

# Used Vehicle Sales Log & Analysis Report

The Excel® spreadsheets within this workbook are designed to assist both the General and Used Vehicle Sales Manager monitor Used Vehicle Sales within their dealership. They were originally created to replace a manual Used Vehicle Sales Log and later expanded to include a **self-calculating, in-depth Used Vehicle Sales Analysis Report**.

The Used Vehicle Sales Analysis Report will assist in Micro-Managing your vehicle sales and trends, in turn simplifying the process of managing and Optimizing a Used Vehicle Inventory.

## It's use of statistical data & formulas will help;

- Identify which Vehicle Makes and Models are generating profits or losses
- Determine which Used Vehicle Acquisition Sources are the most or least profitable
- Calculate your real Return-on-Assets (Vehicle Inventory) purchased and sold
- Track inventory Aging Factors and determine its effect on profitability

You will also notice the Sales Logs do allow you to not only monitor **Gross Profit** on unit sales, they also assist in monitoring **Net Profit** as well. This is done by utilizing the input cells for floorplan interest expenses and miscellaneous vehicle expenses. A more detailed explanation on how to monitor these expenses are listed below.

## General Spreadsheet Usage Instructions

**Color Coding** is utilized to simply usage of these spreadsheets. The only fields-cells that a user may input data are **YELLOW** in color. All remaining cells are self-calculating. Drop-Down boxes are made available on each of the 2 Used Vehicle Sales Logs that will track up to 40 unit sales each, for a total of 80 monthly unit sales. If your monthly sales volume exceeds 80 unit sales feel free to contact IntactAuto support for assistances.

## To Begin using this Spreadsheet is simple;

- 1). Enter the Month-End date that you'll be tracking below.

**Sales Report Date**            format (mm/dd/yyyy)

- 2). Enter the Used Vehicle Make Codes & Descriptions below. **Default Values** have been entered, simply type over them.

**Make Codes:** Limit Code to a maximum length of 2 characters.

Required for proper Drop-Down displaying. **DO NOT** enter duplicate Make Codes.

**Make Description:** Limit Description to a maximum length of 20 characters.

Required for labeling values on the Used Vehicle Analysis Report. **DO NOT** enter duplicate descriptions.

	Make Codes	Make Description
Required Default	<b>OT</b>	<b>Other</b>
Used Vehicle - Type 1	TO	Toyota
Used Vehicle - Type 2	FO	Ford
Used Vehicle - Type 3	FT	Ford Truck
Used Vehicle - Type 4	GC	GMC
Used Vehicle - Type 5	CV	Chevrolet
Used Vehicle - Type 6	CT	Chevrolet Truck
Used Vehicle - Type 7	HO	Honda
Used Vehicle - Type 8	MB	Mercedes
Used Vehicle - Type 9	CY	Chrysler
Used Vehicle - Type 10	BU	Buick
Used Vehicle - Type 11	CD	Cadillac
Used Vehicle - Type 12	PN	Pontiac
Used Vehicle - Type 13	DO	Dodge
Used Vehicle - Type 14	BM	BMW

**Special Notes:** It is suggested that prior to entering Make Codes & Descriptions you give it some thought.

If you're going to utilize the Use Vehicle Sales Analysis Reports to create a **Year-to-Date Analysis Summary** report you don't really monthly analysis reports to vary much.

Also, **never** change these codes or descriptions mid-month. Since this would effect all the vehicle sales already logged within that month.

**You now have a functional workbook .....**

# Used Vehicle Sales Log Worksheet Heading Descriptions & Reporting Options

## 1). **Sold Unit Stock #**

Your in-house vehicle identification number

## 2). **Vehicle Source**

Vehicle Sourcing is used to monitor the Profit or Losses generated on Used Unit Sales by originating source. Utilize when reviewing unit sales profitability on the Unit Sales Summary report. **Selection required** for Analysis Report.

### **5 Chooses Available :**

**New Trade** - Incoming Trade-In on a New Unit Sold if you have a New Vehicle Franchise

**New Cycle** - Trade-In on Used Unit originating from a Trade on New Unit Sales

**Purchase** - Units purchased at either an Auctions or Outside Source

**Purch Cycle** - Trade on unit originating from a Purchased unit

**Other** - Miscellaneous Unit Source if other than the above 4 chooses

## 3). **Model Year**

Used Unit Model Year sold which is segregated on the Unit Sales Summary Report **Selection required** for Analysis Report.

## 4). **Make Code**

A two digit code identifying the manufacturer brand established on the Maintenance worksheet, e.g. CV for Chevrolet. Make Codes are segregated on the Unit Sales Summary Report. **Selection required** for Analysis Report.

## 5). **Vehicle Descriptions**

An additional reference cell for you to utilize when reviewing unit Sales. Can be anything from Model Description to Color.

## 6). **Acquisition Date**

Date that your dealership acquired the Used Unit. Entry format; mm/dd/yyyy - **Required entry** for aging analysis

## 7). **Unit Sale Date**

Date that your dealership Sold the Used Unit. Entry format; mm/dd/yyyy - **Required entry** for aging analysis

## 8). **Age in Days**

Worksheet calculation of sold units age in days based on the above 2 entries. Verify accuracy of date entries. Segregated and Analyzed on the Unit Sales Summary Report.

## 9). **Inventory Asset Cost**

Actual investment plus adjustments made to vehicle asset cost/value, purchase price or ACV. Include reconditioning costs. This value is usually your accounting total value, which includes Unit Cost Adjustments. See explanation below. Segregated and Analyzed on the Unit Sales Summary Report. **Required entry** for analysis report.

