

Workbook Instructions

In general the purpose of this Excel workbook is to provide a Sales Manager or the Accounting Department with a structured procedure for calculating a vehicle sales profitability, while completing the essential calculations required to determine the sales commission payable on a vehicle transaction.

The workbook itself has been designed to handle multiple types of sales transactions including complex new vehicle sales transactions which include manufacturer customer, dealer and factory incentives.

As for using this workbook it is practically compatible with all GM manufacturer lines since the basis of accountability remains the same for all vehicle sales transactions and will be a useful addition to any Dealer Management Systems (DMS).

Workbook Fundamentals

1) Transaction Framework

This worksheet is the starting point for all transactions. Its purpose is to collect basic facts about the transaction such as Customer Name, Sales Person, Stock Number, Trade Information, etc.

2) Transaction Incentives

An indispensable worksheet used when calculating and controlling manufacturer incentives. It provides not only an itemized listing of incentives but also may be used for tracking documentation compliancy

3) Accounting Worksheet

The accounting worksheet is used to gather all the financial aspect of the sales transaction. It will calculate Gross Profit, Commissionable Gross and Finance Income. It does allow the entry of dealership unique accounting entries which are applied to a sales transaction in-house.

4) Workbook Administration

Provides you the End-user the ability to control nearly all the Drop Down list values within this workbook. One uses this worksheet to control such items as factory delivery types, sales personnel listings, general ledger account numbers, financing institutions and factory sales incentives.

Administration properties are accessed thru the Accounting worksheet by selecting the "Controls" button.

Special Notation: Factory Sales Incentives

Note, Factory Incentives differ from Dealer Incentives. Dealer Incentives are considered earned and/or guaranteed incentives that are applied to an individual sales transaction similar to a customer incentive, but not explicitly given to the customer.

Factory Incentives are considered a dealership incentive for obtaining manufacturer objectives and goals which a dealer may or may not want to consider when calculating the gross profit on a sales transaction.

5) Program Matrix and Administration - Password Protected

The Program Matrix worksheet in essence controls all Factory Incentives established by the manufacturer. It may or may not be necessary for a dealership to use it, but it is available and customizable upon request. New workbooks at startup do not have a password setup, just press continue to proceed when asked.

Once the password has been changed only individuals with the new password may access the worksheet.

Now, as for using the actual workbook it is somewhat self-explanatory and upon completing one or two sales transactions it will be mattered.

Key Usage Points

Only "Yellow" cells allow data entry. Move between worksheets by clicking the grey "Form Buttons" at the top of each worksheet. Start calculating a new sales transaction by clicking the Forms Button labeled "Reset" on the Transaction Framework worksheet.