Vehicle Inventory and Management System Step by Step Guide

FEATURES

- Inventory Module
 - Vehicle Creation
 - Vehicle Make
 - Vehicle Model
 - Vehicle Types
 - Bond Entry
 - URA Entry
 - VAT Master

- User Access Module
 - User Creation
 - Role Creation

- ➤ Sales & Receipt Module
 - Customer Creation
 - Cash Sales
 - Credit Sales
 - Cash Receipt
 - Credit Receipt
 - Credit Call
 - Performa Invoice
 - Sales Return
 - Send SMS
 - Debit/Credit Memo
- Master Data Module
 - Company
 - System LOVs
 - Register Form
 - SMS Setup
 - App Settings

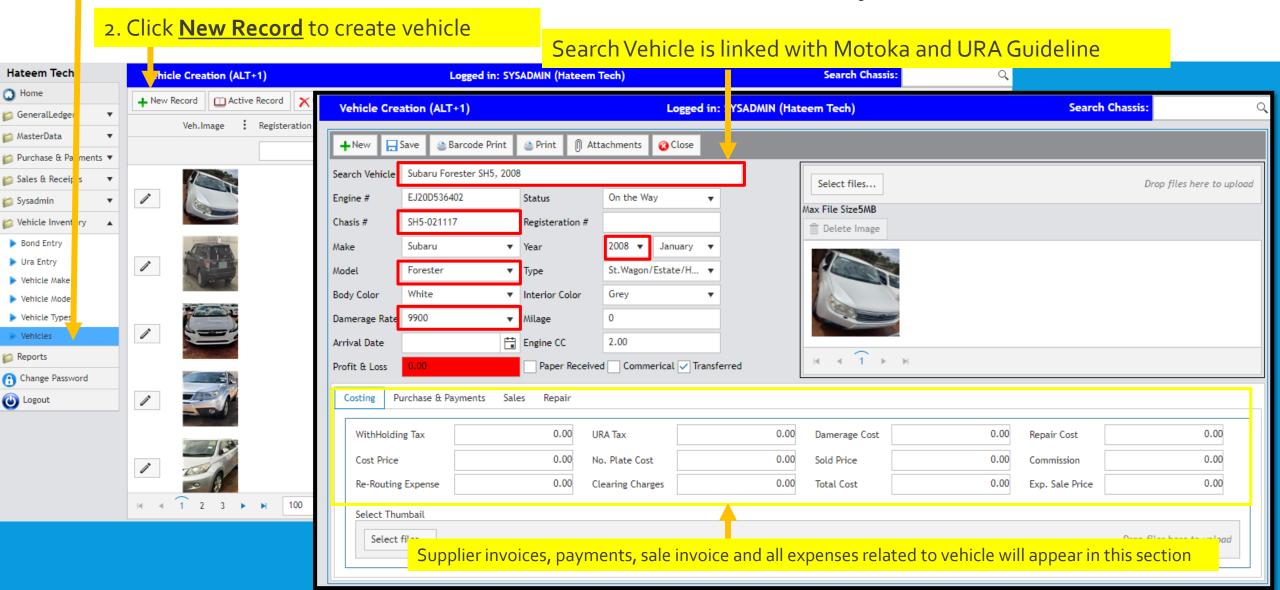
- Purchase & Payments
 - Supplier Creation
 - Supplier Invoice
 - Supplier Payment
 - Debit/Credit Memo
 - Auction Purchase

- General Ledger
 - Journal Voucher
 - Adjusting Voucher
 - Calendar
 - Chart Of Account
 - Cheque Management
 - Bank Master
 - ➢ GL Inquiry
 - Asset Mapping

STEP 1: VEHICLE REGISTRATION

1. Go to **Vehicle Inventory** menu and click **Vehicles** for vehicle registration

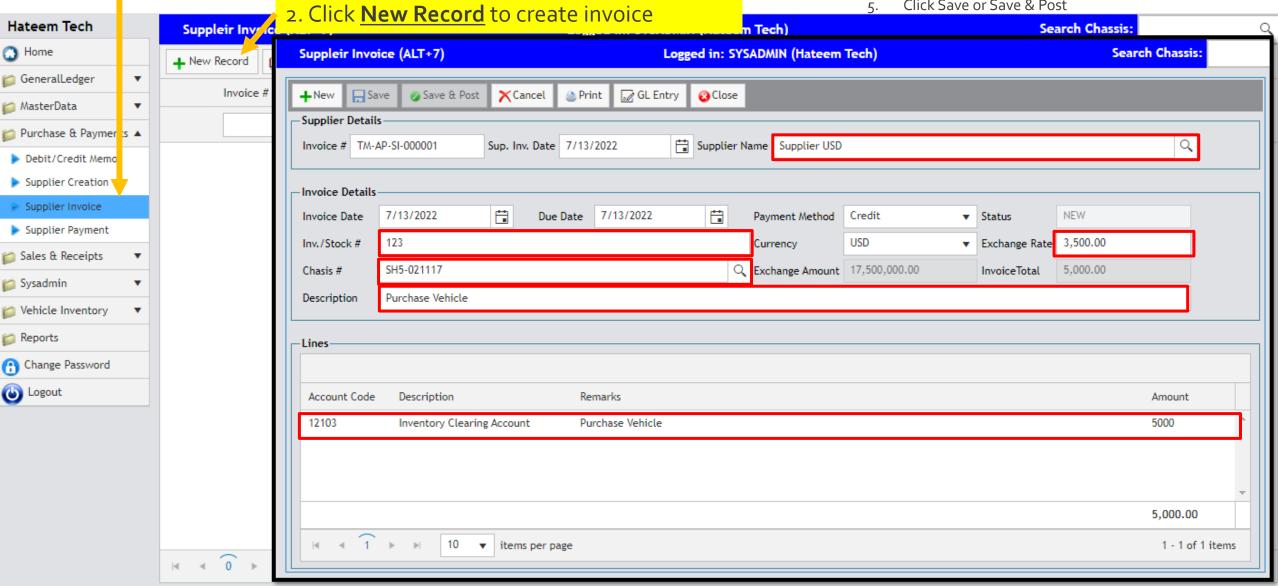
- . Search Vehicle (Linked with from Motoka)
- 2. Enter Chassis #
- 3. Select Make, Model, Year, Damerage Rate
- 4. Status is On the Way or Japan is allowed for new vehicles
- Click Save



