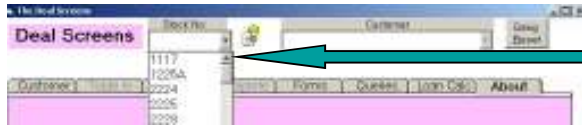


## Short Course on Doing a Deal

Modified December 2006 for V2.007

This set of notes will show you the most common things you need to do to put together a deal to sell a car. All these steps are done in the Deal Program, aka the Purple (actually Lilac) Horsey. I am assuming that this program is up and running. If it is not, double click on the Deal icon on your main screen.



First, select a car Stock Number. Nothing happens till you select a car. If the list of stock numbers is not showing, click on the little arrow to the right of the Stock No box, or just enter a stock number

directly into the box.



Then either select an existing pending deal customer for that car, or select *Add Customer*.

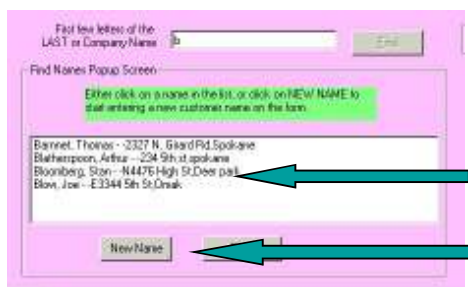
If you selected an existing customer for this deal, you will be taken directly to the Deal Tab, and the next few steps will be skipped.



If we are adding a new customer for this deal, that will take you to a new screen where you have two choices: you can either select a name of a previous customer that is already in our database, or enter a new customer name into the database.



To select the name of a previous customer, enter the first one or two letters of his last name into the entry box, and click on FIND. That will bring up a list of all previous customers whose last name starts with those letters.



You can select one of those customers by clicking on them.

If you need to enter a new customer name, click the NEW NAME button.

Note that when entering data on the following screens, that *each entry is terminated* either with a **TAB** key, which will take you to the next entry box, or you can use the mouse to Click on the next entry box. Please do NOT use the Enter key, since it does something else, generally something you do not want to have done.

Either process takes you to the Buyer Entry Screen. If you selected an **Existing Name**, the screen will show the details of that customer, which can be changed if something needs to be updated.

If you selected a **New Name**, you will see a screen that needs to be filled in. Enter the Last name, First name, Address, City, state and Zip Code of the customer. You can enter any of the other information if you wish, but this data (signified by the asterisks next to the label) are all that is needed to get going.

In both cases, Click the green **UPDATE** button when you are done.

Either choice will take you to the **Deal Tab**. At this point, you need to enter the following values:

**Price** that customer wants to buy the car for.

We will ignore the TradeIn for now.

**Cash Down**, if any.

**License Fee** – see below for more details on this.

If you are selling a **Warranty**, enter the cost of the warranty in the Service Contract box.

If you are selling a **Gap** policy, enter the cost of that policy in the Collision box.

The **sales tax** will be automatically calculated.

The **Amount to be Financed** (or Pay Off figure) will be automatically calculated.

When you are done, click the **Update** button.

**Wa Licence Fees 2006**

Washington Used Car/Truck License Fee Calculation Page

Check the appropriate boxes, and click on Save (or Cancel)

Replacement Plates for cars and trucks (\$24.00)

Cars:

Transfer Only (\$19.00)

Wa Car w/ License (\$62.75 + Tonnage)

Out of State car (\$81.75 + Tonnage)

You can figure the **License Fee** by clicking on the LICENSE button. That brings up the License Fee Calculation Page. You generally need to only select

- a) that the car only needs to transfer the plates,
- b) that the car is in state but needs a new tab, or
- c) that the car is from out of state and therefore needs a new license.

Clicking on SAVE will put the calculated result into the License field on the Deal Tab.

### Financing

If you are going to **finance** this car, then you need to enter a few more pieces of information.

Amount Financed Subtotal **\$14,247.50**

Finance Rate

Months

Monthly Payment \$660.19

The **interest rate** goes in the Finance Rate box. The **number of months** for the contract will be entered in the Months box.

Finance Company

+  ->

First Payment Date

You need to select a **finance company** from the Finance Company selection box. Click on the little arrow to its right to drop down all the companies you can select from.

You might need to change the Date of Sale date, and the Number of Days to First Payment. The Date of Sale can be changed by popping up a calendar by clicking on the arrow to the right of the date. The Number of Days to First Payment can be any value from 2 - 90.

Amount Financed Subtotal **\$14,247.50**

Finance Rate

Months

Monthly Payment \$660.19

**\$1,597.06** Total Interest

**\$15,844.56** Total Payments

The Monthly Payment will appear just below and to the right of the Number of Months entry.

When you are done with entering this data, click the green Update button.

## Trade In

Well, that was the easy part. Now we need to talk about doing a Trade In. This is the most difficult part of using the program, I think. I would love to make it simpler, but I just don't know how to do that. The good news is, once you have done a couple of these, it will start to make sense.

