

ARKONA

Dealer Management Suite

Release Notes for Release 0404.00

Business Office Application	
Case #	Description
4231136	Mazda STAR delivery report download. This new feature is a result of our integration with Mazda.
4231225	Mazda STAR vehicle inventory report download. This new feature is a result of our integration with Mazda.
531516	Isuzu STAR vehicle delivery report download. This new feature is a result of our integration with Isuzu.
4151254	Option to print barcodes from inventory screen. The stock number bar code printing feature can now be accessed using function F19=Bar Code from the second screen of vehicle information.
3301515	Don't update mileage in deals from service after a deal is accepted. The odometer reading entered on a deal will be updated if the mileage on the vehicle changes in service until the deal is accepted. After the deal is accepted the deal mileage will be locked and can only be updated from the deal.
531052	Don't allow customer name change on capped deal without unlocking the deal. An authorized user must unlock a capped deal to change the customer name information.
39180	New requirements when changing the unassigned VIN on a trade. Since many VINs added as trades are not previously in the inventory file, this change should not affect many deals. When a VIN that exists in the inventory file is added to a trade that was previously added as SIGHT UNSEEN, the status of the trade must conform to the status of the sale vehicle. For example, if the sale vehicle is on a deal is unaccepted (i.e. the sale vehicle is in inventory), the trade VIN must be in a customer status before it can be added as a trade. If the deal is accepted, the trade VIN must be in inventory status before it can be added. To change the status of a VIN, an authorized user can call up the vehicle in inventory and use function F6=Convert .
519618	Add a column for team to the Salesperson List. The salesperson's team prints on the salesperson list generated from Salespersons in the Business Office Application Environment.
5131543	Option to print vehicle options on F&I forms. A feature has been added that allows the first 20 vehicle options selected on a vehicle print on a form. To have selected vehicle options print on an F&I form, contact the ARKONA Forms Department.
5121054	Option to print breakdown of commissionable gross on the system generated commission voucher. A new preference has been added to the Business Office Application Environment Initial Values in Preferences to print a detailed commission voucher. To print this type of voucher, set Print Detail on Comm Cap Sheet = Y on the Initial Values screen.
561539	Make it optional to require a title for sale when using the key word TITLE in the Vehicle Code field. On the last release we added the feature that would not let a deal be worked on a vehicle if the key work TITLE is entered in the Vehicle Code field on the second screen of the Vehicle Information. This new feature makes it so you can put the key word TITLE in the vehicle sort code for reporting purposes, but not be required to clear the field to work a deal. To change this preference, take option 50=Application Environment from the Business Office menu and take option 1=Select by Preferences. Take option 1=Select by Initial Values/Options and set Require Title for Sale = Y.
53105	Do not allow selected entries on a car deal to be voided using the unwind function in the Deal Cap screen. If only selected entries from a car deal transaction set need to be voided, use option 21=Enter Transactions from the General Ledger menu.
53105	Changes to car deal unwind. When a car deal has multiple transaction sets posted to the general ledger, e.g., the deal was capped in a prior month and unwound and recapped in the current month, you can now select which transaction set you want to void. When you take option 7=Unwind , a new window will display offering you a choice between the original transaction set and the reposted transaction set. This helps prevent you from accidentally voiding the previous unwind entries.

53105	<p>Option to set deal status back to ‘Capped’. A new option has been added for users authorized to cap car deals that will reset the status of a deal from Accepted to Capped without creating journal entries. This function should only be used in the situation where a deal has been capped and the journal entries are in the general ledger, but the status has been changed back to Accepted inadvertently by more than one user accessing the deal simultaneously while the deal is being capped. To reset the status on a deal, use function 90=Cap Deal on the Deal Screen to display the Deal Cap screen. Take option 10=Reset Status to Capped.</p>
5101031	<p>Don’t display buyer county on the deal screen. The county that displayed from the Optional Fee Table setup will no longer display on the main deal screen.</p>

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General Ledger Application	
Case #	Description
4151248	Mazda STAR factory financial download. This new feature is a result of our integration with Mazda.
531519	Isuzu STAR factory financial download. This new feature is a result of our integration with Isuzu.
5241428	New method for handling COD invoice from parts. A change was made to the COD payment method in the General Ledger Application Environment so that the COD control number *COD will only be used in the absence of an A/R customer number. To use this feature take the following steps: <ol style="list-style-type: none">1. Set up a new customer type call COD in the regular A/R general ledger account; or use any other A/R account. This will print in the Payment Terms on the parts invoice.2. Select a COD customer and change the Customer Type to COD, the Payment Terms to Cash on Delivery, and give them a small credit limit.3. When the parts invoices are closed, select payment method COD.
4301235	Require valid stock number on VPO type purchase orders. If the type of a purchase order is a VPO (vehicle purchase order) the control number entered must be a valid stock number.
5171211	Option to select a general ledger account on the sales tax report. If a general ledger account is selected for the parts sale tax or repair order sales tax report, the amount of the total sales tax accrued in the selected account is printed at the bottom of the sales tax report.
5191134	Don't allow account number change in cashiering when selecting payment method with assigned account. When selecting a payment method on a receipt or in cashiering, the account number field will be protected when the account is assigned to the selected payment method.
4191522	Add paint and materials to the taxable parts on the Repair Order Sales Tax report. If paint and materials is taxable, the amount of the paint and materials will be included in the Parts column and broken out in the summary at the bottom of the report.

