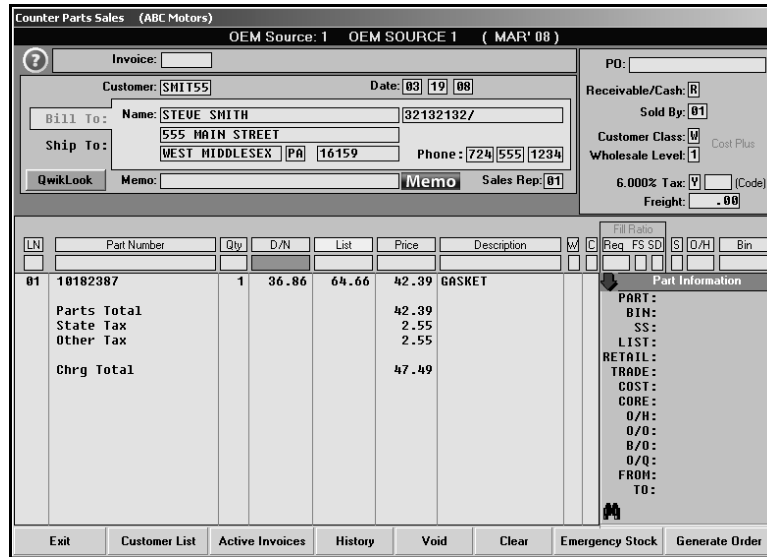


Chapter 6 Counter Sales

The Counter Parts Sales screen is used to generate Counter Slips for over-the-counter parts sales. You can enter new counter slips or pull active invoices to view and edit the information. This chapter works under the assumption that you have entered wholesale customer information into the system. For instructions on entering wholesale customer information, please refer to Chapter 5.



This chapter walks you through creating counter slips for wholesale and retail (cash sale) customers. The chapter also walks you through entering counter slips for internal part sales and explains how to recall active invoices so you can review and edit them as needed.

Once you generate the slip, you have the option of closing and printing the slip on this screen or invoicing the slip to the Cashier. The counter slips are not included in the end of day update until they are closed and printed on this screen or until the receipts for the slips are printed in the Cashier module.

If you use subsource management, you specified the pricing you wanted to use for each subsource and whether the pricing should be applied to parts added to counter slips (including quotes) when you created your subsources. This is the information specified under **Pricing** on the Subsource Matrix Pricing screen. When you add a part to a counter slip or quote, the price is calculated based on the pricing specified for the subsource assigned to the part. Similarly, when you update part sales to Accounting, the sales post to the account specified on the Subsource Management screen for the subsource the parts has been assigned. If you did not assign an account to a subsource, the sale will post to the account specified in the Accounting parameters.

Tip: Use the **QwikLook** button to open the QwikLook screen. This screen is the same as the QwikLook screen available from the Parts Queries screen. Use it to view detailed part information. This information pulls from the Master Inventory file for the part.

Creating a New Counter Slip for Wholesale Customers

1. The program automatically assigns an invoice number when the order is generated.
2. Type the customer number. You can search for a customer by clicking **Customer List**. Type the letter that corresponds to the first letter of the customer's last name or prominent business name. A list of customers whose name begins with that letter appears. Click the customer in the list you want to select.
3. The **Date** field automatically fills in with the current date.
4. The customer's name, address, phone number, tax ID number and wholesale compensation code fill in on the screen.
5. If there is memo information entered in the customer's wholesale file or in the customer's receivable file in Accounting, a **Memo** button appears next to this field. Click the button to view the memo data. Click **Close** on the Customer Memo screen to close the memo data. Otherwise, use this field to type a memo as needed.
6. In **Sales Rep**, type the sales representative for this customer.
7. In **Customer P.O.**, type the purchase order number.
8. The **Receivable/Cash** fills in from the customer's wholesale file. It displays **R** if this is a receivable customer or **C** if this is a cash customer.
9. The **Sold By** field defaults to the current operator ID.
10. The **Customer Class** field displays the customer class assigned to the wholesale customer (for example, **W** for wholesale, **R** for retail, **I** for internal, etc.). If necessary, type the letter that corresponds to the class you want to assign the customer if the class is missing. You created customer classes in the System Setup under Wholesale Pricing Levels.
11. The **Wholesale Level** field displays the discount level assigned to the wholesale customer. You created discount levels in the System Setup under Wholesale Pricing Levels. If you press ENTER to advance through this field and there are parts on the counter ticket, you will be prompted to re-price the parts on the ticket using the discount level. Click **Yes** to re-price the parts, or click **No** to keep the prices as they have been entered.
12. The **Tax** field fills in based on the information in the customer's wholesale file. You cannot edit a wholesale customer's default tax rate. If no special tax rate was entered in the customer's file, the tax defaults to the tax rate entered in the Operating Defaults.
13. Use the **Freight** field to enter the shipping amount.
14. You can click **Ship To** (or press ALT+F2) to enter a shipping address if it is different from the billing address. Click **Ship To List** (or press F3). This will display any saved shipping addresses. Click the address, and click **Select**.

