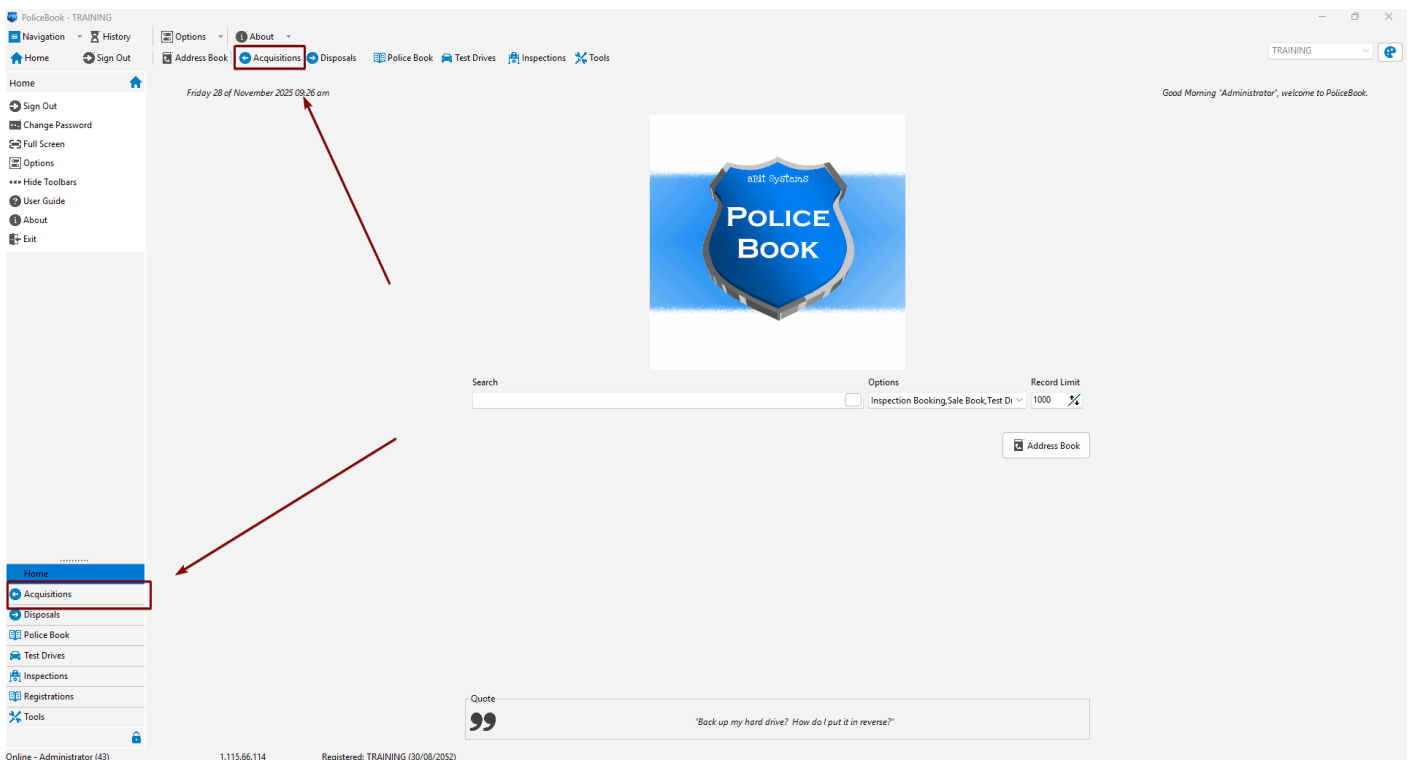


# Basics

## Accessing Acquisitions

You can access the Acquisitions page by clicking the Acquisitions button in the top toolbar, or the Acquisitions button in the left-side navigation menu. You can also view Acquisitions and Disposals together with the "Police Book" button.

