

## Chapter 3 Vehicle Inventory

When you click the **Vehicle Inventory** button on the Dealership Accounting menu, the Vehicle Inventory menu opens. This menu is used to manage your vehicle inventory. The six menu options allow you to view vehicle information, view and print inventory schedules, print inventory reports, and run the inventory FasTrial. Simply click the button that corresponds to the menu option you want to select, and the appropriate screen or submenu opens.



## Vehicle Information

You use the **Vehicle Information** button to view and edit vehicle information. Any general vehicle information can be changed on this screen (body style, memo, etc.); however, you cannot edit accounting information on this screen. You must use journal entries to edit accounting information.

## Viewing and Editing Vehicle Information

1. From the Vehicle Inventory menu, click **Vehicle Information**.
2. Type the stock number for the vehicle or the last six characters of the VIN. You can search for a vehicle by clicking **Inventory List**. Use the buttons at the top of the screen to select a car line. The screen displays a list of vehicles for that car line. You can sort by stock number, year, make, model, last six character of the VIN, age, status, and several other values by clicking the column headings. You can scroll through the inventory list by clicking the arrows on each side of the button. Click the vehicle you want to select.

Vehicle Inventory															
All Vehicles															
All New			All Used			1A Chev Car		1B Chev Car		2T Chev Tru		3A Buck Ca		4N Other	
SA Used Car			9A Used Tru			9T Used Tru		(inactive)		(inactive)		(inactive)		(inactive)	
Stock	Year	Make	Model	Last 6	Age	Original	Internals	Total	Pending	Status					
T9903A	2005	CHEVROLET	EQUINOX	068153	271	1000.00	.00	1000.00							
T9899	2012	CHEVROLET	TRAVERSE	309213	294	8.00	758.66	766.66							
T9703A	1994	GMC	JIMMY	526038	271	300.00	.00	300.00							
T1412B	2011	CHEVROLET	TAHOE	269454	270	.00	.00	.00							
T1412A	2015	CHEVROLET	TAHOE	142415	291	-55100.00	.00	245.49							
T1342A	2011	CHEVROLET	SILVERADO	160517	268	.00	.00	.00		Sold					
T1283B	2003	CHEVROLET	SILVERADO	130942	291	16108.00	1357.90	17465.90							
T1025	2011	CHEVROLET	SILVERADO	407691	274	15501.00	.00	15501.00							
T1024	2014	CHEVROLET	TRAVERSE L	101510	274	22449.00	.00	22449.00							
T1022	2014	TOYOTA	RAV4 LE	157130	278	21004.04	694.58	21698.62							
T1019	2014	NISSAN	PATHFINDER	674523	285	22291.74	525.07	22816.81							
T1016	2015	CHEVROLET	CAPTIVA LT	519674	287	17608.00	22.26	17630.26	.01						
T1015	2015	CHEVROLET	CAPTIVA LS	524974	286	16008.00	16.04	16024.04	.01						
T1014	2015	CHEVROLET	SILVERADO	515407	289	36300.00	248.91	36548.91	.01						
T1012C	2006	FORD	F250	078917	299	15608.00	.00	15608.00	300.00						
T1011A	2005	CHEVROLET	SILVERADO	321584	282	3006.00	.00	3006.00							
T1011	2009	CHEVROLET	SILVERADO	210441	291	-401.60	401.60	.00		Sold					
T1008A	2012	GMC	ACADIA	394474	280	20600.00	330.80	20930.80							
T1003	2015	CHEVROLET	SILVERADO	110138	295	36194.00	459.88	36653.88							

3. The vehicle's information displays on the screen. (The following table lists the fields on the screen and the information each field displays. Use it as a reference.)
4. Edit any of the vehicle's general information and click **Save** to save the changes.
5. If you integrate with Autosoft's DMS F&I program, click the **Inventory Sync** button to manually sync any changes you've made. The system automatically syncs every 15 minutes, but you can use this button to perform an on-command data transfer when necessary.
6. Click **Exit** to return to the Vehicle Inventory menu.