Tip: If you enter a shipping address directly on the **Ship To** tab, the address is saved on the counter ticket only and will not be saved to the wholesale customer's saved Ship To address list. In order to save a new shipping address for a wholesale customer, you must use the Ship To screen to create a new shipping address.

15. In **Part Number**, type the part number for the part you are adding, and press ENTER.
16. The **D/N** (dealer net), **List**, **Price**, **Description**, **S** (source), **O/H** (on-hand quantity), and **Bin** fields fill in with information from the part's master inventory record. Click the **List** label to switch between the list and retail for the part.
17. Type the quantity sold.
18. The **W** field indicates if the part is eligible for wholesale compensation. It displays **Y** for yes or **N** for no. The system keeps a list of all wholesale parts sold, and you can generate reports for your wholesale compensation parts.
19. The **C** field pertains to parts with cores. Use it to indicate if a dirty core was returned. The entry in this field determines if a dirty core will be added to the inventory. You can view the dirty cores for parts on the Master Inventory screen, and you can edit the dirty core quantity to ensure the integrity of your dirty core inventory as needed. There are three valid entries for this field.
 - **O** for outstanding: This entry does not affect the dirty core inventory.
 - **R** for returned: A dirty core will be added to the inventory. If the entry in this field was **R** for returned when the part was added to the counter slip and the slip is edited and the entry changed to **O** for outstanding, a dirty core will be subtracted from inventory.
 - **C** for charge customer.
20. Use the **Fill Ratio** fields to indicate how you filled the order. These fields are for reporting purposes and do not affect the on-hand quantity.

The **Req** field indicates the requested quantity. It defaults to the number entered in the **Qty** field, but you can edit the amount as needed.

Use the **FS** field to indicate if you filled the part order from the shelf. Type **Y** for yes or **N** for no. (The system will fill in this field based on the information it finds in your Master Inventory. The accuracy of the default entry depends on the accuracy of your inventory files.) If you enter **N** for no, you should use the **SD** field to indicate if you were able to get the part and fill the part order the same day. If you enter **Y**, leave the default **N** in the **SD** field.

You can only use the **SD** field if the **FS** field contains an **N** to indicate you did not fill the part order from the shelf. You use this field to indicate if you were able to fill the part order the same day. Type **Y** for yes or **N** for no. (The default entry for this field is **N**.) You cannot enter a **Y** in this field if there is a **Y** in the **FS** field. This field only applies when you did not fill the part order from the shelf.

The **FS** and **SD** fields also accept **U** for unusual sale. If you type **U** in either field, the other field automatically defaults to **U** as well. For unusual sales, both the **FS** and **SD** fields must contain **U**.

Below is a combination of the possible entries for the **FS** and **SD** fields and what the entries mean.

- **FS = Y and SD = N:** This means that you were able to fill the part order from the shelf. The **SD** field will always be **N** when the **FS** field is **Y**.
- **FS = N and SD = Y:** This means that you were not able to fill the part order from the shelf, but you were able to get the part and fill the part order the same day.
- **FS = N and SD = N:** This means that you were not able to fill the part order from the shelf or able to get the part to fill the part order the same day.
- **FS = U and SD = U:** This indicates an unusual sale.

