



## **QuickStart Guide**

**Working a Fleet Deal**

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## Working a Fleet Deal

ARKONA QuickStart Guide

*Use this QuickStart Guide to learn the basics about computing a fleet 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 fleet 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 fleet.**
  - a. Type F 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.