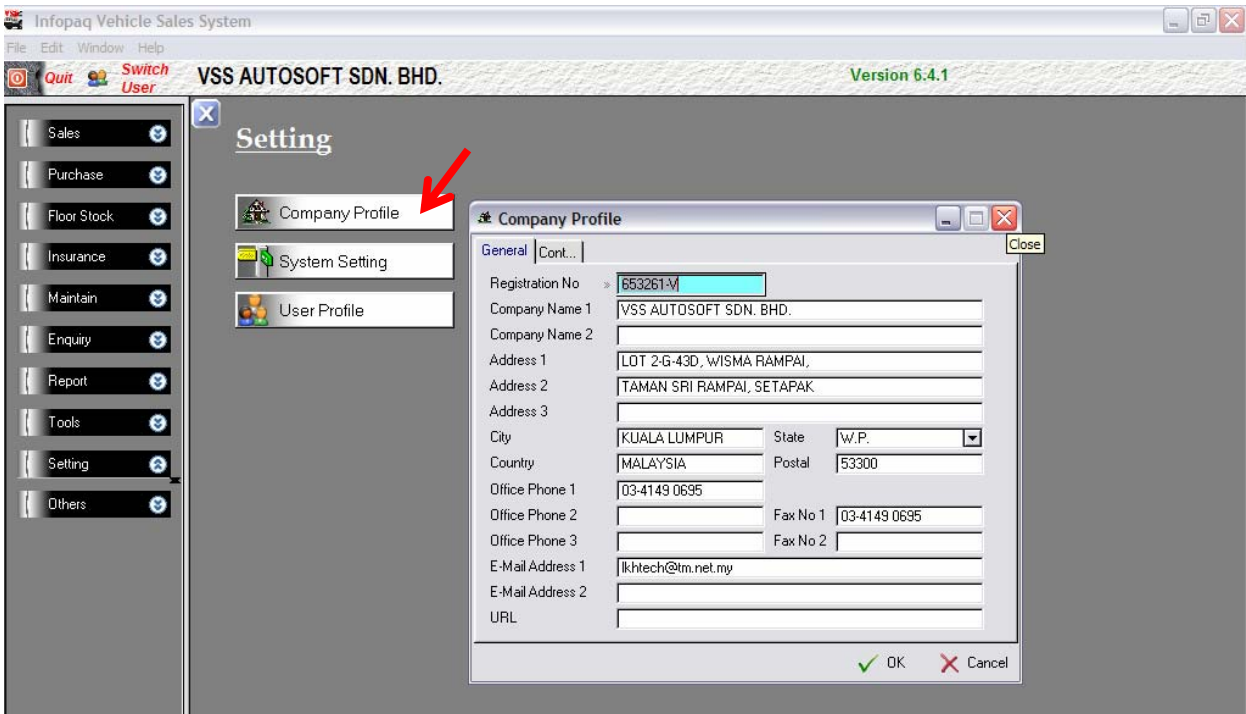
Click on the category header to sort an category.

Then, type in the text / number that you wish to search for. The cursor will automatically narrow down the selection and jump to the text / number that you are searching.

E.g.: Search the "Perodua" under Description category.

First , Click on the "By Description" Header to sort the word you wish to search, which is "Perodua", the cursor will automatically jump to the row "Perodua".

# SETTING SECTION



## Setting Menu Screen

Select **SETTING** button in the Main Menu screen to get into Setting Section.

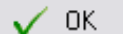
This is the screen allow user to set-up all the management related data or information, such as :



- i) *Company Profile*
- ii) *System Setting - Prefix Setting & System background picture*
- iii) *User Profile - User's) Log-In Control & Password.*

## Company Profile Setup

Define the Company related information.

Registration No. :	Registration Number of the company.
Company Name 1 :	Name of the company. (Pre-define by software provider)
Company Name 2 :	Other (Chinese) name of the company. (Max 50 Characters)
Address, Post Code :	Address and Post Code of the company.
Office Telephone No.:	Up to 3 Office Telephone number can be set.
Fax No. :	Up to 2 Office Fax number can be set.
E-Mail Address :	Up to 2 E-Mail Address can be set.
URL :	Company web-site address.

Press  **OK** to save the information & return to previous menu.

Press  **Cancel**  to un-save the information & return to previous menu

## SYSTEM SETTING - GENERAL

	Prefix	Last Running No	Postfix	
Sales Order	VSD	00001		<input type="checkbox"/> Fixed Selling Price
Delivery Order	DO	03043		<input type="checkbox"/> Auto Delivery Order No
Sales Invoice	INV	03040		<input checked="" type="checkbox"/> Auto Sales Invoice No
Purchase Order	PO	00006		<input checked="" type="checkbox"/> Auto Purchase Order No
GRN	GRN	03063		<input checked="" type="checkbox"/> Auto GRN No
Official Receipt	RV	03116		<input checked="" type="checkbox"/> Auto Official Receipt No
Payment Voucher	PV	03050		<input checked="" type="checkbox"/> Auto Payment Voucher No
Credit Note	CN	03004		<input checked="" type="checkbox"/> Auto Credit Note No
Floor Stocking Invoice	FSI	03001		<input checked="" type="checkbox"/> Auto Floor Stock Invoice No
Vehicle ID	VP	03046		
Renewal	IRN			
Renewal Receipt	ROR	03001		<input type="checkbox"/> One Running Receipt No
Renewal Credit Note	RCN	03000		<input type="checkbox"/> One Running Credit Note No

OK     Cancel

### System Setting - General

Define all the prefix & sequence number. The maximum of 4 characters are allowed & 10 Numeric computer auto generated number for last running number.

**Sales Order Prefix :**

Prefix for the **Vehicle Sales Order** Number.

**Delivery Order Prefix :**

Prefix for the **Vehicle Delivery Order** Number.

**Sales Invoice Prefix :**

Prefix for the **Vehicle Invoice** Number.

**Purchase Order :**

Prefix for the **Vehicle Purchase Order** Number.

**GRN Prefix :**

Prefix for the **Vehicle Received Note** Number.

**Payment Voucher Prefix :**

Prefix for the **Payment Voucher** Number.

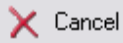
**Official Receipt Prefix :**

Prefix for the **Official Receipt** Number.

**Vehicle ID :**

Prefix for the **Vehicle Serial ID** Number.

Press  to save the information & return to previous menu.

Press  to un-save the information & return to previous menu

## SYSTEM SETTING – PRINTING OPTION

The screenshot shows the 'System Setting' dialog box with the 'Printing Option' tab selected. The dialog has four tabs: 'General', 'Printing Option', 'User Defined Info', 'Commission Setting', and 'Backgroup Setting'. The 'Printing Option' tab contains the following settings:

Print Item	Form	Form Type
Print Sales Order In	Blank Form	Standard
Print Delivery Order In	Blank Form	Standard
Print Invoice In	Blank Form	Standard
Print Official Receipt In	Blank Form	Standard
Print Payment Voucher In	Blank Form	Standard
Print Credit Note In	Blank Form	Standard
Print Floor Stock Invoice In	Blank Form	Standard
Print Sales Letter In	Blank Form	
Print Purchase Order In	Blank Form	Standard
<b>Insurance Renewal</b>		
Print Invoice In	Blank Form	Standard
Print Receipt In	Blank Form	Standard
Print Credit Note In	Blank Form	Standard

At the bottom right of the dialog, there are 'OK' and 'Cancel' buttons.

### System Setting – Printing Option

Select all the printing format for all the billing such as : Sales Order, Delivery Order, Invoice, Official Receipt, Payment Voucher, Credit Note, Floor Stock Invoice, Sales Letter, Purchase Order, Insurance Renewal Invoice, Insurance Renewal Receipt, Insurance Renewal Credit Note.

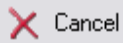

#### Select :

- Blank Form - Normal A4 paper size
- Letter Head Form - Normal A4 paper size with company logo, name & address.
- Pre-Printed Form - Customized paper format.

#### Form Type

- Standard - Standard system report design.
- Customized - Customized printing format.

Press  OK to save the information & return to previous menu.

Press  Cancel  to un-save the information & return to previous menu

# SYSTEM SETTING – USER DEFINED INFO

## System Setting – User Defined Info

User defined info is to let user to define your own fields for additional price charges , discount fields & other information.

### • Misc Header 1 To 4

This all fields will show in the Sales Order pricing screen.  
And system will total up the vehicle selling price.

### • Discount Header 1 To 4

This all discount fields will show in the Sales Order pricing screen.  
And system will deduct the vehicle total selling price.

### • Sales Letter Area

To print the state or area name in JPJ Sales Letter for registration of new vehicle. E.g.. Kuala Lumpur, Selangor.

### • Authorized Person

To print the name of sales manager or person in charge of company in JPJ Sales Letter for registration of new vehicle.

### • No Rujukan Tuan

To print the Government Income-Tax File number in the Income-Tax reports.

### • Default Location ID

To default the location code each time to do the vehicle location received.

### • AP Form Attn

To default the attention's person name when printing the AP request form to principle.

### • Round Up NCB

To Round up the Insurance NCB amount to 2 digits.

### • Include NCB For Finance Invoice

To print out the Insurance NCB Amount in Finance Invoice.

### • Print Customer Signature Under Invoice

To print the customer signature under the Finance Invoice / Customer Invoice.

### • Show Standard Insurance Amount

To show out the actual Insurance Amount in the Finance Invoice.

### • Show Printer Dialog Box

To show out the printer dialog box for printer selection before printer any billing or reports.

### • Sales Order Location Follow

Select the Sales Order default location from – (i.) Salesman location , (ii.) GRN – Vehicle Received Location

Press OK to save the information & return to previous menu.

Press Cancel to un-save the information & return to previous menu

## SYSTEM SETTING – COMMISSION SETTING

	Salesman	Supervisor	Manager
Fixed Commission	100.00 %	10.00 %	15.00 %
Finance Commission	50.00 %	5.00 %	5.00 %
Insurance Commission	50.00 RM	10.00 RM	10.00 RM
Accessory Commission	20.00 %	10.00 %	10.00 %

### System Setting – Commission Setting

Commission Setting is to let user to define standard Finance Handling Fees & All the commission percentage or fixed amount.

#### • Finance Commission

This fields will automatic update the vehicle profit & loss when the customer purchase vehicle under finance loan.

Users is able to modify the amount upon the finance undertaking letter received from finance. \* ( Modify the finance handling fee is able to do in SALES INVOICE.

#### • Calculation Commission

System is allow user to setting up all the commission to three (3) category, 1.) Salesman , 2.) Supervisor , 3.) Manager.

System also allow user to define this 3 category commission under two (2) types : 1.) by percentage , 2.) by Fixed Amount.

#### • Fixed Commission

Fixed Commission will automatic calculate when the fixed commission vehicle model was setting up. For example :

Fixed Commission Honda Jazz	: RM 1000.00
Salesman Fixed Commission is 100%	: RM 1000.00
Supervisor overwriting is 10%	: RM 100.00
Manager overwriting is 15%	: RM 150.00

#### • Finance Commission

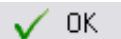
Finance Commission will automatic calculate the commission from the default amount setting at above.  
The calculation formula is same with vehicle fixed commission.

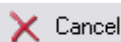

#### • Insurance Commission

Insurance Commission will automatic calculate the commission if the customer purchased the vehicle with insured the insurance. The calculation will base of NET profit Insurance incentive.

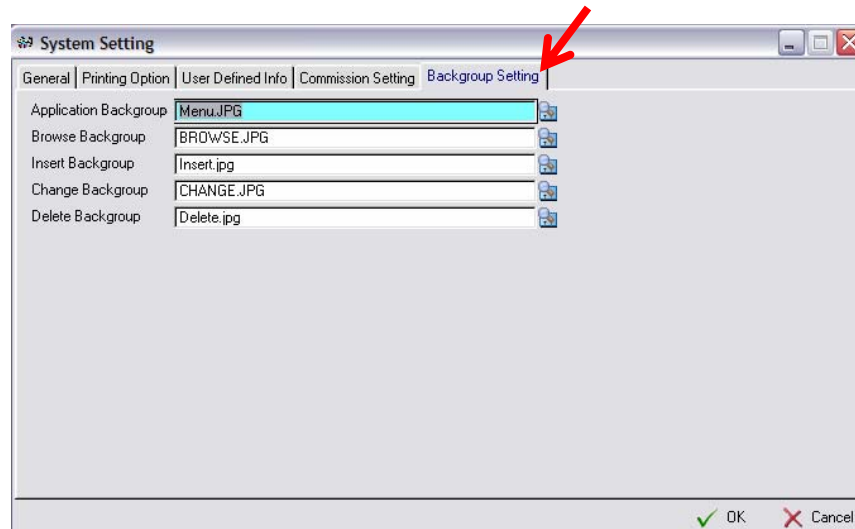
#### • Accessory Commission

Accessory Commission will automatic calculate when the customer purchased vehicle with optional accessory. The calculation of commission is PROFIT of the optional accessory  
ACCESSORY SALES AMOUNT – ACCESSORY COST AMOUNT.

Press  OK to save the information & return to previous menu.

Press  Cancel  to un-save the information & return to previous menu

## SYSTEM SETTING – BACKGROUP SETTING

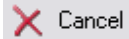



### System Setting – Back-group Setting

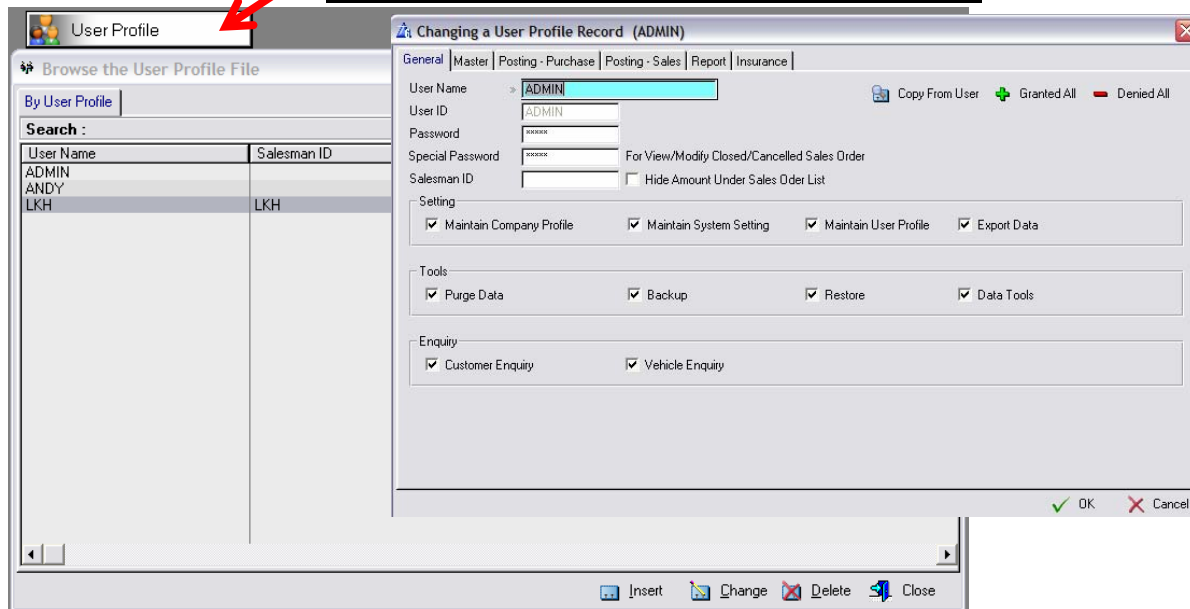
Back-Group Setting is to let user to setting the color of the back screen. User able to browse the picture files from the right icon. The supported file are : \*.BMP , \*.GIF , \*.JPG , & other graphical files.

- **Application Back-Group** - Program Main Menu.
- **Browse Back-Group** - Menu when Browse / Call any data or information.
- **Insert Back-Group** - Menu when Insert any new data or information
- **Change Back-Group** - Menu when change or modify any data or information.
- **Delete Back-Group** - Menu when delete or erase any data or information.

Press  to save the information & return to previous menu.

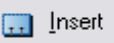
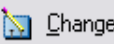
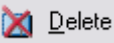

Press   to un-save the information & return to previous menu

## SETTING - USER PROFILE



### Setting – User Profile

To setup User Profile, select the User Profile button in the Setting Menu.

- Press  **I**nsert to login the User Profile Record menu & to create a new record .
- Press  **C**hange to login the User Profile Record menu & modify information.
- Press  **D**elete to delete the unwanted user profile.
- Press  **C**lose to close the current screen & return to previous menu

User Name : Full Name of the new user.

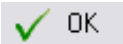
User ID : Create a unique user ID for the particular user with the maximum length of 10 .  
E.g.. ANDY , NELSON



Password : Password is for security purpose. Which will not be displayed when the user key in.

Special Password : For management level only. For special functions which is confidential.

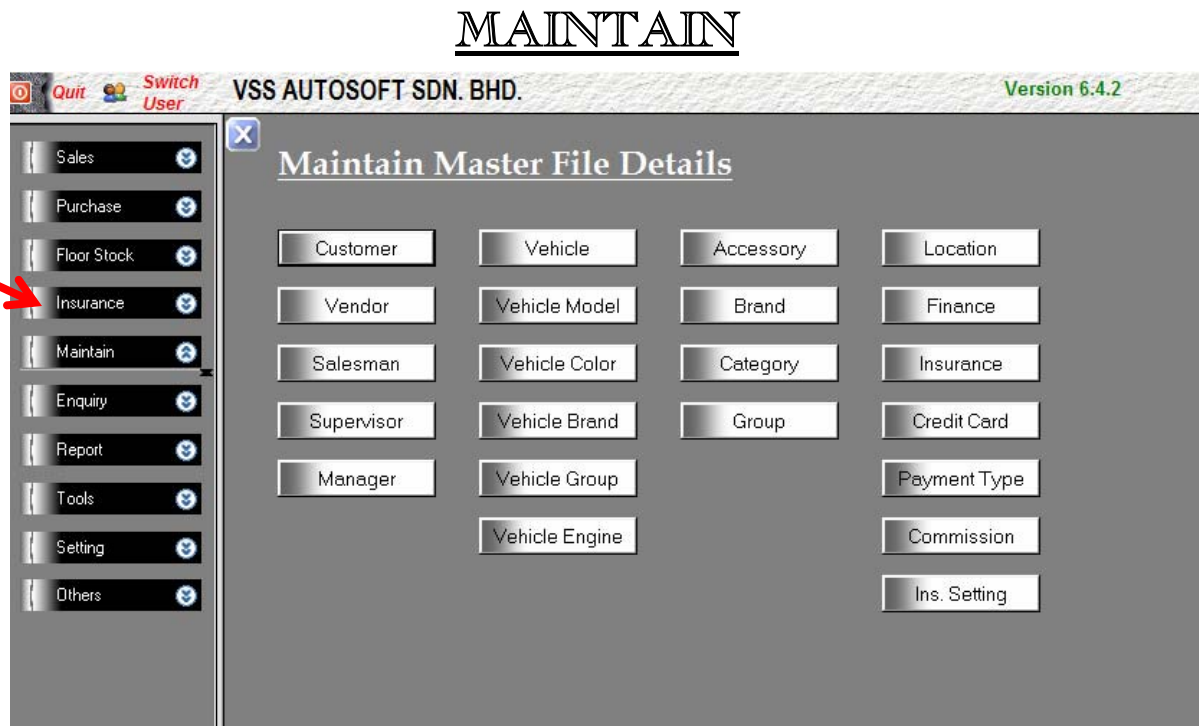
Salesman ID : To specify particular salesman just can access to his/her own customer file.

Access Level : To specify the user access level. System provide user definable level of access. Just tick the check box for each particular menu or function to allow new user to accept & login to the particular permissions for data entry.

Press  **O**K to save the information & return to previous menu.

Press  **C**ancel  to un-save the information & return to previous menu

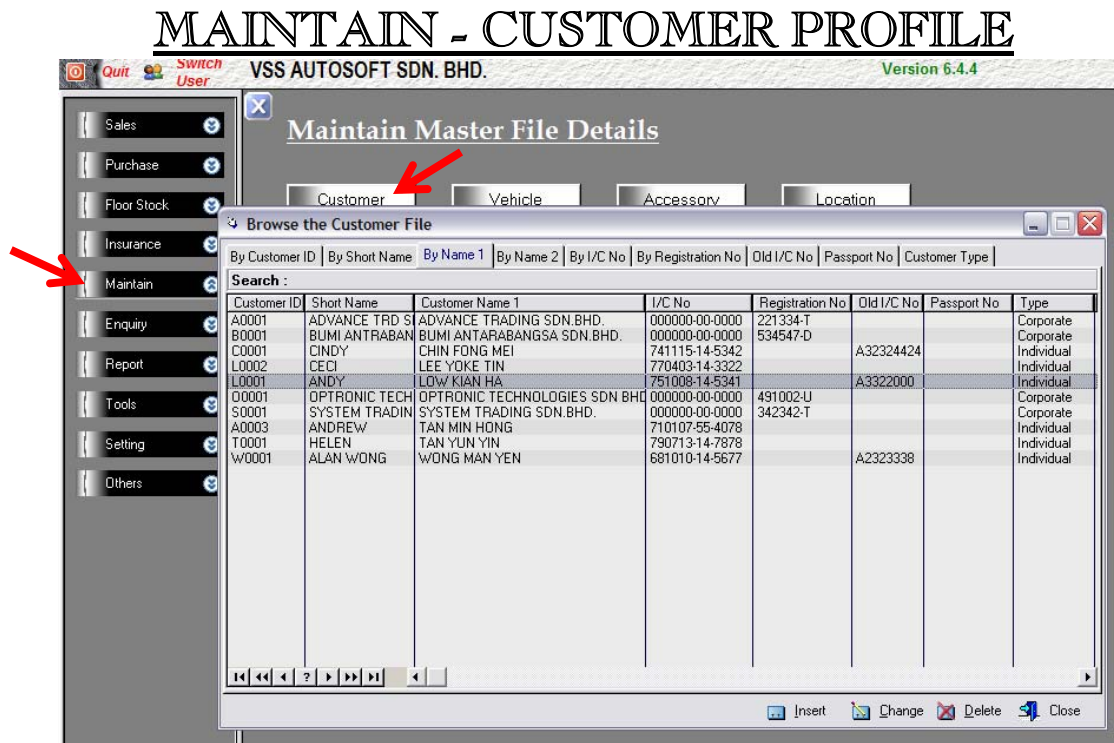





## Maintain





To setup the Maintain Setup, select the  button in the Main menu screen.

Customer	: Define the Customer related information.
Vendor	: Define the Vendor related information.
Salesman	: Define the Salesperson information & yearly vehicle sales target.
Supervisor	: Define the Supervisor information.
Manager	: Define the Manager information.
Vehicle	: Database for all vehicle information.
Vehicle Model	: To define all the vehicle model coding & related information with picture.
Vehicle Color	: To define all the vehicle color coding
Vehicle Brand	: To define brand of vehicle.
Vehicle Engine	: To define type of engine & cc of engine.
Accessory	: To define all the Standard accessories & Optional accessories for vehicle.
Brand	: To define brand of accessories.
Category	: To define the category of accessories like STD , OPT or Add-In
Group	: To define the vehicle model group for vehicle accessories.
Location	: To define the branch's or location's for storing the vehicle stocks.
Finance	: To define all the finance company related information.
Insurance	: To define all the insurance company related information.
Credit Card	: To define the credit card information & charges %.
Payment Type	: To define all the Payment & Collection Receive type.
Commission	: To define the commission or incentive type.
Ins. Setting	: To define the Insurance calculation rate format.