21. The **Part Information** section displays parts information for the part number you enter. Click the **Part Information** label to hide the part information. Click the label again when you want to view the information. The information displayed is the same information you can view on the Master Inventory screen. As you add parts, you can display or hide the sales information (pricing hierarchy) of individual parts by clicking the binoculars icon at the bottom of the **Parts Information** section.

Tip: If you enter a part number that has supersession information, you can click the “From” or “To” lines in the **Part Information** section (or press F7) to view the supersession history. In the supersession window that appears, you can select which part number you want to use for the part sale. Click the part number, and click **Select**.

22. Once you press ENTER to advance through the **SD** field, the part line is filed. As each part is processed and added to the list in the bottom part of the screen, the cursor comes back to the **Part Number** field for the next part line.

23. At this point, you have two options:

- If the invoice is complete, press ENTER from the blank field, and you will be prompted to generate the order. Click **OK**.
- If the invoice is not complete, continue to add parts as needed. When you are finished entering the information, click **Generate Order**. When prompted to verify you want to generate the order, click **OK**.

24. Once the order is generated, you will be prompted to indicate what you want to do with the counter slip. You have four options:

- Click to select **Close & Print** to close the slip and print it.
- Click to select **Invoice To Cashier** to send the slip to the Cashier module so a receipt can be printed.
- Click to select **Close & Print (Including Packing List)** to close the slip and print it. This will also print a packing list for the order.
- Click to select **Print Packing List** to print just a packing list for the order.

25. Once you make your selection, click **OK** to print the order.

Creating a New Counter Slip for Retail Customers

1. The program automatically assigns an invoice number when the order is generated.
2. Press ENTER to advance through the **Customer** field without entering a customer. “Cash Sale” automatically fills in the **Name** field. Leave this entry, or type the customer’s name in the field. You can also use the blank name field to the right to enter the customer’s name if you want to record both pieces of information.

Customer:	<input type="text"/>	Date:	<input type="text" value="03"/> <input type="text" value="19"/> <input type="text" value="08"/>
Bill To:	Name: <input type="text" value="Cash Sale"/>	<input type="text"/>	
Ship To:	<input type="text"/>	<input type="text"/>	Phone: <input type="text"/> <input type="text"/> <input type="text"/>
<input type="button" value="QwikLook"/>	Memo: <input type="text"/>		Sales Rep: <input type="text"/>

3. Continue to enter the customer’s information in each field.
4. The **Tax** field determines the tax that will be applied to the sale. Tax rates for parts sales are set for each inventory source using the **Operating Defaults** option in the Parts Inventory System Setup. You can set four default tax rates: 1A, 1B, 1C, and 2. For cash sales, type the code for the tax that needs to be applied to the sale.
 - Type **A** to apply Tax Rate 1A and Tax Rate 2.
 - Type **B** to apply Tax Rate 1B and Tax Rate 2.
 - Type **C** to apply Tax Rate 1C and Tax Rate 2.
 - Type **Y** for yes. This applies both Tax Rate 1 and Tax Rate 2. Rate A is the default tax rate used when Tax Rate 1 is selected.
 - Type **1** if you want to apply only Tax Rate 1.
 - Type **2** if you want to apply only Tax Rate 2.
 - Type **N** for no. No tax is applied to the customer’s purchase.
5. Use the “working line” fields to enter the information for the parts sales.
6. When you are finished, generate the order.

Creating an Internal Counter Slip

Use the following instructions to create an internal counter slip. The system does not pull vehicle information to internal counter slips, so you will have to manually enter a description of the vehicle for record management. It may be useful to create a discount level for internal sales.

1. Type the stock number in the **Customer** field.
2. Click **OK** when prompted that the customer number does not exist on file.
3. In the **Name** field, enter a brief description of the vehicle.
4. Add the parts to the counter slip.
5. When you are finished, generate the order.

Logging a Lost Sale

If you are unable to meet the demand for a part (because the part is out of stock or because you do not stock the part at all), the customer must purchase the part somewhere else. This results in a lost sale. You can log lost sales on the Counter Parts Sales screen. You can generate a report that identifies the lost sales and the total value of the sales. This information can be useful when you are reviewing your stocking practices.

