



QuickStart Guide

Clearing a Schedule

October 2004

Clearing a Schedule

ARKONA QuickStart Guide

Use this QuickStart Guide to zero out control numbers on a schedule.

- In this example, we will clear a balance in the vehicle inventory account on a stock number.
- Look at the example inventory schedule below:

| QENSIGN | | Detail Standard | | As of 5/04 | |
|----------------|-------------|-------------------|------------------|-------------------|--------------------|
| ===== | | | | | |
| ===== | | | | | |
| Account 231 | | NEW CAR INVENTORY | | | Controlled By: |
| Control Number | | | | | |
| <u>Control</u> | <u>Date</u> | <u>Jrn</u> | <u>Document</u> | <u>Reference</u> | <u>Description</u> |
| <u>Amount</u> | | | | | |
| | C4224 | 2004 | CADILLAC SRX V6 | 1GYDE637840137251 | |
| | 2/17/04 | PVI | C4224 | 137251 | 1GYDE637840137251 |
| 36600.28 | 2/17/04 | SVI | 6023462 | 6023462 | INVENTORY: C4224 |
| 13.50 | 2/17/04 | SVI | 6023463 | 6023463 | INVENTORY: C4224 |
| .01 | 2/27/04 | POT | 7006115 | 1865 | WOOD |
| 380.00 | 2/27/04 | POT | 7006116 | 1869 | TRIM |
| 45.00 | | | | | |
| 37038.79 | | | | | |
| | C4225 | 2004 | CADILLAC DEVILLE | 1G6KD54Y54U205809 | |
| | 2/18/04 | PVI | C4225 | 205809 | 1G6KD54Y54U205809 |
| 46125.95 | | | | | |

- Stock number C4251 was purchased by Robert D. Jones and an internal repair order for \$12.72 was charged to the inventory account after the deal was capped.

1. Get to the Transaction Entry screen.

- a. Take option **21=Enter Transactions** from the General Ledger menu.

2. Check your date.

- You may want to back date the transaction to the date of the repair order.

3. Change to the Control# Balance view.

- a. Use function **F11=Alt Views** until you see Bal Before and Bal After above the right two columns of the Transaction Entry screen.

4. Call up the repair order number.

- a. Type the repair order number in the Document Number* field and press [FIELD EXIT].
 - The journal is automatically changed to the service journal. You can change it to GJE if you want.

5. Enter the control number.

- In this example, the control number should be the stock number.

6. Enter the description.

7. Enter the inventory account number.

8. Enter the dollar amount you want to clear off as a credit.

9. Press [ENTER] to add the transaction.

10. Enter the cost of sale account for the vehicle sale.

11. Press [ENTER] to add the transaction.

- Your transactions should look similar to this:

| Ln | Account | Amount | Control# | Ref# | Bal Before | Bal After |
|----|---------|--------|----------|---------|------------|-----------|
| 1 | 231 | 12.72- | C4251 | 6025160 | 12.72 | .00 |
| 2 | 614A | 12.72 | C4251 | 6025160 | 48521.46 | 48534.18 |

The balance in the inventory account goes to zero.

Cost of sale is increased by \$12.72.

Journal* SYI Service Sales - Internal Date 5/07/04 Bottom
Document Number* 6025160
Control Number* C4251 04 DEVILLE DHS 1G6KE54Y74U2197
Description CORRECT TO COST OF SALE

| Line | Account* | Amount | Override Ctl#* | Ref# | Cost |
|------|----------|------------|----------------|------|------------|
| | | <u>.00</u> | | | <u>.00</u> |

F3=Exit F7=Acct Off F9=Clear F10=Post F11=Alt Views F12=Cancel

12. Post the entry.