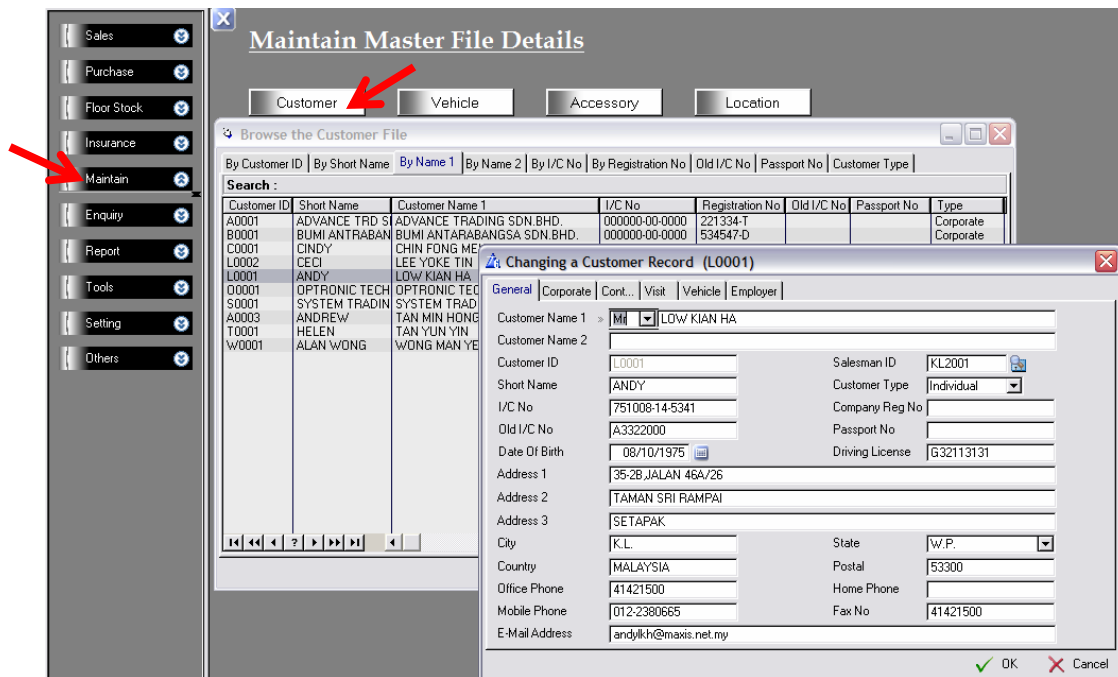


## Maintain – Customer Profile


To setup the Customer File Setup, select the button  in **Maintain** submenu in the Main Menu Screen.

-  **Insert** : Add new customer data.
-  **Change** : Modify the existing customer data.
-  **Delete** : Delete the selected customer file.
-  **Close** : Exit & Close the current screen.

## SETTING - CUSTOMER PROFILE

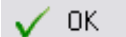




### Maintain – Customer Profile

To insert a new Customer data file, select the button  **Insert** in **Customer File** submenu.

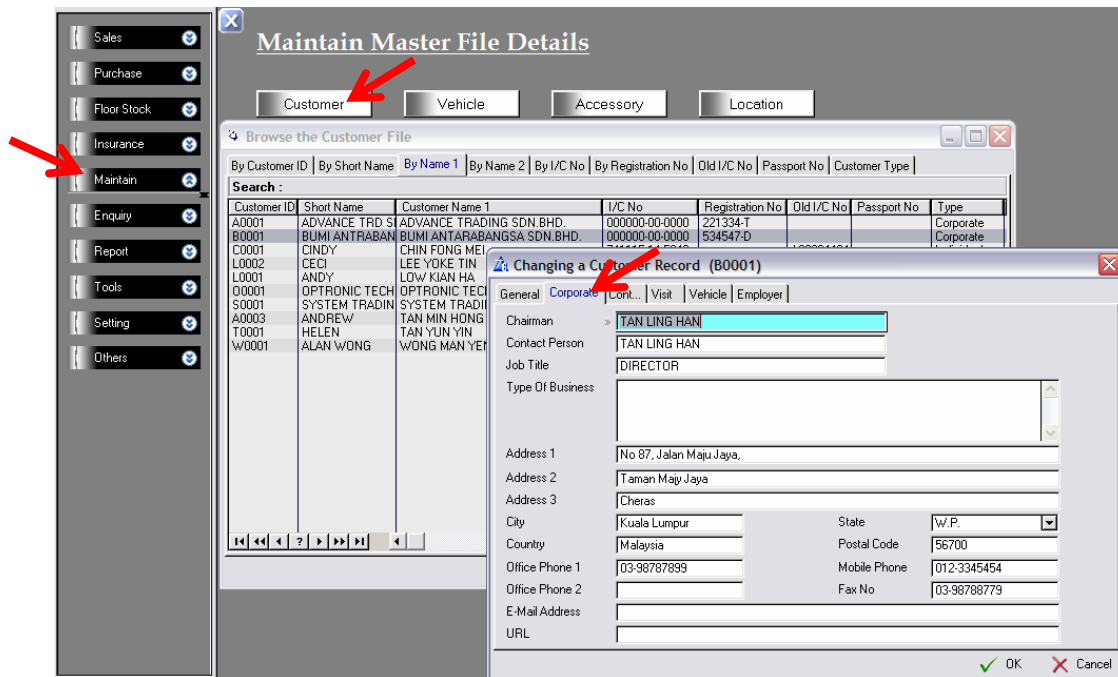
#### GENERAL

- Customer Name 1 : Key-in the customer name which is name same with NRIC.  
: If **CORPORATE** customer , key-in the company name at here.
- Customer Name 2 : Any other name for customer.
- Customer ID : Automatic generate by computer.
- Short Name : Customer short name.
- I/C No : New NRIC number.
- Old I/C No : Old NRIC number.
- Passport No : Foreign customer's passport number.
- Company Reg No : Company Registration number. ( For Corporate Customer )
- Type : Individual / Corporate / Army / Foreigner ( This is selection field ).
- Salesman ID : Sales person ID code.
- Driving License : Customer driving license.
- Address 1 , 2 , 3 : Customer address.
- City : City name of customer address.
- State : State of city.
- Country : Country of City.
- Postal : Area Postcode.
- Office Phone : Customer office's contact number.
- Home Phone : Customer home's contact number.
- Mobile Phone : Customer mobile contact number.
- Fax No : Customer fax number.
- E-Mail address : Customer e-mail address.

Press  **OK** to save the information & return to previous menu.

Press  **Cancel**  to un-save the information & return to previous menu

# MAINTAIN – CORPORATE CUSTOMER PROFILE

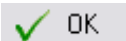


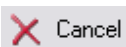

## Maintain – Customer Profile - Corporate

Select the **Corporate** at the top of Customer File Insert submenu.

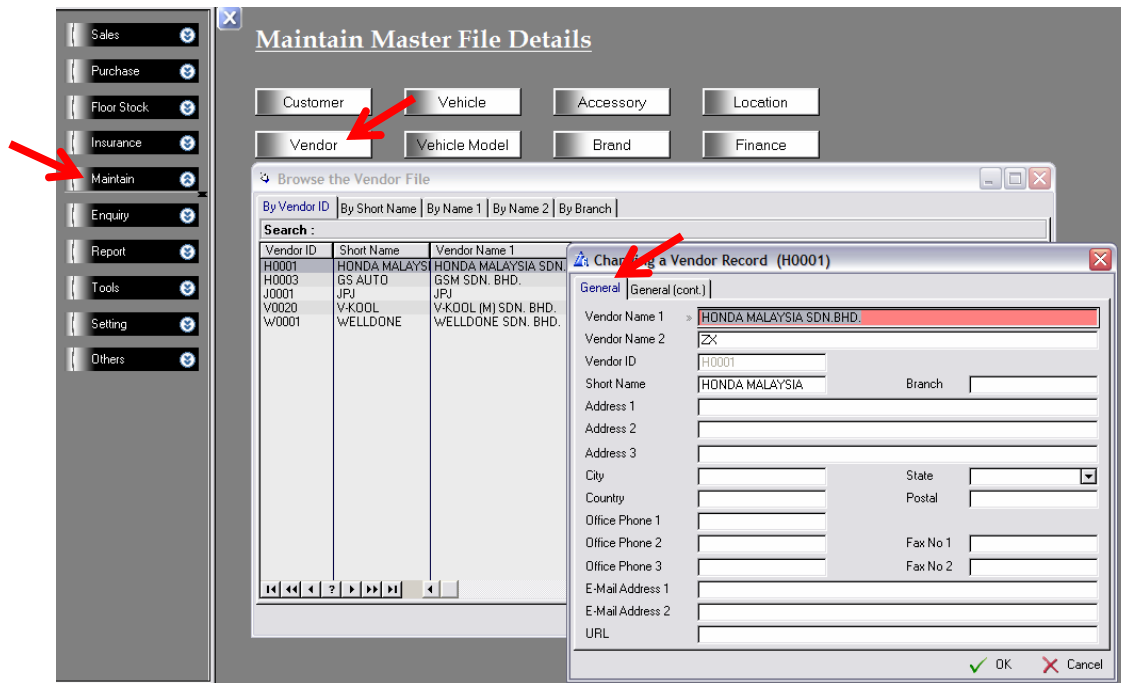
### **CORPORATE**

- Chairman : Chairman of the corporate customer.
- Contact Person : Corporate customer contact person .
- Type of Business : Nature business of the corporate customer.
- Registration No : Corporate customer business registration number.
- Address 1 , 2 , 3 : Corporate customer address.
- City : City name of corporate customer address.
- State : State of city.
- Country : Country of city.
- Postal Code : Postcode of address.
- Office Phone : Corporate customer office’s telephone contact number.
- Mobile Phone : Corporate customer mobile telephone contact number.
- Fax No : Corporate customer fax number.
- E-Mail address : Corporate customer e-mail address.
- URL : Corporate customer web-site.

Press  OK to save the information & return to previous menu.

Press  Cancel  to un-save the information & return to previous menu

# MAINTAIN – VENDOR PROFILE



## Maintain – Vendor Profile

To setup the Vendor File, select the **Vendor** in **Maintain** submenu in the Main menu screen.

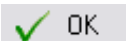
To insert a new Vendor data file, select the button **Insert** in **Vendor File** submenu.

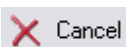

### GENERAL

Vendor Name 1 : Vendor name.  
 Vendor Name 2 : Any other name of vendor.  
 Vendor ID : Automatic generate by computer.  
 Short Name : Short name of vendor.  
 Branch : Branches for vendor.  
 Address 1 , 2 , 3 : Vendor address.  
 City : City name of vendor address.  
 State : State of city.  
 Country : Country of city.  
 Postal : Postcode of address.  
 Office Phone 1 , 2 , 3 : Vendor office's contact number.  
 Fax No 1 , 2 : Vendor fax number.  
 E-Mail address 1 , 2 : Vendor e-mail address.  
 URL : Vendor web-site.

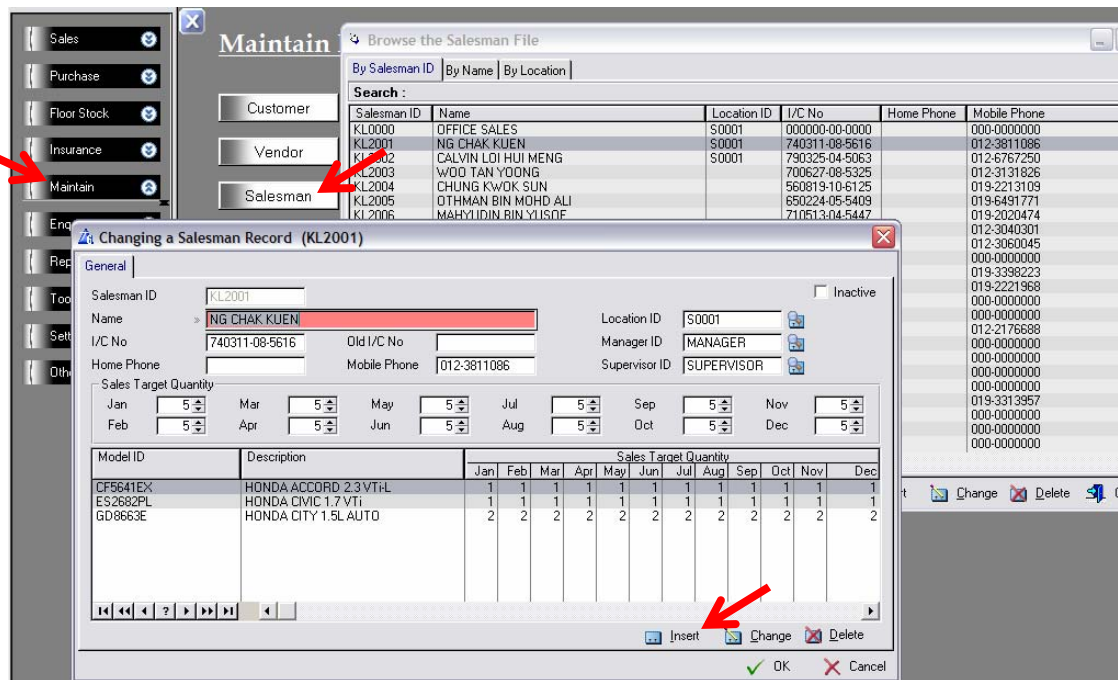
### GENERAL (CONT.)

Contact Person 1 , 2 , 3 : Name of contact person.  
 Remark : Any remark.  
 Terms : Period of terms  
 Credit Limit : Credit limit facilities from vendor.

Press  to save the information & return to previous menu.

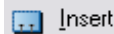
Press   to un-save the information & return to previous menu

# MAINTAIN – SALESMAN PROFILE



## Maintain – Set-Up New Salesman File

To setup the Salesman File, select the **Salesman** in **Maintain** submenu in the Main menu screen.



To insert a new Salesman data file, select the button **Insert** in **Salesman File** submenu.

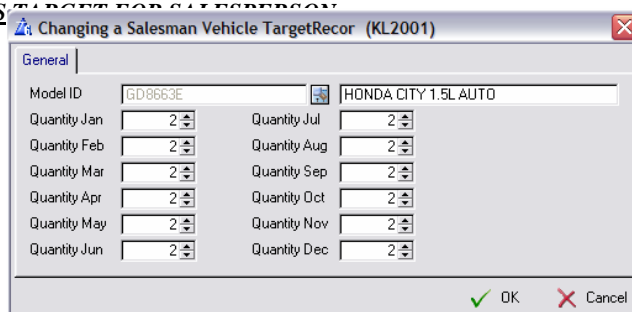
### GENERAL

- Salesman ID : Salesperson ID.
- Name : Salesperson name.
- I/C No : Salesperson NRIC number.
- Home Phone : Salesperson home telephone contact number.
- Mobile Phone : Salesperson mobile telephone contact number.
- Location ID : Branch location for salesperson.
- Manager ID : Select the particular Salesman's Manager.
- Supervisor : Select the particular Salesman's Supervisor.
- Inactive : Click this to deactivate the salesperson in future transaction & reports.

### DEFINE THE MONTHLY VEHICLE SALES TARGET FOR SALESPERSON

To define the vehicle sales target for current salesperson, select the button **Insert**

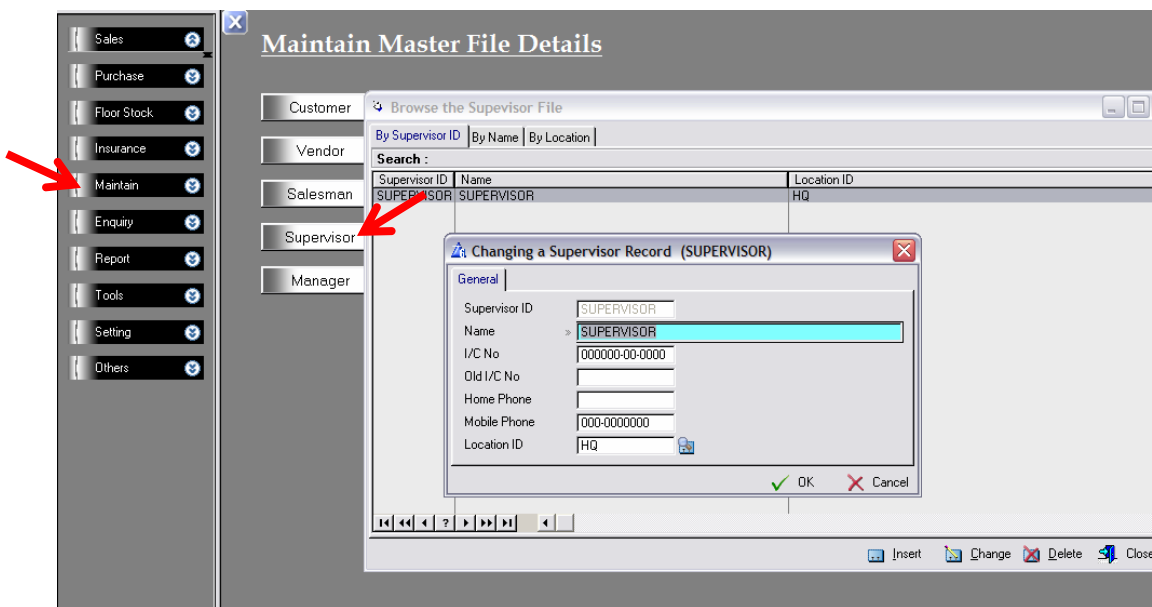
To modify the vehicle sales target for current salesperson, select the button **Change**



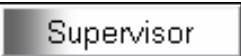
Press **OK** to save the information & return to previous menu.

Press **Cancel** to un-save the information & return to previous menu

## MAINTAIN – SUPERVISOR PROFILE



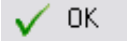
### Maintain – Set-Up New Supervisor File

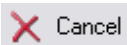

To setup the Supervisor File, select the button  in **Maintain** submenu in the Main menu screen.

To insert a new Supervisor data file, select the button  in **Supervisor File** submenu.

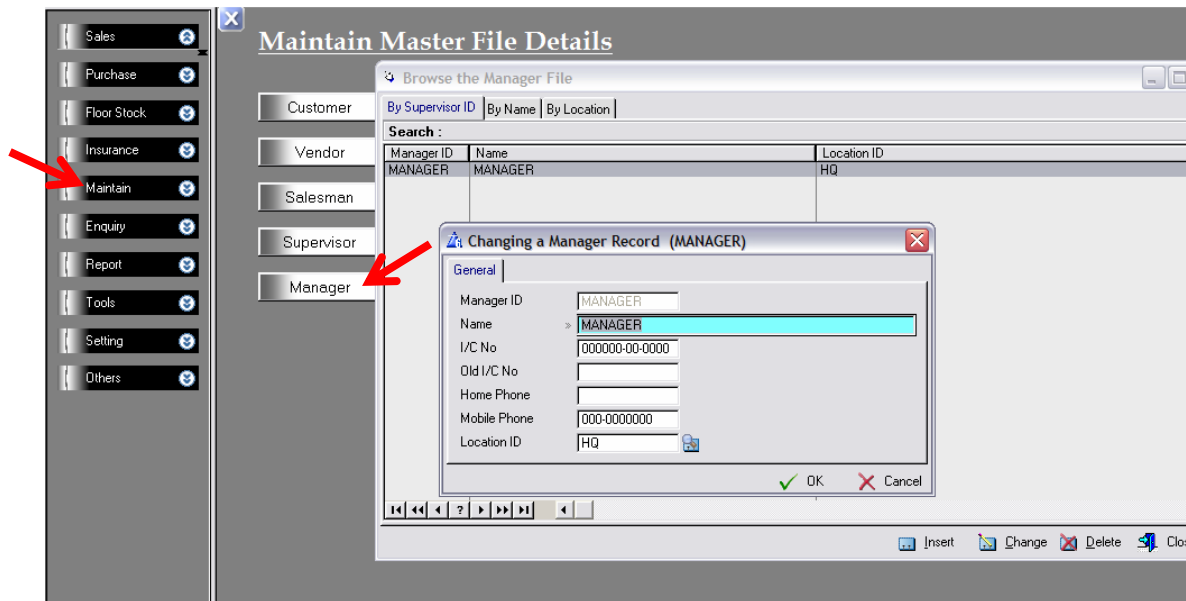
**GENERAL**

- Supervisor ID : Supervisor ID.
- Name : Supervisor name.
- I/C No : Supervisor NRIC number.
- old I/C No. : Supervisor old NRIC number.
- Home Phone : Supervisor home telephone contact number.
- Mobile Phone : Supervisor mobile telephone contact number.
- Location ID : Branch location for supervisor.

Press  to save the information & return to previous menu.

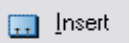
Press   to un-save the information & return to previous menu

## MAINTAIN – MANAGER PROFILE



### Maintain – Set-Up New Manager File

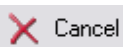

To setup the Manager File, select the button  in **Maintain** submenu in the Main menu screen.

To insert a new Manager data file, select the button  in **Manager File** submenu.

#### GENERAL

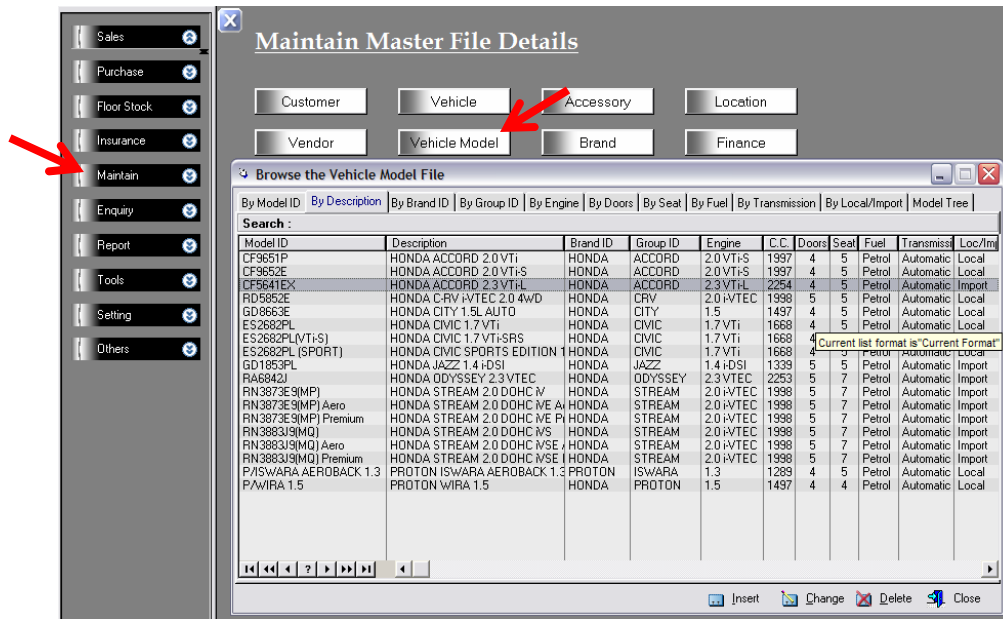
Manager ID : Manager ID.  
 Name : Manager name.  
 I/C No : Manager NRIC number.  
 old I/C No. : Manager old NRIC number.  
 Home Phone : Manager home telephone contact number.  
 Mobile Phone : Manager mobile telephone contact number.  
 Location ID : Branch location for Manager.

Press  to save the information & return to previous menu.

Press   to un-save the information & return to previous menu



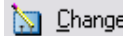
# MAINTAIN - VEHICLE MODEL




## Maintain – Set-Up Vehicle Model File

To setup the Vehicle Model File, select the button  in **Maintain** submenu from the Main menu screen.

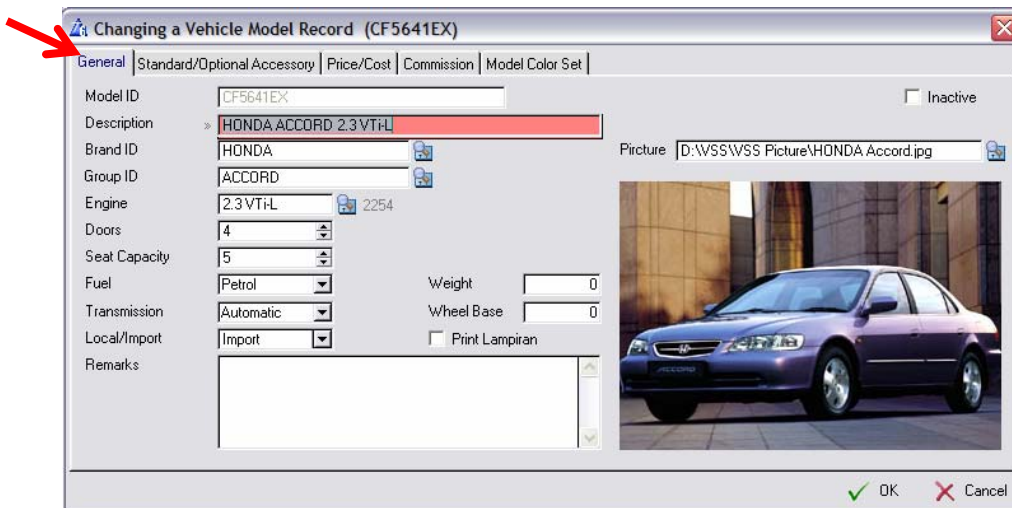
To insert a new Vehicle Model, select the button  in **Vehicle Model** submenu.

To modify a Vehicle Model setting, select the button  in **Vehicle Model** submenu.

To delete a Vehicle Model setting, select the button  in **Vehicle Model** submenu.