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Parts Inventory & Invoicing

Case #	Description
4231028	Mazda STAR parts return. This new feature is a result of our integration with Mazda.
423122	Mazda STAR parts inventory extract. This new feature is a result of our integration with Mazda.
423125	Mazda STAR parts sales extract. This new feature is a result of our integration with Mazda.
531534	Isuzu STAR parts order download. This new feature is a result of our integration with Isuzu.
130752	Sort special order parts to the bottom of the regular orders. When pending special orders are combined with a regular stock order, they will sort to the bottom of the stock order.
571053	Option to reorder a special order part rather than receive it. This feature works well if a special order part comes in damaged and has to be reordered. To reorder a special order part, take the following steps: <ol style="list-style-type: none">1. Take option 11=Stock Orders from the Parts Inventory & Invoicing menu and take option 8=Receive by the special order stock order.2. Take option 6=Reorder by the part that you need to place back into pending special orders.3. Key the quantity to reorder by the customer that you want to reorder the part for and press [ENTER] to put the part back in pending special orders.
4201355	Do not allow a core return when a part with a core is placed on special order. To preserve the integrity of the core part on hand count, a core cannot be returned at the time a part with a core is placed on special order. The core return must be returned after the special order is filled.
520829	Include vehicle odometer reading in the technician request for parts. When using electronic repair order or dispatching, the odometer reading has been added to the vehicle information that displays when the counterperson looks at a technician request for parts.
4271223	Automatically generate comment when special order part is deleted from a filled special order invoice with a deposit. This feature works in the following scenario: A customer pre-pays for a special order part. The part is placed on order and received. The customer decides they don't want the part. To generate the refund of their deposit, the invoice is retrieved and the part is deleted off the invoice. The system will now automatically generate the comment "S/O Part PART# removed". This comment will also print on the invoice.
56119	Add line number to technician requests for parts in the electronic repair order Tech Log On screen. A new feature has been added to give the technician the option to request parts for a specific line number. To request parts for a line number, use option RP# to specify the line number. The line number will display on the Technician Request window when the counterperson displays the technician request.
571221	Option to automatically use phase out days as days since last sale for factory returns. A new option has been added to the Factory Returns screen to automatically use the number of days without a sale from the stocking group phase out criteria rather than entering a days since last sale. In other words, you can now enter a fixed number of days since last sale or let the system use a different number of days since last sale depending on the stocking group's phase-out criteria. To set this prompt, take option 12=Factory Returns from the Parts Inventory & Invoicing menu and use function F6=Add to create a new return. Set the prompt Use Phase-Out Days = Y before you create your return.

512829	Option to print LIFO and parts replacement report automatically. A new preference has been added to the Initial Values Area of the Parts Department Application Environment Preferences to print the parts price update reports automatically. The reports print automatically by default. If you do not want the reports to print automatically, take option 50=Application Environment from the Parts Inventory & Invoicing menu and take option 1=Select by Preferences. Take option 1=Select by Initial Values and press [ENTER] to display the second screen of preferences. Set Print Parts Price Update Reports Automatically = N.
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Payroll	
Case #	Description
4161613	Add city, state, and zip to the employee information on the 401K report extraction. These columns have been added to the .csv file that is created when the 401K report is sent to a local PC.
54158	Change the way to create relationships between employee numbers and user ID's on the electronic time clock. A new option 6=User ID has been added to the Employee Clock In/Out screen that lets the dealership ARKONA security officer create or change a relationship between an employee and their user ID for the time clock. When a relationship is created, that employee will only see their own name when they use function F9=Attendance .
561516	Changes to accrued vacation hours entry, output, and display. All entry, output, and display of vacation hours will be limited to 2 decimal positions. A conversion program will be run when the release is installed to round vacation fields with 4 decimal positions to 2 decimal positions.
312838	Report time clock hours by overtime period. The Weekly Summary report in Attendance has been modified to allow the user to select the overtime period start day. The start day defaults to Monday. If the start day is a day other than Monday, you can key the name of the start day in the First Weekday field.
330849	Option to let employees get a report on their time clock hours. Employees can now display and print a report of their own time clock hours. To print the report, use function F9=Attendance to display the Employee Clock In/Out screen and take option 7=Print by the employee name. Enter the date range and take option 1=Select by Detail Time Sheet and press [ENTER] to display the report. Use function F18=Print to print the report.
31292	Changes to the payroll check stub. A few changes have been made to the payroll check stub. The change will require a slight modification to the laser form portion of the check stub. Please contact ARKONA Customer Support if you don't automatically receive the updated laser form. <ol style="list-style-type: none">1. Current and YTD totals added for all deductions.2. Employer matching for all deductions and taxes removed.3. Hours for salaried employees subject to System Options preference in Payroll Application Environment.

