

Adding an Outside Purchase Payment Method

The following guide illustrates how to select an outside purchase payment method within a line item on an Estimate or Repair Order.

Written By: Hannah



This document was generated on 2019-10-08 08:13:56 PM (MST).

Step 1 — Adding an Outside Purchase Payment Method

| Omnique Shop Mgmt 4 DA SHBCARD APPONITMENTS | TICKET DETAILS COMMENTS () | | | Quick D New Quick Parts/Inventory WARNINGS | Daily Report Shop Sapply Orders > Acc | | Estimates > Repair Order | Hello Owner@ormique • Addo Owner@ormique • O 3788 > Repair Order 0.3788 Stats S Schedule |
|--|---|-------------------|-------|--|---|-------------|--|---|
| CUSTOMERS | Repair Order 0-3788 | | | | | | Created: 01/15 | 5/2019 |
| TICKETS | CUSTOMER / | VEHICL | | | TICKET INFO | | FEES / | |
| PARTSLABOR REPORTS ADMINISTRATION CONFIGURATION | Omitique Crastioner Name Phone Namber(13) (000) 000-0000 | 2009 AC | | | Appointment: 1922/9 / Marint Source: New Custome Sol Marint Source: Custome Sol Marint Source: Custome Pot | | Pats Labor Substal Misc Charges V TOTAL Ticket Deposit Remaining | \$85.00 \$120.00 \$205.00 \$22.54 \$227.54 \$0.00 \$227.54 |
| | PARTS & LABOR | | | | | | | SUBTOTAL: \$205.00 |
| | Part # | Qty: 1 VENDORS | TECHS | + Q | QuickParts - QuickParts | COMMENTS | EXTRA | DECLINED |
| MERED 🔀 | Bulk Actions Number Description | | | | Qty | Parts Labor | Other | Subtotal Actions |

 Click on the Vendors tab within an Estimate or Repair Order.

Step 2 — Adding an Outside Purchase Payment Method

| Omnique Shop Mgmt | Omnique East + | | | Guick Quote | Icket | Daily Report | | | termine's | Helo Ow | ner@omnia |
|--------------------|----------------|--------------------------------|-----------------|---------------|------------|-----------------|------------|--------------|-----------------|-----------------|------------------|
| DASHBOARD | | | | | | Ticket Type: | | Customer Pay | | | |
| APPOINTMENTS | PARTS & LABOR | R | | | | | | | | SUBTO | TAL: \$205. |
| CUSTOMERS | Part # | | Qty: 1 | | + Q | QuickParts - | QuickParts | Ordering | | | |
| NOKETS NMECLOCK | | O VENDORS | O | 15 | DISCOUNTS | WARRANTY | | O | EXTRA | DECL | 4FD |
| ARTSLABOR | Duk Edi | | 100 | | biocosin's | THOUSANT | | and a second | EX INA | Hide A3 Non-Out | |
| EPORTS | Number | Description | | | | Qty | Parts | Labor | Other | Subtotal | Action |
| DMINISTRATION | JobBABS | Anti-lock Brake System (| IBS) - Diagnose | | | 1 | | | | | |
| ONFIGURATION | L-5048771 | Diagnosis Anti-Lock Brake Syst | im | Non-Inv | | 1 | \$0.00 | \$120.00 | \$0.00 | \$120.00 | |
| C LIVE HELP | | | | | | | \$0.00 | \$120.00 | \$0.00 | \$120.00 | |
| | - | Brakes / ABS | | | | | | | | | |
| | 6P | Brake Parts | | Inv OP | 1 | 1 | \$85.00 | \$0.00 | \$0.00 | \$85.00 | - |
| | Part Number | | | Vendor: | | PO Number: | | Core: | Invoice Number: | Edit OP | - |
| | BP. | \$0.000 Enter Co | 2 | House / OP | | 0-3788 | | 0.00 | Enter Invoice # | | 0.00 ster Qty |
| | Payment Type: | Check # | | Invoice Date: | | Post to AP | | | | | |
| | | | | | | POSI to AP | | | | | |
| | | | | | | | \$85.00 | \$0.00 | \$0.00 | \$85.00 | |

- Click on the item's Actions Menu.
 Each line item will have its own Actions Menu.
 - Select Edit OP.

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Step 3 — Adding an Outside Purchase Payment Method

| nnique Shop Mgmt Omr | nique East + | | | Guick Quote | (B) 1 | cket | Daily Report Location: Ticket Type: | | Customer Pay | The trade of the second | Pielo | Owner@omnique |
|-----------------------|--------------------|-------------------------------|------------------|-----------------------|-----------|------|--|---------|---------------------|-------------------------|----------|-------------------------------|
| APPOINTMENTS | PARTS & LABOR | | | | | | SUBTOTAL: \$205. | | | | | |
| USTOMERS | Part # | ET VENDORS | Qty: 1 | | | | QuickParts - | | Ordering OMMENTS | EXTRA | | O |
| MECLOCK | TICK Duk Edit | ET VENDORS | TEO | 15 | DISCOUNTS | | WARRANTY | 00 | DAMMENTS | EXTRA | | CLINED |
| EPORTS | Number JobBABS | Anti-lock Brake System | (ABS) - Diagnose | | | | Gity 1 | Parts | Labor | Other | Subtotal | Actions |
| DNFIGURATION | L-5048771 | Diagnosis Anti-Lock Brake Sys | tem | Non-Inv | | | 1 | \$0.00 | \$120.00 | \$0.00 | \$120.00 | - |
| | | | | | | | | \$0.00 | \$120.00 | \$0.00 | \$120.00 | |
| | | Brakes / ABS | | | | | | | | | 7 | |
| | 0P | Brake Parts | | Inv OP | | | 1 | E | \$0.00 | \$0.00 | | × × |
| 3 | Part Number: BP | Enter Co | 50.000 \$ | Vendor: House / OP | | 4 | PO Number: 0-3788 | | Core: | Enter Invoice # | | Recvet: 0.00 Eatler Oty |
| - X | Payment Type: | Check # | | Invoice Date: | | | Post to AP | | | | | |
| 119 Circle Industries | | | | | | | | \$85.00 | \$0.00 | \$0.00 | \$85.00 | |

- Select the appropriate payment type from the drop down list.
 - Click the **Green Check Mark** button to Save changes.

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