

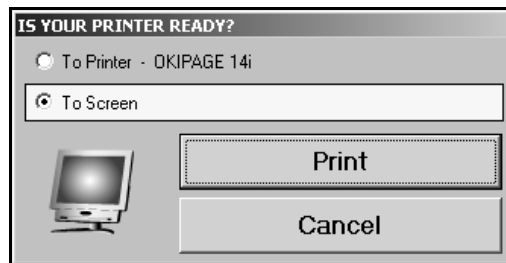
## Chapter 12 Inventory Reports

The Inventory Reports menu is used to run various inventory reports. Each button on the menu advances you to a submenu for the selected report. The submenus allow you to specify report criteria to ensure the reports reflect the information you are interested in printing.



### Selecting Print Criteria

You have the option of viewing the generated reports on your screen or printing them to paper. When you select a report to print (and after you enter any criteria the system prompts you to specify), 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 click **Exit**.

## Sales & Restock Reports

This button advances you to the Sales Report menu. This menu is used to run reports that tell you which parts are being sold in your inventory and how they are being sold. You can also determine which parts could have been sold from your inventory if they had been in stock.



### Monthly Parts Sales

This report lists the monthly parts sales for all sales or sales over a specified quantity. The report lists the part number, lost sale total, stock information, quantity sold in each category (retail, wholesale, service, warranty, and internal), total quantity sold, total sales amount, and profitability.

1. Click **Monthly Parts Sales**.
2. Type the quantity you want to use as the starting point for the report, or type 0 (zero) to generate the report for all sales.
3. Select your print criteria.

## Monthly Parts Sales Summary Only

This report provides a summary of the monthly sales. The report has two parts. The first part is a summary of the part sales for the source. It lists the total parts sold, sales, cost, gross profit, and profitability for counter part sales (retail and wholesale), service parts sales (customer, warranty, and internal), and body shop sales (customer, warranty, and internal). The end of this section lists the total parts sales, sales, cost, gross, and profitability for the source.

The next section is a summary for the stock received for the month. For each source, the report lists the total value of the parts received in as regular stock, special orders, and emergency purchases. It also lists the total value of the parts stocked in for the inventory source.

1. Click **Monthly Parts Sales Summary Only**.
2. Type the source you want to run the report for, or enter a zero to generate the report for all of the sources.
3. Type the subsource you want to run the report for, or type 000 to include all subsources. If you press ENTER to advance through this field, 000 automatically fills in for you.
4. Select your print criteria.

## Print Lost Sales

This report identifies the lost sales. The report lists the part number, number of part sales lost per quarter, part cost, total lost sales amount, total sales for each part, and total lost sales for each part. The end of the report lists the total lost sales amount per quarter and total cost of all the lost sales.

1. Click **Print Lost Sales**.
2. Type the lost sales quantity you want to use as the starting point for the report, or type 0 (zero) to generate the report for all of the lost sales. Only parts with lost sales greater than the quantity you specify will appear on the report.
3. Type the subsource you want to run the report for, or type 000 to include all subsources. If you press ENTER to advance through this field, 000 automatically fills in for you.
4. Select your print criteria.

## Non-Stock Parts With Sales

This report identifies the non-stock parts that had sales. The report lists the part number, bin (including the shelf), on-hand quantity, cost, total sales, part description, return code, and the number of days since the last sale and stocking for each non-stock part.

1. Click **Non-Stock Parts With Sales**.
2. Type the number of months you want to use for the report.
3. Type the number you want to use as the cutoff point for the report. Only Parts with sales greater than the number you specify will be included on the report.
4. Select your print criteria.

## Sales For Counter Salesman

This report lists the counter sales for all the counter salesmen. The monthly update automatically purges sales data older than 60 days. If you specify a date range for the report that is older than the last monthly update date, you may not be able to view data older than 90 days old. The report is divided by salesman ID. For each salesman, the report lists the counter slip number or repair order number for the sale, sale date, customer, sale amount (counter sales amount or R/O parts sale amount), cost, and profit for each sale. The end of each salesman's section lists the total sale, cost, and profit for the sales listed.

1. Click **Sales For Counter Salesman**.
2. Type date range you want to use for the report. Enter the date in an eight-character format with or without slashes (mm/dd/yyyy or mmddyyyy). If you do not enter slashes, press ENTER to continue.
3. Select your print criteria.

## Parts Stocked In During Month

This report identifies the parts that were stocked in during the current month. The report lists the part number, purchase order number, part description, purchase date, quantity before the order, quantity ordered, quantity after the order, cost, and last stock date. The report also identifies if the part is regular stock or special order. The end of the report lists the total value of the regular stock, special orders, emergency purchases, and the total value of the stocked inventory.

1. Click **Parts Stocked In During Month**.
2. Type the source you want to use for the report, or type 0 (zero) to generate the report for all of the sources.
3. Type the subsource you want to run the report for, or type 000 to include all subsources. If you press ENTER to advance through this field, 000 automatically fills in for you.
4. Select your print criteria.

## List 'Freight Out'

This report lists the freight out charges for a specified month. The report lists the counter slip number, customer name, freight amount, and date. The end of the report lists the total freight amount for the selected month.

1. Click **List 'Freight Out.'**
2. Type the month you want to use for the report.
3. Select your print criteria.

## Parts Work In Process

This report identifies the parts that have been added to counter slips and repair orders that have not been updated to Accounting yet. You have the option of printing a summary report or detailed report.

The summary report groups the information by inventory source. It lists the document number, date, customer, part cost, access cost, and other cost.

The detailed report lists the document number, R/O status, inventory source, subsource, part number, part description, part quantity, individual part cost, cost for the full quantity, access total, other total, and part total. The end of the detailed report includes the totals for each subsource as well as the grand totals for each inventory source.

1. Click **Parts Work In Process**.
2. When prompted, click the button that corresponds with the report type you want to select: summary or detailed.
3. Select your print criteria.

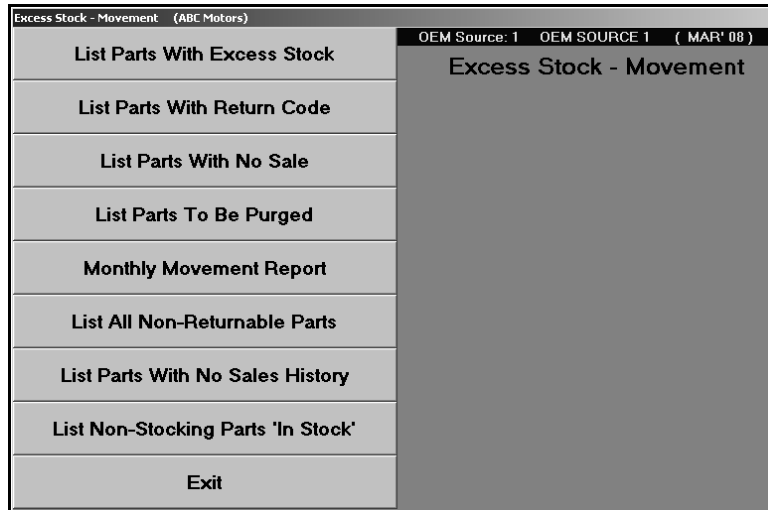
## List All Tickets To Post

Use this button to view a list of the closed counter tickets.