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Service Department	
Case #	Description
411520	Mazda STAR warranty repair order download. This new feature is a result of our integration with Mazda.
4231230	Mazda STAR repair order sales extract. This new feature is a result of our integration with Mazda.
531534	Isuzu STAR warranty repair order download. This new feature is a result of our integration with Isuzu.
423842	Add engine code to technician hard card. The vehicle engine code has been added to the technician hard card to the right of the Body box.
	Feature to display repair order totals by line. A new function 65=Line Totals has been added to the Repair Order screen that displays the totals on the repair order broken down by line number. Use function F11=Alternate View on the Line Totals screen to see the job description for each line. The line totals function can also be accessed from the 60=Display Totals screen or the 90=Close screen by using function F5=Line Totals .
4221623	Booking Screen added to Service Department menu. This new screen will be useful to shops that are using dispatching or electronic repair order. Once a technician ends time on a job, the line appears in the Booking screen. The booker can then select the line and flag time to the repair order to get it ready for the service advisor to close. Once the time is flagged, the line drops off the Booking screen. If the booker needs to make a correction to a line that has dropped off the screen, they can use function F7=Correction to enter a repair order and line number. That line is then displayed and corrections can be made. To use the Booking screen, an authorized user can take the following steps: <ol style="list-style-type: none">1. Take option 50=Application Environment from the Service Department menu and take option 1=Select by Initial Values.2. Press [ENTER] to move to the second screen and set Use Booking = Y.3. Take option 7=User Security from the System Environment menu and position to the user name you want to use the Booking screen.4. Take option 2=Change by the user name and take option 1=Authorize by Service Department.5. Page down and set Authorize Booking = Y. Press [ENTER] twice to save.
	Let technicians enter mileage out on electronic repair orders. A new feature has been added to the Technician Time Log screen that lets the technician enter mileage out on a repair order. To enter mileage out, use function O=Odometer to display the Mileage Out window. Key in the mileage and press [ENTER] to save. The mileage in and out is also displayed on the Technician Time Log screen.
4161058	Option to print estimate subtotals by line on the technician hard card. A new option has been added to the Service Department Application Environment Initial Values that will let the system print Estimated Hours and Estimated Dollars for each job on the technician hard card. To print estimates for each job on the repair order, an authorized user can take the following steps: <ol style="list-style-type: none">1. Take option 50=Application Environment from the Service Department menu and take option 1=Select by Initial Values.2. Press [ENTER] to display the second screen of Initial Values and set Estimate subtotals by line = Y.

5131429	Add an extra line feed after each appointment on the appointment list. The appointment list will now print with double-spacing.
4301135	Print parts shipping method on the warranty copy of the repair order. The shipping method used for parts will print on the warranty copy.
4301135	Print comments on the warranty copy of the repair order. Comments added by the parts department will print on the warranty copy.
518729	Display accounts receivable customers in white during the name search. When searching for a customer to head up a repair order customers who have an account receivable account will display in white. All other customers will display in green.
520858	Allow TL (Tax Labor) function to turn off tax on labor. Previously this function could only be used to turn on tax on labor if labor <i>is not taxable</i> by default. Now it can be used to turn off tax on labor when <i>it is taxable</i> by default. A new security option has been added to Service Writer security to authorize a user to this.
520858	Security option to override tax on a single line on a repair order. A new security option has been added to Service Writers in the Service Department Application Environment that authorizes a user to the TL (Tax Labor) function in a repair order.
520858	Option to change the customer tax group on a repair order. A new field has been added to the Customer/Vehicle Information screen that lets a service writer change the tax group associated with a customer. This feature would be used in a dealership that services customers from other states and the tax rules for the other states must be applied to the customer repair order. To change the tax group on a customer repair order, take option 81=Customer Vehicle Info from inside the repair order, position to the Tax Group* field and hit F4. Take option 1=Select by the tax group and press enter. The tax group will be assigned to the customer permanently.
53917	Option to reassign a job that is on hold to another technician. Service writers that are authorized to override dispatching can now take a job that is on hold and assign it to another technician. For example, this feature will be useful in the scenario where a technician puts a job on hold and calls in sick the next day. The service writer can then assign the job to another tech who can then log on and finish the job. To reassign a job to another technician, take the following steps: <ol style="list-style-type: none"> 1. Take option 5=Dispatching Management from the Service Department menu and enter your service writer password. 2. Find the job that is on hold and take option 2=Change by the job. 3. Position to the Assign to Technician* field, hit F4, and take option 1=Select by the technician you want to assign the job to.
53934	Changes to the sequence and selection function for the Dispatching Management screen. The following changes have been made: <ol style="list-style-type: none"> 1. The overall functionality has been changed to more closely resemble the sequence and selection function on the Open Repair Orders list screen. <ol style="list-style-type: none"> a. Whatever sequence/selection criteria a service writer selects will be saved. b. A service writer can select only their own jobs or the jobs of selected service writers. c. A service writer can select a specific status or a list of statuses to include in the view. 2. A sequential hierarchy can be applied to the list, i.e. you can sort first by service writer, then by status, for example.
3121645	Print actual tech time log on all audit copies. The tech time log will print on all audit copies when technicians are logging their time with electronic repair order.
53848	Add key tag # and vehicle description to tech log on screen. For users of electronic repair orders, the key tag # and vehicle year, model, and color have been added to the Tech Log On screen.