To exit & close the current screen, select the button 

## MAINTAIN – VEHICLE MODEL



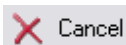

### Maintain – Add New Vehicle Model File

To insert a new Vehicle Model, select the button  **Insert** in **Vehicle Model** submenu..

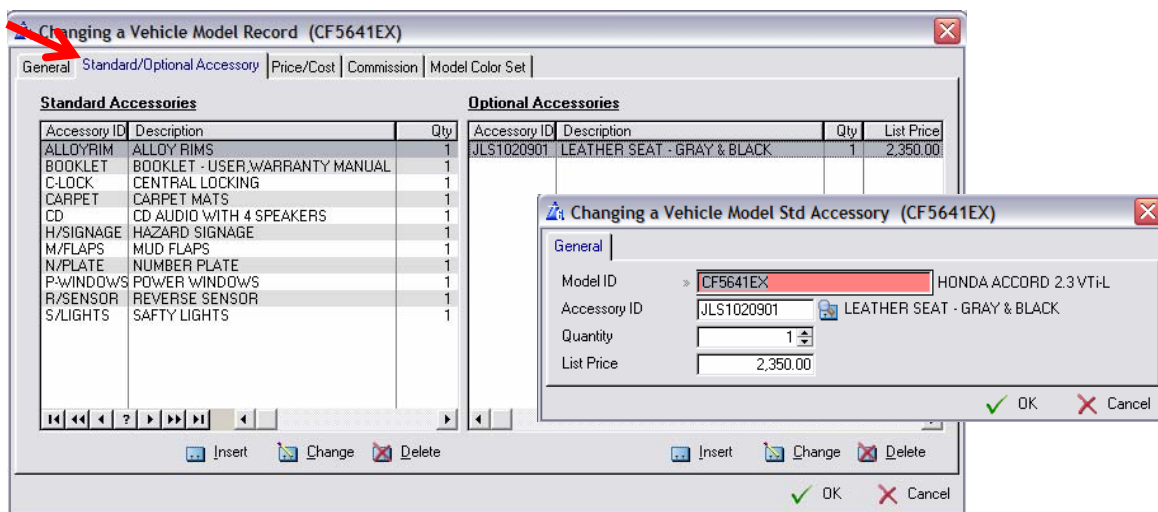
**GENERAL**

- Vehicle Model ID : Vehicle model ID code.
- Description : Vehicle model description.
- Brand ID : Select the brand of the vehicle.
- Engine : Select the engine & cc of the vehicle.
- Door : Select how many door of the vehicle
- Seat Capacity : Select how many seat capacity of the vehicle
- Fuel : Select fuel types of the vehicle.
- Transmission : Select transmission types of the vehicle.
- Cost Price : New vehicle purchase cost price.
- Selling price : Standard selling price for new vehicle.
- Local/Import : Vehicle manufacturer (CKD or CBU).
- Weight : Vehicle weight
- Wheel Bas : Vehicle Wheel Base
- Print Lampiran : Select to chose printing in the Lampiran F / G report.
- Remarks : Any remark (s).

Press  to save the information & return to previous menu.


Press   to un-save the information & return to previous menu

# MAINTAIN – VEHICLE MODEL - ACCESSORY

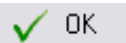


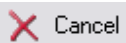

## Maintain – Add Accessory in Vehicle Model Files

Select the **Standard / Optional Accessory** at the top of Vehicle Model submenu.

To insert a new Standard Accessory, select the button  **Insert** in **Standard Accessory or Optional Accessories** submenu.

- Model ID : The system will display the current vehicle model ID code.
- Accessory ID : Key-in the accessory ID code.
- Quantity : Fill in the quantity of accessories for this vehicle.
- List Price : Optional Accessory Selling Price

Press  **OK** to save the information & return to previous menu.

Press  **Cancel**  to un-save the information & return to previous menu

# MAINTAIN – VEHICLE MODEL – PRICE / COST

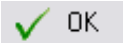
	Price	Cost		Price	Cost
Standard Price	95,188.46	85,000.00	Delivery Charges	0.00	20.00
Standard Accessory	6,460.00	6,460.00	Processing Fees	0.00	0.00
Excise Duty	48,048.85	48,048.85	Misc Charges	0.00	0.00
Sales Tax	13,127.79	13,127.79	Misc Charges 2	0.00	0.00
Registration Fee	300.00	300.00	<b>Total</b>	<b>164,274.10</b>	<b>154,105.64</b>
Road Tax	649.00	649.00	Insurance	4,552.20	
H.P. Ownership Claim Fee	50.00	50.00	Insured Value	140,000.00	
Number Plate	0.00	0.00			
Metallic Paint	450.00	450.00			
Inspection / Other Fee	0.00	0.00			
Handling / Carrier License	0.00	0.00			

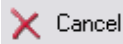
## Maintain – Define Selling Price & Costing in Vehicle Model Files

Select the **Price/Cost** at the top of Vehicle Model submenu.

To define all the Selling Price, fill in all the selling price in the left column & fill in the costing in right column.

- Standard Accessory: Total accessories amount of the vehicle.
- Excise Duty : Excise duty amount of the vehicle.
- Sales Tax : Sales tax amount of the vehicle.
- Registration Fee : Registration fee amount of the vehicle.
- Road Tax : JPJ road tax amount of the vehicle.
- H.P. Ownership Claim Fee : H.P. Ownership claim fee amount of the vehicle.
- Number Plate : Number plate amount of the vehicle.
- Metallic Paint : Metallic paint amount of the vehicle.
- Inspection / Other Fee : Inspection / Other Fee amount of the vehicle.
- Handling Fee : Handling Fee amount of the vehicle.
- Insurance : Insurance premium amount of the vehicle
- Insured Value : Insured Value amount of the vehicle
- Other 1,2,3,4 : User definable field's.

Press  to save the information & return to previous menu.

Press  to un-save the information & return to previous menu

## MAINTAIN – VEHICLE MODEL – COMMISSION

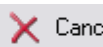

	Salesman	Supervisor	Manager	
Fixed Commission	500.00	50.00	50.00	Fixed Commission <input checked="" type="checkbox"/> Base On Model Setting
Other Commission 1	0.00	Manager Commission		
Other Commission 2	0.00			
Other Commission 3	0.00			

### Maintain – Define Commission Setting in Vehicle Model Files

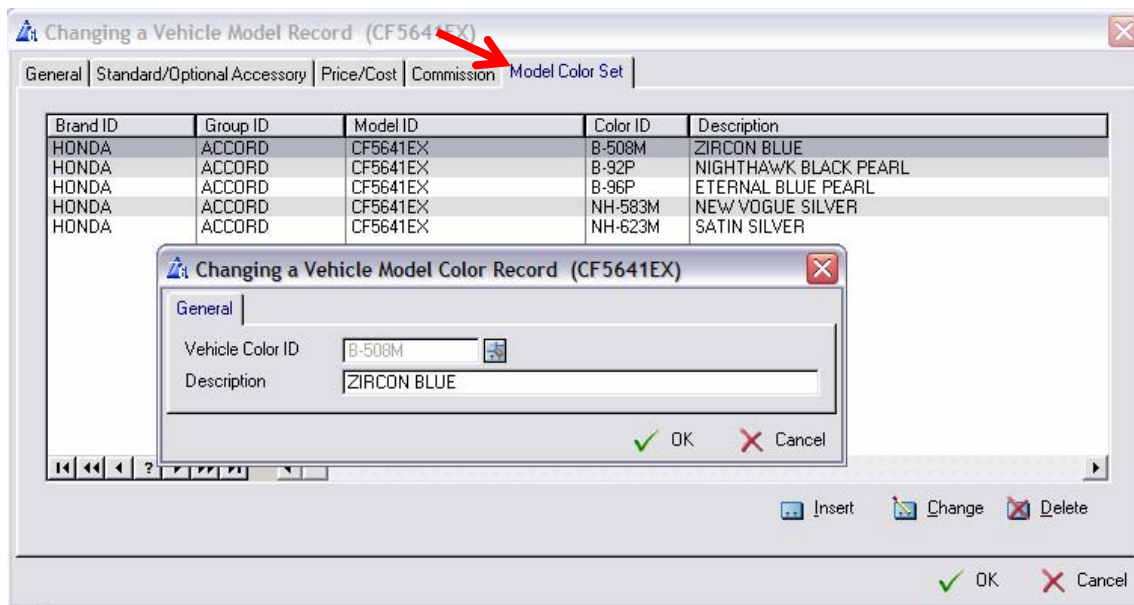
Select the **Commission** at the top of Vehicle Model submenu.

To define the Salesman, Supervisor & Manager commissions, just fill in the amount in the relater column.

Press  to save the information & return to previous menu.

Press   to un-save the information & return to previous menu

## MAINTAIN – VEHICLE MODEL – COLOR SET



### Maintain – Define The Model Color Setting in Vehicle Model Files

Select the **Model Color Set** at the top of Vehicle Model submenu.

This Section is to setup specify color for the particular vehicle model. The specify color will just display out during the particular vehicle model select when doing any purchase, sales order.

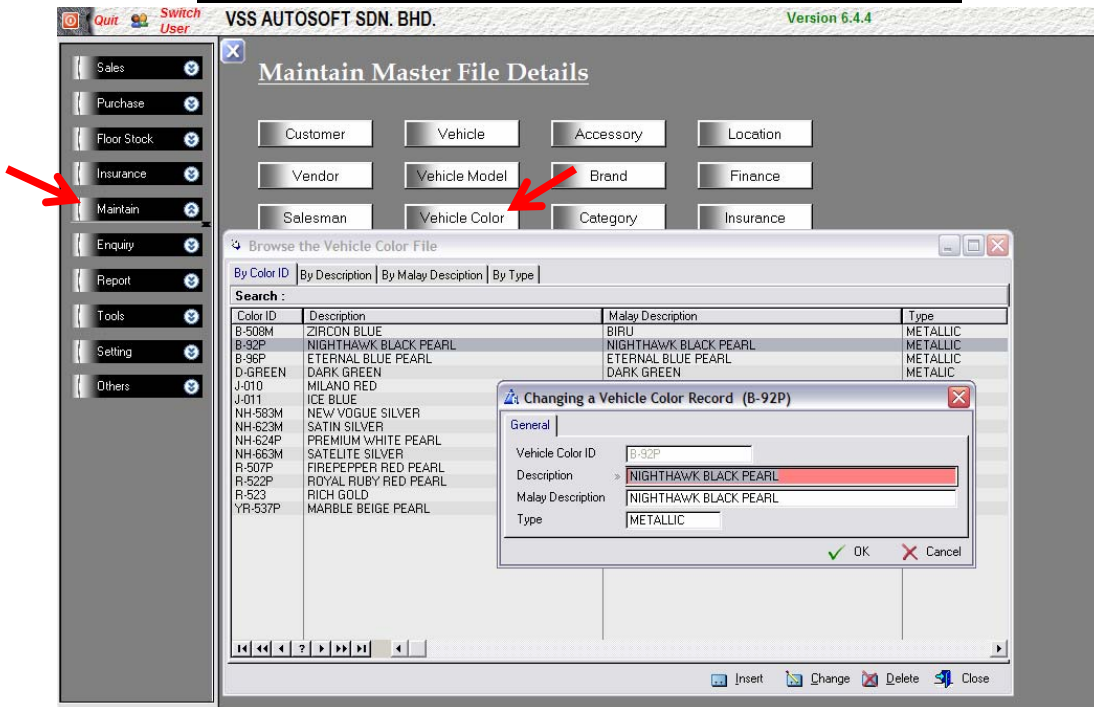
To insert a new special Vehicle color, select the button **Insert**

Select Vehicle Color ID by browse the button to select the color of the vehicle from the main system color table.

Press **OK** to save the information & return to previous menu.

Press **Cancel** to un-save the information & return to previous menu


# MAINTAIN – VEHICLE COLOR




## Maintain – Set-Up Vehicle Color File

To setup the Vehicle Color File, select the button  in **Maintain** submenu from the Main menu screen.

To insert a new Vehicle Color, select the button  **Insert** in **Vehicle Color** submenu.

To modify a Vehicle Color setting, select the button  **Change** in **Vehicle Color** submenu.

To delete a Vehicle Color setting, select the button  **Delete** in **Vehicle Color** submenu.

To exit & close the current screen, select the button  **Close**



Vehicle Color ID : Vehicle color code .

Description : Vehicle color description.

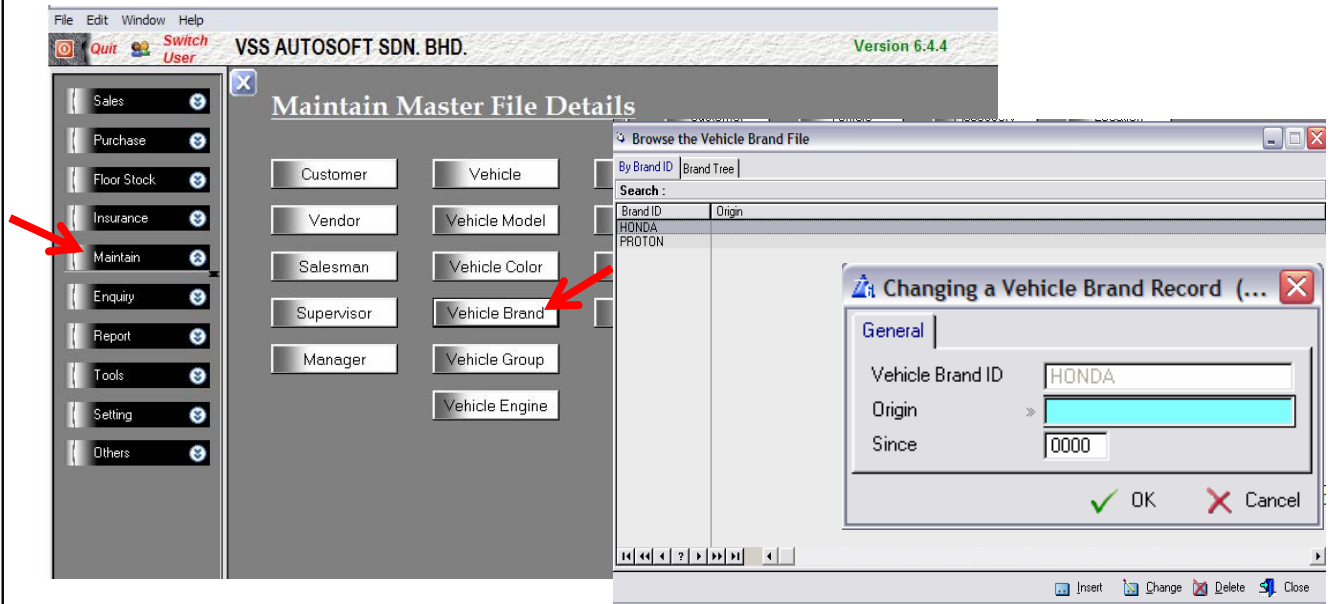
Malay Description : Vehicle color description by Malay ( For Sales Letter & Government Reports )

Type : Vehicle color type. Example : METALLIC / SOLID

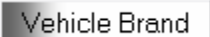
Press  **OK** to save the information & return to previous menu.

Press  **Cancel**  to un-save the information & return to previous menu

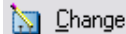
## MAINTAIN – VEHICLE BRAND





### Maintain – Set-Up Vehicle Brand File

To setup the Vehicle Brand File, select the button  in **Maintain** submenu from the Main menu screen.

To insert a new Vehicle Brand, select the button  in **Vehicle Brand** submenu.

To modify a Vehicle Brand setting, select the button  in **Vehicle Brand** submenu.

To delete a Vehicle Brand setting, select the button  in **Vehicle Brand** submenu.

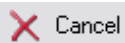

To exit & close the current screen, select the button .

Vehicle Brand ID : Vehicle brand code.

Origin : Description of the vehicle brand supplier.

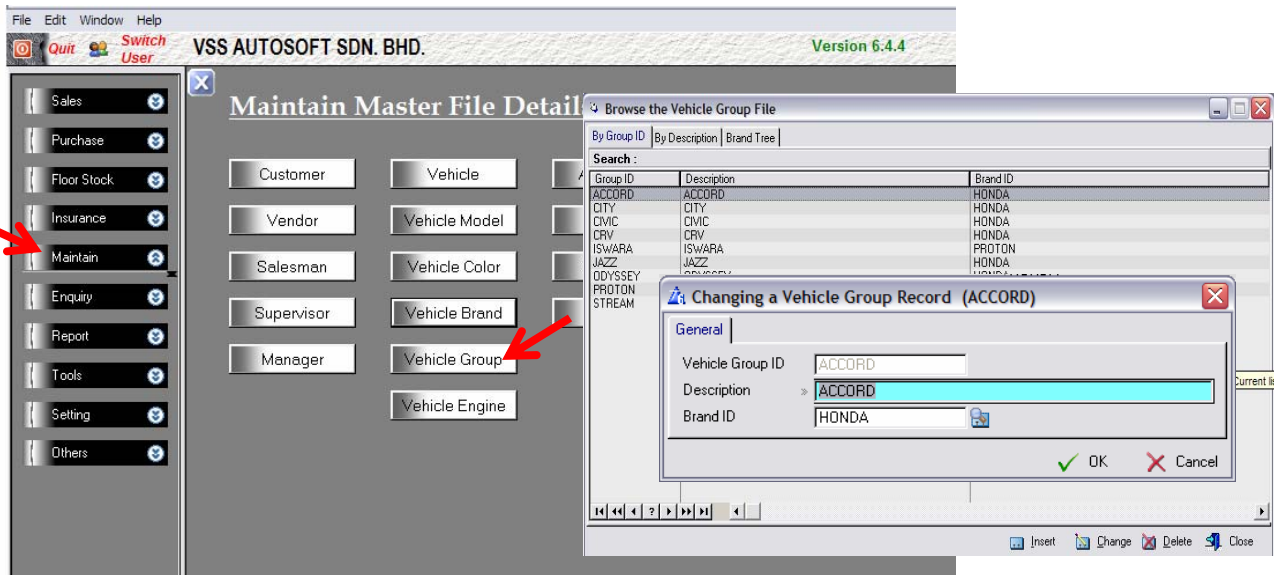
Since : Year since the vehicle.

Press  to save the information & return to previous menu.

Press   to un-save the information & return to previous menu



## MAINTAIN – VEHICLE GROUP



### Maintain – Set-Up Vehicle Group File

To setup the Vehicle Group File, select the button **Vehicle Group** in **Maintain** submenu from the Main menu screen.

To insert a new Vehicle Group, select the button **Insert** in **Vehicle Group** submenu.

To modify a Vehicle Group setting, select the button **Change** in **Vehicle Group** submenu.

To delete a Vehicle Group setting, select the button **Delete** in **Vehicle Group** submenu.

To exit & close the current screen, select the button **Close**

Vehicle Group ID : Vehicle group code.

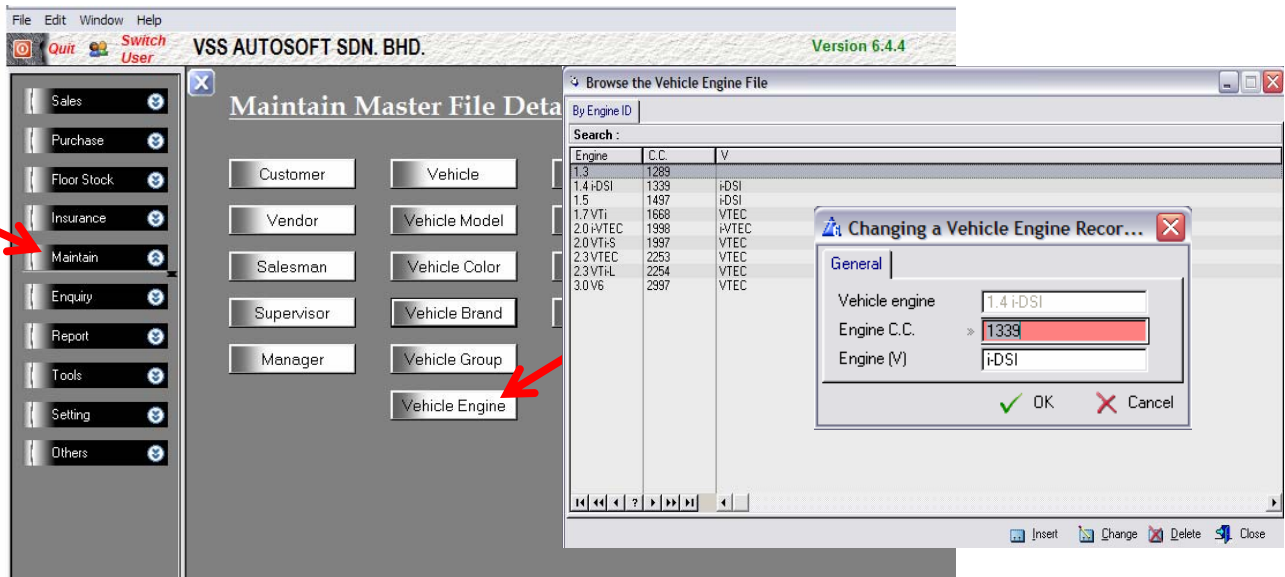
Description : Description of the vehicle group

Brand : Vehicle brand of the group.

Press **OK** to save the information & return to previous menu.

Press **Cancel** to un-save the information & return to previous menu

# MAINTAIN – VEHICLE ENGINE



## Maintain – Set-Up Vehicle Engine File

To setup the Vehicle Engine File, select the button **Vehicle Engine** in **Maintain** submenu from the Main menu screen.

To insert a new Vehicle Engine, select the button **Insert** in **Vehicle Engine** submenu.

To modify a Vehicle Engine setting, select the button **Change** in **Vehicle Engine** submenu.

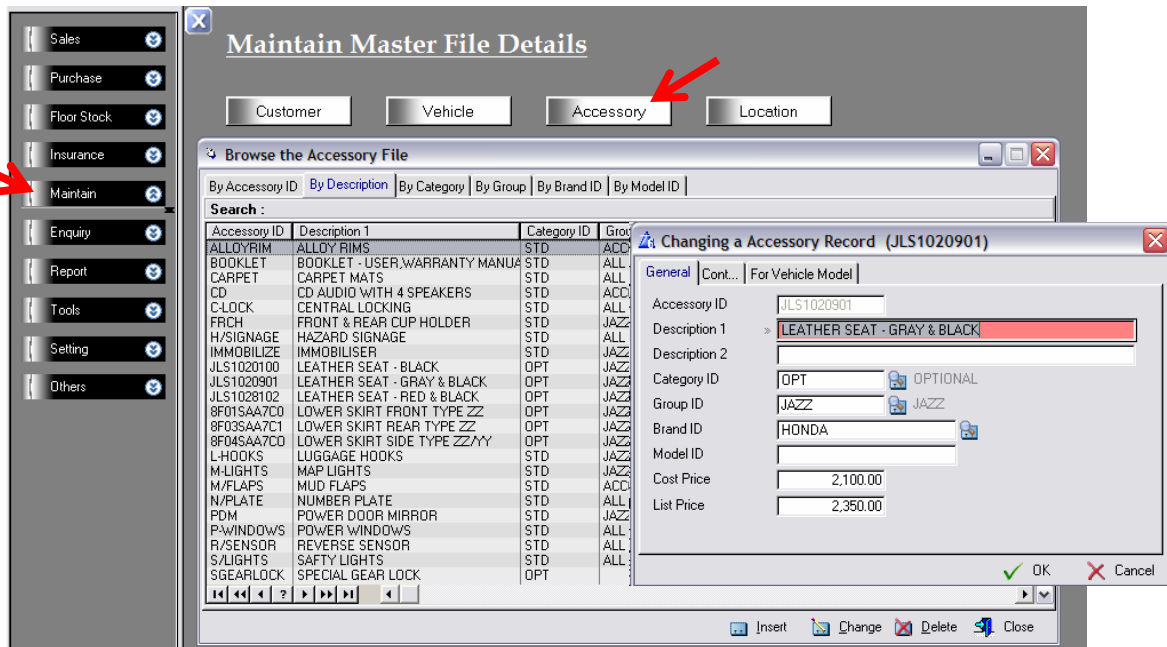
To delete a Vehicle Engine setting, select the button **Delete** in **Vehicle Engine** submenu.

To exit & close the current screen, select the button **Close**

Vehicle Engine : Vehicle engine code.  
 Engine cc : Vehicle engine cc.  
 Engine (V) : Types of the vehicle engine.

Press **OK** to save the information & return to previous menu.

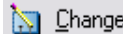
Press **Cancel** to un-save the information & return to previous menu



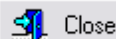
## Maintain – Set-Up Accessory File

To setup the Accessory File, select the button  in **Maintain** submenu from the Main menu screen.