Field	Information displayed
<b>Stock Number</b>	Type the stock number or last six characters of the VIN. You can also click <b>Inventory List</b> to search for a vehicle.
<b>Line</b>	This field displays the line number for the vehicle.
<b>Suffix</b>	This field displays the suffix for the line.
<b>Deal Status</b>	This field displays the status code for the vehicle. The status can be <b>1</b> , <b>2</b> , or <b>3</b> . Codes <b>1</b> (Deal) and <b>2</b> (Delivered) are used when you integrate with the Autosoft DMS F&I program. Code <b>3</b> (booked) is used when the sale is posted to the general ledger. A deal status of <b>2</b> affects FasTrial Inventory Balances in Desk Manager after the inventory has been resorted. A deal status of <b>1</b> , <b>2</b> , or <b>3</b> prevents a vehicle from being transferred to websites through the ASI Data Utilities software program. A blank field is equivalent to a deal status of 0 (zero).
<b>VIN</b>	This field displays the vehicle identification number. Click the car icon to display VIN decoding data for the vehicle.
<b>Year</b>	This field displays the vehicle's model year.
<b>New/Used (N/U)</b>	This field indicates the vehicle type. It displays <b>N</b> for new or <b>U</b> for used.
<b>Certified (Y/N)</b>	This field indicates if a used vehicle is certified. It displays <b>Y</b> for yes or <b>N</b> for no.
<b>Make</b>	This field displays the vehicle's make.
<b>Model Code</b>	This field displays the model code for the vehicle.
<b>Model</b>	This field displays the vehicle's model name.
<b>Body</b>	This field displays the vehicle's body type (sedan, coupe, truck, etc.).
<b>Miles</b>	This field displays the vehicle's mileage.
<b>Date In</b>	This field displays the date the vehicle arrived at the dealership.
<b>In Service</b>	This field displays the date the vehicle was placed into active service for warranty purposes. This date identifies when the warranty terms (months/mileage) began. This date may vary from the delivery date.
<b>Color</b>	This field displays the vehicle's color. Only enter the primary color.

Field	Information Displayed
<b>Color Codes</b>	These fields display the color codes for the vehicle. Use the first field to enter the external color code. The second field is for the internal color code.
<b>Key Codes</b>	These fields display the key codes for the trunk and ignition keys. There are two fields to accommodate vehicles with separate trunk and ignition keys.
<b>Truck Capacity</b>	If this is a truck, this field displays maximum weight capacity.
<b>Cylinders</b>	This field displays the number of cylinders in the engine.
<b>Weight</b>	This field displays the vehicle's weight.
<b>Customer Incentives</b>	This field displays the total value of the customer incentives.
<b>Dealer Incentives</b>	This field displays the total value of the dealer incentives.
<b>Minimum Selling Price</b>	This field displays the minimum selling price for the vehicle. This allows salespeople to negotiate the price of the vehicle without having to get approval from the Sales Manager.
<b>Memo</b>	This field displays any additional information that was entered for the vehicle. The entry can be 25 characters long, including spaces.
<b>Source Code</b>	This field displays the source code that identifies how the dealership obtained the vehicle. Sources would be trade, auction, purchase, etc.
<b>From</b>	This field identifies from whom the dealership obtained the vehicle. This would be the customer's name who traded the vehicle, the auction where the vehicle was purchased, etc.
<b>Title (Number) (State)</b>	These fields display the vehicle's title number and the state where the vehicle was purchased.
<b>Title Recv'd</b>	Click to select this field if you have received the vehicle's title. You can print a list of vehicles with outstanding titles from the Miscellaneous Inventory Reports menu.
<b>Tax Code</b>	Type the tax code for the vehicle.
<b>Options</b>	These fields display up to 10 options on the vehicle.
<b>M.S.R.P.</b>	This field displays the manufacturer's suggested retail price. This is also referred to as the asking price.
<b>Internet Price</b>	This field displays the Internet price entered for the vehicle. If you use Web Manager, this is the price that will download to the web for the vehicle.
<b>Dealer Prep</b>	This field displays the total amount of the dealer prep. This is the amount the dealer spent getting the car ready for sale on items such as detailing, rustproofing, fabric protection, etc. This is a non-Accounting figure.
<b>Dealer Pack</b>	This field displays the total amount of the dealer pack or the percentage used to calculate the dealer pack. This amount, also referred to as the Lot Fee, is added to the price of the vehicle to calculate commission gross. This amount does not affect the general ledger.
<b>Invoice</b>	This field displays the invoice amount (dealership's purchase price).
<b>Holdback</b>	This field displays the total value of the holdback.
<b>Advertising</b>	This field displays the total value of advertising.

