



## **QuickStart Guide**

### **Working a Cash Deal**

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ARKONA QuickStart Guide

*Use this QuickStart Guide to learn the basics about computing a cash deal. This is a suggested guide only. On the ARKONA system, any deal function can be performed in virtually any order.*

### 1. Get into the Deal screen.

- a. Take option **1=Deals** from the Business Office menu to display the main Deal screen.

### 2. Select a vehicle.

- a. Enter a stock number or hit F4 to select from inventory.

### 3. Enter the selling price.

### 4. Change the term to 1.

This removes the bank, the APR, and days to first payment.

### 5. Position to the function line.

- a. Hit **F1=Position to Function** to move the cursor from anywhere on the screen to the \*Function line.

### 6. Check your fees on line 51.

- a. Use function **51=Lending Fees** to display the selected fees.
  - To add or remove a fee, put a Y or N in the **Inc(luded)** column.
  - You can also change the dollar amount by typing it in on an included fee

### 7. Check your taxes on line 34.

- a. Use function **34=Taxes** to display the selected tax group.
  - Hit F4 to select a different tax group, or
  - Use function **F20=% Override** to change the tax rate for this deal only, or **F21=Amt Override** to change the dollar amount of tax.

### 8. Enter buyer information.

- a. Use function **22=Buyer** to display the Buyer Information window.
- b. Enter the buyer's phone number to search the dealership name file and the Internet phone book for the buyer's information.
  - If the phone number is not found, hit F4 to search by name. The buyer may exist under a different phone number. Otherwise, just type in the new information.

- c. Use function **F1=Co-Buyer** to position the cursor to Co-Buyer side and take the same steps to add co-buyer information.
  - If the co-buyer is not in the system, and has the same information as the buyer, use the ditto function (type . . and press [ENTER] ) on the co-buyer last name field to copy the buyer information over.

#### **9. Save the deal.**

- a. Once you hit [ENTER] on the Buyer Information window, the deal is saved.

#### **10. Enter trade information.**

- a. Use function **23=Trades** to display the Trade Information window.
- b. Start with the VIN and enter all of the required trade information fields and press [ENTER] twice to save.

#### **11. Enter the outside lien holder information.**

- a. Use function **29=Lien Holder** to display the Lien Holder Information window.
- b. Enter the alias of the lien holder if you know it; otherwise hit F4 to select from a list.
  - To **assign an alias to a new lien holder**, complete the lien holder information and enter the alias last.

#### **12. Review the deal.**

- a. Use function **28=Disclosure** to display the truth-in-lending and itemization of amount financed.

#### **13. Review the gross.**

- a. Use function **70=Recap** to display the Recap screen and enter adjustments to gross and cost for F&I products.
  - Use function **CD=Cost Disclosure** to display a breakdown of G/L cost. Any items below the line are posted to the inventory account for the stock number.
  - If no items appear below the white line the unit has not been properly entered into inventory.
    1. The inventory account on the inventory record may be incorrect. Use function **21=Inventory** from the Deal screen to verify the account.
    2. The unit may not have been posted to the general ledger yet.
    3. The cost may have been posted to the wrong inventory account.
    4. The cost may have been posted to the correct inventory account, but under the wrong stock number.

**14. Enter other information as desired.**

- a. Hit **F4** on the Function\* line to display the help screen.
  - Use any of the functions in any sequence.

**15. Accept the deal.**

- a. Use function **24=Accept** to create a relationship between the customer and vehicle.
  - This function pulls the sale vehicle out of inventory and puts the trade in inventory.

**16. Print the forms.**

- a. Use function **26=Forms** to display the forms menu.
- b. Load your form and enter the line number or alias.
  - You can print forms in any sequence.
  - You may have to page down to see more forms.
  - Only forms that are assigned to the deals characteristics display on the forms menu.
- c. Hit **F12=Cancel** to return to the Deal screen.

**17. Exit the deal.**

- a. Hit **F2=Save** to start another deal or **F3=Exit** to return to the Business Office menu.