

PURCHASING A UNIT THAT GOES ONTO ACCOUNT. i.e. HONDA POWER EQUIPMENT

Things to note / do before getting started;

The contact you are purchasing the Unit from must be setup as Both and Account

I would also recommend you enter the ABN. You could just enter it every time you purchase a Unit but this way you won't forget

The screenshot shows the 'Modify Contact' window with the following details:

- Contact Type:** Account, Cash, Archive
- Customer Prefers to/usually pays with cash
- Custom..., Supplier, Both
- Type:** Trade Contact, Finance Comp..., Insurance Company
- Company Name:** HONDA MPE
- CODE:** HOND1
- ABN:** 130625123

Purchasing the Unit;

Units > Sale > Purchase

Select Account / Cash Account and select your supplier. Note how the ABN is automatically there

Select Put Transaction On Customer Account

Transaction Date is Invoice date

Next

The screenshot shows the 'Purchasing/Receiving a unit onto the Floor' window with the following details:

- Account Purchase** (Red header)
- Select Customer**
 - Specify who you are trading with:
 - Factory Supplier (Purchase New Unit)
 - Account/Cash Account (HONDA MPE)
 - Spares Discount 0.00%
 - ABN Quoted by party you are trading with:
 - No ABN Quoted
 - Customer ABN: 130625123
 - Specified ABN:
- Transaction Type**
 - Cash Transaction
 - Finance Deal
 - Put Transaction On Customer Account
- Quote**
 - Transaction Date: 10/6/2025
 - Sales Rep: [Select Rep]
 - Registered Owner: (for contract) [Sel...] [Clear]

Add Unit

The screenshot shows a software window titled "Purchasing/Receiving a unit onto the Floor". At the top, there is a red banner with the text "Account Purchase" in yellow. Below this is a section titled "Purchase/Tradein Units" which contains a table with three columns: "Reference", "Description", and "Price". The table is currently empty. Below the table are four buttons: "Add Similar U...", "Add Unit" (highlighted in green), "Modify Unit", and "Delete U...". Underneath these buttons is a section for "Preassembly/Workshop Details" with a "Mechanic" dropdown set to "<none>", a "Time" field set to "0 : 30", and a "Cost" field set to "\$0.00". Below this is a label "F3: Select Preassembly Mechanic" and a text input field. At the bottom of the window are two navigation buttons: "< Previ..." and "Next >>".

Fill in Unit details. Make sure you select New

Next

The screenshot shows a software window titled "Purchasing/Receiving a unit onto the Floor - Modify Purchase Unit". The main section is titled "Purchase/Tradein Unit" and contains various input fields for unit details. The fields are arranged in two columns. The left column includes: "Reference:" (345678A), "Type:" (Generator), "Make:" (Honda), "Model:" (EU22), "Model Year (yyyy):", "Year (mm/yyyy):" (//), "Reg. No:", "Reg. Expiry:", "Location", and "Lead Source". The right column includes: "Colour:", "Lock Number:", "Engine Number:", "Engine Capacity:", "No of Cylinders:", "VIN/HIN/Serial:" (HA13062512345678 17), "New/Used:" (New selected with a radio button, Used unselected), "Odo:" (0), and "Hour:" (0.0). Below these fields are "Book Number" and "Transfer Outstanding Workshop jobs to the Dealership" (checkbox). At the bottom, there is a section "F2 Lookup Unit" with a text input field, and two buttons: "Rego Check" and "Rego+PPSR Check". At the very bottom are two navigation buttons: "< Previous" and "Next >>".

Leave as Floorplan or Straight Purchase, fill in the Invoice number and enter the cost of Unit

Next

Purchasing/Receiving a unit onto the Floor - Modify Purchase Unit

Costs for - HOND1

Unit/TR Cost (-GST): \$1,817.27
GST on Unit/TR: \$181.73
Unit/TR Cost (+GST): \$1,999.00

Tax Invoice Number: 130625

Floorplan or Straight Purchase
 Goods Only On Consignm...

