



QuickStart Guide

Internal Sales – Shop Supplies

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Internal Sales – Shop Supplies

ARKONA QuickStart Guide

Use this QuickStart Guide for help billing internal counter tickets.

- This method of tracking shop supplies uses a customer with a directed to account setup. The shop supplies invoice is put on hold during the month and billed out when the month is closed.

1. Create a 'shop supplies' customer.

- An authorized user can take option **30=Charge Customers** from the Parts Inventory & Invoicing menu and use function **F6=Add** to create a new customer.
- Give the customer a name, e.g., "SHOP SUPPLIES".
- It is not necessary to fill in other fields.
- If internal shop supply sales are non-taxable**, enter the dealership tax exempt ID in the Tax Exempt No. field.
- Hit F4 on the Customer Type field and take option **1=Select** by Directed Account to display the chart of accounts.
- Position to the general ledger account that the shop supplies will be expensed to and take option **1=Select** by the account.
- Hit F4 on the Payment Terms field and take option **1=Select** by Payment Required.
- Give the customer a credit limit.
- Use function **F7=Pricing** to select the parts price level and customer type.
 - Hit F4 on the Counter* field to display the Price Level Selection window and take option **1=Select** by the correct price level for shop supplies.
 - Position to the Customer Type* field and set to R=Retail or W=Wholesale.
- Note the new customer number and press [ENTER] to save.

2. Start a new invoice using your counterperson ID.

- Take option **1=Parts Transactions** from the Parts Inventory & Invoicing menu.
- Key in your counterperson password and hit [FIELD EXIT].

3. Select the shop supplies customer.

- Type 2 (space) and the shop supplies customer number.

4. Bill the parts.

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

5. Place the ticket on hold.

- a. Use function **91=Place on Hold** to place the shop supplies ticket on hold.

- The next time you bill shop supplies, take the following steps.

1. Use function **60=Retrieve On Hold/Quote** to display the on hold tickets.
2. Position to the shop supplies customer name and take option **1=Select** by the name to retrieve the shop supplies invoice.
3. Bill out additional shop supplies and place the ticket back on hold with function **91=Place on Hold**.

6. Periodically close the invoice.

- a. Use function **90=Cashier** to close the invoice.
- b. Select Charge as the payment method and close.