**asi** autosoft international

Ford eREACT Parts Commodity Sales

This documents provides instructions for Parts Managers who need to report sales information for batteries, tires, and brakes to Ford Motor Company. It walks you through creating subsources you will use to track the specific parts you need to report, assigning parts to the subsources, and generating the appropriate reports. If you have any questions about sales reporting or require additional assistance, call the AutoSoft International Parts and Service Support desk at (800) 473-4630.

Creating Subsources

You must segregate the parts into separate subsources. AutoSoft subsources are the same as a Reynolds & Reynolds or ADP source. They should always be three (3) digits ranging from 001 to 999. 000 is the system default for any part added to application and not assigned a specific subsource. The parts can be put into 1 subsource for this purpose or be set into multiple subsources to meet management requirements in respect to Matrix Pricing, Resupply, and Accounting.

1. Determine what subsources will be used for which parts if subsources are not already assigned to the parts.

2. Click **Setup & Updates** on the Parts Inventory main menu.

3. Click **Subsource Matrix Pricing** on the System Setup & Updates menu. The Subsource Setting screen appears. Use this screen to create the subsources you will be using.

4. Type the code you want to assign the subsource you are creating. Subsources can be 001 through 999.

5. Type a description for the subsource. The description should help you identify the subsource.
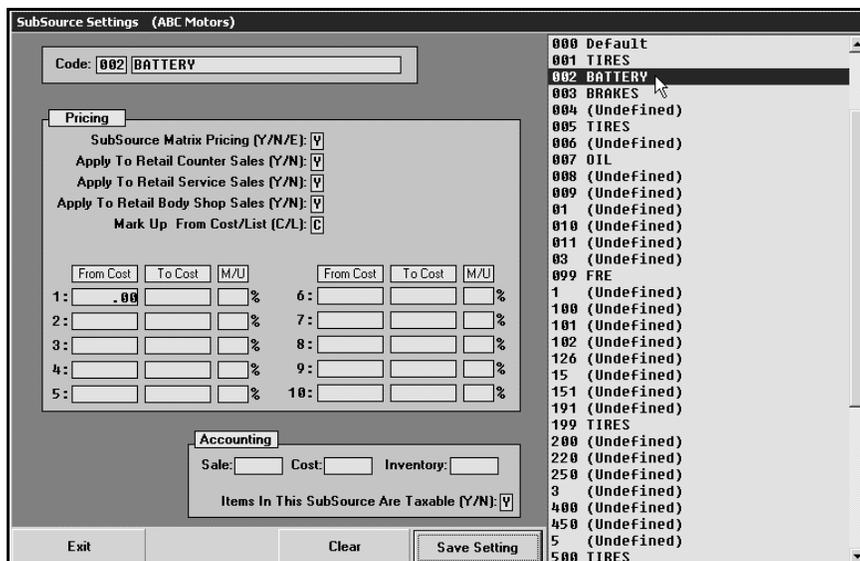
6. Enter the remaining subsource parameters as needed. Press the F1 function key to view the help page for the screen. The help page provides complete instructions for using the screen and explains the information required or displayed in each field. If you have questions and cannot find the information you need on the help screen, call the AutoSoft International Parts and Service Support desk at (800) 473-4630 for assistance.

7. Click **Save Setting**. The subsource you created appear in the window on the right side of the screen. Continue to create subsources as needed.

8. When you are finished, click **Exit** to close the Subsource Settings screen.

9. Click **Exit** on the System Setup & Updates menu. You will be back at the Parts Inventory main menu.

Assigning Parts to Subsources

Once you have created your subsources, you assign parts to the subsources on the Master Inventory screen. Each brake, tire, and battery item to be tracked will need to be assigned to the appropriate subsource you created using the instructions in the previous section.

1. Click **Master Inventory** on the Parts Inventory menu.

2. Type the part number, and press ENTER. The part information displays.

3. Type the appropriate subsource number in the **Subsource** field. Subsources are three (3) digits long.

4. Click **Save** to save the information. Repeat these steps for all required parts.

> **Tip:** Press F1 on any screen to view the help page for that screen. The help pages provide complete instructions for using each screen and explain the information required or displayed in each field. If you have questions and cannot find the information you need on the help screens, call the AutoSoft International Parts and Service Support desk at (800) 473-4630 for assistance.

Generating Reports

You will create a customized report for each subsource using the AutoSoft Report Generator. Each month, you will load the report and select the appropriate reporting month. You can then print the report and submit it as needed.