Field	Information Displayed
<b>Pending Repairs</b>	This field displays the total value of any pending repairs. This is the amount the Service Writer estimated for the repair when generating the internal repair order. Once the RO is posted to the books, the pending repair amount will reduce to zero if the actual repair total and estimated repair total are within \$10. Otherwise, the pending repair amount reflects the difference between the estimated repair amount and the actual repair total. This is why it is possible to have a pending repair amount when there is no RO opened for the vehicle.
<b>ACV</b>	This field displays the vehicle's actual cash value. The system calculates this value by adding the invoice amount, internals, and dealer pack. You cannot edit this field.
<b>Original</b>	This field displays the original price of the vehicle. This is usually the invoice price minus the holdback and advertising amount.
<b>Internals</b>	This field displays the total value of the internals.
<b>Total Book</b>	This field displays the vehicle's total book value.
Tabs	
<b>Memo</b>	This is a free-form text tab. Use it to enter additional information about the vehicle, such as a detailed description. The information will be included in third-party vehicle uploads. The box holds up to 2,000 characters. The information is saved when you click <b>Save</b> at the bottom of the screen.
<b>Options</b>	This tab displays the option codes and option descriptions for all the options that have been applied to the vehicle. The options are added to vehicles in the Desk Manager module using the <b>View Options</b> button.

### Viewing Vehicle Detail

You can view further detail on each vehicle in inventory, including sale information, by clicking **Detail**. The screen that opens is the same screen that opens when you click the **View Vehicle Detail** button on the Vehicle Inventory menu.

## View Vehicle Detail

The **View Vehicle Detail** button allows you to view accounting and transaction details for each vehicle in inventory. By default, the screen displays information for the current month. You can click a month tab at the bottom of the screen to view the details for other months. The same screen opens when you click **Detail** on the Vehicle information screen. This screen is for viewing purposes only. No data can be entered here.

Vehicle Internals (ABC Motors)

Stock No.: 1428 (Or Last 6)  
 Year: 2015  
 Make: CHEVROLET  
 Model: SILVERADO  
 VIN: 1G61KWE68F650191  
 Date In: 07/28/2015  
 Days in Inventory: 274  
 Desc.: MEMO TEST

Calendar Month: August | September

Original Inventory:	47913.71	47913.71
Total Of Internals:	.00	.00
Total Inventory:	47913.71	47913.71
Schedule:	237	47913.71
Floor Plan:	310A	50252.14

Doc.	Date	Jn	G/L	Desc.	Debit	Credit	P/A
1428	07/28/15	70	237	1428/650191/Inventory	47913.71	.00	

Cur | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec

Exit | Inventory List | Info | Print | Clear Screen

### Viewing Vehicle Detail

1. From the Vehicle Inventory menu, click **View Vehicle Detail**.
2. Type a vehicle stock number or the last six characters of the VIN. You can search for a vehicle by clicking **Inventory List**. Use the buttons at the top of the screen to select a car line. The screen displays a list of vehicles for that car line. You can sort by stock number, year, make, model, last six character of the VIN, age, status, and several other values by clicking the column headings. You can scroll through the inventory list by clicking the arrows on each side of the button. Click the vehicle you want to select. The vehicle's information populates the screen.
3. The top of the screen displays general vehicle information and accounting figures for the current month and the next month. (The following table provides descriptions of the fields in the top right corner of this screen.)
4. The bottom of the screen lists the transaction lines for this vehicle. You can view detailed information for repair orders (journal 30) by clicking on the RO in the list. The information for the RO is displayed.
5. Click **Print** to print the detail. When prompted, select your print criteria and click **Print**.
6. Click **Exit** to return to the Vehicle Inventory menu.