1. If a part number is not in your current inventory or the quantity entered for a part is larger than the on-hand quantity, the system displays a "Press Alt+F7 to log lost sales" Message.

Press Alt+F7 To Log Lost Sale			
LN	Part Number	Qty	D/N
01	17192393	1	

2. Press ALT+F7.
3. The system displays a message indicating it has recorded the lost sale. Click **OK** to acknowledge the message.
4. If the part is in your current inventory but you cannot meet the demand for the part, the system adds the lost sale to the part's lost sales totals for the quarter. If the part is not currently in your inventory, the system adds the part number to your inventory records and calls the part "Lost Sale." The bin for the part is LS, and the stocking status for the part is L for lost sale.

Master Inventory (ABC Motors)	
OEM Source: 1 OEM SOURCE 1 (MAR' 08)	
Part: 17192393	Stock Status (Y/N/S/C/B): <input type="checkbox"/> L <input type="checkbox"/> Lost Sale
Name: Lost Sale Sub Source: 000	Order Code: <input type="checkbox"/>
Memo:	Return Code: <input type="checkbox"/>
Bin: LS Shelf: <input type="checkbox"/> Drawer: <input type="checkbox"/> On Hand: <input type="checkbox"/>	Group/Base: <input type="checkbox"/>
Bin: <input type="checkbox"/> Shelf: <input type="checkbox"/> Drawer: <input type="checkbox"/> On Hand: <input type="checkbox"/>	Model Year: <input type="checkbox"/> <input type="checkbox"/>
	Sales Level: <input type="checkbox"/>

Pulling Parts from the Order Que

You can view the Order Que and pull parts to the invoice. This can only be done before parts are added to the counter slips, so you will have to pull the Order Que parts before adding additional parts that need to be added. For information about adding parts to the order que, see Chapter 9.

1. Click **Lists**.
2. A list of parts in the Order Que is displayed. The screen lists the part number, quantity, inventory source for the part, document number, order date, customer's name, and order status.

Pull Order Que Orders (ABC Motors)

"Click" Column Header To Sort

Part Number	Qty	Source	Document	Date	Customer	Status	Paid
12555492	1	1	191307	03/19/08	STEVE SMITH	Sold	
12563963	1	1	191307	03/19/08	STEVE SMITH	Sold	
15529401	1	1	191307	03/19/08	STEVE SMITH	Sold	
24501259	1	1	191307	03/19/08	STEVE SMITH	Sold	
3764554	1	1	191307	03/19/08	STEVE SMITH	Sold	
10290480	1	1	191308	03/19/08	MARK DAVIS	Stocked In	
10305686	1	1	191309	03/19/08	DELLIA CHRISTOPHER	Stocked In	
12555492	1	1	191310	03/19/08	STACIE TENNYSON	Stocked In	
1234567	1	1	40370	03/24/08	JAMES M WALTON	Stocked In	
24680	1	1	40370	03/24/08	JAMES M WALTON	Stocked In	
9876543	1	1	40370	03/24/08	JAMES M WALTON	Stocked In	

"Click" Document From List To Process

Document:

Part Number Qty Src O/H

"Click" Line For Detail -->

Exit Pull To Invoice Print

Customer Quotes Parts Kits

3. The list is sorted by document number. Click the column headers to sort the list by part number, customer name, etc.
4. Click a part to view the details for the parts on the order. The information displays in the window on the bottom right side of the screen.
5. Click **Pull To Invoice** to pull the part to the counter slip.
6. Click **OK** when prompted to verify you want to pull the order.
7. The part(s) will be added to the counter slip.
8. Add any additional parts as needed.
9. Generate the order.

Pulling Customer Quotes

You can pull parts from a customer quote to the counter slip. You create customer quotes using the **Quotes** button on the Parts Queries screen. (See Chapter 8 for instructions on using the Parts Queries screen.) The system keeps customer quotes for 30 days before purging them. You can only pull the quote before you add additional parts to the counter slips.

1. Click **Lists**.
2. Click **Customer Quotes** on the Pull Order Que Order screen.
3. Click the quote you want to pull. The screen displays the detail for the quote. (Click **Sort** to display the list of quotes again as needed.)
4. Click **Pull To Invoice** to pull the quote to the counter slip.
5. Click **OK** when prompted to verify you want to pull the order. The part(s) will be added to the counter slip.
6. Enter any additional customer information and parts as needed.
7. Generate the order.

