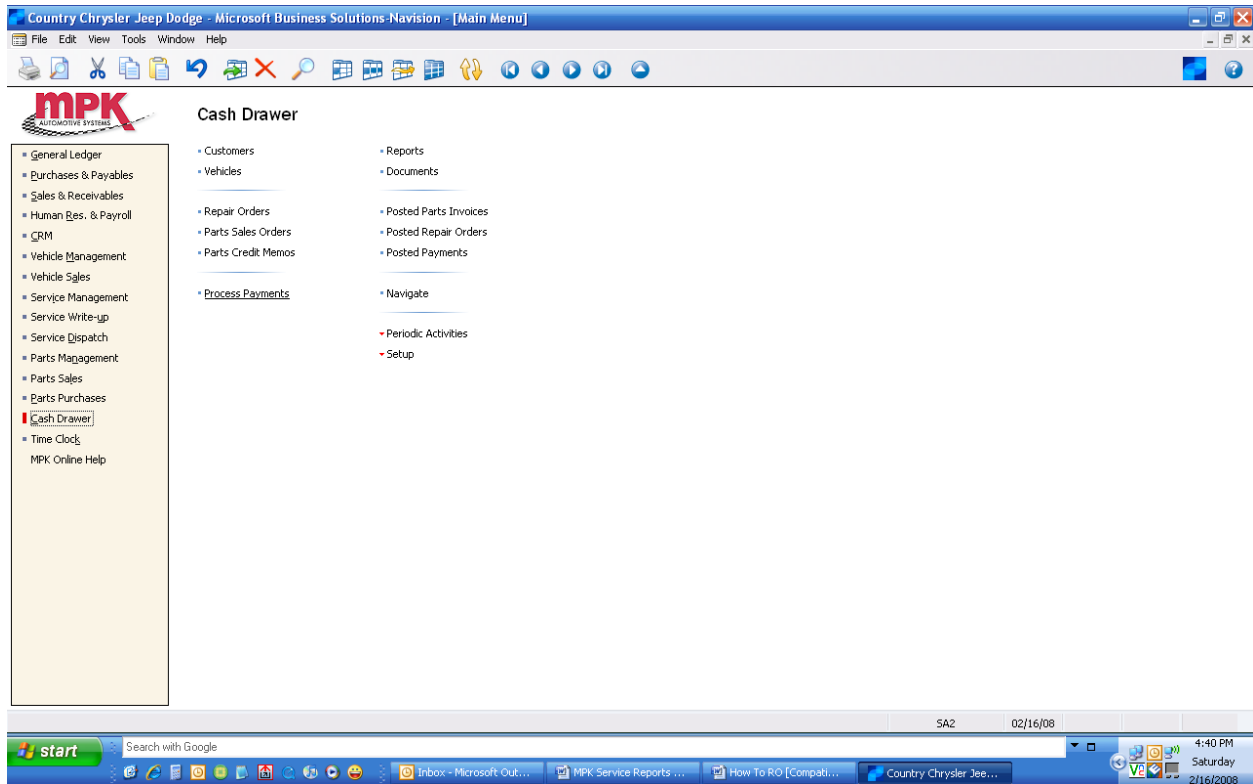


SERVICE CASHIER

- LOG INTO MPK AND SELECT THE “CASH DRAWER” MENU. FROM THERE, SELECT THE “PROCESS PAYMENTS” APPLICATION.



- PRESS YOUR “F3” BUTTON AND THEN “ENTER” TO GET A NEW RECEIPT NUMBER. INPUT THE CUSTOMER NUMBER (NOT THE RO NUMBER) AND PRESS “ENTER”. IT SHOULD POPULATE THE CUSTOMER’S INFORMATION IN THE HEADER FIELDS. YOU SHOULD ALSO SEE A LINE IN THE MIDDLE OF THE SCREEN SHOWING THEIR OUTSTANDING BALANCE FOR A “REPAIR” ORDER TYPE. (*THEY MAY HAVE OTHER BALANCES DUE WITH THE DEALERSHIP, BUT YOU WILL JUST NEED TO

SERVICE CASHIER

FOCUS ON THE REPAIR

Country Chrysler Jeep Dodge - Microsoft Business Solutions-Navision - [114 - Process Payment]

File Edit View Tools Window Help

General

No. 114 Cashier SA2
Customer No. 23999 Document Date 02/16/08
Customer Name Mpk Test Document Time 4:40:50 PM
Address 123 Main St Deposit Type
Address 2.
City Atlanta
State / Zip Code. GA

