



QuickStart Guide

Shortcuts in Parts Invoicing

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Shortcuts in Parts Invoicing

ARKONA QuickStart Guide

Use this QuickStart Guide for hints on how to speed up your processing of parts invoices.

- **To select a customer by A/R customer number:**
 1. From the Parts Transactions screen type 2 (space) CUSTOMER#
- **To speed up a customer search by name:**
 1. From the Parts Transactions screen type 2 (space) CUSTOMERNAME
- **To reset an invoice to a cash sale:**
 1. From the Parts Transactions screen type 2*CASH
- **To select a customer by phone number:**
 1. From the Parts Transactions screen type 3 (space) PHONE#; enter the number without area code or dashes.
- **To change price levels:**
 1. From the Parts Transactions screen type 5 (space) PL#
- **To sell a part number which the factory has superseded to a new part number:**
 1. From the Parts Transactions screen type F/PARTNUMBER to 'force' the old part number onto the invoice.
 - a. Normally you would only use this shortcut to special order or emergency purchase an 'old' part number that you did not have in stock.
 - b. The system automatically tries to sell the old part numbers first if both the new and old number have quantity on hand.
- **To select a repair order by RO# when billing part to a repair order:**
 1. From the Parts Transactions screen type RO/REPAIR ORDER#.
- **To put a part number on as a return:**
 1. From the Parts Transaction screen type R/PARTNUMBER to put the part on as a return.