Autosoft
►FLEX™
DMS
Parts Inventory

Autosoft
Dealer Management System™

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Introduction Autosoft FLEX DMS Parts Inventory

The Autosoft FLEX DMS Parts Inventory is a very sophisticated program that is easy to use. The software automates your Parts Department. All of the information needed for the daily management of your Parts Department is available at your fingertips.

The OEM Parts Tape is available at all times and can be accessed instantly for complete information on parts that you do not stock in your inventory, saving you repeated trips to the price book. In addition, part information can be automatically updated from the price tape, so you don't have to spend time editing part records.

The system uses preset parameters to help minimize the need for data entry. When entering information, default values automatically fill in from the information set in the system setup. If necessary, the default entries can be changed as needed. Although the entries are error checked in all of the critical areas of the program, there are a few restrictions set in the program.

Part numbers may be up to 20 alphanumeric characters. Leading zeros from the manufacturer's price tapes are always ignored and should not be entered. Each part in the inventory maintains its own identity based on the part number.

Parts may be flagged with limited special pricing or cost-plus pricing. This allows items, such as oil filters, to be priced for special sale or items, such as exhaust parts that are purchased locally, to be priced according to what you last paid. Parts may also carry two different costs. This frequently happens when factory parts are purchased from a warehouse distributor. You can select either cost as the default cost and override either cost as needed at the time of the sale.

Customer files are also available for wholesale and repeat customers. This information is used to print counter slips and to ensure that customer's pricing is consistent. Each customer can be flagged with the maximum credit levels and overdue balances. When Parts Inventory is integrated with the Dealership Accounting module, this information is automatically collected, and the system displays the necessary warnings for those conditions when sales are being posted.

When parts are sold through a counter sale or service sale, the parts are relieved from inventory immediately. At the end of the day, accounting information is transferred to the Dealership Accounting module to be posted to the books. The statistical data is stored so monthly reports can be generated.

As sales are posted and parts are relieved from inventory, the sales history is recorded automatically. The history includes the last-sale date, previous last-sale date, and sales quantities. This information is used to create a "profile" for each part. The history is maintained month by month with 12-month history available for sales and four quarters of history for lost sales. This information is used to suggest order quantities and to help you maintain the proper inventory.

Parts orders can be generated for up to nine different inventory sources (such as GSMP, EOS, Motorcraft, or any custom source). The resupply order is generated using sales history or your own pre-set minimum and maximum stocking levels for each part. The Order Que feature allows you to add parts and special order parts to the order.

The order is then updated to a purchase order and stored in the system until the shipment arrives. At that time, you verify the quantities received and update the purchase order to the inventory. Back orders remain on the purchase order until they are received or purged from the system. The inventory is flagged to identify on order, back order, and special order quantities. This helps to keep operator input to a minimum.

The system offers numerous predefined reports to help you manage your inventory. Many of the reports allow you to specify criteria you want to use to "fine tune" the report to meet your needs. All of the reports can be viewed on screen or printed to paper. This provides quick access to information you need when you need it.

There is also a cycle inventory feature that can be used to run continuous, weekly inventory counts or to run a complete cycle inventory count. Again, operator input is limited to help reduce errors.

Important Program Basics

Before you begin using the program, there are a few basic pieces of information you need to understand. This information refers to the general makeup of the program and features you can use throughout the program to assist you as you work. You should become familiar with the information in this section since it is important for the daily operation of the program.

Understanding Menus

The program is made up of menus and input screens. Menus are screens that display all of the options for a particular area of the program. With the mouse, click the button that corresponds to the option you want to select. When you select an option from a menu, you will open the corresponding submenu, input screen, or prompt. The following is an example of a menu.

Understanding Entry Screens

Input screens consist of data fields that accept input or display previously entered data. Each field is labeled to indicate the data required for that field. The following is an example of an input screen.

It is important to note that some fields only accept specific information. For example, you cannot enter alpha characters in a strictly numeric field, such as a date field or dollar amount field. Dollar amount fields do not accept two decimal points. It is a common error when entering dollar values to forget to include the decimal point. The system automatically adds .00 after whole dollar amounts. For example, if you type 5, the system will make the entry 5.00. If you type 500, the system makes the entry 500.00. If you type 5.00, the system leaves the value as it was entered. Always double-check the dollar values entered to ensure the amount is going to post correctly.

Understanding Prompts

The program also contains prompts to assist you as you work. Prompts appear when you select to print reports or update information to master files. The prompts indicate the information that needs to be specified or the action that needs to be taken. For example, when you generate a report, you may be prompted to enter criteria you want to use for the report, and you will be prompted to indicate if you want to view the report on your screen or print the report to paper. Similarly, when you select to update information, you are prompted to verify you want to complete the task. This ensures you have the opportunity to cancel an action if necessary.
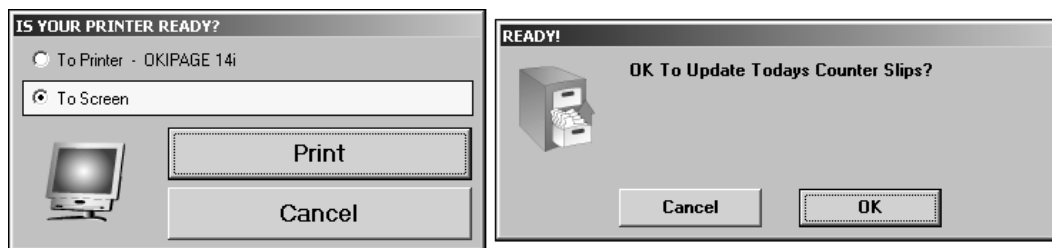
Prompts also serve as a way for the system to communicate with you. In certain areas of the program, you will be prompted when a task has been completed. This is the systems way of informing you that an action was successfully carried out. For these prompts, click **OK** to acknowledge the message and to continue working. The system will also prompt you to indicate errors in entries or selections you are trying to make. Read the prompt to ensure you understand the problem, and click **OK** to continue working.

The important thing to remember about prompts is that you should always read the prompts that appear on the screen to ensure you understand exactly what will happen before you continue.

Using the Keyboard and Mouse

You can use the mouse or keyboard throughout the program to maneuver through the input screens and to carry out common functions on entry screens. The ability to use the keyboard to maneuver through the screens as you enter information allows you to work quickly since you do not have to take your hands off the keyboard to use the mouse while you are working. The following table identifies the keystrokes you can use to maneuver through the entry screens.

Key	Use it to
ENTER	Move to the next field
Up Arrow	Move to the previous field
Down Arrow	Move to the next field
Shift + Tab	Move to the previous field

Similarly, each button in the program has been assigned a corresponding function key. You can click on the button or press the corresponding function key. (When using the keyboard to select an option, it is not necessary to press ENTER.) The following chart lists common buttons and function keys you should learn. These are the most frequently available commands in the program.

Button	Function Key	Use it to
Back	**ESC**	Close a list or the current screen
Exit	**ESC**	Close to the current screen
Help	**F1**	Display the Help page
<<	**F2**	Display the previous record
List	**F3**	Display a search list to select an existing entry
>>	**F4**	Display the next record
Print	**F6**	Print a copy of the information on the screen
Delete	**F8**	Delete a record
Clear	**F9**	Clear a record from the screen

Using F1 Help and What's New?

Because the ASI DMS program is continuously changing to meet the needs of our customers, new features are added to the software. These changes will include the addition of fields, buttons, or screens. This manual represents the program as it is now.

Use the **What's New?** icon on the Parts Inventory menu to read about enhancements that have been added to the inventory program. This helps you quickly identify the enhancements that have been made to the system since your last web update.

To keep our documentation updated, and our users informed, we have added individual help pages to each screen in the program. Press F1 to display the help page for the current screen or menu.
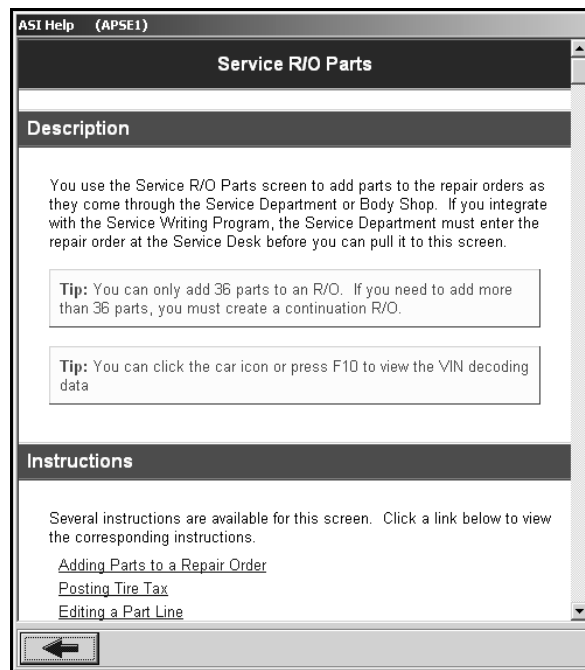
Each page provides the following pieces of information:

- A description of the screen,

- Basic instructions for using the screen,

- A list of the fields on the screen and an explanation of the information required in each field,

- A list of the buttons on the screen and instructions for using each button, and

- A list of the function keys that can be used to carry out commands on the screen.

These help pages are updated as changes are made to the program and added to your system when you run an update from the Internet; thus, the help pages are always current. You should become familiar with the help page feature and use it to learn about the new information added to the program and as a way to quickly access information while you are on a screen.

Responding to the Date and Time Prompt

The first time you enter the Parts Inventory module each day, you are prompted to verify that the system date and time are correct on your computer. This information pulls from the computer system clock. If the date and time are not correct, you will need to adjust the information through the system clock to ensure it is correct in the program. It is important that the system date and time are correct.

In addition, the user ID that will be used to log the information entered in the system is displayed. If a different ID is needed, type the ID. Always verify the date, time, and ID before clicking **OK** to accept the information.
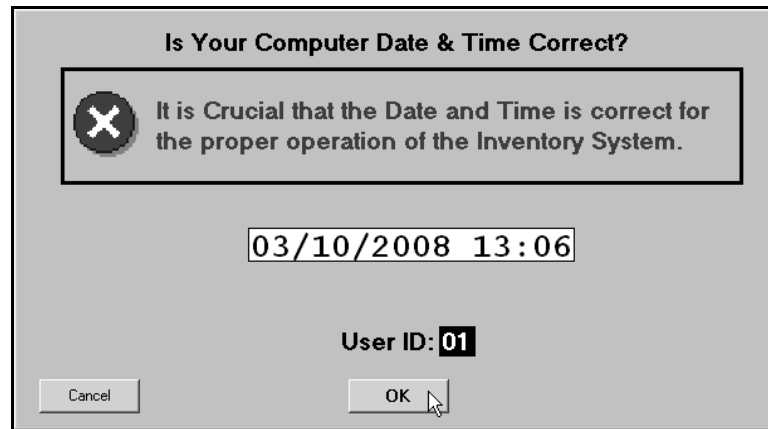
Selecting the Inventory Source

You can enter up to nine inventory sources. Once a source is entered, you can switch between sources using the F5 key. Press F5, and the inventory source list appears. Click the source you want to select, and the information pulled will be for the selected inventory source.
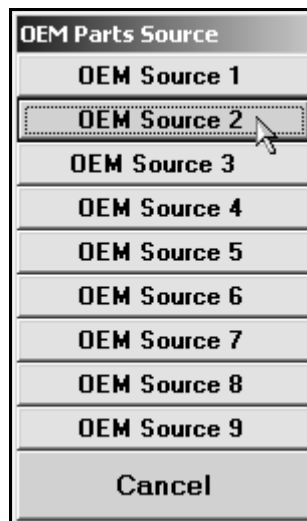
Getting Ready

You are now ready to begin learning about the Parts Inventory program. The rest of this manual will instruct you on how to use each feature available in the program. The manual is divided into chapters. Each chapter covers a specific area of the Parts Inventory program. The chapters are arranged systematically based on the logic flow of work. You should read each chapter before you begin working in the program.

Chapter 1 System Setup

The first thing you need to do before you can use the Parts Inventory program is to enter the setup parameters. These parameters supply default information that determines how the Parts Inventory module runs and saves you from having to repeatedly enter standard part information. The default entries can be edited as needed as you are working. You will enter the parameters using the System Setup & Updates menu.

Accessing the System Setup

1. Click **Setup & Updates** on the Parts Inventory menu.

2. The System Setup & Updates menu appears. You will be using the right side of the menu (under **System Setup**) to enter the setup parameters.

3. Click the button that corresponds to the menu option you want to select.

4. The corresponding entry screen appears.

5. When you are finished working on the menu, click **Exit** to return to the Parts Inventory menu.

User ID's

You use the **User ID's** button to create up to nine user IDs for your parts users. This is the ID the user will enter on the date/time prompt that appears when the user first accesses the Parts module each day. The system uses the specified ID as the default salesperson ID for counter and service sales (although the ID can be edited at the time of the sale).

Creating a User ID

1. Click **User ID's**. The Parts User ID's screen appears.

2. Type the number for the user ID you are creating. The ID can be between the numbers 1 and 9.

3. Type the name of the user to whom you are assigning the ID.

4. Type the user's social security number.

5. Click **Save**. The user appears in the list on the right side of the screen.

Deleting a User ID

1. Type the ID number, or click the user in the list on the right side of the screen.

2. Click **Delete**.

3. Click **OK** when prompted to verify you want to delete the record.

Printing the ID List

Use the print button to print a list of the IDs you created. You may need to reference the list until you are familiar with the ID's. The printout lists each ID exactly as it appears in the list window on the right side of the screen.

1. Click **Print**.

2. When prompted to verify your printer is ready, click to select **To Printer**.

3. Once you select your print type, click **Print**.

Passwords

The Passwords option is used to set passwords for each part of the Parts Inventory program. Passwords help you regulate who can enter certain areas of the program. If an area has an assigned password, users will be prompted to enter the password when they choose to enter an area from the Parts Inventory menu. The password *must* be entered to open that area of the program.

Note: You should use this feature only with assistance from Autosoft, Inc.. For security reasons, this feature is password protected. Call support at (800) 473-4630 to obtain the password.

1. Click **Passwords**.

2. You are prompted to enter a password. Type the password. The password must be entered in order to access the password feature.

3. The Passwords screen appears.

4. For each part of the program listed, type the password you want to use for that area. If you do not want to use a password for an area, leave the default "NONE" in the field, or type "NONE" to remove a currently assigned password.
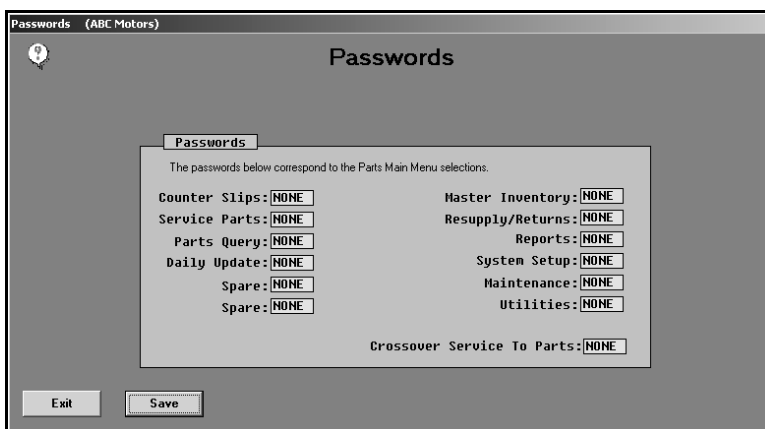
5. Click **Save** to save the changes. The system returns you to the System Setup & Updates menu.

Wholesale Pricing Levels

Use this button to define special wholesale pricing for different customer classifications. Pricing levels set here apply to all inventory sources. The pricing codes are used mainly for counter sales, but they can be applied to repair orders if you are integrated with the Service Writing module. You can enter up to 26 pricing levels (A through Z).

Before walking you through how to enter the information, this section explains each piece of information you will enter on this screen so you understand what it is and how all of the information entered works together.

Selecting Classifications

You begin setting wholesale pricing levels by creating customer classifications. A classification is simply a letter from A to Z. These are user-defined classifications. You will enter a description for each classification so you can keep track of which letter represents each classification. When entering wholesale customers into the system, you will enter the corresponding customer classification. Common classifications include, but are not limited to,

- **D** for Dealer,
- **E** for Employee,
- **G** for Government,
- **R** for Retail, and
- **W** for Wholesale.

Ford dealers will need to create the following classifications for sales for the WINS report:

- **G** for Government
- **X** for Fleet
- **W** for Wholesales
- **Y** for Emergency.

Important: For Ford only, if an X classification is used, the system is set to bill at trade or fleet pricing regardless of the values in the 1-4 fields. This applies to Ford only. For all other manufacturers, the system will price an X classification based on the values set.

Assigning Pricing Codes

Each customer classification is assigned a price code. This code indicates how the customer's sale price is calculated. The price codes are listed on the screen for your reference. You have five options:

- **D** for Discount from List,
- **P** for Cost Plus,
- **T** for Manufacturer's Trade Price,
- **M** for Discount from Trade, or
- **N** for No Special Pricing.

For pricing code **D**, you will need to identify if you want the percentage for parts taken from the list price or the dealer retail. In the **Should Discount Be Taken From Suggested List or Dealer Retail** field, type **L** to take the discount from the list price or **R** to take the discount from the retail price.

Using Pricing Levels

Pricing levels allow you to create tiers used to determine either discount or cost-plus pricing that allows you to remain competitive on most parts while avoiding losses on small items. You may create up to 12 pricing levels. These levels consist of up to three dollar ranges and up to four percentages that will be applied to each range.

The dollar amounts you enter refer to different prices depending on the price code you select:

- When you are entering ranges for price code **D** (Discount from List), the dollar amounts refer to the list or retail price.
- When you are entering ranges for price code **P** (Cost Plus), the dollar amounts refer to the cost.
- When entering ranges for price code **M** (Discount from Trade), the dollar amounts refer to the trade price.

You will choose the dollar amounts that suit your needs. You can set up to three levels. When entering ranges, be sure not to leave a gap in or overlap the ending point of one range and the starting point of another range. For example, if your first range is from $0.00 to $5.00, your second range must start from $5.01.

No matter how many levels you set, the last amount must be $9999.99. For example, if you wanted to set one level, you would enter the ranges $0.00 to $9999.99. If you wanted to set two levels, you might set one range from $5.00 to $24.99 and another from $25.00 to $9999.99, and so on.

For each range, you will enter up to four percentage values that will be used to compute the selling price of a part. Each percentage is numbered 1 through 4 and represents a pricing level. For example, assume you create a wholesale classification and assign it a cost-plus price code. A level 1 customer might be charged cost plus 35% for a part while a level 4 customer might be charged cost plus 20%. Levels 2 and 3 would be somewhere in between.

Level 0 (zero) is not set as a parameter because it means no special pricing applies. When level 0 is selected at the point of sale, the selling price defaults to the list price.

General Motors Dealers

If you select **P** (Cost Plus) as a price code for the classifications **D** (Dealer), you must indicate the cost-plus percentage for GSMP parts at the bottom of this screen. This value will only be used to mark up the cost and arrive at a selling price for those GSMP parts that are sold to another dealer.

Using the Individual Part Matrix

The bottom of this screen is used to set up the Individual Part Matrix. This optional feature was developed mainly for truck and fleet customers. These parameters are used to apply a specific cost-plus percentage to an individual part to calculate its retail selling price for a specific customer classification. This is an extension of a "limited special pricing" concept.

You can enter five percentages that become five code levels. Any one of these special codes may be flagged for an individual part in the Part Level Matrix field on the Master Inventory screen. At the time of sale, the corresponding percentage will be applied to determine the selling price.

> **Important:** The setup and use of this matrix is very complex. Autosoft suggests you become familiar with the Parts Inventory system before attempting to use this feature.

Understanding How it all Works Together

Once the information is entered on this screen, you can ensure your customers receive the same pricing considerations without having to depend on your memory at the point of sale. When you enter wholesale customers in the system, you will assign each customer a classification (A through Z) and a pricing level (1 through 4). At the point of sale, the price is automatically calculated based on the classification and pricing level entered in the customer's file. If necessary, the price can be edited if you want to charge a different price, but overall, these parameters make calculating the selling price quick and easy.

Adding a New Classification

1. Click **Wholesale Pricing Levels**. The Pricing Levels screen appears.

2. Type the letter for the customer classification you are creating.

3. The system prompts you that you should notify the Accounting Department so posting parameters can be set in the Dealership Accounting module. Click **OK** to acknowledge the message.

4. Use the **Description** field to type a description of the classification.

5. Assign a pricing code to the classification.

6. If the classification uses discount pricing for counter sales and/or service sales, indicate how the discount should be taken in the **Discount From List or Retail** field. Type **L** to take the discount from the list price or **R** to take the discount from the retail price.

7. Type the dollar ranges and percentages you want to use for the pricing levels.

8. If you are a GM franchise, be sure to fill in the **Cost-Plus for GSMP Parts** field with the appropriate percentage.

9. If you are using the Individual Part Matrix, type the percentages you want to use.

10. Click **Save** to save the classification. The classification appears in a list on the right side of the screen.

11. Continue to add classifications as needed. When you are finished, click **Exit** to return to the System Setup & Updates menu.

Editing a Classification

1. Click the classification in the list. The information for the classification fills in on the screen.

2. Click in a field, and edit the information as needed.

3. Click **Save** to save the changes.

Removing a Classification

1. Select the classification.

2. Click **Remove**.

3. Click **OK** when prompted to verify you want to delete the record.

Printing the Pricing Levels

1. Click **Print**.

2. 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.

3. Once you select your print type, click **Print**.

Important: If the Parts Inventory program integrates with the Accounting module, your finished counter sales can automatically post to Accounting, but a set of parameters must be entered for each customer classification that you define. Posting parameters tell the system which accounts will be used when posting the counter slips and can only be entered in the Accounting program. A printout of customer classifications should be given to the Accounting department after the classifications are created here and any time revisions are made to the classifications. This ensures the Accounting Department can set and revise the parameters in the Accounting module accurately.

Subsource Matrix Pricing

Use this screen to create subsources and to set the matrix pricing you want to use for each subsource you create. Once you create subsources, you assign them to parts on the Master Inventory screen. You can select to use subsource management as you resupply options. See Chapter 10 Resupply for more information about using subsource management.

Creating a Subsource

1. Click **Subsource Matrix Pricing**. The Subsource Settings screen appears.

2. In **Code**, type the three-digit code you want to assign the subsource. If you only enter one or two digits, the system automatically adds leading zeroes to the code. For example, if you type 2, when you press ENTER to advance to the next field, the system will automatically make the code 002. Subsources can range from 001 to 999. Subsources are not source specific, so if you create subsource 001, it will be available for all nine inventory sources in the Parts Inventory module.

    When you enter a code, the screen automatically fills in with default settings preloaded in the system. These are the settings for subsource 000. You can use these settings or edit them as desired. If a part does not have a subsource set or if a part has a subsource set that is not defined in the parameters, 000 is used as the default.

3. In the next field, type a name or description for this subsource.

4. In **Subsource Matrix Pricing**, indicate if you matrix pricing for this subsource. Type **Y** for yes, **N** for no, or **E** for exclude.

    *   **Y for yes:** When calculating matrix pricing on a part assigned to this subsource, the system will use the matrix pricing parameters set on this screen for this subsource.

    *   **N for no:** When calculating matrix pricing on a part assigned to this subsource, the system will use the system matrix parameters (Parts, System Setup & Updates, Retail Matrix Pricing).

    *   **E for exclude:** When calculating the matrix pricing on a part assigned to this subsource, the system will not use any matrix pricing.

5. Use the **Apply To Retail Counter Sales** field to indicate if you want to apply the pricing to parts on counter tickets. Type **Y** for yes or **N** for no. If you select **Y** and set pricing to "Use Subsource Matrix," the matrix pricing will be calculated on counter tickets. If you select **N** and set the pricing to "Use Subsource Matrix," the matrix pricing will not be calculated on counter tickets.

6. Use the **Apply To Retail Service Sales** field to indicate if you want to apply the pricing to parts on service repair orders. Type **Y** for yes or **N** for no. If you select **Y** and set pricing to "Use Subsource Matrix," the matrix pricing will be calculated on service repair orders (R/O types S,Q,C) for customer pay repairs and internal repairs if the parameter is set to charge retail on internal repair orders. If you select **N** and set the pricing to "Use Subsource Matrix," the matrix pricing will not be calculated on service repair orders.

7. Use the **Apply To Retail Body Shop Sales** field to indicate if you want to apply the pricing to parts on body shop repair orders. Type **Y** for yes or **N** for no. If you select **Y** and set pricing to "Use Subsource Matrix," the matrix pricing will be calculated on body shop repair orders (R/O type B) for customer pay repairs and internal repairs if the parameter is set to do so. If you select **N** and set the pricing to "Use Subsource Matrix," the matrix pricing will not be calculated on body shop repair orders.

8. In **Mark Up From Cost/List**, indicate if you want to calculate the markup based on cost or list price. Type **C** to calculate the retail price as a markup from the cost price or **L** to calculate the markup from the list price.

9. Use the **From** and **To** columns to set the price range for the markup percentage you will enter in the **M/U** column. The pricing column values must be in increasing order. Line 1 must be less than line 2, line 2 must be less than line 3 unless the following line is zero. If the cost/list price of the part falls into the price range entered on that line, then the markup percentage on that line is used.

10. In the **M/U** column, specify the markup percentage for the price set in the pricing column.

11. Use the **Inventory**, **Sale**, and **Cost** fields to indicate the general ledger inventory, sale, and cost accounts for this subsource. When a part sale assigned to this subsource is updated, these are the accounts the sale will post to in Accounting.

12. Use the **Items In This Subsource Are Taxable** field to indicate if the parts in this subsource are taxable. Type **Y** for yes or **N** for no. This will determine if tax is applied to the part sales.

13. Click **Save Setting**. The subsource appears in the window on the right side of the screen.

14. Continue to create subsources as needed.

15. Click **Back** to close the screen when you are finished.

Editing a Subsource

1. Click the subsource in the list on the right side of the screen. The information for the subsource will fill in on the screen.

2. Edit the information for the subsource as needed.

3. Click **Save Setting**.

Retail Matrix Pricing

Use this button to set retail matrix pricing. This allows you to override the suggested OEM list price and determine your own retail-selling price at different markups for various levels. Pricing can be entered using either a cost-plus or list-plus approach.

The information entered on the screen is source specific, so you can define retail pricing for each inventory source. In addition, you can apply different matrix schemes for groups of related parts within the same source.

Important: If you are not currently using a similar pricing scheme, Autosoft suggests that you do not attempt to implement the retail matrix until you are thoroughly familiar with the system. It is also important to note that experience shows that matrix pricing is not as effective in highly competitive markets.

Adding a New Pricing Level

You will enter three kinds of information on this screen: general set information, cost plus table information, and list plus table information. The following sections provide an overview of the information required in each of the three parts of the screen.

1. Click **Retail Matrix Pricing**. The Retail Matrix Pricing screen appears.

2. Enter the appropriate information in each field.

3. Click **Save** to save the information.

4. The pricing level appears in the list on the right side of the screen.

Entering General Set Information

The first six fields on this screen are used to define basic information about the pricing set you are creating. You determine if retail matrix pricing will apply to this inventory source. If you are using retail matrix pricing, you can control where the pricing is applied.

Field	Information it requires
Should Matrix Pricing Be Used For This Source	Indicate if the pricing matrix should be used for this parts source. Type **Y** for yes or **N** for no.
Key Matrix Options From 'Order Code' or 'Promotion Code'	Identify if the matrix pricing should be applied to parts based on their order code or promotion code. Type **O** for order code or **P** for promotion code. If you skip this field, **O** automatically defaults.
	An order code is often used to classify parts of a common order type. An **S** is used to identify regular stock parts, but additional codes may apply depending on the manufacturer price tape being used.
	Ford Motorcraft parts are coded **M**.
	General Motors GSMP parts are coded **G**.
	Chrysler EOS parts are coded **E**.
	Promotion codes are used by some suppliers to further classify parts by category or special pricing promotion.
Source	Type the inventory source number (1-9) for the pricing scheme you are creating.
Cost Plus Matrix Set (A/Z/0/9)	Enter the matrix set that will be used (A through Z or 0 through 9). The easiest way to create sets is to enter the order code or promotion code (depending on your entry for the previous parameter) that corresponds to the set you are creating. This makes the sets easier to recall when you are assigning sets to parts. If the field is left blank, the default matrix set will be applied.
	When the set is added to the list, it is preceded by the source number. For example, if you enter a set A for source 1, the set is added to the list as 1A.
Calculate Retail Price from Cost or List	Indicate if the retail price should be calculated from the cost or list price. Type C for cost or L for list.
Should This Matrix Set Apply to Retail Counter Sales	Indicate if the matrix should also apply to retail counter sales. Enter **Y** for yes or **N** for no.
Apply to Retail R/O Parts Sales	Indicate if the matrix should also apply to retail repair order parts sales. Enter **Y** for yes or **N** for no.
Apply to Retail Body Shop Parts Sales	Indicate if the matrix should also apply to retail body shop parts sales. Enter **Y** for yes or **N** for no. Body Shop sales are generally restricted to Suggested List Price per insurance authorization. In most cases, this field should contain an **N**.

