

# Sales Department - Suggested End of Financial Year Process

## Introduction

This page is dedicated to giving you a list of suggested processes that should be followed within the Sales Department at the End of Financial Year.

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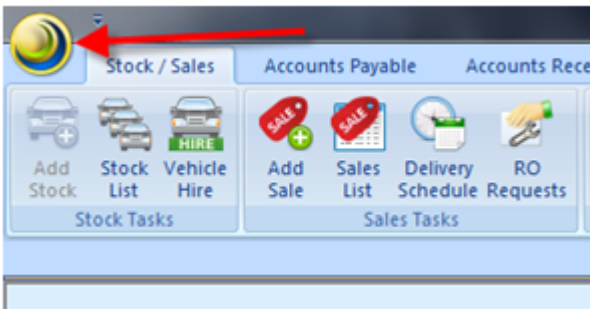
### Related pages:

- Suggested Duties - Sales Department
- Service Department - Suggested End of Financial Year Process
- Accounts Department - Suggested End of Financial Year Process
- Parts Department - Suggested End of Financial Year Process

## Suggested Processes

### Review and Manage

- Review all sales and ensure that delivered sales in the closing financial year are finalised.
- Perform a stocktake on all vehicles: new, used and demo.
- Ensure all acquisition costs and vehicle costs are entered if acquired in the closing financial year.
- Review sale extra's pricing and update if required.
- Update traffic authority's registration and acquisition costs.
- Review aftercare pricing and update if required.
- Perform an Internet Fees Update.



## **Reports to Print Off**

Print off all the relevant reports we recommend:

- Stock Owing report. *(this report is found under the Management tab within the Report Menu)*

## **Downloadable Document**

This page in a downloadable document format - [Sales Department - Suggested End of Financial Year Process.pdf](#)