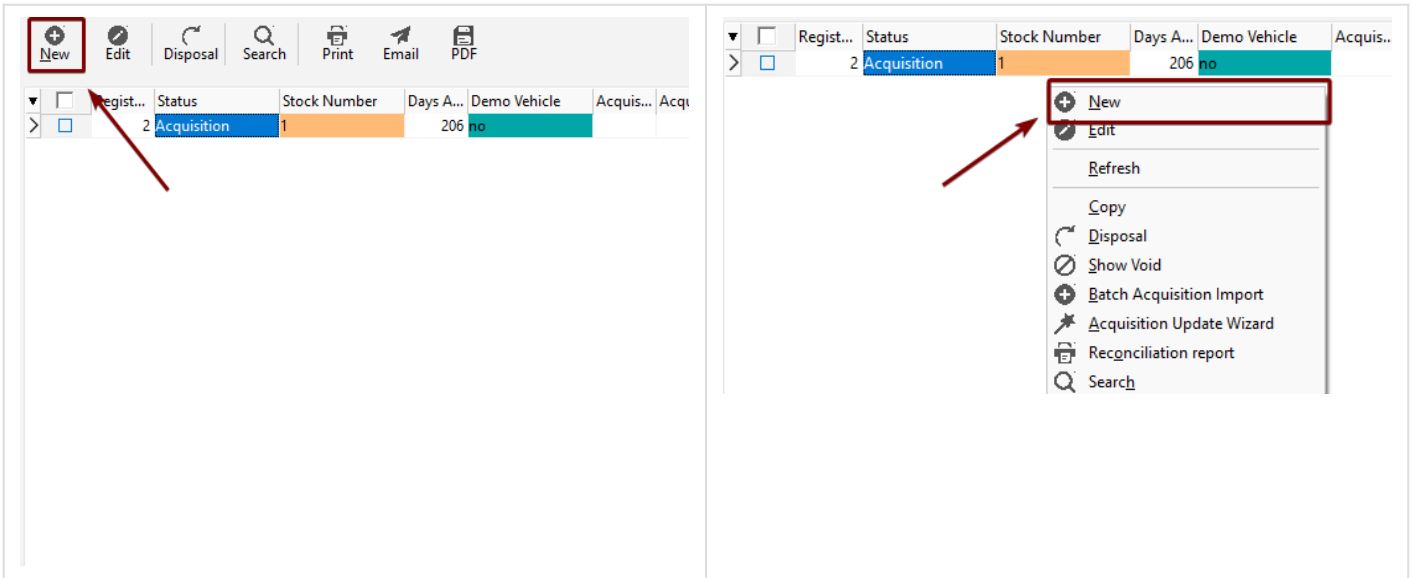


## Creating a new Acquisition entry

Keyboard shortcut: Alt+N

You can create a new Acquisition entry by clicking "New" in the Acquisition toolbar, or by right-clicking and clicking the "New" Menu Item.

Toolbar	Right-click
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You will get a blank form to fill in data. Yellow fields are mandatory, white fields are optional. For explanations of the fields, please see the [Glossary](#).

The image shows a screenshot of the 'Acquisition Details (New Record)' form. The form is divided into several sections. On the left, there is a sidebar with navigation options: 'New Acquisition', 'Import', 'Vehicle Disposal', 'Print forms', 'Email forms', 'PDF forms', 'Mail merge', 'SMS', 'Audit Log', 'Message log', 'Void', 'Dealer Online (WA)', and 'DMS'. Below the sidebar, there are fields for 'Entered date' (28/11/2025) and 'Entered by' (Administrator). The main form area is titled 'Acquisition details' and 'Documents'. It contains the following fields: 'Stock number' (yellow), 'Demo vehicle' (no), 'Consignment' (no), 'VIN number' (yellow), 'Engine Number' (yellow), 'License plate' (yellow), 'Vehicle make' (yellow), 'Vehicle model' (yellow), 'Body type' (yellow), 'Vehicle badge' (white), 'Vehicle series' (white), 'Purchase price' (white), 'Dutiable price' (white), 'Manufacture month' (white), 'Manufacture year' (white), 'First registered year' (white), 'Vehicle license expiry' (yellow), 'Acquisition date' (28/11/2025), 'Transmission' (automatic), 'Vehicle condition' (good), 'Immobiliser' (yes), 'Odometer reading' (yellow), 'List price' (white). Below these fields is a section for 'Seller Registered owner' with fields: 'Seller Given Name' (yellow), 'Seller Family Name' (white), 'License number' (white), 'License issued' (WA), 'Seller email address' (white), 'Seller telephone number' (white), 'Date of birth' (white), 'Seller reference' (white). Below that is 'Address details' with fields: 'Suburb' (yellow), 'State' (WA), 'Post code' (yellow). At the bottom, there is a 'Comments' field and a footer with buttons: 'Clear All', 'Save', 'Save and Close', and 'Cancel'. A red text label at the bottom left reads 'Acquisition: Insert (License Scanner Status)'.

You can save with the two buttons below:

The screenshot shows a software interface for a 'Registered owner' form. On the left, there is a sidebar with 'Dealer Online (WA)' and 'DMS' icons, and fields for 'Entered date' (28/11/2025) and 'Entered by' (Administrator). The main form area contains several input fields: 'Seller Given Name', 'Seller Family Name', 'License number', 'License issued' (WA), 'Seller email address', 'Seller telephone number', 'Date of birth', and 'Seller reference'. Below these are 'Address details' and 'Suburb', 'State' (WA), and 'Post code' fields. A red arrow points from the 'State' dropdown to the 'Save' and 'Save and Close' buttons at the bottom right, which are highlighted with a red box. Other buttons include 'Clear All' and 'Cancel'. A red text label 'Acquisition: Insert (License Scanner Status)' is visible in the bottom left corner.