Creating the Report

First, you must create the report. You will specify the criteria required for the report and save the report template so you can pull it each month and use it to generate the parts report for each subsource. Taking the time to create and save the report will save you time each month when you need to print the information.

1. Click **Reports** on the Parts Inventory menu.

2. Click **Reports Generator** on the Reports menu.

3. On the initial screen, select the inventory source for the report, and click **Next** to continue. (In most cases, this will be Inventory Source 1.)
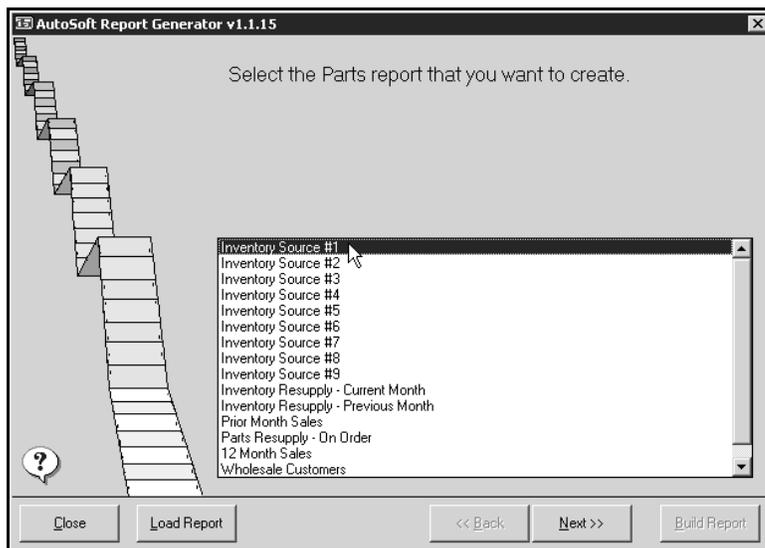
4. The next screen displays all the applicable fields you can pull to the report. Click to select the box in front of the following boxes: **Part Number**, **Subsource**, **Description**, and the reporting month for the sales (January through December). (The reporting month will be edited each month.)
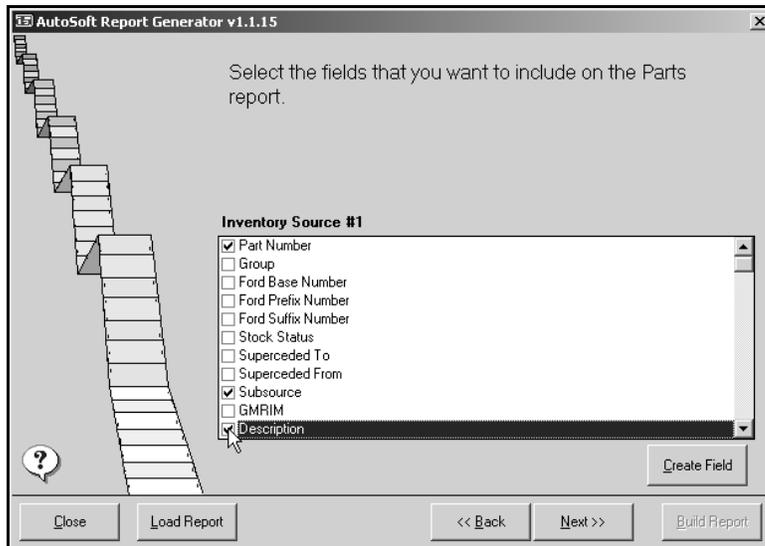
5. Click **Next** to continue.