Selected Debt 0.00

| Receiving Today | Remaining Amount | Original Amount | Invoice No. | Description | Order Type | Due Date | Deposit |
|-------------------------------------|------------------|-----------------|-------------|----------------------|------------|----------|---------|
| <input checked="" type="checkbox"/> | 51.00 | 51.00 | 150042CP | 658351234 - Mpk Test | Repair | 02/16/08 | |

Total Payment 0.00

| Method | Amount | Verification Code | Check/Cust/Acct No. | Customer Name | Description |
|--|--------|-------------------|---------------------|---------------|-------------|
| Cash | 0.00 | | | | |
| <input checked="" type="checkbox"/> Cash | 0.00 | | | | |

Customer No.: 23999 SA2 02/16/08 FILTER INS

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TYPES)

- IN THE MIDDLE OF THE SCREEN, CLICK IN THE "RECEIVING TODAY" COLUMN ON THE REPAIR LINE. IT WILL CREATE A CHECK MARK ON THE SCREEN SO THE SYSTEM IS EXPECTING THAT DOLLAR AMOUNT PAYMENT.

Country Chrysler Jeep Dodge - Microsoft Business Solutions-Navision - [114 - Process Payment]

File Edit View Tools Window Help

General

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|-------------------------------------|------------------|-----------------|-------------|----------------------|------------|----------|---------|
| <input checked="" type="checkbox"/> | 51.00 | 51.00 | 150042CP | 658351234 - Mpk Test | Repair | 02/16/08 | |

Total Payment 0.00

| Method | Amount | Verification Code | Check/Cust/Acct No. | Customer Name | Description |
|--|--------|-------------------|---------------------|---------------|-------------|
| Cash | 0.00 | | | | |
| <input checked="" type="checkbox"/> Cash | 0.00 | | | | |

Receiving Today: Yes SA2 02/16/08

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SERVICE CASHIER

- AT THE BOTTOM OF THE SCREEN, SELECT THEIR METHOD OF PAYMENT FROM THE DROP-DOWN LIST. THEN FILL OUT HOW MUCH THEY'RE PAYING AND ANY OTHER PERTINENT INFORMATION BASED ON THEIR PAYMENT METHOD.

Country Chrysler Jeep Dodge - Microsoft Business Solutions-Navision - [114 - Process Payment]

File Edit View Tools Window Help

General

No. 114 Cashier SA2
Customer No. 23999 Document Date 02/16/08
Customer Name Mpk Test Document Time 4:40:50 PM
Address 123 Main St Deposit Type
Address 2.
City Atlanta
State / Zip Code GA
Selected Debt 51.00

| Receiving Today | Remaining Amount | Original Amount | Invoice No. | Description | Order Type | Due Date | Deposit |
|-----------------|------------------|-----------------|-------------|----------------------|------------|----------|---------|
| ✓ | 51.00 | 51.00 | 150042CP | 658351234 - Mpk Test | Repair | 02/16/08 | Deposit |

Total Payment 0.00

| Method | Amount | Verification Code (Check/Cust/Acct No.) | Customer Name | Description |
|----------------|--------|---|---------------|-------------|
| Cash | 0.00 | | | |
| Cash | | | | |
| Credit Card | | | | |
| Check | | | | |
| Other Customer | | | | |
| GL Account | | | | |
| Coupon | | | | |

Functions Payments Posting Help

Method: Cash SA2 02/16/08 NEW INS

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SERVICE CASHIER

Country Chrysler Jeep Dodge - Microsoft Business Solutions-Navision - [114 - Process Payment]

File Edit View Tools Window Help

General

No. 114 Cashier SA2
Customer No. 23999 Document Date 02/16/08
Customer Name Mpk Test Document Time 4:40:50 PM
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Address 2
City Atlanta
State / Zip Code GA

Selected Debt 51.00

| Receiving Today | Remaining Amount | Original Amount | Invoice No. | Description | Order Type | Due Date | Deposit |
|-------------------------------------|------------------|-----------------|-------------|----------------------|------------|----------|---------|
| <input checked="" type="checkbox"/> | 51.00 | 51.00 | 150042CP | 658351234 - Mpk Test | Repair | 02/16/08 | |

Total Payment 51.00

| Method | Amount | Verification Code (Check/Cust/Acct No.) | Customer Name | Description |
|---|--------|---|---------------|-------------|
| <input checked="" type="checkbox"/> Credit Card | 51.00 | 12345 | | |

Functions Payments Posting Help

Description: SA2 02/16/08

Post F11
Post and Print Shift+F11

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Saturday 2/16/2008