1. Click **List All Tickets To Post**.
2. Click a counter ticket from the list to view the detail for that item. The information is displayed on the screen.
3. Click **Close** to return to the complete list of active counter tickets.
4. Click **Print List** to print the list as needed. When prompted to verify your printer is ready, select your print criteria.
5. Click **Close** to return to the Sales Reports menu.

## Returns—Excess—Movement

This button advances you to the Excess Stock—Movement menu. This menu is used to generate reports to help identify how well parts in your inventory are moving. You can use the reports to determine which parts you can remove from inventory. In addition, the reports can help you build a manual return list.



### List Parts With Excess Stock

This report identifies the parts that have excess in stock. The report lists the part number, on-hand quantity, stock to quantity, fourth quarter sales, bin (including the shelf), list price, cost, part description, age, and total number of days since the part was last sold.

1. Click **List Parts With Excess Stock**.
2. Select your print criteria.

### List Parts With Return Code

This report identifies parts with a specified return code. The report lists the part number, bin, on-hand quantity, cost, list, and number of days since the last stocking and sale for each part. The end of the report lists the totals.

1. Click **List Parts With Return Code**.
2. Type the return code you want to use for the report, or type \* for scheduled supersession.
3. Type the minimum value you want to use as the cutoff point for the report. Only parts with a value greater than the number you specify will be included on the report.
4. Type the number of days without sales you want to use to generate the report.
5. Select your print criteria.

### List Parts With No Sale

This report identifies the parts that have not had sales during a specified month range. The report lists the part number, bin (including the shelf), on-hand quantity, cost, extended cost, part description, return code, and number of days since the last stocking and sale for each part. The end of the report lists the totals for returnable parts, non-returnable parts, and all parts on the list.

1. Click **List Parts With No Sale**.
2. Type the starting and ending months you want to use for the report.
3. Select your print criteria.

### List Parts To Be Purged

This report identifies the parts that need to be dropped from inventory. For each part, the report lists the part number, bin, and date of the last sale.

1. Click **List Parts To Be Purged**.
2. Select your print criteria.

### Monthly Movement Report

This report provides a summary of the part movement for the month. The report is divided into a section for normal stocking parts and a section for special order and non-stocking parts. The first part of each section lists the monthly sales information. The end of each section lists the totals for the parts on the list. It calculates the total parts, the cost for the current on-hand quantity in inventory, total on-hand quantity, 12-month sales, and the percentage of the on-hand quantity to the unit sales.

1. Click **Monthly Movement Report**.
2. Select your print criteria.

### List All Non-Returnable Parts

This report identifies the parts that have been flagged as non-returnable. It lists the part number, on-hand quantity, stock to quantity, fourth quarter sales, bin (including the shelf), list price, cost, part description, age, and total number of days since the part was last stocked. The end of the report lists the total part on the list, the total on-hand quantity for the parts, and the cost for the parts.

1. Click **List All Non-Returnable Parts**.
2. Select your print criteria.

## List Parts With No Sales History

This report identifies the parts in your inventory that do not have sales or stocking history. The report lists the part number, bin (including the shelf), on-hand quantity, cost, extended cost, part description, return code, and number of days since the last sale and stocking for each part. The end of the report lists the total parts, on-hand quantity, and cost for returnable parts, non-returnable parts, and all parts on the list.

1. Click **List Parts With No Sales History**.
2. Select your print criteria.

## List Non-Stocking Parts 'In Stock'

This report identifies any non-stocking parts that are currently stocked in your inventory. The report lists the part number, bin (including the shelf), on-hand quantity, manufacturer's suggested quantity, cost, list price, part description, return code, and number of days since the last stocking and sale for each part.

1. Click **List Non-Stocking Parts 'In Stock.'**
2. Select your print criteria.

## Inventory Data Verification

This button advances you to the Inventory Data Verification menu. This menu is used to generate inventory reports that allow you to view selected groups of related parts that share a common characteristic. The reports will help identify parts that may require management's attention. These reports allow you to locate parts without having to manually search through the Master Inventory files.





### Missing Bin/Cost/List

This report identifies all of the parts that are missing a bin, cost, or list price. The report lists the part number, on-hand quantity, bin, cost, list, and part description for each part. The report also lists the old part number for any superceded parts. The missing information is marked by a blank line.

1. Click **Missing Bin/Cost/List**.
2. Select your print criteria.

### Less Than (Quantity) In Stock

This report identifies the parts that have less than a specified quantity in stock. The report lists the part number, part description, bin, on-hand quantity, number of days since last sale, return code, and stocking status for each part listed.

1. Click **Less Than (Quantity) In Stock**.
2. Type the quantity less than you want to use for the report. Only parts with an on-hand quantity less than the number you specify will be included on the report.
3. Select your print criteria.

### Flagged For Special Handling

This report identifies the parts flagged for special handling. The report lists the part number, part description, bin, on-hand quantity, limited special pricing amount, cost plus pricing, tape update flag, cost, alternate cost, reorder at quantity, stock to quantity, and download flag for each part. The report also identifies parts on the list that have a number change.

1. Click **Flagged For Special Handling**.
2. Click the special handling option you want to select for the report from the list that appears.
3. Select your print criteria.

### By Stock Status and Sales

This report identifies the parts flagged with a specific stock status that have had sales over a specified quantity. The report lists the part number, part description, bin (including shelf and drawer), on-hand quantity, and 12-month sales total.

1. Click **By Stock Status And Sales**.
2. Type the stock status.
3. Type the number of sales you want to use for the report. Only parts with sales greater than the number you specify will be included on the report.
4. Indicate if you want to print parts with a zero on-hand quantity. Type **Y** for yes or **N** for no.
5. Select your print criteria.

## By Order Status

This report provides an analysis of parts based on order status. If you select to generate the order status analysis for all codes, the report lists every order code in the system. For each code, the report identifies the number of parts assigned the code.

If you select to generate the report based on an order status, the report lists the part number, on-hand quantity, cost, reorder at quantity, stock to quantity, quarterly sales totals, date of the last sale, and date of the last order for each part. The end of the report lists the total parts on the list and their total value.

1. Click **By Order Status**.
2. Type the order status you want to use for the report, or type @ to generate an analysis for all order status codes.
3. Select your print criteria.

## By Subsource

This report provides an analysis of the parts based on subsource. The report lists the part number, on-hand quantity, cost, reorder at quantity, stock to quantity, quarterly sales figures, date of the last sale, and date of the last order for each part.

1. Click **By Subsource**.
2. Type the subsource you want to run the report for, or type **000** to include all subsources. If you press ENTER to advance through this field, 000 automatically fills in for you.
3. Select your print criteria.

## Parts Removed From R/O's

This report lists the parts removed from repair orders by the Service Department. If the Parts Department has not restricted Service from making parts changes, Service can only remove parts by voiding a repair order with parts on it.

The Parts Department sets the restrictions in the R/O Lubricant Pricing parameters. To view the parameter, click **System Setup** on the Parts Inventory menu and then **R/O Lubricant Pricing**. If Parts set the **Restrict Access to Parts Changes From Service Writing** parameter to **Y**, this report should never have anything on it. If Parts set the parameter to **N**, this report will list all parts from all of the repair orders the Service Department voided. For each part removed, the report lists the parts that have been removed from repair orders.

1. Click **Parts Removed From R/O's**.
2. Select your print criteria.

## Manually Edited Audit Trail

This provides an audit trail for all of the parts records with quantities that have been manually edited. The first part of the report lists every part with quantities that have been manually edited. It displays the inventory source number, part number, edit date, original on-hand quantity (From amount), edited on-hand quantity (To amount), and the difference between the quantities. The report also lists the cost and changes to the extended cost based on the quantity change. The end of the section lists the total numbers affected and the net value difference for each inventory source. The next part of the report lists the parts with quantities edited at the month-end update.