Creating the Cost Plus Table

This table is used to establish up to 12 different levels to adjust pricing for any given matrix set. Many dealers have found that matrix pricing is more profitable for repair order parts sales at the lower end of the scale. You can use a modified form of matrix pricing by entering only one or two levels.

Markup vs. Margin

Before you can build your Cost Plus table, you need to do a few calculations. Retail matrix pricing is calculated using markup or a cost-plus strategy. However, many dealers want to achieve sales with a guaranteed profit margin. This is the gross profit expressed as a percent of the sale calculated using the following equation.

(Sale Price - Cost) ÷ Sale Price X 100 = Margin%

Since the cost is set by the supplier, you must determine what the retail sale price needs to be in order to achieve a particular margin. You can determine the selling price by using the following formula.

100 – Desired% = Factor

Example: 100 – 40 = 60

Once the "Factor" is determined, you can calculate the required sale price using the following formula.

(Cost ÷ Factor) X 100 = Sale Price

Example: ($1.00 ÷ 60) X 100 = $1.67

Once you know the required sale price, you must determine how much the cost needs to be marked up to achieve this price. Use the following formula to determine the markup percent.

(Sale Price – Cost) ÷ Cost X 100 = Markup%

Example: ($1.67 – $1.00) ÷ $1.00 X 100 = 67

This is the profit expressed as a percent of the cost. The Markup% is what you enter in the **Add** field for the retail matrix.

Once you have determined the desired percentage of gross profit for your established groups of parts and, in turn, the percentage markup required to achieve that gross profit, you can enter the levels in the Cost Plus table.

Building the Cost Plus Table

In the **Up To** fields, type the maximum dollar amount for which the markup percentage applies. This represents the upper limit of the level. In the **Add** fields, type the markup percent for the level.

For example, if the **Up To** amount for level 1 is $5.00 and the **Add** percentage is 500%, any part with a cost under $5.00 will be marked up at five times its cost (which is cost plus five times cost). The selling price for a part with a cost of $5.00 or higher would default to one of the following:

- A markup from cost using the next applicable level,

- A suggested retail price as calculated from any applicable up charges below the matrix table on this screen, or

- The list price from the OEM price tape (if neither of the first two possibilities apply).

Tip: If the **Up To** amount in level 12 is $9999.99 with a given percentage, the Suggested Retail Plus fields are overridden.

Creating the Retail Plus Table

The list plus table is a simpler and more popular method to adjust price. The fields under **Suggested Retail Price** are used when the cost reaches or exceeds the highest **Up To** level established in the Cost Plus table. Up-charge percentages can be set independently for counter and repair order sales.

The first column applies to retail counter sales and retail selling prices only. The second column applies to service repair order parts sales only and will determine retail selling prices for any part charged on a repair order. The up-charge percentages from this part of the screen are always applied to the list price, not the cost.

In **Markup By**, type the markup percentage. Use the **Up To** fields to enter the highest dollar amount to which the markup applies. Use **Then By** to enter a second markup percentage that will be used when the price reaches the defined dollar amount.

Editing a Pricing Level

1. Click the line in the list. The information entered for the price level fills in on the screen.

2. Click in a field, and edit the information as needed.

3. Click **Save** to save the changes.

Deleting a Pricing Level

1. Click the line in the list.

2. Click **Delete**.

3. Click **OK** when prompted to verify you want to delete the record.

R/O Lubricant Pricing

Use this button to set prices for non-inventory items (such as oils and lubricants) that will be added to repair orders. If you are not integrated with the Service Writing module, you do not have to enter information on this screen. The first line on the screen is reserved for shop supplies and body shop paint and materials. This line can only be edited in the Service Writing module.

The information entered on this screen applies to all the inventory sources. It is *not* necessary to enter the information for each inventory source.

Adding Lubricant Pricing

1. Click **R/O Lubricant Pricing**. The R/O Lubricant Descriptions & Pricing screen appears.

2. In **Item**, type a description for the item being entered.

3. In **Inventory**, type the quantity of the item in inventory. This field is automatically updated by the system as sales are posted.

4. In **Cost Each**, type the cost of each item.

5. If you want to charge per unit, type the selling price per unit in **Sale Each**. If you are entering a value in this field, the **Sale Total** field *must* be blank.

   If you want to charge a flat rate regardless of the quantity sold, type the flat rate in **Sale Total**. If you are entering a value in this field, the **Sale Each** field *must* be blank.

6. Use the **Restrict Access to Parts Changes from Service Writing** field to indicate if the Service Department should be restricted from making pricing changes. Type **Y** for yes or **N** for no.

   If you restrict Service from making changes, users will still be able to edit the first line, but the remaining four lines will be blocked from editing. Service can also add an additional lubricant line at the time of generating a repair order.

7. Use the **Restrict Automatic Repricing For R/O Repair Type Changes** field to indicate if you want to restrict the system from automatically re-pricing parts when the repair type changes on a repair order. Type **Y** for yes or **N** for no.

   If you enter **N**, when the repair type (C/W/I/N/Q) is changed or parts are switched from one repair to another repair with a different repair type (for example, from W to C), the system automatically re-prices the parts to match the repair type on the Close Parts screen on the Repair Orders menu in the Service Writing module.

   If you enter **Y**, parts must be re-priced through the Service Parts Sales in the Parts Inventory module.

8. Use the **Hide 'Cost' on Service Writing Parts Screens** field to indicate if the part cost should appear on the Service Writing screens. Type **Y** for yes or **N** for no.

9. In **Limit R/O Customer Parts Sale Discount (%) To**, type a percentage amount to limit the discount to service parts sales. If you do not want to apply a discount, type .1 as the discount percentage to set the discount to none. The Service Department will not be able to apply a percentage discount.

10. **Limit R/O Customer Parts Sale Discount ($) To**, type a dollar amount to limit the discount to service parts sales. If you do not want to apply a discount, type .01 as the discount to set the discount to none. The Service Department will not be able to apply a dollar amount discount.

11. Click **Save** to save the information. The system returns you to the System Setup menu.

Editing Lubricant Pricing

1. Click **R/O Lubricant Pricing**. The R/O Lubricant Descriptions & Pricing screen appears.

2. Click in a field, and edit the information as needed.

3. Click **Save** to save the changes. The system returns you to the System Setup menu.

Operating Defaults

Use this button to set up various tax information, manufacturer information, and pricing codes for each parts source. You must enter information for each inventory source. Use the F5 key to select the sources as needed. The screen identifies the current source so you can ensure you are entering the correct parameters for each source.

Adding Operating Defaults

1. Click **Operating Defaults**. The Miscellaneous Parts Parameters screen appears.

2. Use the F5 key to select the inventory sources as needed.

3. The **OEM Source** field displays the source number for the current inventory source. The source refers to the manufacturer's price tape. You can have up to nine inventory sources.

4. In **OEM Source Name**, type the name for the parts source. The name is displayed when the inventory source list is displayed throughout the program so it is easy to identify the inventory sources.

5. In **P & A Code**, type the dealership's parts and accessories code.

6. In **Path to OEM Parts Price Tape**, type the drive letter and path where the OEM parts price tape can be accessed.

7. Use the **Manufacturer Code** field to indicate the manufacturer for this inventory source. Type the first two letters of the manufacturer's name (**CH** for Chrysler, **FO** for Ford, **GM** for General Motors, or **HO** for Honda, etc.).

   If you type **GM** for General motors, the General Motors Inventory screen appears. Type the PDC Index and the GM Dualling Pattern code. Press ENTER to advance through the fields and to close the GM screen.

   If you type **FO** for Ford, the Ford Parameters screen appears. Indicate if you use Ford or Motorcraft part numbers. Type **F** for Ford or **M** for Motorcraft.

   If you type **CH** for Chrysler, the Chrysler 5300 Project screen appears. Indicate if you participate in the 5300 project and 5300 forecasting. Type **Y** for yes or **N** for no. Press ENTER to advance through the fields and to close the 5300 screen.

8. Use the **Sales Tax Rate 1** fields to specify the sales tax rate for up to three states. Tax A becomes the default sales tax amount. You can apply one of the three sales taxes to parts sales when posting counter slips. Type a description of the tax in the **Sales Tax Name 1** field. This description will print on the customer quotes and counter slips.

9. In **Sales Tax Rate 2**, type a second tax rate you want to use. You can apply this tax rate to parts sales when posting counter slips. Type a description of the tax in the **Sales Tax Name 2** field. This description will print on the customer quotes and counter slips.

10. In **Default Tire Tax Amount Per Tire**, type the default tax amount applied per tire.

11. Use the **Should 'Freight Out' Be Taxed** field to indicate if the freight shipped out needs to be taxed. Type **Y** for yes or **N** for no.

12. Use the **Tax Service Parts Cores** field to indicate if service parts core amounts should be taxed. Type **Y** for yes or **N** for no.

13. Use the **Refund Tax On Cores** field to indicate if the sales tax on cores is refundable. Type **Y** for yes or **N** for no.

14. The value you enter in the **Internal Parts Cost Plus (+) / Discount (-)** field determines how the selling price for internal parts will be calculated. Type the percentage you want to use. You *must* include a minus sign (-) in front of the discount percentage. If the percent is greater than 0, the system calculates the part price at cost plus the percentage on internal repairs (price = cost + (cost * percent)). If the percent is less than 0, the system calculates the part price at list minus the percentage on internal repairs (price = list - (list * percent)).

15. If the percent is 0, the system uses the price specified in the **Internal Sales Use Cost/List/Retail** field. Type **L** to use the list price, **C** to use the cost (dealer's cost price), or **R** to use the retail price. (If you select retail price and have matrix parameters set, the system uses the calculated retail price.)

16. The **Cost As a Percentage of Sale (Counter Only)** field is used to calculate the cost of a part for a counter sale as a percentage of its selling price when cost information is not available. Type the percentage required.

17. In **Cost Codes**, assign a unique letter to each number (1 through 0). The cost appears on the counter slip in "code" as letters.

18. In **Counter Invoice Message**, type the message you want to print on the bottom of the customer invoice. You can enter up to three lines. Each line holds up to 30 characters.

19. In **Level**, type the pricing level percentage for repair order warranty parts.

20. In **Model Year Levels**, type the pricing level that should be used to calculate the warranty price for each model year. You can type **A**, **B**, or **C** to correspond with the pricing levels in the Level fields, or you can type **L** for list or **N** for net/cost.

21. Click **Save** to save the information.

22. The system reminds you that you must set the information for all of your inventory sources. Click **OK** to acknowledge the message.

23. Use the F5 key to select the next source, and add the information as needed.

24. When you are finished defining the parameters for all of your inventory sources, click **Exit** to return to the System Setup & Updates menu.

Editing Operating Defaults

1. Click **Operating Defaults**. The Miscellaneous Parts Parameters screen appears.

2. Use the F5 key to select the inventory sources as needed.

3. The parameters for the source fill in on the screen.

4. Click in a field, and edit the information as needed.

5. Click **Save** to save the changes.

6. The system reminds you that you must set the information for all of your inventory sources. Click **OK** to acknowledge the message.

7. Click **Exit** to return to the System Setup & Updates menu.

More Operating Defaults

Use the **More Operating Defaults** button to open the System Setup screen. This screen is used to answer yes or no questions about the way you want your Parts Inventory program to run and integrate. The fields in the top part of the screen need to be completed for every inventory source. The fields in the bottom section are common to all sources.

Adding Operating Defaults

1. Click **More Operating Defaults**. The System Setup screen appears.

2. Verify you are in the correct source. Use the F5 key to select the inventory sources as needed.

3. In **Is Parts Sales Integrated With Service Writing**, indicate if Parts integrates with Service and if the parts entered for repair orders should carry over to the Service Desk to be printed when the repair order is closed. Type **Y** for yes or **N** for no.

4. The **Is This Source Eligible For WINS/Comp From Service R/O's** field applies if you integrate with the Service Writing module. If your dealership offers wholesale compensation for qualified service part sales, you should type **Y** in this field.

5. Use the **Allow 'On Hand' Quantity Corrections From Quote/Query** field to indicate if the on-hand quantity can be edited from the Parts Queries screen. Type **Y** for yes or **N** for no. If you type **Y**, a **Corrections** button will appear on the QwikLook screen from the Parts Queries, Counter Parts Sales, and Service R/O Parts screens. It allows you to edit the bin and quantity. If you enter **N**, the button is disabled, and the quantity can only be changed on the Master Inventory screen.

6. In **Should 'Limited Special Pricing' Apply To Counter Retail**, indicate if retail counter sales are eligible for limited special pricing. Type **Y** for yes or **N** for no.

7. In **Should 'Limited Special Pricing' Apply To Counter Wholesale**, indicate if retail wholesale sales are eligible for limited special pricing. Type **Y** for yes or **N** for no.

8. The **Use 'Factory' or 'Alternate' Cost Default (When Available)** field determines which cost will be used as the default cost for counter slips and repair orders. Type **F** for factory or **A** for alternate.

9. Use the **Are Counter Salesman Paid Commission On Service Parts** field to indicate if the counter salesmen are eligible for commission on the sale of service parts. Type **Y** for yes or **N** for no.

10. Use the **Are There Two Physical Inventories And Sales Locations For This Source** field to indicate if this source is for an inventory file that will be used by two locations that each have their own inventory. Type **Y** for yes or **N** for no.

11. If you typed **Y** to indicate there are two inventories and locations, use the **This Station Relieves Stock From Location** field to indicate which inventory this workstation relieves. Type 1 for location 1, 2 for location 2, or 0 (zero) for both locations. This allows the inventory for each location to be tracked and relived separately as needed.

12. In **Should Finished Orders Be Updated To Accounting**, indicate if Parts integrates with Accounting and if the counter slips should automatically post to Accounting. Type **Y** for yes or **N** for no.

13. In **Always Print Extra Invoice Copy**, indicate if you want an extra copy of the invoice to automatically print with the counter slip. Type **Y** for yes or **N** for no.

14. In **Always Print File Copy**, indicate if you want a file copy to automatically print with the counter slip. Type **Y** for yes or **N** for no.

15. Use the **Print Accounting Summary On Accounting Copy** field to indicate if the accounting summary will print on the Accounting copies. Type **Y** for yes or **N** for no.

16. Use the **Automatically Insert Decimal For Currency Entries** field to indicate if you want the system to automatically insert the decimal point for currency entries. The default entry is **N** for no.

    If you leave this setting at **N**, you will have to enter the decimal point manually. Otherwise, the system will treat the entries as whole dollar amounts. For example, if you type 5, the system will format it as 5.00.

    If you select **Y**, the system automatically adds the decimal two places from the last digit in the figure. Below are examples of entries and how the system will format them.

If you type	The system will format it as
5	.05
50	.50
550	5.50
5050	50.50

17. Use the **Print Actual Cost On Accounting Copy** field to indicate if the actual cost will print on the accounting copy. Type **Y** for yes or **N** for no.

18. Use the **Run ERO Parts Request On This Client** field to indicate if this workstation needs to run the ERO Parts Request program. Type **Y** for yes or **N** for no. The parts request program integrates with the Electronic Repair Orders (ERO) program in Service Writing so technicians can request parts for repairs. When a request is sent, the ERO Parts Request program displays a notification a request has been received. The parts order can be filled from the Counter Sales screen.

19. Use the **Core return default** field to indicate the default you want to set for core returns for *service sales.* Type **C** for charge customer, **O** for outstanding, or **R** for returned. The default you set here automatically populates the core field (C) on the Service R/O Parts screen. You can change the entry as needed on the Service R/O Parts screen. ***This setting affects service sales only.*** The core value for counter slips automatically defaults to **C** for charge customer.

20. Click **Save** to save the information.

21. The system displays a message indicating the information has been set for the current source and that you must set the parameters for additional sources as needed. Click **OK** to acknowledge the message.

22. Use the F5 key to select the next source, and add the information as needed.

23. When you are finished defining the parameters for all of your inventory sources, click **Exit** to return to the System Setup & Updates menu.

Editing Operating Defaults

1. Click **More Operating Defaults**. The System Setup screen appears.

2. Verify you are in the correct source. Use the F5 key to select the inventory sources as needed.

3. The parameters for the source fill in on the screen.

4. Click in a field, and edit the information as needed.

5. Click **Save** to save the changes.

6. Click **Exit** to return to the System Setup & Updates menu.

Note: If your dealership uses Hanel, you must use the **Hanel Setup** button to enter the appropriate information for your Hanel service.

Accounting Parameters

Posting parameters must be set in the Accounting module. If your Parts Inventory program is not integrated with the Dealership Accounting program, you do not need to set posting parameters.

Finishing Up

Finish entering the parameters before moving on to another chapter in the manual. Once you begin using the program, you will become more familiar with how the parameters affect its operation. At that time, or as your dealership's needs change, you can edit the parameters as needed.

Chapter 2 Inventory Inception

The next stage in the Parts Inventory setup is to enter your current inventory. This is done through a process called inventory inception. You have two options for incepting your inventory. You can enter your inventory from an existing batch system parts pad or from a physical inventory bin count. You must choose to enter your inventory using **_only one_** of the options; you cannot use both of them. In addition, you can only update the inception entries for each source once. Any existing parts inventory files for the source are deleted when the inventory inception is updated.

Opening the Inventory Inception Menu

1. Click **System Setup & Updates** on the Parts Inventory menu.

2. Click **Miscellaneous Maintenance** on the left side of the System Setup & Updates menu.

3. Click **Inventory Inception** on the Miscellaneous File Utilities menu.
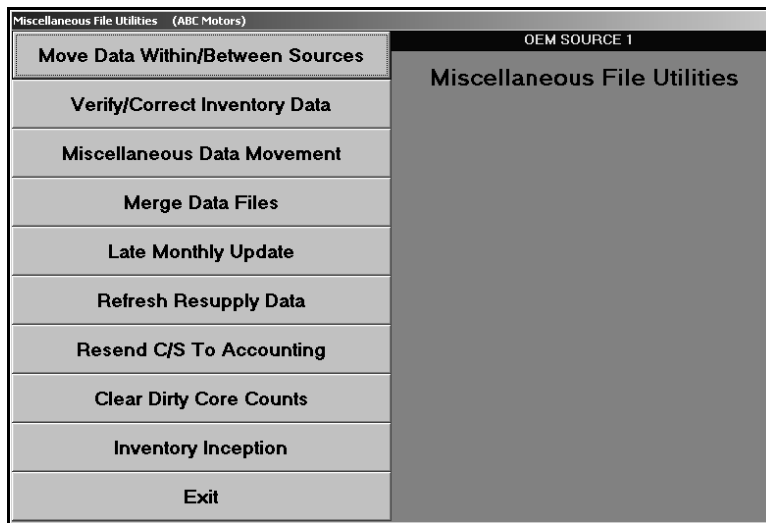
4. As soon as the Inventory Inception menu appears, the system prompts you to verify you are in the correct source. You must incept the inventory for each source separately, so verify you are in the correct source. Click **OK** to acknowledge the message. (If you need to change the source, press the F5 key to display the OEM Parts Source list, and click the source you want to select.)

5. The Inventory Inception menu appears.

6. Click the button that corresponds to the inception option you want to select. Remember, you must choose to enter your inventory using ***only one*** of the options; you cannot use both of them.

7. The corresponding inception menu appears.

8. Enter the information for each part.

9. Print the inception information.

10. Update the part information to the master inventory.

11. When you are finished, click **Exit** to return to the Inventory Inception menu.

12. Click **Exit** on the Inventory Inception menu to return to the System Setup & Updates menu.

Understanding Bin Locations

There are a few important points to keep in mind about how to enter part locations in the system. The system uses bin locations for parts. It is assumed that you follow the standard layout of numbering bins from 1 to 999 and lettering the shelves of each bin from A to Z. Regardless of the method you use, it is important that the bin locations follow a logical and consistent numbering system.

The **Bin** or **Bin Location** fields accept up to three characters, and the entries can be both alpha and numeric. It is important that you are consistent when entering the bins. For example, the system recognizes 001, 01, and 1 as separate bin numbers. Use leading zeros to fill the field if you want bin locations to be sorted in a strict numeric sequence. In addition to entering numeric codes, you can enter codes such as "SOP" for special order parts, "US" for upstairs, etc.

In addition to bin numbers, the system uses shelves to assign parts locations. The **Shelf** field accepts one character, and the entry is usually an alpha character from A to Z. Since almost every parts room has parts stored on top of at least one bin, you should consider treating the top shelf of each bin as shelf A.

It is important that you pay close attention to the information you enter in each field. A common error is to add the bin and shelf in the same field. Be sure to keep these two pieces of information separate.

If your parts room is not currently organized in a manner that allows you to easily assign bin numbers, take the time to organize it before entering the inventory. Bin locations are important when printing inventory sheets. The system prints a separate sheet for each bin. If you are not consistent when entering your bin locations, you may end up with thousands of pages of inventory sheets.

Preparing to Enter the Inventory

First, decide which type of inventory inception you want to use. Both are similar, but each is tailored for the entry of specific source information. Nonetheless, each inventory inception is easy to use.

Ensure that you have collected all of the necessary part information. The minimum information required for the inception is the **Part Number**, **Bin Location**, **Shelf**, **Drawer**, and **On-hand Quantity**. All other information is optional and can be entered as it is available or as time permits.

You have the option of entering 12-week sales information, the last sale date, and last stocking date for each part. The sales and stocking history are used to generate part orders and to analyze your inventory for part returns. The system accumulates its own history from day-to-day use, but it will take two to three months before a reliable stock order can be generated and at least six months of history is needed for an accurate part return list.

Remember, you can only incept the inventory once. Entries can be made from multiple workstations, but only one workstation may be in the system during the update. All other users must be completely out of the system until the update is complete. You should perform a backup before updating the inventory as a precaution in case an error occurs during the update.

Incept from a Parts PAD

This button advances you to the Incept From Parts PAD menu. This menu is used to enter parts inventory files from a parts pad, print a list of the inventory files, and update the files to the Master Inventory. Before you enter the inventory, verify you are in the correct inventory source. If you need to change the source, press the F5 key to display the OEM Parts Source list. Click the source you want to select.

Enter Parts PAD Inventory

Use this button to open the Inception From Parts PAD screen to enter the parts files. You may exit the screen and continue to add parts files later as long as you do not update the inventory files to the Master Inventory.

Adding a New Part

1. Click **Enter Parts PAD Inventory**. The Inception From Parts PAD screen appears.

2. In **Part**, type the part number, and press ENTER. If the part is on the price tape, the part information automatically fills in on the screen. If the part is not on the price tape, manually enter the information.

3. The **Name** field displays the name/description of the part. If no name fills in, type a description.

4. If a new part number is available on the price tape, it appears in the **Change To** field.

5. The **Return** field displays the return code for the part. If the part is not on the price tape, type the return code for this part. Typical entries are **R** for returnable, **N** for non-returnable, or ∗ for last time returnable.

6. In **Bin**, type the bin number for the part you are entering. *Do not* include the shelf or drawer. The field can contain up to three characters. Although the bin is usually numeric, ranging from 1 to 999, this field can contain alpha characters to accommodate special locations other than bins.

7. In **Shelf**, type the shelf location within the bin where the part is located. The shelf is usually an alpha character (A to Z).

8. In **Drawer**, type the drawer location within the bin and/or shelf where the part is located. This field can contain up to four characters, and the entry can be made up of both alpha and numeric characters.

9. In **On Hand**, type the quantity in stock. This is the current quantity in stock from your pad. Changes in the on-hand quantities because of sales and restocking after the pad was sent in should be made after the inception is complete.

10. Use the **12-Weeks Sales** field to record the quantity of this part you sold within the last 12 weeks.

11. In **Last Sale**, type the date when the part was last sold.

12. In **Last Stock**, type the date when the part was last stocked.

13. If the part is on the price tape, the **List**, **Trade**, **Core**, and **Cost** automatically fill in from the price tape, but you can edit the prices as needed. If the part is not on the price tape, enter the prices.

14. Click **Save** to save the part information.

15. The screen clears so you can enter more parts.

16. Continue to add parts.

17. When you are finished adding parts, click **Exit** to return to the Incept From Parts PAD menu.

Editing a Part File

1. Type the part number or a partial part number in the **Part** field.

2. Click **Search**. Information for the first part that matches the numbers you entered fills in on the screen.

3. Click the arrows on each side of the **Search** button to scroll through the part files.
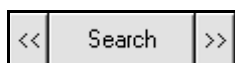
4. Click in a field, and edit the information as needed.

5. Click **Save** to save the changes.

Deleting a Part

1. Select the part.

2. Click **Remove Current Part**.

3. Click **OK** when prompted to verify you want to delete the record.

Print Inception Inventory

Use this button to print a complete list of the inventory files entered. This list is used to verify the information is correct before you update the parts files to the Master Inventory.

1. Click **Print Inception Inventory**.

2. 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.

3. Once you select your print type, click **Print**.

Post Inception To Master Inventory

Use this button to post the inventory files to the Master Inventory. You should perform a system backup before updating the inventory as a precaution in case an error occurs during the update.

1. Click **Post Inception To Master Inventory**.

2. The system displays a message reminding you that you should have performed a daily backup before updating the inventory and that all of the other Parts workstations must be out of the system. Click **OK** to acknowledge the message.

It Is Advisable To Do A Daily Backup Before Updating

All Other Parts Stations Must Be Off During The Update

Choose OK to continue

OK

3. The system prompts you to verify you want to update the inventory files. Click **OK** to run the update (or **Cancel** to stop the update so you can run your backup if you haven't already).

READY!

OK To Update Inception?

Cancel   OK

4. When the system is finished updating the files, it displays a message indicating you should run a price tape update and check your inventory files. Click **OK** to acknowledge the message.

DONE!

Done. Run The 'Price Tape Update' and Check Your Inventory!

Ok

5. The system returns you to the Parts Inventory main menu.

Incept from a Physical BIN List

This button advances you to the Incept From Bin Count menu. This menu is used to enter parts inventory files from a bin list, print a list of the inventory files, and update the files to the Master Inventory. Before you enter the inventory, verify you are in the correct inventory source. If you need to change the source, press the F5 key to display the OEM Parts Source list. Click the source you want to select.

Enter Physical Inventory

Use this button to open the Inception From Bin Count screen to enter the parts files. You may exit the screen and continue to add parts files later as long as you do not update the inventory files to the Master Inventory.

Adding a New File

1. Click **Enter Physical Inventory**. The Incept From BIN COUNT screen appears.

2. In **Bin Location**, type the bin number for the parts you are going to enter. *Do not* include the shelf or drawer. The field can contain up to three characters. Although the bin is usually numeric, ranging from 1 to 999, this field can contain alpha characters to accommodate special locations other than bins.

3. In **Part**, type the part number, and press ENTER. If the part is on the price tape, the part information automatically fills in on the screen. If the part is not on the price tape, manually enter the information.

4. The **Name** field displays the name/description of the part. If no name fills in, type a description.

5. The **Return** field displays the return code for the part. If the part is not on the price tape, type the return code for this part. Typical entries are **R** for returnable, **N** for non-returnable, or **∗** for last time returnable.

6. In **On Hand**, type the quantity in stock. This is the current quantity in stock from your pad. Changes in the on-hand quantities because of sales and restocking after the pad was sent in should be made after the inception is complete.

7. Use the **12-Weeks Sales** to record the quantity of this part you sold within the last 12 weeks.

8. In **Shelf**, type the shelf location within the bin where the part is located. The shelf is usually an alpha character (A to Z).

9. In **Drawer**, type the drawer location within the bin and/or shelf where the part is located. This field can contain up to four characters, and the entry can be made up of both alpha and numeric characters.

10. In **Last Sale**, type the date when the part was last sold.

11. In **Last Stock**, type the date when the part was last stocked.

12. If the part is on the price tape, the **List**, **Trade**, **Core**, and **Cost** automatically fill in from the price tape, but you can edit the prices as needed. If the part is not on the price tape, enter the prices.

13. Click **Save** to save the part information.

14. The screen will clear, and the **Bin Location** field will retain the bin number for the last part you entered so you can enter more parts for this bin.

15. Continue to add parts to this bin.

16. When you are ready to enter parts for the next bin number, click **Clear Screen For Next BIN**. The screen will clear completely.

17. Type the next bin number, and begin adding parts for that bin.

18. When you are finished adding parts for all the bins, click **Exit** to return to the Incept From Bin Count menu.

Editing a Part File

1. Type the part number or a partial part number in the **Part** field.

2. Click **Search**. Information for the first part that matches the numbers you entered fills in on the screen.

3. Click the arrows on each side of the **Search** button to scroll through the parts files.
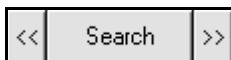
4. Click in a field, and edit the information as needed.