Pulling Part Kits

You can pull parts from a part kit to the counter slip. You create customer part kits using the **Parts Kits** option on the Special Inventories menu. You must pull the parts kit before you select the customer for the counter slip.

Pulling a Kit

1. Click **Lists**.
2. Click **Parts Kits** on the Pull Order Que Order screen.
3. Click the kit you want to pull. The screen displays the detail for the kit. (Click **Sort** to display the list of parts kits again as needed.)
4. Click **Pull To Invoice** to pull the kit to the counter slip.
5. Click **OK** when prompted to verify you want to pull the order.
6. The part(s) will be added to the counter slip screen. The Price for the individual parts will be 0.00. The part kit ID will display as the last part line and display the total price for the kit.
7. Enter any additional customer information and parts as needed, or select an existing slip to add the parts to that slip.
8. Generate the order.

Removing a Single Part from a Kit

1. Click the part in the list to bring the part information to the working line.
2. Type **0** (zero) as the quantity, and press ENTER.
3. This removes the part from the list. The parts kit price will be reduced by the cost of the part you removed from the kit.

Removing an Entire Kit

1. Click the part kit line in the part list. This line displays the part kit ID as the part number and lists the price for the total parts kit.
2. Type **0** (zero) as the quantity for the kit, and press ENTER.
3. This removes the parts kit from the list.

Crediting a Kit

1. Pull the parts kit to the counter slip screen.
2. Select the customer, or type the customer's information.
3. Click the part kit line in the part list. This line displays the part kit ID as the part number and lists the price for the total parts kit.
4. Type **-1** as the return quantity in the **Qty** field.
5. Generate the order.

Posting Tire Tax

In order to post tire tax, you must make sure that the Operating Parameters for each inventory source specifies the default tire tax per tire.

1. In **Part Number**, type, "TIRE TAX" as the part number. In order for the system to calculate the tax, you must type the word "tire" and the word "tax" separated by a space. The system will not recognize any other entry as tax.

LN	Part Number
02	TIRE TAX

2. The **Price** field automatically fills in with the default tire tax entered for the current inventory source.
3. In **Qty**, type the number of tires that need to be taxed. The system will multiply the tire tax by this quantity to calculate the tire tax.
4. Generate the order.

Removing a Part

Use the following instructions to remove a part from a counter slip.

1. Click the part in the list to bring the part information to the "working line."
2. Type **0** (zero) as the quantity, and press ENTER.
3. This removes the part from the list.

Pulling an Active Counter Slip

When you generate a counter slip, it is added to the active counter slips list. If you generate and print the counter slip, it is flagged as closed in the active list. You cannot edit a closed slip. You can only reprint it. If you generate a counter slip but don't print it, it is flagged as open in the active list. You can recall the counter slip to add and remove parts as needed.

1. Click **Active Invoices**. A list of invoices is displayed.
2. Click any column header to sort the list as needed.
3. Click the invoice in the list you want to select. The invoice information fills in on the screen.
4. Edit the information as needed.
5. Generate the order.

Voiding a Counter Slip

You can only void an open counter slip. Voiding the order removes all parts from the invoice and restocks them before removing the order from the system. Voided counter slips appear as “Voided Document” in the Active Counter Slips list.

Tip: If a password is set in the Accounting module for voiding parts documents, you will have to enter the password in order to void the counter slip.

1. Select the counter slip.
2. Click **Void** on the bottom of the Counter Parts Sales screen.
3. When prompted to verify your printer is ready, click **Void** (or **Reprint** to reprint the slip).
4. Click **OK** when prompted to verify your printer is ready. The system prints a copy of the counter slip. (If you selected to reprint the slip, you must specify if you want to close and print the slip or invoice it the Cashier.)

Issuing a Credit

Once you close a counter slip, you cannot void it. Your only option is to issue a credit. This creates a duplicate adjusting entry to reverse the original counter slip.

