## Changing pay types on Closed RO's (Cash Sales)

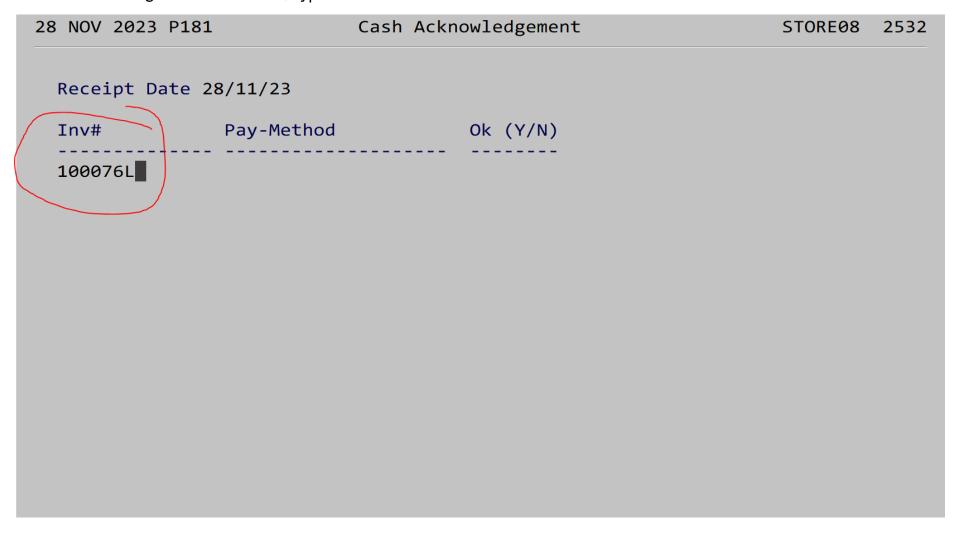
## Required:

- a. Era Logins
- b. PC with internet
- c. Invoice number/s that are required to be changed

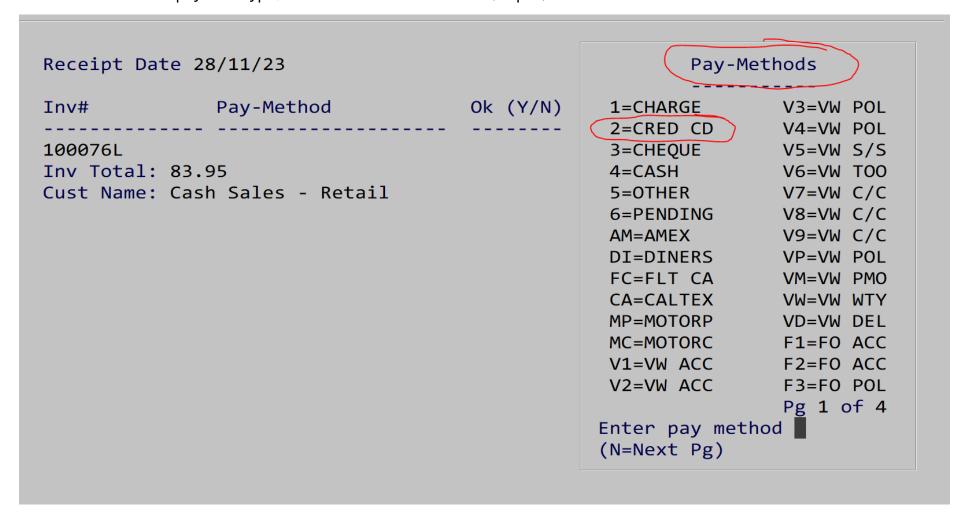
## 1. Navigate to 2532

08 | Brisbane JLR Service Parts System Master Main Menu 2000 1 Parts Inventory Menu 2001 : eraPower V3.9 Version Date : Nov 28,2023 Tuesday : STORE08 Store User : AWHITE Port/Wkstn : 181 / 792 Log Off [88] Menu Help [HELP] Applications [77] Selection: 2532 Help: Select a menu option, or enter your desired action [/=Options]