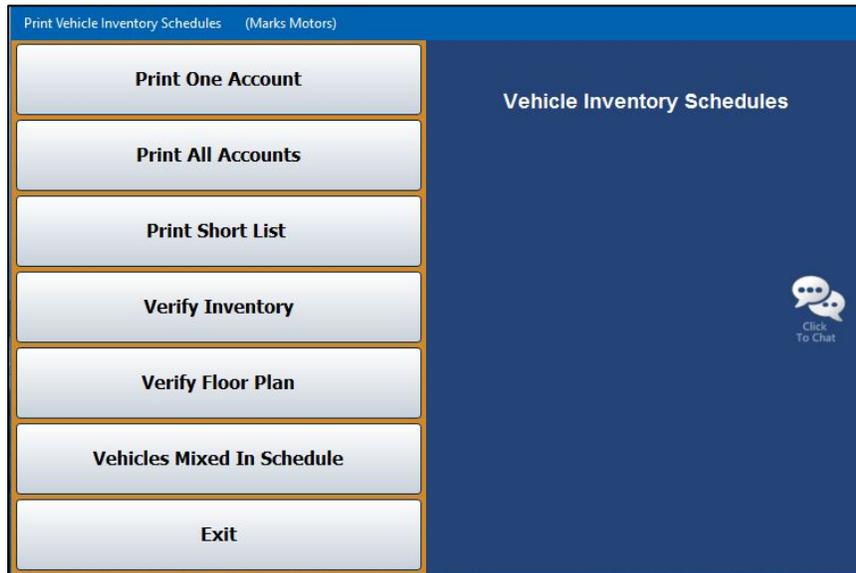
Field	Information displayed
<b>Calendar Month</b>	These fields display the current month and next month. The fields under each correspond to that month.
<b>Original Inventory</b>	These fields display the original price of the vehicle for the current and next month. This amount is usually the invoice price minus the holdback and advertising amount.
<b>Total Of Internals</b>	These fields display the total value of the internals for the current and next month. This field is calculated by any entry made to the vehicle under any 30s journal or journal 75. Any other journal used will total under <b>Original Inventory</b> .
<b>Total Inventory</b>	These fields display the vehicle's total inventory value for the current month and the next month.
<b>Schedule</b>	These fields display the schedule for the vehicle and the total schedule amount for this month and the next month.
<b>Floor Plan</b>	These fields display the floor plan for the vehicle and the total amount for this month and the next month.

### Viewing Vehicle Information

You can view the complete vehicle information by clicking **Info**. The screen that opens is the same screen that opens when you select the **Vehicle Information** button on the Vehicle Inventory menu.

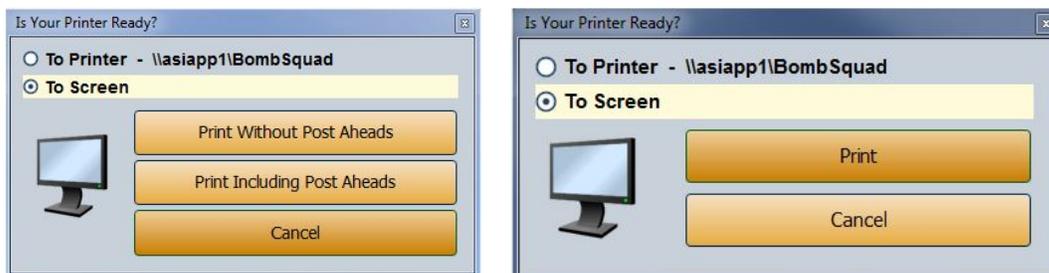
## Print Inventory Schedules

When you click **Print Inventory Schedules**, you open the Vehicle Inventory Schedules menu. This menu contains six options for printing various reports pertaining to your vehicle inventory. Each report on this menu allows you to specify how you want the report to print. The important thing to remember is to follow the prompts that appear on your screen. When you are finished printing the inventory reports, click **Exit** to return to the Vehicle Inventory menu.



### Selecting Print Criteria

You have the option of viewing the generated reports on your screen or printing them to paper. When you select a report to print (and after you enter any criteria the system prompts you to specify), click to select **To Printer** to print the information or **To Screen** to view the information on your screen. If there are post-ahead entries, you have the option to select if you want the printout to include the entries. If there are no post-ahead entries, the buttons on the print prompt will be **Print** and **Cancel**.



If you select to print the report to your screen, you can print the report from the viewing screen by clicking **File** and selecting **Print**. To exit the viewing screen, click **File** and **Exit**.

## Print One Account

Use this button to print a detailed vehicle inventory report for a specific account. The report lists the stock number, date received, days in inventory, year, make, model, VIN, original inventory, internals, total book value, floor plan account, floor plan amount, and mileage.

The bottom of the report lists the total number of active units, total original inventory, total internals, and total balance of the schedule. The total units are broken down into aging categories (current to 30 days, 30 to 60 days, 60 to 90 days, 90 to 120 days, and over 120 days), and the report lists the total value of the inventory in each aging category.