1. Select the closed counter slip.
2. The system prompts you the counter slip is closed. Click **OK** to acknowledge the message.
3. When prompted to verify your printer is ready, click **Void** (or **Reprint** to reprint the slip).
4. The system prompts you the only option is to issue a credit. Click **Credit** to continue.
5. The system reverses the original transaction entries.
6. Generate the order.

Returning Parts

When customers return parts, you will enter the return as a counter slip to record the transaction. This returns the part to the inventory. The balance on the counter slip will be a negative balance.

1. Select the customer, or enter the customer's information.
2. Type the part number.
3. Type the return quantity as a negative number in the **Qty** field. For example, if the customer is returning one part, type -1 .
4. Generate the order.

Returning Dirty Cores

When a customer returns a core, you need to ensure your inventory is updated. You can process core returns for your counter slips and closed repair orders on this screen.

5. Type the part number for the actual part associated with the core.
6. In **QTY**, type the quantity preceded by a minus (-) sign. For example, if the customer is returning one core for the part, you would type -1.
7. The system prompts you to indicate what the customer is returning. Click **Part+Core** if the customer is returning the part and the core or **Core Only** if the customer is returning just the core.
8. Finish processing the slip. The core count for the part will be adjusted accordingly.

Ordering Emergency Stock

When the cursor advances to the “working line,” the **Emergency Stock** button appears at the bottom of the screen. Use this button to open the Part Data/Emergency Order screen to view detailed part information or to receipt a part you ordered for the sale into inventory.

Part Data/Emergency Order

Part: 25055052 FUEL FLT Memo: _____
 From: _____ Bin: 037 Shelf: 0 Drawer: _____
 To: _____
 See Also: _____

List: 16.95 Limited Special Price: .00
 Trade: 13.85 Special Cost Plus: %
 Cost: 9.89 Alternate Cost: 8.50
 Core: .00 Wholesale Comp: 9.02

On Hand: Stock Status:
 On Order: Order Code: 6
 Back Order: Part Group/Base: 03890
 Package Quantity: 1 Returnable:

Emergency Stock This Part Now - Enter Qty:
 P.O. Number:

Jan: Feb:
 Mar: Apr:
 May: Jun:
 Jul: Aug:
 Sep: Oct: 17
 Nov: Dec: 1
 Last Sale: _____

Back Save

Viewing Part Information

1. Make sure the correct part number appears in the **Part Number** field.
2. Click **Emergency Stock**.
3. The part information is displayed on the screen. This information is for reference only. No changes can be made on this screen.
4. Click **Back** to return to the Counter Parts Sales screen.

Emergency Stocking a Part

Emergency stocking a part allows you to receipt a part you ordered into inventory.

1. Make sure the correct part number appears in the **Part Number** field.
2. Click **Emergency Stock**.
3. In **Emergency Stock This Part Now—Enter Qty**, type the quantity of the part. This is the quantity you ordered and are receipting into inventory.
4. In **P.O. Number**, type the purchase order number for the order. This is the purchase order you wrote to the vendor for the part. This field is for reference. This does not link the part order to the actual purchase order, and it does not affect the order quantity for the part on the purchase order in the system. Therefore, if you receipt the purchase order into the system later and receipt the part, the part will be added to the inventory again. Make note of parts you emergency stock on this screen, and check for the parts when you are receipting you purchase orders into your inventory to ensure your on-hand quantities are accurate.

Emergency Stock This Part Now - Enter Qty:	<input type="text" value="1"/>
P.O. Number:	<input type="text" value="063004"/>

5. Click **Save**.

Viewing a Wholesale Customer's Sales History

Use the **History** button to view the sales history for a selected wholesale customer. In addition to viewing the detail for each invoice in the customer's history, you can reprint an invoice from the history.

1. Click **History**. The Counter Sales History screen appears.
2. If you have a counter slip on the Counter Parts Sales screen, the customer's history fills in automatically. Otherwise, type the customer number, or use the **Customer List** button to search for a customer.
3. The top of the screen displays the customer's profitability information.
4. A list of the customer's counter slips is displayed under **Invoice List** on the left side of the screen. To view an invoice, type the invoice number, or click an invoice in the list. The detail for the counter slip is displayed on the right side of the screen.
5. Click **Print** to reprint the counter slip from a customer's history.
6. Click **Back** to return to the Counter Parts Sales screen.