5. Click **Save** to save the changes.

Deleting a Part

1. Select the part.

2. Click **Delete Current Part**.

3. Click **OK** when prompted to verify you want to delete the record.

Print Inception Inventory

Use this button to print a complete list of the inventory files entered. This list is used to verify the information is correct before you update the parts files to the Master Inventory.

1. Click **Print Inventory Inception**.

2. 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.

3. Once you select your print type, click **Print**.

Print Duplicate Location List

This report is only available when you enter parts from a BIN list. It prints a list of part numbers you entered in more than one location. The system only allows a part to have one location. Unless you indicate otherwise, the system uses the last location you entered when updating the inventory inception.

1. Click **Print Duplicate Location List**.

2. When prompted to verify your printer is ready, select your print criteria.

Post Inception To Master Inventory

Use this button to post the inventory files to the Master Inventory. You should perform a system backup before updating the inventory as a precaution in case an error occurs during the update.

1. Click **Post Inception To Master Inventory**.

2. The system displays a message reminding you that you should have performed a daily backup before updating the inventory and that all of the other Parts workstations must be out of the system. Click **OK** to acknowledge the message.

> It Is Advisable To Do A Daily Backup Before Updating
>
> All Other Parts Stations Must Be Off During The Update
>
> Choose OK to continue
>
> OK

3. The system prompts you to verify you want to update the inventory files. Click **OK** to run the update (or **Cancel** to stop the update so you can run your backup if you haven't already).

> READY!
>
> OK To Update Inception?
>
> Cancel   OK

4. When the system is finished updating the files, it displays a message indicating you should run a price tape update and check your inventory files. Click **OK** to acknowledge the message.

> DONE!
>
> Done. Run The 'Price Tape Update' and Check Your Inventory!
>
> Ok

5. The system returns you to the Parts Inventory main menu.

Finishing Up

Once you have incepted your inventory, run a price tape update to ensure you have the latest parts data. Then, you should check your inventory files to ensure everything updated properly. See Chapter 3 for instructions running price tape updates and Chapter 4 for instructions on using the Master Inventory screen to view part information.

Chapter 3 Price Tape Updates

Periodically, manufacturers release price tapes that contain updated part information. Because prices and part numbers change frequently, the information in your Master Inventory may not be current. When you enter an OEM part number that is not in your inventory, the program pulls the information from the price tape files. If the part number is in your inventory, the system will not look at the price tape. Therefore, it is necessary to compare your inventory with the new price tape to ensure your inventory information is updated with the newest changes.

When Autosoft, Inc. receives the price tape from the manufacturer, Autosoft posts the price tape on the its web site so dealers can download the price tape. Updates are available to you on the first day of each month (or the first day of each quarter for quarterly dealers). You use the Price Tape menu to download the price tape and to update the price tape to your current inventory.

The only requirement to use the Web Price Tape Updates is a high-speed Internet connection. If you do not have a high-speed Internet connection, contact Autosoft, Inc. to make arrangements to receive your price tape updates on a CD. If you receive a price tape CD, you will install the price tape information through the Autosoft SuperDisk Utilities software. Please refer to your Autosoft SuperDisk Utilities manual for instructions on installing the prices tape. If you receive an interim price tape CD that contains a few changes to the part information, follow the instructions that accompany the CD.

Default Tape Parameters

Before your first price tape update, you use this button to set default pricing information that will be used when no information is available from the price tape. You will need to set price tape update defaults for each inventory source. Use the F5 key to select the sources as needed. The screen identifies the current source so you can ensure you are entering the correct parameters for each source.

Adding Default Tape Parameters

1. Click **Default Tape Parameters**. The OEM Price Tape Update Defaults screen appears.

2. Verify you are in the correct source. If necessary, use the F5 key to select a different source.

3. The top part of the screen is used to set parameters that will be used to determine the trade price if it is missing from the price tape. Decide which of the two pricing methods you want to use, and enter the percentage that will be used for that pricing method.

   A. The **Discount from List** option will calculate the part price as a discount from the list price. If you want to use this pricing option, type the percentage. If you do not want to use this method, type .00%. This indicates that the pricing option below should be used.

   If you select to calculate the price as a discount from the list price and the computed trade price is less than the markup from cost, the markup method will be used. Therefore, you _**must**_ enter a percentage in the next field to ensure that a price can be calculated in this event.

   If the list price is missing from the price tape, the system will use the fields at the bottom of the screen to calculate the list price that in turn will be used to calculate the trade price. These fields will only be used if you do not use matrix pricing. If you use matrix pricing, the list price will be taken from the matrix parameters.

B. The **Markup from cost** option will calculate the part price as a markup from the cost. Using this method generally provides a more predictable profit margin.

Type the percentage. Even if you do not want to use this method to calculate the trade price, you **_must_** enter a percentage in this field. If you select to calculate the price as a discount from the list price and the computed trade price is less than the markup from cost, the markup method will be used. Therefore, an entry in this field ensures that a price can be calculated in this event.

4. In **Parts with a cost up to**, type the dollar amount that marks the ending value for the first markup percentage. This setting will be used to calculate the list price of a part only if the list price is missing from the price tape.

5. The **Parts with a cost over** field automatically defaults to the same value set in previous field. Leave the entry, or type the dollar amount over which the second markup percentage applies. This setting will be used to calculate the list price of a part only if the list price is missing from the price tape.

6. In **Markup By**, type the markup percentage that will be used to calculate the list price for parts with a cost equal to or less than the amount in the "up to" field and a cost over the amount in the "cost over" field. This setting will be used to calculate the list price of a part only if the list price is missing from the price tape.

7. Click **Save** to save the parameters.

8. If applicable, select the next source, and enter the parameters for that source. Continue until you have entered parameters for all of your inventory sources.

9. When you are finished defining the parameters for all of your inventory sources, click **Exit** to return to the System Setup & Updates menu.

Editing Default Tape Parameters

1. Click **Default Tape Parameters**. The OEM Price Tape Update Defaults screen appears.

2. Verify you are in the correct source. Use the F5 key to select the inventory sources as needed.

3. The parameters for the source fill in on the screen.

4. Click in a field, and edit the information as needed.

5. Click **Save** to save the changes.

6. Click **Exit** to return to the System Setup & Updates menu.

Parts Pricing Updates From The Web

When you are ready to update your price tape each month, you begin by using this button to access parts pricing updates from the web. Remember, updates are available to you on the first day of each month (or the first day of each quarter for quarterly dealers). When the download is complete, you will need to update the inventory files using the **Update to Manufacturer's Price Tape** button.

Important: All workstations must be out of the Parts Inventory and Service Writing modules during the price tape update.

---

1. Click **Setup & Updates** on the Part inventory menu.

2. Click **Price Tapes Updates**. The Price Tape Updates menu appears.

3. Click **Parts Pricing Updates From The Web**.

4. Read the agreement, and click **I Agree** to accept the terms. (You must accept the terms in order to continue. If you click Close, the price tape update is aborted.)
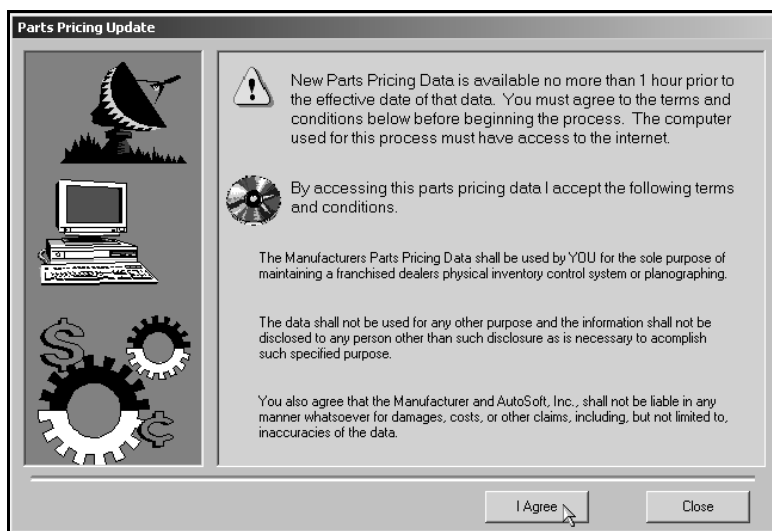
5. The system will connect to a secure site. The left side of the screen displays a list of the available price tapes based on the inventory sources you have set up in your Parts Inventory setup. Click the price tape you want to download.
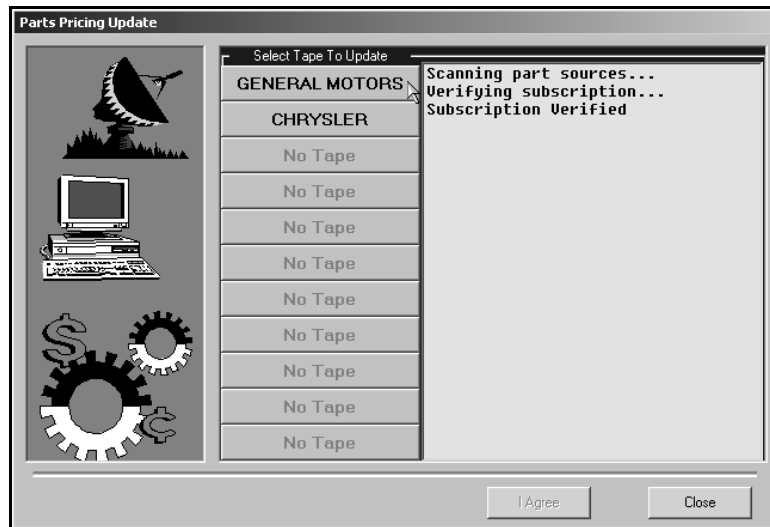
6. Click **Download** to begin downloading the price tape. The download may take several minutes.
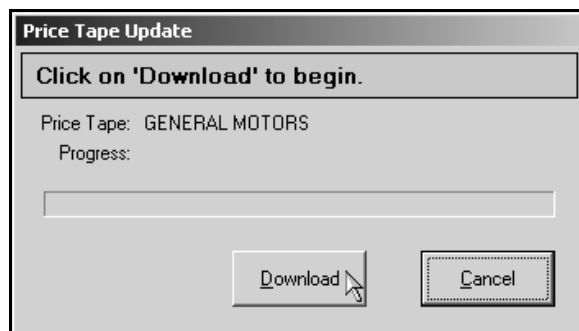
Important: If you receive an error that indicates the system was unable to get exclusive access to the price tape, click **OK** to acknowledge the message. Leave the screen at the Install prompt. Do not click **Cancel** on the install screen. If you click **Cancel**, you will have to download the price tape again. The error means that there is a workstation in the Parts or Service module. You must find the user and make him or her exit the program. When the user is out, you can click **Install** to continue the price tape installation.

7. When you see a message that reads, "Price tape successfully installed," click **Close**.
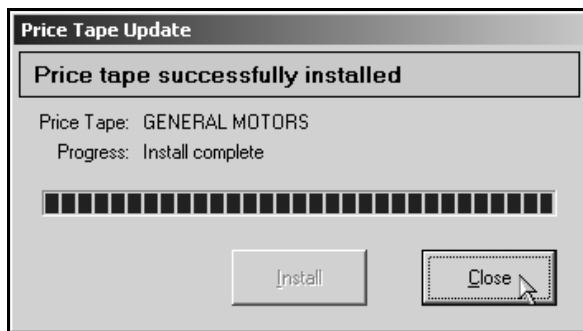
8. Click **Close** on the Parts Pricing Update screen.

9. The system reminds you to update your inventory. Click **OK** to acknowledge the message.

10. The system takes you back to the Parts Inventory main menu.

11. Click **Setup & Updates**.

12. Click **Price Tape Updates** to return to the Price Tape Update menu.

13. Update the price tape to your inventory. (See "Update To Manufacturer's Price Tape" for instructions.)

Update To Manufacturer's Price Tape

Once you download the price tape from the web (or load the price tape CD using Autosoft SuperDisk Utilities), you use this button to update the price tape information to your inventory. All Parts and Service workstations must be out of the system while the update is running.

1. Click **Update To Manufacturer's Price Tape**.

2. The system prompts you to change the inventory source if necessary. Click **OK** to acknowledge the message. Use the F5 key to select the source as needed.

3. The OEM Price Tape Update screen appears. Verify the information in each field. The information is pulled from the defaults set using the Default Tape Parameters button on the System Setup & Updates menu. Change the information as needed.

4. Click **Update Now**.

5. Click **OK** when prompted to verify you want to run the update.
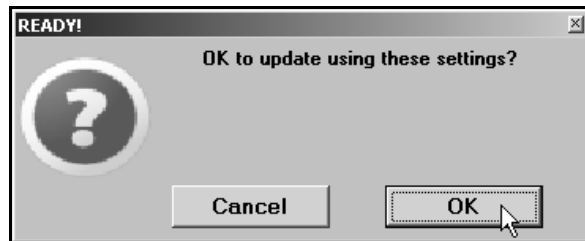
6. When the update is complete, the system displays a prompt reminding you to print the inventory changes reports. Click **OK** to acknowledge the message.
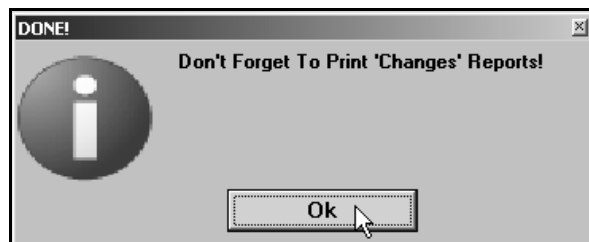
7. The system returns you to the Price Tape Update menu.

Printing Reports

The four "print" buttons on the menu allow you to print update reports. Each report provides different t information about the parts on the price tape updates and the parts in your inventory. Use the reports to ensure you inventory records are correct. You have the option of viewing the report on your screen or printing the report. 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**.

Print Number Changes From Last Price Tape

Once you update the price tape to your inventory, use this button to print a list of the latest supersessions that have been made by the manufacturer. Use this list to cross reference the old part numbers with the new part numbers.

Print Price & Number Changes From Price Tape

Use this button to print a list of all of the changes that occurred during the price tape update. Please be aware that this can be a lengthy report.

Print Parts Not Updated By Tape

Use this button to print a list of the parts that were not updated by the price tape update. The report will list the part numbers in your Master Inventory that are not in the current parts pricing files. These files require your attention to ensure the pricing information is correct.

Print Summary Of Inventory Value Change

Use this button to print a summary of the total inventory value changes from the parts price update. This allows you to track the appreciation or depreciation of your inventory because of the price changes. This may be useful to the Accounting Department so the necessary value adjustments can be made to the dealership's books.

Tip: Once you have updated the price tape and run the price tapes reports, you should also print an "Advanced Notice of Supersession" report. This report will include parts that have been flagged with the Return Code ∗. This report will only be useful if your manufacturer identifies parts on the price tape as "Last Time Returnable." The report provides a starting point for your next parts return.

1. On the Parts Inventory main menu, click **Reports**.

2. Click **Returns-Excess-Movement**.

3. Click **List Parts with Return Code**.

4. Leave ∗ as the default code.

5. Type the dollar amount you want to use as the limit for the report.

6. Type the number of days you want to use as the cut-off point, or leave the field blank.

7. When prompted to verify your printer is ready, select your print criteria.

Merge Auxiliary Price Tapes

This button advances you to the Auxiliary Price Tape Update menu. When the menu appears, you are reminded that you can use the F5 key to change the inventory source. Click **OK** to acknowledge the message.
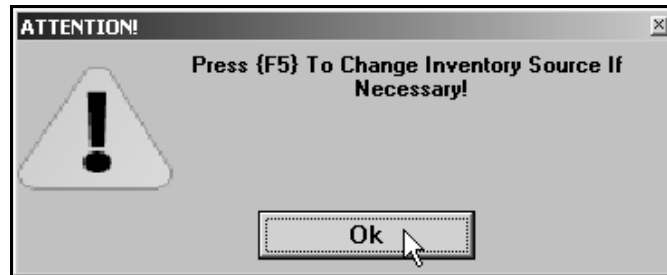
This menu is used to run an auxiliary update to merge any supplemental disks to the price tape files. If you receive more than one disk, you must merge all of the disks before updating your inventory.
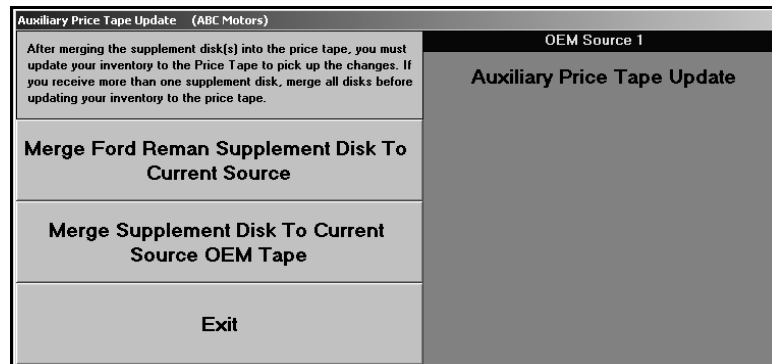
There are two options for merging auxiliary price tape information:

Merge Ford Reman Supplement Disk To Current Source: Use this button only when you receive an authorized Ford parts re-manufacturer supplement disk with files in a compatible format the system can read.

Merge Supplement Disk To Current Source OEM Tape: Use this button when you receive pricing information on a disk that needs to be added to the existing OEM price tape files. These updates generally come with their own supplemental instructions. This option only merges the pricing information to the tape file; it does not affect the pricing for parts currently in your inventory. You will need to use the **Update To Manufacturers Price Tape** button if you want to transfer the new information to the master inventory files.

The installation of subsequent OEM parts pricing files overwrites any existing parts pricing files for the source, including any supplemental data that had been merged. After installing and updating a parts pricing update, you should reload the latest supplemental pricing disk.

Merging the Disks

1. Place the supplemental disk in the appropriate drive.

2. Click the button that corresponds to type of supplemental disk you need to merge.

3. Type the drive letter and path for the supplemental disk. The field defaults to A, but you can edit the field as needed.

Load From Drive

Drive & Path For Pricing
Supplement Disk: A :

4. Click **OK** when prompted to verify you want to update the price tape.

READY!

OK To Update ?

Cancel   OK
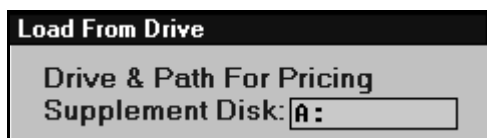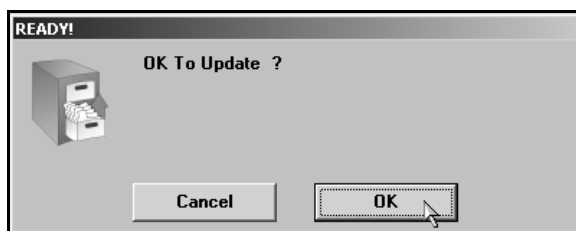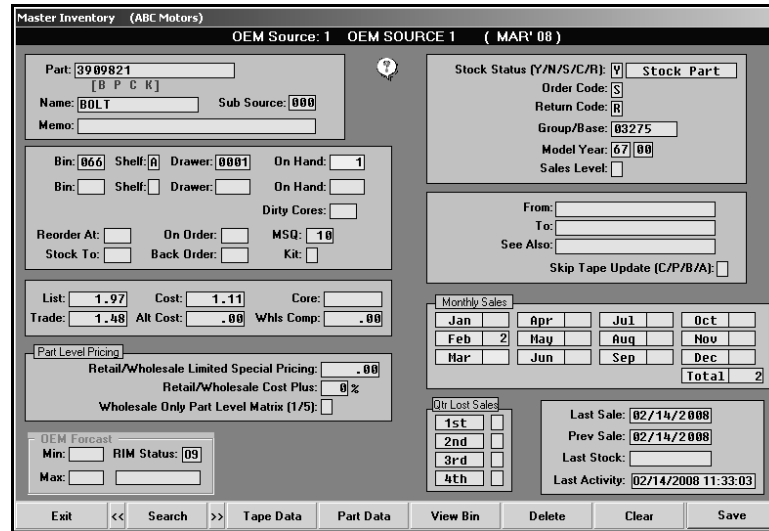
Finishing Up

Once your price tape updates are complete, you should always use the reports you printed from this menu to check your parts inventory records suing the Master Inventory option on the Parts Inventory menu. This is especially important for part numbers in your Master Inventory that are not in the current parts pricing files. Chapter 4 provides information about the Master Inventory screen and managing your inventory records.

Chapter 4 Master Inventory

The Master Inventory screen allows you to view and manage inventory information. This screen pulls information from your inventory files and the current price tape. You use the Master Inventory screen to add parts to your inventory, view information for parts that have already been added to the inventory, or view information from the current price tape.

When you open this screen, you will enter a part number in the **Part** field. If the part is in the inventory or on the price tape, the part information is displayed on the screen. If the part is not in the inventory or on the price tape, the screen will not display any information. Instead, the cursor will advance to the **Bin** field, and you will have to manually add the part information.

Adding a New Part

If you need to add a part that is not in your inventory or on the price tape, you must manually enter and maintain the information for the part.

1. Click **Master Inventory**. The Master Inventory screen appears.

2. Type the part number in the **Part** field. (If this part does not exist in the inventory or on the price tape, no information is displayed on the screen.)

3. Continue to enter the appropriate information in each field. The table on the following pages lists the fields on the Master Inventory screen and identifies the information required in each field. Use it to help you complete the screen.

4. Press ENTER to advance to the next field.

5. Click **Save** to save the part information.

Field	Information it requires
Part	Type the part number. You can also enter a partial part number, and click **Search**. The system will search for the first occurrence of this number. Click the arrows on each side of the **Search** button to scroll through the part numbers. This field holds up to 20 alphanumeric characters.
Name	This field displays the name/description of the part.
Subsource	If you use subsource management, type the subsource for the part. You create subsources using the **Subsource Management** option on the System Setup & Updates menu. If a part is associated to a subsource, the parameters defined for that subsource will be used when the part is sold or scanned for resupply. If a part is associated to a subsource that does not exist, the subsource parameters for subsource 000 will be used. If a part is not associated to any subsource, then subsource 000 will be used. Subsource 000 is the default subsource that comes preloaded in the system.
Memo	This field displays any additional information about the part that needs to be added. Up to 30 characters can be entered in this field. This information will be displayed whenever the part is added to a counter slip or repair order. Whenever the system adds a new record for a part that is not in the inventory and records the first sale, it records the document number and sale date in this field.
Bin	This field displays the bin number where the part is located. The field can contain up to three characters. Although the bin is usually numeric, ranging from 1 to 999, this field can contain alpha characters to accommodate special locations other than bins. There are two fields to accommodate dealers with two locations but one inventory file. This allows you to track the parts for each location separately. *Do not* use a mixture of the bin and shelf in this field. Be consistent when entering bin numbers. The system considers 001, 01, and 1 as different bins. Use leading zeros to fill this field if you want bin locations to be sorted in strict numeric sequence (as with a physical inventory).
Shelf	This field displays the shelf location within the bin where the part is located. The shelf is usually an alpha character (A to Z). There are two fields to accommodate dealers with two locations but one inventory file. This allows you to track the parts for each location separately.
Drawer	This field displays the drawer location within the bin and/or shelf where the part is located. This field can hold up to four alphanumeric characters. There are two fields to accommodate dealers with two locations but one inventory file. This allows you to track the parts for each location separately.
On Hand	This field displays the current stock on hand. This field holds up to four digits. *Do not use this field to receipt parts in your inventory*. There are two fields to accommodate dealers with two locations but one inventory file. This allows you to track the parts for each location separately.
Dirty Cores	This field indicates the dirty cores in stock. Dirty cores are added to inventory based on the entry in the **C** field on the counter Parts Sales and Service Line Parts screens. You can edit this field as needed.

Field	Information it requires
Reorder At	This field displays the lowest quantity you want in stock.
Stock To	This field displays the highest quantity you want in stock.
On Order	This field displays the quantity on order.
Back Order	This field displays the quantity on back order.
MSQ	This field displays the minimum sales quantity for parts that must be purchased in minimum package quantities. This information usually pulls from the Price Tape.
Kit	This field identifies a part as a kit. This information usually pulls from the Price Tape.
List	This field displays the manufacturer's suggested list price for the part. This value usually pulls from the Price Tape when available.
Trade	This field displays the manufacturer's suggested trade price. If this price is not included on the Price Tape, the value is calculated using parameters entered using the **Default Tape Parameters** button on the System Setup & Updates menu.
Cost	This field displays the amount you pay an OEM supplier for this part. In most cases, this value usually pulls from the Price Tape.
Alt Cost	This field displays the price you pay when the OEM part can be purchased from a wholesale distributor at a discounted rate.
Core	This field displays the amount of the returnable core and separate value. This value usually pulls from the Price Tape.
Whls Comp	This field displays the wholesale compensation amount for the part. This value usually pulls from the Price Tape.
Part Level Pricing	
Limited Special Pricing	This field is used to set limited special pricing on individual parts. Typically, this pricing is used for special sale pricing for service sales. If you want to use special sale pricing for counter sales, use the **More Operating Defaults** button on the System Setup & Updates menu to change the parameters.
Retail Cost Plus (%)	This field is used to set the percentage that should be used for cost plus pricing on the part as an alternative to using limited special pricing. Type the appropriate percentage.
Wholesale Only Part Level Matrix (1/5)	This field is used to apply the cost plus markup percentage from the parts matrix to calculate the selling price for a specific type of customer. The matrix levels are set through the **Wholesale Pricing Levels** button on the System Setup & Updates menu. Type the level you want to assign the part.
Stock Status {Y/N/S/C/R}	This is the stocking status of the part. Type the letter that corresponds to the stocking status for the part: **Y** if the part is normally stocked, **N** if the part is not normally stocked, **S** if the part is a special order part, **C** if the part number has changed, or **R** if the part has been returned within the last year.

Field	Information it requires
Order Code	The entry in this field is used to generate a specific type of order. The entry defaults to **S** for regular stock parts, but other entries can be added to meet the needs of your dealership.
Return Code	This field displays the return status of the part. Typical entries are **R** for returnable, **N** for non-returnable, or **∗** for last time returnable. This information usually pulls from the Price Tape.
Group/Base	This field displays the group or base the part is assigned. This information is used to group parts into related "families." This information usually pulls from the Price Tape.
Model Year	This field displays the model year range this part will fit. This information usually pulls from the Price Tape.
Sales Level	This field displays the manufacturer's sales or reorder level. This information is for informational purposes only and is not used to calculate orders. This information usually pulls from the Price Tape.
From	This field displays the part number that is being replaced with the part number displayed in the **Part Number** field.
To	This field displays the part number that is replacing the part number displayed in the **Part Number** field.
See Also	This field indicates if another part number is affected by the new part numbers in the **From** and **To** fields.
Skip Update (C/P/B/A)	This field is used to bypass the periodic price tape update. Type the letter that corresponds to what you want to bypass during the update: **C** for cost, **P** for list price, **B** for both, or **A** for all updates.
Monthly Sales	These fields display the quantity of the part sold each month and the total number of parts sold. The system automatically updates these fields as sales are posted.
Qtr. Lost Sales	These fields display the number of lost sales per quarter. The system automatically updates these fields as sales are posted.
Last Sale	This field displays the date this part was last sold. The system automatically updates this field as sales are posted.
Prev Sale	This field displays the date of the second to last time this part was sold. The system automatically updates this field as sales are posted.
Last Stock	This field displays the date the part was last stocked. The system automatically updates this field as parts orders are generated.
Last Activity	This date is automatically updated as the part is sold and stocked. This identifies the last time activity was recorded for this part.

Viewing and Editing Part Information

Once a part is entered into the inventory, or available on the price tape, you can recall the part information and edit it on this screen. When viewing information for existing parts, you should use this screen primarily as an information screen. *Do not* change part numbers or on-hand quantities on this screen.

1. Type the part number. You can search for a part by entering a partial part number and clicking **Search**. The system will search for the first occurrence of this number. Click the arrows on each side of the **Search** button to scroll through the part numbers.

2. The part information fills in on the screen.

3. If necessary, edit the information. Do not make changes to the part number or on-hand quantity.

4. Click **Save** to save the changes.

Viewing the Price Tape Data

Use the **Tape Data** button to view the price tape information for the selected part. This displays the price tape information on the Master Inventory screen rather than the information that was entered and saved for the part.

1. Select the part.

2. Click **Tape Data**.

3. The price tape data for the part fills in on the screen.

If you try to pull part data for a part that is not on the price tape, the system prompts you to indicate it cannot find information for the selected part on the price tape. Click **OK** to acknowledge the message.
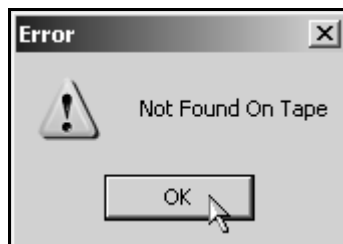
OEM Part Interface

Use the **Part Data** button to enter supplemental part data that is required for OEM interface. There are fields on this screen specific to Chrysler, General Motors, and Ford Dealers.

