

Action	Debit	Credit	Posting Value	Notes
Confirm costs on new vehicle – ‘yes’ to consignment	Consignment Stock	Consignment Creditors	Pre VAT total – Basic + Options + Delivery Cost	Vehicle status – Consignment
Confirm costs on a new vehicle – ‘no’ to consignment	New vehicle stock New delivery stock Manufacturer Pre/Post VAT costs Consignment VAT suspense	Vehicle creditors	Basic + options – discount Delivery cost Other cost VAT value Total invoice value	Vehicle status - Adopted
Post supplier VAT invoice	VAT input	Consignment VAT suspense	VAT value	Vehicle status – In stock, VAT posted
Post cashbook payment to adopted vehicle	Vehicle creditors	Bank account	Payment value	Once creditor balance is zero, vehicle displays as fully paid on stock list
Adoption of vehicle – automatic upon a sales invoice being raised for vehicle on consignment	Consignment creditors New vehicle stock New delivery stock Manufacturer Pre/Post VAT costs Consignment VAT value	Consignment stock Vehicle creditors	Pre VAT total – Basic + Options + Delivery Cost Basic + Options – Discount Delivery cost Other cost VAT value Total invoice value	Vehicle status – Adopted
Recording customer deposit via CRM record	Deposits cash	Deposits	Deposit value	
Banking deposit via Cashbook	Bank	Deposits cash	Deposit value	
Invoice Production	Vehicle COS Discount Given COS Delivery COS Accessory COS	Vehicle sales Special scheme VAT Vehicle stock Delivery sales	Basic + Option – Special Scheme VAT VAT value	Special scheme VAT applies only to used non-VAT qualifying vehicles

	Preparation COS Pre VAT COS Post VAT COS Manufacturer Pre/Post VAT COS RFL COS Vehicle Debtors Deposits	Delivery stock Accessory sales Accessory stock Preparation stock Pre VAT sales Pre VAT stock Post VAT sales Post VAT stock Manufacturer Pre/Post VAT stock RFL sales and vehicle creditors VAT Output Vehicle Debtors	Basic price + Options – Discount – Depreciation Discount value on sale Delivery value on sale Delivery cost Accessory value on sale Accessory cost posted to vehicle Preparation cost posted to vehicle Pre VAT items sales values Pre VAT costs posted to values Post VAT items sales values Post VAT costs posted to values Other purchase costs Value of RFL sold Value of VAT on sale Total invoice value Deposit value	Value of VAT on sale – applies to new and used VAT qualifying vehicles  Deposit value – where a vehicle deposit is attached on invoicing
Purchase used vehicle	Used vehicle stock VAT input Over allowances COS Vehicle creditors	Vehicle creditors Used vehicle stock Vehicle debtors	Total purchase price – VAT (if VAT qualifying) VAT value (if VAT qualifying) Total purchase price Purchase price – Stand in value If part exchange, total purchase price	If difference between purchase price and SIV

Post miscellaneous costs	Preparation stock Accessory stock Miscellaneous cost stock	Preparation control Accessory control Miscellaneous cost control	Value posted Value posted Value posted	
Post Bonus (Sales Ledger) Post Bonus (Nominal Ledger)	S/L Debtor Bonus control	Bonus stock Bonus stock	Value posted Value posted	
PDI request – Estimated prep on Automatic workshop or parts costs	Prep / Acc / Misc cost stock Prep / Acc / Misc cost stock Preparation accrual	Preparation accrual Internal VM suspense Prep / Acc / Misc cost stock	Value posted Value posted Value posted	If estimated prep is switched on
Post used vehicle depreciation	Depreciation control	Vehicle stock	Value posted	