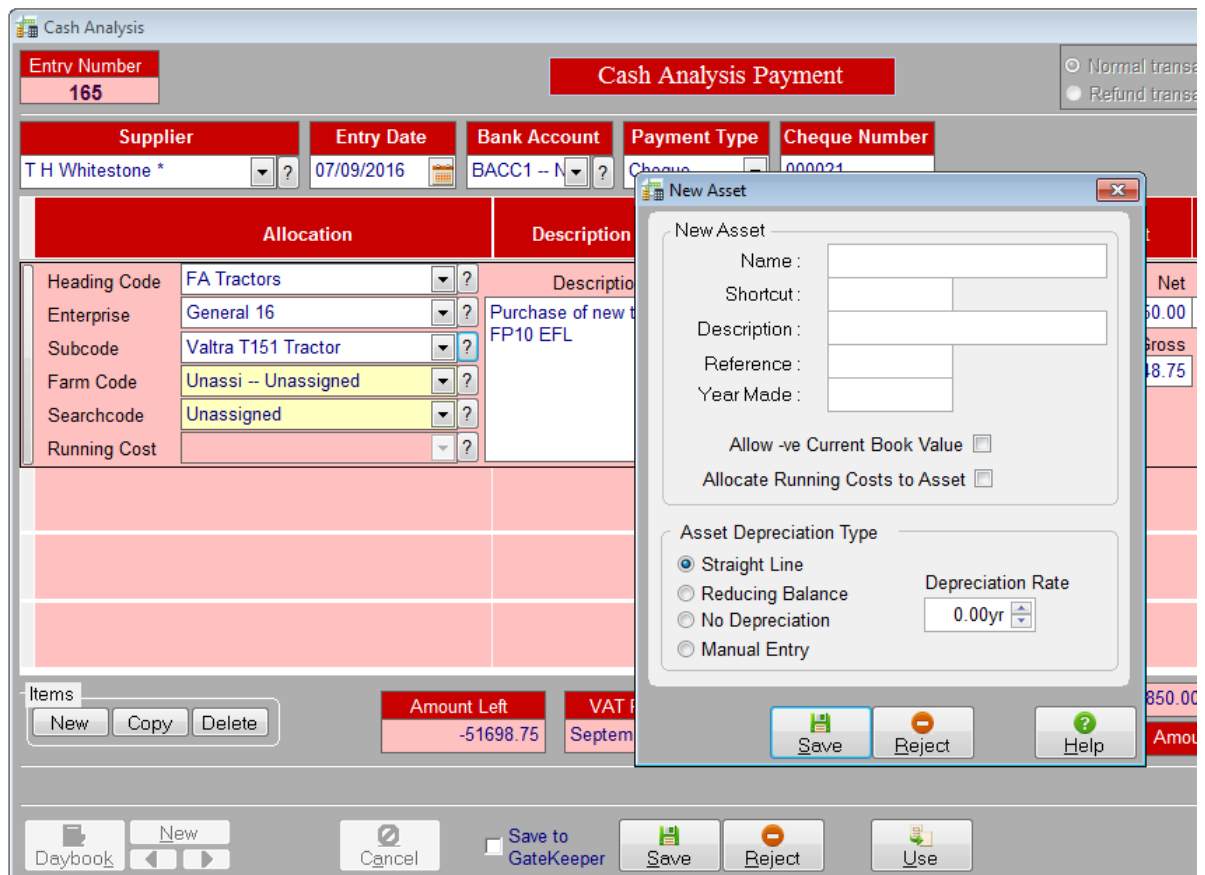


## Machinery purchase/Hire purchase agreements

1. Complete the header line of the entry with the initial payment amount entered in the 'Amount' box.

Supplier	Entry Date	Bank Account	Payment Type	Cheque Number	Amount
T H Whitestone	07/10/2016	BACC1 -- N	Cheque	000020	8050.00

2. If a new asset card is required click the '?' against the 'Sub code' box, then 'New Sub Code', complete the information and click 'Save'. Otherwise select the required 'Sub code' from the list. (Sub codes only available with optional asset register module)



The screenshot shows the 'Cash Analysis' software interface. A 'Cash Analysis Payment' entry is open for 'T H Whitestone' on 07/09/2016. A 'New Asset' dialog box is displayed, allowing the user to create a new asset card. The dialog includes fields for Name, Shortcut, Description, Reference, and Year Made. It also has checkboxes for 'Allow -ve Current Book Value' and 'Allocate Running Costs to Asset'. Under 'Asset Depreciation Type', 'Straight Line' is selected, with a 'Depreciation Rate' of 0.00yr. The background shows an allocation table with columns for Allocation and Description, and a summary row for 'Amount Left' at -51698.75.

Supplier	Entry Date	Bank Account	Payment Type	Cheque Number
T H Whitestone *	07/09/2016	BACC1 -- N	Cheque	000021

Allocation	Description
Heading Code: FA Tractors	
Enterprise: General 16	Purchase of new t
Subcode: Valtra T151 Tractor	FP10 EFL
Farm Code: Unassi -- Unassigned	
Searchcode: Unassigned	
Running Cost	

Summary: Amount Left: -51698.75

3. Enter a description then the full value of the new asset.
4. On the next line enter any trade in value as a negative. (Users with the asset register module may need to select the sold asset name).
5. The following line shows the amount of monies supplied by the finance company which is entered as a negative. (A new code can be set up by clicking on the '?' alongside the 'Heading Code'.)
6. The final line should show any administrative charges.
7. When complete the entry should have zero in the 'Amount Left' box.
8. If the asset register module is being used clicking 'Save' will ask if you

**Cash Analysis Payment**

Entry Number: 162

Supplier: T H Whitestone | Entry Date: 07/10/2016 | Bank Account: BACC1 -- N | Payment Type: Cheque | Cheque Number: 000020 | Amount: 8050.00

Allocation	Description	Quantity	Price	Amount	VAT Rate	VAT Amount
Tractors/General 16/Valtra T151 Tractor	Purchase of new tractor reg FP10 EFL	0.000	0.000	50850.00	S	8898.75
Tractors/General 16/MF 40 EXL	Trade in MF 40	0.000	0.000	-3750.00	S	-656.25

Heading Code	Description	Quantity 1	Price	Net	VAT	VAT Amount
LT Valtra T151 loan	Finace taken on Valtra T151	0.000	0.000	-47342.50	N	0.00
				Gross		-47342.50

Amount Left	VAT Return	Input VAT	Output VAT	Total Amount
0.00	October 2016	8898.75	-656.25	8050.00

wish to write off the traded in asset. Normally click 'Yes' unless the traded in asset was part of a pool asset.

9. When the repayments are entered the capital amount repaid is coded to the liability code (in the above example 'LT Valtra T151 loan') and the interest coded to an overhead expense code.