## Editing an existing Acquisition entry

You can edit an existing acquisition entry by selecting the acquisition you want to Edit, and click "Edit" in the toolbar, or by right-clicking the acquisition and clicking the "Edit" menu item.

You can then change whatever you like from there.

## Voiding an Acquisition

If the sale has fallen through, or if you put it in the wrong company, you can Void an acquisition. You can void an acquisition by clicking "Edit" and then clicking "Void" in the form-popup on the left-side. **You will not be able to modify the voided entry unless you activate it again.**

Acquisition Details 2

Acquisition details Documents

Stock number: 1 Demo vehicle: no Consignment: no VIN number: 1234567 Engine Number: 1234567

License plate: 1ABC123 Vehicle make: Ford Vehicle model: Falcon Body type: Sedan

Vehicle badge: Vehicle series: Purchase price: Dutiable price:

Manufacture month: Manufacture year: 2010 First registered year: Vehicle license expiry: 6/05/2025 Acquisition date: 6/05/2025

Transmission: automatic Vehicle condition: good Immobiliser: yes Odometer reading: 123 List price:

Seller: Registered owner

Seller Given Name: Joe Seller Family Name: Bloggs License number: License issued: WA

Seller email address: Seller telephone number: Date of birth: Seller reference:

Address details

1 Street Road

Suburb: BELMONT State: WA Post code: 6024

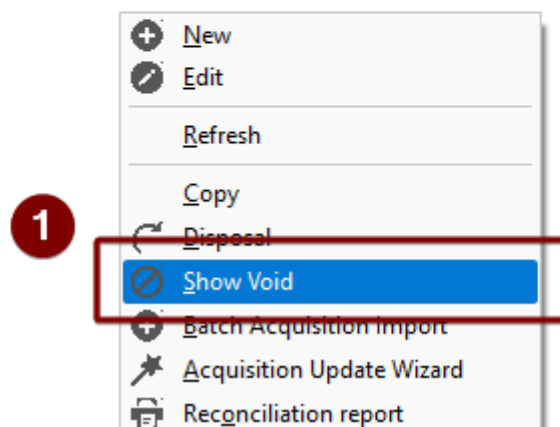
Comments:

Acquisition: Browse (License Scanner Status)

Clear All Save Save and Close Close

By default, this will hide the Acquisition in the table. You can right click the table and click "Show Void" in order to see voided Acquisitions.

▼	□	Regist...	Status	Stock Number /	Days A...	Demo Vehicle	Acquis...	Acqui
>	□	2	Acquisition	1	206	no		



You can activate a voided entry by clicking "Activate" in the form pop-up window.

Void Sale Details 1
— □ ×

- + New Acquisition
- ⬇ Import
- ↻ Vehicle Disposal
- 🖨 Print forms
- ✉ Email forms
- 📄 PDF forms
- ✉ Mail merge
- 📧 SMS
- 📋 Audit Log
- 📧 Message log
- ✓ Activate
- 🌐 Dealer Online (WA)
- 📁 DMS

Entered date  
18/08/2020

Entered by  
Customer 1

Acquisition details
Documents

Stock number <input type="text"/>	Demo vehicle no <input type="text"/>	Consignment no <input type="text"/>	VIN number test <input type="text"/>	Engine Number test <input type="text"/>
License plate test <input type="text"/>	Vehicle make test <input type="text"/>	Vehicle model test <input type="text"/>	Body type test <input type="text"/>	
Vehicle badge <input type="text"/>	Vehicle series <input type="text"/>	Purchase price <input type="text"/>	Dutiable price <input type="text"/>	
Manufacture month <input type="text"/>	Manufacture year 2020 <input type="text"/>	First registered year <input type="text"/>	Vehicle license expiry 18/08/2020 <input type="checkbox"/>	Acquisition date 18/08/2020 <input type="checkbox"/>
Transmission manual <input type="text"/>	Vehicle condition good <input type="text"/>	Immobiliser yes <input type="text"/>	Odometer reading <input type="text"/>	List price 1 \$1,231.00

Seller Registered owner

Seller Given Name test <input type="text"/>	Seller Family Name test <input type="text"/>	License number <input type="text"/>	License issued WA <input type="text"/>
Seller email address <input type="text"/>	Seller telephone number <input type="text"/>	Date of birth <input type="text"/>	Seller reference <input type="text"/>

Address details

test

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Suburb  
test

State  
WA

Post code

Comments

bad entry

Void Sale: Browse  
(License Scanner Status)

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