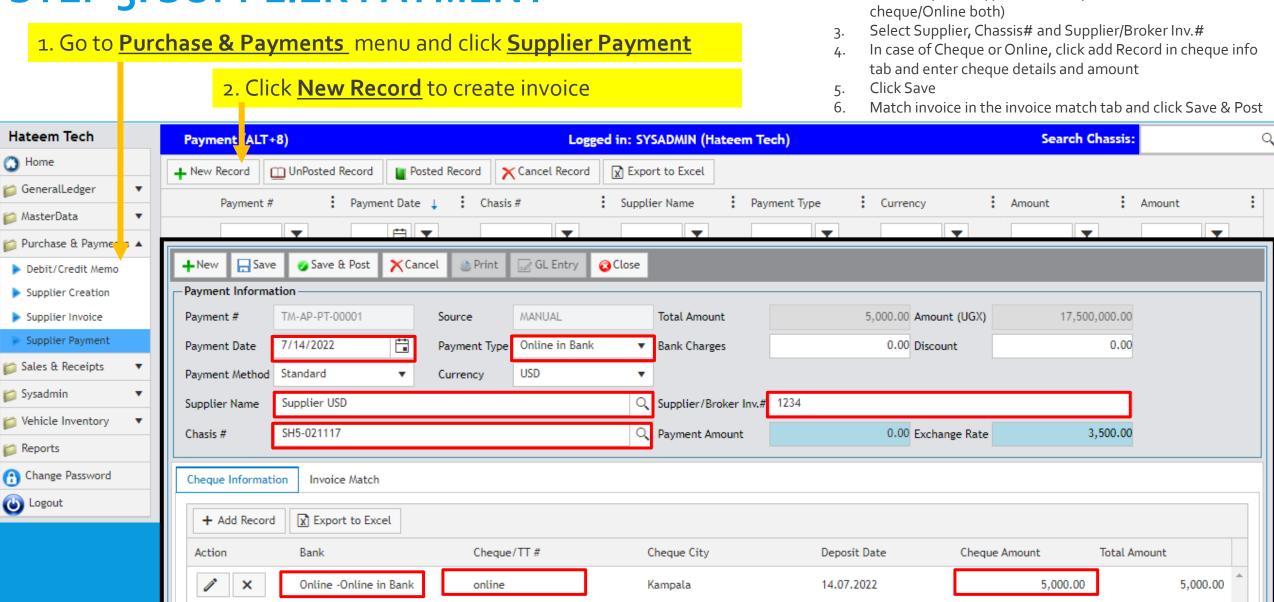
STEP 2: SUPPLIER INVOICE

1. Go to Purchase & Payments menu and click Supplier Invoices

- Select Supplier Invoice Date and Supplier
- Select Invoice Date and Chassis #
- Enter Description about invoice
- Invoice lines select 12103 for vehicle purchase and enter amount
- Click Save or Save & Post



STEP 3: SUPPLIER PAYMENT



Instructions

Select Payment Date

Select Payment Type (cash, cheque or Online, Cash &



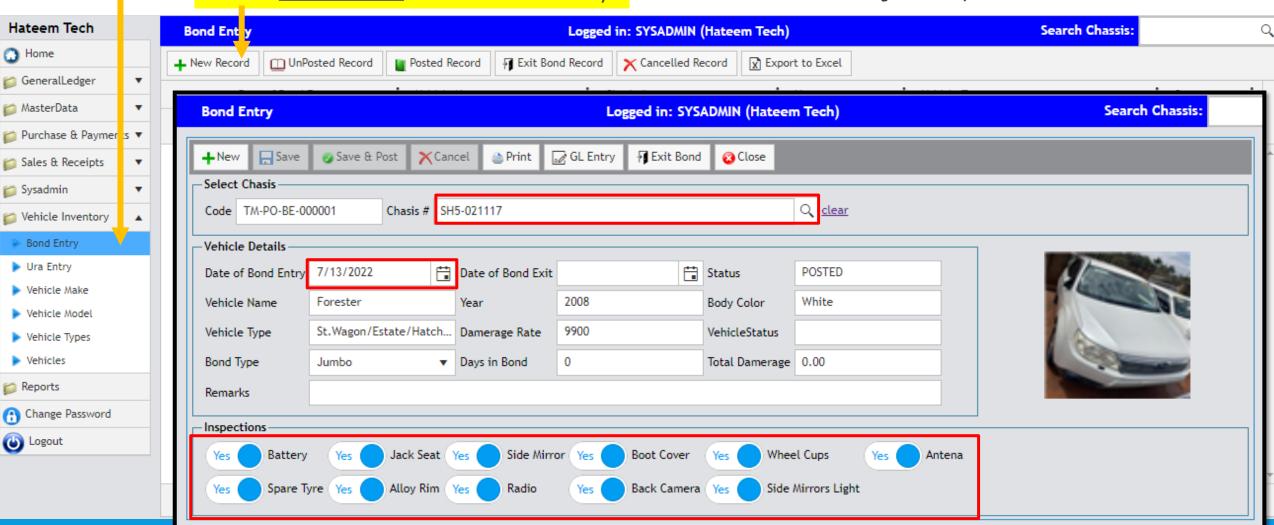
1. Go to **Vehicle Inventory** menu and click **Bond Entry**

2. Click **New Record** to create bond entry

Instructions

- Select Chasis#
- Select Date of Bond Entry
- Select Inspection details
- 4. Click Save or Save & Post