1. Select the part.

2. Click **Part Data**. The Supplemental Part Data screen appears.

3. Type the appropriate information in each field. The following table lists the fields on the Supplemental Part Data screen and identifies the information required in each field. Use it to help you complete this screen.

4. Click **Save** to save the information.

Field	Information it requires
Exclude Matrix Pricing (Y/N)	Indicate if the retail matrix should be used to determine the retail-selling price for the part. Type **Y** for yes or **N** for no.
Exclude From All Discounts (Y/N)	Indicate if the part should be excluded from all discounts. Type **Y** for yes or **N** for no.
Parts Locator Download Flag	Indicate if the part should be included or excluded in the "Download Inventory to Disk" utility. Type the flag used for the parts locator download. This field accepts any characters, but **E** and **∗** are the most common. Type **E** to always exclude the part from the download, or type **∗** to flag only the selected parts that you want to download.

Field	Information it requires
Part/Access/Other	Indicate if this is a part, accessory, or other item. Type **P** for part, **A** for accessory, or **O** for other. If you choose to change the default entry, you must coordinate the change with Accounting.
Defer Return By (+ Days)	Type the number of days that should be used to defer the part return. This is often needed for new model parts or IOP programs.
System Setup Date	Type the setup date for the Parts Inventory system.
First Stocking Date	Type the date you first stocked this part.
Chrysler Supercedence Suffix	Chrysler dealers should type the appropriate supercedence suffix for parts with a part number greater than eight digits.
Promotion Code	Type the appropriate promotion code for the part.
Price Symbol	Type the price symbol for the part.
Application Code	Type the application code for the part.
OEM Part Number Format	Type the OEM part number format.
GM Required Stocking Part Flag	General Motors dealers should type the stocking flag if this is a required stocking part. General Motors dealers should refer to their *General Motors Parts System and Critical Level Restocking* manual for information about critical level restocking.
Ford Prefix	Ford dealers should type the part's prefix.
Ford Base Number	Ford dealers should type the part's base/group number.
Ford Suffix	Ford dealers should type the part's suffix.
Ford Alpha Character In Base	Ford dealers should type the alpha character in the part's base/group number.
Last Activity	This date is automatically updated as the part is sold. This identifies the last time activity was recorded for this part.
Prior Year Sales	These fields display the quantity of the part sold each month during the previous year. The information is grouped into four quarters.

Viewing Parts in a Specific Bin

Use the **View Bin** button to view and print a list of the parts in a specific bin. If you click a part in the bin list, the part information is displayed on the Master Inventory screen. The screen will hold the last bin list displayed until you exit the Parts Inventory module.

Viewing the Bin List

1. Click **View Bin**. The View Parts For Bin screen appears.

2. Type the bin number you want to view. (If the number is less than three characters long, you must press ENTER.)

3. The screen displays a list of the parts in this bin. You can click any column header to sort the list based on that column. If the part list does not fit on the screen, use the scroll bars to scroll through the list.

4. By default, the list includes all parts in the bin. Click **Remove Zero O/H** to remove parts from the list that have an on-hand quantity of 0 (zero). The button turns yellow to indicate this is the display option. Click **Show Zero O/H** to include these parts in the list again.

5. Click the part you want to select. The part information is displayed on the screen.

Printing the Bin List

1. Click **View Bin**.

2. Type the bin number.

3. Click **Print List**.

4. When prompted to verify your printer is ready, select your print criteria.

Deleting a Part

Use the **Delete** button to delete a part from the inventory. Once you delete a part, you cannot recall the part information, so verify that you want to delete the part before using this feature. The only way to retrieve a deleted part is to manually re-enter the information.

1. Select the part.

2. Click **Delete**.

3. Click **OK** when prompted to verify you want to delete the record.

Understanding Supersession Files

A supersession file holds a list of parts that have changed from one part number to another. The process begins after you successfully complete the Parts Price Tape download at the beginning of the month (**Setup & Updates>Price Tape Updates>Update To Manufacturer's Price Tape**). After the update, the Parts Manager needs to decide whether to print the "Print Number Changes From Last Price Tape" list or the "Print Price & Number Changes From Price Tape" list. Both of these lists will provide a list of part numbers that have changed and provide the parts manager the opportunity to decide the next course of action for those parts that have changed numbers.

Then, the Parts Manager will need to process the supersession information using the Parts Number Change menu (**Setup & Updates>Part Number Changes**). The first three buttons on this menu allow changes to the parts individually. The **Move ALL Data From Changes On Last Tape** option allows you to process all the supersession information for all the changed parts at one time instead of having to review each part number and change it individually. This process flags the superceded parts with a stock status of **C**.

For Chrysler dealers who participate in the 5300 program, the DCID 5300 adds all parts with a stock status of **C** and an on-hand quantity of **0** (zero) to a list. This list of parts is sent in the Supersession file to DCID 5300 through the Autosoft DCID 5300 program, which resides on a computer at your dealership. When this file is missing or corrupted, Mopar will contact you and/or your Autosoft, Inc. 5300 support personnel for resolution.

When you update from price tapes and there is a change in a part number, the system displays a message to inform you the part number has changed. Click **OK** to acknowledge this message.
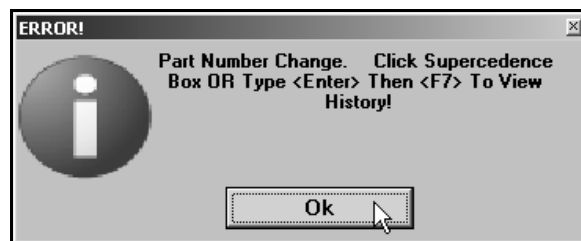
The system displays a red box next to the **From** field. The **To** field displays the new part number. When you click the "'Click' Here To View History" message (or press F7), the system displays the supercession history for the part. To view information for a part in the supercession history, click the part in the list, and click **Select**. The Master Inventory screen will display the part information.

Timeout Feature

The Master Inventory screen has a "time out" feature that automatically closes the screen if the screen remains idle for five minutes. This means that if the screen is open but no activity is taking place on the screen (no information is being added), the system closes the screen after five minutes and returns you to the Parts Inventory menu. This feature helps to prevent file lockout. Once a file is open on one computer, it cannot be accessed from another computer. Therefore, this feature helps regulate access to inventory files in the event users walk away from their desk or tend to other tasks while an inventory file is open on their screen.

Chapter 5 Wholesale Customers

You can create a database of wholesale customers. As you enter the wholesale customers in the system, you assign the customer wholesale pricing levels (as defined using the **Wholesale Pricing Levels** button in the Parts Inventory System Setup). When you select to generate a counter ticket for an existing wholesale customer, the system automatically pulls the customer's pricing information and uses it to calculate the parts prices for the sale. This save you the trouble of having to manually figure the discount for each customer.

Accessing the Wholesale Customers Menu

You enter wholesale customers using the Wholesale Customers menu in the Special Inventories area of the Parts Inventory module. In addition to entering customers, this menu provides options that allow you to print wholesale customer lists and mailing labels and generate mailing lists.

1. Click **Special Inventories** on the Parts Inventory menu. The Special Inventories & Maintenance menu appears.

2. Click **Wholesale Customers**. The Wholesale Customers menu appears.
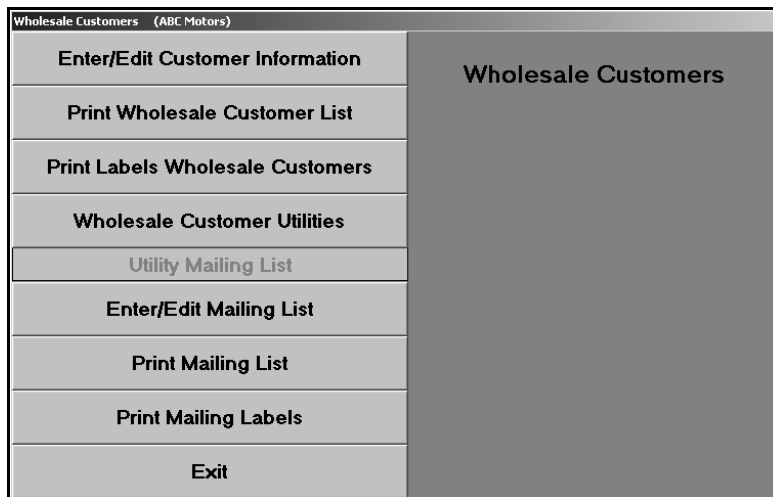
Enter/Edit Customer Information

Use this button to enter wholesale customers. If you are integrated with the Accounting module, you can access the accounts receivable customer information entered into the system. All you have to do is enter any additional wholesale information. If you are not integrated with Accounting, you will have to manually enter the wholesale customers.

Pulling Customer Information from the Accounting Program

If you are integrated with the Accounting program, you can pull customer information instead of having to manually enter all of the information.

1. In **Customer No.**, type the customer number.

    You can also search for a customer by clicking **List**. Press the letter on your keyboard that corresponds with the letter of the customer's last name/prominent name. A list of customers whose name begins with that letter appears. Click the customer in the list whose information you want to view.

2. The customer's information fills in on the screen.

3. Enter any additional information.

4. The fields under **Purchases** appear based on the Operating Parameters set in the Dealership Accounting module. If the Accounting Department restricts the Parts Department from having access to the accounts receivable balances, these fields will not appear on this screen. The system automatically updates the fields at the bottom of the screen as sales and payments are posted to the customer's account.

5. The **Account Balance** fields under **Purchases** display the account balance and break the balance into the appropriate aging categories.

6. Click **Save** to save the information.

Manually Entering Customers

If you are not integrated with the Accounting module, or a customer has not been entered in the Accounting module, you must manually enter all of the customer's information.

1. In **Customer No.**, type the customer number you want to assign the customer. Be sure that you use the same numbering system the Accounting Department uses to assign customer numbers. Autosoft recommends using the first four letters of the customer's last/prominent name and the first two numbers of the customer's address (or telephone number, etc.). For example, Steve Smith who lives on 555 Main Street would be assigned a customer number of SMIT55.

2. In **Name**, type the customer's name.

3. Next, type the customer's street address, city, state, and ZIP Code/Postal Code.

4. Use the **Memo** field to type any additional information about the customer that needs to be entered. The memo will display on the Counter Parts Sales screen. This field holds up to 30 characters.

5. Type the customer's phone number and fax number.

6. In **Temp/Perm/Ref (T/P/R)**, type the letter that corresponds to the type of account.

    *   Type **T** for temporary. A temporary account is automatically deleted one month after the balance reaches zero.

    *   Type **P** for permanent. A permanent account remains in the system permanently, regardless of the balance or activity.

    *   Type **R** for reference. A reference account remains in the system permanently, regardless of the balance or activity.

7. Use the **Taxable** field to indicate if the customer's parts purchases can be taxed. 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.

    *   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.

    If the customer is eligible for a tax rate other than the rates associated with the default tax rates set in the Operating Parameters, type the rate that needs to be used for this customer in the **Special Tax Rate** field, and the system will use this value to calculate the tax. The rate entered in this field will *always override* any other setting. Make sure A, B, C, Y, 1, or 2 appears in the **Taxable** field to ensure the system will calculate tax.

8. If the customer is eligible for a special tax rate, type the code that identifies why the customer qualifies for the tax set in the **Tax Code** field. The code prints on sales tax reports.

9. If the customer is tax exempt, type the customer's tax ID in the **Tax ID** field.

10. In **Classification**, type the customer classification code you want to use for this customer. Customer classifications are codes such as D for Dealer, E for employee, or W for wholesale. You created these classifications using the **Wholesale Pricing Levels** button on the System Setup & Updates menu. See Chapter 1 for more information on customer classifications.

11. In **Wholesale Level**, type the wholesale level you want to use for this customer. Wholesale pricing levels can be 1 through 4 and correspond to up to four pricing tiers. You created pricing levels using the **Wholesale Pricing Levels** button on the System Setup & Updates menu. See Chapter 1 for more information on wholesale pricing levels.

12. Use the **Credit Limit** field to specify the customer's credit limit. The system will prompt the user when the credit limit is reached

13. Use the **Wholesale Comp** field to indicate if this customer is eligible for wholesale compensation. Type **Y** for yes or **N** for no. If you type **Y** in this field, type the customer's wholesale compensation code in the **Wholesale Comp Code** field. This is required if you participate in the OEM wholesale compensation program. When the counter sale is processed, this information is pulled to the WINS/Comp report file as the Fleet Customer Type.

14. In **Distance To Deliver**, type the mileage required to deliver to this customer. This may be useful when determining the customer's discount.

15. The fields under **Purchases** appear based on the Operating Parameters set in the Dealership Accounting module. If the Accounting Department restricts the Parts Department from having access to the accounts receivable balances, these fields will not appear on this screen. The system automatically updates the fields at the bottom of the screen as sales and payments are posted to the customer's account.

16. The **Account Balance** fields under **Purchases** display the account balance and break the balance into the appropriate aging categories.

17. Click **Save** to save the information.

Tip: Use the **Memo Data** button to record memo information for the customer. The memo information is available for viewing when creating generating counter slips. This block holds up to 512 characters. Click **Save** to save the information.

Print Wholesale Customer List

Use this button to print a list of the wholesale customers. For each wholesale customer, the printout lists the customer's customer number, name, address, phone number, classification, and wholesale level. It also lists the total of monthly purchases and year-to-date purchases, as well as the date of the last purchase.

1. Click **Print Wholesale Customer List**.

2. When prompted to verify your printer is ready, select your print criteria.

Print Labels Wholesale Customers
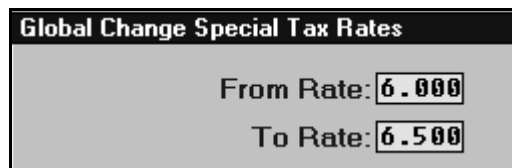
Use this button to print mailing labels for all of the wholesale customers.

1. Click **Print Labels Wholesale Customers**.

2. When prompted to verify your printer is ready, select your print criteria.

Wholesale Customer Utilities

This button advances you to the Wholesale Customer Utilities menu. Currently, you can only use this menu to change the special tax rate. This allows you to replace one tax rate with another tax rate. The system will find each wholesale customer file that has been assigned the old rate and replace the rate with the new rate you specify. This saves you the trouble of having to manually edit each customer's file.

1. Click **Wholesale Customer Utilities**. The wholesale Customer Utilities menu appears.

2. Click **Global Change Special Tax Rates**.

3. Type the original tax rate in **From Rate**.

4. Type the new tax rate in **To Rate**.

5. Click **OK** when prompted to verify you want to change the rate.
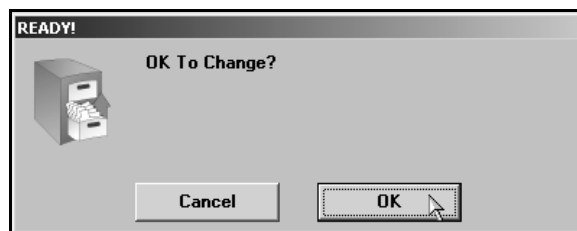
6. Click **Exit** to return to the Wholesale Customers menu.

Enter/Edit Mailing List

Use this button to open the Utility Mailing List screen to *manually* create a list of names that can be used to print mailing lists and labels. You assign each customer a class (body shop, garage, dealers, retail outlet, etc.). You can then use the entire list or a selected class to print lists and labels for marketing purposes. Since you are manually adding customers to this list, you do not have to edit the entire A/R account database, so you have more control over which customers appear on each list and on the labels you print.

Adding a New Customer to the Mailing List

1. In **Customer Number**, type the customer number you want to assign this customer. Use the first four letters of the customer's last/prominent name and the first two numbers of the customer's address (or telephone number, etc.).

2. In **Class**, type the classification you want to assign this customer. This classification separates the customers into different lists so you can print lists and labels based on the classification.

3. In **Name**, type the customer's name.

4. Next, type the customer's street address, city, state, and ZIP Code/Postal Code.

5. In **Attn**, type the name that should print on the salutation line of mailers sent to this customer.

6. Type the customer's phone number.

7. Click **Save** to save the information.

Pulling a Wholesale Customer to the List

1. Type the customer number in the **Customer Number** field.

2. The customer's information fills in on the screen.

3. In **Class**, type the classification you want to assign this customer. This classification separates the customers into different lists so you can print lists and labels based on the classification.

4. In **Attn**, type the name that should print on the salutation line of mailers sent to this customer.

5. Click **Save** to save the information.

Recalling Customers on the Generated List

1. Click **Search**.

2. Press the letter on the keyboard that corresponds with the customer's last name/prominent name.

3. A list of customers that have been added to the list whose last name begins with the letter is displayed.

4. Click the customer you want to select.

5. The customer's information fills in on the screen.

Deleting a Customer from the List
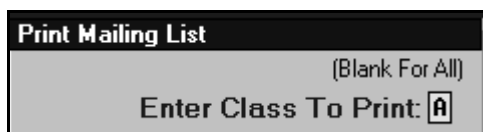
This only removes the customer from the utility mailing list. This does not delete the customer from the system.

1. Select the customer.

2. Click **Delete**.

3. Click **OK** when prompted to verify you want to delete the record.

Print Mailing List

Use this button to print the utility mailing list. This is the list you created using the **Enter/Edit Mailing List** button. You have the option of printing the list for a specific classification.

1. Click **Print Mailing List**.

2. Type the classification you want to use for the list. If you want to print a list of all of the customers, leave the field blank, and press ENTER.

> **Print Mailing List**
>
> [Blank For All]
> **Enter Class To Print:** A

3. When prompted to verify your printer is ready, select your print criteria.
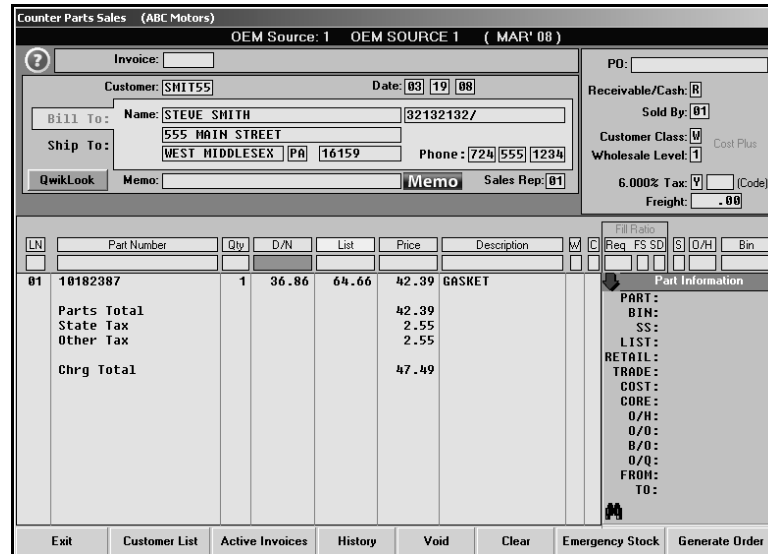
Print Mailing Labels

Use this button to print labels for customers on the utility mailing list. This is the list you created using the **Enter/Edit Mailing List** button. You have the option of printing labels for a specific classification.

1. Click **Print Mailing Labels**.

2. Type the classification you want to use for the list. If you want to print a list of all of the customers, leave the field blank, and press ENTER.

3. When prompted to verify your printer is ready, select your print criteria.

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 form 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 bed 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 supercession information, you can click the "From" or "To" lines in the **Part Information** section (or press F7) to view the supercession 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.

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.

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.

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	
10280480	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: [   ]

"Click" Line For Detail --->

Part Number   Qty Src O/H

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 you 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.

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: [   1]
                          P.O. Number: [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.

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
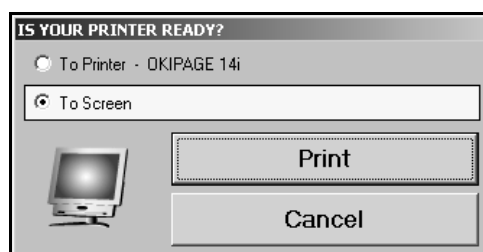
Once you are finished posting counter slips for the day, you update the counter slips to Accounting. When you click **End Of Day Update** on the Parts Inventory main menu, the Daily Counter Sales Update menu appears. You use this menu to update counter sales. If you want to print sales reports, you must 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 form 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.

Chapter 7 Service Sales

The Service R/O Parts menu is used to add parts handled through the Service Department to the repair orders. The first two menu options are used to add parts, sublets, gas, oil, and grease to the repair orders. The third menu option allows you to create sublet purchase orders. The last two menu options are used to manage the repair orders.

The amount of information you need to enter for each service part sale depends on if you integrate with the Service Writing module. (You indicated if you integrate with Service Writing on the More Operating Defaults screen in the Parts System Setup.) If you integrate with Service Writing, you can pull a repair order the Service Department entered. If you do not integrate with Service Writing, you will have to manually enter the information for each repair order. Either way, the process for adding parts is quick and easy.

Generally, repair orders are started at the Service Desk, and the hard copy of the repair order is given to the technician. When the technician brings the repair order to the Parts Counter, you use the **Line Parts** button on the Service R/O Parts menu to add parts. If you integrate with the Service Writing Program, you will be able to pull up the repair order and all of the information entered for the service.

When you charge out parts from the inventory to a repair order, the parts' cost and price will default to the information set in the price matrix, and the inventory is automatically adjusted. The reverse is true when parts are returned. The part is removed from the repair order and restocked into the inventory.

If you integrate with the Service Writing module, the parts are automatically printed when the repair order is closed at the Service Desk. The completed document goes to Accounting so it can be posted to the books.

If you use subsource management, you specified the pricing you wanted to use for the subsource and whether the pricing should be applied to parts added to repair orders and body shop repair orders when you created your subsources. This is the information specified under **Pricing** on the Subsource Management screen. When you add a part to one of these documents, 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.

Line Parts

Use this button to open the Service R/O Parts screen. This screen is used to charge parts to service repair orders. If you integrate with the Service Writing module, the repair order must be entered at the Service Desk before you can pull it to this screen. If you do not integrate with Service Writing, this screen automatically opens when you click **Service Part Sales** on the Parts Inventory menu. You must manually enter all of the information on this screen.

> **Tip:** You can click the car icon next to the VIN or press F10 while working on the Service R/O Parts screen or the Lubricants/Sublet screen to view the VIN decoding data. This provides detailed information for the vehicle based on the VIN. The system will warn you if the VIN is invalid.

Adding Parts to a Repair Order

1. Click **Line Parts**. The Service R/O Parts screen appears. If you do not integrate with Service Writing, this screen automatically opens when you click **Service Part Sales** on the Parts Inventory menu.

2. In **R/O**, type the repair order number. You can also search for a repair order by clicking **R/O List**. A list of repair orders appears. Click on the repair order you want to select.

> **Tip:** Once you pull a repair order to the screen, the vehicle's VIN is saved on the Windows Clip Board. This allows you to right-click and paste the VIN to any field, including Web sites, catalogue applications, etc.

3. The information for the selected repair order fills in on the screen. The top section of the screen displays the repair order information entered by the Service Department.

4. If there is memo data in the customer's file, the **Memo** button to the right of the **R/O** field will display a green check mark. If the customer's file contains no memo data, this button displays a red minus sign. To view available memo data, click the **Memo** button. Click **Close** to close Customer Memo screen. To add memo data, click the Memo button, type the information, and click **Save**. The memo block holds up to 512 characters. The memo data will also be available in the Service Writing module on all the repair order screens and on the Customer Information screen.

5. The **Salesman** field fills in with the salesman number based on the user ID entered at startup. Change the number as needed.

6. The **Price Code** field is automatically skipped. If you need to enter a code, click in the field, and type the appropriate code/letter. These codes are set using the **Wholesale Pricing Levels** button on the System Setup & Updates menu (R for retail, W for wholesale, etc.).

7. The **Discount Level** field is automatically skipped. If you need to enter a discount level, click in the field, and type the appropriate level (1-4). Discount levels are set for each discount/price code entered using the **Wholesale Pricing Levels** button on the System Setup & Updates menu. If you are adding a discount in this field, you cannot add a discount in the **Special Parts Discount** field.

8. The **Special Parts Discount** is also automatically skipped. If you need to enter a discount, click in the field, and type the appropriate discount. If you are adding a discount in this field, you cannot add a discount in the **Discount Level** field.

9. If parts have been added to the repair order, they are listed at the bottom of the screen.

10. The program automatically assigns line numbers as parts are added to the R/O and displays the line number in the **LN** field.

11. In **Part Number**, type the part number for the part you are adding to the repair order, and press ENTER. The **Part Information** section displays part information for the part number you enter. Click the **Part Information** label to hide the part 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 supercession information, you can click the "From" or "To" lines in the **Part Information** section (or press F7) to view the supercession 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**.

12. The **Cost**, **Price**, **Description**, **S** (Source), **O/H** (on-hand quantity), and **Bin** fields automatically fill in from information in the Master Inventory file.

13. In **Qty**, type the quantity of the part needed.

14. In **R**, type the repair number for the part. This number corresponds to the conditions that have been added to the repair order. You must assign a repair number to every part. If the part is for a warranty repair, the **Price** field will adjust based on the cost plus percentage entered for the model year in the Operating Defaults in the Parts system Setup.

15. The **T** field automatically fills in with the repair type for the selected repair number. This field displays **C** for customer pay, **W** for warranty, **I** for internal, **Q** for quick lube, or **N** for new car road ready.

    You can change the repair type on a part as long as there is a labor line with the same repair type. If you change the repair type, you are prompted to verify you want to change the repair type. Click **Yes**. The system displays a message indicating the change will not affect parts previously added to the repair. Click **OK** to acknowledge the message.

16. Use the **F** field to identify the failed part. Type an **F** or **X** to mark the failed part.

17. Use the **W** field to indicate if the part is eligible for Wholesale Compensation. Type **Y** for yes or **N** for no. The system keeps a list of all wholesale parts sold.

18. 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. The system will display a message that there are outstanding cores when the Service Department brings up the R/O on the Close Parts screen in the Service Writing module.

    - **R** for returned: A dirty core will bed added to the inventory. If the entry in this field was R for returned when the part was added to the R/O and the R/O is edited and the entry changed to O for outstanding, a dirty core will be subtracted from inventory.

    - **C** for charge customer.

19. The **Fill Ratio** fields are used to track how you are filling the parts orders. This information is used to generate reports to help you evaluate your fill ratio. These fields are for reporting purposes and do not affect the on-hand quantity. The system will fill in these fields based on the information it finds in your Master Inventory. The accuracy of the default entries depends on the accuracy of your inventory files.

    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.

20. Once you complete the **Fill Ratio** fields, the system files the line. The part is displayed in the list on the bottom part of the screen.

Tip: Once you enter the part number and quantity, you can press END to add the line to the repair order without having to advance through the additional fields. If you press END, the **R**, **T**, **F**, and **Fill Ratio** fields automatically fill in with default values. If this information is not correct, click the part line to edit the information.

---

21. Continue to add part to the repair order as needed. As each part is processed and added to the list, the cursor returns to the **Part Number** field for the next part line.

22. At this point, you have two options:

- Click **Save** to save the information and clear the repair order from the screen.

- Click **Next** to advance to the Lubricants/Sublet screen to enter sublet to the repair order.

Tip: Use the **QwikLook** button to open the QuickLook screen. Use it to view detailed part information. This information pulls from the Master Inventory file for the part. See page 7:9 for more information.

Posting Tire Tax

In order to post tire tax, you must make sure that the Integrated Service Sales Parameters in Accounting specify which General Ledger accounts the tire tax should post to and that the Operating Parameters for each inventory source specifies the default tire tax per tire. When you pull the repair order on the Review and Print screen, the system automatically displays the tax in the **Tire Tax** field. The tax prints separately on the repair order. When the Service Department performs the Daily R/O Update, the system posts the tire tax to the General Ledger account specified in the Integrated Service Sales Parameters in the Accounting module.

1. Pull the repair order.

2. 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.

3. The **Price** field automatically fills in with the default tire tax entered for the current inventory source.

4. 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, but the total tire tax will not display on this screen.)

5. Type the repair number for the repair that requires the tire tax. The repair type defaults to the repair type set for the selected repair.

6. Save the repair order.

Editing a Part Line

Once a part is added to the repair order, you can edit the part information as needed.

1. Click the part in the list. The part information fills in the fields on the working line.

2. Click in a field, and edit the information as needed.

3. Press ENTER to advance through the remaining fields until the part is filed, or click END to file the part without advancing through the fields.