The report also compares the schedule balance to the general ledger balance and indicates the difference. Finally, the report provides a value analysis that groups the units by value and indicates the percentage of the overall inventory each group comprises.

1. Click **Print One Account**.
2. Type the account number, or select the account from the drop-down menu.
3. You are prompted to select if you want to print all controls or just the open controls. Click **ALL** or **Open** to specify which controls you want to print.
4. When prompted to verify your printer is ready, select your print criteria and click **Print Without Post Aheads** or **Print Including Post Aheads**.

## Print All Accounts

Use this button to print a detailed vehicle inventory report for all of the accounts. Before updating the inventory schedules at the end of the month, use this button to print a permanent record of activity for all of the schedules during the month.

The report lists the stock number, date received, days in inventory, year, make, model, VIN, original inventory, internals, total book value, floor plan account, floor plan amount, and mileage.

The bottom of the report lists the total number of active units, total original inventory, total internals, and total balance of the schedule. The total units are broken down into aging categories (current to 30 days, 30 to 60 days, 60 to 90 days, 90 to 120 days, and over 120 days), and report lists the total value of the inventory in each aging category.

The report also compares the schedule balance to the general ledger balance and indicates the difference. Finally, the report provides a value analysis that groups the units by value and indicates the percentage of the overall inventory each group comprises.

1. Click **Print All Accounts**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print Without Post Aheads** or **Print Including Post Aheads**.

## Print Short List

Use this button to print a short list inventory report for a specific account or all of the accounts. The report lists the stock number, last eight characters of the VIN, year, make, model, original inventory, internals, total book value, account number, and number of days in inventory.

The bottom of the report lists the total number of active units, total original inventory, total internals, and total balance of the schedule. The total units are broken down into aging categories (current to 30 days, 30 to 60 days, 60 to 90 days, 90 to 120 days, and over 120 days), and report lists the total value of the inventory in each aging category.

The report also compares the schedule balance to the general ledger balance and indicates the difference. Finally, the report provides a value analysis that groups the units by value and indicates the percentage of the overall inventory each group comprises.

1. Click **Print Short List**.
2. If you want to include all of the accounts on the report, leave the **Inventory Account** field blank, and press ENTER.  
  
If you want to print the information for a specific account, type the account number and press ENTER, or select the account from the drop-down list.
3. When prompted to verify your printer is ready, select your print criteria and click **Print Without Post Aheads** or **Print Including Post Aheads**.

## Verify Inventory

Use this button to print a report to use to verify your inventory and to identify any vehicles that are in more than one inventory account. The report lists the stock number, pull accounts, general ledger total, schedule account, and schedule amount. The end of the report lists the total of all of the inventory accounts.

1. Click **Verify Inventory**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print Without Post Aheads** or **Print Including Post Aheads**.

## Verify Floor Plan

Use this button to print a report for new or used vehicles to use to verify the floor plan. The report will print the inventory and floor plan schedules side-by-side for quick reference. The report lists the stock number, year, make, odometer, serial number, inventory amount, floor plan amount, equity, delivery date, and buyer's name. When there is more than one new and used floor plan account, use the side-by-side printout from the Balance Retained Schedules menu.

1. Click **Verify Floor Plan**.
2. When prompted to verify your printer is ready, select your print criteria. You can choose **To Printer** to print a copy of the report, **To Screen** to view the report on screen, or **Export to Excel** to save a copy of the report in a Microsoft® Excel spreadsheet.

**Note:** If you choose to export the file to Excel, the system will save the document as **C:\ASIXL\FPVerify.XLS** if your DMS is housed on a server at your dealership, or **K:\ASIXL\FPVerify.XLS** if you employ the DMS hosted solution.

3. Click **Print Without Post Aheads** or **Print Including Post Aheads**.
4. The system prompts you to select the list you want to print. Click **New Vehicle** to verify the floor plan for new inventory, **Used Vehicle** to verify the floor plan for used inventory, or **All Exceptions** to print the exceptions. If you select **All Exceptions**, the system pulls the floor plan scheduled accounts from the Vehicle Purchase Parameters and checks these accounts against the inventory.
5. The system will ask if you wish to include vehicles with zero floorplan balances. Click **Yes** or **No**.
6. If you chose to export to Excel, the system displays a prompt indicating the report has been saved as an Excel file. Click **OK** to acknowledge the message.

