



## **QuickStart Guide**

### **Recapping a Deal**

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ARKONA QuickStart Guide

*Use this QuickStart Guide to learn the basics about recapping a deal. On the ARKONA system, "recapping" means getting the deal ready to be posted to the general ledger.*

- On the recap screen, the **front-end gross** is computed on the left, the **back-end gross** is on the right.
- $\text{COMMISSIONABLE GROSS} = \text{PRICE} - [\text{TOTAL COST} +/\text{- OVER/UNDER ALLOWANCE} + \text{PACK}]$
- $\text{TOTAL F\&I} = \text{INSURANCE COMMISSION} + \text{FINANCE RESERVE} + [\text{AMO PRICE} - \text{AMO COST}] + [\text{SERVICE CONTRACT PRICE} - \text{SERVICE CONTRACT COST}]$
- $\text{HOUSE GROSS} = \text{TOTAL F\&I} + \text{COMMISSIONABLE GROSS} + \text{PACK} + \text{HOLDBACK}$

### 3. Get into the Deal screen.

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

### 4. Select a deal.

- a. Enter the stock number; or
- b. Use function **20=Retrieve** to select a deal by customer name.

### 5. Get to the Recap screen.

- a. Use function **70=Recap** to display the Recap screen.

### 6. Check the vehicle cost.

- a. 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.

- You can **override the vehicle cost**, but it is not recommended because correct cost should be coming from the general ledger.
  1. Type **C** on the Function: line, hit [FIELD EXIT] and type the desired cost amount.
  2. To remove a cost override, type **C** and hit [ENTER] twice.

#### 7. Check the holdback amount.

- You can **override or remove the holdback** amount, but it is not recommended because the correct holdback amount pulls from the inventory record.
  1. Type **H** on the Function: line, hit [FIELD EXIT] and type the desired holdback amount.
  2. To remove holdback, type **H** and hit [ENTER] twice. Once holdback has been removed on saved deal, you must use the **H** function to put it back.

#### 8. Check the work in process.

- a. Use function **CD=Cost Disclosure** to display any work in process.
  - Any work in process will display as “Open Repair Order” or “Open Purchase Order”.
  - Take option **1=Source** by the Document number to display the detail.

#### 9. Enter the Adds to Cost.

- a. Type **1** on the Function: line and press [ENTER] to display the Adds to Cost window.
- b. Use function **F4=Search** to display a list of user-defined adds to cost.
- c. Take option **1=Select** by the add to cost and press [ENTER] twice.
- d. Once all of the adds to cost have been selected, use function **F12=Cancel** to close the Adds to Cost window.
  - **To remove an add to cost**, display the Adds to Cost window and take option **4=Delete** by the add you want to remove and press [ENTER] and **F12=Cancel** to close the Adds to Cost window.
  - The **accounting for the adds to cost** is determined in the Business Office Application Environment when the add is pre-defined.
  - **To add a cost that is not pre-defined**, display the Adds to Cost window, type the description on the line at the bottom, hit [FIELD EXIT] and type the dollar amount and press [ENTER]. This will result in a debit to cost of sale and a credit to inventory when the journal entries are created.

- **To reduce cost** as with dealer cash, an adds to cost can be predefined as a “negative” add to cost and selected like a regular add to cost. Or if you display the Adds to Cost window, type the description on the line at the bottom, hit [FIELD EXIT] and type the dollar amount and press [FIELD –]. Then use function **F12=Cancel** to close the adds to cost window.

#### 10. Enter the trade ACV.

- Type **2** on the Function: line and hit [FIELD EXIT]. Type the ACV of the trade and press [ENTER].

#### 11. Enter pack.

- Pack should pull automatically from the inventory record.
- It can be changed or removed.
- **To change the amount of pack**, type **3** on the Function: line and hit [FIELD EXIT]. Type the amount of the pack and press [ENTER].
- **To remove pack**, type **3** on the Function: line and hit [ENTER] twice.

#### 12. Enter the buy rate.

- Type **4** on the Function: line and hit [FIELD EXIT]. Type the buy rate and press [ENTER].
  - The **finance reserve may not calculate correctly** for one or more of the following reasons:
    1. The reserve holdback percent is not set up correctly in the bank record. Correct this in Lending Sources in Business Office Application Environment.
    2. The correct finance reserve method is not selected in the bank record. Correct this in Lending Sources in Business Office Application Environment
  - **To enter a flat fee for finance reserve**, type **5** on the Function: line and hit [FIELD EXIT], type the amount of the finance reserve and press [ENTER].

#### 13. Enter the cost for the after market options.

- Type **6** on the Function: line and hit [FIELD EXIT] to display the After Market Options window with the default costs that pull from After Market Options in the Business Office Application Environment.
- Enter the correct cost and hit [FIELD EXIT] for each after market option. Press [ENTER] twice.

#### 14. Enter the cost for the service contract.

- Type **7** on the Function: line and hit [FIELD EXIT] to display the Service Contract window.

- b. Type the cost, hit [FIELD EXIT] and press [ENTER] to close the Service Contract window.

**15. Enter the incentive amount.**

- a. Type **8** on the Function: line and hit [FIELD EXIT]. Type the amount of the incentive and press [ENTER].
  - An example of incentive would be like spiff from the factory for selling a certain number of a specific model.

**16. Close the Recap window with function F12=Cancel.**