To insert a new Accessory, select the button  in **Accessory** submenu.

To modify a Accessory setting, select the button  in **Accessory** submenu.

To delete a Accessory setting, select the button  in **Accessory** submenu.

To exit & close the current screen, select the button .

Accessory ID : Define the coding of the accessory.

Description 1 , 2 : Description of the accessory.

Category ID : Accessory categories. Example : Standard / Optional.

Group ID : Select the vehicle group of the accessory.

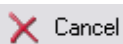
Brand ID : Select the brand of the accessory. Example : Clarion / SONY .....

Model ID : Model of the accessory.

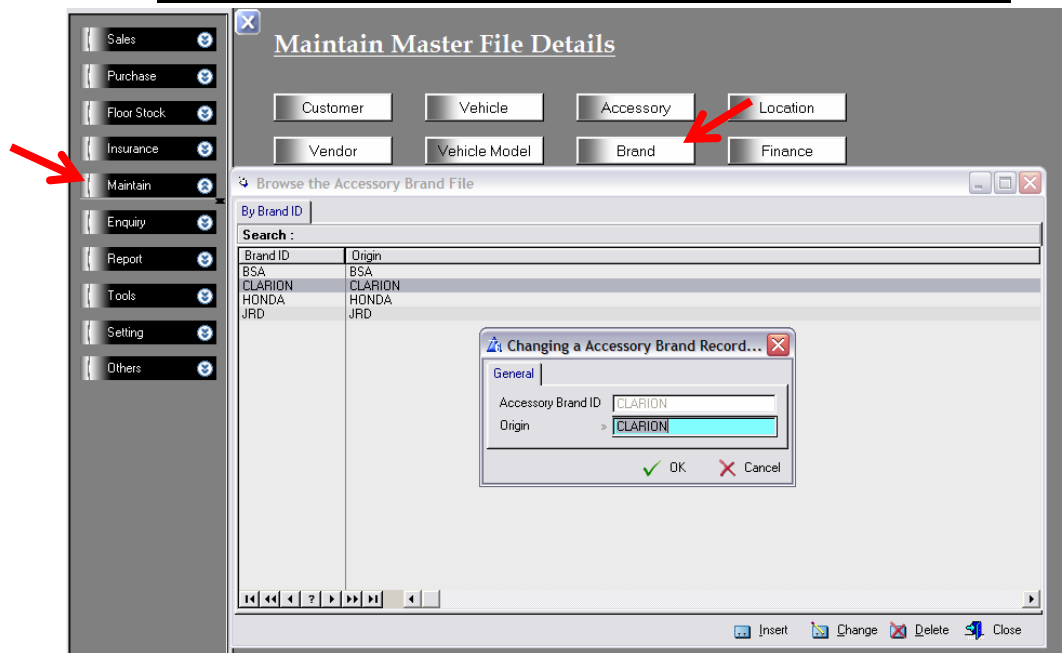
Cost Price : Cost price from supplier.

List Price : Selling price list.


Press  to save the information & return to previous menu.

Press  to un-save the information & return to previous menu

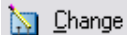
## MAINTAIN – ACCESSORY BRAND





### Maintain – Set-Up Accessory Brand File

To setup the Accessory Brand File, select the button  in **Maintain** submenu from the Main menu screen.

To insert a new Accessory Brand, select the button  in **Accessory Brand** submenu.

To modify a Accessory Brand setting, select the button  in **Accessory Brand** submenu.

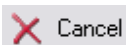

To delete a Accessory Brand setting, select the button  in **Accessory Brand** submenu.

To exit & close the current screen, select the button .

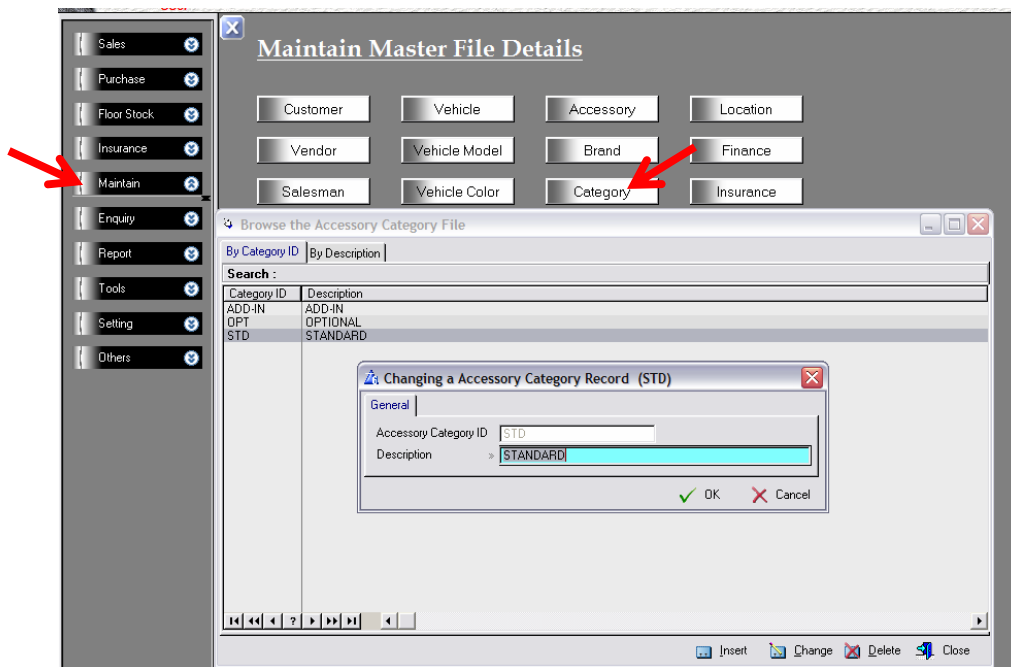
Accessory Brand ID : Accessory brand ID.

Origin : Description of the accessory brand.

Press  to save the information & return to previous menu.

Press   to un-save the information & return to previous menu

## MAINTAIN – ACCESSORY CATEGORY

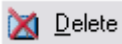



### Maintain – Set-Up Accessory Category File

To setup the Accessory Category File, select the button  in **Maintain** submenu from the Main menu screen.

To insert a new Accessory Category, select the button  in **Accessory Category** submenu.

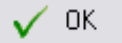
To modify a Accessory Category setting, select the button  in **Accessory Category** submenu.

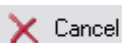

To delete a Accessory Category setting, select the button  in **Accessory Category** submenu.

To exit & close the current screen, select the button .

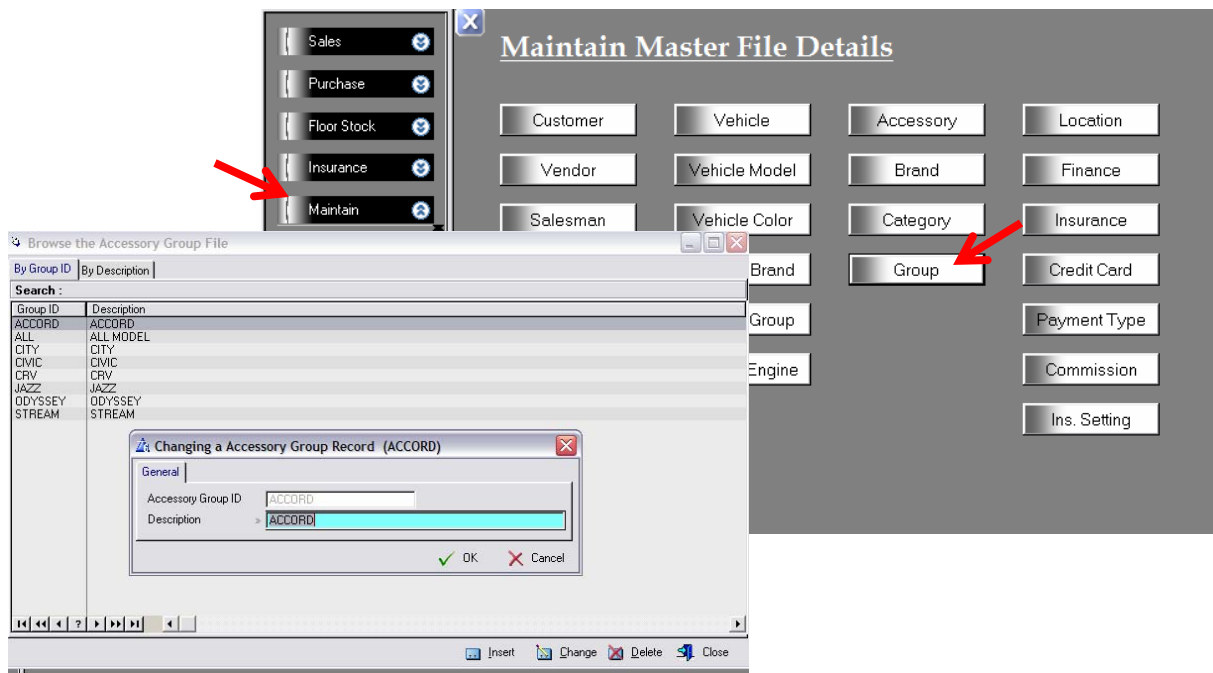
**Accessory Category ID** : Define the accessory category ID.  
Example : Standard , Optional .

**Description** : Description of the accessory brand.

Press  to save the information & return to previous menu.

Press   to un-save the information & return to previous menu


## MAINTAIN – ACCESSORY GROUP




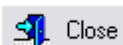
### Maintain – Set-Up Accessory Group File

To setup the Accessory Group File, select the button  in **Maintain** submenu from the Main menu screen.

To insert a new Accessory Group, select the button  in **Accessory Group** submenu.

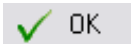
To modify a Accessory Group setting, select the button  in **Accessory Group** submenu.

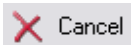

To delete a Accessory Group setting, select the button  in **Accessory Group** submenu.

To exit & close the current screen, select the button .

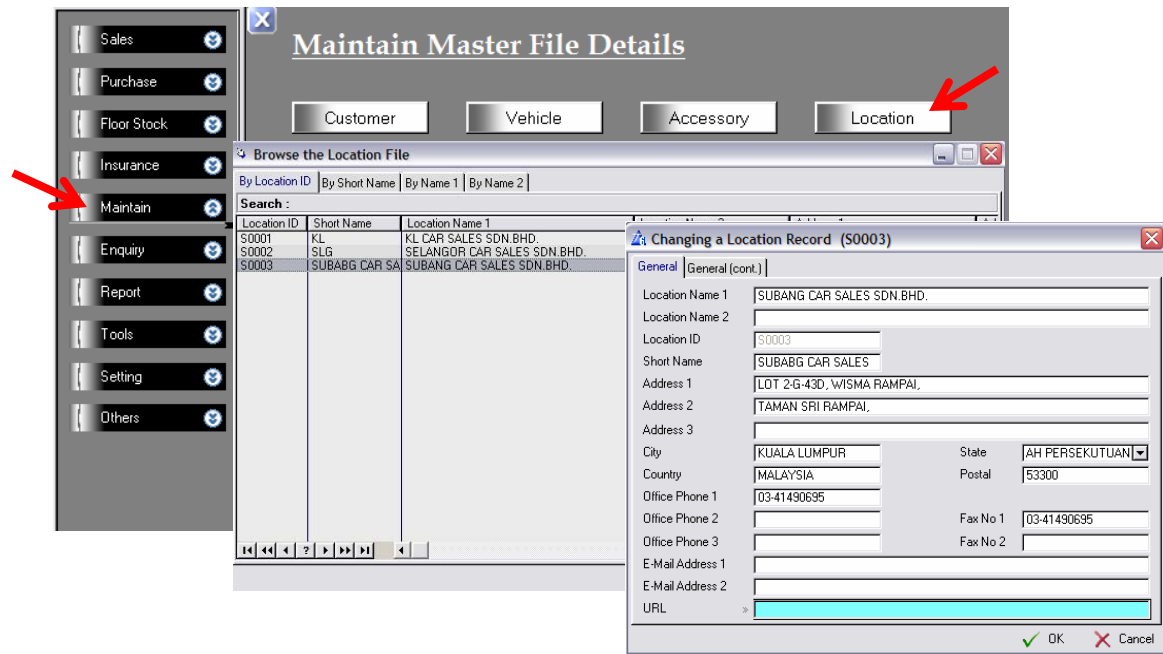
Accessory Group ID : Define the accessory group ID.  
Example : Accord , Civil , City , Wira , ..... .

Description : Description of the accessory group.


Press  to save the information & return to previous menu.

Press   to un-save the information & return to previous menu

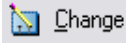
## MAINTAIN - LOCATION





### Maintain – Set-Up Location File

To setup the Location File, select the button  in **Maintain** submenu from the Main menu screen.

To insert a new Location, select the button  in **Location** submenu.

To modify a Location setting, select the button  in **Location** submenu.


To delete a Location setting, select the button  in **Location** submenu.

To exit & close the current screen, select the button .

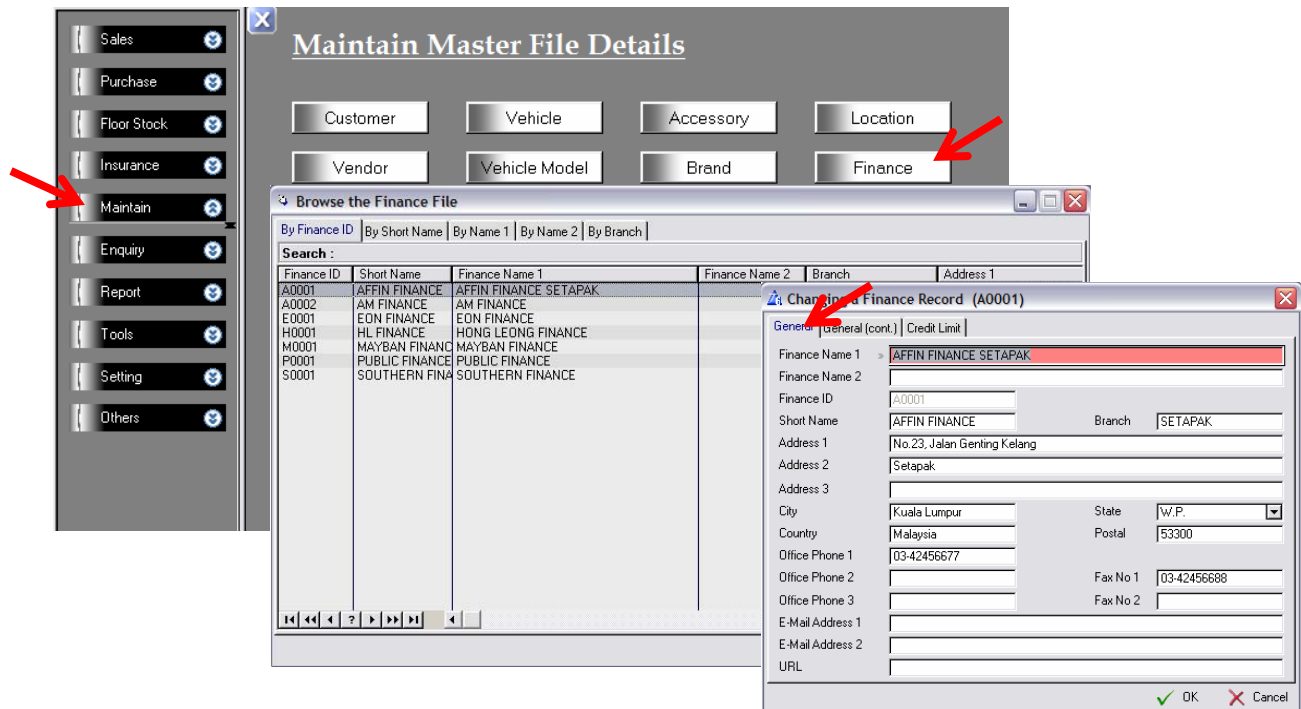
#### General

Location Name 1, 2	: Branch location name.
Location ID	: Automatically generate by computer.
Short Name	: Short name of branch location.
Address 1, 2, 3	: Location address.
City	: City name of branch location address.
State	: State of city.
Country	: Country of city.
Postcode	: Postcode of address.
Office Phone 1, 2, 3	: Branch location office's contact number.
Fax No 1, 2	: Branch location fax number.
E-Mail address 1, 2	: Branch location e-mail address.
Contact Person 1, 2, 3	: Contact person name of the branch location.
Remark	: Remark of the branch location.


Press  to save the information & return to previous menu.

Press  to un-save the information & return to previous menu

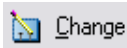
# MAINTAIN - FINANCE




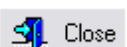
## Maintain – Set-Up Finance File

To setup the Finance File, select the button  in **Maintain** submenu from the Main menu screen.

To insert a new Finance, select the button  in **Finance** submenu.

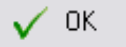
To modify a Finance setting, select the button  in **Finance** submenu.

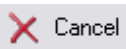
To delete a Finance setting, select the button  in **Finance** submenu.

To exit & close the current screen, select the button .

### General

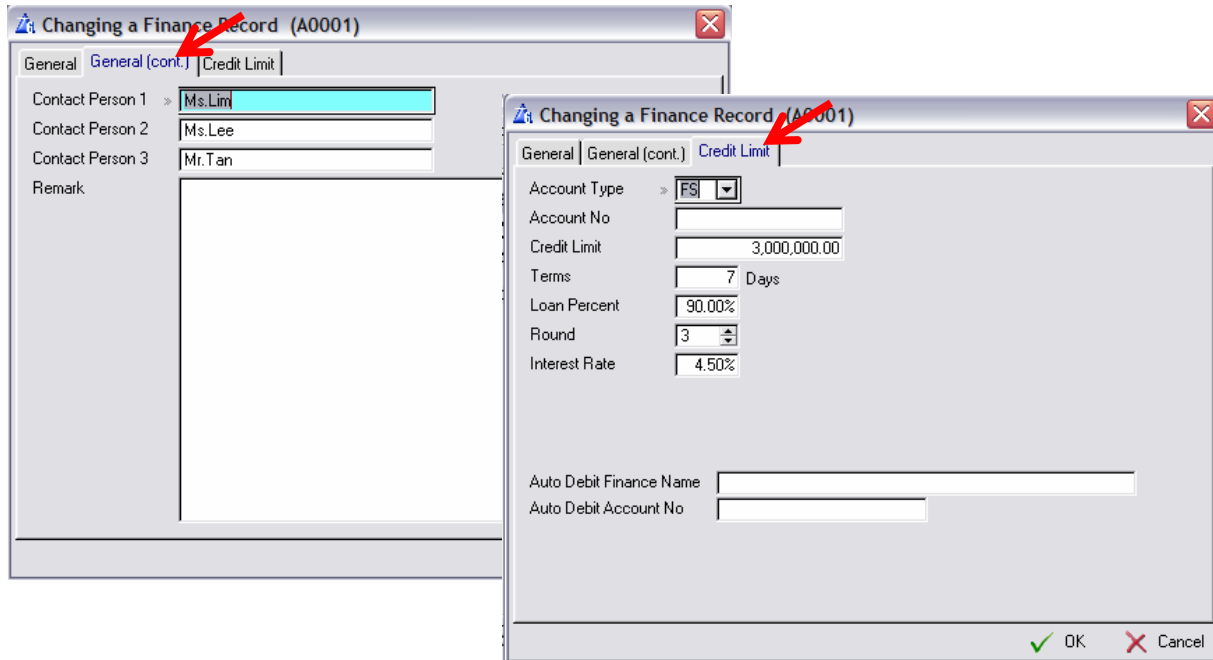
- Finance Name 1, 2 : Finance name.
- Location ID : Automatically generate by computer.
- Short Name : Short name of finance branch.
- Branch : Finance branch location area.
- Address 1, 2, 3 : Finance branch address.
- City : City name of finance branch address.
- State : State of city.
- Country : Country of City.
- Postcode : Postcode of address.
- Office Phone 1, 2, 3 : Finance branch office's contact number.
- Fax No 1, 2 : Finance branch fax number.
- E-Mail address 1, 2 : Finance branch e-mail address.
- Contact Person 1, 2, 3 : Contact person name of the finance branch.
- Remark : Remark of the finance branch.

Press  to save the information & return to previous menu.

Press  to un-save the information & return to previous menu



## MAINTAIN – FINANCE




### Maintain – Set-Up Finance File

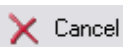

**General (cont)**

Contact Person 1, 2, 3 : Finance’s Contact Person.  
 Remark : Remarks

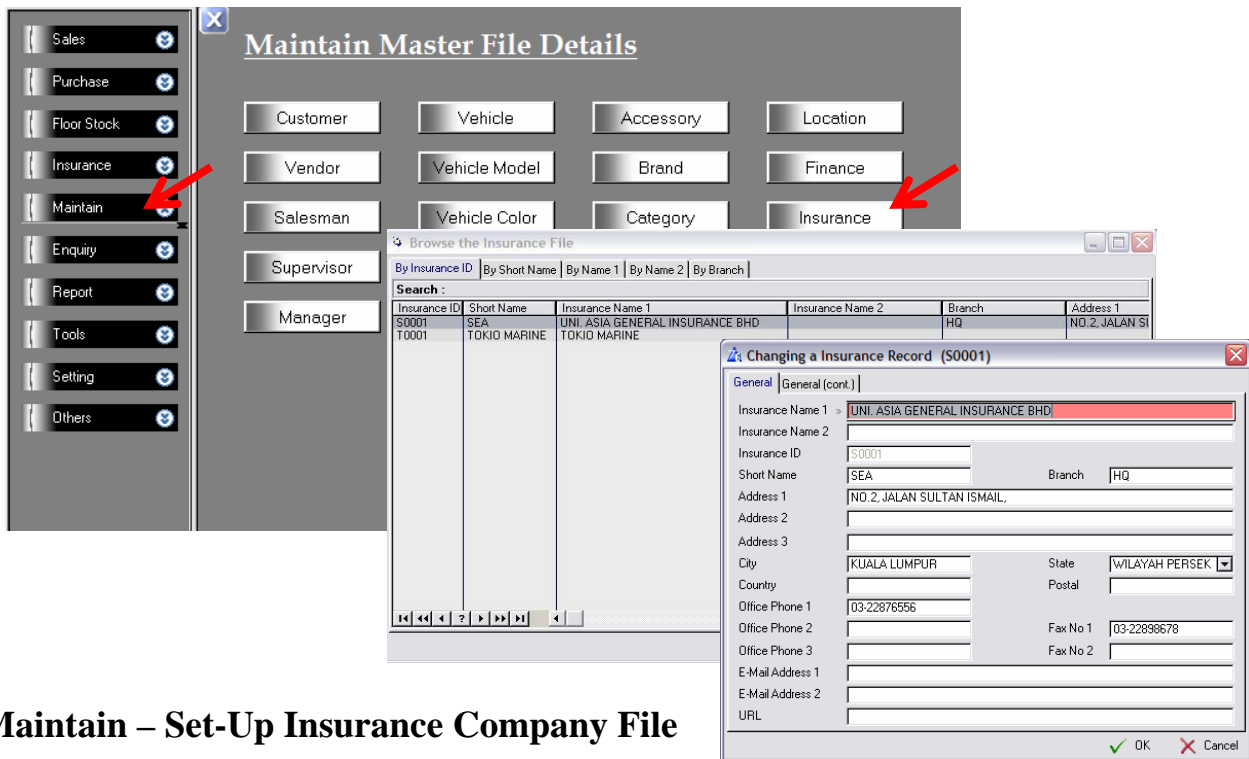
**General (cont)**

Account Type : Select the finance facilities type - BS , FS , OD , TR  
 Account No : Finance’s facilities account number.  
 Credit Limit : Finance’s facilities credit limit.  
 Terms : Finance’s facilities credit terms.  
 Loan Percent : Finance’s facilities maximum loan percentage.  
 Round : Round up the loan decimal figure.  
 Interest : Finance’s facilities interest rate.  
 Auto Debit Finance Name : Name to auto debit for finance facilities  
 Auto Debit Account No. : Account number for auto debit finance facilities

Press  OK to save the information & return to previous menu.

Press  Cancel  to un-save the information & return to previous menu


# MAINTAIN – INURANCE




## Maintain – Set-Up Insurance Company File

To setup the Finance File, select the button  in **Maintain** submenu from the Main menu screen.

To insert a new Insurance, select the button  in **Insurance** submenu.

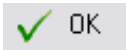
To modify a Insurance setting, select the button  in **Insurance** submenu.



To delete a insurance setting, select the button  in **Insurance** submenu.

To exit & close the current screen, select the button .