## Vehicles Mixed In Schedules

Use this button to print a list of vehicles that have mixed schedules. The report lists the stock number, the accounts the vehicle appears in, and the amount in each schedule for the vehicle.

1. Click **Vehicles Mixed In Schedules**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print Without Post Aheads** or **Print Including Post Aheads**.

## View Inventory Schedule

Click **View Inventory Schedule** to view a list of all vehicles in each inventory account. The screen also displays as date in stock, days in stock, original price, and internal cost.

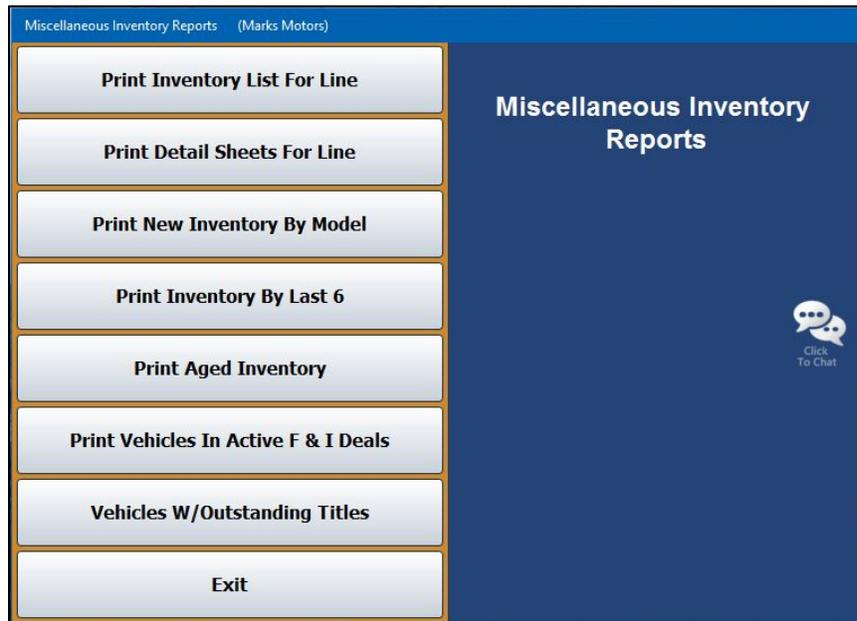
1. Enter the account number for the inventory account you want to view or select the account from the drop-down menu.
2. If the schedule balance is off, the system displays a message indicating the difference between the schedule and general ledger account. Click **OK** to acknowledge the message.
3. The information for the account appears on the screen. The top of the screen displays the general ledger and schedule balances for the current month and the next month. The bottom of the screen displays a list of vehicles in this account.

Inventory Schedules (ABC Motors)						
Account: 231		Inventory, New Cars		August		September
G/L Balance:				960302.29	947943.49	
Schedule Balance:				843826.64	843826.64	
Stock	VIN	Date	Days	Original	Internal	Total
1004	2G1FJ1EJ7E9305158	12/15/2015	120	.00	.00	.00
1145	KL8CA6S9XC591266	09/25/2014	566	.00	.00	.00
1146	1G11B5SL4FF167091	09/25/2014	566	22076.28	.00	22076.28
1241	1G1JC5SHXF4153295	12/16/2014	484	.00	.00	.00
1246	NOT ENTERED*****	06/18/2015	300	15599.53	.00	15599.53
1250	KL8CD6S98FC725099	01/14/2015	455	.00	.00	.00
1267	1G1JA5SH2F4164538	01/20/2015	449	-100.00	.00	-100.00
1268	1G1JA5SH7F4164681	01/20/2015	449	.00	.00	.00
1272	1G1JA5SH6F4164137	01/20/2015	449	15516.48	.00	15516.48
1274	1G1PA5SH5F7172626	01/23/2015	446	.00	.00	.00
131	13161651516161611	03/22/2016	22	14500.00	.00	14500.00
1315	2G1FD1E35F9293502	03/23/2015	387	29051.41	.00	29051.41
1335	1G1P75S2KF7294982	04/20/2015	359	25010.86	70.00	25080.86
1353	1G1P15SH9F7262572	05/12/2015	337	16441.80	.00	16441.80
1358	1G1P65S85F7269061	05/12/2015	337	25501.75	.00	25501.75
1365	2G1125S31F9272888	06/09/2015	309	.00	.00	.00
1370	6G3F15RW9FL109000	05/28/2015	321	46027.86	.00	46027.86
1380	1G1155SLXFU146698	06/09/2015	309	36134.48	.00	36134.48
1381	1G1125S39FU146420	06/09/2015	309	29739.63	.00	29739.63
1389	1G1125S39FU148886	06/17/2015	301	30496.13	.00	30496.13
1391	2G1165S36F9287970	07/15/2015	273	36010.85	.00	36010.85
1398	1G1125S36FU149610	06/24/2015	294	28851.38	.00	28851.38
1409	1G1JC5SH6F4180123	07/09/2015	279	16920.61	.00	16920.61
1410	1G1PE5S8467113858	07/22/2015	266	21225.61	.00	21225.61
1419	1G1PC5SH7G7119907	07/22/2015	266	18765.95	.00	18765.95
1433	1G1PE5S88G7130744	08/06/2015	251	19606.36	.00	19606.36

