



QuickStart Guide

Creating Stock Orders

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ARKONA QuickStart Guide

Use this QuickStart Guide for help creating a stock order.

- There are three kinds of stock orders:
 1. Regular stock order – the system recommends the order based on demand.
 2. Special order stock order – the system generates an order of special order parts.
 3. Forced order – the parts manager creates a blank order and manually adds selected parts.

Regular Stock Orders

- To create a regular stock order, take the following steps:

1. Take option 11=Stock Orders from the Parts Inventory & Invoicing menu.

2. Create a recommended order.

- a. Use function **F6=Add** to start a new order.
- b. Assign an order number.
 - Certain manufacturers require the order number to conform to specific guidelines.
- c. Add a description.
- d. Hit F4 on the Type* line and take option **1=Select** by Regular Order.
- e. Hit F4 on the Manufacturer* line and take option **1=Select** by the manufacturer.
 - Skip this step if the preferred manufacturer is the one you want to create the order for.
- f. To select a specific stocking group or list of stocking groups, hit F4 on the Stocking Group* line and take option **1=Select** by any number of stocking groups in the list.
 - Skip this step to include all stocking groups.
 - You may have to page down to see additional stocking groups.
- g. To select a specific promo code or list of promo codes, hit F4 on the Promo Code* line and take option **1=Select** by any number of promo codes in the list.
- h. Press [ENTER] to generate the order.

3. Print the stock order edit list.

- Printing this list will help you edit the stock order.
- a. Use function **F18=Print** to display the print confirmation screen.
- b. Hit F4 on the Sequence* field and take option **1=Select** by the desired sequence.

4. Edit the order, then use function **F12=Cancel** to return.

- **To add a part to the order**, use function **F6=Add**, key in the part number and hit [FIELD EXIT], key in the quantity and press [ENTER].
- **To change the recommended order quantity**, take option **2=Change** by the part number and key in the desired quantity.
- **To remove a part**, take option **4=Delete** by the part number.
- **To remove a part and change its status to non-stock** to prevent it from being recommended gain, take option **I=Delete and Deactivate** by the part number.

5. Reprint the stock order edit list as a record of the parts ordered.

- a. Take option **9=Print** by the order number.
- b. Set Stock Order Edit List = Y.
- c. Set Stock Order Receiving List = N.
- d. Press [ENTER] to print.

6. Place it on order and download to the manufacturer.

- a. Take option **6=Place Order** by the order number.
- b. Enter the expected arrival date.
- c. Set Place on Order = Y.
- d. Set Download = Y (if factory download is possible).
- e. Change the Order type if necessary and press [ENTER] to place on order and download.
 - If there was a communication error on the download procedure, take option **16=Redownload** by the stock order after the communication problem has been resolved.

Special Order Stock Orders

- To create a special order stock order, take the following steps:

1. Take option **11=Stock Orders** from the **Parts Inventory & Invoicing** menu.

2. Review the pending special orders.

- a. Use function **F8=Pending Special Orders** to display the Special Order Parts to Be Ordered screen.
- b. Analyze the Priority of each special order part.
 - Keep in mind that all parts of the same priority will be selected together when the stock order is created.
 - **To change the priority of a special order**, take the following steps:
 1. Take option **2=Change** by the part number.
 2. Hit F4 on the Priority* line and take option **1=Select** by the correct priority and press [ENTER] to save.
 3. Use function **F12=Cancel** to return to the list of special orders

3. Create the order.

- a. Use function **F6=Add** to create a special order stock order.
- b. Assign an order number.
 - Certain manufacturers require the order number to conform to specific guidelines.
- c. Add a description.
- d. Leave the Type* line at Special Order.
- e. Hit F4 on the Manufacturer* line and take option **1=Select** by the manufacturer.
 - Skip this step if the preferred manufacturer is the one you want to create the order for.
- f. Take option **1=Select** by the Priority you want to create the order for and press [ENTER] to display the order.

4. Print the stock order edit list.

- a. Use function **F18=Print** to display the print confirmation screen.
- b. Hit F4 on the Sequence* field and take option **1=Select** by the desired sequence and press [ENTER] to print.
- c. Use function **F12=Cancel** to return to the Stock Orders screen.

5. Place it on order and download to the manufacturer.

- a. Take option **6=Place Order** by the order number.
- b. Enter the expected arrival date.
- c. Set Place on Order = Y.
- d. Set Download = Y (if factory download is possible).
- e. Change the Order type if necessary and press [ENTER] to place on order and download.
 - If there was a communication error on the download procedure, take option **16=Redownload** by the stock order after the communication problem has been resolved.

Forced Orders

- Normally forced orders are not used because the system can accurately recommend a stock order.
- They may be used for RV parts or some other situations where erratic demand dictates that the parts manager decide which parts should be ordered.
- To create a forced order, take the following steps.

1. Take option **11=Stock Orders from the Parts Inventory & Invoicing menu.**

2. Create a forced order.

- a. Use function **F6=Add** to start a new order.
- b. Assign an order number.
- c. Add a description.
- d. Hit F4 on the Type* line and take option **1=Select** by Forced Order.
- e. Hit F4 on the Manufacturer* line and take option **1=Select** by the manufacturer.
- f. Press [ENTER] to create a blank forced order.

3. Add parts to the order.

- a. Use function **F6=Add** to add parts.
- b. Key in the part number and hit [FIELD EXIT].
- c. Key in the order quantity and hit [ENTER].
- d. Repeat steps 8b and 8c until all parts have been added; then use function **F12=Cancel** to return to the Stock Order Edit screen.

4. Print the stock order edit list.

- a. Use function **F18=Print** to display the print confirmation screen.
- b. Hit F4 on the Sequence* field and take option **1=Select** by the desired sequence and press [ENTER] to print.
- c. Use function **F12=Cancel** to return to the Stock Orders screen.

5. Place it on order and download to the manufacturer.

- a. Take option **6=Place Order** by the order number.
- b. Enter the expected arrival date.
- c. Set Place on Order = Y.
- d. Set Download = Y (if factory download is possible).
- e. Change the Order type if necessary and press [ENTER] to place on order and download.
 - If there was a communication error on the download procedure, take option **16=Redownload** by the stock order after the communication problem has been resolved.