1. Click **Manually Edited Audit Trail**.
2. Select your print criteria.

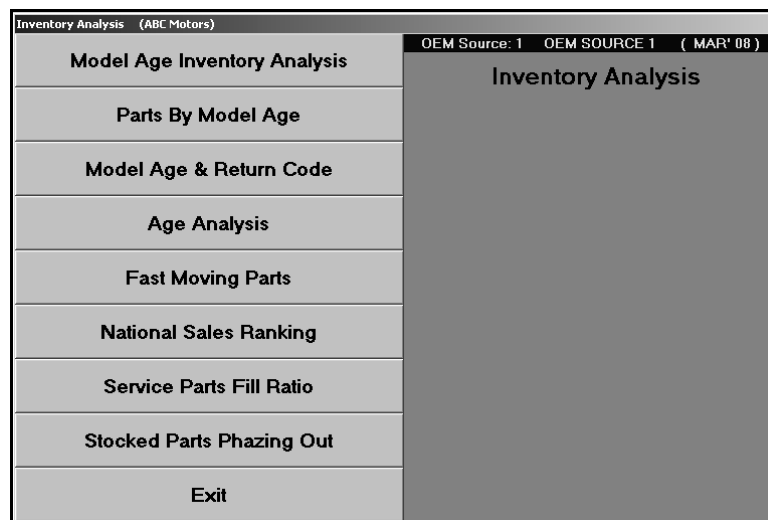
## Parts Not On Price Tape

This report lists all of the parts in inventory not found on the current price tape. The report lists the part number, bin, and parts description for each part. It also lists the counter slip or repair order used to sell the part.

1. Click **Parts Not On Price Tape**.
2. Select your print criteria.

## Inventory Analysis

This button advances you to the Inventory Analysis menu. This menu is used to generate inventory reports that summarize your inventory in terms of coverage by the model age, fastest moving parts, and parts with national sales ranking.



## Model Age Inventory Analysis

This report provides an inventory analysis for the current inventory source based on model age. The report lists the model year, total on-hand quantity for the parts for this year, and the total value of the parts. The end of the report lists the total number of parts and the total value of the parts.

1. Click **Model Age Inventory analysis**.
2. Select your print criteria.

## Parts By Model Age

This report identifies all parts with a specified model age. The report lists the part number, on-hand quantity, cost, extended cost, and stock status for each part. The end of the report lists the total number of parts and the total value of the parts.

1. Click **Parts By Model Age**.
2. Type the model age you want to use for the report.
3. Select your print criteria.

## Model Age & Return Code

This report identifies the parts older than a specified model age and return code. The report lists the part number, model year range, on-hand quantity, cost, extended cost, return code, and days since the last stocking and sale for each part. The end of the report lists the total number of parts and pieces and the total value.

1. Click **Model Age & Return Code**.
2. Type the minimum model year age you want to use for the report. Only parts with model ages older than the specified year will be included on the report.
3. Type the return code you want to use for the report, or leave the field blank to run the report for all of the return codes.
4. Select your print criteria.

## Age Analysis

This report lists a breakdown of the inventory aging. The parts are grouped in aging categories of 0 to 3 months, 4 to 6 months, 7 to 9 months, 10 to 12 months, 13 to 18 months, 19 to 24 months, and over 24 months old. It also lists the total part numbers and cost for the full inventory and the inventory over 365 days old.

1. Click **Inventory Analysis**.
2. Type the subsource you want to run the report for, or leave the field blank to include all subsources.
3. Click **OK** when prompted to verify you want to compile the report. The analysis is displayed on your screen.
4. Click **Print** to print the report.
5. Click **Back** to close the report.

## Fast Moving Parts

This report identifies the fast moving parts in your inventory. The report lists the part number, part description, number of parts sold in the last 12 months, quantity in stock, cost per part, and extended cost. The end of the report lists the total value for sales from 25 to 100, 101 to 200, 201 to 300, and over 301.

1. Click **Fast Moving Parts**.
2. Select your print criteria.

## National Sales Ranking

This report identifies the parts with a specified sales ranking. The report lists the part number, model years, on-hand quantity, cost, extended cost, and return code for each part. The end of the report lists the total number of parts and pieces and the total value.

1. Click **National Sales Ranking**.
2. Type the sales ranking code you want to use for the report.
3. Select your print criteria.

## Service Parts Fill Ratio

This report provides a fill ratio summary for a specific source for all weeks or a specified week. The accuracy of the report depends on how accurately you fill in the Service R/O Parts screen. The system uses the information entered in the **Fill Ratio** fields to determine if a request was filled. If you enter **Y** in either the **FS** (filled from shelf) or **SD** (filled same day) field, the part request is flagged filled. If you enter **N** in both these fields, the request is flagged not filled.

The first part of the report lists each repair order with a parts request. For each repair order, the report lists the date, repair type, number of days the repair order was open, and whether the parts request was filled or not filled. The end of this section lists the total number of repair orders with parts requests, the number of repair orders with same day unfilled requests, and the repair order fill rate percentage.

The second part of the report lists the parts for the unfilled parts requests. For each part, the report lists the part number, stock status, on-hand quantity, past 3-month sales, repair order number the part request was on, and repair order closing date.

1. Click **Service Parts Fill Ratio**.
2. Type the source number for the inventory source you want to use.
3. Type the week you want to use for the report, or type **0** (zero) to run the analysis for all of the weeks.
4. Select your print criteria.

## Stocked Parts Phasing Out

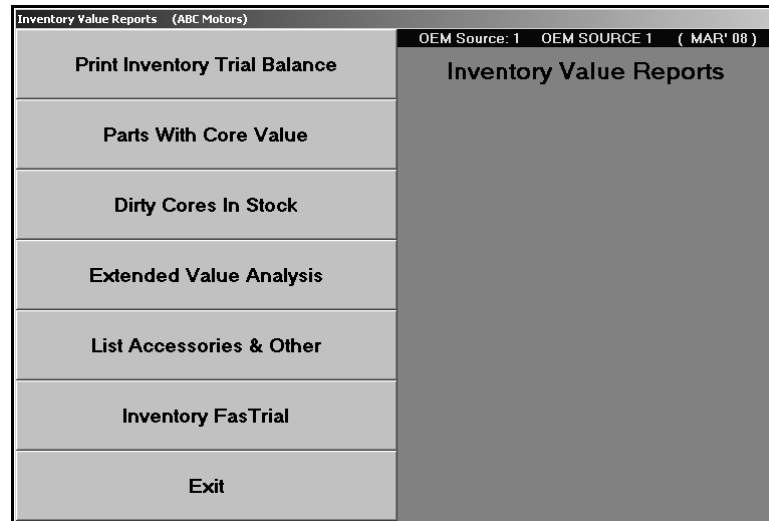
This report identifies the stocked parts that are being phased out. If your inventory parameters are set to use subsource resupply, the system uses the subsource parameters for the calculations.

The first part of the report lists the part number, bin, on-hand quantity, cost, last sale date, and the number of days since the last sale for each part listed. The end of the report lists the total part numbers, cost, and inventory percentage made up of parts in aging categories of 0 to 3 months, 4 to 6 months, 7 to 9 months, 10 to 12 months, 13 to 18 months, 19 to 24 months, and over 24 months old.