4. By default, the list includes all items in the schedule. Click **Open Items** to view only the open items in the schedule. The button label changes to “**All Items.**” Click the button again to view a complete list again.
5. The list does not include any post-ahead entries that have been made. Click **With Postahead's** to include post-ahead entries in the list. Click **Without Postahead's** to again view the schedule without post-ahead entries.
6. Click on a stock number to open the Vehicle Inventory screen for the vehicle, which allows you to view vehicle details.
7. Click **Exit** to return to the Vehicle Inventory menu.

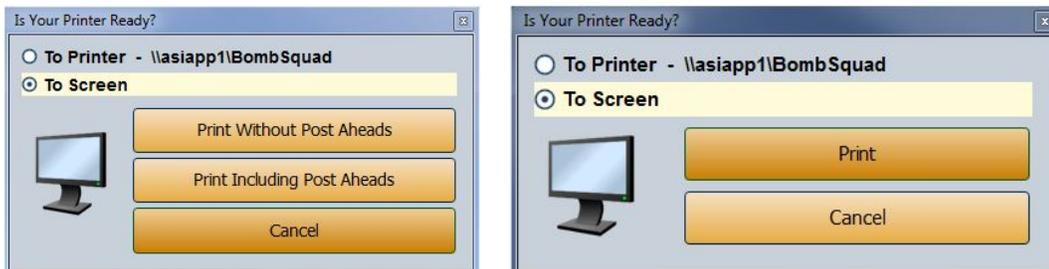
## Miscellaneous Inventory Reports

The **Miscellaneous Inventory Reports** button opens the Miscellaneous Inventory Reports menu. The menu contains seven options used to print various vehicle inventory reports. Click the button that corresponds to the report you want to print and follow the prompts on your screen. When you are finished printing the reports, click **Exit** to return to the Vehicle Inventory menu.



### Selecting Print Criteria

As with the Inventory Schedules reports, you have the option of viewing the generated reports on your screen or printing them to paper. When you select a report to print (and after you enter any criteria the system prompts you to specify), click to select **To Printer** to print the information or **To Screen** to view the information on your screen. If there are post-ahead entries, you have the option to select if you want the printout to include those entries. If there are no post-ahead entries, the buttons on the print prompt will be **Print** and **Cancel**.



If you select to print the report to your screen, you can print the report from the viewing screen by clicking **File** and selecting **Print**. To exit the viewing screen, click **File** and **Exit**.

## Print Inventory List For Line

Use this button to print an inventory report for a specific line. For each vehicle in the selected car line, the report lists the stock number, year, make, model, VIN, date in, original value, internals, total book value, amount floor planned, and number of days the vehicle has been in stock. The bottom of the report lists the total original value, internals, book value, and amount floor planned for the line.

1. Click **Print Inventory List For Line**.
2. Type the inventory line number and the suffix you want to use for the report. You may have to press ENTER.
3. When prompted to verify your printer is ready, select your print criteria and click **Print Without Post Aheads** or **Print Including Post Aheads**.

## Print Detail Sheets For Line

Use this button to print detail sheets for a specific line. For each vehicle in the selected car line, the system prints a detail sheet. The sheet lists the make, model, body, VIN/serial number, date in, miles, purchase price, internals, and total book value. The bottom of the detail sheets lists all of the postings for the vehicle.

