



QuickStart Guide

Adding Parts to a Special Order

October 2004

Adding Parts to a Special Order

ARKONA QuickStart Guide

Use this QuickStart Guide to learn how to add additional parts to a special order invoice before it is placed on order.

- This feature will only work under the following conditions:
 1. There is no special order deposit on the original invoice.
 2. The special order parts from the original invoice have not yet been placed on a stock order.
 3. The original invoice was a counter ticket.

1. Locate the original invoice that you want to add parts to.

- a. Use function **61=Retrieve Special Orders** from the Parts Transactions screen.
- b. Position to the customer name on the invoice.

2. Select the original invoice to the parts transactions screen.

- a. Take option **6=Add** by the invoice to retrieve the invoice to the Parts Transaction screen.

3. Bill out the additional parts.

4. Close the invoice.

- a. Use function **90=Cashier** to close and put the parts back in the pending special orders file.