Trust Receipt: []
TR/Invoice Date: []
Payout/Curtailment Due: [] ?
End Interest Free Period: [] ?
Interest Rate: 0.00%
Finance Company: Not Specified

Show Ex GST

Line	GST ?	Cost
------	-------	------

F6 Add A Standard Purchase Cost Purchase Price: \$1,817.27
Line Item Tally: \$0.00
Insert Mo... Delete GST: \$181.73

GST Exempt Purchase **Recipient Invoice/Trust Receipt Total:** \$1,999.00

Write Back: \$0.00 Dutyable Value: \$1,999.00

Less costs paid by seller: \$0.00
Payout to Seller: \$1,999.00

Costs/Liabilities inherited by Dealer: \$0.00
Final Cost to the Dealership: \$1,999.00

< Previous Next >>

This is how much you are selling the Unit for. If you don't know you can leave it blank and fill it in later

Click Finished

Purchasing/Receiving a unit onto the Floor - Modify Purchase Unit

Purchase/Tradein Unit Resale Price Estimates

Purchase Cost (-GST): \$1,817.27
Reclaimable GST: \$181.73
Purchase Cost (+GST): \$1,999.00

Show Ex GST

Line	GST?	Cost
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F6 Add Standard Additional Costing Sell Price: \$2,180.91
Cost of extras: \$0.00
Insert Mo... Dele... GST: \$218.09
Total Resale Tax Invoice: \$2,399.00

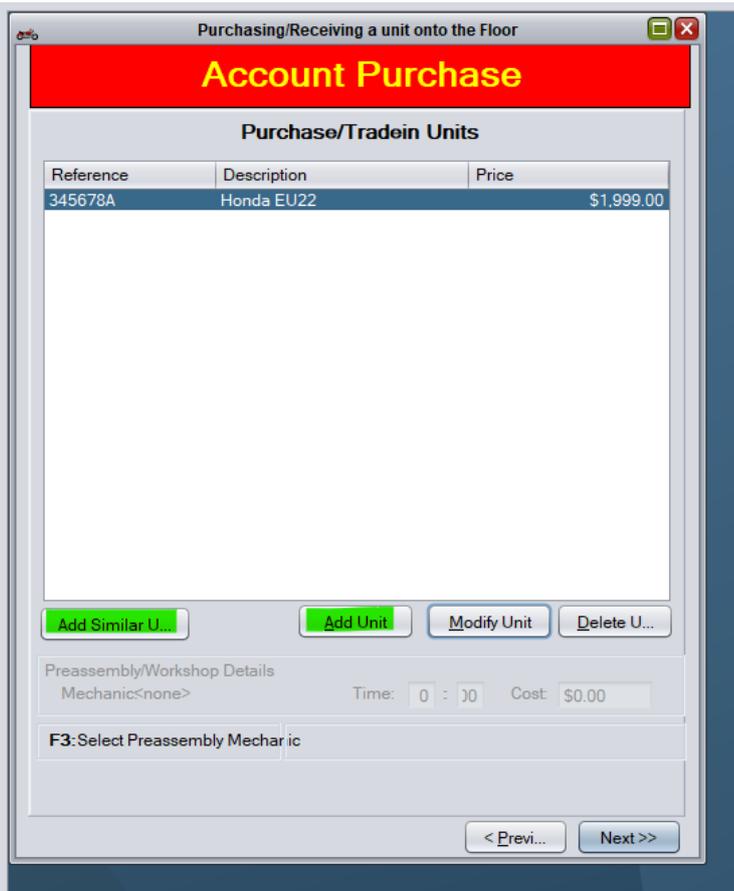
GST Exempt on re sale Dutyable Value: \$2,399.00

