



QuickStart Guide

Cashiering

October 2004

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ARKONA QuickStart Guide

Use this QuickStart Guide to learn how to close parts and service invoices from the Cashier screen.

- These procedures are the same whether you enter the cashier screen from **26=Cashier** on the General Ledger menu or **2=Cashier** on the Parts Inventory & Invoicing menu or the Service Department menu.

1. Display the Cashier screen.

- Take the menu option for Cashier.
- Or, if you are already in the cashier screen, use function **F5=Refresh** to display new invoices that are ready to close.
 - Below is an explanation of the characteristics of the Cashier screen:

Op	W	Name	Type	RO/Inv#	Date		Total Due
—		GRAFF, ROBERT	Service	6001898	5/20		.00
—	W	GREER, GRACE	Service	6001538	5/19	(S)	.00
—	W	GRIFFITHS, TREVOR	Service	6001625	5/19	(W)	.00
—	W	GUTIERREZ, MARIA	Service	6001477	5/19	(I)	.00
—	W	HABASH, CHUCK	Service	6001791	5/20	(W, I)	.00
—		HALFIN, CHARLES E	Service	6001727	5/20		.00
—	W	HARTLEY, GREGORY J	Service	6001845	5/20	(W)	.00
—	W	HEATH, DEAN W	Service	6001476	5/20	(S)	.00
—		HENKEL, RAY	Service	6001969	5/20	(I)	.00
—		HENSLIN, RONALD D	Service	6001539	5/20	(W)	55.36
—		HERTZ CORP. CAR SALES	Parts	5001204	5/17		24.36
—		HULING, KAMARA	Service	6001177	5/16	(W)	1084.16
—	W	HUMANITIES & SCIENCE ACAD	Service	6001171	5/19	(W)	.00
—		HUMANITIES & SCIENCE ACAD	Service	6001869	5/20	(W)	.00
—		HUMANITIES & SCIENCE ACAD	Service	6001640	5/19	(W)	.00

F3=Exit F5=Refresh F18=Listing

2. Find the invoice you want to close.

- To find an invoice by customer name**, type in the few first characters of the customer name and press [ENTER] to position to the customer name. Take option **1=Select** by the customer name
- To select and invoice by invoice number**, type in the invoice number, hit [FIELD EXIT] and [ENTER] to display the invoice.

3. Select a payment method.

- a. Type in the payment method if you know the code;
- b. Or hit F4 to display the Payment Method Selection window and take option **1=Select** by the code you want.
- c. Press [ENTER]. The check number, approval number, or control number field will appear if the payment method is not cash.
- d. Enter the required reference numbers and press [ENTER] to confirm the payment method.

4. Close the invoice.

- a. Once the payment method(s) have been selected, press [ENTER] to close and print the final invoice.
 - **To use multiple payment methods when closing an invoice**, take the following steps:
 1. After you have selected the first payment method, enter the amount to be paid by that payment method.
 2. Enter any reference numbers required by the payment method, e.g., check number, A/R charge number, etc.
 3. Select another payment method and apply the remaining amount to it. Use as many payment methods as you need.
 - **To delete a payment method entered by mistake**, take option **4=Delete** by the payment method on the Payment Method selection window.
 - **To count back change on a cash payment method**, take the following steps:
 1. Select cash as the payment method and enter the total amount received from the customer. A negative amount remains in the Amount field. This is the amount of change owed to the customer.

2. Select cash as the payment method again for the full negative amount. Press [ENTER] again to close. Before you close the invoice, your screen will appear like this:

```
GL1500DB          A R K O N A          5/28/04
JIM              Cashier              04:51:49

Customer CASH SALE

2=Change  4=Delete  Total Due      25.98
                Invoice#      5105738
Opt Payment Method      Amount
-  Cash                30.00
-  Cash                4.02-

Payment Method*      Amount
F12=Cancel  F5=Parts Invoice
```

- **To view the parts invoice or repair order before closing**, select the invoice to be paid and use function **F5=Parts Invoice** or **F5=Repair Order** to display.
- **To change the close date on a repair order**, use function **F8=Close Date** on the Payment Method screen to enter a close date other than the current date.
- **To print a pre-invoice of the ticket**, use function **6=Pre-Invoice** by the invoice from the Cashier screen.