6. The next screen is where you will select your filters for the report.
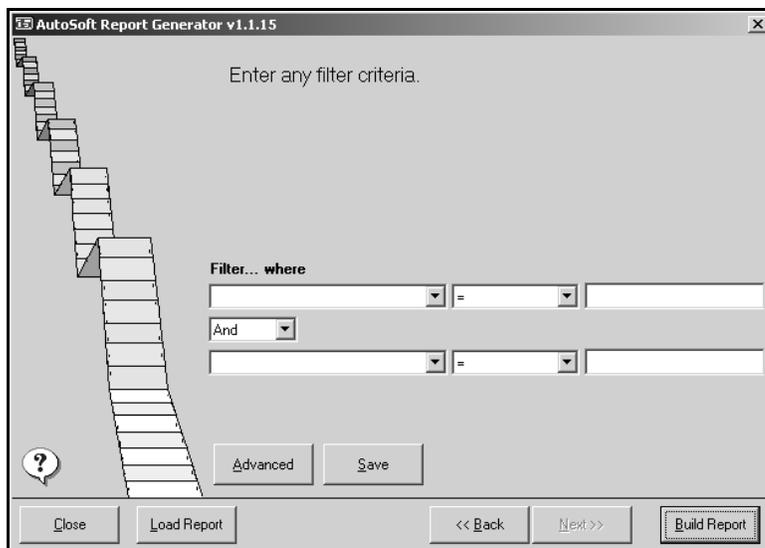
7. For the first filter line, select **Subsource** for the first box, leave **=** in the second box, and type the subsource for the report. If you separated tires, brakes, and batteries into separate subsources, you will need to run the report for each subsource. If you placed all tires, brakes, and batteries into one subsource, you only need to generate one report for the one subsource.

8. For the second filter line, select the reporting month for the first box, **>=** for the second box, **001** for the third box, and **999** for the "less than box."

9. Click **Save**.

10. Type a name for the report you crated. Make sure the name identifies the report.

11. Click **Save**.

12. Click **OK** when prompted your report has been successfully saved.

13. Create all the necessary subsource reports following these steps. Once you create the report, you can load it and print it as needed.

Loading a Saved Report

Each month, you will load the saved subsource report and select the current reporting month. You will then build the report for printing or saving as needed.

