

# Changing payment types on closed RO's/ Autogami payment processing.

Required:

- A. ERA Logins
- B. PC with Internet and ERA Access
- C. Invoice number/s that are required to be changed

1. Navigate to 2532

08| Brisbane JLR Service

Parts System Master Main Menu

2000

|            |   |               |
|------------|---|---------------|
| Version    | : | eraPower V3.9 |
| Date       | : | Nov 28, 2023  |
|            |   | Tuesday       |
| Store      | : | STORE08       |
| User       | : | AWHITE        |
| Port/Wkstn | : | 181 / 792     |

1 Parts Inventory Menu

2001

Log Off [88]

Menu Help [HELP]

Applications [77]

Selection: 2532

Help: Select a menu option, or enter your desired action

[/=Options]

2. Enter through the invoice date, Type in the invoice number

28 NOV 2023 P181

Cash Acknowledgement

STORE08 2532

Receipt Date 28/11/23

Inv#

Pay-Method

Ok (Y/N)

100076L

3. Select correct payment type (OL = Autogami then skip to Step 6 and Cred CD = Eftpos)

Receipt Date 28/11/23

| Inv# | Pay-Method | Ok (Y/N) |
|------|------------|----------|
|------|------------|----------|

-----

100076L

Inv Total: 83.95

Cust Name: Cash Sales - Retail

### Pay-Methods

|           |           |
|-----------|-----------|
| 1=CHARGE  | V3=VW POL |
| 2=CRED CD | V4=VW POL |
| 3=CHEQUE  | V5=VW S/S |
| 4=CASH    | V6=VW TOO |
| 5=OTHER   | V7=VW C/C |
| 6=PENDING | V8=VW C/C |
| AM=AMEX   | V9=VW C/C |
| DI=DINERS | VP=VW POL |
| FC=FLT CA | VM=VW PMO |
| CA=CALTEX | VW=VW WTY |
| MP=MOTORP | VD=VW DEL |
| MC=MOTORC | F1=FO ACC |
| V1=VW ACC | F2=FO ACC |
| V2=VW ACC | F3=FO POL |

Pg 1 of 4

Enter pay method   
(N=Next Pg)

4. For Eftpos option, use 0's to fill out to the max for "Credit Card number"

28 NOV 2023 P181

Cash Acknowledgement

STORE08 2532

Receipt Date 28/11/23

| Inv#                           | Pay-Method | Ok (Y/N) |
|--------------------------------|------------|----------|
| -----                          | -----      | -----    |
| 100076L                        | 2          |          |
| Inv Total: 83.95               |            |          |
| Cust Name: Cash Sales - Retail |            |          |

Pay-Methods

|           |       |     |
|-----------|-------|-----|
| 1=CHARGE  | V3=VW | POL |
| 2=CRED CD | V4=VW | POL |
| 3=CHEQUE  | V5=VW | S/S |
| 4=CASH    | V6=VW | TOO |
| 5=OTHER   | V7=VW | C/C |
| 6=PENDING | V8=VW | C/C |
| AM=AMEX   | V9=VW | C/C |
| DI=DINERS | VP=VW | POL |
| FC=FLT CA | VM=VW | PMO |
| CA=CALTEX | VW=VW | WTY |
| MP=MOTORP | VD=VW | DEL |
| MC=MOTORC | F1=FO | ACC |
| V1=VW ACC | F2=FO | ACC |
| V2=VW ACC | F3=FO | POL |

Pg 1 of 4

Enter pay method 2  
(N=Next Pg)

Credit card # 00000000000000000000

5. Enter through the "authorization" section

28 NOV 2023 P181

Cash Acknowledgement

STORE08 2532

Receipt Date 28/11/23

| Inv# | Pay-Method | Ok (Y/N) |
|------|------------|----------|
|------|------------|----------|

|       |       |       |
|-------|-------|-------|
| ----- | ----- | ----- |
|-------|-------|-------|

|         |   |  |
|---------|---|--|
| 100076L | 2 |  |
|---------|---|--|

Inv Total: 83.95

Cust Name: Cash Sales - Retail

Credit card # 0000000000000000

Authorization #

Pay-Methods

-----

|           |           |
|-----------|-----------|
| 1=CHARGE  | V3=VW POL |
| 2=CRED CD | V4=VW POL |
| 3=CHEQUE  | V5=VW S/S |
| 4=CASH    | V6=VW TOO |
| 5=OTHER   | V7=VW C/C |
| 6=PENDING | V8=VW C/C |
| AM=AMEX   | V9=VW C/C |
| DI=DINERS | VP=VW POL |
| FC=FLT CA | VM=VW PMO |
| CA=CALTEX | VW=VW WTY |
| MP=MOTORP | VD=VW DEL |
| MC=MOTORC | F1=FO ACC |
| V1=VW ACC | F2=FO ACC |
| V2=VW ACC | F3=FO POL |

Pg 1 of 4

Enter pay method 2  
(N=Next Pg)

6. Type in "Y" in the "OK" column

28 NOV 2023 P181

Cash Acknowledgement

STORE08 2532

Receipt Date 28/11/23

| Inv#                           | Pay-Method |
|--------------------------------|------------|
| 100076L                        | 2          |
| Inv Total: 83.95               |            |
| Cust Name: Cash Sales - Retail |            |

Ok (Y/N)

y

Pay-Methods

|           |           |
|-----------|-----------|
| 1=CHARGE  | V3=VW POL |
| 2=CRED CD | V4=VW POL |
| 3=CHEQUE  | V5=VW S/S |
| 4=CASH    | V6=VW TOO |
| 5=OTHER   | V7=VW C/C |
| 6=PENDING | V8=VW C/C |
| AM=AMEX   | V9=VW C/C |
| DI=DINERS | VP=VW POL |
| FC=FLT CA | VM=VW PMO |
| CA=CALTEX | VW=VW WTY |
| MP=MOTORP | VD=VW DEL |
| MC=MOTORC | F1=FO ACC |
| V1=VW ACC | F2=FO ACC |
| V2=VW ACC | F3=FO POL |

Pg 1 of 4

Enter pay method 2  
(N=Next Pg)

Credit card # 0000000000000000  
Authorization #



7. Type "E" to finally confirm the change, screen should reset and now be safe to F1 out of. You can do multiple invoices, if need be, in this screen.

|                  |                      |              |
|------------------|----------------------|--------------|
| 28 NOV 2023 P181 | Cash Acknowledgement | STORE08 2532 |
|------------------|----------------------|--------------|

  

Receipt Date 28/11/23

| Inv#    | Pay-Method | Ok (Y/N) |
|---------|------------|----------|
| -----   | -----      | -----    |
| 100076L | 2          | y        |

  

(A=Add) (E=Enter) e