Note: On Posting Bond Entry this vehicle will be available for sale



STEP 5: JOURNAL VOUCHER

Change Password

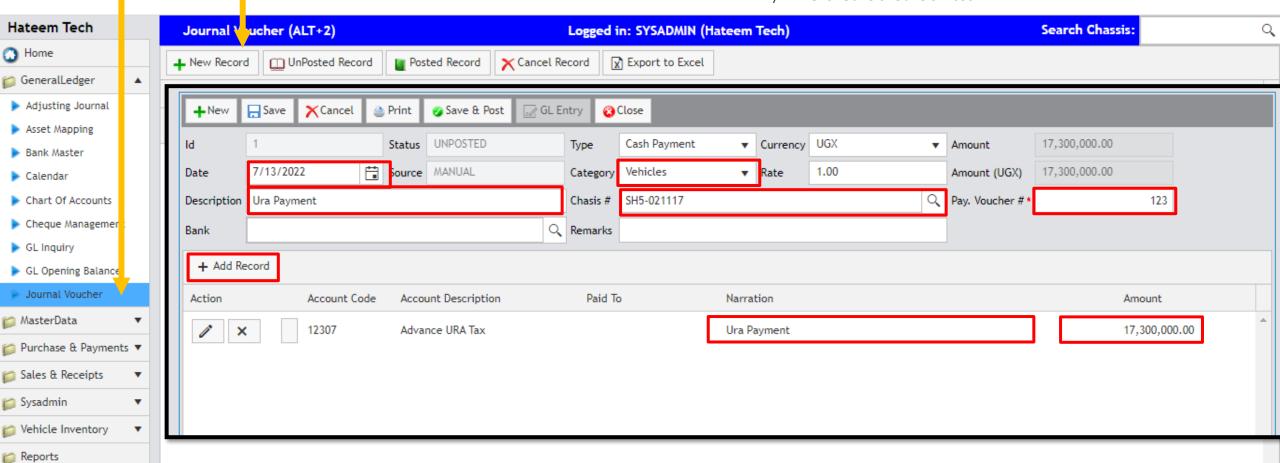
U Logout

1. Go to General Ledger menu and click Journal Voucher

2. Click **New Record** to create Journal Voucher

Instructions

- For Vehicle related expense, select "Vehicles" for category
- Select Date
- 3. Select Chassis #
- 4. Enter Description and Physical voucher #
- 5. Click Add Record button to select expense account
- 6. Enter Narration and Amount
- 7. Click Save or Save & Post



Note: You can also record expenses other than vehicles like salary, entertainment, office rent etc.

STEP 6: CASH SALE

Vehicle Inventory

Change Password

Reports

Select Customer Select Broker and enter commission if required 1. Go to Sales & Receipts menu and click Cash Sale Click Add Record button to select vehicle Enter Vehicle Sale Price Enter Received Amount to make remaining amount zero 2. Click **New Record** to create Sale Invoice Click Save or Save & Post Hateem Tech Cash Sale Logged in: SYSADMIN (Hateem Tech) Search Chassis Home ♣ New Record ∪nPosted Record The Export to Excel Posted Record X Cancel Record GeneralLedger ⊞ Contract XCancel → New - Save a Print Delivery Challan Save & Post GL Entry Attachments Close MasterData NEW Invoice Type Cash Invoice# Status Customer Ref. Prev. Balance 0.00 📁 Purchase & Paymer s 🔻 7/13/2022 Due Date 7/23/2022 UGX 1,000,000,00 Curr. Balance 0.00 Invoice Date Currency Commission Sales & Receipts BILAL AHMAD Q Ex. Rate Customer Broker Name Supplier UGX Cash Receipts Cash Sales + Add Record Credit Calls Action Code Chasis # Year Make Model Type Qty Unit Price Sub.Total Total Amount Credit Receipt × SH5-021117 2008 Subaru St.Wagon/Estate/HatchBack 25,000,000.00 ,000,000.00 25,000,000.00 Forester Credit Sales Customer Creation Debit/Credit Memo Performa Invoice Sales Person Sales Return Send SMS 25,000,000.00 25,000,000... Sysadmin Note: If you receive advance amount from customer in Sales Person Discount Amount 0.00

parts then you have to enter advance receipts. Total

advance will auto appear in Adj. Advance Field.