**Customer Costs**

Sale Price: \$13,000.00

Trade1 (selected) / Trade2

Enter Tradein

To enter a tradein, first click the big **Enter Tradein** button. You will note that you can choose to enter two tradeins per deal. Let us stick with only the first one for these examples.

Trade In | Deal | Complete | Forms | Q...

Customer Trade Ins: New

Clicking this button will take you to the Trade In Tab, the tab immediately to the left of the Deal tab. Here you will see listed all the trade ins known for this customer, if any. Generally there will not be any, and all you will see will be the word New. Click on the Blue New, not the White New.

That will open a screen that looks very similar to the Inventory Entry screen, that you may or may not be familiar with. In this screen, we need to describe the specifics of the car to be traded in. Not all this information is needed.

Sequence No. 0

Make: NA

Model: NA

Body Style: N/A

Color: None

2nd Color: None

Year: 1900

VIN: NA

Plate State: WA

Plate #: NONE

Miles: 0

Payoff: \$0.00

ACV: \$0.00

Update

Car (selected) / Truck / SUV / Trailer / Boat / AT

We do need the Make  
Model  
Color (and 2<sup>nd</sup> color, if any)  
Year  
VIN  
Miles (odometer)  
Payoff left on this tradein's loan (and to whom)  
ACV (Actual Cash Value, what the car is worth to you)  
and tell me if it is a car or a truck.

Make

Model

Body Style

Note that for the Make, Model, Body Style, and Color, that a prompt box appears to the right of the entry box, giving you a selection for that box.

Usually just typing in the first couple of letters of the thing you want will do the job. So, as in the example, if you want to enter a Chevrolet Make, just type CH. The Chevrolet will be highlighted in the prompt box, and typing the TAB key will enter that value into the box.

Make

Model

Body Style

Color

2nd Color

Year

VIN

Plate State  Plate

Miles   Act

Payoff

ACV

Car  Truck  SUV  Trailer

So, when we are all done with the entry, it should look something like this. You can always go back by clicking an entry with the mouse and change it.

When you are done, click the green Update button.

That pops you back to the Deal screen. You will see that the Trade1 radio button is dark red,

Trade1  Trade2

Desc: 157 Blue Chevrolet caprice222AAA

T1 Offer  T

Payoff

indicating that there is a Trade 1 in this deal. The car you just entered for the tradein will appear in the Description. And the ACV appears in the gray box on the right.

Desc: 157 Blue Chevrolet caprice222AAA

T1 Offer  T

Payoff

Now you need to enter what you are going to offer the customer for his tradein. Note that this need not be anything like the ACV of the car. It can be higher or lower, whatever it takes to make the deal,

and make the boss happy. Note also the little "T" next to the number. That indicates that the sales tax will be calculated on the value of the car being sold, less the price being offered for the tradein.

Non Taxable Subtotal	\$60.50
Taxable Subtotal	\$12,700.00
Sales Tax <input type="text" value="8.8"/> %	\$1,116.60
<b>Amount Financed Subtotal</b>	<b>\$13,377.10</b>
Finance Rate <input type="text" value="10"/> %	\$1,499.54 <sup>&lt;</sup> o.a. n.eres.
Months <input type="text" value="24"/>	\$14,876.64 <sup>&lt;</sup> Total Payments
Monthly Payment	\$619.86

So, after all this is done, the Sales Tax, the Amount Financed, and the Monthly Payments are all instantly recalculated.

And, of course, click the green Update button when done.

The only other piece of information that we need at this time is the Sold Odometer reading. That value can be found on the Complete tab. The value just outside the entry box is the Odometer reading when the car came into the store.

### Printing Forms

The last thing you have to do for the customer to drive the car off the lot is to print all the legal forms. There are generally about six forms that have to be done, depending on what the deal consisted of. These are

- Purchase Order
- Odometer Statements
- Title App or Hard Temp
- Implied Warranty
- Power of Attorney.

If the deal consisted of it, there would also be a Loan Contract, Warranty Contract, Gap Contract, and maybe a Proof of Insurance form. There may be other forms that your dealership generally uses.

To print a form, put it in the printer, make sure that it positions to the correct place in the printer, push the SElect button, and then back at the computer, select the form to print (by clicking that entry) and click on the Print the Selected Form button. At this point you will generally get a pop up screen listing all the printers on your system, and asking you for which printer you want to print this form on. The correct one is usually already selected. Click the OK button, and it will start to print.

So there you have it. Everything you need to know to run the Carousel Software small used car dealer software package, or at least what you need to know to do a deal. Somebody has to enter cars into inventory, somebody has to close out this deal, there are reports to be made, you may be doing self financing .... There are a lot of other things that this system can do, but this should let you know how to do the most important thing, and that is sell a car. For the full monty, see the Binder of Documentation that was supplied with your system.