1. Click **Stocked Parts Phasing Out**.
2. Select your print criteria.

## Inventory Value Reports

This button advances you to the Inventory Value Reports menu. This menu is used to generate reports that help you estimate the value of your inventory. These reports provide an alternative to running a complete cycle inventory count.



### Print Inventory Trial Balance

This report provides a trial balance of the current inventory source. The report lists the part number, bin (including the shelf and drawer), on-hand quantity, cost, extended cost, part description, and the number of days since the part was last stocked and sold. The bottom of each page lists the total extended cost for the page. The end of the report lists the total part numbers, total parts (based on the on-hand quantity for each part), cost, and cores for parts, accessories, and others. It also lists the totals for parts and accessories combined.

1. Click **Print Inventory Trial Balance**.
2. Type the order code you want to use for the report, or leave the field blank to include all codes.
3. Type the subsource you want to run the report for, or type **000** to include all subsources. If you press ENTER to advance through this field, 000 automatically fills in for you.
4. Select your print criteria.

### Parts With Core Value

This report identifies all of the parts that have a core value. The report lists the part number, part description, on-hand quantity, cost, extended cost, core, and extended core. The end of the report lists the total on-hand quantities, extended cost, and extended core.

1. Click **Parts With Core Value**.
2. Select your print criteria.

## Dirty Cores In Stock

This report identifies the dirty cores in stock. For each core, the report lists the parts number, description entered, quantity, cost, extended cost, and bin.

1. Click **Dirty Cores In Stock**.
2. Select your print criteria.

## Extended Value Analysis

This report provides a value analysis for all parts with an extended cost over a specified value. The report lists the part number, part description, on-hand quantity, cost, extended cost, and bin (including the shelf) for each part.

1. Click **Extended Value Analysis**.
2. Type the minimum value you want to use for the analysis. Only parts with an extended value equal to or greater than the value you specify will be included on the report.
3. Select your print criteria.

## List Accessories & Other

This report identifies all inventory items that have been as accessory or other. The report lists the part number, bin (including the shelf and drawer), on-hand quantity, cost, extended cost, description, and the number of days since the item was last stocked and sold. The bottom of each page lists the total extended cost for each page. The end of the report lists the total part numbers, parts (based on the on-hand quantities), cost, and cores.

1. Click **Parts Flagged As Accessories/Other**.
2. Select your print criteria.

## Inventory FasTrial

This report provides a quick analysis of the inventory. This information is based on closed documents. Parts on open documents are not included in the FasTrial. The information is displayed on the screen, and you can print it as needed. The FasTrial displays the total parts that have an on-hand quantity, the total on-hand quantity/pieces, total dirty cores, total value of the inventory, and the month-to-date sales and purchase amount.

1. Click **Inventory FasTrial**.
2. Click **OK** when prompted to verify you want to run the FasTrial.
3. When the FasTrial is complete, it is displayed on the screen.
4. The system prompts you to indicate the FasTrial is done and that you can print the results. Click **OK** to acknowledge the message.
5. Select your print criteria.

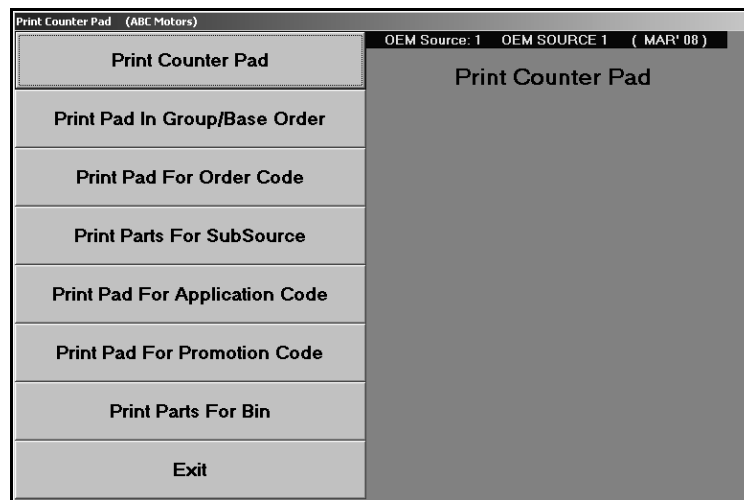


## Print Counter Pads & Bin Lists

This button advances you to the Print Counter Pad menu. This menu is used to print the counter pad based on various criteria. All of the reports on this menu (except Print Parts For Bin) list the group number, part number, on-hand quantity, bin (including the shelf and drawer), list, cost, part description, and stock status for each part. The end of some of the reports lists the total cost for the parts on the report.

The cost is labeled “I/V” on the reports. The cost prints without a decimal point. This is done to mask the cost in case you need to give the reports to someone whom you do not want to know the cost.

The stock status prints in the last column on the report. The report only prints stock status N (non-stock), S (special order), C (number change), R (returned), and L (lost sale). Stock status Y (stock part) is represented on the report by an empty space. If the **Stock Status** field on the Master Inventory screen is empty, the report displays ( ) as the stock status. The report prints this way so you can quickly scan the report and identify stock statuses other than Y and identify parts without a stock status.



### Print Counter Pad

This report prints lists the parts on the counter pad. You have the option of printing a long pad or short pad. The long pad lists the part number, on-hand quantity, bin, shelf, drawer, list, cost, group number, and stock status for each part. The short pad lists the part number, on-hand quantity, bin (including the shelf and drawer), and new part number for any parts with part number changes.

1. Click **Print Counter Pad**.
2. Type the part number you want to use as the starting point for the report, or leave the field blank to include all parts.
3. Select if you want the report to include all parts or just the stocked parts. Type **A** for all or **S** for stocked.
4. Select if you want to print a long pad or short pad. Type **L** for long or **S** for short.
5. Select your print criteria.

## Print Pad In Group/Base Order

This report will print the counter pad in base/group order.

1. Click **Print Pad In Group/Base Order**.
2. Type the base number you want to use as the starting point for the report, or leave the field blank to include all base numbers.
3. Select if you want the report to include all parts or just the stocked parts. Type **A** for all or **S** for stocked.
4. Select your print criteria.

## Print Pad For Order Code

This report identifies all of the parts on the counter pad with a specified order code.

1. Click **Print Counter Pad For Order Code**.
2. Type the order code you want to use for the report.
3. Select your print criteria.

## Print Parts For Subsource

This report identifies all of the parts on the counter pad assigned to a subsource. The report lists the part number, on-hand quantity, bin, shelf, drawer, list, cost, description, group number, and stock status for each part.

1. Click **Print Pad For Subsource**.
2. Type the subsource you want to use for the report, or type **000** to include all subsources. If you press ENTER to advance through this field, 000 automatically fills in for you.
3. Select your print criteria.

## Print Pad For Application Code

This report identifies the parts on the counter pad that have a specified application code. You assign application codes to parts on the Supplemental Part Data screen in the Master Inventory file. The application code is grouped with the DaimlerChrysler-specific fields.

1. Click **Print Pad For Application Code**.
2. Type the application code you want to use for the report.
3. Select your print criteria.

## Print Pad For Promotion Code

This report identifies the parts on the counter pad that have a specified promotion code. You assign promotion codes to parts on the Supplemental Part Data screen in the Master Inventory file. The promotion code is grouped with the DaimlerChrysler-specific fields.

