



QuickStart Guide

**Entering Trade Information
& Entering Multiple Trades**

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Entering Trade Information

ARKONA QuickStart Guide

Use this QuickStart Guide for help entering trade information on a deal.

2. Enter the trade allowance and payoff on the main deal screen.

3. Enter the trade information.

- a. Use function **23=Trades** to display the Trade Information screen.
- b. Type the VIN and press [FIELD EXIT].
 - **If the VIN is not available**, you can type an * and press [FIELD EXIT] to add a "sight-unseen" trade.
 - **To change the VIN from * (sight-unseen) to the correct VIN**, display the Trade Information screen and use function **F20=VIN** to unlock the VIN field and type in the correct VIN.
- c. Enter the vehicle description as required.
- d. Enter the stock number (if not automatically assigned) and position to the Sale Grp* field.

4. Enter the sale group.

- a. Press F4 on the Sale Grp* field to display a list of used vehicle sale groups.
- b. Take option **1=Select** by the correct sale group and press [ENTER] to select the sale group and pull the correct sale account and inventory account into the trade screen.

5. Enter all fields as required by the dealership.

- a. Typically, at least the odometer reading and the ACV are required.
- b. Press [ENTER] to display the second screen of trade information and enter all fields as required by the dealership. Press [ENTER] again to display the Trade Payoff window. This window only displays if a trade payoff amount was entered on the main deal screen.

6. Enter the trade payoff information.

- a. Enter the alias of the lien holder, use function **F4=Search** to display a list of previously saved lien holders, or just type in the trade lien holder information.
- b. Enter the payoff expiration date, press [FIELD EXIT] and [ENTER] to save.
 - **To remove a trade**, use function **23=Trades** to display the trade information and use function **F14=Delete** to remove.

Entering Multiple Trades

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Use this Quick Start Guide for help entering multiple trades on a deal.

1. Enter the total trade allowance and total payoffs for all trades on the main deal screen.
2. Enter the first trade following the steps above.
3. Enter the next trade as follows:
 - a. Use function **23=Trades** to display the trade information again.
 - b. Use function **F6=Add** to save the first trade information and clear the screen.
 - c. Enter the next trade information following the steps above.
 - d. After entering the trade lien payoff information, the Trade Allocation window displays.

Stock#	Year	Make	Model	Allowance	Payoff
M884332	2004	DODGE	RAM		2000.00
I938444	2003	FORD	TAURUS	5000.00	2500.00

F12=Cancel

Trade Allocation Window

- e. Allocate the trade allowance and payoff for both vehicles and press [ENTER] to save.

4. Repeat step 3 for as many trades as needed.

- To **change trade information**, use function **23=Trades** to display the Trade List window. Enter the line number of the trade you want to change.
- Note that the number assigned to the trades is not necessarily the sequence they are added into the system. They are listed in alpha-numeric sequence by VIN.
- When **printing forms for the trades**, you will see each form assigned to trades in the list once for each trade on the deal. Trade 1 will always be the first trade listed in the Trade List window.
- To remove one of the trades, use function **23=Trades** to display the Trade List window and enter the line number of the trade you want to remove to display the trade information. Use function **F14=Delete** to remove the trade.
- To redisplay the Trade Allocation window:
 - Use function **23=Trades** to display the Trade List window.
 - Select any of the trades by entering the line number.
 - Press [ENTER] to get through the second trade information screen and the lien payoff screen and return to the Trade List window.
 - Use function **F12=Cancel** and the system will redisplay the Trade Allocation window.