Tip: Click **Last 25** to view the last 25 counter slips created in the system. Click a slip to view a summary.

Using the QwikLook Button

Use the **QwikLook** button to display the QwikLook screen. This screen allows you to view detailed part information without leaving the Counter Parts Sales screen. The information is intended for viewing only. You may edit the on-hand quantity and bin for a part on this screen if your parameters have been set to allow these edits. However, no other information can be edited on this screen. If you need to edit part information, or if your parameters have been set to restrict on-hand quantity and bin edits from this screen, you must use the Master Inventory screen to edit the part information.

1. Click **QwikLook**.
2. Type the part number, and press ENTER.

You can also enter a partial part number and click **Search**. The system will display the information for the first part that has a number that matches the numbers you entered. Use the arrow buttons on each side of the **Search** button to scroll through the parts list.

3. The information displays on the screen.

The screenshot shows the QwikLook window for part 89017342. The window title is 'QwikLook' and the OEM Source is 'OEM SOURCE 1 (MAR' 08)'. The part number '89017342' is entered in the top field. Below it, there are fields for Name (FILTER), New Number, Old Number (25014377), and Alternates. A '12 Months' sales history table is visible on the right, showing sales for APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC, JAN, FEB, and MAR (with a value of 1). Pricing information includes List (8.26), Trade (5.16), Service (11.56), Limited Special (.00), Retail Matrix (11.56), and Internal (8.26). Inventory metrics show Bin 1 (015-F-12) with On Hand (9) and Bin 2 (-) with On Hand (-). Other fields include Dirty Core, On Order, Back Order, MSQ (-1), Stock Status (Y), Order Code (G), Return (N), Cost (4.13), Core (.00), and Comp (.00). A 'SubSource Matrix' section shows (W) WHOLESALE with a list of percentages and costs: 10% Cost + 4.54, 15% Cost + 4.75, 20% Cost + 4.96, and 25% Cost + 5.16. At the bottom, there are buttons for Close, Minimize, Search, History, Settings, and Corrections.

4. Click **History** to view the sales history or receipt history for the current part. Click **Back** to close the history.
5. Click **Setting** to view the pricing parameters being used to calculate the pricing information.
6. The **Corrections** button is available based on the **Allow 'On Hand' Quantity Corrections From Quote/Query** field on the More Operating Defaults screen in the Parts System Setup. If this field contains an **N**, the button is unavailable on the QwikLook screen, and you will have to use the Master Inventory screen to edit the quantity and/or bin.

If this field contains a **Y**, the **Corrections** button is available on the QwikLook screen. It allows you to edit the Bin and quantity. Click **Corrections**, and edit the Bin and quantity as needed on the screen that appears. Click **Save** to save the changes.

7. Click **Close** to return to the Counter Parts Sales screen.

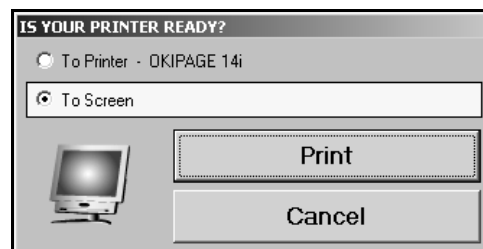
Daily Counter Sales Update

Once you are finished posting counter slips for the day, you update the counter slips to Accounting. When you click **End Of Day Update** on the Parts Inventory main menu, the Daily Counter Sales Update menu appears. You use this menu to update counter sales. If you want to print sales reports, you must print them *before* updating the sales. Once you update the sales, the report information is reset to prepare for the next day's business. Therefore, the counter sales should be updated daily. The menu displays the date of the last update for reference.



Selecting Print Criteria

You have the option of viewing the daily counter slip reports on your screen or printing them to paper. When prompted to verify your printer is ready, click to select **To Printer** to print the information or **To Screen** to view the information on your screen. Once you select your print type, click **Print**.



If you select to print the report to your screen, you can print the report from the viewing screen by clicking **File** and **Print**. To exit the viewing screen, click **File** and **Exit**.

