



## **QuickStart Guide**

### **Cashiering from Parts**

October 2004

## Cashiering from Parts

ARKONA QuickStart Guide

*Use this QuickStart Guide for help selecting a payment method when closing a parts invoice.*

- When your parts department is not using Cashier Mode, the counterperson acts as the cashier and closes the invoices.
- Follow these steps to correctly select a payment method and close the invoices using function **90=Cashier**.

### 1. Select a payment method.

- a. Type in the payment method if you know the code;
  - Charge customers have payment method **3=Charge** already selected. Press [ENTER] twice to close.
  - COD customers have payment method **4=COD** already selected. Press [ENTER] twice to close.
- 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.

### 2. 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, credit card approval 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	ARKONA	5/28/04
JIM	Cashier	04:51:49
Customer CASH SALE		
2=Change	4=Delete	Total Due 25.98
		Invoice# 5105738
<u>Opt</u>	<u>Payment Method</u>	<u>Amount</u>
-	Cash	30.00
-	Cash	4.02-
Payment Method*      Amount		
<u>F12=Cancel    F5=Parts Invoice</u>		