Instructions

Select Date

Adv. Adjustment

Received Amount

Gross Amount

0.00

0.00

25,000,000.00

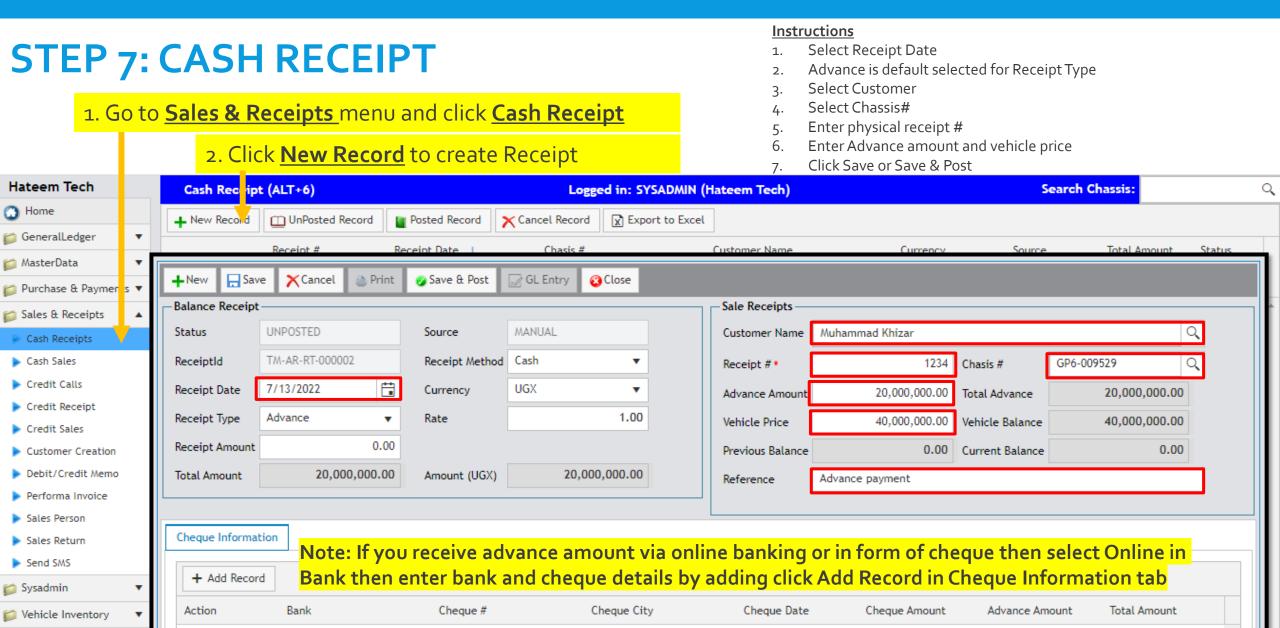
Total Discount

Remaining Amount

Net Amount

25,000,000.00

25,000,000.00



items per page

No items to display

Reports

U Logout

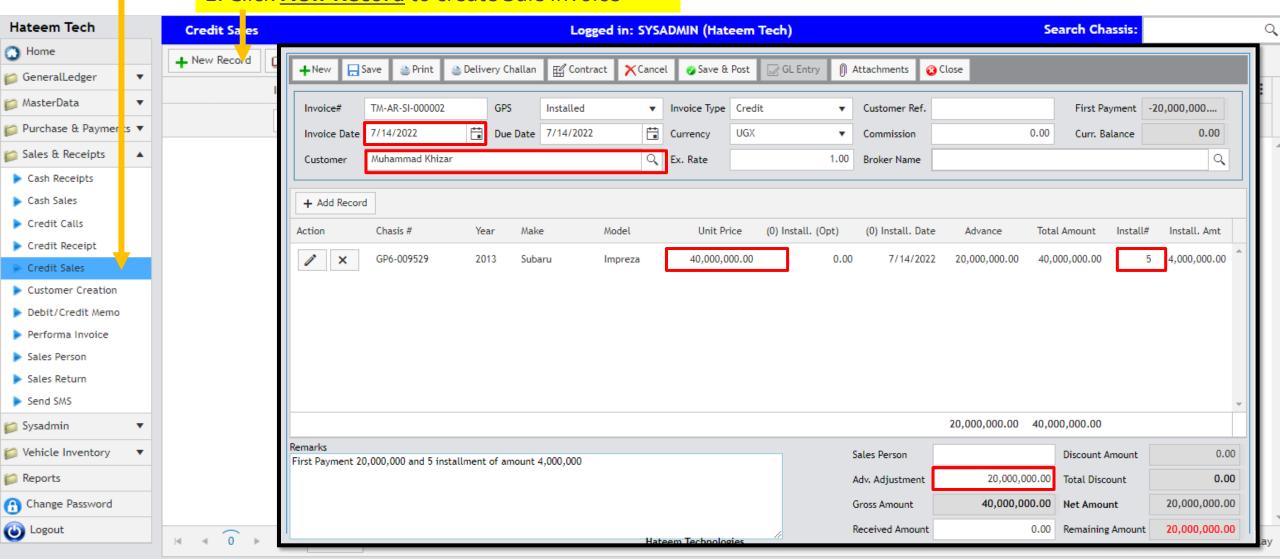
Change Password

STEP 8: CREDIT SALE

1. Go to Sales & Receipts menu and click Cash Sale

2. Click **New Record** to create Sale Invoice

- Select Date
- Select Customer
- 3. Select Broker and enter commission if required
- 4. Click Add Record button to select vehicle
- 5. Enter Vehicle Sale Price and no. of installments
- 6. Click Save or Save & Post