1. Click **Print Pad For Promotion Code**.
2. Type the promotion code you want to use for the report.
3. Select your print criteria.

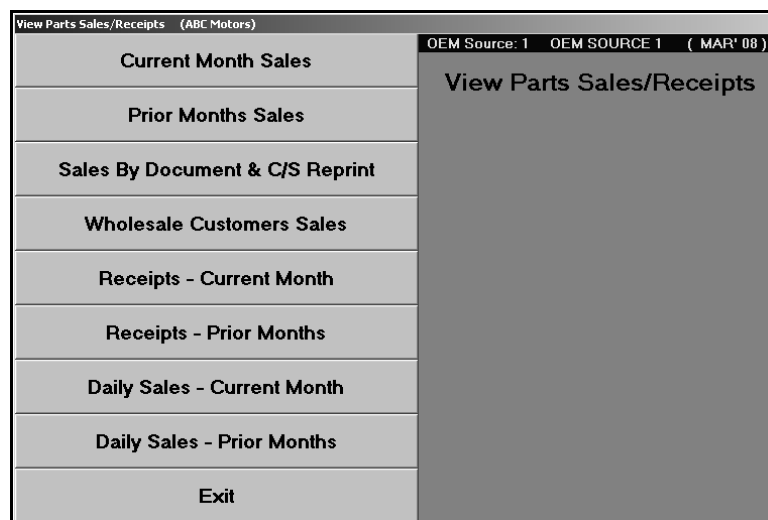
## Print Parts For Bin

This report identifies the parts on the counter pad located in a specified bin. The report lists the part number, on-hand quantity, cost, extended cost, part description, and the shelf and drawer for each part. The end of the report lists the total extended cost for the parts.

1. Click **Print Parts For Bin**.
2. Type the bin you want to use for the report.
3. Select if you want the report to include parts that have an on-hand quantity of zero. Type **Y** for yes or **N** for no.
4. Select your print criteria.

## Sales & Receipts History

This button advances you to the View Parts Sales/Receipts menu. This menu is used to view parts sales and sales receipts for the current month or prior months. These reports are useful when you want to view sales information quickly or when the hard copy of a sales document cannot be found. Each screen displays the indicated sales or receipt information. Use the **Print** button on the bottom of each screen to print the information.



## Current Month Sales

Use this button to view parts sales for the current month. You can view all sales for the month or sales for individual parts. The screen displays the information in part order. It lists the part number, document number, quantity sold, cost, sale amount, extended sale, and sale date.

1. Click **Current Month Sales**.
2. Type the part number you want to view, or click **Display All** to display all of the part sales for the current month. The screen displays the sales information.

Current Month Part Sales (ABC Motors)						
Part Number	Doc.	Qty	Cost	Sale	Ext.	Date
	28297	-1	.00	.00	.00	03/01/2008
10046009	28269	2	13.99	40.57	81.14	03/01/2008
10063086	106040	1	17.09	21.57	21.57	03/08/2008
10093142	27943	2	7.96	25.47	50.94	03/08/2008
10096163	27969	1	24.03	61.28	61.28	03/01/2008
10096163	28297	1	24.03	61.28	61.28	03/01/2008
10154775	27894	2	8.99	15.77	31.54	03/03/2008
10154775	27942	2	8.99	11.69	23.38	03/01/2008
10154775	28019	2	8.99	14.77	29.54	03/03/2008
10154775	28323	2	8.99	12.59	25.18	03/08/2008
10182356	27946	1	2.94	10.88	10.88	03/03/2008
10189205	27894	1	4.17	7.32	7.32	03/03/2008
10189205	27942	1	4.17	5.42	5.42	03/01/2008
10189205	28019	1	4.17	7.32	7.32	03/03/2008
10189205	28323	1	4.17	5.84	5.84	03/08/2008
10226145	106015	1	5.85	14.93	14.93	03/03/2008
10241048	27894	1	3.18	6.36	6.36	03/03/2008
10241048	27942	1	3.18	4.14	4.14	03/01/2008
10241048	28019	1	3.18	6.36	6.36	03/03/2008
10241048	28323	1	3.18	4.45	4.45	03/08/2008
10273622	106060	1	19.63	24.54	24.54	03/08/2008
10273623	106060	1	19.63	24.54	24.54	03/08/2008
10276780	106033	1	16.39	21.57	21.57	03/03/2008
10276780	106040	-1	16.39	21.57	-21.57	03/08/2008
10278912	106060	1	7.93	10.09	10.09	03/03/2008
10285935	28142	13	.45	.63	8.19	03/03/2008
10288101	106061	1	169.52	215.51	215.51	03/08/2008
10315137	106016	1	160.89	225.24	225.24	03/03/2008

Close    Part Number:     Display All    Print    Clear

3. Click **Print** to print the information.
4. Click **Clear** to clear the screen to select another part.
5. When you are finished viewing information, click **Close** to return to the View Parts Sales/Receipts menu.

## Prior Months Sales

Use this button to view all parts sales made before the current month. You use this screen the same way you use the Current Month Sales screen.

## Sales By Document & C/S Reprint

Use this button to view sales based on a specific document number. The screen lists the part number, document number, quantity sold, cost, sale amount, extended sale, and sale date.

1. Click **Sales By Document Number & C/S Reprint**.
2. Type the document number for the sale. The screen displays the sales information.
3. Click **Print** to print the information.
4. Click **Clear** to clear the screen to select another document.
5. When you are finished viewing information, click **Exit** to return to the View Parts Sales/Receipts menu.

## Wholesale Customers Sales

Use this button to view parts sales made to a specific wholesale customer. The screen lists the part number, document number, quantity sold, cost, sale price, extended sale, and sale date.

1. Click **Wholesale Customers Sales**.
2. Type the customer account number you want to use to view the sales, or search for a customer by clicking **Customer List**. A list of wholesale customers with sales for the month appears. Click the customer in the list you want to select.

**Tip:** If a customer with a sale for the current month does not appear in the sales list, click **Refresh** at the bottom of the screen. Click **OK** when prompted to verify you want to refresh the sales. This will recompile the sales data to ensure it is current.

3. The screen displays the sales information.
4. Click **Print** to print the information.
5. Click **Clear** to clear the screen to select customer.
6. When you are finished viewing information, click **Exit** to return to the View Parts Sales/Receipts menu.

## Receipts—Current Month

Use this button to view all of the parts that were stocked during the current month. You can view information for all parts stocked during the month or for individual parts that were stocked. The screen displays the information in document order. It lists the part number, inventory source, purchase type (S for stock, D for dealer, or O for other), document number, quantity received, total quantity in inventory after the receipt, cost, receipt date, and part description.

1. Click **Receipts—Current Month**.
2. You have three search options. If you want to view stocking information for a specific part, type the part number in the **Part Number** field. If you want to view stocking information for parts on a specific purchase order, type the purchase order number in the **P.O. Number** field. If you want to view all of the parts that were stocked in during the current month, click **List All**.
3. Click **Print** to print the information.
4. Click **Clear** to clear the screen to select another part.
5. When you are finished viewing information, click **Exit** to return to the View Parts Sales/Receipts menu.

## Receipts—Prior Months

Use this button to view all of the parts that were stocked before the current month. You use this option the same way you use the Receipts—Current Month screen.

