

Tutorial One: Entering Inventory

This tutorial helps you understand the basics of entering inventory, adding repair orders, and listing inventory. We will enter one vehicle into inventory and add a repair order to it.

1. Open AutoQuote 2010 by double-clicking the "Autoquote2010" icon on the desktop.
2. Click on the "INVENTORY" button.
3. Click on the "VIN Num" field in the upper left corner of the "New Inventory Info" screen, enter "JALC4B1K8S7021586", then press the "Tab" key on the keyboard. The program will perform a VIN check and fill in information as available.

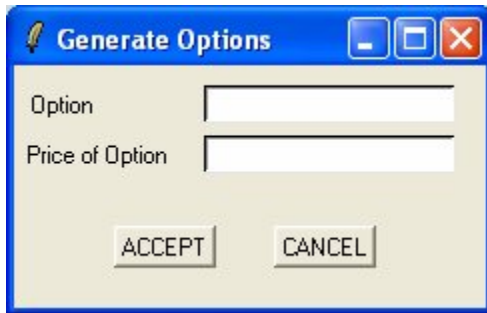
Note: In this case, a window will appear asking you if this is a truck or a light truck. Also, the "Year" and "Make" fields will automatically fill in.

4. Select "Truck" from the dropdown menu, click "ACCEPT", then press the "Tab" key.
5. Type "1586" in the "Stock Number" field and press "Tab".
6. Click on the "Odometer" field, enter "90,000", then press "Tab". The cursor will move to the "Dealer Cost" field.
7. Enter "750" then press "Tab". The "750" will be automatically formatted to "\$ 750.00" and the cursor will move to the "Amt Floored" field.
8. Enter "250" then press "Tab". The "250" will be automatically formatted to "\$ 250.00" and the cursor will move to the "Retail Price" field.
9. Enter "2000" then press "Tab". The "2000" will be automatically formatted to "\$ 2,000.00" and the cursor will move to the "Lot Code" field.
10. Click on the "Date Acquired", enter 07-02-2007, then press "Tab".

Note: The "Days on the lot" portion of the inventory report requires that the date is entered in the format XX-XX-XXXX.

If this date is not entered correctly, this portion of the report will not appear properly. For more information on reports, see "Tutorial 4: Reports".

11. Click on the “ADD” Button. The following window will appear:



12. Click in the “Option” field, type “Sun Roof”, then press “Tab”.

13. Type “500” and click “ACCEPT”.

14. The dropdown menu under the “source” field will read “Sun Roof”. The “Option Price” field will read “\$500.00”

15. Click the “ADD” button again and add the option “Tinted Windows”. Enter “400” for the price and click “ACCEPT”. The Drop down menu will now contain two items, “Sun Roof”, and “Tinted Windows”.

16. Click on the “Orig. Cost” field. Type in “750”, the same as the “Dealer Cost”, then press “Tab”.

17. Click the dropdown menu on the “New/Used” field and click “U”.

18. Click the “SAVE” button.

Note: For more detailed information about the “Inventory” section, see page 68 of the user’s guide, which can be opened by clicking the “HELP” button in the lower left corner of AutoQuote 2010..

Add a repair order

1. Click “F3 RO”.

2. Click on the “Vendor” field, type “In house”, then press “Tab”.

3. In the “RO #” field, type “1”, then press “Tab”.

4. In the “Date” field, type “07-05-2007”, then press “Tab”.

5. In the "Description" field, type "Replaced Cracked Windshield", then press "Tab".
6. In the "Amount" field, type 300, and press "Tab".
7. Click "Add RO".
8. Click "EXIT".
9. You will notice the "RO Total" field reads "\$300.00" and the amount of the RO has been added to the "Dealer Cost". The "Orig. Cost", however, has not changed.

List vehicles in inventory

1. Click "RECALL". The "Recall Inventory" screen will appear.
2. Click the "Recall" button. A list of all vehicles in inventory will appear. In this case it will be one vehicle.
3. To recall a particular vehicle, click on the vehicle, then click load.

Note: To print the inventory, it is necessary to run an inventory report. For information on reports, see "Tutorial 4: Reports".

This concludes the Inventory tutorial.