4. The part line reflects the changes you made.

5. Click **Save** to save the repair order when you are finished.

Removing a Part Before Saving the Repair Order

1. Click the part in the list.

2. Click in the **Part Number** field, delete the part number, and press ENTER.

3. The system warns you that you deleted the part number. Click **OK** to continue.

4. The part is removed from the list.

Removing/Returning a Part from a Saved Repair Order

1. Select the repair order.

2. Click the part in the list.

3. Click in the **Qty** field, and type 0 (zero) as the quantity (or the number returned from a multiple quantity sale).

4. Press ENTER to file the part.

5. Click **Save** to save the repair order. The part is removed from the repair order.

Returning Dirty Cores

When a customer returns a core, you need to ensure you inventory is updated. If you are returning a core on a repair order that is still open, all you need to do is recall the repair order and edit the **C** field from **O** or **C** to **R**. For core returns on closed repair orders, you will need to process the return on the Counter Parts Sales screen.

Logging a Lost Sale

Like with counter sales, you can log lost sales from the screen.

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.

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.

Printing the Part Sales

You can print a list of the parts on a repair order for your reference. This printout is useful since the parts are not printed on the repair order until after the repair order is closed.

1. Select the repair order.

2. Click **Print Parts**.

3. When prompted to verify your printer is ready, select **To Printer** to print the information or **To Screen** to view the information on your screen.

4. Once you select your print type, click **Print**.

5. The printout lists the R/O number, service date, customer's control/account number, and customer's name. For each part on the repair order, the printout lists the part number, quantity sold, part description/name, cost, sale amount, and extended amount. The bottom of the printout displays the total cost and sale for all of the parts on the selected repair order.

```
                              ABC Motors
        Parts On R/O 40332


                            R/O Parts Sales

        R/O No. 40332


        Control: SMI126476    STEVE SMITH


         P/N              Qty    Desc.           Cost    Ext.      Sale    Ext.

         89017342          1     FILTER          3.99    3.99     11.17   11.17
         15107205          1     PLUG            2.10    2.10      7.36    7.36

                                                       --------          --------
                                                          6.09             18.53
```

Using the QwikLook Button

Use the **QwikLook** button to display the QwikLook screen. This button allows you to view detailed part information without leaving the Service R/O Parts 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.

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 Service R/O Parts screen.

Viewing a Customer's Service History

Once you pull a repair order to the screen, the QwikLook button becomes the History button. You can use the History button to view the customer repair history and to view summaries of previous repair orders.

1. Click **History**.

2. A list of repair orders for the customer is displayed. Click a repair order to view the finished R/O. A summary of the repair order opens on your screen.

3. If you select to view a repair order in the list that is too old, you will receive a message indicating that there is no data available for the selected R/O. Click **OK** to acknowledge the message.

4. Click **Back** to return to the Service History list.

5. Click **Close** to close the customer's history.

Pulling Parts from the Order Que

Use the **Order Que** button to view the Order Que and pull parts to the repair order. This can only be done before you select the repair order, so you will have to pull the Order Que parts before pulling the repair order to the Service R/O Parts screen.

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.

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	
10280480	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	

Pull Order Que Orders   (ABC Motors)

"Click" Column Header To Sort

"Click" Document From List To Process

Document:

"Click" Line For Detail --->

Part Number   Qty Src O/H

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 detail 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 repair order.

6. Click **OK** when prompted to verify you want to pull the order.

7. Type the repair order number, or use the **R/O List** button to select the repair order.

8. The parts will be added to the repair order.

Pulling Customer Quotes

You can pull parts from a customer quote to the repair order. 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 repair order.

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 repair order.

5. Click **OK** when prompted to verify you want to pull the order.

6. Type the repair order number, or use the **R/O List** button to select the repair order

7. When prompted, type the repair number for the repair that requires the parts.

8. Enter the **Salesman Code**, **Price Code**, **Discount Level**, and **Special Parts Discount**.

9. When the cursor advances to the Part Number field, the parts on the kit will be added to the repair order.

10. Add any additional parts as needed.

Pulling Part Kits

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

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. Type the repair order number, or use the **R/O List** button to select the repair order.

7. When prompted, type the repair number for the repair that requires the parts.

8. Enter the **Salesman Code**, **Price Code**, **Discount Level**, and **Special Parts Discount**.

9. When the cursor advances to the Part Number field, the parts on the kit will be added to the repair order. 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.

10. The W field for parts kits parts displays & to help quickly identify parts kit parts. Parts kits parts do not need to be processed individually like parts added through the Service module (parts that display # in the W field). The parts are automatically processed when the parts kit is pulled to the repair order.

11. Add any additional parts as needed.

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 sets the quantity to 0. The parts kit price will be reduced by the cost of the part you removed from the kit. The part will be removed from the list when you save the R/O.

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 sets the parts kit quantity to 0. The kit will be removed from the R/O when you save it.

Emergency Stock

Once a repair order is pulled, 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.

Viewing Part Information

1. Make sure the correct part number appears in the **Part Number** field on the Service R/O Parts screen.

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 Service R/O Parts screen.

Emergency Stocking a Part

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: [  1 ]
                            P.O. Number: [063004]
   ```

5. Click **Save**.

Viewing the Finished Repair Order

Use the **View R/O** button to view the finished repair order. This allows you to view the totals for the information that has been posted to the repair order up to this point.

Gas–Oil–Grease–Sublet

Use this button to open the Lubricants/Sublet screen. This screen is used to charge bulk lubricants and other non-parts inventory items to a repair order. You can use the **Previous** button to return to the Service R/O Parts screen and the **View R/O** button to view the finished repair order.

1. Click **Gas-Oil-Grease-Sublet**. (You can also press **Next** on the Service R/O Parts screen.). The Lubricants/Sublet screen appears.

2. In **R/O**, type the repair order number, or search for a particular repair order by clicking on the **R/O List** button (or by pressing the F3 key). A list of repair orders appears. Click on the repair order you want to select. (If you advanced to this screen by clicking **Next** on the Service R/O Parts screen, the repair order information is automatically displayed on the screen.)

3. The repair order information fills in on the screen.

4. Under **Lubricants**, type the quantity (**Qty**) of each lubricant. The cost and sale amounts automatically fill in based on the quantity entered.

5. In **R**, type the repair number for the repair that required the lubricant.

6. Under **Sublet**, use the drop-down list to select the sublet.

```
┌─┌────────┐──────────────────────────┐
│ │ Sublet │                          │
│ └────────┘                          │
│┌───────────────────────────────┬─┐ │
││Sublet Codes                   │▼│ │
│├───────────────────────────────┼─┤ │
││DNTP THE DENT PROS             │▲│ │
││DNTS STEVE'S BODY SHOP         │ │ │
││GLAS THE GLASS GALLERY         │ │ │
││GRAN NEWMAN'S GRAPHICS         │ │ │
││GRAP PIONEER GRAPHICS          │ │ │
││SHCH SPECIAL HANDLING CH       │ │ │
││TOWA ARNOLD'S TOWING           │ │ │
││TOWC C&C TOWING                │▼│ │
│└───────────────────────────────┴─┘ │
└─────────────────────────────────────┘
```

7. The cursor becomes a yellow folder. Click in a **Code** field to drop the item.

```
┌─┌────────┐──────────────────────────┐
│ │ Sublet │                          │
│ └────────┘                          │
│┌───────────────────────────────┬─┐ │
││SHCH SPECIAL HANDLING CH       │▼│ │
│└───────────────────────────────┴─┘ │
│┌────┬─────────────────┬─┬─┬──────┐  │
││Code│  Vendor/Description│R│T│ P.O. │ │
│├────┼─────────────────┼─┼─┼──────┤  │
││ 📁 │                 │ │ │      │  │
│├────┼─────────────────┼─┼─┼──────┤  │
││    │                 │ │ │      │  │
│└────┴─────────────────┴─┴─┴──────┘  │
└─────────────────────────────────────┘
```
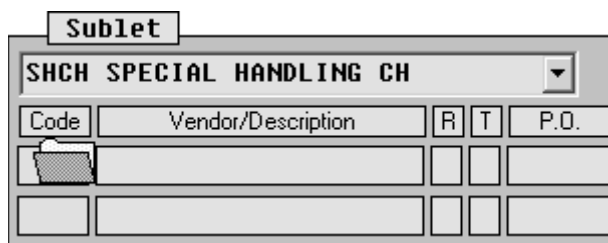
8. The **Description**, **LOP**, **Sale**, and **Cost** fields automatically fill in with the information entered for the sublet code in the Parts System Setup.

9. In **R**, type the repair number for the repair that required the sublet.

10. In **P.O.**, type the purchase order number. If you press ENTER to advance through this field, the repair order number defaults as the purchase order number.

11. Type the sales tax percentage (**Tax %**), labor operation (**LOP**), fail code (**Fail**), and daily rental days (**DRD**).

12. When you are finished entering information, click **Save**.

Sublet Purchase Orders

You use this screen to post sublet purchase orders. You may exit this screen while a partial purchase order is posted. The system displays a message when you exit and warns you that you have not saved the entry. You may exit the screen or choose to clear the transaction at this time. If you exit, the partial purchase order will automatically display when you return to the screen. This function is "client" dependant, so the purchase order is only saved on this computer and for this operator ID. The transaction remains until you complete and save it or until you clear it.

Generating a New Purchase Order

1. Click **Sublet Purchase Orders**. The Sublet Purchase Orders screen appears.

2. The system automatically assigns a purchase order number when you save the transaction. The number will display in the P.O. Number field.

3. The system date automatically fills in the **P.O. Date** field. You can edit the date as needed.

4. In **Requested By**, type the name of the person who requested the purchase. This is a required entry.

5. In **Ship Via**, type the shipping method.

6. Use the **Memo** field to enter any additional information about the purchase as needed.

7. In **R/O Number**, type the repair order associated with the purchase. This must be a valid repair order number.

   You can click **R/O List** to select the repair order from a list. Click the repair order. The bottom of the list screen displays the repairs on the repair order. Click **Back**, and the repair order number fills in the **R/O Number** field.

8. In **Repair Number**, type the repair from the repair order that requires the sublet.

9. The fields on the top-right part of the screen are for the vendor information. If this is a new vendor, type the vendor's information in each field.

   You can pull a vendor's information from the vendor's record in the Accounting module by clicking **Vendors**. Type the letter for the vendor's name. The list screen displays a list of vendors whose name begins with the letter. Click the vendor, and the vendor's information fills in on the screen.

10. The system automatically generates the **Line** number as you add items to the purchase order.

11. The **Item** field is optional. Use it to identify the sublet item or to record the vendor's stock number.

12. In **Qty**, type the quantity of the item purchased. This is a required entry.

13. Use the **Description** field to type a description of the sublet.

14. In **Amount**, type the amount of the item. The **Extension** field automatically fills in based on the values entered in the **Qty** and **Amount** fields.

15. When you advance to the **G/L** field, a list of the available General Ledger accounts is displayed. (The accounts pull from the Sublet Purchase Order Setup in the Cashier module.) Click the account you want to select.

16. The line is automatically "filed."

17. Continue to add lines as needed. As you add lines, the **Total PO** field automatically calculates the total.

18. When you are finished, click **Print** to save and print the purchase order, or click **Save Only** to save the purchase order without printing.

Editing a Purchase Order

1. Click **PO List** to display a list previously saved purchase orders.

2. Click on the purchase order you want to edit. The information fills in on the screen.

3. Click the line in the list you want to edit.

4. Click **Edit** when prompted to indicate what you want to do with the line.

5. The information fills in the "working" line.

6. Click in a field, and edit the information.

7. Click **Print** to save and print the purchase order, or click **Save Only** to save the purchase order without printing.

Removing a Line from a Purchase Order

1. Select the purchase order that contains the line.

2. Click the line.

3. Click **Remove** when prompted to indicate what you want to do with the line.

4. The line is removed from the purchase order.

Deleting a Purchase Order

1. Select the purchase order.

2. Click **Delete PO**.

3. Click **Gonzo** when prompted to verify you want to delete the purchase order.

View R/O's – Service Parts

Use this button to view a list of repair orders and the parts on each repair order.

1. The screen automatically displays the list of repair orders that have been entered by the Service Department (but not repair orders that have been updated to Accounting) and the parts that have been added to each RO.

2. If you want to find a specific part, type the part number in the **Search R/O's For Part** field. The screen displays the RO number and customer name for all repair orders that contain that part.

3. Click an RO number in the list to view a summary of the repair order. Click **Back** to close RO.

4. Click **Back** to close the lists screen.

Remove All Parts From an R/O

Use this button to remove all of the parts from a specific repair order. This feature is usually used when a repair order with parts already charged to it must be voided, but Service has been restricted from making changes to parts on repair orders. All parts are removed from the repair order and restocked to the correct inventory source.

1. Click **Remove All Parts From An R/O**.

2. Type the repair order number.

3. Indicate if you want to restock the parts. Type **Y** for yes or **N** for no.

4. Click **OK** when prompted to verify you want to remove the parts.

Chapter 8 Parts Queries

The Parts Queries screen provides quick access to parts pricing and stocking information from inventory and the master price tape. You can create nine temporary lists. The parts numbers entered on these lists will be saved for this client station until cleared. In addition, you can create pre-built lists on this screen and save them. Then, you can pull the lists to the screen as needed. You can also create customer quotes, view the order que, and pull parts kits. Then, if needed, you can dump a parts list to a counter slip, repair order, or order que. (Please refer to Chapter 9 for information about using the order que.)

Tip: Click the red marker next to the **R/Q** field to view detailed data for the part. See page 8:14 for instructions on viewing part data.

Creating Part Kits

Parts kits are created in the Special Inventories. You must create the parts kits in order to be able to pull them to other areas of the program. Parts kits are used to group parts that are used together for a particular service. A parts kit can contain up to 29 parts, and the parts may be from multiple inventory sources.

While the parts kits are similar to the pre-built lists you create on the Parts Queries screen, parts kits allow you to control the pricing for the kit and allow you to set a time frame for the kit usage. Parts kits are used for customer pay and internal sales. You can create multiple parts kits that are used for the same service but set different pricing for each pay type as needed. At the time of sale, you would pull the corresponding pay-type kit to the document.

Adding a Kit

1. Click **Special Inventories** on the Parts main menu.

2. Click **Parts Kits** on the Special Inventories menu. The Enter Parts Kits screen appears.

3. Type the ID you want to assign the kit in the **Part Kit ID** field. This field holds up to six alphanumeric characters. The kit ID appears on all documents to which you assign the parts kit.

4. Use the **Description** field to type a description for the list.

5. Type the **Customer Class** and **Discount Level** for the kit. If you will not be setting a specific price for the kit, these fields allow you to control the kit pricing based on the pricing set for the selected customer class and discount level.

6. In **Update Cost Automatically**, indicate if you want the part cost automatically updated based on the current price tape information. If you type **Y** for yes, the cost automatically updates when you run the monthly inventory update. If you type **N** for no, you will have to use the **Update Cost for Kit** button to manually update the cost as needed.

7. Specify the **Start Date** and **End Date** for the kit. This is an optional entry. If you set a time frame for the kit, the system will prompt you if you try to use a kit after the set date. You will still be able to use the kit outside of the specified time frame.

8. The **Ovr/Sale** field allows you to override the total sale so you can create a kit with a pre-set sales value, regardless of the accumulated sales values of the individual parts. Type **Y** in this field, and specify the sale price in the **Total Sale** field. The sale amount you set also overrides any pricing that would have applied if you assigned a customer class and discount level.

9. In the **Part** field, type the part number for the part you want to add to the kit. The **Description**, **Cost**, **List**, **C** (Core), **S** (source), and **Loc** (Location) fields automatically fill in with the information from the part's master inventory record.

10. In **Qty**, type the quantity of the part you want to add to the kit. For example, if you were building a list of parts used for a particular service, you could use this field to indicate the quantity of each part used during the service.

11. If you selected to use the accumulated sale for the kit rather than specifying a sale total, you can edit the price for each part as you add it to the kit. If you set an overriding sale amount, the **Price** field will be unavailable for editing.

12. Press ENTER until the part line is filed in the part window on the bottom of the screen.

13. Continue to add parts to the kit as needed.

14. The **Total Cost**, **Total Sale**, and **Gross Profit** fields automatically update as you add parts to the kit. Note that the gross profit does not include cores.

15. Click **Save** to save the kit.

Editing an Existing Kit

1. Click **Parts Kit List**. A list of part kits appears.

2. Click the kit you want to edit. The information entered for the kit fills in on the screen.

3. Click in a field, and edit the information as needed.

4. Click **Save** to save the changes.

Removing a Part

1. Select the part kit as needed.

2. Click the part line.

3. Type **0** (zero) as the quantity, and press ENTER.

4. Click **OK** when prompted to verify you want to remove the part from the kit.

Printing individual Parts Kits

1. Click **Parts Kit List**.

2. Click the parts kit you want to print. The list loads on the Enter Parts Kits screen.

3. Click **Print Kit**.

4. 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.

5. Once you select your print type, click Print.

Printing all Parts Kits

When printing the complete list of parts kits, you have the option of printing a summary list or detailed list. The summary list includes the part kit ID, description, total cost, total sale, and gross profit percentage for each kit. The detailed list includes the part kit ID, description, total cost, total sale, gross profit percentage, and the part number, quantity, description, location, cost, and sale for each part in the kit. An asterisk (*) in front of a part number indicates that the core has been set to be included with the part.

1. Click **Parts Kits List**.

2. Click **Print List** on the list screen.

3. Specify the type of list to print. Type **S** for summary or **D** for detailed.

4. 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.

5. Once you select your print type, click **Print**.

Deleting a Kit

1. Select the part kit.

2. Click **Delete Kit**.

3. Click **OK** when prompted to verify you want to delete the record.

Pulling Parts Kits to the Parts Queries Screen
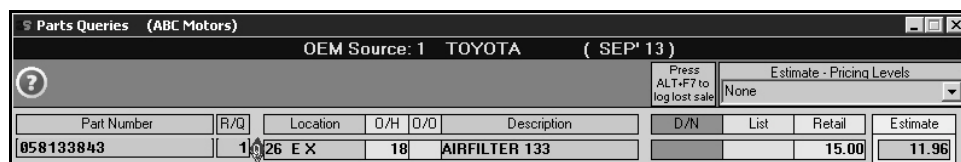
Uses the **Parts Kits** button on the Queries screen to view available parts kits and pull parts kit to the Queries screen. You can then treat the parts kit list as you do any other list pulled to the Queries screen.

1. Click **Queries** on the Parts Inventory main menu.

2. Click **Parts Kits**. A list of parts kits displays.

3. Click **+** to view the detail for a parts kit in the list.

4. Click the parts kit you want to pull, and click **Open Kit**.

5. The parts kit fills in on the Parts Queries screen.

6. You can add additional parts to the displayed list, remove parts from the displayed list, or edit quantities as needed.

Creating a New List on the Parts Queries Screen

You can create pre-built lists right on the Parts Queries screen. Pre-built lists allow you to create parts lists used to group parts that are used together for a particular service. These parts lists can contain up to 30 parts. You can pull the pre-built lists on the Parts Queries screen at any time to view parts pricing and stocking information for all of the parts on the list.

1. If necessary, click **Clear List** to clear the screen. The button will reflect the temporary list currently selected.

2. Click one of the **Temp List** tabs at the bottom of the screen. You can create nine temporary lists using these tabs.

3. If you will be using the data for an estimate, select the pricing level you want to use from the **Estimate-Pricing Levels** list.

4. Type the part number in the **Part Number** field. If the part is in your inventory, the remaining fields on the line fill in with the appropriate part information.

5. If a part has stock in both bins, a yellow check mark will appear beside the **Location** field for the part. Hold the mouse button down on the check mark to view the bins and on-hand quantities for the part.

6. If a part is on order, a yellow check mark will appear beside the **O/O** field for that part. Click the check mark (or the **O/O** field) to view the Order Que. The list displays information about the order.

7. At any time, type a **T** in the **Part Number** field, and the parts list entered will display temporary totals in that line.
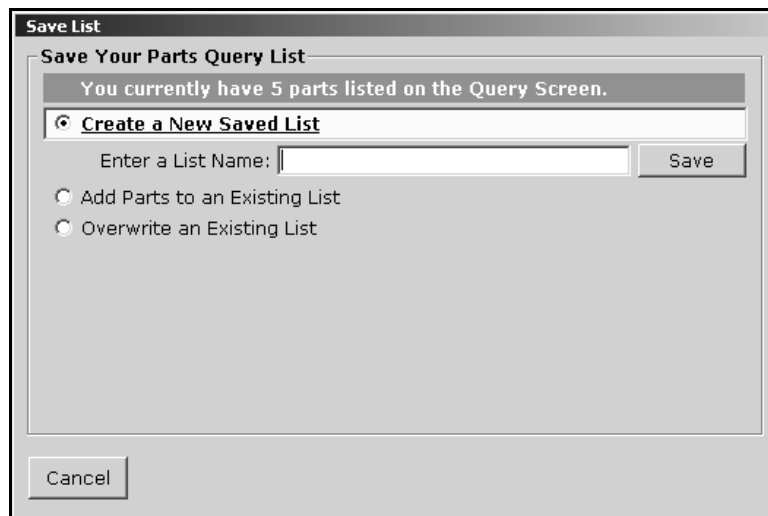
Part Number	R/Q	Location	O/H	O/O	Description	D/N	List	Retail	Estimate
058133843	1	26 E X	18		AIRFILTER 133			15.00	11.96
1J0129620	1	15 D X		10	AIRFILTER 129			16.50	10.80
1J0498625	1	25 E X	5		BEARING 498			100.70	72.50
					Total			132.20	107.18

8. You can click the **D/N** column header or press the HOME key to toggle the dealer net price on and off. You can also click the **List** column header to toggle the list price on and off. This feature is useful because it allows customers to view the Parts Queries screen without seeing the cost or list prices.

9. The last column automatically displays the Estimate price. You can also view the Internal, Trade, and Service price by clicking the column header or by pressing F11.

Internal	Trade	Service
11.96	13.46	15.00
10.80	12.15	16.50
72.50	81.57	100.70
95.26	107.18	132.20

10. Click the **Page** button to toggle the display between pages. Two pages of parts may be entered. There can be 15 parts per page. The button description identifies the page you are currently viewing.

11. Click **Save Job List**. The Save List screen appears.

12. The **Create a New Saved List** option should be selected.

13. Type the name you want to assign the list in the **Enter a List Name** field.

14. Click **Save**.

15. Click **OK** to acknowledge the list has been saved.

Loading a Saved List

1. Click **Load Job List**.

2. The screen displays the saved lists.

3. Click the list you want to pull. The screen displays the parts on the selected list.

4. Click **Open**.

5. The list fills in on the Parts Queries screen.

Tip: The buttons on the right side of the screen allow you to interface with parts catalogs.

Logging Lost Sales

If the part is not in your inventory, the system prompts you to log the lost sale. You can click the message or press ALT+F7 to log the lost sale. You will have to enter the remaining information for the part line. Logging the lost sale on this screen is the same as logging the lost sale for counter sales and service sales. 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.

Viewing Order Information

On the Parts Queries screen, you can click the on-hand quantity (O/H column) for a part, and the screen will display order information for the part. If orders have been receipted in for a part, the O/H column turns pink to alert the user. The order information is useful because it allows you to see what amount of the on-hand quantity is made up of parts that are reserved for customer orders. This will give you a more accurate assessment of your on-hand quantities as you work on this screen.

The top of the screen lists any orders that have been placed for the part. Orders appear in this section once they are pulled to a purchase order. It lists the parts number, part description, purchase order, order date, customer's name, order quaintly, back order quantity, and on-hand quantity.

The bottom of the screen lists any orders that have been receipted in. Orders appear in this section once the purchase order is updated to inventory. This section lists the part number, part description, purchase order number, stock date, customer's name, order quantity, and on-hand quantity.

Adding Parts to an Existing List

When you create a new list, you can add the parts to an existing list.

1. Add the parts to the Parts Queries screen.

2. Click **Save Job List**.

3. Click to select **Add Parts to an Existing List**.

4. The screen displays a list of all the existing parts lists. Click to select the list.

5. Click **Add Parts to Selected List**.

6. Click **Yes** to verify you want to add the parts to the list.

7. Click **Yes** again to add the parts.

8. Click **OK** to acknowledge the parts have been added.

Overwriting an Existing List

1. Add the parts to the Parts Queries screen.

2. Click **Save Job List**.

3. Click to select **Overwrite an Existing List**.

4. Click to select the list, and click **Overwrite Selected List**.

5. Click **Yes** to verify you want to overwrite the list.

6. Click **Yes** again to overwrite the list.

7. Click **OK** to acknowledge the list has been overridden.

Appending a Saved List to the Displayed List

You can add a saved list to the list of parts currently displayed on the screen.

1. Click **Load Job List**.

2. The screen displays the saved lists.

3. Click the list you want to pull.

4. Click **Append**. The parts on the selected list will be added to the screen.

Renaming a List

1. Click **Load Job List**.

2. The screen displays the saved lists.

3. Click the list you want to rename.

4. Click **Rename**.

5. Type the name you want to assign the list, and click **OK**.

6. Click **Yes** to verify you want to rename the list.

Deleting a List

1. Click **Load Job List**.

2. The screen displays the saved lists.

3. Click the list you want to delete.

4. Click **Delete**.

5. Type the name you want to assign the list, and click **OK**.

6. Click **Yes** to verify you want to delete the list.

Dumping the List

Use the **Dump To** button to move the order to one of five places: a counter slip, a repair order, the Order Que, an outside purchase order, or a quote.

1. With the list displayed on the Parts Queries screen, click **Dump To**. The Dump To screen appears and displays the parts on the list.

2. Click a part in the list to change its order status from "Order" to "In Stock" or from "In Stock" to "Order."

3. Click the button on the left side of the screen that corresponds to where you want to move the order.

   - Click **Dump To Counter Slip** to move the order to a counter slip. The system advances you to the Counter Parts Sales screen so you can complete the counter slip. (See Chapter 6 for instructions on creating counter slips.)

   - Click **Dump To R/O** to move the order to a repair order. The system advances you to the Service R/O Parts screen so you can select the repair order. (See Chapter 7 for instructions on adding parts to repair orders.)

   - Click **Dump To Order Que** to move the order to the order que. The system will advance you to the Order Que screen so you can create the order. (See Chapter 9 for instructions on using the order que.)

   - Click **Dump To Outside PO** to move the order to a purchase order. The system prompts you to indicate of you want to start a new purchase order or if you want to add the parts to an existing purchase order. Click **New** or **Existing** accordingly. If you select to add the parts to an existing purchase order, a list of purchase orders appears. Click the purchase order you want to select. The system advances you to the Parts Purchase Orders screen so you can create the purchase order. (See "Outside P/O's" under Manual Resupply in Chapter 10 for instructions on how to add parts to a purchase order.)

   - Click **Dump To Quote** to move the order to a customer quote. The system advances you to the Customer Quote screen so you can create the quote.

4. Enter the necessary information on the screen that opens to finish the order.

Creating Customer Quotes

Click **Quotes** to open the Customer Quote screen. This screen allows you to create a customer quote. You create the quote the same way you create a counter slip. The system holds the customer quote for 30 days before it purges the quote. You can use the **Quotes** button on the Parts Queries screen to view the quote any time during the 30 days. When the customer purchases the parts, you can pull the quote to the counter slip from the Counter Parts Sales screen or to a repair order from the Service R/O Parts screen. (See Chapter 6 for instructions on pulling quotes to counter slips and Chapter 7 for instructions on pulling quotes to repair orders.)

Printing the Parts Query

Use the **Print List** button to print the current list. When prompted to define the list you want to print, click the option in the print list you want to select. There are eight print options:

- **Print Estimate:** This prints an estimate. When prompted, you must type the customer's name that will print on the estimate, and press ENTER. The estimate lists the location, quantity, part number, description, retail price, and estimate pricing.

- **Print Pick List:** This prints the part number, quantity, location, on-hand quantity, and description for each part on the list.

- **Print Retail Quote:** In addition to the part detail, the printout lists the retail price and extended price for each part and the extended total for the quote, including tax.

- **Print List Quote:** In addition to the part detail, the printout lists the list price and extended price for each part and the extended total for the quote, including tax.

- **Print Trade Quote:** In addition to the part detail, the printout lists the trade price, extended price, and retail price for each part and the extended total for the quote, including tax.

- **Print Service Quote:** In addition to the part detail, the printout lists the shop price and extended price for each part and the extended total for the quote, including tax.

- **Print Internal Pricing:** In addition to the part detail, the printout lists the internal price and extended price for each part and the extended total for the quote.

- **Print Special Discount Pricing:** The system prompts you to specify the discount percentage you want to use for the quote. In addition to the part detail, the printout lists the discount price, extended price, and retail price for each part and the extended total for the quote, including tax.

- **Print Parts Cost:** In addition to the part detail, the printout lists the cost and extended price for each part and the extended total for the quote, including tax.

Viewing Parts Based on Base Number

Use the **Search Base** button to display a list of parts in your inventory that have the same base/group number.

1. Click **Search Base**.

2. Type the base number, and press ENTER. The screen displays the list of parts.