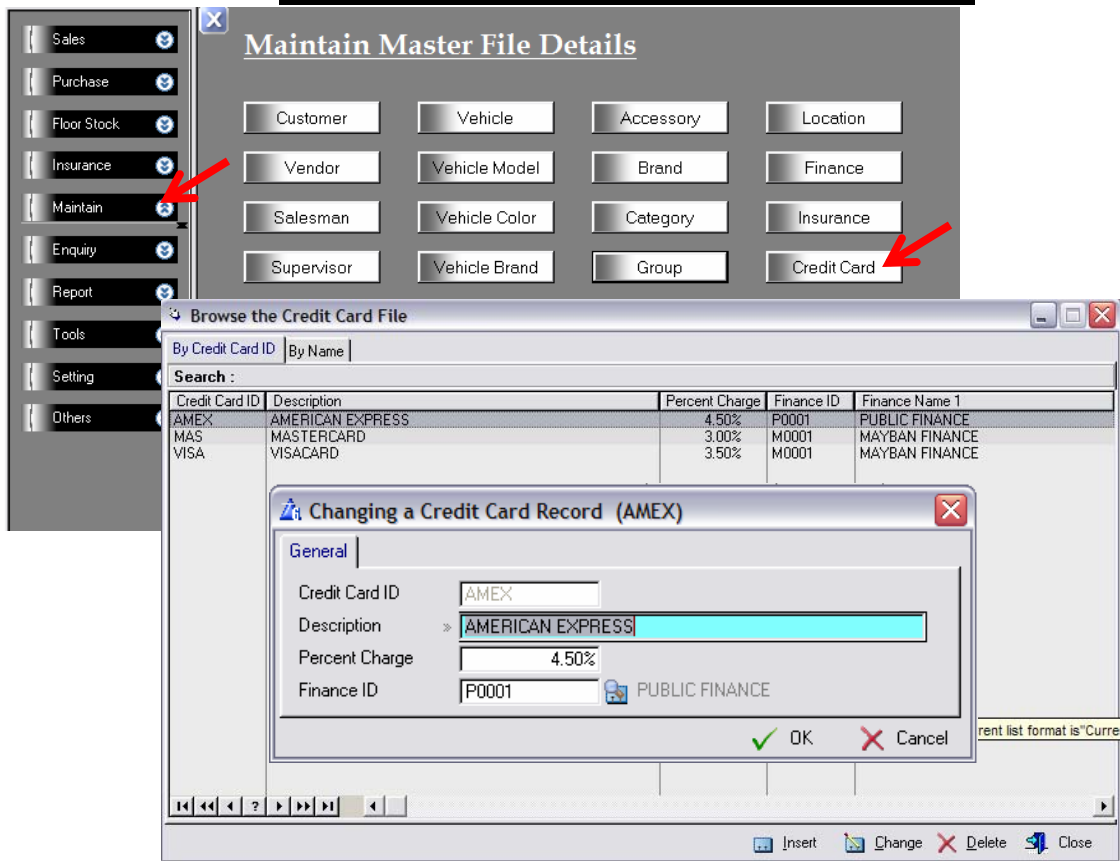
### General

- Insurance Name 1, 2 : Insurance company name.
- Insurance ID : Automatically generate by computer.
- Short Name : Short name of Insurance company.
- Branch : Insurance company branch location area.
- Address 1 , 2 , 3 : Insurance company address.
- City : City name of Insurance company address.
- State : State of city.
- Country : Country of city.
- Postcode : Postcode of address.
- Office Phone 1 , 2 , 3 : Insurance company office's contact number.
- Fax No 1 , 2 : Insurance company fax number.
- E-Mail address 1 , 2 : Insurance company e-mail address.
- Contact Person 1, 2, 3 : Contact person name of the Insurance company.
- Remark : Remark of the Insurance company.

Press  to save the information & return to previous menu.

Press   to un-save the information & return to previous menu

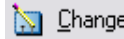
## MAINTAIN – CREDIT CARD



### Maintain – Set-Up Credit Card File

To setup the Finance File, select the button  in **Maintain** submenu from the Main menu screen.

To insert a new Credit Card, select the button  in **Credit Card** submenu.

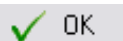
To modify a Credit Card setting, select the button  in **Credit Card** submenu.

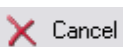
To delete a Credit Card setting, select the button  in **Credit Card** submenu.

To exit & close the current screen, select the button .

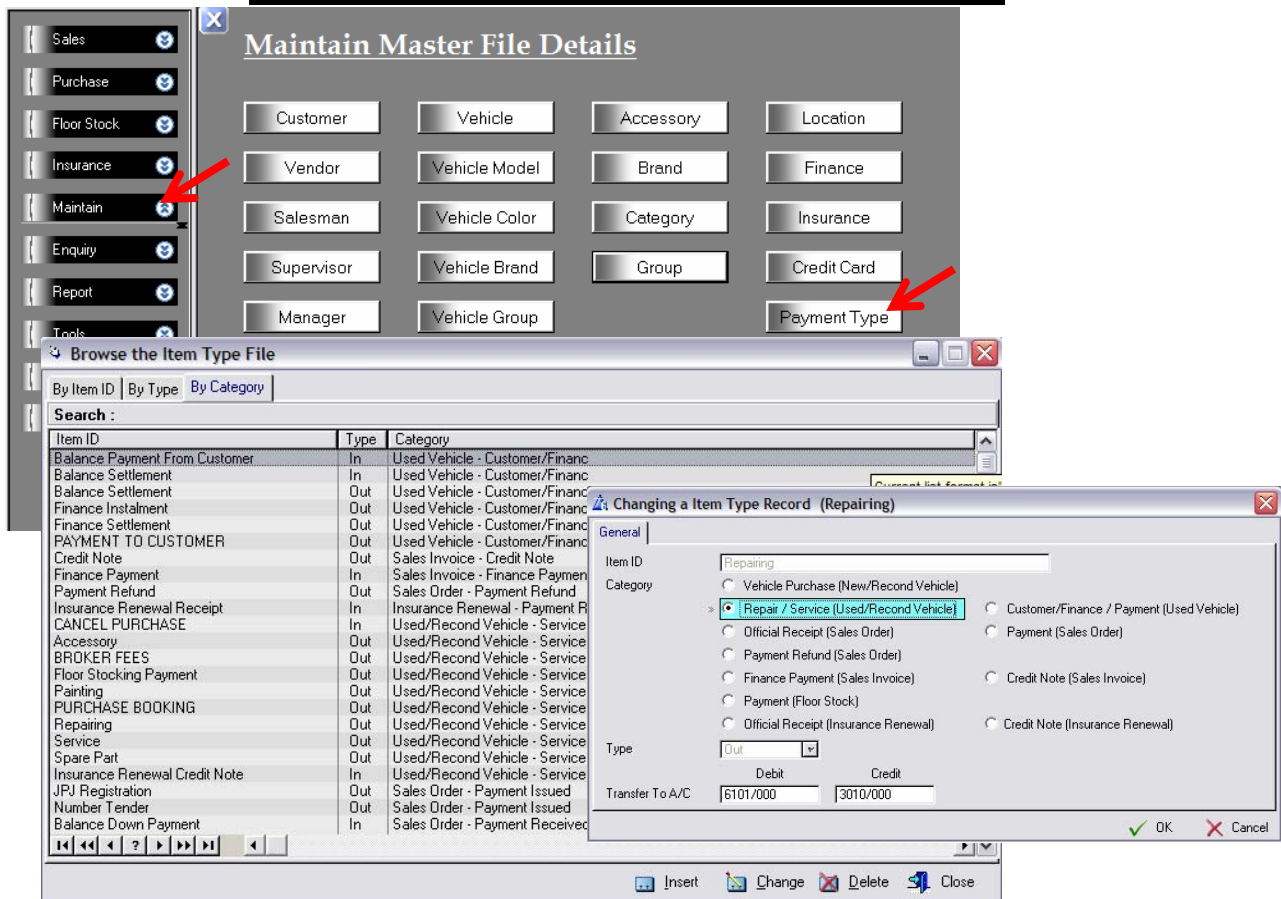
#### **General**

Credit Card ID : Automatically generate by computer.  
 Description : Description of the credit card ID code.  
 Percent Charge : Key-in the percentage of credit card charge.  
 Finance ID : Select the credit card provided services bank.


Press  to save the information & return to previous menu.

Press  to un-save the information & return to previous menu

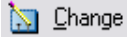
## MAINTAIN - PAYMENT TYPE



### Maintain – Set-Up Payment Type File

To setup the Payment Type file, select the button  in **Maintain** submenu from the Main menu screen.

To insert a new Payment Type, select the button  in **Payment Type** submenu.

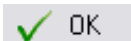
To modify a Payment Type setting, select the button  in **Payment Type** submenu.

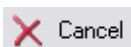
To delete a Payment Type setting, select the button  in **Payment Type** submenu.

To exit & close the current screen, select the button .

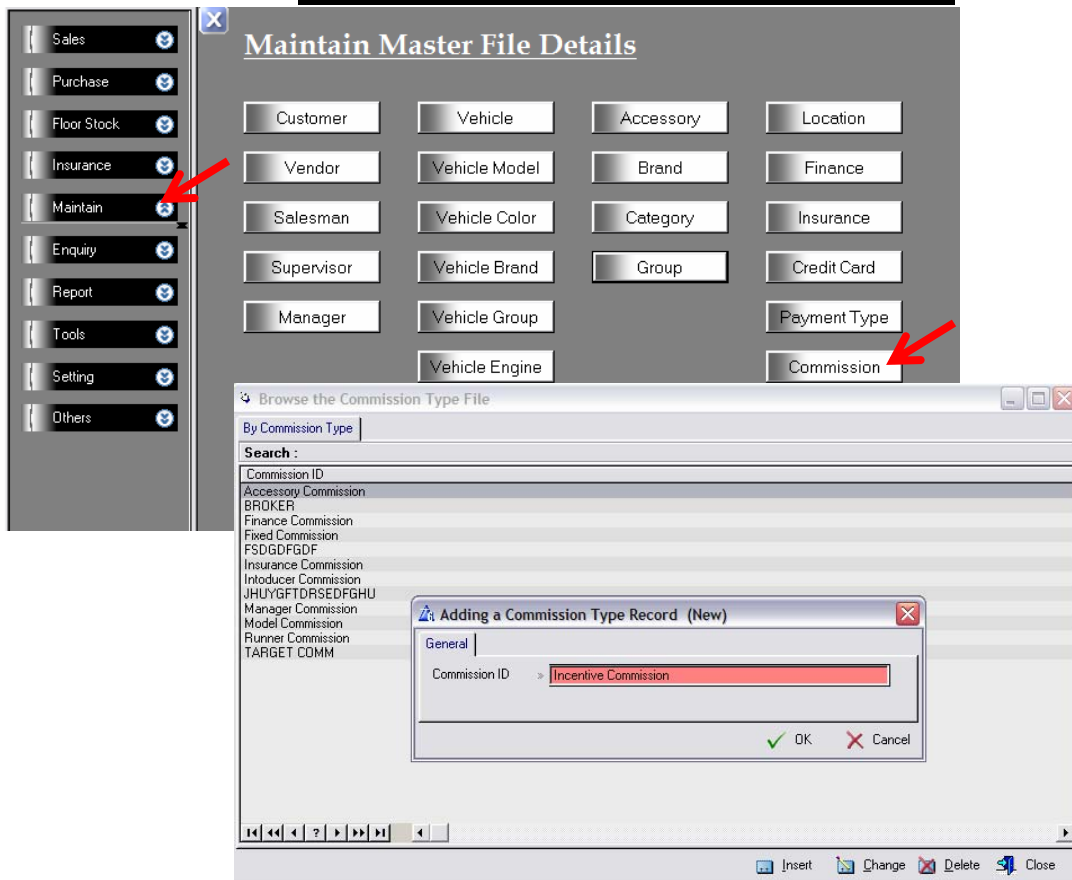
#### General

- Payment Item ID : Automatically generate by computer.
- Category : Select the payment/ Collection category.
- Type : Select the payment type IN or OUT.
- Transfer To A/C : Define the account code for Debit 7 Credit to back-end accounting system.

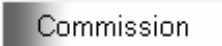
Press  to save the information & return to previous menu.


Press  to un-save the information & return to previous menu


# MAINTAIN – COMMISSON



## Maintain – Set-Up Commission File

To setup the Payment Type file, select the button  in **Maintain** submenu from the Main menu screen.

To insert a new Commission file, select the button  in **Commission** submenu.

To modify a Commission setting, select the button  in **Commission** submenu.

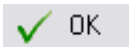
To delete a Commission setting, select the button  in **Commission** submenu.

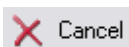

To exit & close the current screen, select the button .

### General

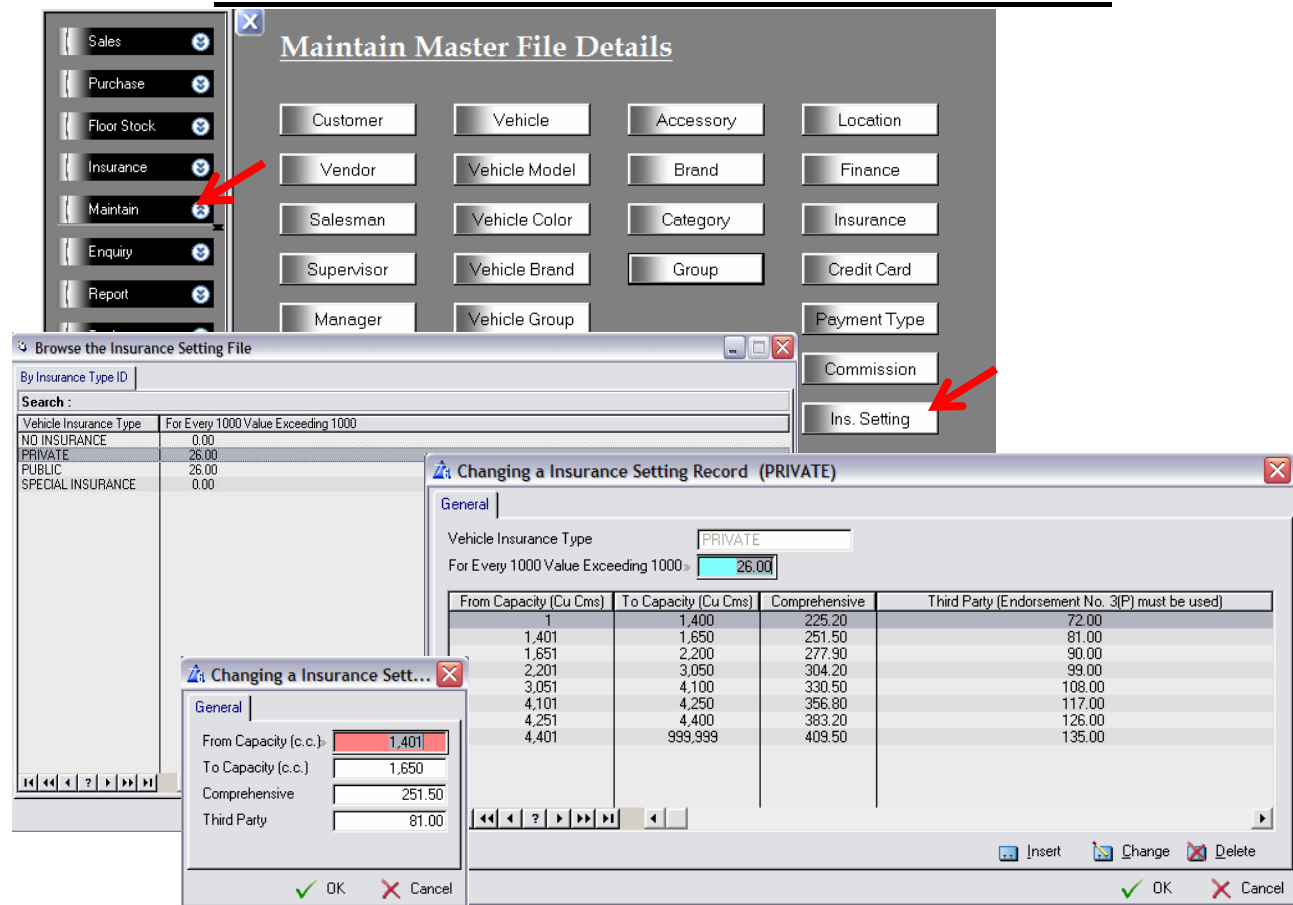
Commission ID : Define the commission ID.

Example : Finance Commission , Fixed Commission , Runner Commission.....


Press  to save the information & return to previous menu.

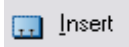
Press   to un-save the information & return to previous menu

## MAINTAIN – INSURANCE SETTING




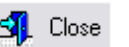
### Maintain – Set-Up Insurance Table Setting File

To setup the Insurance Table, select the button  in **Maintain** submenu from the Main menu screen.

To create a new Insurance Table file, select the button  in **Insurance Setting** submenu.

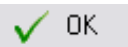
To modify a Insurance Table setting, select the button  in **Insurance Setting** submenu.



To delete a Insurance Table setting, select the button  in **Insurance Setting** submenu.

To exit & close the current screen, select the button .

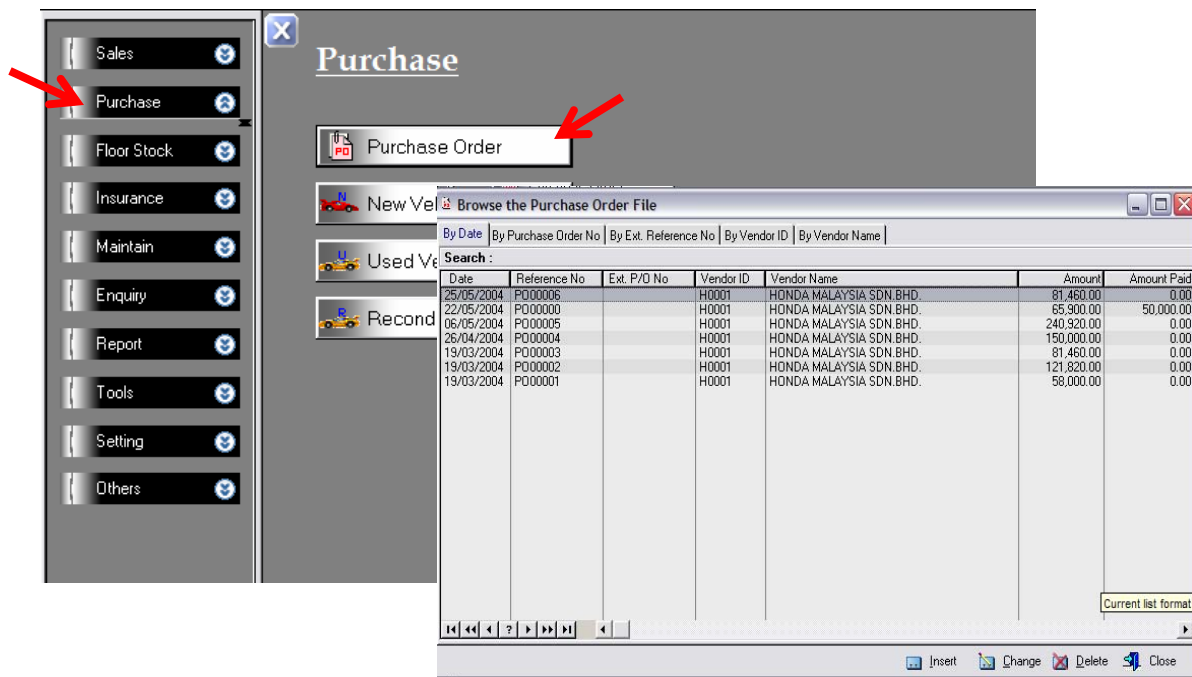
#### General

From Capacity (c.c.) : Min Vehicle c.c. capacity  
 To Capacity (c.c.) : Max Vehicle c.c. capacity  
 Comprehensive : Amount of comprehensive insurance.  
 Third Party : Amount of Third Party insurance.

Press  to save the information & return to previous menu.


Press   to un-save the information & return to previous menu

# PURCHASE ORDER




## Purchase Order

To enter the Purchase Order File, select the button  **Purchase Order** in **Purchase** submenu from the Main menu screen.

To create a record of Purchase Order, select the button  **Insert** in **Purchase Order** submenu.

To modify the record, select the button  **Change** in **Purchase Order** submenu.

To delete a record, select the button  **Delete** in **Vehicle Model** submenu.

To exit & close the current screen, select the button  **Close**

# PURCHASE ORDER

Item No	Model ID Description	Color ID Description	Qty	Unit Price	Amount
10	CF9652E HONDA ACCORD 2.0 VTi-S	B-92P NIGHTHAWK BLACK PEARL	1	81,460.00	81,460.00

## Purchase Order

### General

- Reference No : Automatically generate by computer.
- Ext Ref. No. : External reference number.
- Vendor ID : Select the vendor from database.
- Vendor Name : Name of vendor will automatically display when calling vendor ID.
- Invoice No : Vendor invoice reference
- Date : Date of purchase order.

**\*\* You may create multiple vehicle in a single record**

## Purchase Order – Insert New Item (s)

### General

- Item No : Item number.
- Model ID : Select the vehicle model ID code.
- Model Description : Select the vendor from database.
- Color ID : Select the color ID for vehicle to order.
- Color Description : Description vehicle color to order.
- Quantity : Quantity to order.
- Unit Price : Purchase cost.
- Amount : Total amount of purchase costs.

Press OK to save the information & return to previous menu.

Press Cancel to un-save the information & return to previous menu



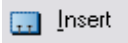
# NEW VEHICLE PURCHASE

**Table: Browse the Vehicle Received Note File**

Delivery	Allocation	Reference No	Chassis No	Engine No	Model Description	Color Description
27/08/2003	27/08/2003	GRN03007	2345678	345678	HONDA ACCORD 2.3 VTL	NIGHTHAWI
25/05/2004	25/05/2004	GRN03060	23456789	34567	HONDA ACCORD 2.0 VFS	NIGHTHAWI
16/12/2003	16/12/2003	GRN03031	234567890	2345678	HONDA ACCORD 2.3 VTL	NIGHTHAWI
17/11/2003	17/11/2003	GRN03029	234567890	234567	HONDA ACCORD 2.3 VTL	NIGHTHAWI
20/02/2004	20/02/2004	GRN03038	23456RTYUID8	RTY45678	HONDA ACCORD 2.3 VTL	NIGHTHAWI
10/02/2004	10/02/2004	GRN03036	2340RFTYU7	23456ER3E	HONDA ACCORD 2.3 VTL	ETERNAL BI
13/06/2004	13/06/2004	GRN03063	32436678	64576568979	HONDA ACCORD 2.3 VTL	NIGHTHAWI
04/10/2003	04/10/2003	GRN03013	345345	4364	HONDA CITY 1.5L AUTO	ZIRCON BLL
04/10/2003	04/10/2003	GRN03014	3453534	453453	HONDA CITY 1.5L AUTO	NIGHTHAWI
29/09/2003	29/09/2003	GRN03011	345453	3456353	HONDA ACCORD 2.3 VTL	ZIRCON BLL
10/10/2003	10/10/2003	GRN03025	3456789	34567	HONDA ACCORD 2.3 VTL	NIGHTHAWI
06/10/2003	06/10/2003	GRN03015	34567890	676787	HONDA ACCORD 2.3 VTL	NIGHTHAWI
07/10/2003	07/10/2003	GRN03020	34567890	546789	HONDA ACCORD 2.3 VTL	NIGHTHAWI
17/02/2004	17/02/2004	GRN03037	3R3F3R3R3	876F4RF3R	HONDA ACCORD 2.3 VTL	NIGHTHAWI
26/08/2003	26/08/2003	GRN03006	42341313	243412312	HONDA CITY 1.5L AUTO	ZIRCON BLL
20/05/2004	10/05/2004	GRN03057	434w4R	234RTR1234567876543	HONDA ACCORD 2.0 VTL	ZIRCON BLL
26/04/2004	26/04/2004	GRN03050	43TERTE4	43254238EW	HONDA ACCORD 2.3 VTL	ZIRCON BLL
04/10/2003	04/10/2003	GRN03012	564645	456464	HONDA ACCORD 2.3 VTL	NIGHTHAWI
12/08/2003	12/08/2003	GRN03004	567565	765775	HONDA ACCORD 2.3 VTL	SATELITE S
05/11/2003	05/11/2003	GRN03028	56789056	5467890	HONDA ACCORD 2.3 VTL	NIGHTHAWI
10/02/2004	10/02/2004	GRN03035	67657657	124234232	HONDA ACCORD 2.3 VTL	NIGHTHAWI
07/05/2004	07/05/2004	GRN03054	6YH6YH6Y6	87658IUH76H	HONDA ACCORD 2.3 VTL	ZIRCON BLL
09/02/2004	09/02/2004	GRN03033	7654321	876543	HONDA ACCORD 2.3 VTL	NIGHTHAWI


## New Vehicle Purchase


To enter the New Vehicle Purchase File, select the button  in **Purchase** submenu from the Main menu screen.

