



QuickStart Guide

Changing a Capped Deal

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Changing a Capped Deal

ARKONA QuickStart Guide

Use this QuickStart Guide for help making changes to a capped deal.

- 1. Call the car deal you want to change up in the main Deal screen.**
 - a. Enter the stock number on line 1; or
 - b. Use function **20=Retrieve** to select the deal by customer name.

- 2. Unlock the deal.**
 - a. Use function **91=Unlock Deal** to unlock it.
 - A user must be authorized to this function in **7=User Security** on the System Environment menu.

- 3. Make any desired changes to the deal.**
 - If the desired changes affect accounting, it may be best to unwind the deal.

- 4. Save the changes.**
 - a. Use function **F2=Save** to exit the deal.
 - If the changes affect the economics of the deal, the system will display the following message: "WARNING – Changes have been made to a capped deal which will impact GL. Journal entries should be made."
 - Change the prompt to Y and press [ENTER] to save the changes.