QuickStart Guide

Working a Dealer Transfer

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ARKONA QuickStart Guide

Use this QuickStart Guide to learn the basics about computing a dealer transfer. 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 dealer transfer price.

4. Position to the function line.

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

5. Change the sale type to dealer transfer.

a. Type X on the function line to set the term to 1 and strip out all the fees and taxes.

6. 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.

c. 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.

7. Save the deal.

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

8. Review the deal.

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

9. Review the gross.

a. Use function **70=Recap** to display the Recap screen and enter adjustments to gross and cost for F&I products.

b. 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.

c. If no items appear below the white line the unit has not been properly entered into inventory.

d. The inventory account on the inventory record may be incorrect. Use function **21=Inventory** from the Deal screen to verify the account.

e. The unit may not have been posted to the general ledger yet.

f. The cost may have been posted to the wrong inventory account.

g. The cost may have been posted to the correct inventory account, but under the wrong stock number.

10. Accept the deal.

a. Use function **24=Accept** to create a relationship between the customer and vehicle.

b. This function pulls the sale vehicle out of inventory

11. Print the forms.

a. Use function **26=Forms** to display the forms menu.

b. Load your form and enter the line number or alias.

c. You can print forms in any sequence.

d. You may have to page down to see more forms.

e. Only forms that are assigned to the deals characteristics display on the forms menu.

f. Hit **F12=Cancel** to return to the Deal screen.

12. Exit the deal.

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