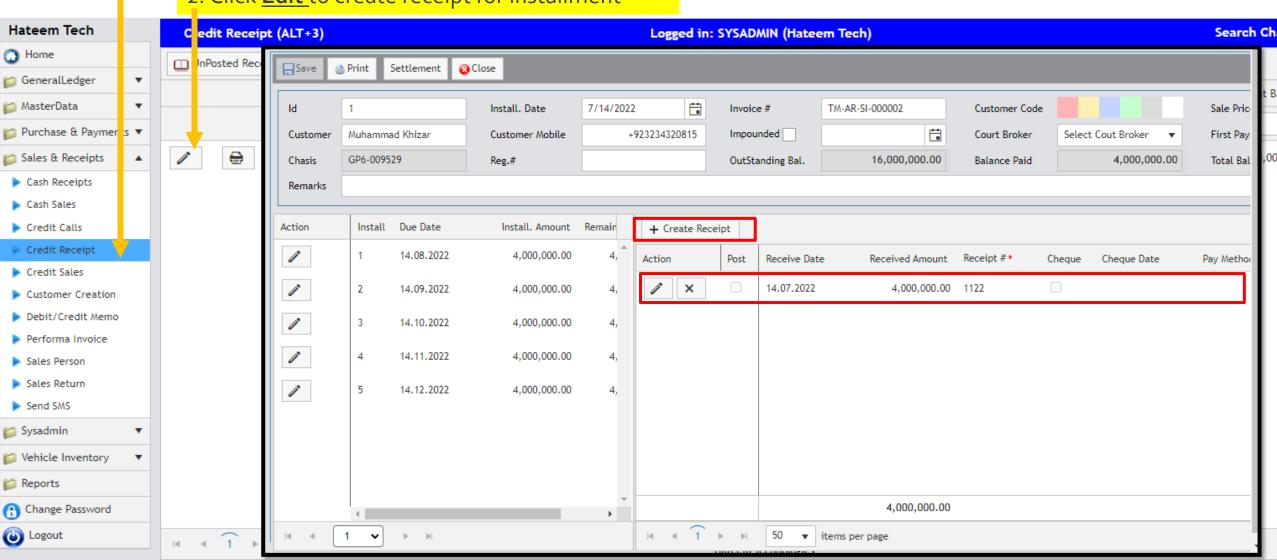


STEP 9: CREDIT RECEIPT

1. Go to Sales & Receipts menu and click Credit Receipt

2. Click **Edit** to create receipt for installment

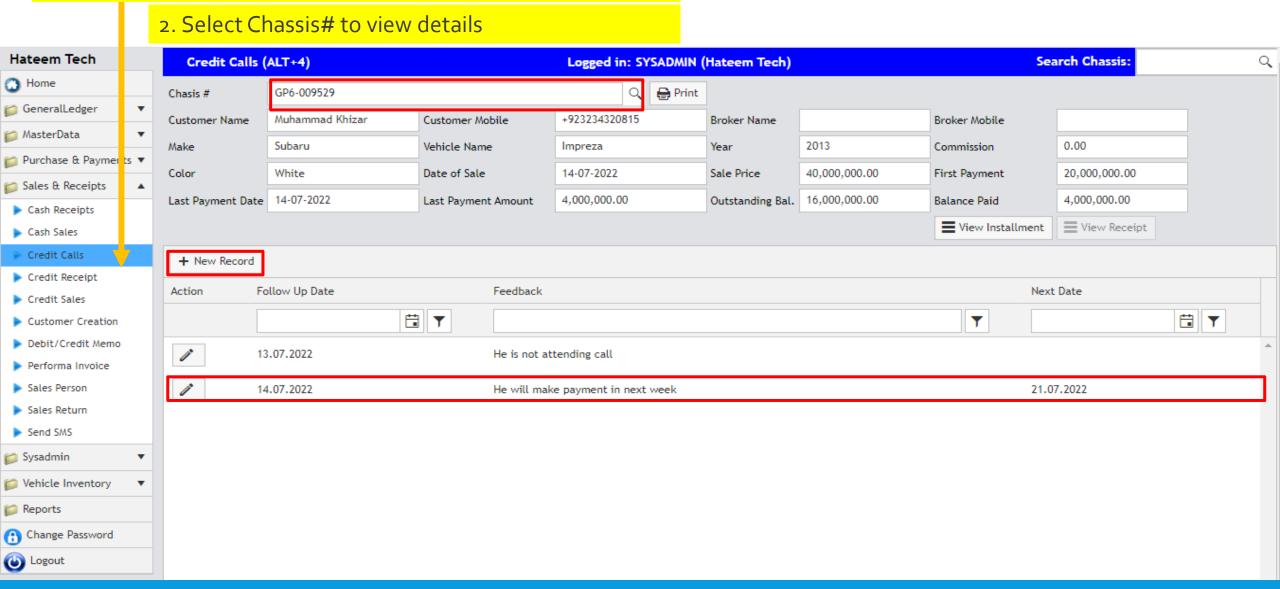
- . Open Record and click Create Receipt button to create installment
- 2. Select Receipt Date and click create button
- 3. Enter Receipt Amount and Receipt#
- 4. Click checkbox in Post column and click tick to save record



STEP 10: CREDIT CALLS

- 1. Go to Sales & Receipt menu and click Credit Calls

- Instructions
- Click New Record
- Enter customer feedback and next follow up date if any
- Click Save

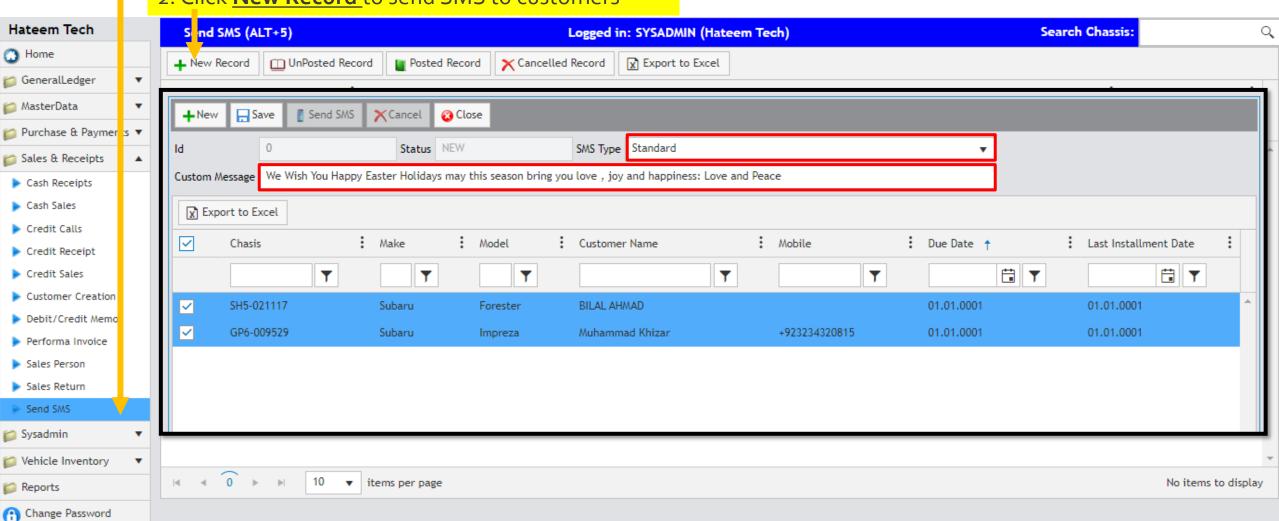


STEP 11: SMS MODULE

Logout

- 1. Go to Sales & Receipts menu and click Send SMS
 - 2. Click **New Record** to send SMS to customers

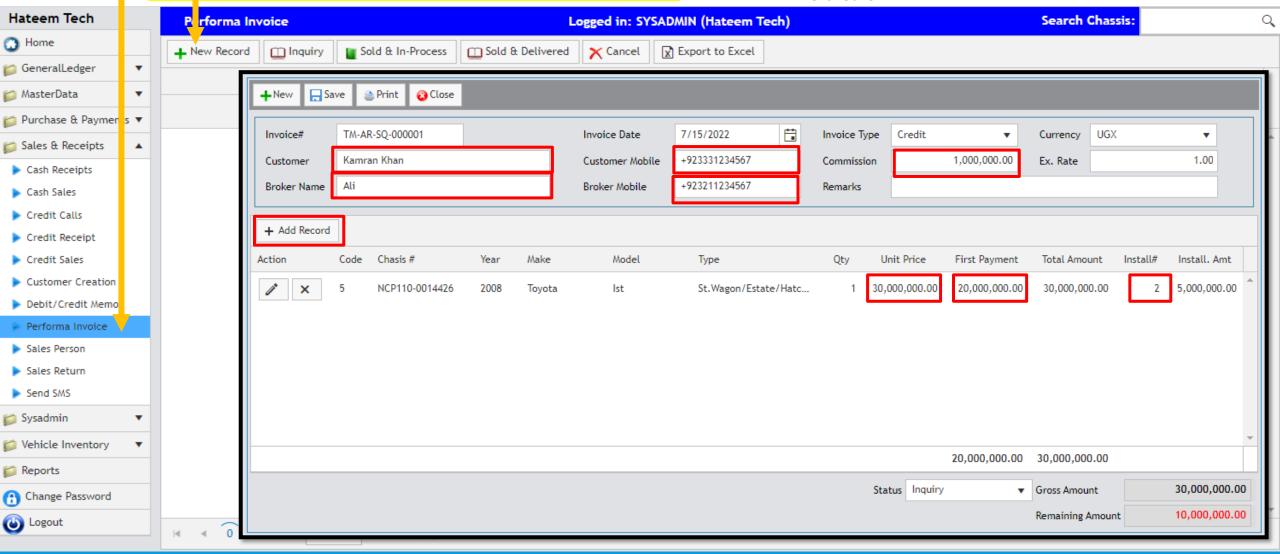
- Instructions
- Select SMS type to send SMS to customers (SMS Type : Installment, Contract Expiry, Transfer, Contract Expiry + Late Payment and Standard)
- 2. Fetch Customers based on selection of SMS type with auto generated messages and further you can select all customers or specific customers to send SMS.
- 3. Standard SMS type you can send custom messages to customers



