



QuickStart Guide

Changing Vehicle Status

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ARKONA QuickStart Guide

Use this QuickStart Guide to assist you in converting a customer vehicle to inventory or vice versa.

- A user must be authorized to this function.
- Use this function to convert a vehicle to inventory status from customer status. For example, a vehicle you previously sold is later purchase for inventory from the auction.
- Use this function to convert a vehicle to customer status from inventory. For example, after the conversion to the ARKONA system, a vehicle is found in inventory that was sold on the previous system.

Converting vehicles to inventory status.

- This procedure must be done in two steps: convert the vehicle and save it, then call it back up and update the information

1. Call the vehicle up on the Vehicle Information screen.

- a. Take option **2=Inventory** on the Business Office menu or **44=Vehicles** on the General Ledger menu to display the Vehicle Information search screen.
- b. Enter the stock number to call the vehicle up.

2. Use function **F6=Convert**.

- a. This displays the Customer Information window.

3. Use function **F10=Convert to Inventory and save**.

- a. F10 changes the status and returns to the Vehicle Information window.
- b. Note the stock number or last 6 of VIN and press [ENTER] twice to save the changes.

4. Update the vehicle information.

- a. Call the vehicle up again on the Vehicle Information screen.
- b. Update the stock number, sale group, sale account, inventory account, and any other information as required by the dealership. Press [ENTER] to save.
- c. Complete the second screen of vehicle information as required by the dealership and press [ENTER] to save.

Converting vehicles to customer status.

1. Call the vehicle up on the Vehicle Information screen.

- a. Take option **2=Inventory** on the Business Office menu or **44=Vehicles** on the General Ledger menu to display the Vehicle Information search screen.
- b. Enter the stock number to call the vehicle up.

2. Use function F6=Convert.

- a. This displays the Customer Information window.

3. Add the customer information.

- a. Hit F4 on the Last Name* field and search for the customer in the database.
 - **If the customer is found**, take option **1=Select** by the customer name to retrieve the information into the Customer Information window.
 - **If the customer is not found**, use function **F12=Cancel** to return to the Customer Information window and key in the customer information.
- b. Press [ENTER] to save the customer information and convert the vehicle to customer status.
- c. Press [ENTER] twice more to save.