```
Search Base
Part No.     O/H  Location  Ord B/O  Desc.        Cost   Trade  Retail
10179286       9  600                BELT         15.43  21.60  30.86    ▲
10189265       7  600                BELT         15.43  21.60  30.86
10230725       9  600                BELT         20.67  28.94  41.34
12551136       5  600                BELT-FAN     17.00  23.80  34.00
12564763      10  600                BELT         18.70  26.18  37.40
12569347       0  600 0              BELT         25.04  31.30  37.50
12569504       0                     BELT         20.89  29.25  41.78
12569591      12  600                BELT         18.17  25.44  36.34
12570499       0                     BELT-W/P      5.62   7.87  11.24
12576447       5  600                BELT         10.25  14.35  20.50
12576450      11  600 0              BELT         25.31  35.43  50.62
12576451       4  600                BELT         25.04  35.06  50.08
12576452       5  600                BELT         25.30  35.42  50.60
12576453       5  600                BELT         25.05  35.07  50.10
12576747       0                     BELT         25.30  35.42  50.60
12576753       5  600 0              BELT         25.31  35.43  50.62
12576761       4  600                BELT         25.04  35.06  50.08
24504180       6  600                BELT         18.15  25.41  36.30
24505054       4  600                BELT         14.99  20.99  29.98
24505380       1  600                BELT         18.70  26.18  37.40
88984192       1  600 0              BELT         16.69  23.37  33.38
88986805       2  600 0              BELT         18.07  25.30  36.14
88986806       1  600                BELT         14.61  20.45  29.22
88986807       1  600 0              BELT         18.07  25.30  36.14
88986808       1  600                BELT         17.28  24.19  34.56
88986809       1  600 0              BELT         14.98  20.97  29.96
88986810       1  600                BELT         16.88  23.63  33.76
88986811       2  600                BELT         16.75  23.45  33.50    ▼

    Exit      Base Number: 01066     "Click" Line To Query      Print List
```

3. Click **Print List** to print the parts list. When prompted to verify your printer is ready, select your print criteria.

4. Click a part in the list to pull the part to the Parts Queries screen, or click **Exit** to return to the Parts Queries screen.

Viewing Part Data

Use the **QwikLook** button to display the QwikLook screen for the part entered on the current line. This screen provides detailed information for a single part. Pricing information, stocking status, and, sales information is pulled from the Master Inventory file. 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**. The information for the part selected on the Parts Queries screen is automatically displayed on the screen.

   You can search for parts by entering a partial part number and clicking **Search**. The system displays the information for the first part that matches the partial number. Click on the arrow buttons on each side of the **Search** button to scroll through the parts list. You can also press F2 to view the previous part record and F4 to view the next part record.

2. Click **History** to view the sales history or receipt history for the current part. Click **Back** to close the history.

3. Click **Setting** to view the pricing parameters being used to calculate the pricing information.

4. 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.

5. Click **Close** to return to the Parts Query screen.

Tip: You can press F7 to log a lost sale for the part number displayed on the QwikLook screen.
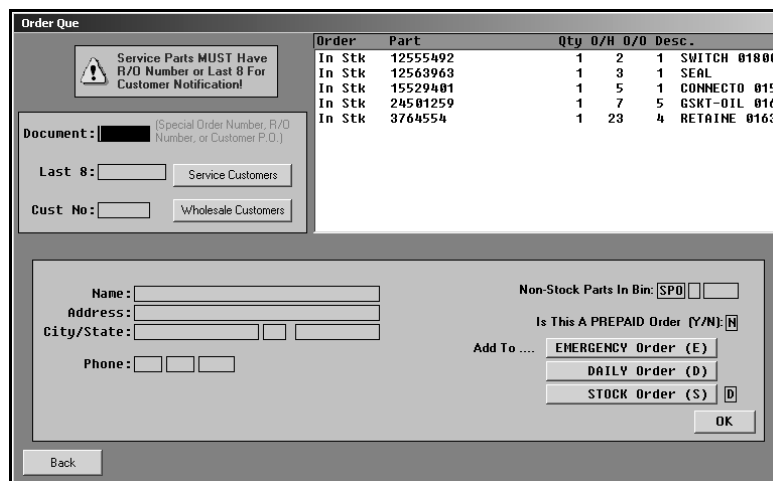
Chapter 9 Order Que

The Order Que allows you to generate a special parts order quickly. You add parts to the Order Que from the Parts Queries screen. Once you add parts to the Order Que, you can view and edit the order from the Resupply & Returns menu. When you generate a resupply list, you pull the parts in the Order Que to the resupply list and convert the list into a purchase order. At that time, the corresponding parts in the Order Que are moved to a processed Order Que list. When the parts order arrives and the purchase order is receipted into inventory, the corresponding parts in the processed Order Que are flagged "I" for "in stock." You can print customer notices for the in-stock parts from the Order Que menu. Finally, once the customer comes in to pick up the parts or brings a vehicle in for service, you pull the parts from the Order Que to a counter slip or repair order.

Adding Parts to the Order Que

You begin by creating a parts list on the Parts Queries screen. You can manually type a list or select a saved list or pre-built list. Once you create the list, you dump the list to the Order Que.

1. Click **Queries** on the Parts Inventory main menu.

2. In **Part Number**, type the part numbers for the parts you want to order, or select an existing parts list using the **Get List** or **Pre-Built Lists** button. As you add parts to the Parts Queries screen, you can verify quantities and pricing information for parts as needed.

3. When you are finished generating the parts list, click **Dump To**. The Dump To screen appears.

4. Click **Dump To Order Que**. The system advances you to the Order Que screen.

5. The window on the right side of the screen displays a list of the parts that will be added to the Order Que. The Order column indicates if each part is in stock or needs to be ordered order. Click a part to toggle the status from "In Stk" to "Order" (and vice versa).

6. Type the document number for the order. This is the special order number, repair order number, or customer purchase order number. If there is no document number related to the order, or if your dealership does not have a standard method of numbering documents, press ENTER to advance through this field, and the program will automatically generate a document number consisting of the day of the month, hour, and minute the order was created.

7. Next, you have three options depending on who ordered the parts:

    A. If the parts are for a service customer, type the last eight characters of the VIN in **Last 8**, or click **Service Customers** to search for the customer. If you typed an existing repair order number for the document number, the **Last 8** field automatically fills in with the last eight characters of the VIN entered on the repair order. For Service customers, you must enter either the repair order number as the document number or last eight characters of the VIN so the system can match the order with the appropriate repair order number when the order is pulled to the repair order.

    B. If the parts are for a wholesale customer, type the customer's account number in **Cust No**, or click **Wholesale Customers** to search for the customer.

    C. If you press ENTER to advance through both the **Last 8** and **Cust No** fields, "Stock" automatically fills in the **Customer No** field, and "(Stock Order)" automatically fills in as the customer's name. This allows the program to flag the order as a stock order. Since the order is not for a customer, the program will automatically remove the order from the Order Que when the purchase order is receipted into inventory.

8. If you selected a service or wholesale customer, the customer's name, address, and phone number automatically fill in the fields on the bottom of the screen.

9. If the parts are non-stocked parts, type the Bin, Drawer, and Shelf where the parts should be stocked when they arrive. The Bin automatically defaults to SPO for non-stocked parts.

10. Indicate if this is a pre-paid order. Type **Y** for yes or **N** for no.

11. Click the button that corresponds to the type of order this is: **Emergency Order (E)**, **Daily Order (D)**, or **Stock Order (S)**. The corresponding letter will fill in the field next to the buttons. You use the order type you assign the order on this screen to specify which orders you want to pull to the current resupply list when you generate a parts order.

12. When you are finished, click **OK**.

13. When prompted, click **All Parts** to send all parts on the list to the Order Que or **Flagged Parts** to send only the parts flagged "Order" to the Order Que.

14. When prompted to print the order, you have two options:

    A. Click **Skip** to skip printing the order. The system returns you to the Dump To screen.

    B. Click to select **To Printer** to print the order or **To Screen** to view the order on your screen. Type the number of copies you want to print, and click **Print**. The system returns you to the Dump To screen.

15. Click **Back** to Close the Dump To screen.

16. If you are finished working on the Parts Queries screen, click **Exit**.

Viewing the Order Que

Use the **View Order Que** button on the bottom of the Parts Queries screen to display a list of the active and processed order ques. The top part of the screen lists the processed orders (orders pulled to a resupply list and orders stocked into inventory), and the bottom of the screen lists the active orders (orders added to the order que that still need to be added to a resupply list).

Understanding the Order Status

The **Status** column in the Processed Order Que section identifies the order status. The status changes as the order moves through the order process. There are five possible status options:

- **On Order:** The order has been placed but not receipted into stock. This status also appears as **O** when viewing the Order Que in various areas of the Parts module.

- **Stocked In:** The order has been receipted into inventory but not delivered to the customer. This status also appears as **I** when viewing the Order Que in various areas of the Parts module.

- **Sold:** The order has been pulled to a counter slip or repair order and, therefore, delivered to the customer. This status also appears as **S** when viewing the Order Que in various areas of the Parts module.

- **Partial:** The full order quantity has not been received. Once the complete order is receipted into inventory, the status will change to **Stocked In**. This status also appears as ***** when viewing the Order Que in various areas of the Parts module.

- **Pulled:** The order has been pre-paid, ordered, receipted, and delivered to the customer. Pulled Orders will clear from Order Que after the parts update to Accounting. This status also appears as **P** when viewing the Order Que in various areas of the Parts module.

Inquiring on an Ordered Part

While viewing the Order Que, you can use the **Inquire On Ordered Part** button on the bottom of the screen to search for a specific part. This is useful for quickly checking the status of a part. You have the option of searching for the part based on the part number or customer's phone number to expedite the search based on the information available for the ordered part.

1. Click **Inquire On Ordered Part**. The Inquire On Ordered Part screen appears.

2. Type the part number or customer's phone number. Do not include the area code when searching based on the customer's phone number.

3. The screen displays all of the parts in the order que for that match the criteria you specified. The screen will separate parts on order from parts that have been processed into inventory.

4. Click **Close** to close the screen.

Processing Special Orders

1. Click **Resupply & Returns** on the Parts Inventory menu.

2. Click **Generate Order List** on the Resupply and Returns menu.

3. Click **View Generated List** on the Generate Order List menu.

4. Make sure the list is blank, and click **Back** to close the screen.

5. Click **Pull Order Que To List** on the Generate Order List menu.

6. The window at the top of the screen lists all of the parts in the order que. You can click the order type for each part number to change the order type so the part numbers can be added or excluded from the current order based on the order type you want to pull.

7. When you are satisfied with the list, indicate the parts you want to pull from the order que. Type **E** for emergency only, **D** for daily only, **S** for stock order only, or **A** for all parts in the que. All parts flagged with appropriate order type will be pulled to the generated list.

8. The system returns you to the Generate Order List menu.

> **Important:** Only pull the order que to the generated list once. If you pull the order que multiple times, the parts quantities will be multiplied by the number of times you pull the order.

9. Click **View Generated List** on the Generate Order List menu.

10. Confirm this is the list of parts you want to order, and click **Back** to close the screen.

11. Click **Exit** on the Generate Order List menu.

12. Click **Enter Purchase Orders** on the Resupply and Returns menu.

13. Click **Update List Into A P.O.** on the Resupply Purchase Orders menu.

14. Type the P.O. number or order document number you want to assign the completed list of parts pulled from the Generate Order List section of software. Some manufactures may dictate certain criteria that must be used to assign these document numbers.

15. Next, indicate where these parts are being purchased from. This information is recorded to track how purchases are being made for the Trend Analysis reports in the future. Type the letter that corresponds to the option you want to select.

    - **S=Stock Order:** This selection indicates you are ordering the parts from the manufacturer or normal stocking vendor. This is the system default entry.

    - **D=Dealer:** This selection indicates you are ordering the parts from another like dealer

    - **O=Outside:** This option indicates you are ordering the parts from a non-OEM supplier.

16. Click **OK** when prompted to verify you want to update the P.O.

17. Click **Print A Purchase Order** on the Enter Purchase Orders menu.

18. The system displays a list of available purchase orders that have been entered in the system. Type the P.O. number, or click the purchase order in the list.

19. When prompted to verify your printer is ready, click to select **To Printer**, and click **Print**.

20. Click **Exit** until you are back at the Parts Inventory menu.

21. Click **Utilities**, and send the order to the manufacturer, if applicable.

Accessing the Order Que

The Order Que is a part of the Resupply section of the Resupply & Returns menu. The Order Que menu provides options that allow you to view and edit the current and processed special orders. In addition, you can print a list of stocked orders and print customer notices. To access the Order Que,

1. Click **Resupply & Returns** on the Parts Inventory main menu. The Resupply and Returns menu appears.

2. Under Resupply, click **Order Que–Special Order**. The Special Orders/Order Que menu appears.
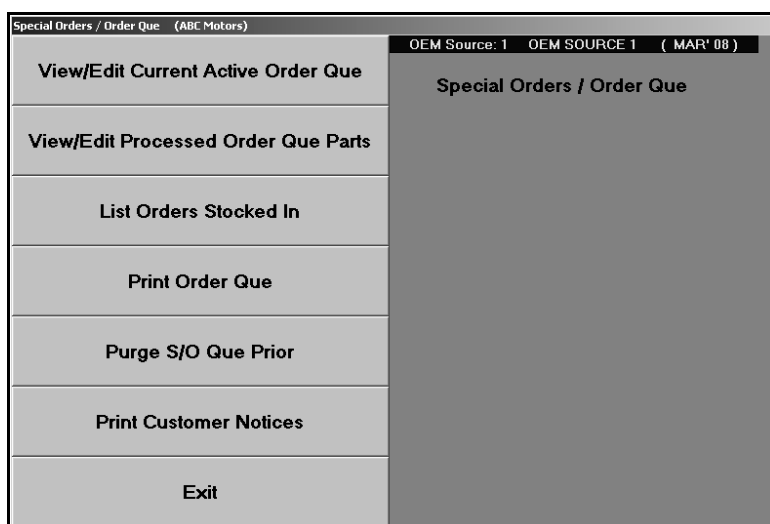
Viewing the Active Order Que

The first button on the Special Orders/Order Que menu allows you to view and edit the current active orders. The current Order Que is a list of parts that have been entered into the Order Que but that have not been pulled to an order.

1. Click **View/Edit Current Active Order Que**. A list of the parts in the current Order Que is displayed. The screen displays the part number, quantity, source number, order type, document number, order date, customer's name, and customer's phone number. A (PP) next to a customers name indicates the order was prepaid.

```
Current Order Que   (ABC Motors)
Part                  Qty  S/T   Doc.     Date     Customer
12555492               1   1 D  191307  03/19/08  STEVE SMITH        555-1234
12563963               1   1 D  191307  03/19/08  STEVE SMITH        555-1234
15529401               1   1 D  191307  03/19/08  STEVE SMITH        555-1234
24501259               1   1 D  191307  03/19/08  STEVE SMITH        555-1234
3764554                1   1 D  191307  03/19/08  STEVE SMITH        555-1234
10280480               1   1 D  191308  03/19/08  MARK DAVIS         555-9898 (PP)
10305686               1   1 D  191309  03/19/08  DELLIA CHRISTOPHE  555-6565
12555492               1   1 D  191310  03/19/08  STACIE TENNYSON    555-3232


     Back                  Edit                    Print Ticket         Sort By Doc
```

2. The program automatically sorts the list by part number. Click **Sort By Doc** in the bottom right-hand corner of the screen to sort the list by document number. The button description changes to **Sort By PN**. Click the button to sort the list by part number again.

3. Click **Back** to return to the Special Orders/Order Que menu.

Printing a Ticket

You can print an order (ticket) as needed using the **Print Ticket** button. The button is unavailable until you click a part in the list. The printout includes all parts included on the original order.

1. Click to select the order/ticket in the list. If there are multiple parts on an order, click any part from the order. Remember, the printout includes all parts included on the original order.

2. Click **Print Ticket**.

3. 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.

4. Once you select your print type, click **Print**.

Editing the Active Order Que

You can edit the active Order Que in three ways. You can edit the order quantity, delete a part from the Order Que, or delete an entire order/document. This allows you to adjust an order before pulling it to a resupply list.

Editing the Order Quantity

1. Click **View/Edit Current Active Order Que**.

2. Click **Edit** on the Current Order Que screen. The Edit Order Que screen appears.

```
Edit Order Que
┌─────────────────────────────────────────────────┐  10280480    191308 MARK DAVIS
│ To EDIT or DELETE A Single Part, Enter the       │  10305686    191309 DELLIA CHRISTOPHER
│ Part Number and the Invoice Number To            │  12555492    191307 STEVE SMITH
│ Display The Desired Part.                        │  12555492    191310 STACIE TENNYSON
│                                                  │  12563963    191307 STEVE SMITH
│ To DELETE An Entire Document, Enter the          │  15529401    191307 STEVE SMITH
│ Document Number and leave the Part Number BLANK. │  24501259    191307 STEVE SMITH
│                                                  │  3764554     191307 STEVE SMITH
│         Part: [               ]                  │
│     Document: [     ]                            │
│     Quantity: [  ]                               │
│                                                  │
│        Cust.: [              ]                   │
│        Addrs: [              ]                   │
│         City: [         ] [ ] [ ]               │
│        Phone: [  ] [  ] [  ]                     │
│         Date: [ ] [ ] [ ]                        │
│          VIN: [        ]                         │
│  Wholesale Account: [    ]                       │
│                        [ Save ]                  │
│                                                  │
│  [ Back ]              [ Delete ]                │
└─────────────────────────────────────────────────┘
```

3. In **Part**, type the part number for the part you want to edit, or click the part in the list on the right side of the screen. The order information fills in on the left side of the screen.

4. Edit the quantity as needed.

5. Click **Save**.

6. Click **Back** to return to the Current Order Que screen.

Deleting a Part from the Order Que

1. Click **View/Edit Current Active Order Que**.

2. Click **Edit** on the Current Order Que screen. The Edit Order Que screen appears.

3. In **Part**, type the part number for the part you want to edit, or click the part in the list on the right side of the screen. The order information fills in on the left side of the screen.

4. Click **Delete**.

5. Click **OK** when prompted to verify you want to delete the part.

Deleting an Entire Order/Document from the Order Que

1. Click **View/Edit Current Active Order Que**.

2. Click **Edit** on the Current Order Que screen. The Edit Order Que screen appears.

3. Leave the **Part Number** field blank.

4. Type the document number.

5. Click **Delete**.

6. Click **OK** when prompted to verify you want to delete the document.

Viewing the Processed Order Que

The second button on the Special Orders/Order Que menu allows you to view and edit the processed orders. The processed Order Que is a list of parts that have been pulled to an order using the **Pull Order Que To List** button on the Generate Order List menu (the first menu option on the Resupply and Returns menu) and parts that have been stocked using the Receipt Stock Orders menu (the third menu option on the Resupply and Returns menu).

1. Click **View/Edit Processed Order Que Parts**. The system displays all the processed parts orders. The screen displays the part number, quantity, source number, order type, document number, order date, customer's name, customer's phone number, and order status. (See Chapter 10 for instructions on using the Resupply feature.)

2. Type the document number or purchase order number for the order you want to view, or click the document in the list. A list of the parts for the selected order is displayed. View the information as needed.

3. If necessary, click **Print List** to print a list of the parts or **Print Labels** to print labels for the parts on the list. (Labels require a Zebra LP2844 thermal laser printer. The printer requires 1x4 labels available for purchase through Zebra.).

4. Click **Part List** to display the complete list of processed orders again.

5. Click **Exit** to return to the Special Orders/Order Que menu.

Understanding the Order Status

The **Stat** column identifies the order status. The status changes as the order moves through the order process. There are five possible status options:

- **O:** The order has been placed but not receipted into stock.

- **I:** The order has been receipted into inventory but not delivered to the customer.

- **S:** The order has been pulled to a counter slip or repair order and, therefore, delivered to the customer.

- ***:** The full order quantity has not been received. Once the complete order is receipted into inventory, the status will change to **S**.

- **P:** The order has been pre-paid, ordered, receipted, and delivered to the customer. Pulled Orders will clear from Order Que after the parts update to Accounting.

Printing a Ticket

You can print an order (ticket) as needed using the **Print Ticket** button. The button is unavailable until you click a part in the list. The printout includes all parts included on the original order.

1. Click to select the order/ticket in the list. If there are multiple parts on an order, click any part from the order. Remember, the printout includes all parts included on the original order.

2. Click **Print Ticket**.

3. 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.

4. Once you select your print type, click **Print**.

Editing the Processed Order Que

You can edit the processed Order Que in four ways. You can edit the order status of a single part, edit the order status of a complete order/document, delete a part from the Order Que, or delete an entire order/document. This allows you to make any necessary adjustments before printing stock lists or customer notices and before pulling orders to repair orders or counter slips.

Editing the Order Status for a Single Part

1. Click **View/Edit Processed Order Que Parts**. The system displays all of the processed parts orders.

2. Click **Edit** on the Processed Order Que Parts screen. The Edit Order Que screen appears.

3. Type the document number and part number, or click a part in the list.

4. Edit the order status. You have four options:

   - **O** for ordered,

   - **I** for in,

   - **S** for sold, or

   - **P** for picked up.

5. Click **Save Changes**.

6. Click **Back** to return to the processed Order Que List.

7. Click **Exit** to return to the Special Orders/Order Que menu.

Editing the Order Status for a Document

1. Click **View/Edit Processed Order Que Parts**. The system displays all of the processed parts orders.

2. Click **Edit** on the Processed Order Que Parts screen. The Edit Order Que screen appears.

3. Type the document number.

4. Leave the **Part** field blank.

5. Edit the order status.

6. Click **Save** Changes.

Deleting a Single Part from the Order Que

1. Click **View/Edit Processed Order Que Parts**. The system displays all of the processed parts orders.

2. Click **Edit** on the Processed Order Que Parts screen. The Edit Order Que screen appears.

3. Type the document number and part number, or click a part in the list.

4. Click **Delete**.

5. Click **DELETE** when prompted to verify you want to delete the part.

Deleting the Entire Order/Document from the Order Que

1. Click **View/Edit Processed Order Que Parts**. The system displays all of the processed parts orders.

2. Click **Edit** on the Processed Order Que Parts screen. The Edit Order Que screen appears.

3. Type the document number.

4. Leave the **Part** field blank.

5. Click **Delete**.

6. Click **DELETE** when prompted to verify you want to delete the document.
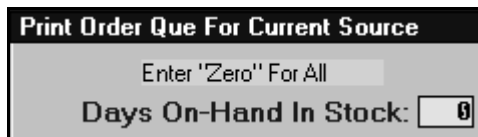
Printing a List of Stocked-in Orders

You use the third menu option to print a list of Order Que parts stocked into inventory. Again, these are the parts on purchase orders that have been receipted into the inventory. For each part stocked in, the printout lists the document number, part number, order quantity, on-hand quantity, and customer who ordered the part.

1. Click **List Order Stocked In**.

2. 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.
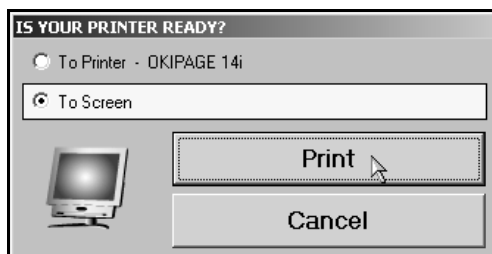
3. Once you select your print type, click **Print**.

Printing the Order Que

You can print a list of parts in the processed Order Que. When you print the processed Order Que list, you have the option of specifying the number of days you want to use to filter the list. This allows you to view parts that have been in the Order Que longer than the specified number of days. If you want to print a list of all the processed orders in the Order Que, use 0 (zero) as the number of days. For each part in the Order Que, the printout lists the part number, control number, order quantity, on-hand quantity, customer who ordered the part, the customer's phone number, the order date, the stocked-in date, and the date customer notices were printed for the order.

1. Click **Print Order Que**.

2. Type the **Days On-Hand In Stock** value you want to use. This lists all parts older than the number of days specified. Use 0 (zero) to print a list of all parts in the Order Que.

3. 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.

4. Once you select your print type, click **Print**.

Printing Customer Notices

Once an order is receipted into stock, you can print customer notices for the parts orders. The program makes note of the date when you print the customer notice and displays the date on the printed Order Que list. You can only print one customer notice at a time, so you must repeat the following instructions for each customer that needs to receive a notice.

Important: Customer notices require pre-printed postcards ordered from Autosoft International's Forms Division.

---

1. Click **Print Customer Notices**.

2. The screen displays a list of customers whose orders have been receipted into stock. Click the customers you want to select. You can click **Select all** to select all customer in the list.

    Click a customer again to deselect the customer, or click **Clear all** to clear all the selected customers in the list.

3. Click **Print Selected Notices**.

4. Click **Yes** when prompted to verify you want to print the selected card.

Pulling Parts to Counter Slips and Repair Orders

Once the parts are in stock, you can pull them to a repair order or counter slip. The process is quick and easy. Since all of the part information fills in from the Order Que, you do not have to retype any information. You can only view the Order Que and pull parts from the Order Que before adding parts to a counter slip or selecting a repair order.

1. Advance to the Counter Parts Sales screen or Service Parts R/O screen.

2. Click **Lists**. (If you select a repair order on the Service R/O screen or advance the cursor to the **Part Number** field on the Counter Parts Sales screen, the **Order Que** button becomes the **Emergency Stock** button, and you cannot access the Order Que.)

3. A list of parts in the processed 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.

4. The list is sorted by document number. Click the column headers to sort the list by part number, customer name, etc.

5. Click the order or one of the parts on an order. The window on the bottom of the screen displays the detail for the order.

6. Click **Pull To Invoice** to pull the part to the counter slip or repair order.

7. Click **OK** when prompted to verify you want to pull the order.

8. If you pulled the order to a counter slip, the Counter Parts Sales screen displays the parts. If you pulled the order to a repair order, select the repair order, and the screen displays the parts.

9. Add any additional parts as needed.

10. Generate the order, or save the repair order.

When an order is pulled to a counter slip or repair order, the part in the processed Order Que is flagged "S" for "sold." The part remains on the list until the End of Day Update. The same is true for parts flagged "P" for "picked up" and parts receipted in for stock only.