STEP 12: PERFORMA INVOICE

- 1. Go to Sales & Receipts menu and click Performa Invoice
 - 2. Click New Record to create Performa Invoice

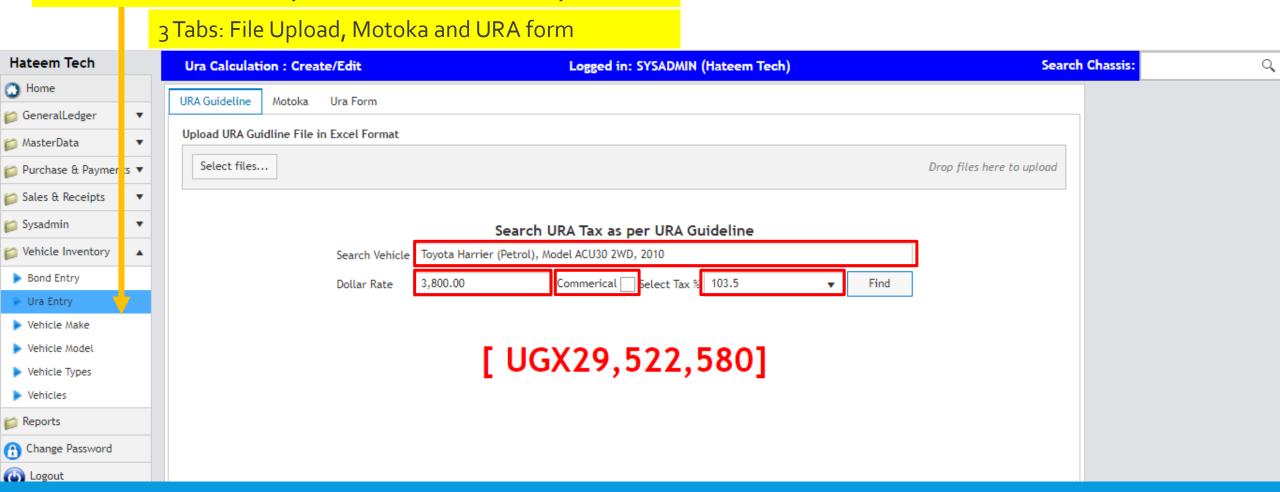
- .. Type Customer Name, Customer Mobile
- 2. Type Broker Name, Mobile and Commission
- 3. Click Add Record button and select Vehicle
- 4. Enter Unit Price, First Payment and Installments
- 5. You can select status (Inquiry, Sold and In-Process, Cancelled and Sold and Delivered
- 6. Click Save.



STEP 13: URA ENTRY (URA GUIDELINE)

1. Go to Vehicle Inventory menu and click URA Entry

- File Upload You can upload URA guideline tax file in excel format
- You can search URA from MOTOKA as per screenshot
- You can save URA and WHT tax in URA form

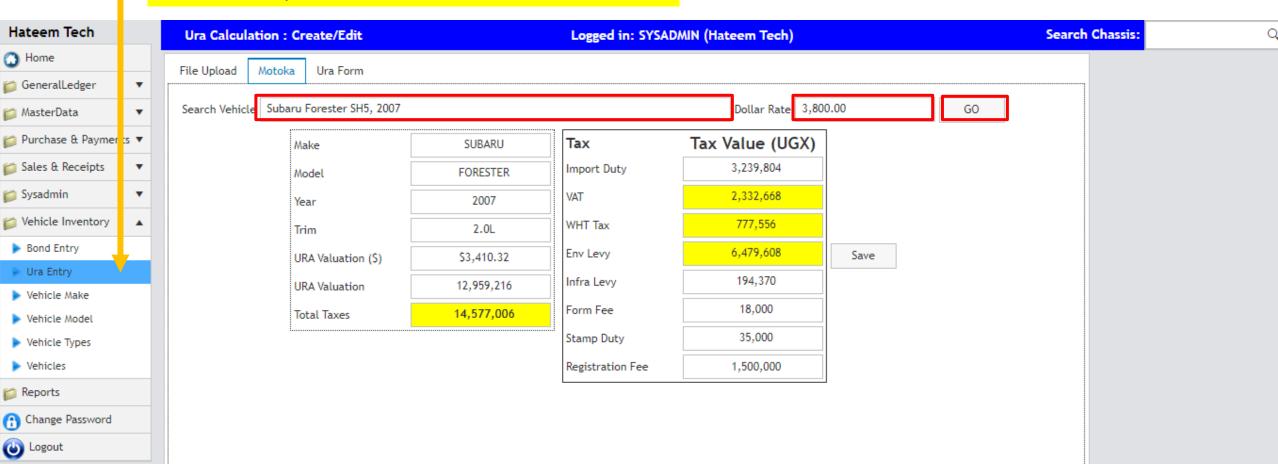


STEP 13: URA ENTRY (MOTOKA)

1. Go to Vehicle Inventory menu and click URA Entry

3 Tabs: File Upload, Motoka and URA form

- . File Upload You can upload URA guideline tax file in excel format
- . You can search URA from MOTOKA as per screenshot
- 3. You can save URA and WHT tax in URA form



