



QuickStart Guide

Internal Sales

October 2004

Internal Sales

ARKONA QuickStart Guide

Use this QuickStart Guide for help billing internal counter tickets.

1. Start a new invoice using your counterperson ID.

- a. Take option **1=Parts Transactions** from the Parts Inventory & Invoicing menu.
- b. Key in your counterperson password and hit [FIELD EXIT].
 - If a counter ticket in process is displayed, use function **F6=New Invoice** to proceed.

2. Select the type of internal sale.

- a. Use function **12=Internal Sales** to display the Stock Number* field.
- b. Hit F4 to search for a vehicle, or enter the stock number of the vehicle you want to bill the parts to; or
- c. Press [ENTER] again to display the G/L Account* and Control fields and key in an account to bill the parts directly to a general ledger account.
 - If you leave the control number blank, the parts invoice number will be used as a control number.

3. Bill the parts.

- a. Key in each part number and hit [FIELD EXIT] after each one.

4. Add comments if necessary.

- a. Use function **23=Comments** to put comments after each part or at the bottom of the list of parts.

5. Close the invoice.

- a. Use function **90=Cashier** to close.