After Tax Invoice Costs: \$0.00
Final RESALE Cost: 2,399.00

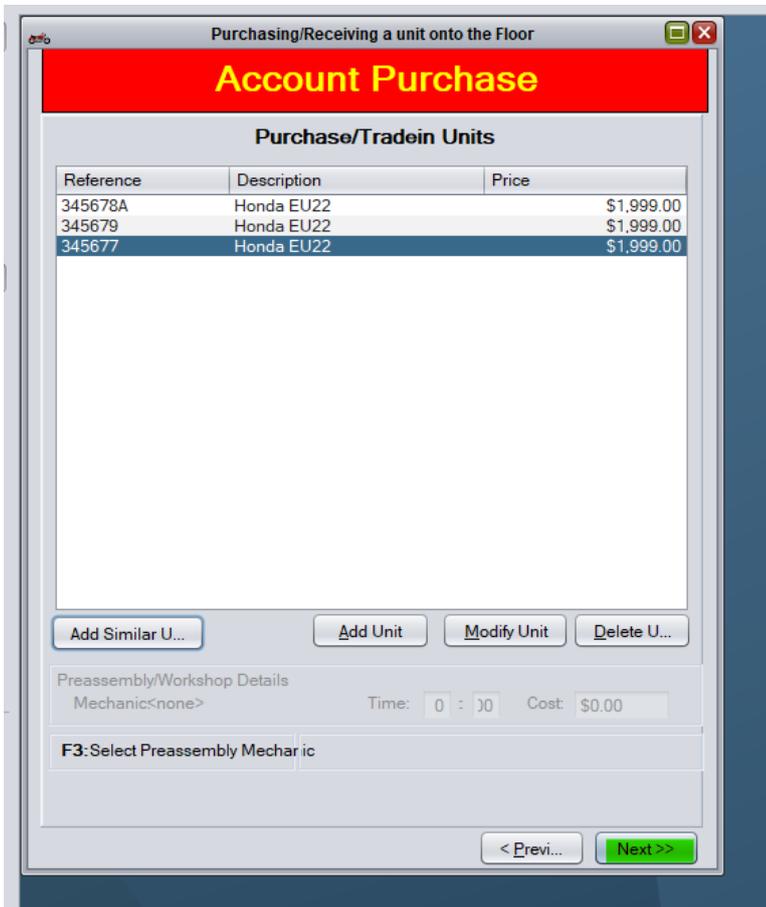
< Previous Finished

Repeat Process until you have added all Units on the Invoice.

If all Units are the same type you can use Add Similar Unit. Just make sure you change the VINs and select "New"



When you have added all the Units on the Invoice click Next



Confirm total in bottom RH is correct

Confirm Supplier is correct

Confirm each Unit

I would also recommend you untick the "Print Recipient Invoice box" you don't have to, but it saves paper

Purchasing/Receiving a unit onto the Floor

Account Purchase

Confirm Transaction Details

Trading Party
Code: HOND1 Quoted ABN130625123

Name: HONDA MPE
Sale Type: N/A Trans Date: 0.6.2025
Spares Discount: 0.00% \$0.00

Unit Purchased/Traded In
Unit: Honda EU22 1 of 3
Reference: 345678A Unit Purchase Price: \$1,817.27
Reg Expiry: . . . Encumbrance: \$0.00

Workshop: **Still owned by Customer** GST on Purchased Unit: \$181.73
Unit Status: NOT On File **Invoice/TR Total: \$1,999.00**

Print Recipient Invoice Two Copies After Invoice Costs: + \$0.00
 Email Recipient Invoice Labels **Total Purchase Cost: \$1,999.00**

Sales Rep: Deposit: \$0.00
Notes: Change over: **\$-5,997.00**

Once you have done the above you will be able to click Finish and enter your Clerk Key

Now the Units will be in stock and there will be a Bill against the Supplier that can be paid like any other bill

Browse Transaction List

Transaction List | Visual Statement | Adjust Balan...

Name: HONDA MPE
CODE: HOND1

Debtor Bal: \$0.00 90+ Day Balance: \$0.00
 Depositor Bal: \$0.00 60 Day Balance: \$0.00
 Creditor Bal: **\$-5,997.00** 30 Day Balance: \$0.00
 Total Balance: \$-5,997.00 Current Balance: \$-5,997.00

Show fully allocated t...

Creation Date	Due Date	Status	DR	CR	Unallocated	Type	Inv Type	Inv Num	Ext Ref	Reference
10.6.2025	10.6.25			\$5,997.00	5,997.00	Purchase Unit		24,699		

Supplier Summary Reconcile | Search: |

Reprint | View Unit Invoice | Statement Reconciliation Tool (Experim...)

Aging & Txn Connections | Journals / Info

View | Modify | Reconcile | Journals | Print Statement | Modify Details | Close
Unlink | Aging | Redo all reli... | Txn Det... | Details | Export Txns | Split Payment

HORN2 JOHN HORNBY
HORN MATTHEW HORTON

XXX BEACH STREET MALMSBURY VIC, 3446
LOT XXX YARRABERG