1. Click **Reports** on the Parts Inventory menu.

2. Click **Reports Generator** on the Reports menu.

3. On the initial screen, click **Load Report**.
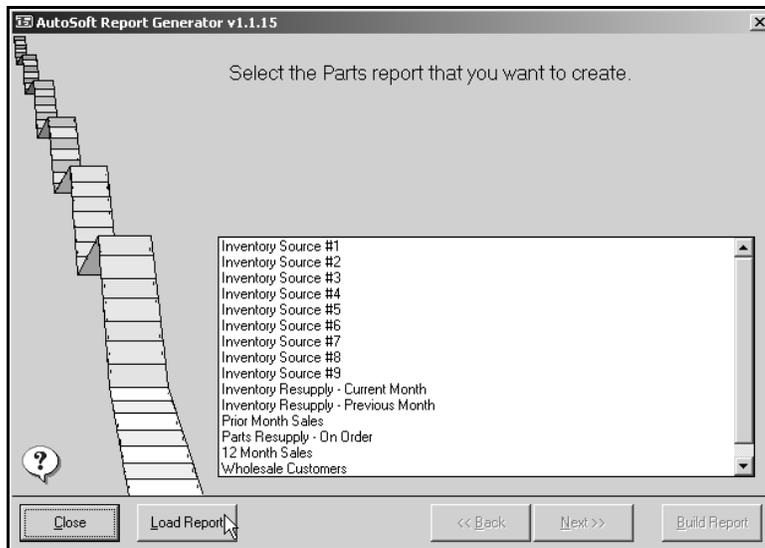
4. Click to select the saved report in the list, and click **Select**.
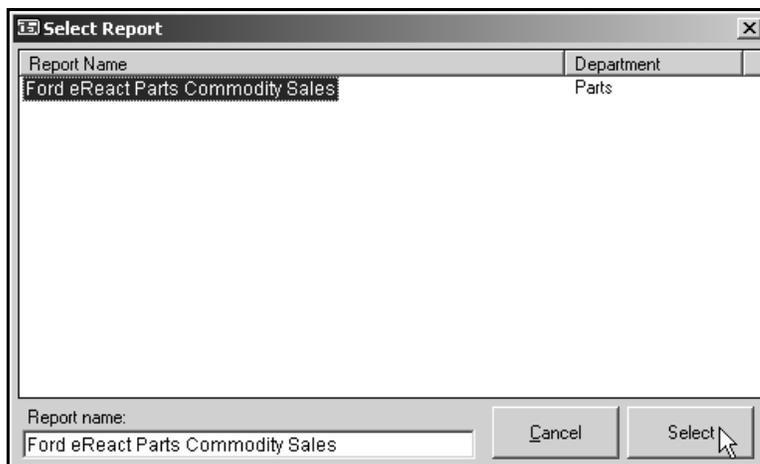
5. You will be at the Filter screen. Click **Back**.
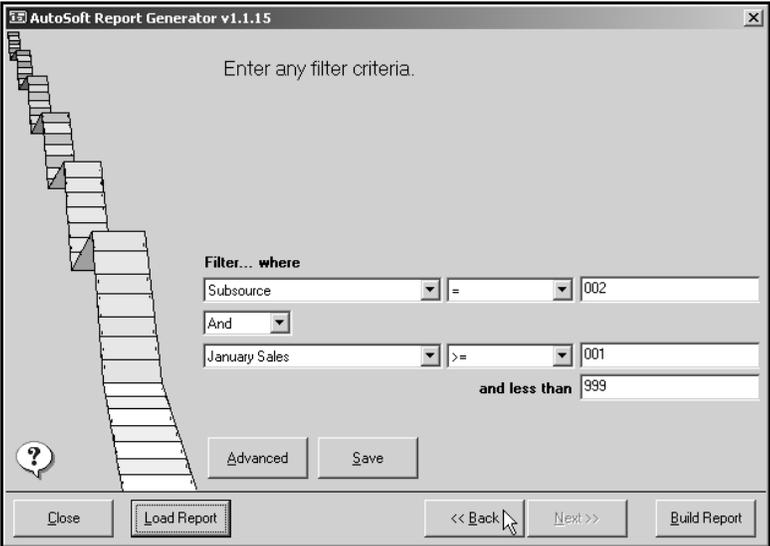
6. In the field list, verify the correct reporting month is selected. Click a check mark to clear
    it from a box, and click to select a box.
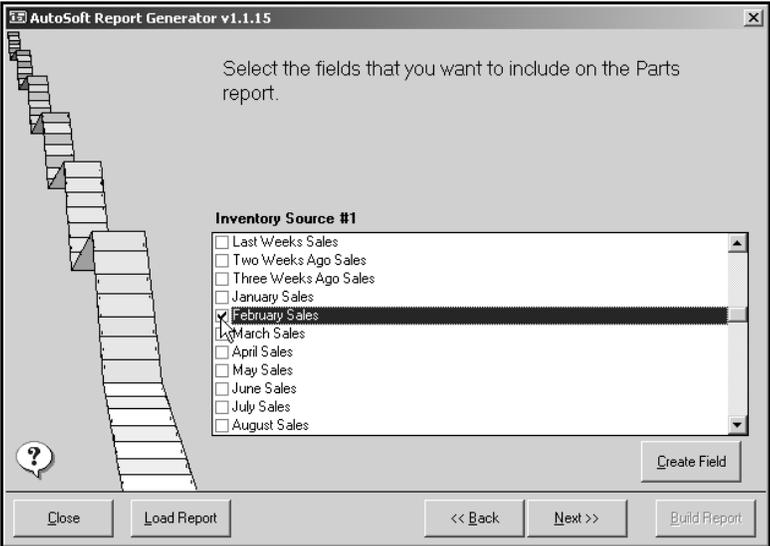
7. Click **Next** to continue.

8. Back on the Filter screen, verify the correct reporting month appears in the first box on
    the first filter line. If necessary, select the correct month from the drop-down list.

```
Filter... where
 Subsource              ▼  │ =        ▼  │ 002

 And          ▼

 January Sales          ▼  │ >=       ▼  │ 001
 January Sales        ▲
 February Sales  ⟍        and less than 999
 March Sales     ⟍
 April Sales
 May Sales
 June Sales
 July Sales
 August Sales   ▼

Report          │        << Back    Next >>     Build Report
```

9. Click **Build Repor**t.

10. On the Build Report prompt, verify **View on Screen** is selected, and click **OK**.

```
Build Report

  ⦿ View on Screen

  ○ Save as CSV

    Cancel        OK
```

11. The report displays on your screen. Click the **Print** icon to print the report.

Saving the Generated Report

You can also choose to save the report in two formats: **HTML** (which saves the report as an html file) and **CSV** (which saves the report as a comma-delimited file). (CSV is the required format for viewing the information in Microsoft Excel.)

1. Build the report in the AutoSoft Report Generator.

2. On the viewing screen, click the button that corresponds to the format you want to use to save the report.

3. The system displays a message indicating where it saved the file and what it named the file.

4. Click **Close** to close the message or **Open** to open the report in the selected format.

5. Once the generated report is opened in the selected format, you can save it to a specified location and assign it a specific file name. This allows you to view this report as needed. Click **File** and **Save As**. Specify where you want to save the report, and enter a name for the report. Click **OK** to save the report.