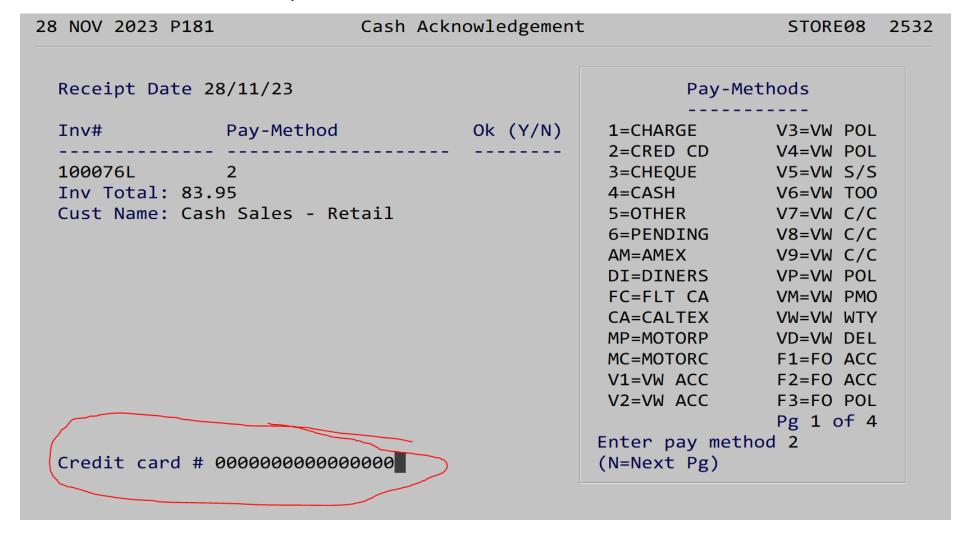
2. Enter through the invoice date, Type in the invoice number



3. Select the correct payment type, most common is credit card (Eftpos)



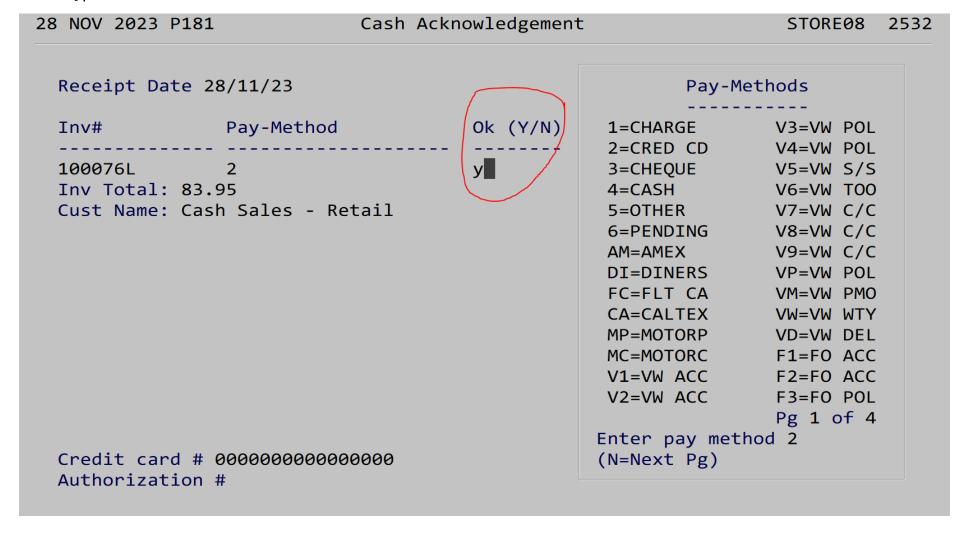
4. For the "Credit Card number" just use 0's to fill it out to the max



5. Enter through the authorisation.

8 NOV 2023 P	2181	Cash Acknowledgement	:	STOREØ8 253
Receipt Date 28/11/23			Pay-Methods	
Inv# 100076L Inv Total: Cust Name:		Ok (Y/N)	2=CRED CD 3=CHEQUE 4=CASH 5=OTHER 6=PENDING AM=AMEX DI=DINERS FC=FLT CA CA=CALTEX MP=MOTORP MC=MOTORC	VM=VW PMO VW=VW WTY VD=VW DEL F1=FO ACC F2=FO ACC
Credit card # 00000000000000000000000000000000000			Pg 1 of 4 Enter pay method 2 (N=Next Pg)	

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



7. Type "E" to finally confirm it, the screen should reset and now be safe to "F1" out of.

28 NOV 2023 P181 Cash Acknowledgement STORE08 2532 Receipt Date 28/11/23 Inv# Pay-Method Ok (Y/N) 100076L 2 (A=Add)(E=Enter) e