



HOW TO LOOK UP A MAINTENANCE P.O.

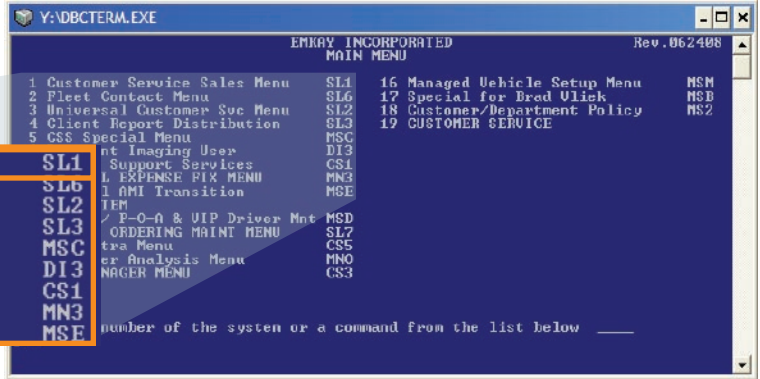
HOW TO LOOK UP A MAINTENANCE P.O.

1

From the "Main Menu" **SELECT** the option for the "**CUSTOMER SERVICE SALES MENU SL1**".

```

1 Customer Service Sales Menu SL1
2 Fleet Contact Menu SL6
3 Universal Customer Svc Menu SL2
4 Client Report Distribution SL3
5 CSS Special Menu MSC
6 Document Imaging User DI3
7 Client Support Services CS1
8 SPECIAL EXPENSE FIX MENU MN3
9 Special AMI Transition MSE
    
```

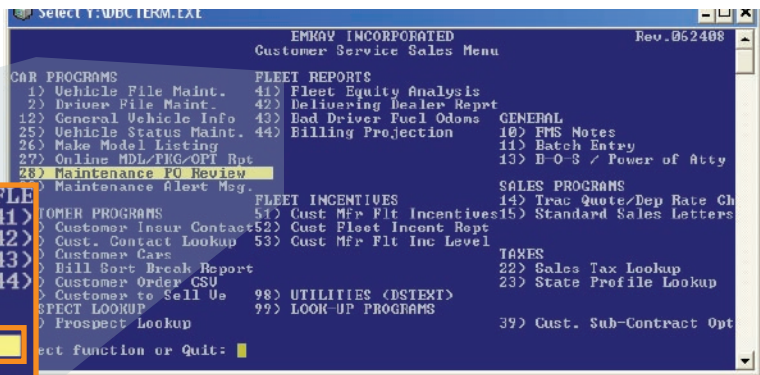


2

Then, **SELECT** option 28 "**MAINTENANCE PO REVIEW**".

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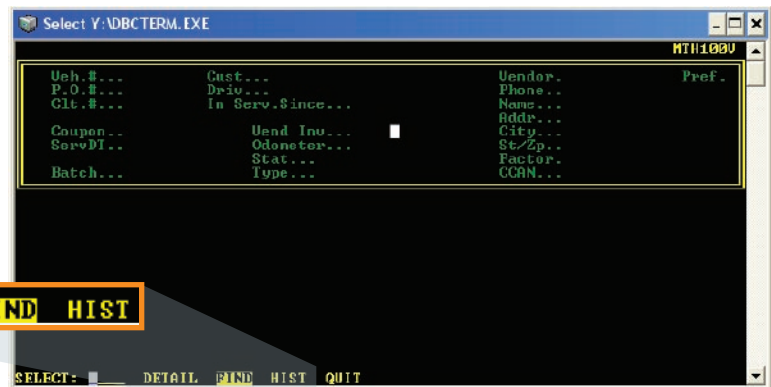
CAR PROGRAMS
1) Vehicle File Maint.
2) Driver File Maint.
12) General Vehicle Info
25) Vehicle Status Maint.
26) Make Model Listing
27) Online MDL/PKG/OPT Rpt
28) Maintenance PO Review
29) Maintenance Alert Msg.
    