## Daily Sales—Current Month

Use this button to view parts sales for the current month. This is real-time sales data and includes parts on open documents. This screen provides more detail than the Current Month Sale option and may be useful when trying to locate discrepancies in your inventory information. You can view all sales for the month or sales for individual parts. The screen displays the information in document order. It lists the part number, inventory source, current on-hand quantity, cost, sale price, on-hand quantity before the sale, on-hand quantity after the sale, and the sales date.

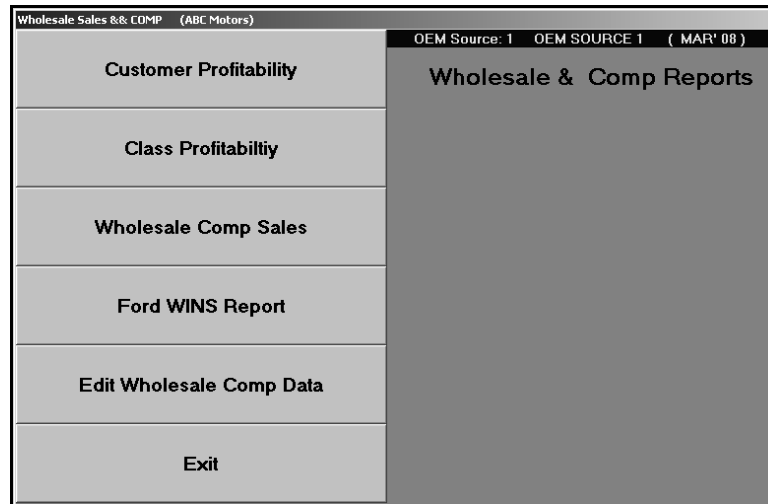
1. Click **Daily Sales—Current Month**.
2. Type the part number you want to view, or click **Display All** to display all of the part sales for the current month. The screen displays the information.
3. Click **Print** to print the information.
4. Click **Clear** to clear the screen to select another part.
5. When you are finished viewing information, click **Exit** to return to the View Parts Sales/Receipts menu.

## Daily Sales— Prior Months

Use this button to view daily parts sales made before the current month. You use this screen the same way you use the Daily Sales—Current Month screen.

## Wholesale Sales & COMP

This button advances you to the Wholesale Comp Reports menu. This menu is used to generate information needed to obtain compensation from your OEM supplier for wholesaling activities. You should always review the information before submitting it to your suppliers to ensure you catch any oversights. You can also print profitability reports for your wholesale customers. You can use the reports to analyze the customer profitability versus the discounts you allow.



### Customer Profitability

This report identifies the profitability for your wholesale customers. For each customer, the report lists the account number, customer's name, discount level, delivery distance, number of days the account is delinquent, total sales amount, total cost, the total sales and cost for returns, and the gross profit. The profitability is determined based on the sales, return sales, and discounts allowed for the customer.

1. Click **Customer Profitability**.
2. Select your print criteria.

### Class Profitability

This report identifies the profitability for each wholesale class. The effectiveness of this report depends on how consistent you are about assigning wholesale customers to a wholesale class. You created these classifications using the Wholesale Pricing Levels button on the System Setup & Updates menu. For each wholesale level, the report lists the total sales, cost, and profit. The end of the report lists the total sales, cost, profit, and gross margin for all levels.

1. Click **Class Profitability**.
2. Use the drop-down calendar to select the date range for the report, and click **Go**.
3. Select your print criteria.

## Wholesale Comp Sales

This report lists all of the wholesale compensation sales for a specified date range. The report lists the invoice number, part number, customer's name, customer's wholesale compensation code, quantity purchased, wholesale compensation amount, extended wholesale compensation amount, and sale date. The end of the report lists the total wholesale compensation amount.

1. Click **Print Wholesale Comp Sales**.
2. Use the drop-down calendar to select the date range for the report, and click **Go**.
3. Select your print criteria.

## Ford WINS Report

This button generates the Ford WINS report for a specified date range. The report lists the quantity claimed and amount invoiced for each part.

1. Click **Print Ford WINS Report**.
2. Indicate if you want to pull motorcraft to the WINS report. Type **Y** for yes or **N** for no.
3. Use the drop-down calendar to select the date range for the report, and click **Go**.
4. Select your print criteria.

## Edit Wholesale Comp Data

Use this button to edit wholesale sales information.

Inv#	Part	S	Date	Customer	C	Type
100993	10182387	1	03/07/08	STEUVE SMITH		W
100011	22620527	1	03/07/08	STAR COLLISION		W
100032	3952708	1	03/07/08	MARKS AUTO CENTER		W
100034	15025607	1	03/07/08	STAR COLLISION		W
100036	52484066	1	03/07/08	YORK AUTO GLASS		W
100037	88891743	1	03/07/08	RICH SUNBORO		W
100040	12487665	1	03/07/08	YORK AUTO GLASS		W
100042	24502375	1	03/07/08	FISHER AUTO		W
100044	25527750	1	03/08/08	MARKS AUTO CENTER		W
100045	24503564	1	03/08/08	RICH SUNBORO		W
100046	17069647	1	03/08/08	THE UETTE SHOP		W
100047	2505052	1	03/08/08	FISHER AUTO		W
100051	8634960	1	03/08/08	WAYNES AUTO		W
100053	10308104	1	03/08/08	JJ REED & SONS		W
100054	12555896	1	03/08/08	RICH SUNBORO		W
100059	10308104	1	03/08/08	JJ REED & SONS		W

Invoice No.:	<input type="text" value="100993"/>	Wholesale Code:	<input type="text" value="W"/>
Part Number:	<input type="text" value="10182387"/>	Quantity:	<input type="text" value="1"/>
Source Number:	<input type="text" value="1"/>	Price:	<input type="text" value="32.75"/>
Date:	<input type="text" value="03/07/08"/>	Comp Amount:	<input type="text" value="26.92"/>
Customer:	<input type="text" value="STEUVE SMITH"/>	<input type="button" value="Save"/>	
Fleet/Customer Type:	<input type="text"/>		



## Editing Customer Information

1. Click **Edit Wholesale Comp Data**. The Edit Wholesale Comp Sales screen appears.
2. The top part of the screen lists all of the wholesale compensation sales. Click the sale you want to edit. The sale information fills in on the screen.
3. Click in a field, and edit the information as needed.
4. Click **Save** to save the changes.

## Deleting Customer Information

1. Select the customer.
2. Click **Delete**.
3. Click **OK** when prompted to verify you want to delete the record.

## Month-End Analysis & C/S Archives

This button advances you to the Month-End Analysis menu. This menu is used to generate monthly performance information for all of your inventory sources and to archive your analysis reports and counter slips. You can select to generate the report and print it separately, or you can select to generate and automatically print the report. You must generate the report **before** running the month-end update. Once you perform the month-end parts update, the information is no longer available for the updated month.

Month-End Analysis & C/S Archives (ABC Motors)	
This Function Scans All Inventories For A Capsule Report Of The Month Ending.  To Ensure Correct Data The Report MUST Be Run Prior To The Month End Update.	<h3>Month-End Analysis</h3>
Generate Report	
Print Generated Report	
Generate & Print Report	
Month-End Analysis & C/S Archives	
Exit	

**Tip:** When you print the month-end analysis to a PDF file, a copy of the report is automatically added to the month-end analysis archives available on the Month-End & Counter Slip Archives menu. This allows you to access the report in the future as needed.

The Month-end Analysis includes information for all inventory sources with activity for the month. The report is divided into five sections: Sales Summary, Received Stock For Month, Parts On Purchase Orders/Service R/O's, Inventory Analysis, and Turns/Fill summary.

