

# Automotive Finance & Insurance Sales Journal

## Profitable Spreadsheets one at a time

This workbook is designed for the Finance Manager which needs to track the income generated within their department. It may be used on a daily basis for summarizing Month-to-Date Sales activities with the end results being a Monthly New and Used Vehicle Sales Analysis and Performance report.

With a little work and ingenuity 12 individual monthly reports can be created, with one master workbook summarizing Year-to-Date finance income and sales activity.

This workbook may also be expanded to include a reconciliation worksheet which records Charge-Backs, Wages and Adjustments, creating a relationship between the finance sales journal and the dealership monthly financial statement.

## Spreadsheet Instructions

Color Coding is utilized to simply usage of these spreadsheets. The only fields that a workbook user may input data are **Yellow** or **Red** in color. Red being either a required entry field or potential error.

The spreadsheets are self-explanatory, enter the date of the Sales Journal on the Master Log 1 spreadsheets and begin.

### Spreadsheet Header Explanations & Mandatory Entries

**Type - N or U:** Enter a 'N' for new vehicle sale or a 'U' for a used vehicle sale.

This is a **mandatory** entry that determines which department income generated will appear on within summary report.

**Activity Dates:** Enter a actual date that these three sales occurrences happened.

All these entries are **mandatory** for proper reporting on the finance summary report.

**Lead Up** - Information field indicating when prospect began negotiations with sales department.

**Turnover** - A mandatory required entry for the accurate calculation of NO turnover on the finance report.

**Delivery** - Unit delivery date, a mandatory entry which finalizes & includes income within the finance income totals.

\* Cells will remain RED until a delivery date is entered.

**Finance Department Income Generated:** Enter the actual dollar value of income generated on each sales types.

**Total Income:** Self-calculating income totals for each sale type, N-New or U-Used. Entries are not made within these cells.

**General Sales Reference Information::** Comment fields which are not mandatory entries.

## General Workbook Information

Original Worksheet is protected to prevent formula corruption and contain **No Active Macros**.

Workbook Created: December 5, 2005

**Workbook Last Update:** **June 22, 2009**

Workbook Current size: 139 KB

**Last and most importantly, if you have any questions concerning these spreadsheets or how to use them;  
E-mail or Call, IntactAuto Support: [Support@IntactAuto.com](mailto:Support@IntactAuto.com) or visit: [www.IntactAuto.com](http://www.IntactAuto.com) for contact information.**

**Excel® Workbooks designed specifically for the Retail Automotive Dealership & Automobile Industry**

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# Finance & Insurance Performance Summary

June-09

## New Vehicle Sales

	<b>UNIT COUNTS</b>			
<b>Total Leads - Up's</b>	1			
<b>Total Vehicle Deliveries</b>	1			
# of Turnovers	1	100.00%		
# of Finance Sales	1	100.00%		
<b>Finance Income by Type</b>	<b>COUNT</b>	<b>GROSS</b>	<b>PER COUNTER</b>	<b>DELIVERIES %</b>
Finance Reserve	1	\$ 125.00	\$ 125.00	100.00%
Warranty Sales	1	\$ 500.00	\$ 500.00	100.00%
Insurances	0	\$ -	\$ -	0.00%
Aftermarket Products	0	\$ -	\$ -	0.00%
<b>Total New Vehicle Income</b>	<b>\$ 625.00</b>			
<b>Per New Vehicle Retailed (PVR)</b>	<b>\$ 625.00</b>			

## Used Vehicle Sales

	<b>UNIT COUNTS</b>			
<b>Total Leads - Up's</b>	0			
<b>Total Vehicle Deliveries</b>	0			
# of Turnovers	0	0.00%		
# of Finance Sales	0	0.00%		
<b>Finance Income by Type</b>	<b>COUNT</b>	<b>GROSS</b>	<b>PER COUNTER</b>	<b>DELIVERIES %</b>
Finance Reserve	0	\$ -	\$ -	0.00%
Warranty Sales	0	\$ -	\$ -	0.00%
Insurances	0	\$ -	\$ -	0.00%
Aftermarket Products	0	\$ -	\$ -	0.00%
<b>Total Used Vehicle Income</b>	<b>\$ -</b>			
<b>Per Used Vehicle Retailed (PVR)</b>	<b>\$ -</b>			

## Finance Department Summary

	<b>UNIT COUNTS</b>			
<b>Total Leads - Up's</b>	1			
<b>Total Vehicle Deliveries</b>	1			
# of Turnovers	1	100.00%		
# of Finance Sales	1	100.00%		
<b>Finance Income by Type</b>	<b>COUNT</b>	<b>GROSS</b>	<b>PER COUNTER</b>	<b>DELIVERIES %</b>
Finance Reserve	1	\$ 125.00	\$ 125.00	100.00%
Warranty Sales	1	\$ 500.00	\$ 500.00	100.00%
Insurances	0	\$ -	\$ -	0.00%
Aftermarket Products	0	\$ -	\$ -	0.00%
<b>Total Department Income</b>	<b>\$ 625.00</b>			
<b>Per Vehicle Retailed (PVR)</b>	<b>\$ 625.00</b>			