## 10). **Unit Cost Adjustments**

Accounting entries made to either increase or decrease unit cost. Vehicle packs, Cost Averaging, Write-down's or Accrual Adjustments. Remember to include any miscellaneous cost adjustments effecting the calculation of true gross profit. Write-down entries are entered as a negative amount. In turn reducing your **TRUE** Vehicle Gross Profit. Segregated and Analyzed on the Unit Sales Summary Report. **Required entry** if any for analysis report.

## 11). **Actual Unit Cost**

Worksheet calculation of sold units actual monetary cost after inventory cost adjustments. Actual Unit Cost value is used for calculating actual Vehicle Sales Gross Profit. The Vehicle Gross Profit may differ from your accounting entry since all miscellaneous, adjusting entries are removed for the purpose of calculating a TRUE Return-on-Asset. Review accuracy of Cost & Adjustment entries

## 12). **Unit Sale Gross Profit**

Accounting entry made to your financial statement. Doesn't include commissioning packs applied to unit sale and does reflect all Unit Cost Adjustments accounted for in description number 10 - Unit Cost Adjustments. Segregated and Analyzed on the Unit Sales Summary Report. **Required entry** if any for analysis report.

13). **Adjusted Gross Profit**

Calculated Actual Used Vehicle Gross Profit generated after all miscellaneous adjusting entries.

14). **Interest Expense**

Wholesale Floorplan Interest Expenses have a tendency to be forgotten when calculating an aging vehicles Gross Profit, but should always be a consideration when determining your True Return-on-Asset value. This Cells is made available for your convenience, yet is not a mandatory entry, you determine how accurate of an Analysis Report you would like.

15). **Unique Expenses**

The Unique Expense column again is not a mandatory entry field, but many times an specific unit may incur unusual expenses you may want to consider, such as Sales Commission Spiffs on Aged Units or the added expense of a special Advertising Campaign. You decide how you would like to utilize these cells. Just remember **consistency is important** when completing an analysis of your Used Vehicle Sales.

16). **Vehicle Net Profit**

Calculated Used Vehicle Net Profit generated by the sale of this unit. Remember additional expenses may occur, thus reducing this Profit value further depending on how you utilize the Unique Expense cell.

17). **Return On Asset**

Your dealerships calculated Return-on-Asset value generated by the sale of this used unit.

**Return-on-Asset;** The Ratio(%) of return you generate in Pretax Profit for every dollar you invested in an Asset/Vehicle.

## Workbook Notations

Worksheets are protected to prevent formula corruption and contain **No Active Macros**

Workbook Created:	March 1, 2005
<b>Workbook Last Updated:</b>	<b>May 20, 2009</b>
Workbook Current size:	910 KB

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

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

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# Used Vehicle Sales & Analysis Report

September 30, 2009

IntactAuto.com

## Age of Units Sold

1 - 30 Days  
31 - 45 Days  
46 - 60 Days  
61 - 90 Days  
91 - 120 Days  
121 + Days

Vehicle Age in Days Analysis				
# of Units Sold	Total Adjusted Gross Profit	Average Adjusted Gross Profit	Total Used Vehicle Net Profit	Average Vehicle Net Profit
0	\$ -	\$ -	\$ -	\$ -
0	\$ -	\$ -	\$ -	\$ -
0	\$ -	\$ -	\$ -	\$ -
0	\$ -	\$ -	\$ -	\$ -
0	\$ -	\$ -	\$ -	\$ -
0	\$ -	\$ -	\$ -	\$ -

## # of Units Sold

## Average Age of Sold Unit

## Total Dollar Values

Asset Value - Cost  
Adjusted Gross Profit  
Vehicle Net Profit

## Averages Per Unit Sold

Asset Value - Cost  
Adjusted Gross Profit  
Vehicle Net Profit

## ROA - Return On Asset

Acquisition Source Analysis					Department Sale Totals
Purchased Units		New Vehicle Trade-In's		Other Sources	
Purchase	Cycle	New	Cycle	Other	
0	0	0	0	0	0
0	0	0	0	0	0
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

## Model Year Sales Analysis - Average per Year

## Model Years Sold

2010  
2009  
2008  
2007  
2006  
2005  
2004  
< =2003

# of Units Sold	Age In Days	Average Adjusted Gross Profit	Average Vehicle Net Profit	% of Total Sales Net Profit
0	0	\$ -	\$ -	0.0%
0	0	\$ -	\$ -	0.0%
0	0	\$ -	\$ -	0.0%
0	0	\$ -	\$ -	0.0%
0	0	\$ -	\$ -	0.0%
0	0	\$ -	\$ -	0.0%
0	0	\$ -	\$ -	0.0%
0	0	\$ -	\$ -	0.0%

## Vehicle Sales Make Analysis - Average per Make

## Make Type Sold

Other  
Pontiac  
Ford  
Ford Truck  
GMC  
Chevrolet  
Chevrolet Truck  
Honda  
Mercedes  
Oldsmobile  
Buick  
Cadillac  
Toyota  
Dodge  
Audi

# of Units Sold	Age In Days	Average Adjusted Gross Profit	Average Vehicle Net Profit	% of Total Sales Net Profit
0	0	\$ -	\$ -	0.0%
0	0	\$ -	\$ -	0.0%
0	0	\$ -	\$ -	0.0%
0	0	\$ -	\$ -	0.0%
0	0	\$ -	\$ -	0.0%
0	0	\$ -	\$ -	0.0%
0	0	\$ -	\$ -	0.0%
0	0	\$ -	\$ -	0.0%
0	0	\$ -	\$ -	0.0%
0	0	\$ -	\$ -	0.0%
0	0	\$ -	\$ -	0.0%
0	0	\$ -	\$ -	0.0%
0	0	\$ -	\$ -	0.0%
0	0	\$ -	\$ -	0.0%
0	0	\$ -	\$ -	0.0%