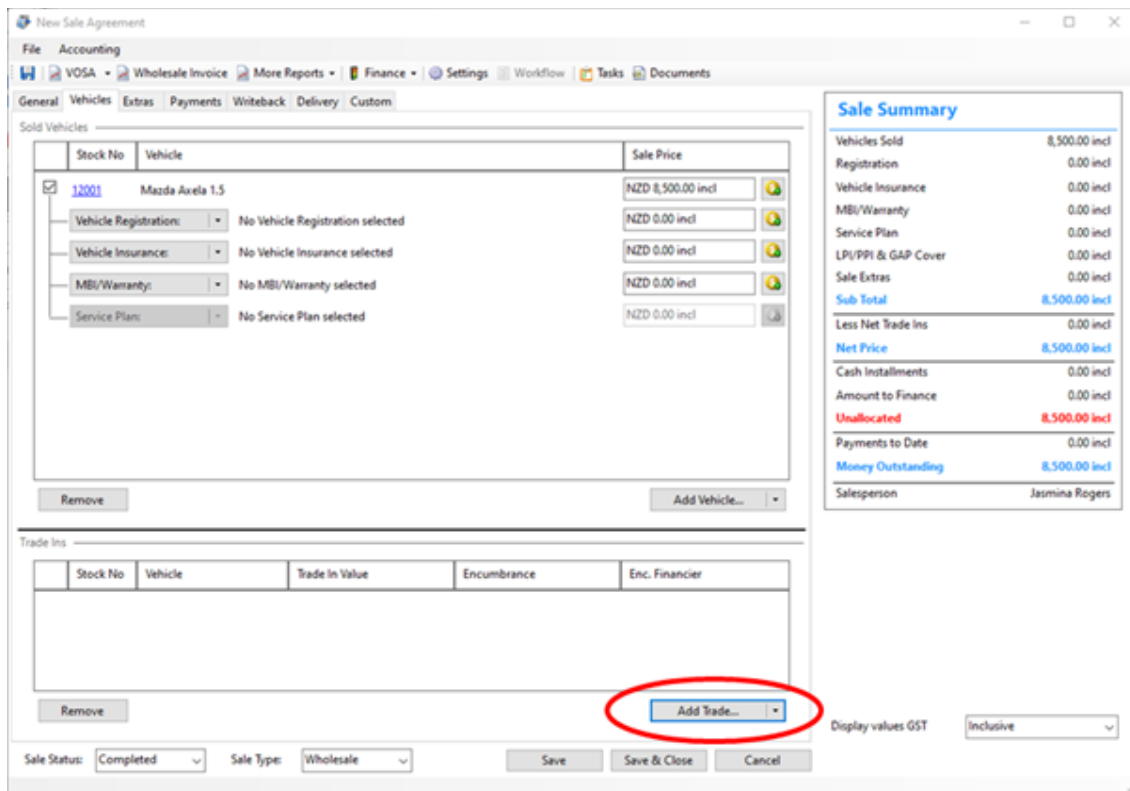
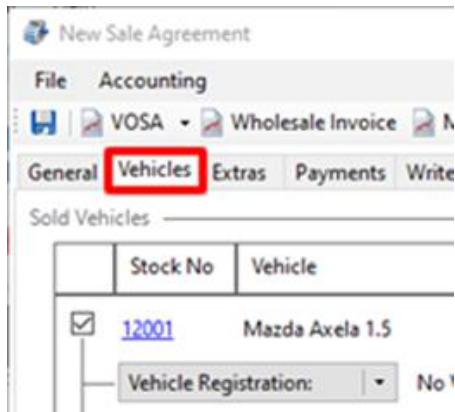


Adding a Trade In vehicle to a sale agreement

If a Trade In vehicle needs to be added to a sale this can be done inside the vehicle tab of the sale agreement.

Step 1: Open the 'Vehicle' tab > **Add Trade**



Step 2: Check the box 'Registered on the NZ Motor Vehicle Register' > enter number plate > Select 'D'

Passenger Vehicle - 10706 - 0 Toyota Caldina

File Accounting

Sell Vehicle CIN Summary Sheet More Reports Activities Inside

Summary General Purchase Info Expenses Exterior Interior Mechanical Export Images

Make

Manufacturer: Toyota

Model: Caldina

Variant:

Vehicle Year

Year:

Body Style

Body Style:

Registration

Registered on the NZ Motor Vehicle Register

Registration Plate No: KRU165

Year First Registered NZ:

Re-Registered Vehicle

Once you select 'D' this will allow you to complete a Vehicle Check, there are two checks that can be completed:

- **Full Vehicle Check:** Vehicle details, Odometer History, Ownership Details, PPSR Check, RUC Check, Stolen Check, Fuelsaver Info
- **Basic Vehicle Check:** Vehicle Details, RUC Check, Stolen Check & Fuel Saver Info


Once you've completed either of these checks you will be given the option to **download the vehicle information** – this automatically enters the vehicle information into the system removing the need to enter it manually.


