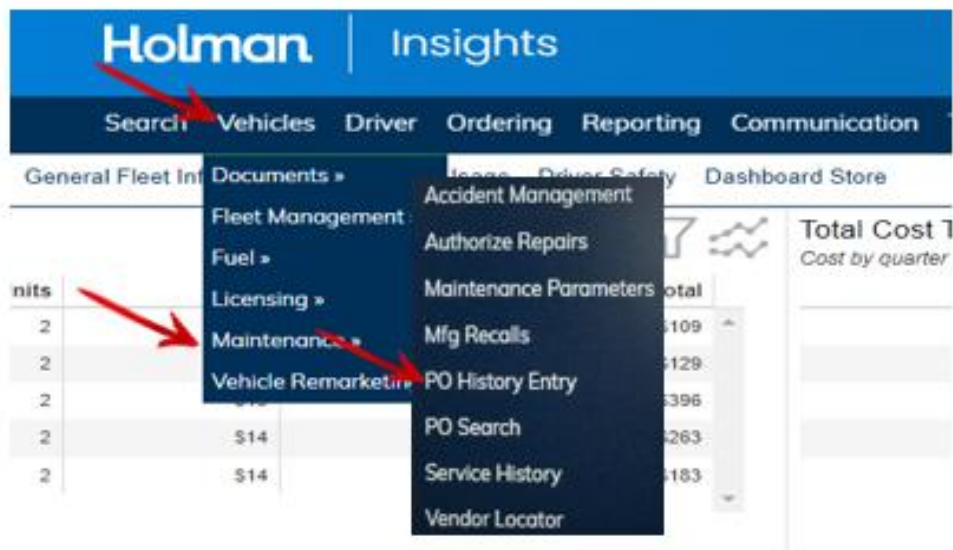


## ADDING A MANUAL INVOICE TO HOLMAN

1. Log in to Holman at <https://insights.holman.com/ariaccessweb4/loginform>
2. From the Dashboard, select the VEHICLES tab. In the drop-down menu, select MAINTENANCE. In the next drop-down menu, select PO HISTORY ENTRY.



3. In the new page, select Client ID 5R82 in the drop-down menu. Type in the last 6 digits of the vehicle's VIN in the VEHICLE NUMBER box. Then click SUBMIT

PO History Entry

**Search Criteria**

1. Please enter a Client and Vehicle or a Client and any combination of Serial, Make, Model

Client ID	Vehicle No	Lot Plate	VIN	Make	Model
SP02	000000				

2. Select Purchase Order Detail or Driver Expense Reporting

☒ Purchase Orders ☐ Expenses

4. When this box appears, click the vehicle number link (In this example, 556830)

### PO History Entry

Search Criteria

1. Please enter a Client and Vehicle or a Client and any combination of Serial, Make, Model

Client ID:  Vehicle No:  Lot Plate:  VIN:  Make:  Model:

2. Select Purchase Order Detail or Driver Expense Report Req.

☒ Purchase Orders ☐ Expenses

3. Select a vehicle

Client	Vehicle	VIN	Make	Model	Year	Lot Plate	Plate	Driver	Status
0002	000000	2C4P7ACU2007100000	SEV	GRAND CHEROKEE	04	04001544	0000	Jim	in Service

5. In the screen that appears next, complete the following fields:

**Enter the CLIENT PO NUMBER**

**Enter the METER (which is the odometer reading)**

**Enter the DRIVER NAME**

**Enter the VENDOR NAME**

**Enter the INVOICE NUMBER**

**Enter the INVOICE DATE**

**Enter the PO TOTAL**

**Enter the PO DATE**

**Under the SERVICE header, use the drop-down box to select what is being done (e.g. tires, battery, etc).**

**Under the REPAIR header, use the drop-down box to select Labor, Parts, PM, or Other.**

**Under the QTY header, enter the quantity.**

**Under the COST header, enter the cost.**

**Select TRUCK or CAR.**

**Enter any additional comments needed**

**Click on the SUBMIT button**

#### PO History Entry

2014 JEEP GRAND CHEROKEE

CLIENT: 5852 VEHICLE NO: 556830 LIC PLATE: SA051944 ASSET TYPE: SUV ASSET SUBTYPE:

[Change Vehicle](#)

##### PO Summary

PO#	* Odometer	Driver Name	Vendor	Invoice Number	* Invoice Date	Total Cost	PO Date	Hours
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="02/15/2024"/>	<input type="text" value="\$0.00"/>	<input type="text" value="02/15/2024"/>	<input type="text"/>
* Required								
<input type="radio"/> Truck <input checked="" type="radio"/> Car <input type="radio"/> Recent <input type="radio"/> Combined								
<input type="text"/>								
<input type="button" value="Search"/> <input type="button" value="Clear Selection"/>								
Service	Repair	Qty	Cost	Optional Description				
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input type="button" value="Add"/>								
ATA	Description	Repair	Qty	Cost	Extended			
<input type="button" value="Submit"/> <input type="button" value="Review"/> <input type="button" value="Reset"/>								
<div>Comments</div> <div><input type="text"/></div>								