```
Processed Order Que Parts    (ABC Motors)
Part               Qty  S/T   Doc.    Date     Customer               Stat.
12555492             1   1 D  191307  03/19/08  STEVE SMITH    555-1234  (s)  031908
12563963             1   1 D  191307  03/19/08  STEVE SMITH    555-1234  (s)  031908
15529401             1   1 D  191307  03/19/08  STEVE SMITH    555-1234  (s)  031908
24501259             1   1 D  191307  03/19/08  STEVE SMITH    555-1234  (s)  031908
3764554              1   1 D  191307  03/19/08  STEVE SMITH    555-1234  (s)  031908
10280480             1   1 D  191308  03/19/08  MARK DAVIS     555-9898  (I)  031908
10305686             1   1 D  191309  03/19/08  DELLIA CHRISTOPHE 555-6565  (I)  031908
12555492             1   1 D  191310  03/19/08  STACIE TENNYSON 555-3232  (I)  031908
```

Managing the Processed Order Que List

Customer orders remain in the processed Order Que until they are pulled to a counter slip or repair order, flagged "S" for "sold," or flagged "P" for "picked up." Orders flagged "O" for "ordered" and "I" for "in stock" remain in the processed Order Que until the status is changed or the order is pulled. Therefore, it may be necessary to remove orders from the Order Que once they become older than a certain number of days. If you do not remove these orders, they will remain in the processed Order Que indefinitely.

1. Advance to the Special Orders/Order Que menu.

2. Click **Purge S/O Que Prior**.

3. Type the date you want to use as the cutoff date. All orders dated before this date will be deleted. Type the date in an eight-character format with or without slashes (mm/dd/yyyy or mmddyyyy). If you do not use slashes, press ENTER to continue.

4. Click **OK** when prompted to verify you want to purge the orders.

Chapter 10 Parts Resupply

The Resupply and Returns menu is divided into two parts. The left side of the menu displays the Resupply options, which are used to generate a list of quantities needed to replenish your stock, and the right side of the menu displays the Returns options, which are used to prepare and process parts returns. (Returns are discussed in Chapter 11.)

The resupply feature allows you to periodically scan your inventory and generate a suggested list of the quantities needed to replenish your stock. You begin the resupply process by generating a list. The system scans inventory and generates a suggested list of the quantities needed to replenish your stock. Once the list is generated, you edit and add to the list to arrive at the final order. Then, you turn the list into a purchase order by assigning it a P.O. number. The purchase order remains on file until the order is received.

You can have only one generated order list in the system at a time, but you can have any number of purchase orders on file. If you plan to generate more than one order list at a time, you must turn the first list into a purchase order before generating the next list. Each list overwrites the previously generated list.

Once you receive the order, you verify the quantities you received and update the purchase order to the inventory. Parts on back order remain on the purchase order until you receive them or until you delete the purchase order. The on order and back order quantities are tracked and displayed in the Master Inventory file for each part.

Note: The Pocket PC options available throughout the resupply process work with the Autosoft Mobile Parts Resupply application. Autosoft Mobile Parts Resupply is a program that allows you to transfer your parts purchase orders to a Pocket PC. Instead of verifying the order against the purchase order by manually typing in the received quantity, you use a barcode reader attached to your Pocket PC to receipt the parts order. This allows you to quickly verify the parts order against the purchase order. When you are finished, you transfer the resupply information back to the Autosoft Parts Resupply and update the purchase order to your inventory. For more information about the Autosoft Mobile Parts Resupply application, contact Autosoft International.

Factors Affecting Resupply

Before you begin using the resupply feature, you need to understand the factors that affect how the resupply list is generated. The system considers several factors when generating the list:

- Reorder At and Stock To quantities (minimum and maximum stocking levels),
- On Order and Back Order quantities,
- Minimum Sales Quantity (MSQ),
- Stock Status,
- Order Code,
- Return Code, and
- Sales History.

These factors can be viewed and adjusted for any part using the **Master Inventory** button on the Parts main menu. Supply parameters that you set also affect the list.

Reorder At and Stock To Quantities

The **Reorder At** and **Stock To** fields refer to the minimum and maximum stocking levels. These factors can be set for each part and always override the supply parameters set and sales history when the system is scanning the inventory to generate the list.

The minimum and maximum levels are typically used when you want to maintain a quantity of at least 1 for a part even if sales history does not warrant it. These levels may be helpful when you first start the system but have little or no reliable history to enter, especially if you have a small, well-managed inventory. Some users go so far as to set these levels for every part to ensure a predictable order each time the list is generated.

On Order and Back Order Quantities

Any current On Hand and Back Order quantities (tracked in the Master Inventory file) reduce the suggested order quantity by the quantity on order or back order. For example, if a suggested order quantity is 5 but there is a back order of 3, the reorder quantity is reduced to 2. This may sometimes cause a part to be included on the generated list with a suggested order quantity of zero. The zero quantity is intended to bring attention to the condition. Check the status of the back order to see if it is still valid. Most manufacturers have time limits for back orders. If a back order is no longer valid, you will need to delete it from the purchase order.

Minimum Sales Quantity (MSQ)

Most suppliers set a minimum sales quantity on some parts. (This is also referred to as the minimum order quantity or a package quantity.) If the MSQ for a part is 12 and the system recognizes the need to order 14, the actual order is rounded to 24. Remember, the system always rounds up to the next highest order quantity.

> **Tip:** Some suppliers, such as Ford, treat the "package quantity" as a single unit for distribution, but this resupply system handles the order quantity in units "as sold." If this is the case, you must convert the system order quantity to your supplier's unit "as purchased."

Stock Status

The **Stock Status** field refers to the stocking status. There are eight possible stocking statuses:

- **Y** for yes to indicate the part is normally stocked,
- **N** for no to indicate the part is not normally stocked,
- **S** for special ordered part,
- **C** for part number has changed,
- **R** for returned within the last year,
- **L** for logged only as a lost sale,
- **P** for parts phasing in, and
- **O** for parts phasing out.

Only parts flagged with a stocking status of Y or P are considered for reorder. The only way an N will appear in the **Stock** field is if you manually enter it. Parts flagged with an N are never considered for reorder or phase in.

Order Code

An Order Code is set when the price tape is updated to the inventory for most OEM parts. This code allows you to establish a batch within an inventory source. The **Order Code** field automatically defaults to an S for regular stock, but additional codes may be used depending on which manufacturer's price tape is being used. For example, Ford Motorcraft parts are coded M, while General Motors GSMP parts are coded G, and Chrysler EOS parts are coded E.

Other non-OEM parts can be kept in the same inventory source. These parts are usually aftermarket parts and may be manually coded with any letter that does not conflict with the codes on the manufacturer's price tape. It is important to be consistent when coding these items and to use a letter that can easily be identified with the vendor. You can generate an order list for these specially coded parts.

Return Status

The **Return** field refers to the return status of each part. This is obtained from the manufacturer's price tape. There are three standard return codes (but other codes may be used depending on the manufacturer):

- **R** for returnable,

- **N** for not returnable, and

- ***** for advance notice of suppression.

Parts flagged with an R for returnable are always considered for reorder. However, because manufacturers often list some valid parts such as paint or hazardous materials as non-returnable, you have the option to include these parts at the time the order is generated. This will cause non-returnable parts to show up on the order, but you can edit the list to remove these parts. Parts flagged as *****, as well as superseded parts, are never considered for reorder.

Sales History

Sales history refers to the fields on the bottom part of the Master Inventory screen: Monthly Sales, Quarterly Lost Sales, Last Sale, Previous Sales, and Last Stock. The history is maintained automatically for each part during the normal operation of the program. When a part is sold, either over the counter or on a service repair order, the system records the calendar date of sale and adds the quantity sold to the current month's sales history. This information is then used to predict future sales and stocking needs.

When the system scans the inventory, it analyzes each stocked part and determines an economical reorder value (if no minimum or maximum stocking levels are set). This is reported as the suggested order quantity. You can accept or modify this quantity during the editing process.

Set Supply Parameters

Before you use the resupply feature, you must set default parameters that determine which resupply method you want to use to generate the resupply list. You can choose to use the built-in Pearson's algorithm or the user-defined Micro-management criteria. You can also use the Ford ADMI criteria. Once you select a resupply method, you enter the parameters that will be used to determine which parts are pulled to the resupply list. As you enter the parameters, the Resupply Parameters menu displays the resupply method selected for each inventory source.

Source Resupply Setup (ABC Motors)		
Pearson	Resupply Parameters	
Micro-Management		
ADMI Guidelines		
SubSource Management	1 OEM Source 1 Pearson 2 OEM Source 2 Pearson 3 OEM Source 3 Pearson 4 OEM Source 4 Pearson 5 OEM Source 5 Pearson 6 OEM Source 6 Pearson 7 OEM Source 7 Pearson 8 OEM Source 8 Pearson 9 OEM Source 9 Pearson	
Exit		

Important: The screens used in this section contain default or sample values for the purpose of example only. Use values that are appropriate for your dealership when setting your parameters.

Pearson's Versus Micro-Management

The decision to use Pearson's algorithm or to use the user-defined micro-management criteria when reordering is based on your dealership's needs. Both are very effective reorder strategies. You will need to decide which will work best for your dealership.
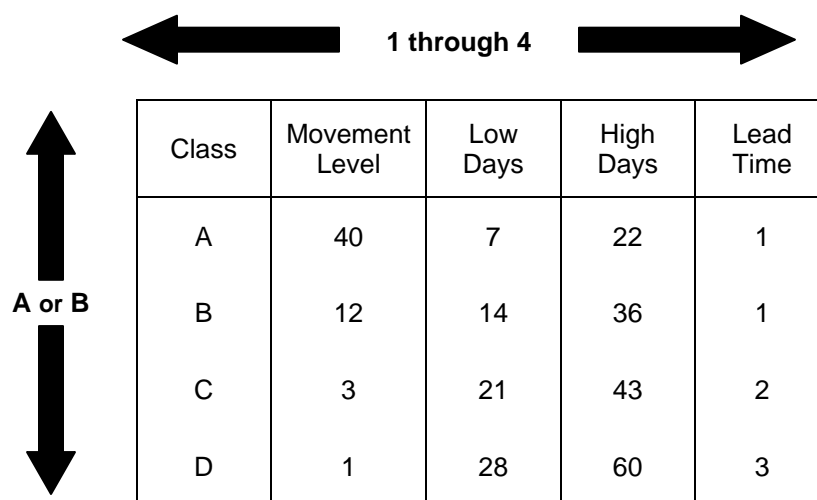
Pearson's Algorithm

The built-in Pearson's algorithm for resupply, phase in, and phase out was designed by parts management consultant Bob Pearson. This algorithm works to the dealer's advantages rather than the manufacturer. Pearson's technique does not promote the idea that the dealer should become a parts warehouse for the manufacturer. Instead, his philosophy is that the dealership should have a part when it is needed, which equals good fill ratio and good CSI. At the same time, the inventory should be managed properly, which equals good turns ratio and good department profitability. The emphasis is on the ideal fill ratio of 99% rather than 100%. This ratio contributes to the best profit and maintains an excellent turns ratio.

Autosoft International uses the Pearson's algorithm but gives it more flexibility and makes it easier to use. You do not have to be concerned with the numbers and statistics. The basic algorithm is built in to the system, and you can use it to best suit your dealership's needs. This technique allows you to switch instantly from heavy demand to light demand as your needs shift.

Pearson's algorithm, like all formulas, is based on numbers. The formula puts each part into one of eight classes (A through H), depending on its movement. Each part in the inventory is treated as a single entity that moves dynamically among these eight classes based on current movement and the reorder factor used.

The reorder factor is a two-character code used to manipulate the basic formula, consisting of a number (1 through 4) and an alpha character (A or B). The number is used to adjust the low and high days supply horizontally, while the letter is used to adjust the movement classes vertically. This factor is entered when you generate the order list.

The following diagram provides a simplistic illustration of how the algorithm works. While the actual algorithm is more complicated than the diagram, the diagram should provide an understanding of how the built-in formula works and how the reorder factor is used to adjust it.

1 through 4

A or B

Class	Movement Level	Low Days	High Days	Lead Time
A	40	7	22	1
B	12	14	36	1
C	3	21	43	2
D	1	28	60	3

Micro-Management

Along with the ability to regulate parts resupply by sales level with user-defined days supply criteria, many dealers want to "micro-manage" their inventory. Autosoft International worked with Jim Jackson (a name familiar to most Chrysler parts managers) to help clarify how this process is implemented with our parts inventory control system.

First, we looked at all of the possible criteria that a parts manager would need to consider when "micro-managing" the inventory. We then asked Jim to help identify the most important factors. Our parts resupply system already takes into consideration many factors such as order code, sale level, sale history, eligibility for return, and minimum sale or package quantity. "Micro-Management" specifications were added to expand our scope to include promotion codes, price symbols, and application codes.

Important: If you do not have experience working with a resupply system based on days supply, use the Pearson algorithm until you understand the days supply concept. You should consult your parts supplier representative for assistance in determining the correct values to enter in the setup.

Pearson

If you want to use the Pearson' s algorithm, click **Pearson** on the Resupply Parameters menu. You must enter setup criteria for each inventory source.

1. Click **Pearson**. The Source Resupply Setup screen appears.

2. In **OEM Source (1/9)**, type the source number for the inventory. You can enter parameters for up to nine inventories. Parameters for each inventory must be entered separately.

3. In **Set 'Pearson's Algorithm As Default Resupply For This Source,** type **Y** for yes to use the built-in Pearson algorithm.

4. Use the **Enable Economic Order Quantities For Stock Orders** field to indicate if you want to enable economic order quantities when generating the order list. Type **Y** for yes or **N** for no.

5. Use the **Should 'Lost Sales' Be Counted As Sales For Stock Orders** field to indicate if you want to include lost sales when generating the order list. Type **Y** for yes or **N** for no.

6. Use the **Should 'Phase In' Parts Be Pulled To Order** field to indicate if you want phase-in parts to be added to the order list. Type **Y** for yes if you want phase-in parts automatically added to the generated order list. Type **N** for no if you do not want these parts to appear on the generated order list. If you enter **N**, the phase-in parts will be listed on the exception report, and it will be your responsibility to manually add these parts to the order list as needed.

7. In **Base For 'Pearson' Begin Phase Out**, type the number of days at which the system should stop ordering a part. This is usually 18 days.

8. In **Base For 'Pearson' End Phase Out**, type the number of days at which the system should purge a dormant part. If no value is entered, the system will use 365 days as the phase out value. A part will not be purged if it has an on-hand quantity greater than zero.

9. Click **Save** to save the parameters. The screen clears so you can enter the next source.

Micro-management

If you want to use the Micro-Management method, click **Micro-Management** on the Resupply Parameters menu. You must enter setup criteria for each inventory source.

1. Click **Micro-Management**. The Micro-Management Resupply Setup screen appears.

2. In **OEM Source (1/9)**, type the source number for the inventory. You can enter parameters for up to nine inventories. Parameters for each inventory must be entered separately.

3. In **Set Micro-Management As Default Resupply For This Source**, type **Y** for yes to use the micro-management method.

4. Use the **Enable Economic Order Quantities For Stock Orders** field to indicate if you want to enable economic order quantities when generating the order list. Type **Y** for yes or **N** for no.

5. Use the **Should 'Lost Sales' Be Counted As Sales For Stock Orders** field to indicate if you want to include lost sales when generating the order list. Type **Y** for yes or **N** for no.

6. Use the **Should 'Phase In' Parts Be Pulled To Order** field to indicate if you want phase-in parts to be added to the order list. Type **Y** for yes if you want phase-in parts automatically added to the generated order list. Type **N** for no if you do not want these parts to appear on the generated order list. If you enter **N**, the phase-in parts will be listed on the exception report, and it will be your responsibility to manually add these parts to the order list as needed.

7. Use the **Phase Out With Days or Hits/Months** field to indicate if you want to base the phase out on days or hits. Type **D** for days or **H** for hits.

8. Use the **Basic Sales Level Parameters For All Scans** field to indicate if you want to use the basic sales level parameters to scan the inventory. Type **Y** for yes or **N** for no.

9. In **Days Supply "P" Factor**, type the factor you want to use. The number here is used to multiply the Phase Out Begin Days (entered on the next screen). If the previous last sale date is older than the number in this field, and the part was normally going to pull to the order list using the sales criteria for the part, the part will go to the order list with a suggested order quantity of zero.

10. Click **Next**. The Micro-Management Basic Default Criteria screen opens. This screen allows you to enter user-defined criteria that will be used to generate the order list. The resupply parameters on this screen are set by sales level.

		Sales	Days Supply		Phase In With		Phase Out With	
	CD	4 Qtr Sales	Low Days	High Days	Hits	Quarters	Begin Days	End Days
Basic Sales Level	A	48	14	30	2	1	18	280
Level	B	36	15	33	2	1	22	280
Level	C	24	18	36	3	2	39	280
Level	D	12	30	60	3	2	48	280
Level	E	6	45	60	3	2	90	280
Level	F	1	90	180	3	3	120	280
Promotion Code	A	12	21	35	3	4	18	280
Code	B	12	21	35	3	4	18	280
Code	C	12	21	35	3	4	18	280
Code	D	12	21	35	3	4	18	280
Code	E	12	21	35	3	4	18	280
Code	F	12	21	35	3	4	18	280
Code	G	12	21	35	3	4	18	280
Code	H	12	21	35	3	4	18	280
Code	I	12	21	35	3	4	18	280
Code	J	12	21	35	3	4	18	280
Code	K	12	21	35	3	4	18	280
Code	L	12	21	35	3	4	18	280
Code	M	12	21	35	3	4	18	280
Code	N	12	21	35	3	4	18	280
Code	O	12	21	35	3	4	18	280
Code	P	12	21	35	3	4	18	280
Code	Q	12	21	35	3	4	18	280
Code	R	12	21	35	3	4	18	280
Code	S	12	21	35	3	4	18	280

Back   Fill Defaults

Tip: At this point, you can click **Fill Defaults** to fill this screen with the default settings that are set in the system. The system prompts you to indicate if you want to use all of the defaults or just the Phase Out defaults. Click the button that corresponds to the defaults you want to use. The default information fills in on the screen.

11. The **CD** column on the left side of the screen indicates the sales level or promotion code for each line.

12. In the **4 Qtr Sales** field, type the minimum number of annual sales for each code.

13. Under **Days Supply**, type the **Low Days** (minimum) and **High Days** (maximum) stocking amounts for each sales level and promotion code.

14. Under **Phase In With**, specify the criteria you want to use to begin the phase in of a part.

    In the **Hits** field, type the number of hits that should occur before a part is phased in.

    In the **Quarters** field, specify within how many quarters the value in the **Hits** field should occur before a part should be phased in.

15. Under **Phase Out With**, specify the criteria you want to use to begin phasing parts out. The fields available in this section are determined by whether you selected to base the phase out on hits or days.

If the phase out is based on **hits**, this section will contain a **L/Than Hits** and an **In Months** column.

- In **L/Than Hits**, type the minimum number of hits that need to occur before phase out begins. A list of parts meeting the criteria will appear on the exception report after you print the generated list. At that time, the stocking status changes to "O". This status remains until the phase out is complete.

- Use the **In Months** field to specify the cutoff for the minimum hits to occur. If no value is entered in this field, the system will use 12 months as the phase out value. A part will not be purged if it has an on-hand quantity greater than zero.

If the phase out is based on **days**, this section will contain a **Begin Days** and an **End Days** column.

- In **Begin Days**, type the number of days that indicates when you want to stop ordering a part. A list of parts meeting the criteria will appear on the exception report after you print the generated list. At that time, the stocking status changes to "O". This status remains until the phase out is complete.

- In **End Days**, type the number of days that should pass before purging a dormant part. If no value is entered in this field, the system will use 360 days as the phase out value. A part will not be purged if it has an on-hand quantity greater than zero.

16. When you are finished entering the information, click **Back** to return to the Micro-Management Resupply Setup screen.

17. The OEM source field automatically displays the next source number so you can continue entering parameters.

ADMI Guidelines

If you want to use Ford guidelines for resupply, click **ADMI Guidelines**. You must enter setup criteria for each inventory source.

1. Click **ADMI Guidelines**. The ADMI Guidelines Resupply Setup screen appears.

2. In **OEM Source (1/9)**, type the source number for the inventory. You can enter parameters for up to nine inventories. Parameters for each inventory must be entered separately.

3. In **Set ADMI Guidelines As Default Resupply For This Source**, type **Y** for yes to use the micro-management method.

4. Use the **Enable Economic Order Quantities For Stock Orders** field to indicate if you want to enable economic order quantities when generating the order list. Type **Y** for yes or **N** for no.

5. Use the **Should 'Lost Sales' Be Counted As Sales For Stock Orders** field to indicate if you want to include lost sales when generating the order list. Type **Y** for yes or **N** for no.

6. Use the **Should 'Phase In' Parts Be Pulled To Order** field to indicate if you want phase-in parts to be added to the order list. Type **Y** for yes if you want phase-in parts automatically added to the generated order list. Type **N** for no if you do not want these parts to appear on the generated order list. If you enter **N**, the phase-in parts will be listed on the exception report, and it will be your responsibility to manually add these parts to the order list as needed.

7. In **"P" Factor**, enter the factor you want to use. The number here is used to multiply the Phase Out Begin Days. If the previous last sale date is older than the number in this field, and the part was normally going to pull to the order list using the sales criteria for the part, the part will go to the order list with a suggested order quantity of zero.

Tip: At this point, you can click **Fill Defaults** to fill this screen with the default settings that are set in the system. Click **OK** when prompted to verify you want to use the defaults. The default information fills in on the screen.

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8. The column on the left side of the screen indicates the sales level for each line.

9. In the **4 Qtr Sales** field, type the minimum number of annual sales for each code.

10. Under **Days Supply**, type the **Low Days** (minimum) and **High Days** (maximum) stocking amounts for each sales level and promotion code.

11. Under **Phase In With**, specify the criteria you want to use to begin the phase in of a part.

    In the **Hits** field, type the number of hits that should occur before a part is phased in.

    In the **Quarters** field, specify within how many quarters the value in the **Hits** field should occur before a part should be phased in.

12. Under **Phase Out**, specify the criteria you want to use to begin phasing parts out.

In **Begin Days**, type the number of days that indicates when you want to stop ordering a part. A list of parts meeting the criteria will appear on the exception report after you print the generated list. At that time, the stocking status changes to "O". This status remains until the phase out is complete.

In **End Days**, specify the number of days that should pass before purging a dormant part. If no value is entered in this field, the system will use 360 days as the phase out value. A part will not be purged if it has an on-hand quantity greater than zero.

13. Click **Save** to save the parameters. The fields clear so you can continue to enter parameters.

Subsource Management

If you use subsource management to generate resupply lists, you use this screen to set your subsource resupply parameters. This allows you to set parameters for each subsource you created.

Entering Subsource Resupply Parameters

1. Click **Subsource Management**. The Subsource Settings screen appears.

2. Use the **Enable Subsource Resupply For This OEM Source** field to indicate if you want to enable resupply for the selected parts inventory source. Type **Y** for yes or **N** for no. If you select **Y**, the system will use the subsource parameters entered on this screen when scanning the inventory to generate the suggested resupply order. If select **N**, the system will use the resupply parameters you set using one of the other resupply setup screens.

3. In **Subsource**, type the three-digit code for the subsource, or click the subsource in the list on the right side of the screen. The description for this subsource fills in the field next to the code.

If you are creating a new subsource, type the code and description. The subsource will appear in the list on the right side of the screen when you save the settings.

> **Tip:** At this point, you can click **Fill Defaults** to fill in the screen with the default setting that come with the system. When prompted, click to select if you want the phase out to be based on hits or days

4. Use the **Exclude This Subsource From Resupply** field to indicate if this subsource should be excluded when generating a resupply list. Type **Y** for yes or **N** for no.

5. Use the **Lost Sales Counted As Sales** field to indicate if you want to count lost sales as sales. Type **Y** for yes or **N** for no.

6. Use the **Phase-In Pull To Order** field to indicate if you want the system to automatically add parts to the suggested order that meet the phase in requirements. Type **Y** for yes or **N** for no. If you select **Y**, not all parts meeting the phase-in criteria will necessarily pull to order since they may not meet the resupply criteria or may currently have ample stocking quantities on hand, even though they meet the phase-in criteria. If you select **N**, you will see all parts meeting the phase-in criteria on the exception report and can then manage them appropriately.

7. In **Phase-Out Days/Hits**, specify if you want to phase out parts based on days or hits. Type **D** for days or **H** for hits.

   If you select **D** for days, the system will look at the part's last sale date to determine if the part should be phased-out. To calculate how many days it's been since the parts last sale, the system will use the part's last sale date. If the part does not have a last sale date, it will use the part's last resupply date. The **BPO** column (Begin Phase-Out) is the number of days to begin phase out or the number of days to stop ordering a part unless another sale or a lost sale is flagged for this part. The part will cycle through begin phase-out again. The **EPO** column (End Phase-Out) is the number of days to end phase out or when the part record will clear from the system at next month-end update.

   If you select **H** for hits, the system will look at how many hits the part has had. The **BPO** column (Begin Phase-Out) is the number of hits a part requires before it will begin phase out. The **EPO** column (End Phase-Out) is the number of months of sales used to calculate the hits. The part will begin phase-out when the number of hits falls below the number entered in the **BPO** column in the number of months entered into the **EPO** column. **The system will only look at a maximum of 24 months.** If you enter a value greater than 24 in the **EPO** column, the system will only look at 24 months. The part will end phase-out when the hits in the specified month fall below half of the value entered into the **BPO** column. This type of phase-out process is more widely accepted as the standard process throughout the industry.

8. Use the **Enable Economic Ordering** field to indicate if you want to enable economic ordering. Type **Y** for yes or **N** for no. If you select **N**, the resupply will be determined solely on the days supply, phase-in, and phase-out criteria. If you select **Y**, use the **E/O Value**, **LDS**, and **HDS** fields on the bottom right-hand side of the screen to set the economic order criteria you want to use.

9. In **4QS**, specify the four-quarter sales. The values in this column are used to determine which matrix line (Sales Level Line) is used base on the part's four-quarter sales. The lines must be in decreasing order. The 4QS value on line A must be greater than line B, line B must be greater than line C, etc.

10. Use the **LDS** field to specify the low-days supply. When a part's on-hand quantity falls below the specified low-days supply, the system will suggest an order to bring the on-hand quantity up to the high days supply.

11. In **HDS**, specify the high-days supply. When a part's on-hand quantity falls below the specified low-days supply, the system will suggest an order to bring the on-hand quantity up to the high days supply.

12. In **PIH**, specify the phase-in hits. If a part is a non-stocking part, any part with a stock status other than Y, N, or C, and its sales are greater than the phase-in hits in the specified months, the system will recognize it as a phase-in part. If the **Phase-In Pull To Order** field is set to **Y**, the system will automatically order the part if it meets resupply criteria for placing the part onto the order. If the field is set to **N**, the part will show on the "Testing For Phase In" exception list.

13. Use the **PIM** field to specify the phase-in months. This is the number of months of sales used to calculate if a part qualifies as phase-in.

14. Use the **BPO** field to specify the begin phase-out time. (Refer to step 7.)

15. In **EPO**, specify the end phase-out time. (Refer to step 7.)

16. In **E/O Value**, specify the phase in by economic order value. This is used by Hyundai dealers. Use the **LDS** field to specify the low-days supply for the phase in by economic order value and the **HDS** field to specify the high-days supply for the phase in by economic order value.

17. Click **Save**. If you created a new subsource, it will now appear in the window on the right side of the screen.

18. Continue to add resupply parameters to each subsource as needed.

19. Click **Exit** to close the screen when you are finished.

Tip: Use the **Verify Inventory** to print a subsource discrepancy report. The report will list all parts in the current inventory source that have been assigned to an invalid subsource.

Deleting a Subsource

1. Click the subsource in the list on the right side of the screen. The information for the subsource will fill in on the screen.

2. Click **Delete**.

3. Click **Yes** when prompted to verify you want to delete the subsource.

4. The parameter for this subsource will be removed from the subsource list in the window on the right side of the screen and no longer apply to that group of parts. All parts that were assigned the deleted subsource will default to subsource 000.

Editing a Subsource

1. Click the subsource in the list on the right side of the screen. The information for the subsource will fill in on the screen.

2. Edit the information for the subsource as needed.

3. Click **Save**.

Viewing Part Detail

The **View Part Data** button on the Subsource Settings screen allows you to look up a part to see what the results would be if the part were assigned to the subsource selected on the previous screen. These results are not based on the subsource the part is actually assigned.

1. Click **View Part Data**. The Part Detail screen appears.

2. In **Part**, type the part number for the part you want to see. The information for the part fills in on the screen.

3. The first section on the screen displays the information from the part's master inventory record.

4. The **Phase-In**, **Phase-Out**, **Suggested Order**, and **Sales Level** fields display the results if the part were to be added to the current subsource.

5. The remaining fields display information from the part's master inventory record.

6. The **12 Month Sales** section displays information from the part's master inventory record.

7. Click **Sales History** to view a list of documents this part appears on for the current month. Click **Back** to close the sales data.

8. When you are finished, enter another part number, or click **Close** to return to the Subsource Management screen.

Getting Ready

Once you enter the parameters, you can begin using the resupply feature. The first part of the following sections explains all of the menu options available in the Resupply and Manual Resupply features. This will help you understand how you use each option. After it explains the features, each section presents the basic steps you follow to complete your resupply and manual resupply.

Generate Order List

This button advances you to the Generate Order List menu. This menu is used to generate, view, edit, and print your resupply order list. The options on this menu provide you with the flexibility you need to ensure you generate an order list that meets your dealership's needs.
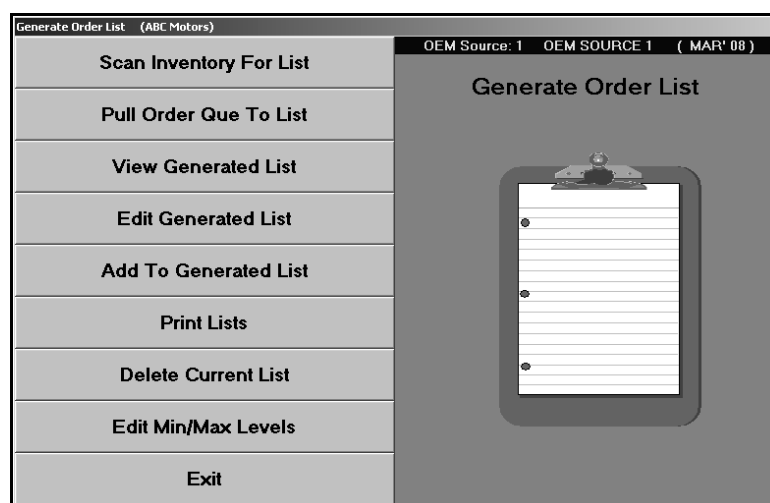
Scan Inventory To Generate Return List

Use this button to open the Generate Parts Order List screen to scan the inventory and generate a suggested order list based on the parameters you entered on the Source Resupply Setup screen. The screen that opens depends on the resupply method selected for the inventory source.

Remember: If you plan to generate more than one order list, you must turn the first list into a purchase order before generating another list.

Generate Parts Order List Using Pearson's Algorithm

If you specified to use the built-in Pearson's algorithm to generate your order list, the following screen appears when you select the option to scan the inventory. The system uses the information you enter on this screen and the information entered on the Source Resupply Setup screen to generate a suggested parts order based on the current inventory.

1. Click **Scan Inventory For List**. The Generate Parts Order List Using Pearson Algorithm screen appears.

2. In **For Order Code**, type the order code for the type of order you want to generate. The standard OEM codes are listed at the top of the screen for reference. These codes are entered in the **Order Code** field on the Master Inventory screen. You can enter custom codes as long as they appear in the **Order Code** field. Leave this field blank if you want to scan all active parts in your inventory.

   In **Reorder Factor**, type the reorder factor you want to use for the scan. This is a combination of a numeric character (from 1 through 4) and an alpha character (A, B, or D). The Reorder Factor is broken down into Reorder Factor and Reorder Level.

   The **Reorder Factor** is a numeric value with valid ranges from 1 through 4. The number relates to the months supply you want the report to suggest. **This affects the order in two ways.**

   First, the Reorder Factor determines if the part will be included in the order based on the number of days that have passed since the previous-to-the-last sale date. Each of the four numeric values represents a different cutoff point:

   1 = 120 days

   2 = 180 days

   3 = 280 days

   4 = 365 days.

Second, the Reorder Factor determines how many months of sales the Pearson logic should scan to determine if the part should be included in the order. Each of the four numeric values represents a different scan:

1 = Current Month

2 = Current Month + Previous 1 month

3 = Current Month + Previous 2 months

4 = Current Month + Previous 3 months.

The number of months scanned is adjusted in each case (1 through 4) based on the current day of the month. The Pearson logic scans an additional month until the 10th of the month has passed.

The **Reorder Level** is an alpha character (A, B, or D). The letter indicates the type of parts that will be considered for the order list. Each letter represents a different type of part.

A excludes emergency parts.

B includes all eligible parts.

D generates a daily stock order. This option is used mainly by dealers who participate in special stock order programs. Do not select this factor unless your supplier offers or requires a daily stock order. Also, do not confuse a daily stock order with special or emergency orders that can also be placed on a daily basis.

3. Use the **Include Non-Returnable Parts** field to indicate if you want the list to include parts that are flagged non-returnable. This is determined by the code in the **Return Code** field on the Master inventory screen. Type **Y** for yes or **N** for no. If your supplier does not flag returnable parts with an **R**, always enter **N** for no. Otherwise, the list will be blank.

Remember, parts flagged as ∗ are never considered for reorder. The scan will also ignore all superseded parts and any non-returnable parts that have both no sales history and no minimum and maximum stocking levels.

4. Use the **Ignore Negative On-Hand Quantities In Inventory** field to indicate if you want the scan to ignore parts that have negative on-hand quantities. Type **Y** for yes or **N** for no. Generally, **Y** is used to compensate for cases that arise when special order parts have been prepaid by the customer on a counter slip. You should use **N** if you frequently purchase parts on an emergency basis but do not stock them in because you rely on monthly inventory maintenance to set negative on-hand quantities to zero.

5. Click **OK** when prompted to verify you want to generate the order.

6. The system displays the progress of the scan at the bottom of the screen.

7. The system prompts you when the list is ready. Click **OK** to acknowledge the message.

8. The system returns you to the Generate Order List menu.

Generate Order List Using 'Micro-Management'

If you specified to use the Micro-management criteria to generate your order list, the following screen appears when you select the option to scan the inventory. The system uses the information entered on this screen and the information entered on the Source Resupply Setup screen to generate a suggested parts order based on the current inventory.

1. Click **Scan Inventory For List**. The Generate Order List Using 'Micro-Management' screen appears.

2. In **For Order Code**, type the order code for the type of order you want to generate. The standard OEM codes are listed at the top of the screen for reference. These codes are entered in the **Order Code** field on the Master Inventory screen. You can enter custom codes as long as they appear in the **Order Code** field. Leave this field blank if you want to scan all active parts in your inventory.

3. In **Promotion Code**, type the promotion code you want to scan. There are 36 valid codes (0 through 9 and A through Z). Leave this field blank if you want to generate an order for all of the codes. If the **For Order Code** field is left blank to scan the entire inventory, the **Promotion Code** field is skipped.

4. In **Price Symbol Code**, type the price symbol code to scan, or leave the field blank. (The cursor advances to this field if you leave the **For Order Code** field blank.)

5. In **Application Code**, type the application code to scan, or leave the field blank.

6. Use the **Scan For Daily/Weekly** field to indicate the type of list you want to generate. Type **D** to generate a daily stock order or **W** to generate a weekly stock order. **D** is used mainly by dealers who participate in special stock order programs. Do not select this factor unless your supplier offers or requires a daily stock order. Also, do not confuse a daily stock order with special or emergency orders that can also be placed on a daily basis.

7. Use the **Include Non-Returnable Parts** field to indicate if you want the list to include parts that are flagged non-returnable. This is determined by the code in the **Return Code** field on the Master Inventory screen. Type **Y** for yes or **N** for no. If your supplier does not flag returnable parts with an R, always enter **N** for no. Otherwise, the list will be blank.

   Remember, parts flagged as * are never considered for reorder. The scan will also ignore all superseded parts and any non-returnable parts that have both no sales history and no minimum and maximum stocking levels.

8. Use the **Ignore Negative On-Hand Quantities In Inventory** field to indicate if you want the scan to ignore parts that have negative on-hand quantities. Type **Y** for yes or **N** for no. Generally, **Y** is used to compensate for cases that arise when special order parts have been prepaid by the customer on a counter slip. You should use **N** if you frequently purchase parts on an emergency basis but do not stock them in because you rely on monthly inventory maintenance to set negative on-hand quantities to zero.

9. Click **OK** when prompted to verify you want to generate the order.

10. The system displays the progress of the scan at the bottom of the screen.

11. The system prompts you when the list is ready. Click **OK** to acknowledge the message.

12. The system returns you to the Generate Order List menu.

Generate Order List Using Ford 'Micro-Management'

If you specified to use the ADMI criteria to generate your order list, the following screen appears when you select the option to scan the inventory. The system uses the information entered on this screen and the information entered on the Source Resupply Setup screen to generate a suggested parts order based on the current inventory.

1. Click **Scan Inventory For List**. The Generate Order List Using Ford 'Micro-Management' screen appears.

2. In **For Order Code**, type the order code for the type of order you want to generate. The standard Ford codes are listed at the top of the screen for reference. These codes are entered in the **Order Code** field on the Master Inventory screen. You can enter custom codes as long as they appear in the **Order Code** field. Leave this field blank if you want to scan all active parts in your inventory.

3. Use the **Scan For Daily/Weekly** field to indicate the type of list you want to generate. Type **D** to generate a daily stock order or **W** to generate a weekly stock order. **D** is used mainly by dealers who participate in special stock order programs. Do not select this factor unless your supplier offers or requires a daily stock order. Also, do not confuse a daily stock order with special or emergency orders that can also be placed on a daily basis.

4. Use the **Include Non-Returnable Parts** field to indicate if you want the list to include parts that are flagged non-returnable. This is determined by the code in the **Return Code** field on the Master inventory screen. Type **Y** for yes or **N** for no.

    Remember, parts flagged as **∗** are never considered for reorder. The scan will also ignore all superseded parts and any non-returnable parts that have both no sales history and no minimum and maximum stocking levels.

5. Use the **Ignore Negative On-Hand Quantities In Inventory** field to indicate if you want the scan to ignore parts that have negative on-hand quantities. Type **Y** for yes or **N** for no.

6. Click **OK** when prompted to verify you want to generate the order.

7. The system displays the progress of the scan at the bottom of the screen.

8. The system prompts you when the list is ready. Click **OK** to acknowledge the message.

9. The system returns you to the Generate Order List menu.

Generate Parts Order List Using Subsource Management

If you set the **Enable Resupply** field on the Subsource Management screen is set to **Y** for yes, this screen will appear. If this screen does not appear, the **Enable Resupply** field on the Subsource Management screen is set to **N** for no. Return to the screen, and set the field to **Y** for yes.

1. Click **Scan Inventory For List**. The Generate Parts Order List Using Subsource Management Parameters screen appears.

2. Use the **Include Non-Returnable Parts** field to indicate if you want the list to include parts flagged non-returnable. This is determined by the code in the **Reorder Code** field on the Master Inventory screen. The default entry is **N** for no. If you want to include these parts, type **Y** for yes.

3. Use the **Ignore Negative On-Hand Quantities In Inventory** field to indicate if you want the scan to ignore parts that have negative on-hand quantities. The default entry is **N** for no. If you leave the default entry of **N**, the system will calculate a suggested order quantity using the negative on-hand quantity. If you select **Y** for yes, the system will calculate a suggested order using a zero on-hand quantity.

4. Use the **Sub-Source** fields to specify up to five subsources to include or exclude in the scan. Click to if you want to include or exclude these subsources. The system will scan the parts assigned to the subsources specified or ignore the parts in the subsources specified. If you leave the **Sub-Source** fields blank, the system will scan the entire inventory.

5. Click **OK** when prompted to verify you want to generate the list.

6. The system displays the progress of the scan at the bottom of the screen.

7. The system will prompt you when the list is ready. Click **OK** to acknowledge the message.

8. The system returns you to the Generate Order List menu.

Pull Order Que to List

Use this button to open the Pull Order Que screen to add the parts in the order que to the generated list. (See Chapter 9 for information about adding parts to the order que.) The Order Que should be pulled once to a generated list. If the order que is pulled more than once, the parts quantities will be multiplied by the number of times you pull the order. This only pulls the order que parts for the current inventory source. The source number is based on the source number selected using the F5 key. To change the source number, press F5 to display the OEM Parts Source list, and click the source number you want to select. The selected source number is displayed on the screen.

