



QuickStart Guide

Selling Service Contracts without a Deal

May 2006

Selling Service Contracts without a Deal

ARKONA QuickStart Guide

Use this QuickStart Guide to learn how to sell a service contract without a deal.

1. Create a custom sale type in Business Office Application Environment for service contract sales.

- a. Take option **50=Application Environment** from the Business Office menu and take option **1=Select** by Preferences.
- b. Take option **1=Select** by Sale Type Assignments and under User-Defined Sale Types put 'Service Contract' on one of the blank lines.
 - Line 1 corresponds with sale type 1, line 2 with sale type 2, etc.
 - Make a note of the line number for use in step 3c.
- c. Put a Y in the one-character field to make it available in the **27=Payment Options** screen in Deals.

2. Vehicle must be in inventory status.

- a. Call it up in inventory.
 - If it has customer information, go to step 2b.
 - If it is not in inventory, use function **F6=Add** to add starting with VIN.
- b. Convert it to inventory status.
 - Call it up in inventory, **F6=Convert**, **F10=Convert to Inventory**.
 - Blank out date in inventory
 - Press [ENTER] twice and call it back up.
 - Use **F18=Change Stock Number** to change the stock number.

3. Work a deal on it the new stock number.

- a. Call it up by stock number in the deal screen.
- b. Blank out any price, set the term to 1, and remove any default fees, AMOs, insurance, and other charges.
- c. Change the sale type.
 - Use function **27=Payment Options** and change Sale Type to 1 (or the number defined in 1b and press [CTRL]).
- d. Put in the service contract information.
 - Use function **33=Service Contract** to select the service contract company and enter the list price, miles, and months.

- e. Put in buyer info.
 - Use function **22=Buyer** to enter the buyer information
- f. Accept the deal.
 - Use function **24=Accept** to Accept the deal.
- g. Put in service contract cost.
 - Use function **70=Recap** to display the Recap screen.
 - Enter service contract cost on line 7.

4. Cap the deal.

- a. Go to **90=Cap Deal** screen, fill in the Sale Account field to credit the correct sale account for the sale.
- b. Take option **5=Create G/L** to cap the deal.
- c. Print cap sheet, **F12=Cancel**, **F2=Save**.