

## Allocating and balancing sale payments

The **Payments** tab on a sale agreement is where you allocate how the customer is making payments for the sale i.e. Deposit, Finance etc.

It is also where you receipt payments as they come in from the customer or finance company.

**Sale Agreement - 1331**

File Accounting

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General Vehicles Extras **Payments** Writeback Delivery Custom

Cash Installments

Deposit On Signing: 1000 Due On Delivery: Settlement Date: 18/02/2021

Additional Payments: GAP Cover: Protecta - Option includes cover up to \$10,000 Nil Additional Benefits

GAP Cover Sale Price: NZD 495.00 incl

LPI/PPI: No LPI/PPI selected

LPI/PPI Sale Price: NZD 0.00 incl

Finance Information

Financier: Instant Finance Amount to Finance: 32545.00

Term: 36 Month at 9.95 % Establishment Fees: NZD 0.00 incl

Remove Finance Finance Form

Payments

Payment Date	Payment Amount	Transaction Method	Reference No	Comment
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Remove Print Receipt Add

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

Workflow Incomplete Saved

**Sale Summary**

Vehicles Sold	30,000.00 incl
Registration	0.00 incl
Vehicle Insurance	0.00 incl
MBI/Warranty	3,000.00 incl
Service Plan	0.00 incl
LPI/PPI & GAP Cover	495.00 incl
Sale Extras	50.00 incl
<b>Sub Total</b>	<b>33,545.00 incl</b>
Less Net Trade Ins	0.00 incl
<b>Net Price</b>	<b>33,545.00 incl</b>
Cash Installments	1,000.00 incl
Amount to Finance	32,545.00 incl
<b>Unallocated</b>	<b>0.00 incl</b>
Payments to Date	0.00 incl
<b>Money Outstanding</b>	<b>33,545.00 incl</b>
Salesperson	Motorcentral Support

**Finance Summary**

Instant Finance	32,545.00
36 Months at 9.95%	
Interest	5,232.38
Cost of Finance	5,232.38
<b>Monthly: 1,049.37</b>	<b>Weekly: 242.16</b>
<b>Fortnightly: 484.33</b>	<b>Week (48): 262.34</b>

Display values GST Inclusive

**Sale Summary:** This gives you a breakdown of the vehicle and products that the customer is purchasing.

In this example the total amount for the customer to pay is \$33,545:

Sale Summary	
Vehicles Sold	30,000.00 incl
Registration	0.00 incl
Vehicle Insurance	0.00 incl
MBI/Warranty	3,000.00 incl
Service Plan	0.00 incl
LPI/PPI & GAP Cover	495.00 incl
Sale Extras	50.00 incl
<b>Sub Total</b>	<b>33,545.00 incl</b>
Less Net Trade Ins	0.00 incl
<b>Net Price</b>	<b>33,545.00 incl</b>
Cash Installments	0.00 incl
Amount to Finance	0.00 incl
<b>Unallocated</b>	<b>33,545.00 incl</b>
Payments to Date	0.00 incl
<b>Money Outstanding</b>	<b>33,545.00 incl</b>
Salesperson	Motorcentral Support

The Sale Summary will also show you the **Unallocated** amount and the **Money Outstanding** amount.

<b>Unallocated</b>	<b>33,545.00 incl</b>
Payments to Date	0.00 incl
<b>Money Outstanding</b>	<b>33,545.00 incl</b>

**Unallocated:** To balance the Unallocated amount you will need to allocate how the customer will be paying the \$33,545.

For example, the customer could be paying a \$1,000 deposit and \$32,545 on finance. Which would look like this:

Cash Installments

Deposit On Signing:	<input type="text" value="1000"/>	Due On Delivery:	<input type="text"/>
Additional Payments:	<input type="text"/>	Settlement Date:	<input type="text" value="18/02/2021"/>

GAP Cover

GAP Cover:  GAP Cover Sale Price:

LPI/PPI

LPI/PPI:  LPI/PPI Sale Price:

Finance Information

Financier:	<input type="text" value="Instant Finance"/>	Amount to Finance:	<input type="text" value="32545.00"/>
Term:	<input type="text" value="36"/> <input type="text" value="Month"/> at <input type="text" value="9.95"/> %	Establishment Fees:	<input type="text" value="NZD 0.00 incl"/>

Or they could be paying a \$1,000 deposit, an additional payment of \$5,000 and \$27,545 when the vehicle is delivered. Which would look like this:

Cash Installments

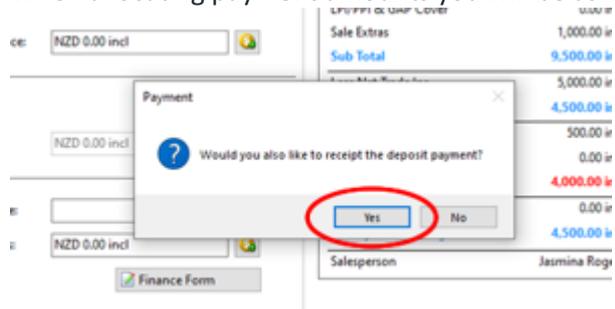
Deposit On Signing:	<input type="text" value="1000"/>	Due On Delivery:	<input type="text" value="27545.00"/>
Additional Payments:	<input type="text" value="5000"/>	Settlement Date:	<input type="text" value="18/02/2021"/>

Once the total amount has been allocated, the **Unallocated** will balance:

<b>Sale Summary</b>	
Vehicles Sold	30,000.00 incl
Registration	0.00 incl
Vehicle Insurance	0.00 incl
MBI/Warranty	3,000.00 incl
Service Plan	0.00 incl
LPI/PPI & GAP Cover	495.00 incl
Sale Extras	50.00 incl
<b>Sub Total</b>	<b>33,545.00 incl</b>
Less Net Trade Ins	0.00 incl
<b>Net Price</b>	<b>33,545.00 incl</b>
Cash Installments	33,545.00 incl
Amount to Finance	0.00 incl
<b>Unallocated</b>	<b>0.00 incl</b>
Payments to Date	0.00 incl
<b>Money Outstanding</b>	<b>33,545.00 incl</b>
Salesperson	Motorcentral Support

**Money Outstanding:** This is balanced by adding/receipting payments as you physically receive them from the customer or finance company. It's also a quick way to check how much money is still owed.

When allocating payment amounts you will be asked if you would like to receipt the payment too:



You would click 'Yes' if you have physically received the money, this will add the amount to the **Payments** section and take the money from the **Money Outstanding**.

The **Payments** section can be found at the bottom of the **Payments** tab.

## To add a payment click the **Add** button

Cash Installments

Deposit On Signing:   Due On Delivery:  

Additional Payments:   Settlement Date:  

GAP Cover

GAP Cover:  GAP Cover Sale Price:  

LPI/PPI

LPI/PPI:  LPI/PPI Sale Price:   

Finance Information

Financier:  Amount to Finance:  

Term:   at  % Establishment Fees:  

 Remove Finance  Finance Form

Payments

Payment Date	Payment Amount	Transaction Method	Reference No	Comment
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Fill out the Payment details and click **Print Receipt** if you would like to print a receipt for the customer.

Sale Payment - 24/02/2021 - ✕

Payment Details

Sale No: 1331

Reference:

Payment Date:  

Payment Amount:

Transaction Method:

Reference No:

Comment:

AML Check

AML Checked By:

AML Check Comments:

Click **OK** to save the payment.

The payment will be added to the sale and the payment amount will be deducted from the **Money Outstanding**:

**Finance Information**

Financier: Instant Finance      Amount to Finance: 32545.00

Term: 36 Month at 9.95 %      Establishment Fees: NZD 0.00 incl

**Payments**

Payment Date	Payment Amount	Transaction Method	Reference No	Comment
24/02/2021	1000.00	Online Banking	123456	Deposit

**Unallocated** 0.00 incl

Payments to Date 1,000.00 incl

**Money Outstanding** 32,545.00 incl

Salesperson Motorcentral Support

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**Finance Summary**

Instant Finance 32,545.00

36 Months at 9.95%

Interest 5,232.38

Cost of Finance 5,232.38

Monthly: 1,049.37      Weekly: 242.16

Fortnightly: 484.33      Week (48): 262.34

Display values GST Inclusive

Once the additional payments are received, or money from the finance company is received then you can go back in to the sale agreement and add these payments.

**Payments**

Payment Date	Payment Amount	Transaction Method	Reference No	Comment
24/02/2021	1000.00	Online Banking	123456	Deposit
27/02/2021	32545.00	Finance Company	123456	Finance Company

Once all payments have been received and receipted the Money Outstanding will balance:

<b>Unallocated</b>	<b>0.00 incl</b>
Payments to Date	33,545.00 incl
<b>Money Outstanding</b>	<b>0.00 incl</b>
Salesperson	Motorcentral Support