**Sales Summary:** The first section is the sales summary. For counter sales, service sales, and body shop sales, the summary lists the total pieces, sales amount, cost, gross profit, and profitability for retail, wholesale, and internal sales. The end of this section lists the total pieces, sales amount, cost, gross profit, and profitability for all sales. It also lists the total gross turn, true turn, and return on investment.

**Received Stock For Month:** The second section is a summary of the received stock for the month. It identifies the total pieces and the cost of the pieces that were stocked in as regular stock, special orders, and emergency purchases. It also identifies the percentage of the overall stocked parts the parts in each category make up. This section also lists the totals for parts stocked in and sold out. The last part of this section identifies if the total cost of the received stock is a net increase or decrease.

**Parts On Purchase Orders/Service RO's:** The third section lists the parts on purchase orders and repair orders. First, this section lists the total part numbers, pieces, and cost of parts on regular stock orders, special order, and back order. Then, this section lists the total part numbers, pieces, and cost of parts that are on open service repair orders, on open body shop repair orders, and that have been removed from repair orders.

**Inventory Analysis:** The fourth section is an inventory analysis. The first part of this section breaks your inventory into aging categories and lists the total part numbers, pieces, cost, and percentage of the overall inventory the parts in each aging category represent.

Next, this section lists the total part numbers, pieces, cost, and percentage for parts, accessories/other, cores (includes dirty cores), and the totals for the entire inventory. Then, it provides information on lost sales, returnable parts, parts with negative on-hand quantities, parts added with out stock, parts added with stock, deleted parts, and manually adjusted parts.

Finally, this section provides totals for normal stocking parts, special order parts, and other non-stocking parts. It lists the total number of each part in inventory, cost for the current on-hand quantity, number of pieces on hand, number of sales for the month, number of sales for the past 12 months, and the percentage of on hand to unit sales.

**Turns/Fill summary:** The fifth section on the report summarizes the turns and fill ration for the month. It provides information for class A, B, C, D, and E parts. The report lists the total value of the inventory, the value of the 12-month sales, turns, total part numbers, total parts with zero on-hand quantity, and the fill ratio for the parts.

## Generate Report

Use this button to generate the report.

1. Click **Generate Report**.
2. Click **OK** when prompted to verify you want to generate the report.
3. The system scans the inventory to generate the report. As it scans, it displays the status of the scan.

## Print Generated Report

Use this button to print the generated report.

1. Click **Print Generated Report**.
2. When prompted to verify your printer is ready, select your print criteria.

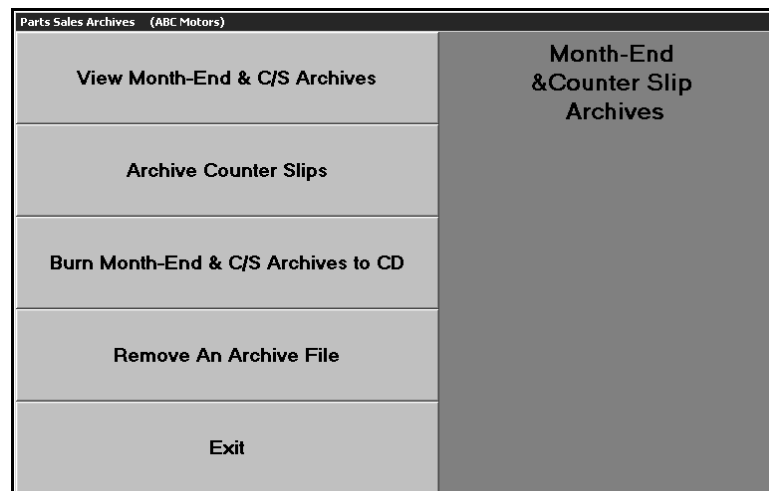
## Generate & Print Report

Use this button to generate and print the report.

1. Click **Generate & Print Report**.
2. Select your print criteria.
3. The system will generate the report, and then “print” the report as indicated.

## Month-End Analysis & C/S Archives

The Month-End & Counter Slip Archives menu is used to archive month-end analysis reports and counter slips. When you archive a file, it is turned into a PDF file and stored on the local client drive. Several years of records can be maintained on the local drive. This menu provides a method for viewing your archived month-end analysis reports and counter slips and burning them to a CD for backup. Because the system backup does not include making a backup of the local drive, the records may be lost due to hardware failure or other unforeseen accidents. By “burning” the files to a CD, you ensure the records are safely backed up. Several copies should be made so a copy can be stored off-site in a safety deposit box (or other safe location). When you burn month-end files to a CD, you will lose any previously burned files. Only the most recent files are available on the CD; therefore, you may want to use a separate CD for each month.



## Archive Counter Slips

Use this button to convert the files to a PDF document. This is the first step is to archive the counter slips. Remember, a copy of the month-end analysis is automatically added to the month-end analysis archives when you print the month-end analysis to a PDF file, so no manual conversion is required for those reports.

1. Click **Archive Counter Slips**.
2. In the **From** and **To** fields, type the start and end counter slips. All of the counter slips within the range will be archived. To archive a single counter slip, type the repair order number in both the **From** and **To** fields.
3. Click **OK** when prompted to verify you want to archive the records.
4. If there are missing slips within the sequence you selected, the system will prompt you with a message indicating the number of slips that are missing. Click **OK** to acknowledge the message.

## View Month-End & C/S Archives

Once the files have been converted to PDF format, use this button to view the archived files. For month-end analysis reports, the file names will follow the format MEmmyyy, where mm is the month and yyyy is the year. For example, the analysis report for April 2010 will be named ME042010.PDF.

For counter slip archives, each file will be named for the corresponding counter slip or the first counter slip entered in a sequence. For example, if you save slips from 10000 to 19999, the file will be named CS10000.PDF.

1. Click **View Month-End & C/S Archives**.
2. The system displays a list of available archived PDF files. Click the file you want to view.



3. The file will open for viewing and printing. If there is more than one page/slip in the file, use the arrow keys on the toolbar or on your keyboard to scroll through the slips.
4. When you are finished viewing the file, click **File**, and click **Exit**.

## Burn Month-End & C/S Archives To CD

After converting the files to PDF format, use this button to burn the archived month-end analysis reports and counter slips stored to a CD. This station must have a CD Writer installed. When you burn files to a CD, you will lose any previously burned files. Only the most recent files are available on the CD; therefore, you may want to use a separate CD for each month.

1. Click **Burn Month-End & C/S Archives To CD**.
2. The left side of the screen lists all of the PDF files available for backup. Counter slip files begin with CS, and month-end analysis reports begin with ME.
3. Click the box to the left of the file to select it. A checkmark appears in the box.



4. Once you have selected the files you want to burn, click **Burn Now**.
5. The files will be burned to the CD.
6. Click **Back** to Return to the R/O Archives menu.

**Tip:** When you burn the files to the CD, you will not be able to access any records previously burned to the CD. Therefore, Autosoft suggests you use a separate disk for each archive. When you use a new disk, you only need to select the PDF file for the month-end analysis or counter slips you just archived. However, if you choose to use the same disk over again, you must select all of the archived records to ensure you will be able to access all of the files.