5392	Option for techs to see all lines on a dispatched repair order. A preference has been added to the Service Department Application Environment that causes the system to display all lines on a repair order when it is dispatched to a technician even though some of the lines may not be within the technician's skill level. The lines are displayed only and cannot be changed by the technician. To turn this preference on, take option 50=Application Environment from the Service Department menu and take option 1=Select by Initial Values. Hit [ENTER] twice to display the Service Dispatching Values screen and set Display all RO lines on Tech Time Log display = Y.
551133	Indicate to technicians when SO parts have been filled and/or billed. Technicians using electronic repair orders can now track the status of the special order parts for their repair orders that are on hold for parts. The Tech Log On screen displays the status of each special order part by line number indicating the statuses of Ordered, Filled, and Billed when the part is retrieved from special orders and billed on the repair order.
551130	Provide option to organize technicians and service advisors into teams for dispatching purposes. A new field has been added to the technician record to assign the service advisor the technician works for. When a technician is assigned to a service advisor, the system will not dispatch repair orders from other service advisors to that technician. However, the system can be overridden using option 69=Override Dispatching and assigning the job to a specific technician. To assign a technician to a team, take option 50=Application Environment from the Service Department menu and take option 1=Select by Technicians. Take option 2=Change by the technician and position to the Assigned To* field and hit F4 to display a list of Service Advisors. Take option 1=Select by the service advisor and press [ENTER] twice to save.
527149	Add service discounts to the Repair Order Sales Tax report. A column and subtotal line at the bottom have been added for service discounts.
5261426	Only allow same user to recover in use repair order. If a repair order is in use, the F10=Recover function will only be available to the same user ID. If the repair order appears to be in use by a user who is not available to clear the in use status, the in use file will be cleared automatically at night. Otherwise call Customer Support for assistance.

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System Environment

Case #	Description
1229944	<p>Allow the dealership ARKONA security officer to reset passwords. A change has been made to allow the dealership ARKONA security officer to reset passwords from User Security on the System Environment menu. When a password is reset, the user will have to log on using their user ID as their password and are forced to change the password to continue with the sign on process.</p>
312840	<p>Add new security option to let non-security officer users update time cards. To prevent non-security officer users who are authorized to update time cards in their own department from updating time cards in other departments, a new table has been added to the Application Environment in the Payroll & Personnel Management under Department Maintenance. This table provides a link between the department codes in payroll and the applications that contain the security governing time card changes.</p> <p>To build this table, take the following steps:</p> <ol style="list-style-type: none">1. Take option 50=Application Environment from the Payroll & Personnel Management menu and take option 2=Edit by Maintain Departments.2. Use function F6=Add to build the first link.3. Enter the department description in the Description field.4. Enter the payroll department code in the Code field.5. Set Display in Attendance = Y to have this department description display for the assigned code.6. Hit F4 on the Security Appl. Link* field and take option 1=Select by the application to govern the security for this department. For example, if your receptionist is in a different department in payroll than you sales people, you could assign the receptionist department code to Business Office so that the receptionist time card would display for the Business Office Manager authorized to change the receptionist time card. <p>To authorize a user to update time cards, the dealership ARKONA security officer can take the following steps:</p> <ol style="list-style-type: none">1. Take option 7=User Security from the System Environment menu to display the list of users.2. Position to the user name and take option 2=Change by the user ID.3. Take option 1=Authorize by their default application and page down to the bottom.4. Set Authorize Timecard Change = Y and press [ENTER] twice to save.