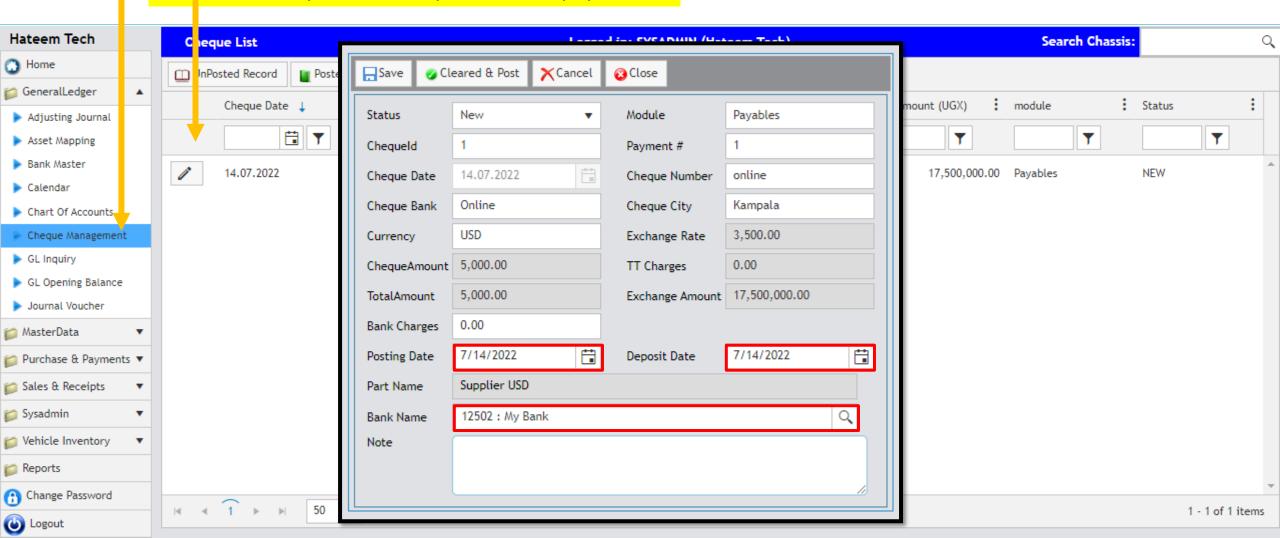
STEP 14: CHEQUE MANAGEMENT

- 1. Go to General Ledger menu and click Cheque Management
 - 2. Click **Edit** to post the cheque or online payment

Instructions

- 1. Select Posting Date and Deposit Date
- s. Select Bank where cheque or online receipt or payment is made
- 3. Click Save or Cleared & Post

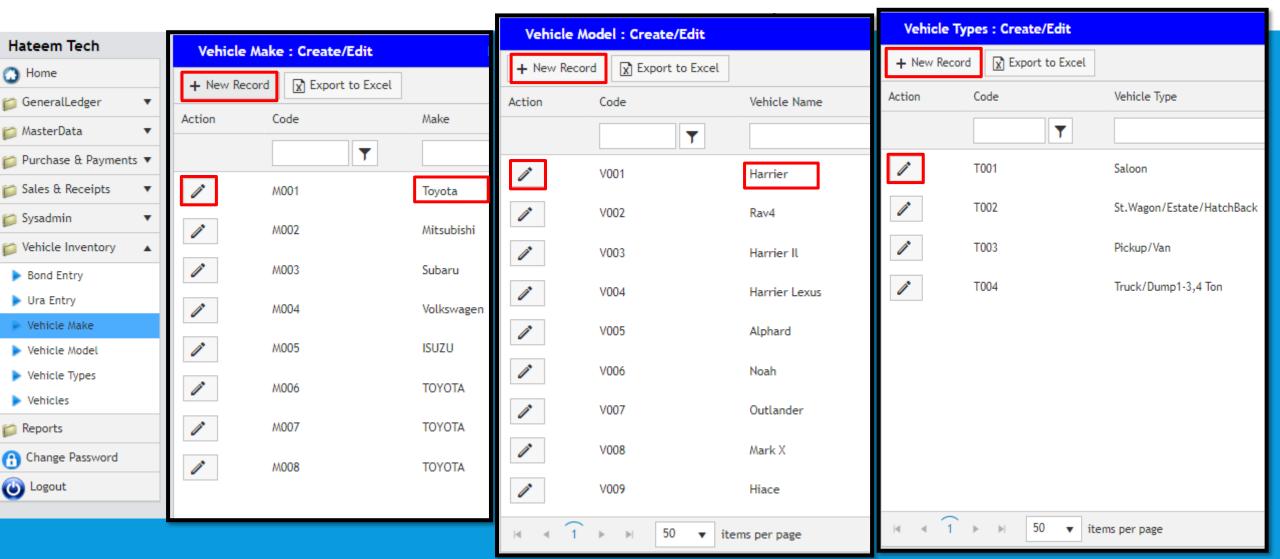
Note: Cheque Management form is used to track all cheques or online amount received from customer or paid to Suppliers or broker.



STEP 15: VEHICLE MAKE, MODEL, TYPES

Go to <u>Vehicle Inventory</u> menu and click <u>Vehicle Make</u>,
 <u>Vehicle Model and Vehicle Type</u>

- Vehicle Make: Click New Record to create Vehicle Make or click Pencil Icon to edit existing record
- 2. Vehicle Model: Click New Record to create Vehicle Model or click Pencil Icon to edit existing record
- 3. **Vehicle Type**: Click New Record to create Vehicle Type or click Pencil Icon to edit existing record