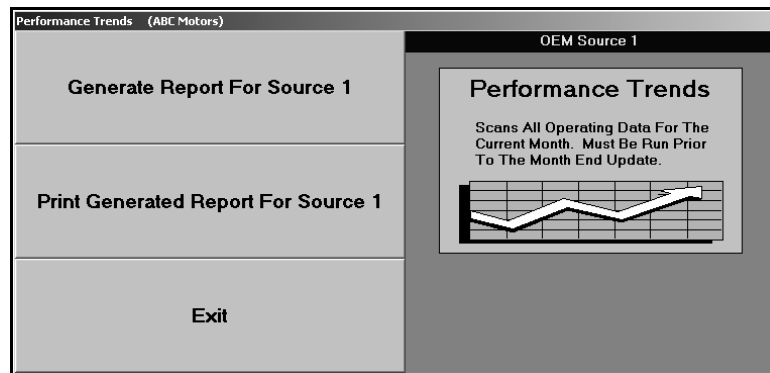
## Remove An Archive File

Use this button to remove archived files to help prevent the archives from getting too big. You should not remove files until you have burned them to a CD. When removing files, make sure you select the correct file since deleted files cannot be viewed on this menu. Counter slip files begin with CS, and month-end analysis reports begin with ME.

1. Click **Remove An Archive File**.
2. In the Archive List, click the PDF file you want to remove.
3. Click **OK** when prompted to verify you want to delete the file.
4. The file is removed from the archive list, and the system closes the list.

## Performance Trends

This button advances you to the Performance Trends menu. This menu is used to generate a report that serves as an extension of the month-end analysis. Be sure to select the correct inventory source before you generate the report. The buttons on the menu indicate which inventory source is being used to generate the report. The report lists performance trends for the total inventory. To ensure the report is accurate, *you must generate it before running the month-end update.*



### Generate Report for Source #

Use this button to generate and print the report.

1. Click **Generate Report For Source**.
2. Click **OK** when prompted to verify you want to generate the report.
3. When prompted to verify your printer is ready, select your print criteria.

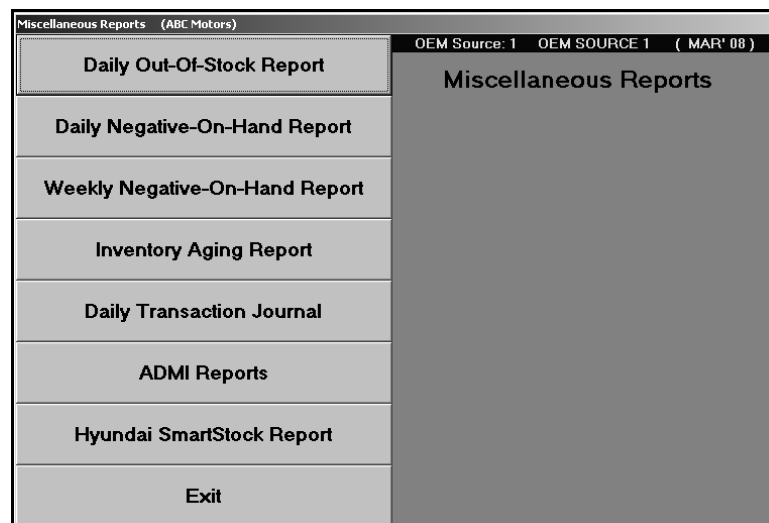
## Print Generated Report For Source #

Use this button to print the last generated report. This allows you to return to the menu and print the report without generating it again. However, to ensure the information on the report is current, you should generate the report before you print it.

1. Click **Print Generated Report For Souce #**.
2. When prompted to verify your printer is ready, select your print criteria.

## Miscellaneous Reports

This button advances you to the Miscellaneous Reports menu. This menu is used to generate reports about out-of-stock and negative-on-hand information. In addition, you can generate an aging report and a report based on the daily transaction journal.



### Daily Out-Of-Stock Report

Use this button to print a list of out-of-stock parts. The report lists the part number, bin, on-hand quantity, stock status, operator ID who posted the last sale, the date and time of the last sale, and the date and time of the last activity for the part.

1. Click **Daily Out-Of-Stock Report**.
2. Select your print criteria.

## Daily Negative-On-Hand Report

Use this button to view a daily breakdown of parts that have a negative on-hand quantity. The report lists the part number, bin, on-hand quantity, stock status, operator ID who posted the last sale, the date and time of the last sale, and the date and time of the last activity for the part.

1. Click **Daily Negative-On-Hand Report**.
2. Select your print criteria.

## Weekly Negative-On-Hand Report

Use this button to view a weekly breakdown of parts that have a negative on-hand quantity. The report lists the part number, bin, on-hand quantity, stock status, operator ID who posted the last sale, the date and time of the last sale, and the date and time of the last activity for the part.

1. Click **Weekly Negative-on-Hand Report**.
2. Select your print criteria.

## Inventory Aging Report

Use this button to print an aging report for parts that have the same stocking status. You can run either a full report or summary report.

The full report lists a breakdown of each part and groups the parts by aging category. The first part of the report lists the bin, part number, stock status, on-hand quantity, last stocking date, last sale date, age, cost, and extended cost for each part. The end of the report lists the total number of parts in the following aging categories: current to 30, to 60, to 90, to 180, to 270, to 365, and greater than 365. The report also lists the total pieces are in each aging category (based on the on-hand quantity for each part) and the total cost of the inventory in each aging category. This section also identifies what percentage of the total inventory on the report the parts in each aging category make up.

The summary report only lists the total number of parts in the aging categories and the total pieces, cost, and percentage for each aging category.

1. Click **Inventory Aging Report**.
2. Type the code for the stock status, or leave the field blank to include all codes.
3. Type the subsource you want to run the report for, or type **000** to include all subsources. If you press ENTER to advance through this field, 000 automatically fills in for you.
4. Type the range of days you want to use for the report.
5. Select your print criteria.
6. You will be prompted to select if you want to view/print a full report or summary report. Click the button that corresponds to the report type you want.



## Daily Transaction Journal

Use this button to view the daily journal transactions. The report lists the part number, bin, quantity change, stock status, last sales date, and the date and time of the last activity for the part.

1. Click **Daily Transaction Journal**.
2. Type the date range you want to use for the report. You must enter the date in an eight-character format with or without slashes (mm/dd/yyyy or mmddyyyy). If you do not enter slashes, press ENTER to continue.
3. Select your print criteria.

## ADMI Reports

The ADMI Report is for Ford Dealers so they can print a Fill Rate Summary report for service parts sales and a Fill Rate Detail sheet. Supplemental documentation is available for Ford dealers on the Autosoft documentation page. The supplemental documentation explains how to use this ADMI Report feature and how to run various reports in the Parts Inventory module to obtain the information required for the ADMI reports.

To access the supplemental instructions,

1. Click the **Autosoft Instructions** link on the bottom of any help page to go to the documentation site.
2. When the site opens, click **Franchise** in the window on the left side of the screen.
3. Under **Ford**, click **Ford ADMI Reports**.

## Hyundai SmartStock Report

Hyundai dealers use this button to print their monthly SmartStock report form. The report automatically prints in the required format.

1. Click **Hyundai SmartStock Report**.
2. Select your print criteria.

## Report Generator

The Report Generator is used to create user-defined reports. This allows you to pull the information you want from your Autosoft FLEX DMS system. Once you generate a report, you can save the settings and use the report to pull information in the future. Please refer to the *Autosoft Report Generator User Guide* that came with your Autosoft FLEX DMS software for complete instructions on how to use the Report Generator. You can access a PDF version of the manual from the help pages in the Report Generator.