To create a record of New Vehicle Purchase, select the button  in **New Vehicle** submenu.

To modify the record, select the button  in **New Vehicle** submenu.

To delete a record, select the button  in **New Vehicle** submenu.

Select button  to print the Evidence of Purchase report.

To exit & close the current screen, select the button .

# NEW VEHICLE PURCHASE

**NEW VEHICLE RECEIVED**

Reference No: GRN03036      Invoice No: INV3434  
 Vendor ID: H0001      D/O No: D04534  
 Vendor Name: HONDA MALAYSIA SDN.BHD.      P/O No: 8787  
 Contact Person:      Check By:        
 Date Delivered: 10/02/2004  
 Time Delivered: 03:49 PM  
 Date Allocated: 10/02/2004

Vehicle ID	Model	Color	Chasis No	Engine No	Cost	Lc
VP03021	HONDA ACCORD 2.3 VTi-L	ETERNAL BLUE PEARL	234DRFTYU7	23456ER3E	85,000.00	SO

Dashboard      Insert      Change      Delete      OK      Cancel

## New Vehicle Purchase

### General

- Reference No : Automatically generate by computer.
- Vendor ID : Select the vendor from database.
- Vendor Name : Name of vendor will automatically display when calling vendor ID.
- Contact Person : Contact person of vendor.
- Invoice No : Vendor invoice reference
- Date Delivered : Date of received vehicle.
- Time Delivered : Time of received vehicle.
- Date Allocated : Date of vehicle allocated by supplier.
- D/O No : Vendor delivery order reference.
- P/O No : Purchase order reference ( Call Out From Purchase Order Module )
- Check by : Person in-charged received vehicle.

To create a new vehicle received detail , select the button Insert

To modify the new vehicle received detail, select the button Change

To delete the new vehicle received detail, select the button Delete

To print out the Vehicle Dashboard information, select the button Dashboard to print.

Press OK to save the information & return to previous menu.

Press Cancel to un-save the information & return to previous menu

# NEW VEHICLE PURCHASE – VEHICLE DETAIL

## General

- Model ID : Select the vehicle model ID.
- Color ID : Select the vehicle color ID.
- Vehicle ID : Automatically generate by computer.
- Location ID : Select vehicle store location.
- Year Make : Year make of vehicle.
- Engine No : Vehicle engine number.
- Chassis No : Vehicle chassis number.
- Mileage : Vehicle mileage.
- Engine : Auto display from the setting of vehicle maintenance.
- Doors : Auto display from the setting of vehicle maintenance.
- Seat Capacity : Auto display from the setting of vehicle maintenance.
- Fuel : Auto display from the setting of vehicle maintenance.
- Transmission : Auto display from the setting of vehicle maintenance.
- Local / Import : Auto display from the setting of vehicle maintenance.

## Costs

- Vehicle Cost : Vehicle purchased cost
- Std Accessory Cost : Standard Accessory cost.
- Sales Tax : Vehicle Sales Tax.
- Opt Accessory Cost : Optional Accessory cost.
- Total Cost : Auto display from the vehicle cost + Accessory cost.
- Selling Price : Auto display from the setting of vehicle maintenance.

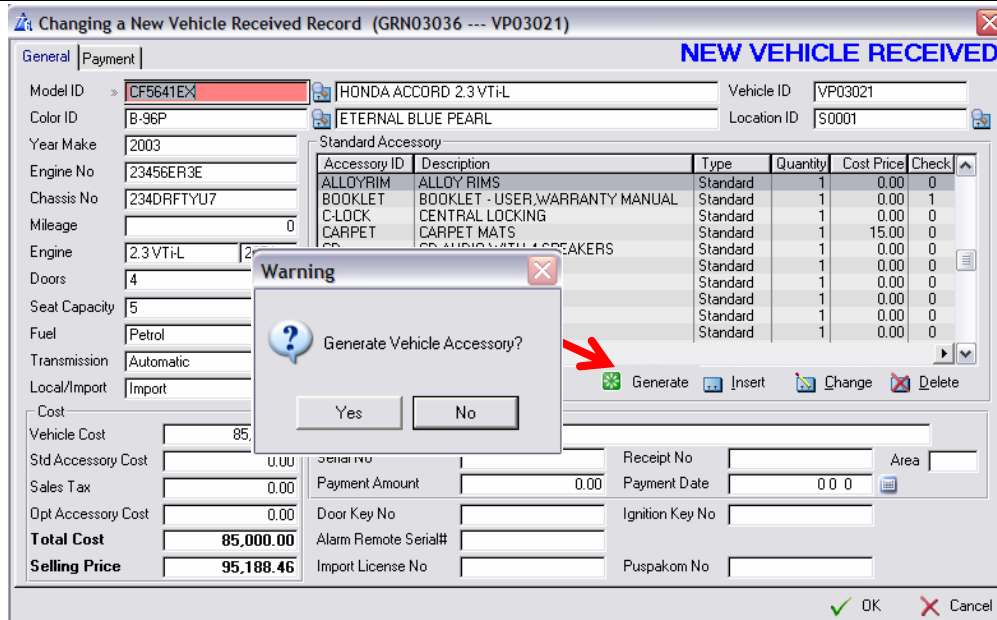
## Excise Duty


- Serial No : Excise duty serial number.
- Reference No : Excise duty reference number.
- Payment Amount : Excise duty payment amount.
- Payment Date : Excise duty payment date.
- Receipt No : Excise duty receipt number.

Press OK to save the information & return to previous menu.


Press Cancel to un-save the information & return to previous menu


# NEW VEHICLE PURCHASE – VEHICLE DETAIL




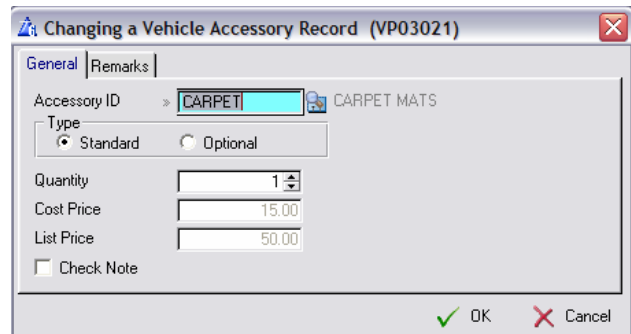
Select the button  **Generate** in **Standard Accessory** submenu window to call up the standard accessory items from vehicle maintenance database.

Select **YES** to call up the accessory.  
 Select **NO** to cancel & close the current window.

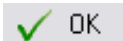
You may add-in the optional accessory by select the button  **Insert**

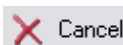

Select the button  **Change** to modify the selected accessory item's check note & quantity.

Select the button  **Delete** to delete the selected accessory item.

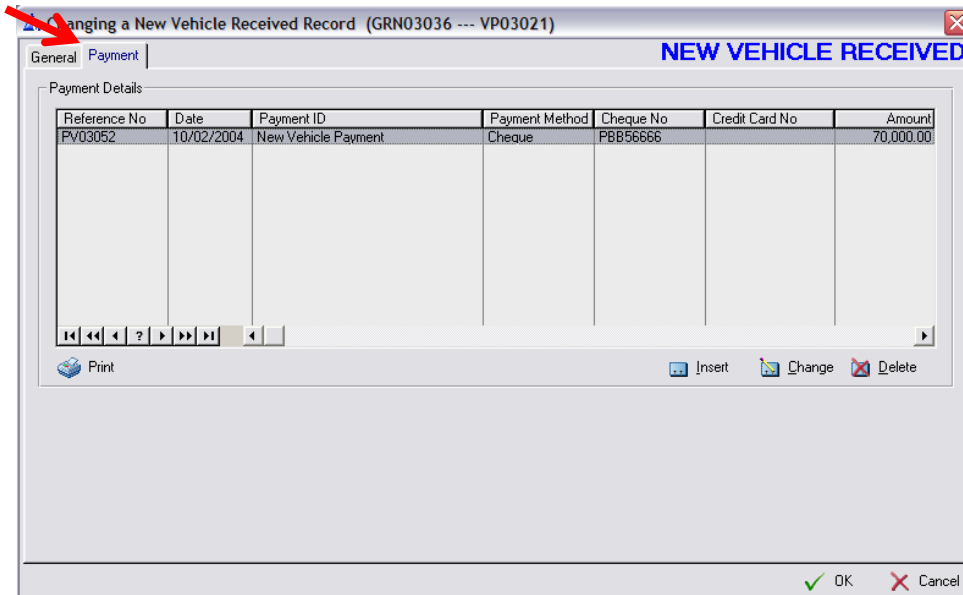


- Accessory ID : Select the accessory item code.
- Type : Select the accessory type  
( Standard Accessory or Optional Accessory )
- Quantity : Item quantity.
- Costs Price : Accessory costing
- List Price : Accessory selling price
- Check Note : Tick the check note for item received note.

Press  **OK** to save the information & return to previous menu.

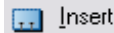
Press  **Cancel**  to un-save the information & return to previous menu

# NEW VEHICLE PURCHASE - PAYMENT

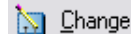


## New Vehicle Purchase Payment

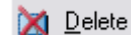
To create a new vehicle purchase payment , select the button



To modify the new vehicle received payment, select the button



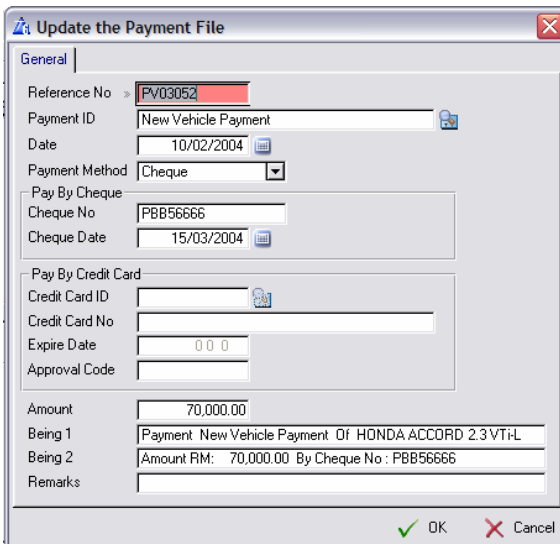
To delete the new vehicle received payment, select the button



To print the payment voucher, select the button



to print.



- Reference No : Payment Voucher number
- Payment ID : Select the New Vehicle Payment.
- Date : Payment date.
- Payment Method : Select payment type e.g.. Cheque, Cash or Credit Card.
- Cheque No : Cheque number
- Cheque Date : Cheque date.
- Credit Card ID : Credit card types.
- Credit Card No : Credit card number.
- Expire Date : Expire date of credit card.
- Approve Code. : Credit card payment approve code.
- Amount : Payment amount.
- Being 1 , 2 : Payment voucher description to be print in the payment voucher.
- Remarks : Remark of payment voucher.

Press OK to save the information & return to previous menu.

Press Cancel to un-save the information & return to previous menu

# USED VEHICLE PURCHASE

**Purchase**

Purchase Order

New Vehicle

Used Vehicle

**Browse the Used Vehicle Received Note File**

By Date | By Reference No | By Seller ID | By Seller Name | By Registration No | By Model Desc | By Color Desc | By Chassis No | By Engine No


Search :

Date	Reference No	Location ID	Seller ID	Seller Name	Registration No	Chassis No
10/06/2004	GRN03062	S0001	L0001	LOW KIAN HA	BDT 7876	8176H5GF5H5
26/05/2004	GRN03061	S0001	A0001	ADVANCE TRADING SDN.BHD.	SDA1234	09876543
19/05/2004	GRN03055	S0002	W0001	WONG MAN YEN	WER 1234	ERES
29/04/2004	GRN03046	S0001	C0001	CHIN FONG MEI	BDJ 5456	RTYRYRY5464644T4
29/04/2004	GRN03051	S0001	T0001	TAN YUN YIN	PDG3354	RETR3534543543
24/04/2004	GRN03048	S0001	W0001	WONG MAN YEN	BER2345	RTF67688U898
21/04/2004	GRN03047	S0001	L0001	LOW KIAN HA	BDJ 5456	
19/04/2004	GRN03044	S0001	B0001	BUMI ANTARABANGSA SDN.BHD.	BDE2233	3E3232E031
19/04/2004	GRN03045	S0001	C0001	CHIN FONG MEI	BDE2244	8EQUEU193U12
06/04/2004	GRN03043	S0001	A0003	TAN MIN HONG	WLA 5456	46RYTFGRTE
20/03/2004	GRN03042	S0001	C0001	CHIN FONG MEI	WLA 7788	7615R4E3w
21/02/2004	GRN03039	S0001	A0003	TAN MIN HONG	PGB1234	565757
09/12/2003	GRN03030	S0001	L0001	LOW KIAN HA	WER1234	345678
07/10/2003	GRN03019	S0001	W0001	WONG MAN YEN	WGM 3434	5946885394
07/10/2003	GRN03021	S0001	A0003	TAN MIN HONG	WLA 1234	23463342
07/10/2003	GRN03022	S0001	B0001	BUMI ANTARABANGSA SDN.BHD.	WGM 3435	657689098
27/09/2003	GRN03010	S0001	W0001	WONG MAN YEN	WGM 7788	7667667
27/09/2003	GRN03010	S0001	W0001	WONG MAN YEN	WGM 6565	55565
11/08/2003	GRN03003	S0001	L0002	LEE YOKE TIN	WDA 3445	545354

Print Print EOP Insert Change Delete Close


## Used Vehicle Purchase


To enter the New Vehicle Purchase File, selects the button  **Used Vehicle** in **Purchase** submenu from the Main menu screen.


To create a record of Used Vehicle Purchase, select the button  **Insert** in **Used Vehicle** submenu.

To modify the record, select the button  **Change** in **Used Vehicle** submenu.

To delete a record, select the button  **Delete** in **Used Vehicle** submenu.

Select button  **Print EOP** to print the Evidence of Purchase report.

Select button  **Print** to print the Used Vehicle Received Note


To exit & close the current screen, select the button  **Close**


# USED VEHICLE PURCHASE


## Used Vehicle Purchase

### General

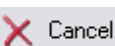

- Reference No : Automatically generate by computer.  
 Seller ID : Select the seller from customer's database.  
 Seller Name : Name of the Seller.  
 Contact Person : Other contact person  
 Date Received : Date of received vehicle.  
 Time Received : Time of received vehicle.  
 Purchase Date : Date of confirm purchased.
- P/O No : Purchase order number.  
 Check By : Person name who check & received the used vehicle.  
 Issue By : Person who issue this record.
- Salesman ID : Select the salesman from database.  
 Salesman Commission : Commission amount.  
 Salesman ID 2 : Select the 2nd salesman from database.  
 Salesman Commission 2 : 2nd salesman commission amount.

To create a Used vehicle received detail , select the button  **Insert**

To modify the Used vehicle received detail, select the button  **Change**

To delete the Used vehicle received detail, select the button  **Delete**

Press  **OK** to save the information & return to previous menu.

Press  **Cancel**  to un-save the information & return to previous menu

# USED VEHICLE PURCHASE – VEHICLE DETAIL

**USED VEHICLE RECEIVED**

Model ID: PAWIRA 1.5    PROTON WIRA 1.5    Vehicle ID: VP03035  
 Color ID: R-523    RICH GOLD    Location ID: S0001  
 Registration No: PDG3354    Road Tax Expire Date: 13/05/2004    Amount: 213.00  
 Year Make: 1998    Door Key No:    Ignition Key No:    Alarm Remote Serial#:     
 Year Registered: 1998    Doors: 4    Seat Capacity: 4    Fuel: Petrol  
 Engine No: W/ERW32423  
 Chassis No: RETRE3534543543  
 Mileage: 70,000  
 Engine: 1.5    1497  
 Transmission: Automatic  
 Local/Import: Local  
 Cost  
 Purchase Price: 25,000.00  
 Over Trade: 0.00  
**Net Purchase: 25,000.00**  
 Other Cost: 700.00  
 Finance P/L: -345.00  
**Total Cost: 26,045.00**  
**List Price: 29,000.00**  
 Max Can Loan: 27,000.00

Date	Reference No	Payment ID	Cheque No	Payment In	Payment Out	Cheque Dal
29/04/2004	PV03029	Painting	PBB2342		500.00	29/04/2004
29/04/2004	PV03030	Service			200.00	/ /

Buttons: Print, Insert, Change, Delete, OK, Cancel

**General**

- Model ID : Select the model of vehicle.
- Color ID : Select the color of vehicle.
- Registration No : Key-in the registration number of the vehicle.
- Vehicle ID : This is the computer auto generate vehicle serial number.
- Location ID : Select the location of vehicle to store.
- Year Make : Key-in the year make of vehicle.
- Engine No : Key-in the engine number of vehicle.
- Chassis No : Key-in the chassis number of vehicle.
- Mileage : Key-in the mileage of vehicle.
- Road Tax Expire Date : Date of road tax expire.
- Amount : Amount of the vehicle road tax.
- Engine : Auto display from the setting of vehicle maintenance.
- Doors : Auto display from the setting of vehicle maintenance.
- Seat Capacity : Auto display from the setting of vehicle maintenance.
- Fuel : Auto display from the setting of vehicle maintenance.
- Transmission : Auto display from the setting of vehicle maintenance.
- Local / Import : Auto display from the setting of vehicle maintenance.

**Costs**

- Purchase Price : Price purchased from customer.
- Over Trade : Over trade amount for trade in vehicle.
- Other Cost : Service / Repairing costing.
- Finance P/L : Finance settlement gain/loss amount.
- Total Cost : Automatically display from the Purchase cost + Other cost.
- List Price : Market selling price of the particular vehicle.
- Max Car Loan : Maximum finance loan can be apply for hire purchase.

Press OK to save the information & return to previous menu.

Press Cancel to un-save the information & return to previous menu



# USED VEHICLE PURCHASE – VEHICLE DETAIL

**Changing a Used Vehicle Received Record (GRN03051 --- VP03035)**

**USED VEHICLE RECEIVED**

General | Loan Detail | Picture & Remarks

Model ID: P/WIRA 1.5 | PROTON WIRA 1.5 | Vehicle ID: VP03035  
 Color ID: R-523 | RICH GOLD | Location ID: S0001

Registration No: **PDG3354** | Road Tax Expire Date: 13/05/2004 | Amount: 213.00

Year Make: 1998 | Door Key No: | Ignition Key No: | Alarm Remote Serial#: |  
 Year Registered: 1998 | Doors: 4 | Seat Capacity: 4 | Fuel: Petrol

Engine No: W/ERW32423 | Service/Repairing Cost

Date	Reference No	Payment ID	Cheque No	Payment In	Payment Out	Cheque Date
29/04/2004	PV03029	Painting	PBB2342		500.00	29/04/2004
29/04/2004	PV03030	Service			200.00	/ /

Mileage: 70,000 | Engine: 1.5 | 1497  
 Transmission: Automatic | Local/Import: Local

Cost  
 Purchase Price: 25,000.00  
 Over Trade: 0.00  
**Net Purchase: 25,000.00**  
 Other Cost: 700.00  
 Finance P/L: -345.00  
**Total Cost: 26,045.00**  
**List Price: 29,000.00**  
 Max Can Loan: 27,000.00

Synchronize To Invoice Cost

Print | Insert | Change | Delete

OK | Cancel

## Service & Repairing Cost

- Reference No : Payment voucher number.
- Item ID : Select the service / repairing / painting item code.
- Date : Date of service / repairing / painting payment date.
- Payment Method : Select payment type  
e.g.. Cheque, Cash or Credit Card.
- Cheque No : Cheque number
- Cheque Date : Cheque date.
- Credit Card ID : Select the credit card type.
- Credit Card No : Credit card number.
- Expire Date : Expire date of credit card.
- Approve Code. : Credit card payment approve code.
- Amount : Service / repairing / painting amount.
- Vendor ID : Select the vendor from database.
- Remarks 1 : Remark extra information of the record.
- Remarks 2 : Remark extra information of the record.

**Changing a Used Vehicle Payment Record (Painting)**

General | Cont...

Reference No: PV03029  
 Item ID: Painting  
 Date: 29/04/2004  
 Payment Method: Cheque

Pay By Cheque  
 Cheque No: PBB2342  
 Cheque Date: 29/04/2004

Pay By Credit Card  
 Credit Card ID: |  
 Credit Card No: |  
 Expire Date: 0 0 0  
 Approval Code: |

Amount: 500.00  
 Vendor ID: W0001 | WELLDONE SDN. BHD.

Remarks 1: INV23643 - PDG3354 PAINTING  
 Remarks 2: |

OK | Cancel

Press OK to save the information & return to previous menu.

Press Cancel to un-save the information & return to previous menu

# USED VEHICLE PURCHASE – VEHICLE DETAIL

**Changing a Used Vehicle Received Record (GRN03051 --- VP03035)**

General | Loan Detail | Picture & Remarks | **USED VEHICLE RECEIVED**

Loan Settlement  
 Loan Balance: 16,000.00  
 Finance ID: A0001 (AFFIN FINANCE SETAPAK)  
 Branch: SETAPAK  
 Instalment Amount: 300.00 | Instalment Day: 15 | Settlement Date: 0 0 0  
 Loan Agreement No: 465AF4342

Outstanding Balance  
 Vehicle Cost: 25,000.00  
 Loan Balance: 16,000.00  
 Other Cost: 0.00  
 Balance To Customer: 9,000.00

Date	Reference No	Payment ID	Payment Method	Cheque No	Payment In	Payment Out	Finance
29/04/2004	PV03033	Finance Settlement	Cash				16,345.00
29/04/2004	PV03031	PAYMENT TO CUSTOMER	Cash			2,000.00	
29/04/2004	PV03032	PAYMENT TO CUSTOMER	Cash			5,000.00	

Balance Payment: 9,000.00 | Loan Balance: 16,000.00

0.00 | 7,000.00 | 16,345.00  
 Outstanding To Customer: 2,000.00 | Finance Outstanding: -345.00

Insert | Change | Delete | Print

Synchronize To Invoice Cost

OK | Cancel

## Finance Loan Settlement Detail

Loan Balance : Seller finance loan settlement amount.  
 Finance ID : Select the finance company ID.  
 Branch : Finance branch.  
 Instalment Amount: Monthly installment amount.  
 Instalment Day : Day of monthly installment.  
 Settlement Date : Finance settlement expire date.  
 Loan Agreement No: Finance loan agreement information.

## Used Vehicle Payment Record

Reference No : Payment voucher number.  
 Item ID : Select the Payment type item code.  
 Date : Date of payment date.  
 Payment Method : Select payment type  
 e.g.. Cheque, Cash or Credit Card.  
 Cheque No : Cheque number  
 Cheque Date : Cheque date.  
 Credit Card ID : Select the credit card type.  
 Credit Card No : Credit card number.  
 Expire Date : Expire date of credit card.  
 Approve Code. : Credit card payment approve code.  
 Amount : Payment amount.  
 Remarks 1 : Remark extra information of the record.  
 Remarks 2 : Remark extra information of the record.

**Changing a Used Vehicle Payment Record (Painting)**

General | Cont...

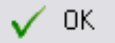
Reference No: PV03033  
 Payment ID: Finance Settlement  
 Date: 29/04/2004  
 Payment Method: Cheque

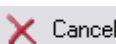

Pay By Cheque  
 Cheque No: PBB678923  
 Cheque Date: 22/06/2004

Pay By Credit Card  
 Credit Card ID:  
 Credit Card No:  
 Expire Date: 0 0 0  
 Approval Code:

Amount: 16,345.00  
 Remarks 1:  
 Remarks 2:

OK | Cancel

Press  to save the information & return to previous menu.

Press   to un-save the information & return to previous menu

## RECOND VEHICLE PURCHASE

**Purchase**

- Purchase Order
- New Vehicle
- Used Vehicle
- Recond Vehicle

**Browse the Recond Vehicle Received Note File**

Search : By Date | By Reference No | By Vendor ID | By Vendor Name | By Model Desc | By Color Desc | By Chassis No | By Engine No | By Vehicle ID

Date	Reference No	Location ID	Vendor ID	Vendor Name	Chassis No	Engine No
16/06/2004	GRN03064	S0001	H0001	HONDA MALAYSIA SDN BHD.	2345678	234567
19/05/2004	GRN03056	S0002	H0001	HONDA MALAYSIA SDN BHD.	HGHGRTY546	FYF

Print EOP | Insert | Change | Delete | Close

### Recond Vehicle Purchase

To enter the Recond Vehicle Purchase File, select the button **Recond Vehicle** in **Purchase** submenu from the Main menu screen.