List Active Sales

Use this button to print a list of the active/open counter slips. These are the slips that you started and saved but have not been printed and closed. For each open counter slip, the printout lists the invoice number, inventory source, customer's name, purchase date, sale price, tax, total sale, and cost. The end of the printout lists the total number of open slips and the total sale and cost for the slips.

List Finished Sales

Use this button to print a list of finished/closed counter slips. Finished counter slips are the slips you printed. For each finished counter slip, the printout lists the invoice number, inventory source, customer's name, purchase date, sale price, tax, total sale, and cost. The end of the printout lists the total number of finished slips and the total sale, cost, and tax for the slips. It also lists the total cash sales and total A/R for the slips.

Daily Parts Sales Summary

Use this button to print a list of parts that have been sold on the current day. The summary lists parts sold on both counter slips and repair orders today. Parts on the counter slips and repair orders are reported when they are relieved from inventory.

If a counter slip or repair order is held open and a part is removed the following day, the report will be incorrect in terms of total sales. Therefore, this report should be used as a source of daily information rather than a measure of performance of the Parts and Service Departments.

Print Accounting Summary

Use this button to print a list of parts sold only on counter slips on the current day. This report is usually used when the Parts module is *not* integrated with the Accounting module.

View Current Parts Sales

Use this button to open the Daily Parts Sales screen. This screen is used to view a list of all of the parts sold. This list is also cleared when the sales are updated.

The list will display the invoice number, inventory source, sale date, customer's name, total sale amount, and the status of the counter slip (open or closed).

To view stocking information for parts on the closed counter slips, click **Switch List**. The screen displays a parts summary for all of the parts on closed counter slips. For each part sold, the screen lists the invoice number, inventory source, part number, quantity in stock before the sale, and quantity in stock after the sale.

To view the counter slip for a sale, click the slip in the list, and the detail is displayed on the screen.

- The first line on the screen lists the invoice number.
- The next part of the screen lists the sales date and customer's information (address, customer number, discount code, and purchase order number)
- The bottom part of the screen lists information for each part on the counter slip. It lists the part number, inventory source, quantity sold, part description, cost, list price, unit price, and extended price.

Parts Daily DOC

The Daily Operating Control screen allows the Parts Manager to view the Parts daily DOC. This DOC was created in the Accounting module. The DOC will show the Parts Manager where the Parts Department stands with the respect to the general ledger figures on each day the DOC is compiled. The DOC must be compiled in the Accounting module before you can view the DOC in the Parts module.

1. Click **Parts Daily DOC**. The screen automatically displays the DOC.
2. Click **Service** or **Body** to view the service or body shop DOC (if the Service Department has given you permission).
3. Click **History** to view a list of DOC's that have been previously compiled.
4. Click **Comparison** to compare the current Daily DOC with a DOC from the DOC history.
5. Click **Print** to print the DOC. When prompted to verify your printer is ready, select your print criteria.

Tip: The **Allow Service To View My DOC's** box on the DOC screen allows you to grant or restrict access to the parts daily DOC in the Service Writing module. If you select the box, the **Parts** button on the Service Daily DOC screen in the Service Writing module will be available. If you leave the box empty, the **Parts** button on the Service Daily DOC screen will be unavailable.

Previous Daily Summaries

Use this button to view previous daily summaries. The list will hold 23 updates. The list will show each update available if you updated more than once a day.

1. Click **Previous Daily Summaries**.
2. Click the update in the list you want to view.
3. The update displays on your screen.
4. Print the information from the viewing screen as needed.

Daily Update of Finished Sales

Use this button to update the closed counter slips. This process purges the closed counter slips but saves the information for monthly reports. The sales information is sent to Accounting if your system has been set to integrate with Accounting and only if you set the parameter under **More Operating Defaults** to update the counter slips to Accounting. (See Chapter 1 for more information on setting parameters.) All open counter slips remain in the counter slip list until they are closed/printed.

1. Click **Daily Update of Finished Sales**.
2. Click **OK** when prompted to verify you want to update the day's counter slips.
3. The system will scan counter slips and update the closed counter slips.
4. When the update is finished, the system returns you to the Parts Inventory menu.