Car Check

DEALERZONE


LJT898 - 2013 Ford Kuga


A Full Vehicle Check was completed for this vehicle 10/05/2019 04:25 by Adam Marshall (10 May 2019)

 Download vehicle data

 View the check report

To complete a new check for this vehicle please select your preferred type:

 Full Vehicle Check \$9.95

 Basic Vehicle Check \$2.95

[Click here to find out how to save time and money with Dealerzone Car Check](#)

Close

Passenger Vehicle - 10720 - 0 Nissan

File Accounting

Sell Vehicle CIN Summary Sheet More Reports Activities Insights Calculators Tasks Documents

Summary General Purchase Info Expenses Exterior Interior Mechanical Export Images Administration Custom

Make: _____ Stock ID: _____

Manufacturer: _____ Stock No: 10720 Change...

Model: _____

Variant: _____

Vehicle Year: _____

Year: _____

Body Style: _____

Body Style: _____

Registration: _____

Registered on the NZ

Registration Plate No: _____

Year First Registered NZ: _____


Re-Registered Vehicle


Car Check

DEALERZONE


LJT898 - 2013 Ford Kuga


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Close

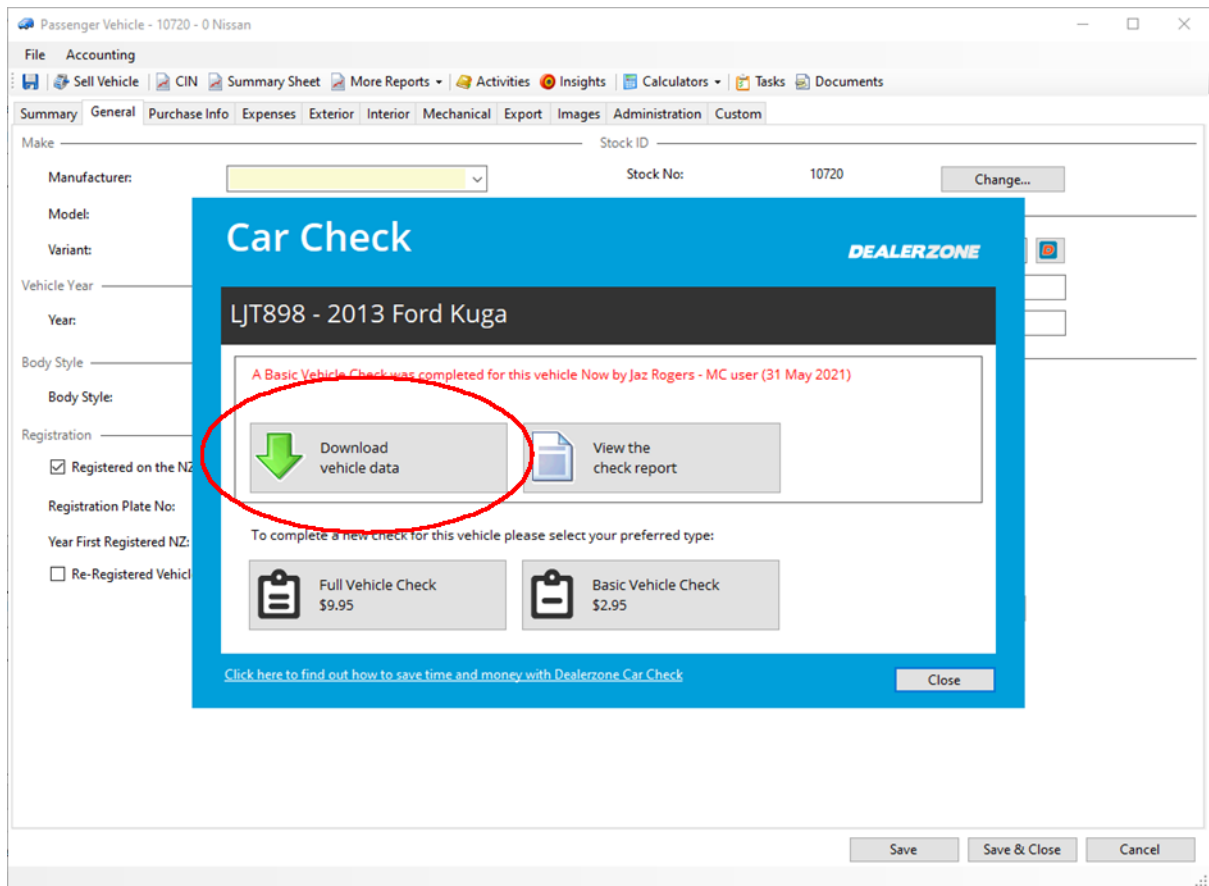
Confirm

You are about to generate a new Basic Vehicle Check at a cost of \$2.95+GST, are you sure you want to proceed?

