

## 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



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## 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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