

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
White T H	01/03/2019	BACC1 -- Nation	Cheque	100829	8150.00

2. Select the required Heading Code and enter a description and full value of the new asset.

Allocation	Description
Heading Code <input style="width: 80%;" type="text" value="Tractors (FA)"/> ?	Description <input style="width: 95%;" type="text" value="Purchase of new tractor"/>
Searchcode <input style="width: 80%;" type="text" value="Unassigned"/> ?	

3. On the next line enter any trade in value as a negative.
4. The following line shows the amount of money 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'.)
5. The final line should show any administrative charges.



Cash Analysis Payment

Entry Number: 5

Supplier: White T H | Entry Date: 01/03/2019 | Bank Account: BACC1 -- Nation | Payment Type: Cheque | Cheque Number: 100829 | Amount: 8150.00

Allocation	Description	Quantity	Price	Amount	VAT Rate	VAT Amount
Tractors	Purchase of new tractor	0.000	0.000	50850.00	S	10170.00
LT Valtra T151 Loan	Trade in	0.000	0.000	-3750.00	S	-750.00
Heading Code: LT Valtra T151 Loan (LT)	Description: Finance taken on Valtra T151	Quantity 1: 0.000	Price: 0.000	Net: -48420.00	VAT: N	VAT Amount: 0.00
Searchcode: Unassigned		Quantity 2: 0.000		Gross: -48420.00		
Admin Misc	Admin fee from finance agreement	0.000	0.000	50.00	E	0.00

Items: New Copy Delete

Amount Left	VAT Return	Input VAT	Output VAT
0.00	March 2019	9420.00	0.00
	Total Amount		

Buttons: Daybook, New, Cancel, Save to GateKeeper, Save, Reject, Use, Create, Close, Help

- When complete the entry should have zero in the 'Amount Left' box.
- 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.