



QuickStart Guide

Working a Lease Deal

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ARKONA QuickStart Guide

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

2. Get into the Deal screen.

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

3. Select a vehicle.

- a. Enter a stock number or hit F4 to select from inventory.
 - It is possible to save a payment without a stock number by adding a last name to the deal.
 - If a flashing red **W** appears to the left of the function line, that indicates there is work in process on the vehicle. Use Fast Path Code **CD=Cost Disclosure** to review the work in process.

4. Select a lease company.

It is important to select a lease source early in the process of computing a lease deal to get the correct acquisition fee, security deposit and payment formula.

- a. Use function **60=Leasing Sources** to display the Leasing Source List window and take option **1=Select** by a bank.
 - You can also change banks using the Fast Path Code **Ln**. On the *Function line type L1 to select the bank on the first line of Leasing Sources List window; L2 to select the second bank on the list, etc.

5. Compute the payment.

- a. Enter the price, term, factor, etc., as needed.

6. Position to the function line.

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

7. Check your fees on line 61.

- a. Use function **61=Lease Fees** to display the selected fees.
 - To add or remove a fee, put a Y or N in the **Inc(luded)** column.
 - To add a fee to the cap cost, put Y in the **Cap** column. Put N in the **Cap** column to put the fees in the amount due at lease signing.
 - You can also change the dollar amount by typing it in on an included fee

8. 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.
 - To add the tax to the cap cost or amount due at lease signing, use function **27=Payment Options** and change the Capitalize Sales Tax and/or the Capitalize Cap Reduction Tax prompts.

9. Check your Payment Options.

- a. Use function **27=Payment Options** to change your miles allowed, security deposit, and acquisition fee.
 - To **remove the security deposit**, blank it out and set Override = Y.
 - To **change the security deposit**, type in the new amount and set Override = Y.
 - To **override the acquisition fee**, hit F4 on the Override* field to display your options.

10. 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.

11. Save the deal.

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

12. 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.

13. Review the deal.

- a. Use function **28=Disclosure** to display the itemization of Amount Due at Lease Signing and itemization of the Gross Capitalized Cost.

14. Enter the cash received from the customer.

- a. Enter the actual amount of cash received from the customer to cover the amount due at lease signing on line **11=Cash Rec**.

15. Review the gross.

- a. Use function **70=Recap** to display the Recap screen and enter adjustments to gross and cost for F&I products.
 - If the cash received on line 11 is not the same as the amount shown on the Cash Req line, there will be a **Lease Underpay** or **Lease Overpay** on the left side of the screen.
 - 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.

16. 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.

17. 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.

18. 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.

19. Exit the deal.

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