1. Click **Print Detail Sheets For Line**.
2. Type the line number and suffix for the car line you want to print. You may have to press ENTER.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Print New Inventory By Model

Use this button to print a report that lists the new inventory grouped by model. The breakdown for each make prints on separate sheets of paper. The page lists the stock number, year, make, model, last six characters of the VIN, date in, and total book value for each vehicle. The report also lists the total number of vehicles and book value for the make.

1. Click **Print New Inventory By Model**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Print Inventory By Last 6

Use this button to print a list of the new inventory by the last six digits of the VIN for a specific line. For each vehicle, the report lists the last six characters of the VIN, stock number, year, make, model, date in, total book value, and amount floor planned.

1. Click **Print Inventory By Last 6**.
2. Type the line number and suffix for the car line you want to print. You may have to press ENTER.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Print Aged Inventory

Use this button to print an inventory list based on specific aging days. For each vehicle, the report lists the stock number, year, make, model, VIN, date in, purchase price, internals, total book value, and amount floor planned. The end of the report lists the total purchase price, internals, book value, and amount floor planned for all of the vehicles in the aging group.

1. Click **Print Aged Inventory**.
2. Type the number of aging days you want to use for the **From Days** (starting point) and **To Days** (ending point) for the report.
3. When prompted to verify your printer is ready, select your print criteria and click **Print Without Post Aheads** or **Print Including Post Aheads**.

## Print Vehicles In Active F&I Deals

Use this button to print a list of vehicles in inventory that are currently attached to deals in the Autosoft F&I program. For each vehicle, the report lists the stock number, year, make, model, change date, and last six characters of the VIN.

1. Click **Print Vehicles In Active F&I Deals**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Vehicles W/Outstanding Titles

Use this button to print a list of vehicles with outstanding titles. This report is built from the **Title Recv'd** field data on the Vehicle Information screen for inventory vehicles. For each vehicle, the report lists the stock number, year, make, date the vehicle was entered into stock, VIN, title, and from whom the dealership obtained the vehicle.

1. Click **Vehicles W/Outstanding Titles**.
2. Click the circle next to **New Vehicles** or **Used Vehicles** to specify if you want to print the report for new or used vehicles.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

## Inventory FasTrial

The Inventory FasTrial button is used to run a quick balance of inventory accounts to assure that the general ledger and schedule match.

Vehicle Inventory (ABC Motors)						
General Ledger	Inventory	Acc't	G/L Balance	Schedule	Difference	
Inventory, Demonstrators	230		.00	.00	.00	
Inventory, New Cars	231		960302.29	884581.55	75720.74	
Inventory, New Medium Dut	235		.00	.00	.00	
Inventory, New Trucks	237		1880998.03	1880998.03	.00	
Inventory, Other Automoti	238		30473.02	30473.02	.00	
Inventory, Used Cars	240		956669.43	956669.43	.00	
Inventory, Used Trucks	241		1512098.22	1508098.22	4000.00	
LEASE & RENTAL UNITS	277		.00	.00	.00	
L&R Units Not in Service	277A		.00	.00	.00	
Demonstrator Lease Units	277B		.00	.00	.00	
L&R Terminated Units-Not	277C		.00	.00	.00	
Leased Units	277D		.00	.00	.00	
Rental Units	277E		129548.78	129548.78	.00	
Leased Equipment	277F		.00	.00	.00	
Company Vehicles	285		.00	.00	.00	
<b>Total Inventories</b>			<b>5470089.77</b>	<b>5390369.03</b>	<b>79720.74</b>	

[Click Line to View List of Vehicles](#)

1. From the Vehicle Inventory menu, click **Inventory FasTrial**. The FasTrial automatically runs and displays the summary.

The **General Ledger** and **Inventory Acc't** columns display the description and account number for each account.

The **G/L Balance**, **Schedule**, and **Difference** columns display the general ledger balance, schedule balance, and the difference between the two balances.

The "Total Inventories" line displays the total balance for all of the general ledger accounts and schedules and the total difference between the balances.

2. Click an inventory line to view a list of vehicles in that line. You can also click on an individual vehicle from the resulting list of vehicles to view its details. Click **Exit** to return to the Vehicle Inventory FasTrial.

3. Click the **Print** button to print the FasTrial.
4. When prompted to verify your printer is ready, select your print criteria and click **Print**.
5. When you are finished viewing and printing the information, click **Close** to return to the Vehicle Inventory menu.