To create a record of Recond Vehicle Purchase, select the button **Insert** in **Recond Vehicle** submenu.

To modify the record, select the button **Change** in **Recond Vehicle** submenu.

To delete a record, select the button **Delete** in **Recond Vehicle** submenu.

Select button **Print EOP** to print the Evidence of Purchase report.

To exit & close the current screen, select the button **Close**

# RECOND VEHICLE PURCHASE

**Changing a Recond Vehicle Received Recor (GRN03064)**

**RECOND VEHICLE RECEIVED**

General

Reference No » GRN03064

VendorID H0001

Vendor Name HONDA MALAYSIA SDN.BHD.

Contact Person

Date Received 16/06/2004

Time Received 10:35 AM

Purchase Date 0 0 0

P/O No

Check By WONG

Issued By

Vehicle ID	Model ID	Color ID	Location ID	Vehicle Cost	List Price
VP03048	CF5641EX	B-508M	S0001	200,200.00	210,000.00


Insert Change Delete


OK Cancel


## Recond Vehicle Purchase

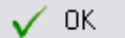
### General

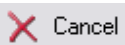

- Reference No : Automatically generate by computer.
- Vendor ID : Select the vendor from database.
- Vendor Name : Name of vendor will automatically display when calling vendor ID.
- Contact Person : Other contact person
- Date Received : Date of received vehicle.
- Time Received : Time of received vehicle.
- Purchase Date : Date of confirm purchased.
- P/O No : Purchase order number.
- Check By : Person name who check & received the vehicle.
- Issue By : Person who issue this record.

To create a Recond vehicle received detail , select the button  **Insert**

To modify the Recond vehicle received detail, select the button  **Change**

To delete the Recond vehicle received detail, select the button  **Delete**

Press  **OK** to save the information & return to previous menu.

Press  **Cancel**  to un-save the information & return to previous menu

# RECOND VEHICLE PURCHASE – VEHICLE DETAIL

**General**

- Model ID : Select the model of vehicle.
- Color ID : Select the color of vehicle.
- Vehicle ID : This is the computer auto generate vehicle serial number.
- Location ID : Select the location of vehicle to store.
- Year Make : Key-in the year make of vehicle.
- Engine No : Key-in the engine number of vehicle.
- Chassis No : Key-in the chassis number of vehicle.
- Mileage : Key-in the mileage of vehicle.
- Engine : Auto display from the setting of vehicle maintenance.
- Doors : Auto display from the setting of vehicle maintenance.
- Seat Capacity : Auto display from the setting of vehicle maintenance.
- Fuel : Auto display from the setting of vehicle maintenance.
- Transmission : Auto display from the setting of vehicle maintenance.

**Costs**

- Purchase Price : Price purchased from vendor.
- Other Cost : Service / Repairing & Others costing.
- Total Cost : Automatically display from the Purchase cost + Other cost.
- List Price : Market selling price of the particular vehicle.

Press OK to save the information & return to previous menu.

Press Cancel to un-save the information & return to previous menu

# RECOND VEHICLE PURCHASE – VEHICLE DETAIL

## Recond Vehicle Payment

- To create a recond vehicle purchase payment , select the button
- To modify the recond vehicle received payment, select the button
- To delete the recond vehicle received payment, select the button
- To print the payment voucher, select the button to print.

- Reference No : Payment Voucher number
- Payment ID : Select the New Vehicle Payment.
- Date : Payment date.
- Payment Method : Select payment type  
e.g.. Cheque, Cash or Credit Card.
- Cheque No : Cheque number
- Cheque Date : Cheque date.
- Credit Card ID : Credit card types.
- Credit Card No : Credit card number.
- Expire Date : Expire date of credit card.
- Approve Code. : Credit card payment approve code.
- Amount : Payment amount.
- Being 1 , 2 : Payment voucher description to be print in the payment voucher.
- Remarks : Remark of payment voucher.

- Press to save the information & return to previous menu.
- Press to un-save the information & return to previous menu

# RECOND VEHICLE PURCHASE – VEHICLE DETAIL

## Recond Vehicle Service / Repairing Costs

To create a recond vehicle purchase payment , select the button Insert

To modify the recond vehicle received payment, select the button Change

To delete the recond vehicle received payment, select the button Delete

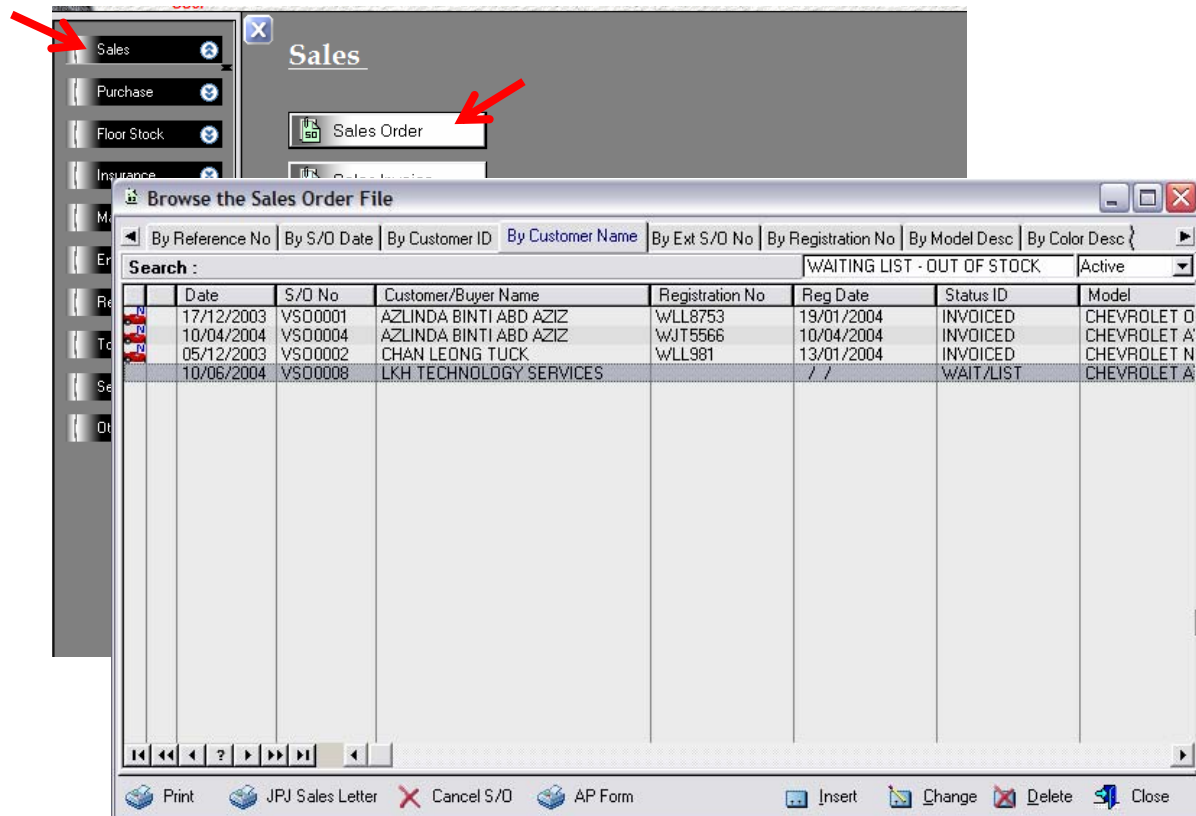
To print the payment voucher, select the button Print to print.

- Reference No : Payment voucher number.
- Item ID : Select the service / repairing / painting item code.
- Date : Date of service / repairing / painting payment date.
- Payment Method : Select payment type  
e.g.. Cheque, Cash or Credit Card.
- Cheque No : Cheque number
- Cheque Date : Cheque date.
- Credit Card ID : Select the credit card type.
- Credit Card No : Credit card number.
- Expire Date : Expire date of credit card.
- Approve Code. : Credit card payment approve code.
- Amount : Service / repairing / painting amount.
- Vendor ID : Select the vendor from database.
- Remarks 1 : Remark extra information of the record.
- Remarks 2 : Remark extra information of the record.

Press OK to save the information & return to previous menu.


Press Cancel to un-save the information & return to previous menu

# SALES ORDER



## Sales Order


To enter the Sales Order File, select the button  Sales Order in Sales submenu from the Main menu screen.

To create a record of Sales Order, select the button  Insert in Sales Order submenu.


To modify the record, select the button  Change in Sales Order submenu.


To delete a record, select the button  Delete in Sales Order submenu.

Select button  Print to print the Sales Order.

Select button  JPJ Sales Letter to print the Sales Letter ( Surat Jualan ).

Select button  Cancel S/O to cancel the customer sales order.

Select button  AP Form to print the AP require form.

To exit & close the current screen, select the button  Close



# SALES ORDER - DETAIL

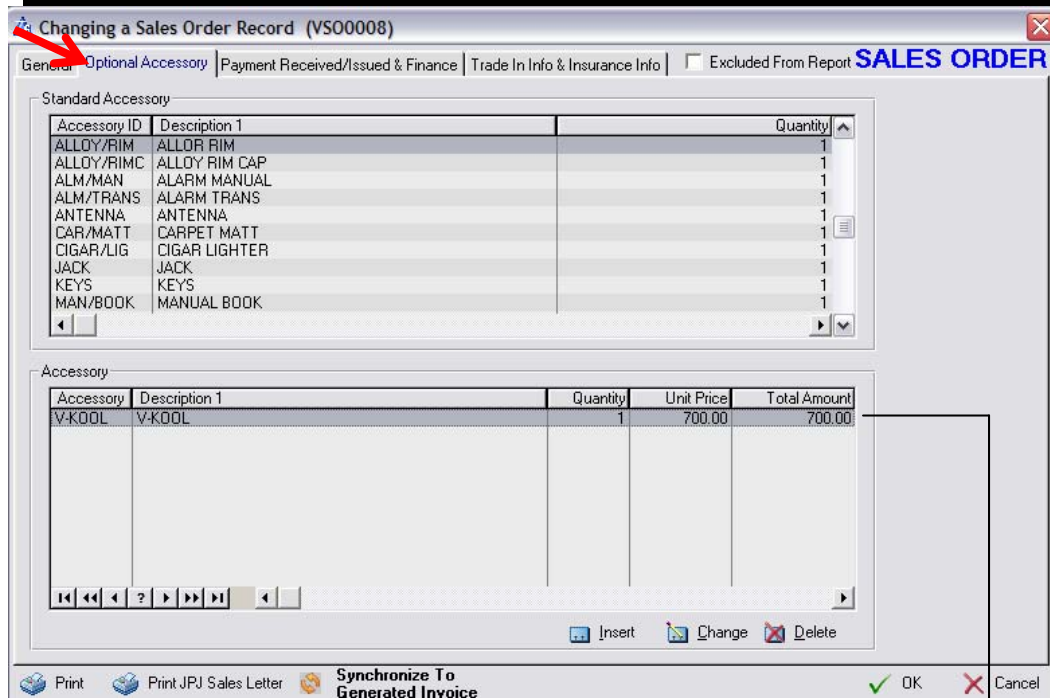
## General

- Reference No : Sales order reference number automatically generate by computer.
- Ext : External vehicle sales order number.
- Customer ID : Select the customer ID code from the list.
- IC no : User may select the customer by INRIC number.
- For Corporate : User may select the corporate customer by company registration number.
- Salesman ID : Select the salesperson.
- Location ID : Sales location / branch.
- Model ID : Select the vehicle model customer booking.
- Color ID : Select the vehicle color of customer request.
- Vehicle ID : Select the vehicle available to reserved for this particular customer.
- Registration No : Fill in the vehicle registration number for reserved booking.
- Owner : Owner name for corporate customer booking.
- Driver : Driver name for corporate customer booking.
- Price Information : All price information will automatically call out from vehicle maintenance database. User may allow to modify the pricing for any changed.
- Insurance NCB : User may fill in the NCB %, the net value of insurance premium will automatically calculate by computer.
- Status : Status of this particular sales order. ( System will automatic detect the status )
- Wait/List** – Waiting List. Vehicle not available & allocated.
  - Finance** – Apply Finance Loan. Without Finance reference number & approved date.
  - F/Payment** – Final Payment. Wait for customer to make full outstanding payment.
  - JPJ** – Without outstanding, with finance loan approved, vehicle allocated, Is Ready For Registration JPJ.
  - R/Collect** – JPJ Registered, Customer Full Payment, Finance Loan Approved, Vehicle Allocated.
  - Invoiced** – Invoice issued.
  - Closed** – Sales Order Closed. Without outstanding & Finance loan paid.
- Expect Arrival : Date expect delivery.
- S/Letter Area : JPJ branch for Sales Letter to registration vehicle.

Press OK to save the information & return to previous menu.

Press Cancel to un-save the information & return to previous menu

# SALES ORDER – OPTIONAL ACCESSORY



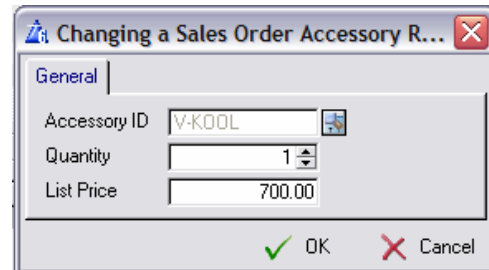
To insert the optional accessory items, select the tab **Optional Accessory** in **Sales Order** submenu.

To create a optional accessory item , select the button **I**nsert

To modify the optional accessory item, select the button **C**hange

To delete the optional accessory item, select the button **D**el

- Accessory ID : Select the accessory ID code.
- Quantity : Unit of accessory.
- List Price : Selling price of accessory.



Press **OK** to save the information & return to previous menu.

Press **Cancel** to un-save the information & return to previous menu

# SALES ORDER – PAYMENT RECEIPT / ISSUE

To issue the official receipt or payment voucher, select the tab **Payment Received/ Issued & Finance** in **Sales Order** submenu.

- To create a Payment Receipt, select the button
- To modify Payment Receipt, select the button
- To delete the Payment Receipt, select the button
- To Print the Official Receipt, select the button

- To create a Payment Voucher, select the button
- To modify Payment Voucher, select the button
- To delete the Payment Voucher, select the button
- To Print the Payment Voucher, select the button

Press to save the information & return to previous menu.

Press to un-save the information & return to previous menu

## SALES ORDER – FINANCE

**Changing a Sales Order Record (VS00001)**

General | Optional Accessory | **Payment Received/Issued & Finance** | Trade In Info & Insurance Info | Excluded From Report **SALES ORDER**

**Payment Received Info**

Receipt No	Date	Payment ID	Amount
0312049	17/12/2003	Booking Fee	500.00
0401033	13/01/2004	Balance Down Payment	5,294.97
0401044	15/01/2004	Balance Down Payment	4.03

Receipt | Insert | Change | Delete

**Expense Info**

Voucher No	Date	Payment ID	Amount
PV0003	17/12/2003	JPJ Registration	350.00

Voucher | Insert | Change | Delete

**Loan Info**

Finance ID: B0002 BANK ISLAM MALAYSIA BE  
 Finance Loan: 83,000.00  
 Loan Year: 7.0  
 Loan (%): 3.50%  
 Monthly Instalment: 1,230.18  
 Finance Ref No: 100/03/04/1689  
 Date Approved: 07/01/2004

**Finance Detail**

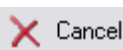

Net Selling Price: 88,799.00  
 Finance Loan: 83,000.00  
 Total Paid: 5,799.00  
 Trade In Deposit: 0.00  
 C/N Amount: 0.00  
 Refund Amount: 0.00  
 Forfeit Amount: 0.00  
 Balance Amount: 0.00

Print | Print JPJ Sales Letter | Synchronize To Generated Invoice | OK | Cancel

### Finance Loan Information

Finance ID	: Select the finance company ID code.
Finance Loan	: Finance loan amount.
Loan Year	: Finance loan period.
Loan %	: Finance loan interest rate.
Monthly Installment	: Automatically calculate by computer.
Finance Ref No.	: Finance loan approved letter reference.
Date Approved	: Date of finance loan approved.

Press  OK to save the information & return to previous menu.

Press  Cancel  to un-save the information & return to previous menu

## SALES ORDER – TRADE IN DETAILS

To insert the Trade In Information, select the tab **Trade In Info & Insurance** in **Sales Order** submenu.

- Registration No : Select the vehicle from Used Vehicle Database.
- Year Registration : Trade-In Vehicle Registration year.
- Year Make : Year make of vehicle.
- Engine No : Vehicle engine number.
- Chassis No : Vehicle chassis number.
- Model ID : Select the vehicle model ID.
- Color ID : Vehicle color ID.
- Make : Type of Trade-In Vehicle
- C.C. : Engine C.C. of Trade-In Vehicle.
- Finance ID : Select Finance company for loan settlement.
- Branch : Branch of finance settlement.
- Dealer : Used Car dealer for trade-In.

- Trade IN Value : Trade-In value for the vehicle to trade-in
- Over Trade : Over trade value to be deduct.
- Full Settlement : Finance settlement for trade-in vehicle.
- Others : Others Chargers or costing.
- New Vehicle Deposit : Balance to be transfer for the down payment for the Vehicle to be sold.
- Trade In Balance : Balance amount for refund to customer.

Press **OK** to save the information & return to previous menu.

Press **Cancel** to un-save the information & return to previous menu

## SALES ORDER – INSURANCE INFO

To insert the Insurance Details, select the tab **Trade In Info & Insurance** in **Sales Order** submenu.

The Insurance calculation will be follow the Malaysia Standard formula.

- Insurance ID : Select the Insurance company.
- Cover Note No : Insurance Cover note number.
- Endorsement No : Insurance endorsement number.
- Policy No : Insurance Policy number.

- Insurance Category : Select for NO INSURANCE, PRIVATE, PUBLIC or SPECIAL INSURANCE.
- Insurance Type : Select for Comprehensive or Third party Insurance.
- Sum Insure : Amount to Insure.
- Insurance Premium : Amount of Insurance premium. ( System will automatic calculate )
- Add Loading (%) : Loading % to be add-in.
- NCB % : NCB percentage Insurance entitle to discount.
- NCB Amount : NCB amount will be auto calculate & generated by NCB %
- Windscreen : Amount to be insured for windscreen cover.
- Misc : Any other charges.
- Misc (25%) : Any insurance charges will 25% profit margin. Eg. Passenger Insurance Cover.
- No.of Driver : Driver name to be issue in the insurance policy. The default 2 driver names is free of charge.
- Additional driver(s) will be charge by RM 10.00 per name. (Maximum to be 5 ).

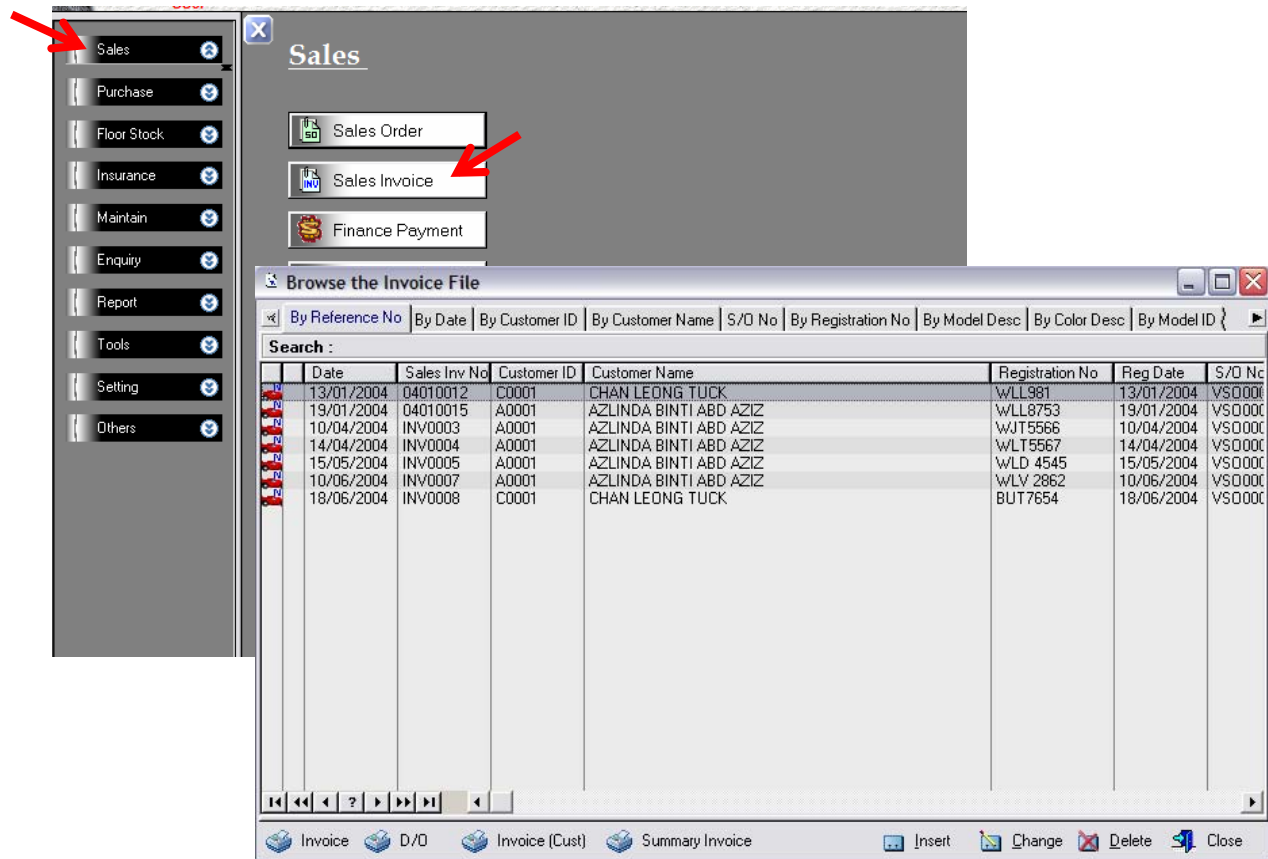
### For Company Registration

- All Drivers : RM50.00 will be charge in the amount.
- Service Tax : System will automatic add in 5% service tax in the insured figure.

Press **OK** to save the information & return to previous menu.


Press **Cancel** to un-save the information & return to previous menu

# SALES INVOICE




## Sales Invoice

To enter the Sales Invoice File, select the button  **Sales Invoice** in **Sales** submenu from the Main menu screen.


To create a record of Sales Invoice, select the button  **Insert** in **Sales Invoice** submenu.


To modify the record, select the button  **Change** in **Sales Invoice** submenu.


To delete a record, select the button  **Delete** in **Sales Invoice** submenu.

Select button  **Invoice** to print the Sales Invoice for Finance.

Select button  **D/O** to print the Deliver Order.

Select button  **Invoice (Cust)** to print the Customer Sales Invoice.

Select button  **Summary Invoice** to print the Used Car Invoice.

To exit & close the current screen, select the button  **Close**

## SALES INVOICE - DETAIL

**Changing a Sales Invoice Record (INV03019)**

General | Optional Accessory | Commission & Costing | Road Tax & Insurance Det | Summary |  Excluded From Report **SALES INVOICE**

Sales Order No: VSO03030 Date: 05/11/2003 Time: 02:29 PM Reference No: INV03019

Customer ID: L0001 LOW KIAN HA D/O No: DO03019

Finance ID: A0001 AFFIN FINANCE SETAPAK Salesman ID: NG CHAK KUEN

Insurance ID: T0001 TOKIO MARINE Issued By:

**Vehicle Information**

Model ID: CF5641EX HONDA ACCORD 2.3 VTL Location ID: S0001

Color ID: B-92P NIGHTHAWK BLACK PEARL Owner:

Vehicle ID: VP03013 Driver:

**Registration No**  
ADE 2342

Reg Date: 05/11/2003

Year Make: 2003

Engine No: 5467890

Chassis No: 567890-56

Mileage: 0

Engine: 2.3 VTL 2254

Doors: 4

Seat Capacity: 5

Fuel: Petrol

Transmission: Automatic

Local/Import: Import

Finance Invoice: 168,986.30

**Price Information**

Vehicle Selling Price	95,188.46
Standard Accessory	6,460.00
Excise Duty	48,048.85
Sales Tax	13,127.79
Registration Fee	300.00
Road Tax	649.00
H.P.Ownership Claim Fee	50.00
Number Plate	0.00
Metallic Paint	450.00
Inspection / Other Fee	0.00
Handling / Carrier License	0.00
Insurance To Pay	1,933.19
<b>OTR Price</b>	<b>166,207.29</b>

**Add (+)**

Optional Accessory	0.00
Number Tender	0.00
Delivery Charges	0.00
Processing Fees	0.00
Misc Charges	0.00
Misc Charges 2	0.00

**Less (-)**

Discount	100.00
Over Trade	0.00
Promotion Discount	0.00
Special Discount	0.00


**Net Selling Price**  
**166,107.29**

Invoice D/O Invoice (Cust) Summary Invoice  OK  Cancel

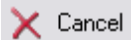

### General

To create the sales invoice, select the Sales Order No to recall from the sales order data file. All the information will automatically transfer from sales order to here.