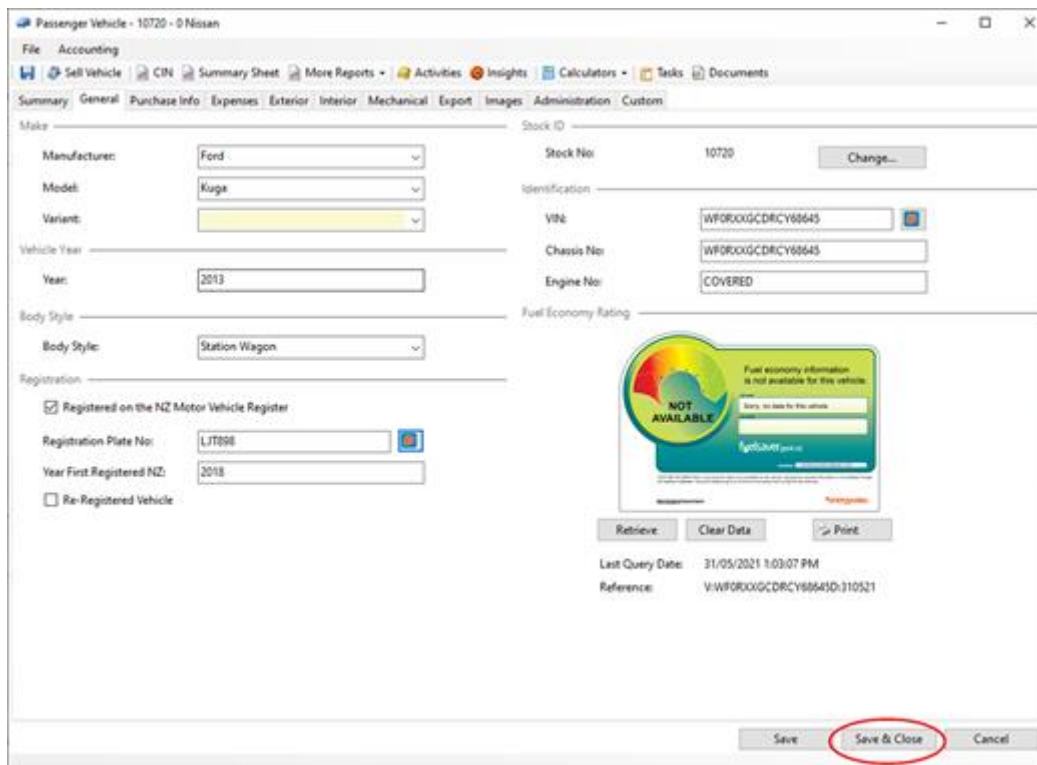
Yes No

Save Save & Close Cancel

After completing a car check, the next time you click the 'D' button the Download vehicle data option will become available.



Step 3: The vehicle details have now been added > Select 'Save & Close' to return to the sales screen



The trade in vehicle has now been added to the dealership's stock and added to the sale agreement.

The user can now enter the Trade In value and any money owing on the trade in the encumbrance area as well as noting the finance company the money is owed too. This will also add the trade in value to the deal and remove any encumbrance value from the deal so the deal balances correctly.

Sale Agreement - 1430

File Accounting

VOSA Wholesale Invoice More Reports Finance Settings Workflow Tasks Documents

General Vehicles Extras Payments Writeback Delivery Custom

Sold Vehicles

Stock No	Vehicle	Sale Price
<input type="checkbox"/> 12001	Mazda Axela 1.5	NZD 8,500.00 incl
	Vehicle Registration: No Vehicle Registration selected	NZD 0.00 incl
	Vehicle Insurance: No Vehicle Insurance selected	NZD 0.00 incl
	MBI/Warranty: No MBI/Warranty selected	NZD 0.00 incl
	Service Plan: No Service Plan selected	NZD 0.00 incl

Remove Add Vehicle...

Trade Ins

Stock No	Vehicle	Trade In Value	Encumbrance	Enc. Financier
<input type="checkbox"/> 10722	Ford Kuga	NZD 5,000.00 incl	NZD 500.00 incl	ABC Finance

Remove Add Trade...

Sale Status: Completed Sale Type: Retail Save Save & Close Cancel

Display values GST Inclusive

Sale Summary

Vehicles Sold	8,500.00 incl
Registration	0.00 incl
Vehicle Insurance	0.00 incl
MBI/Warranty	0.00 incl
Service Plan	0.00 incl
LPI/PPI & GAP Cover	0.00 incl
Sale Extras	1,000.00 incl
Sub Total	9,500.00 incl
Less Net Trade Ins	4,500.00 incl
Net Price	5,000.00 incl
Cash Installments	500.00 incl
Amount to Finance	4,000.00 incl
Unallocated	500.00 incl
Payments to Date	500.00 incl
Money Outstanding	4,500.00 incl
Salesperson	Jasmina Rogers

Finance Summary

ABC Finance	4,565.00
36 Months at 15.95%	
Interest	1,208.65
Cost of Finance	1,388.65
Monthly: 165.38	Weekly: 38.16
Fortnightly: 76.33	Week (48): 41.34