```



3

ARROW OVER to "**FIND**" and press <ENTER>.

DETAIL FIND HIST



HOW TO LOOK UP A MAINTENANCE P.O.

4 You can then lookup the information by either the **VEHICLE NUMBER** or **P.O. NUMBER**. To lookup a vehicle, **TYPE** the **VEHICLE NUMBER** and press **<ENTER>**. To lookup a P.O. number, first **ARROW DOWN** to the P.O.# line and then **TYPE** your **P.O. NUMBER** and press **<ENTER>**.

NOTE: Searching by P.O. will skip the next two steps.

Y:\DBCTERM.EXE

MTD100V

Ueh.#...853614 Cust...-003 NEOPOST USA, INC. Vendor... Phone...
P.O.#... In Serv.Since...11/27/07 Name...
Clt.#... 2D8HM44H08R645035 2008 DODGE GRD CARAVAN 6G Addr...
Cupon... Vendor... St/Zp...
Scrvt... Odometer... Stat... Factor...
Batch... Type... CCAN...

Ueh.#...853614
P.O.#...
Clt.#...
2D8HM44H08R645035

?? to find a P.O.

5 Press **<ENTER>** **ONE MORE TIME** to display all of the P.O.'s that have been created for the vehicle.

Y:\DBCTERM.EXE

MTD100V

Ueh.#...853614 Cust...-003 NEOPOST USA, INC. Vendor... Phone...
P.O.#... In Serv.Since...11/27/07 Name...
Clt.#... 2D8HM44H08R645035 2008 DODGE GRD CARAVAN 6G Addr...
Cupon... Vendor... St/Zp...
Scrvt... Odometer... Stat... Factor...
Batch... Type... CCAN...

View Detailed History for a Vehicle

P.O.	Batch	Serv.Dt	Odom	Vendor	Qty	Ext.Amt	Description	St
SR2806	217324	10/23/10	80393	FIRESTONE	1	14.54	State Sales Tax	P
SX2109	218131	11/16/10	81852	FIRESTONE	1	28.50	STATE INSPECTIO	P
TE3024	219668	12/21/10	84804	FIRESTONE	1	.00	BRAKES,FRT NOIS	P
					1	25.99	10W30 GT-1 SYNT	P
					2	482.38	HUB BEARINGS	P
					1	59.99	BASIC BRAKE JOB	P
					1	169.99	BASIC BRAKE JOB	P
					2	199.98	BRAKE ROTOR	P
					1	61.21	State Sales Tax	P
					1	.00	CLAY	P
					1	.00	PATY JAGOE	P

6 The **MOST RECENT P.O. WILL DISPLAY ON THE BOTTOM**. Scroll up to locate the desired P.O. to review the detail on it.

Y:\DBCTERM.EXE

MTD100V

Ueh.#...853614 Cust...-003 NEOPOST USA, INC. Vendor... Phone...
P.O.#... In Serv.Since...11/27/07 Name...
Clt.#... 2D8HM44H08R645035 2008 DODGE GRD CARAVAN 6G Addr...
Cupon... Vendor... St/Zp...
Scrvt... Odometer... Stat... Factor...
Batch... Type... CCAN...

View Detailed History for a Vehicle

P.O.	Batch	Serv.Dt	Odom	Vendor	Qty	Ext.Amt	Description	St
					1	18.99	RADIATOR CAP	P
					1	19.99	TRANS SERVICE F	P
					1	90.00	TRANSMISSION FL	P
					1	60.00	TRANSMISSION FL	P
					1	39.00	ON-BOARD COMPUT	P
					1	14.54	State Sales Tax	P
SX2109	218131	11/16/10	81852	FIRESTONE	1	28.50	STATE INSPECTIO	P
					1	.00	State Sales Tax	P
TE3024	219668	12/21/10	84804	FIRESTONE	1	.00	BRAKES,FRT NOIS	P
					1	25.99	10W30 GT-1 SYNT	P
					2	482.38	HUB BEARINGS	P
					2	249.60	MISC UNDERCAR L	P
					1	59.99	BASIC BRAKE JOB	P

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7 Once the P.O. has been located, press **<ENTER>** to display the **INDIVIDUAL P.O. DETAIL**.

Maintenance Transaction Detail Entry					
Code	Description	Qty	Unit Price	Extended	Stat
1 DC	BRAKES,FRT NOISE	1	.00	.00	P
2 17515	10W30 GT-1 SYNTHETIC BLEND 0	1	25.99	25.99	P
3 41769	HUB BEARINGS	2	241.19	482.38	P
4 41769	MISC UNDERCAR LABOR C	2	124.80	249.60	P
5 30287	BASIC BRAKE JOB FRONT	1	59.99	59.99	P
6 87076	BASIC BRAKE JOB REAR	1	169.99	169.99	P
7 20435	BRAKE ROTOR	2	99.99	199.98	P
8 ST	State Sales Tax	1	61.21	61.21	P
9 AU	CLAY	1	.00	.00	P
				1249.14	

8 When you are finished viewing the P.O., press **<ESCAPE>** to return to the main screen.

To view another P.O., **ARROW OVER** to "HISTORY" and press **<ENTER>**.

DETAIL FIND HIST

Y:\DBCTERM.EXE

MTW100U

Ueh.#...853614 Cust...NE112-003 NEOPOST USA, Vendor..5122529200 Pref..N
P.O.#...TE3024 Driv...SPENCER HUBBARD Phone..
Clt.#... In Serv.Since...11/27/07 Name...FIRESTONE
2D8HN44H08R645035 2008 DODGE GRD CARAVA 6G Addr...15101 N IH 35
Coupon...155219 Vend Inv...19452604 City...PFLUGERVILLE
ServDt...12/21/10 Odometer... 84804 St/Zp...TX 78660
Batch...219668 Stat...Posted Factor..3020
Type...Maint CCAN... MEB

SELECT: _____ DETAIL FIND HIST QUIT

9 **SCROLL** through the P.O. history and then press **<ENTER>** to view the desired P.O.

Y:\DBCTERM.EXE

MTD_00U

Ueh.#...853614 Cust...NE112-003 NEOPOST USA, Vendor..5122529200 Pref..N
P.O.#...TE3024 Driv...SPENCER HUBBARD Phone..
Clt.#... In Serv.Since...11/27/07 Name...FIRESTONE
2D8HN44H08R645035 2008 DODGE GRD CARAVA 6G Addr...15101 N IH 35

View Detailed History for a Vehicle

P.O.	Batch	Serv.Dt	Odom	Vendor	Qty	Ext.Amt	Description	St
					1	27.99	PRESSURE TEST C	P
					1	.00	JOE	P
SR2806	217324	10/23/10	80393	FIRESTONE	1	.00	S/I/C/B ON COOL	P
					1	18.99	RADIATOR CAP	P
					1	19.99	TRANS SERVICE F	P
					1	90.00	TRANSMISSION FL	P
					1	60.00	TRANSMISSION FL	P
					1	39.00	ON-BOARD COMPUT	P
SX2109	218131	11/16/10	81852	FIRESTONE	1	14.54	State Sales Tax	P
					1	28.50	STATE INSPECTIO	P
					1	.00	State Sales Tax	P
TE3024	219668	12/21/10	84804	FIRESTONE	1	.00	BRAKES,FRT NOIS	P
					1	25.99	10W30 GT-1 SYNT	P

SELECT: _____ FIND QUIT SELECT

NOTES