### How to modify invoice data ?

To modify the invoice data, what you need to do is go back to the sales order file & modify there. After modification, select  **Synchronize To Generated Invoice** to update the data to Invoice.

Press  to save the information & return to previous menu.

Press   to un-save the information & return to previous menu



# SALES INVOICE – COMMISSION & COSTING

## Commission & Costing

To insert the commission, select the tab **Commission & Costing** in **Sales Invoice** submenu.  
For all the commission & costing, system will automatically transfer & update to here.

To create a commission, select the button **Insert**

To modify the commission, select the button **Change**

To delete the commission, select the button **Delete**

Column of Company	- Income of company
Column of Salesman	- Expenses of company
Column of Supervisor	- Expenses of company
Column of Manager	- Expenses of company
Column of Others	- Expenses of company

Floor Stock Interest Amount	- Interest loss from Finance Floor Stocking.
Finance Loan Settlement Profit & Loss	- Used vehicle finance settlement gain or loss.

Total Profit	- Total Net Profit & Loss for the Invoice.
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Press **OK** to save the information & return to previous menu.

Press **Cancel** to un-save the information & return to previous menu


# SALES INVOICE – SUMMARY

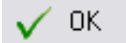
Item	Value
Vehicle Selling Price	30,000.00
Accessories	0.00
Road Tax	215.00
Transfer Fee / Registration Fee	150.00
Insurance	1,228.00
Other Charges	0.00
<b>Net Selling Price</b>	<b>31,593.00</b>
Less : Down Payment Paid	11,593.00
<b>Balance Due (Advanced By Finance Co.)</b>	<b>20,000.00</b>

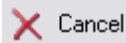

## Summary – Used Car Dealer Markup Invoice

Vehicle selling Price	- Vehicle markup selling price
Accessories	- Accessories selling price.
Road Tax	- Vehicle road tax amount.
Transfer Fee/ Registration Fee	- JPJ transfer and registration fees.
Insurance	- Insurance amount.
Other Charges	- Other charges.

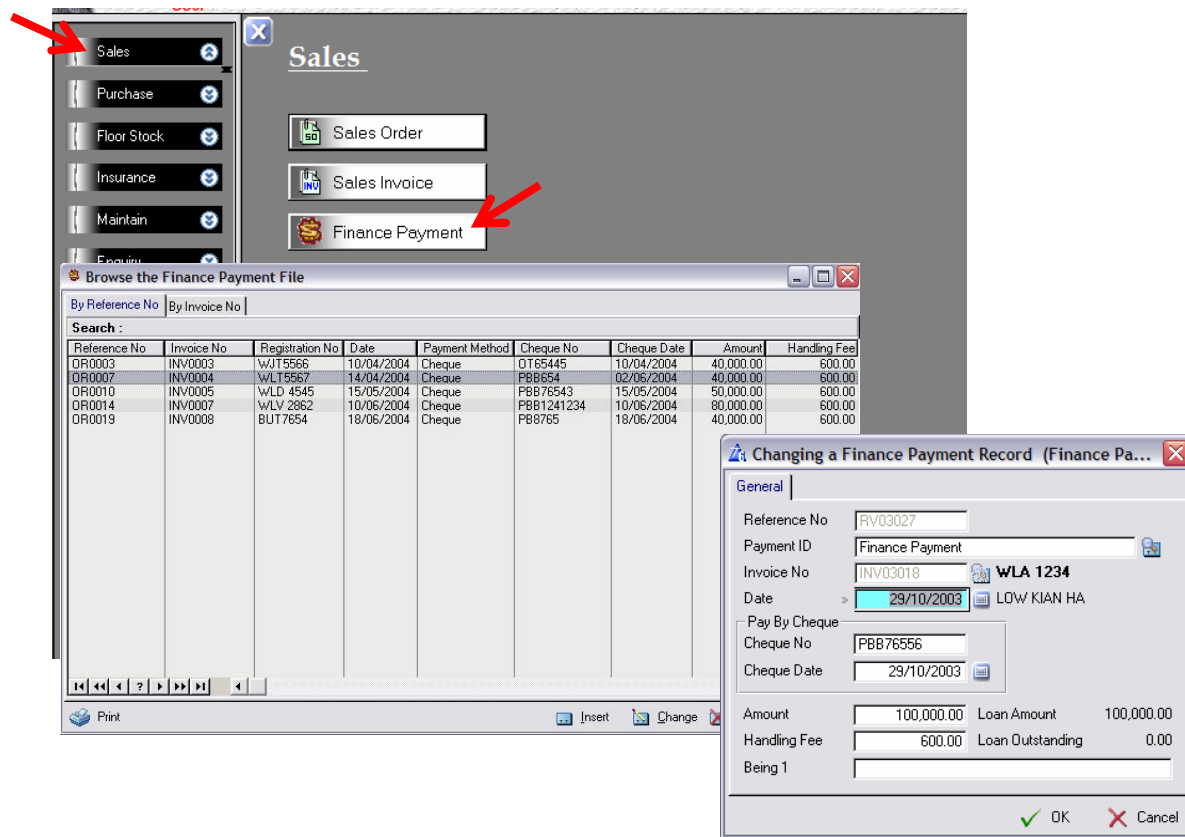
System will automatic calculate the Down Payment Paid amount by Net Selling Price – Finance Loan.

Select button  Summary Invoice to print the Used Car Invoice.


Press  OK to save the information & return to previous menu.


Press  Cancel  to un-save the information & return to previous menu

# FINANCE PAYMENT




## Finance Payment

When received a finance loan or handling fees from finance, selects the button  **Finance Payment** in **Sales** submenu from the Main menu screen.

To create a record of Finance Payment, select the button  **Insert** in **Finance Payment** submenu.


To modify the record , select the button  **Change** in **Finance Payment** submenu.



To delete a record, select the button  **Delete** in **Finance Payment** submenu.

Select button  **Print** to print the Official Receipt for Finance.

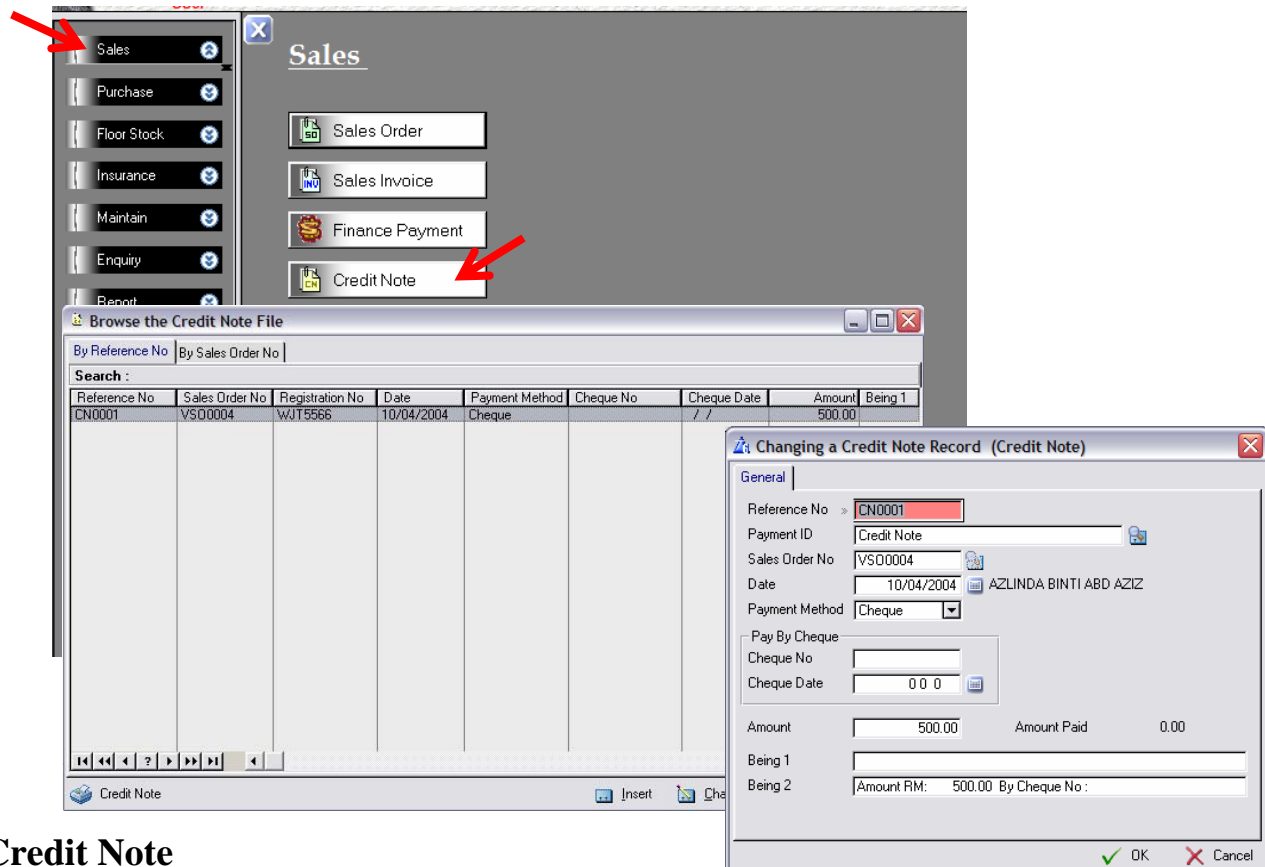
To exit & close the current screen, select the button  **Close**

- Reference No : Official Receipt number.
- Payment ID : Select Finance Payment type.
- Invoice No : Select the Invoice number from Sales Invoice Database.
- Cheque No. : Finance payment cheque number.
- Cheque Date : Finance payment cheque date.
- Amount : Customer approved loan amount.
- Handling Fees : Handling Fees paying by finance.
- Being 1 : Remarks to print in the Official Receipt.


Press  **OK** to save the information & return to previous menu.


Press  **Cancel**  to un-save the information & return to previous menu

# CREDIT NOTE




## Credit Note


To entry the Credit Note File, selects the button  **Credit Note** in **Sales** submenu from the Main menu screen.

To create a record of Credit Note, select the button  **Insert** in **Credit Note** submenu.

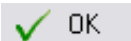
To modify the record , select the button  **Change** in **Credit Note** submenu.



To delete a record, select the button  **Delete** in **Credit Note** submenu.

Select button  **Credit Note** to print the Official Receipt for Finance.

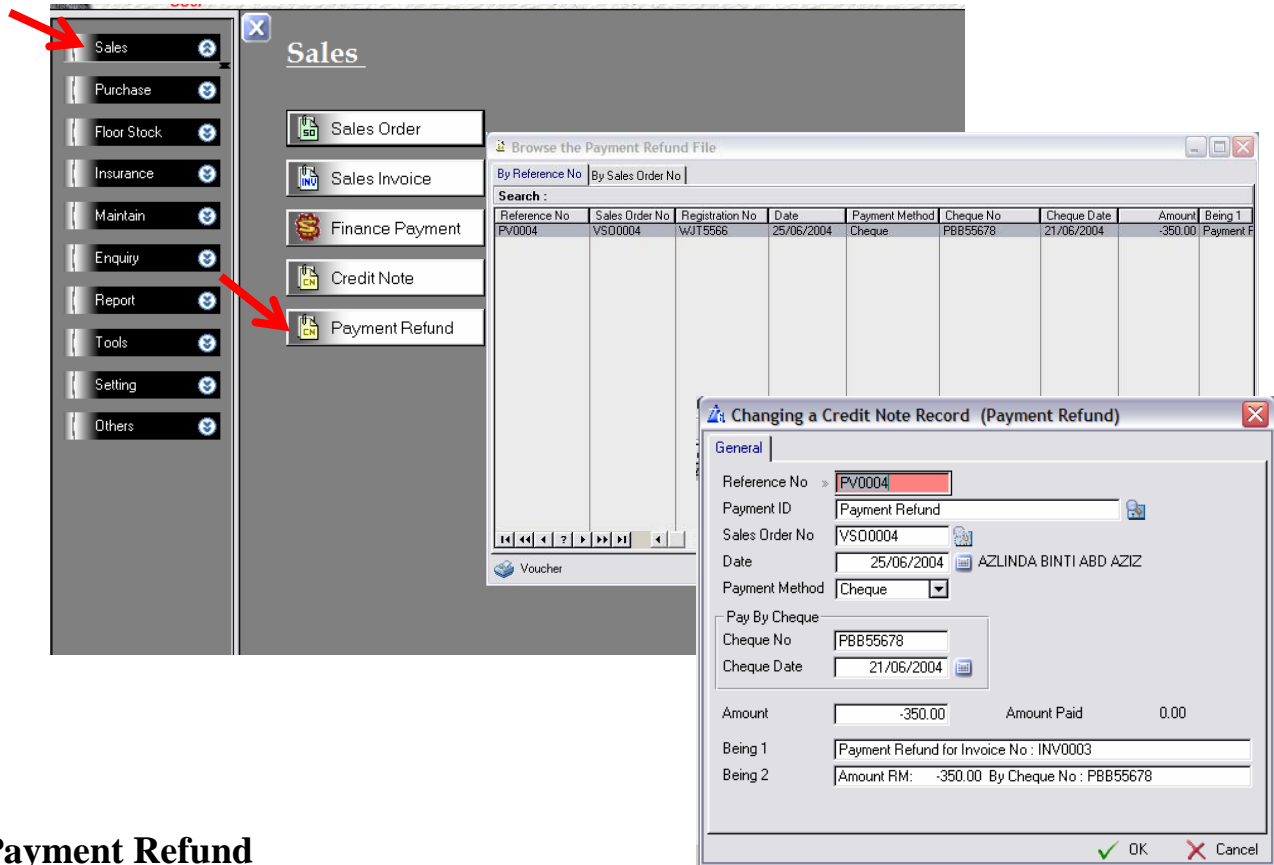
To exit & close the current screen, select the button  **Close**

- Reference No : Credit Note number.
- Payment ID : Select Credit Note type.
- Sales Order No : Select the Sales Order number from Sales Order database.
- Payment Method : Select the credit note payment method.
- Cheque No. : Cheque number.
- Cheque Date : Cheque date.
- Amount : Credit note amount
- Being 1,2 : Remarks to print in the Credit Note.

Press  **OK** to save the information & return to previous menu.

Press  **Cancel**  to un-save the information & return to previous menu

# PAYMENT REFUND



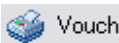
## Payment Refund


To entry the Payment Refund File, selects the button  **Payment Refund** in **Sales** submenu from the Main menu screen.

To create a record of Payment Refund, select the button  **Insert** in **Payment Refund** submenu.

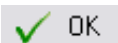
To modify the record , select the button  **Change** in **Payment Refund** submenu.

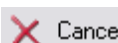

To delete a record, select the button  **Delete** in **Payment Refund** submenu.

Select button  **Voucher** to print the Payment Voucher

To exit & close the current screen, select the button  **Close**

Reference No : Payment Voucher number.  
 Payment ID : Select Payment voucher type.  
 Sales Order No : Select the Sales Order number from Sales Order database.  
 Payment Method : Select the payment voucher payment method.  
 Cheque No. : Cheque number.  
 Cheque Date : Cheque date.  
 Amount : Payment amount  
 Being 1,2 : Remarks to print in the Payment Voucher.

Press  **OK** to save the information & return to previous menu.

Press  **Cancel**  to un-save the information & return to previous menu

# FLOOR STOCK INVOICE

**Browse the Floor Stocking Invoice File**

By Reference ID | By Date | By Model ID | By Color ID | By Finance ID | By Engine No | By Chassis No |

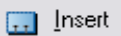
Search : Settled

Date	Invoice No	Model ID	Color ID	Finance Name	Vehicle ID	Amount	Finance Amt	Status	Rate	ys
26/08/2003	FSI03002	GD8663E	B-508M	EON FINANCE	VP000019	78,000.00	26,550.52	A	2.00%	21
27/09/2003	FSI03003	P/WIRA 1.5	R-523	AFFIN FINANCE SETAPAK	VP03011	25,000.00	22,028.00	S	1.00%	30
06/10/2003	FSI03004	CF5641EX	B-508M	AFFIN FINANCE SETAPAK	VP03011	120,000.00	110,345.00	S	5.00%	30
19/05/2004	FSI03005	CF5641EX	B-508M	AM FINANCE	VP03034	100,000.00	80,535.30	S	0.00%	31
20/05/2004	FSI03006	CF5641EX	B-92P	AFFIN FINANCE SETAPAK	VP03016	167,890.00	0.00	A	4.50%	0
25/05/2004	FSI03007	CF5641EX	B-92P	AFFIN FINANCE SETAPAK	VP03024	150,000.00	138,345.00	S	4.50%	21

Invoice      Insert      Change      Delete      Close


## Floor Stock


To enter the Floor Stock Invoice File, select the button  in **Floor Stock** submenu from the Main menu screen.

To create a record of Floor Stock Invoice, select the button  in **Floor Stock Invoice** submenu.

To modify the record, select the button  in **Floor Stock Invoice** submenu.

To delete a record, select the button  in **Floor Stock Invoice** submenu.

Select button  to print the Floor Stock Invoice for Finance.

To exit & close the current screen, select the button .

# FLOOR STOCK INVOICE

**Changing a Floor Stocking Invoice Recor (FSI03007)**

**General**

Invoice No: FSI03007      Date: 25/05/2004      Due Date: 01/06/2004  
 Finance ID: A0001      Extended Date: 01/06/2004  
 Model ID: CF5641EX      HONDA ACCORD 2.3 VTL      Engine No: 765432755G5  
 Color ID: B-92P      NIGHTHAWK BLACK PEARL      Chassis No: YTY5G5T  
 Vehicle ID: VP03024      Registration No: JBP6789

Item No	Description	Quantity	Unit Price	Amount
1	SELLING PRICE WITH STANDARD ACCESSORY	1	150,000.00	150,000.00

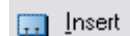
      

Loan (%) 90.00%    Amount 135,000.00    Round Up 3    Load Amount 135,000.00    Total Amount 150,000.00  
 Interest Rate 4.50%    Days 21    Interest Amt 348.57    Loan Amount 138,000.00    Loan Amount 138,000.00  
 Payment Amount 138,345.00

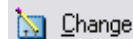
  

- Invoice No : Auto generate Invoice number.
- Finance ID : Select the finance company with floor stock facilities.
- Model ID : Select the vehicle model for apply floor stock.
- Color ID : Select the vehicle color for apply floor stock.
- Vehicle ID : Select the vehicle on hand for apply floor stock
- Date : Select the floor stock Invoice Date.
- Due Date : Auto calculate Due date from the finance setting.
- Extended Date : Select the date for extended due date.
- Engine No : Auto display while calling from Vehicle ID
- Chassis No : Auto display while calling from Vehicle ID
- Registration No : Auto Display while calling from Vehicle ID.

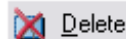
To create a description & selling price for floor stock, select the button



To modify the description & selling price for floor stock, select the button



To delete the description & selling price for floor stock, select the button

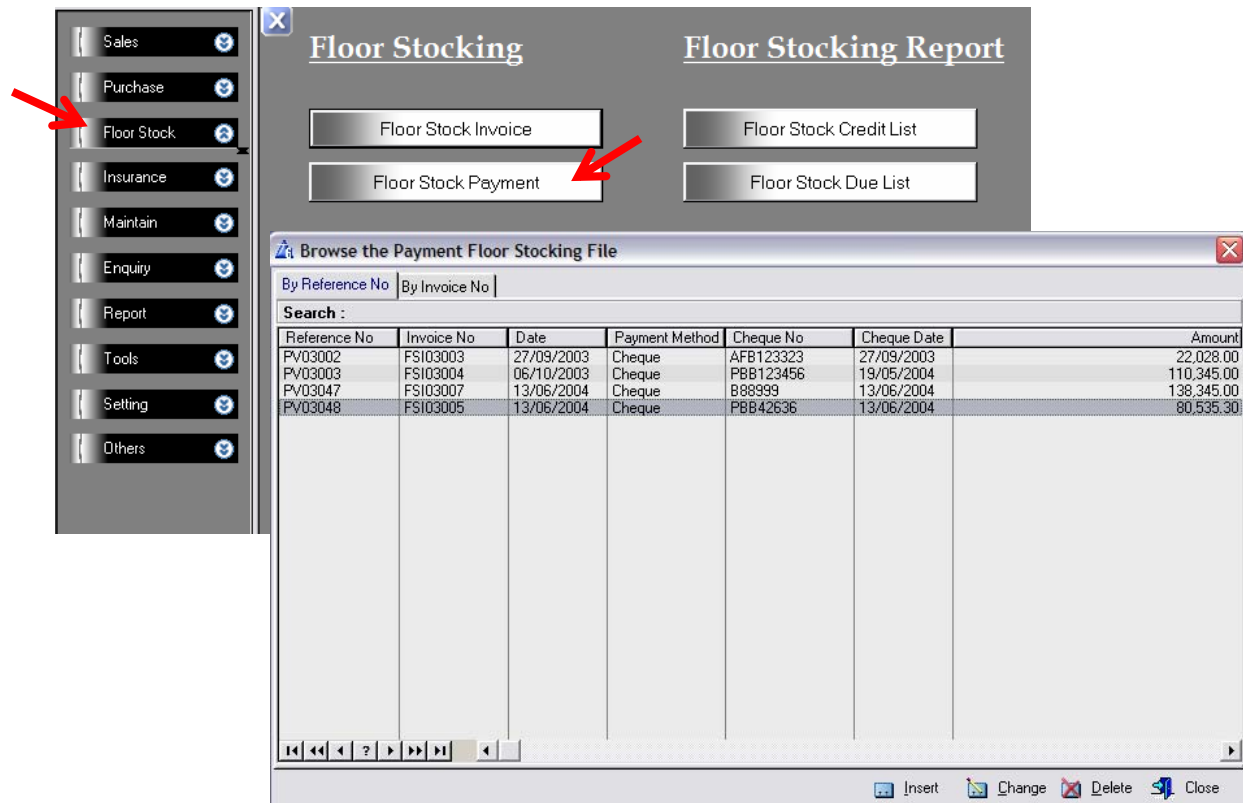


- Loan % : Percentage for finance loan.
- Amount : Amount for finance loan.
- Interest Rate : Interest rate for finance loan
- Days : Total days for floor stock.
- Round Up : Round up the decimal point amount.

Press to save the information & return to previous menu.

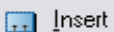
Press to un-save the information & return to previous menu

# FLOOR STOCK PAYMENT



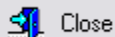
## Floor Stock Payment

To enter the Floor Stock Payment File, select the button  in **Floor Stock** submenu from the Main menu screen.

To create a record of Floor Stock Payment, select the button  in **Floor Stock Payment** submenu.

To modify the record, select the button  in **Floor Stock Payment** submenu.

To delete a record, select the button  in **Floor Stock Payment** submenu.

To exit & close the current screen, select the button .



## FLOOR STOCK PAYMENT

**Changing a Floor Stocking Payment Record (Floor Sto...)**

**General**

Payment ID > Floor Stocking Payment

Invoice No FSI03005 43TERTE4

Date 13/06/2004 AM FINANCE

Payment Method Cheque

Pay By Cheque

Cheque No PBB42636

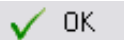
Cheque Date 13/06/2004



Amount 80,535.30 Financial Amount 80,535.30

OK Cancel

### Floor Stock Payment

Payment ID : Payment type - Select the Floor Stocking Payment  
 Invoice No : Select the finance floor stock invoice to make payment.  
 Date : Date of Payment  
 Payment Method : Select Cheque if payment paid by cheque.  
 Cheque No : Cheque number.  
 Cheque Date : Cheque date.  
 Amount : Payment amount inclusive the floor stock interest amount.

Press  OK to save the information & return to previous menu.

Press  Cancel  to un-save the information & return to previous menu