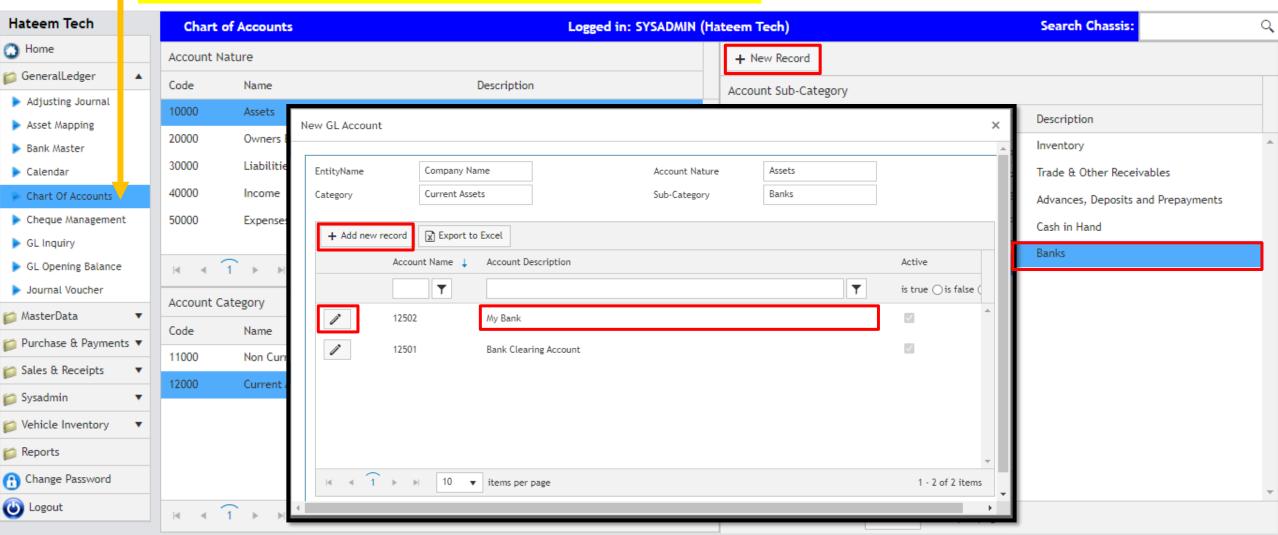


STEP 16: CHART OF ACCOUNTS

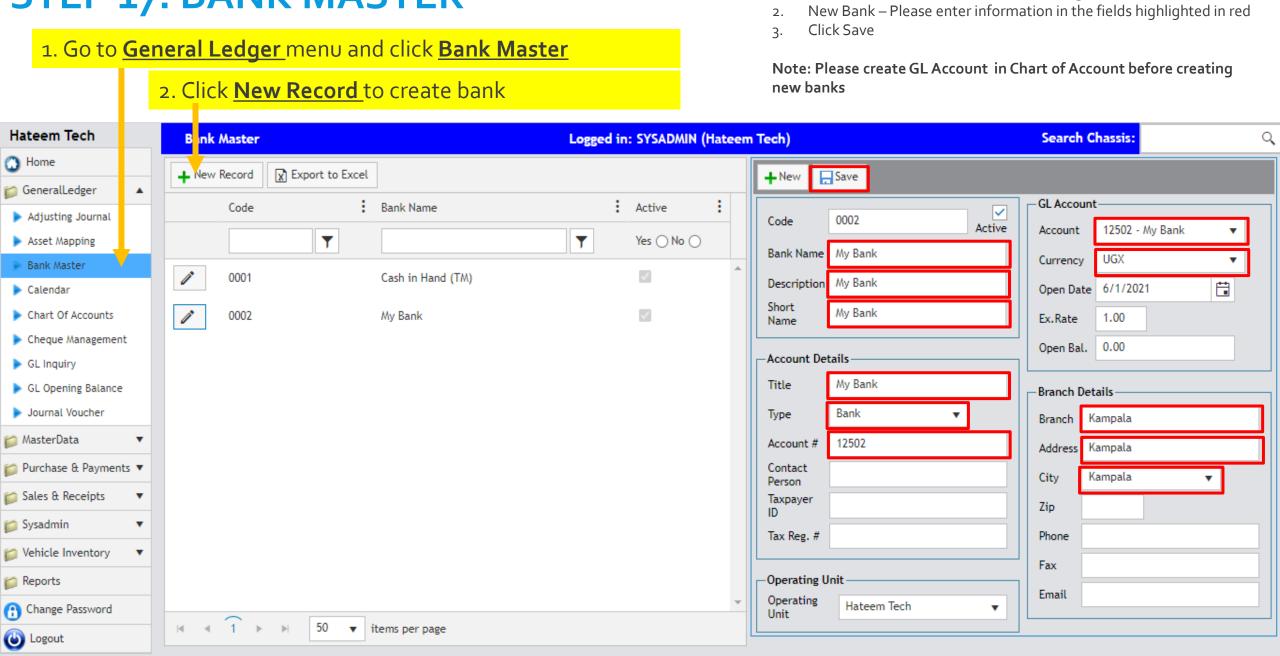
1. Go to **General Ledger** menu and click **Chart of Accounts**

4 Level Chart Of Accounts: Level 1: Account Nature, Level 2: Account Category, Level 3: Sub-Category Level 4: Account

- Select Sub-Category account and click New Record above Account Sub-Category, a window will pop up
- 2. You can see existing records under selected sub-category
- 3. To create new record, click Add new record button
- 4. Enter account description and click tick to save record
- 5. Account code will be auto generated



STEP 17: BANK MASTER



Instructions

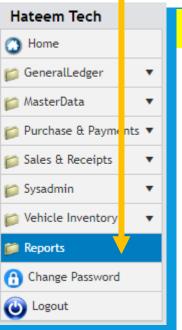
You can create new Bank and edit existing banks

STEP 18: REPORTING

1. Go to **Reports** menu and click

Instructions

- 1. Following reports are available
- You can download reports in different format like excel, CSV, PDF, rich text format etc.



SALES & RECEIPTS

- Cash Sales Contract Report
- Credit Sales Contract Report
- Delivery Challan Report
- Broker Commission Report
- Sales Register Report
- Customer Overall Yearly Balances Report
- Cash Sales Invoice Report
- Credit Sales Invoice Report
- Credit Calls Log Report
- Credit Calls Log Date Range Report
- Customer Credit Status Report
- Customer Receipt Report
- Performa Invoice Report
- Installment Status Report
- Cash & Bank Receipt Report
- Vehicle Advance Receipt Report
- Customer Receivables Report
- Income & Expenditure Report

Total Reports: 18

Vehicle Inventory

- Vehicle Inventory Report
- Vehicle Details Report
- Vehicle Costing Report
- Vehicle Detail Status Wise Report
- Bond Entries Report
- Vehicle QR Code Report
- Vehicle Label Report

Total Reports: 7

Purchase & Payments

- Supplier Invoice Report
- Supplier Payment Report
- Supplier Memo Report
- Purchase Register Report

Total Reports: 4

General Ledger

- Journal Voucher Report
- Day Book Report
- Account Ledger Report
- Daily Payment & Receipt Report
- Chart of Accounts Report
- Trial Balance Report
- Journal Voucher Date Range Report
- Profit & Loss Report (Format 2)
- Cash Book Report
- Balance Sheet Report
- Profit & Loss Report

Total Reports : 11

CONTACT US

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