```
Pull Order Que   (ABC Motors)
                        "Click" Line To Change Order Status
TYPE    QTY    PART NUMBER       DESC      DOC      DATE       CUSTOMER
Daily    1     12555492          SWITCH 0  191307   03/19/08   STEVE SMITH
Daily    1     12563963          SEAL      191307   03/19/08   STEVE SMITH
Daily    1     15529401          CONNECTO  191307   03/19/08   STEVE SMITH
Daily    1     24501259          GSKT-OIL  191307   03/19/08   STEVE SMITH
Daily    1     3764554           RETAINE   191307   03/19/08   STEVE SMITH
Daily    1     10280480          ANTENNA   191308   03/19/08   MARK DAVIS
Daily    1     10305686          REGULATO  191309   03/19/08   DELLIA CHRISTOPHER
Daily    1     12555492          SWITCH 0  191310   03/19/08   STACIE TENNYSON


      The Order Que should be pulled ONLY      However, if you need to regenerate      Order Que parts are flagged as 'ordered'
      ONCE to a generated list. If it is pulled      a new list after pulling the Que to a      when the list is turned into a P. O.
      more than once, it will double the order      current list, it may be safely pulled
      quantities.                              to the new list.

                     Only Source 1 Parts Will Be Pulled From Que

                                              E = Emergency Only
      OK To Pull Order Que Parts To List ....
                               (E/D/S/A): ▮    D = Daily Only

                                              S = Stock Order Only

                                              A = All Parts In Que
      Back
```

Changing the Order Type

The first column on the list identifies how the order was flagged when it was added to the order que. It will read "Emerg," "Stock," or "Daily." You can change the order type by clicking the flag in the first column until the order type display the correct flag. You use the flag to pull the order to the current resupply list.

Pulling the Order Que

1. Click **Pull Order Que To List**. The Pull Order Que screen appears.

2. All of the parts in the order que are displayed in a list on the top of the screen. Use the scrollbar to view the list as needed.

3. In **OK To Pull Order Que Parts To List**, type the letter that corresponds with the parts you want to pull. Type **E** for emergency, **D** for daily, **S** for stock, or **A** for all.

4. The order que is added to the generated list. The system returns you to the Generate Order List menu.

View Generated List

Use this button to open the Generated Resupply List screen to view the suggested order list. You cannot edit part data on this screen. The screen automatically lists the parts on the generated list.

Click a part in the list to view the part data. The screen displays detailed information for the part, including a list of the sales documents for the part. Click **Back** to return to the part list.

Click **Exception List** to view a list of exceptions. By default, all exceptions (the complete list) appear on this list. Use the options on the bottom-right side of the Exception List screen to view the different exception lists. Click in the circle to the left of the description to select which exception list you want to view.

- **Non-Stock With GT 1:** This list displays all non-stock parts (parts with any stock status other than **Y**) that have more than one sale but *do not* meet *phase-in* criteria.

- **Stocked With Zero O/H:** This list displays parts that have a **Y** stock status, have an on-hand quantity of 0, did not pull to order, and do not meet *phase-out* criteria.

- **On Order/Back Order:** This list displays all parts currently on purchase orders waiting to be received or that have been placed on back order status.

- **Testing For Phase In:** This list displays all parts with a stock status other than **Y** that have met your *phase-in* criteria.

- **Testing For Phase Out:** This list displays parts with a stock status of **Y** that have met the phase-out criteria by the *days or hits* specified under **Set Supply Parameters**.

Use the **Print This List** button to print the list of exceptions as needed. The exception list currently selected is the list that prints. For example, if the list of stocked parts with zero on-hand quantities is displayed on the screen, this exception list prints. When prompted to verify your printer is ready, select your print criteria.

Tip: At this point, if you are satisfied with the parts and quantities on the list, you do not have to go through the editing process. If you generate the purchase order at this point, the order defaults to the suggested order quantities.

Edit Generated List

Use this button to open the Edit Generated List screen to edit part information on the order list. The information displayed on this screen is pulled from the Master Inventory screen. The information edited here does not affect the information on the Master Inventory screen. It only affects the information on the order list.

Editing the List

1. Click **Edit Generated List**. The Edit Generated List screen appears.

2. A list of the parts on the list is displayed on the right side of the screen. You can select to sort the list by part number or bin/part order. Click to select the sort option you want. The default sort is by part number.

3. The information for the first part in the list automatically fills in on the screen. Click **Prev** and **Next** (or press the F2 and F4 keys) to scroll through the parts on the list. The screen displays the information for each part as you scroll.

4. The **Suggested Order** field indicates the suggested order quantity.

5. In **Actual Order**, type the quantity you actually want to order. This field defaults to the suggested quantity, so you only need to edit this field if you want to order a different quantity.

6. Click **Save** to save the changes you make.

7. The information for the next part on the list is automatically displayed. Continue to edit the list as needed.

8. When you reach the end of the list, the system displays a "That's All" message. Click **OK** to acknowledge the message.

9. The system returns you to the Generate Order List menu.

Deleting a Part from the List

1. Select the part from the list on the right side of the screen.

2. Click **Delete Part**.

3. Click **OK** when prompted to verify you want to delete the record.

Add To Generated List

Use this button to open the Add To Generated List screen to add additional parts to the order list. This allows you to add parts to the order list that were not pulled by the system, so you can ensure your dealership orders the parts it wants to order. The information displayed on this screen is pulled from the Master Inventory screen. However, the information edited here does not affect the information on the Master Inventory screen; it only affects the information on the order list.

There are a few things to remember about adding parts to the list.

- A part can be on the order list once. You cannot place a part on the list for both general stock and special order separately. If you need to do this, you must make two separate purchase orders—one for general stock and one for special orders.

- Never flag a normally stocked part as a special order part on this screen even if you are special ordering the part for a customer. You can enter the customer's name and phone number for the part. This information prints on the purchase order for your reference.

- If you have entered any special customer orders to the Order Que and want to add them to the order, use the **Pull Order Que To List** button. Do not re-enter the order information on this screen.

- If the order quantity is zero, the part is ignored even though it prints on the list. Always verify the quantity you are entering.

Adding a Part

1. Type the part number for the part you want to add to the list.

    If the part is in your inventory, the inventory data is displayed on the screen.

    If the part is not in your inventory, the information is pulled from the price tape.

    If you add a part that is not in your inventory or on the price tape, you must enter the description. The **Bin** filed defaults to SPO, and the **Stock Part** field defaults to S for special order. Edit these fields as needed.

2. Type the quantity you want to order.

3. If this is a special order, type the customer's name and phone number.

4. You can enter additional information about the part in the **Comment** field.

5. Click **Save** to save the information and to add the part to the list.

Deleting a Part from the List

1. Select the part from the list on the right side of the screen.

2. Click **Delete Part**.

3. Click **OK** when prompted to verify you want to delete the record.

Adding Parts from the Exception List to the Order

You can view the exception list and pull parts from the list to the order. The Exception List screen and Inventory Data screen that open are similar to the screens that open when you are viewing the exception list using the **View Generated List** button.

1. Click **Exceptions**.

2. Click in the circle to select the exception list you want to view.

3. Click a part in the exception list.

4. The Inventory Data screen appears and displays the part information.

5. Click **Add This Part To Order**.

Print Lists

This button advances you to the Print Lists menu so you can print the order list. Each button on the menu corresponds to a different list available for printing. Click the button that corresponds to the list you want to print. When prompted to verify your printer is ready, select your print criteria.

Print Generated List

Use this button to print the generated list. Click to select if you want to print the list in part order or bin order. For each part on the list, the printout lists the part number, bin, group/base, ending model year the part fits, description, current on-hand quantity, minimum stocking quantity, maximum stocking quantity, on-order quantity, suggested order quantity, minimum stocking quantity, total sales for the last three months and the last year, the number of days since the last sale, the number of days since the previous to last sale, and the subsource.   The end of the printout lists the total parts on the list and the total cost of the parts.

Print With Full Movement

Use this button to print the generated list with the sales counts for the parts for the last 12 months. Click to select if you want to print the list in part order or bin order. For each part on the list, the printout lists the sales for each month and the total sales year to date. In addition, it lists the on-hand quantity, suggested order quantity, minimum stocking quantity, part description, return code, ending model year the part fits, the number of days since the part was last sold and stocked, and the subsource. The end of the printout lists the totals parts on the list and the total cost of the parts.

Print With Recent Movement

Use this button to print the generated list with sales counts for the parts for the last four months. Click to select if you want to print the list in part order or bin order. In addition to sales information for the last four months, the printout lists the part number, bin, description, current on-hand quantity, maximum order quantity, on-order quantity, suggested order quantity, total sales for the past three months, the minimum stocking quantity, the number of days since the last sale, and the subsource.

Print Exception List

Use this button to print the exception report. The report groups parts into four categories:

- Special order and non-stock parts with sales greater than one,

- Stocked parts with less than one in stock that were not pulled to the order,

- Parts being tested for phase in, and

- Parts being tested for phase out.

For each part, the printout lists the part number, location, group, ending model year, current on-hand quantity, on-order quantity, lost sales for each quarter, sales for the last three months, inventory source, lost sale days, and subsource.

Print Finished List

Use this button to print the finished order list. Click to select if you want to print the list in part order or bin order. The printout lists the part number, inventory source, location, subsource, ending model year the part fits, part description, current on-hand quantity, on-order quantity, total sales for the last three months, and the number of days since the last sale.

Print Stock Parts Exceptions

Use this button to print a list of the stock parts exceptions. You specify the "less than" value you want to use for the report. Only parts with a quantity less than the value you enter are included on the list. For each part, the printout lists the part number, location, group/base, subsource, ending model year the part fits, part description, on-hand quantity, the number of days since the last sale, the number of days since the previous to last sale, the totals sales for the last two months, and the return code.

Print Parts on Order or Back Order

Use this button to print a list of parts on order and back order. For each part, the printout lists the part number, location, subsource, part description, on-order or back-order quantity, last stock date, and last sale date.

Delete Current List

Use this button to delete the order list. Generally, you do not have to delete the list since it is overwritten when a new list is generated. However, if you are having problems with a list and want to start over, you can use this option to delete the list.

1. Click **Delete Current List**.

2. Click **Delete** when prompted to verify you want to delete the list.

Edit Min/Max Levels

Use this button to open the Edit Reorder Levels screen to edit the reorder values for a part without having to return to the Master Inventory screen. The information you edit on this screen will update on the Master Inventory screen, too.

1. Click **Edit Min/Max Levels**. The Edit Reorder Levels screen appears.

2. Type the part number. The part information fills in on the screen.

3. The top part of the screen displays the part's sales history.

4. Use the fields on the bottom-right part of the screen to edit the reorder information (**Order Status**, **Stock Status**, **Reorder At** quantity, and **Stock To** quantity) as needed.

5. Click **Save** to save the changes you make.

Enter Purchase Orders

This button advances you to the Resupply Purchase Orders menu. You use this menu to turn the generated order list into a purchase order, to print the purchase order, and to view past purchase orders when needed. The menu is also used to delete purchase orders or a specific part from a purchase order. This feature should be used periodically to ensure that outstanding orders are removed when they are no longer needed.


Update List Into a P.O.

Use this button to turn the generated order list into a purchase order.

1. Click **Update List Into A P.O.**

2. Type the purchase order number. The purchase order number can be up to six alphanumeric characters. Some manufactures may dictate certain criteria that must be used to assign these document numbers.

3. Indicate from where you are purchasing the parts. This information is recorded to track how purchases are being made for the Trend Analysis reports in the future. Type the letter that corresponds to the option you want to select.

    *   **S**=Stock Order: This selection indicates you are ordering the parts from the manufacturer or normal stocking vendor. This is the system default entry.

    *   **D**=Dealer: This selection indicates you are ordering the parts from another like dealer

    *   **O**=Outside: This option indicates you are ordering the parts from a non-OEM supplier.

4. Indicate the type of order. Type **R** for regular stock order, **S** for special order, or **E** for emergency order.

5. Click **OK** when prompted to verify you want to update the purchase order.

If you find that you should have added a part number to the order or changed the order quantity after you turn the list into a purchase order, you can still append and amend the purchase order. Simply create a new order for the parts that are affected. Then, update the new list to the same purchase order. The system prompts you that the current purchase order will be updated. The new numbers will be added to the order, and the changes to parts already on the order will be updated. Click **OK**, and continue to update the list into the purchase order.
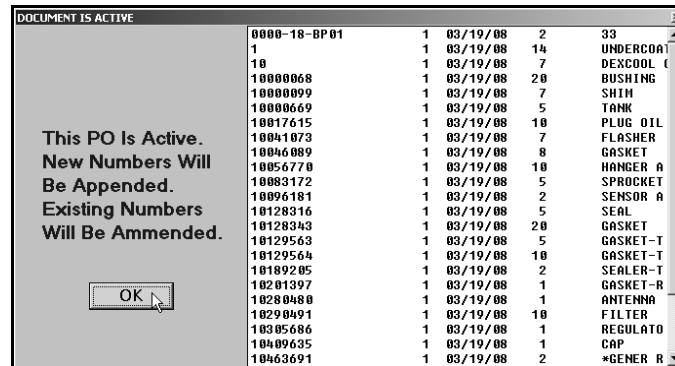
Print a Purchase Order

Use this button to print a specific purchase order.

1. Click **Print A Purchase Order**.

2. Click to select to print the list in part order or bin order.

3. Type the purchase order number you want to print, or click the purchase order in the list of active orders that is displayed.

4. When prompted to verify your printer is ready, select your print criteria.

List Active Purchase Orders

Use this button to print a list of all of the active purchase orders in the system. When prompted to verify your printer is ready, select your print criteria. For all parts on the purchase order, the printout includes the part number, order quantity, backorder quantity, location, subsource, part description, cost, and external. The end of the printout displays the total parts and part cost for the parts on order and backorder.

Delete a Part or Purchase Order

Use this button to delete an entire purchase order or a part on a purchase order. This should be done periodically to ensure that outstanding orders are removed when no longer valid.

Most manufacturers have time limits on back orders. If the order is not received within 60 or 90 days, you can expect that the order will be cancelled. You will have to resubmit the order if you still want the parts. Therefore, old purchase orders need to be deleted from the system to remove any related back order notations on the Master Inventory screen. However, you should always print and review the purchase order before deleting it to determine what has not been received.

Deleting a Part from a Purchase Order

1. Click **Delete A Part Or Purchase Order**.

2. Type the purchase order number, or click on the purchase order you want to select in the list of orders that is displayed.

3. Type the part number, and press ENTER.

4. Click **OK** when prompted to verify you want to delete the part.

Deleting a Purchase Order

1. Select the purchase order.

2. Leave the **Part Number** field blank, and press ENTER to advance through the blank field.

3. Click **OK** when prompted to verify you want to delete the purchase order.

Inquire on Ordered Part

Use this button to view purchase order information for a specific part. In addition to displaying the parts currently on order for a customer, the screen identifies any parts a customer ordered that are in but that have not been picked up.

1. Click **Inquire On Ordered Part**. The Inquire On Ordered Part screen appears.

2. Type the part number you want to check, or search using the customer's phone number.

3. The screen displays information from all of the active purchase orders. The bottom part of the screen displays parts that have been received and are still in your inventory.

4. Click **Exit** to return to the Resupply Purchase Orders menu.

View Purchase Orders

Use this button to view the entire contents of a purchase order.

1. Click **View Purchase Orders**. A list of the available purchase orders is displayed.

2. The **PO List** tab automatically displays a list of purchase orders. To view information for all purchase orders, click **Show All POs**.

3. Use the **Sort POs By** list to select the sorting order for the purchase order list.

4. You can also search for a specific purchase order or part number. To search for a purchase order by P.O. number, type the number in the **PO Number** field. To search for a part, type the part number in the **Part Number** field.

5. Click the purchase order you want to view. The information for that purchase order displays on the **Search Results** tab.

6. Click **Print** to print the information. When prompted to verify your printer is ready, select your print criteria.

7. Click **Back** to return to the Resupply Purchase Orders menu.

Receipt Purchase Orders

This button advances you to the Receipt Stock Orders menu. You use this menu to stock the parts you received. Unless the shipment completely fills all of the outstanding orders on the purchase order, you must go through the purchase order and tell the system which parts and what quantity of each part were received. The options on the menu let you edit the purchase order and update the edited purchase order to your master inventory records.

Edit Purchase Orders

Use this button to open the Edit Resupply Purchase Orders screen to indicate the parts and quantities that were received.

1. Click **Edit Purchase Orders**. The Edit Resupply Purchase Orders screen appears.

2. Type the purchase order number, or click the purchase order you want to edit from the list on the right side of the screen.

3. A list of the parts on the purchase order is displayed on the right side of the screen. You can select to sort the list by part number, bin/part order, or numerical order. The default sort is by part number.

4. The information for the first part in the list fills in on the screen. You can scroll through the list of parts by clicking on the **Prev** and **Next** buttons (or by pressing the F2 and F4 keys). You can also select the part you want to view by clicking on the part in the list.

5. The **Received** field automatically defaults to the quantity ordered. If this is not correct, edit the value as needed.

6. The **Back-Ordered** field automatically fills in based on the entry in the **Received** field. If necessary, edit the quantity.

7. If you will not be receiving a part, type 0 (zero) in both the **Received** and **Back-Ordered** fields.

8. If a part number or pricing information changes, type the new information in the **Changed Number** section. When you update the purchase order, the information will be updated to the Master Inventory file.

9. Click **Save** to save the information for the part.

10. The information for the next part on the list fills in on the screen. Continue to add parts as needed.

11. The system prompts you to update the purchase order when you reach the end of the parts list. Click **Edited Items** to update just the edited parts, or click **All Items** to update all of the parts on the purchase order.

12. The system displays a warning indicating that only the items for the current inventory source will be stocked. Click **OK** to acknowledge the message.

13. Click **OK** when prompted to verify you want to update the purchase order.

Cycle Inventory – Print P.O. Lists

This button advances you to the Print P.O. Lists menu. This menu is used to perform spot checks and to correct the on-hand quantities for the parts received against the purchase orders as you put the parts away. Many dealers prefer this method to conducting "bin-a-week" or a complete physical inventory count. This is similar to the Cycle Inventory feature, but it is handled as a completely separate process. (See Chapter 13 for more information on cycle inventory.)

Print 'Put-Away Cycle Inventory' List

Use this button to generate a count sheet for a specific purchase order. For each part on the purchase order, the printout lists the part number, location, and on-hand quantity. The printout provides a blank space where you can record the actual quantity.

1. Click **Print 'Put-Away Cycle Inventory' List**.

2. Type the purchase order number.

3. Type **A** to include all of the parts or **E** to include just the edited parts.

4. When prompted to verify your printer is ready, select your print criteria.

Enter Cycle Inventory Count

Use this button to open the Edit Cycle Put Away Counts screen to enter the actual quantity of each part on the shelf before adding the parts that were received. If you printed a Put Away Cycle Inventory list and used it to record the actual inventory counts, use the list to help you enter the quantities. This method counts parts at their lowest level, so you spend less time counting.

1. Click **Enter Cycle Inventory Count**. The Edit Cycle Put Away Counts screen appears.

2. Type the purchase order number. A list of the parts on this purchase order is displayed on the right side of the screen.

3. Type the part number.

4. Verify the quantity in the **Actual** field.

   If it is correct, click **Save** (or press the ENTER key).

   If it is incorrect, edit the quantity, and click **Save** (or press the ENTER key).

5. The information for the next part on the list fills in on the screen.

6. Continue to edit the information as needed.

7. Click the **Back** to return to the Print P.O. Lists menu.

Print Exceptions From Cycle Count

Use this button to print a variance report of the counts you entered using the Edit Put Away Counts screen compared to the on-hand quantity for a specific purchase order. This report can help you identify discrepancies. For each exception, the printout lists the part number, location, on-hand quantity, actual quantity, and the discrepancy between the two quantities.

1. Click **Print Exceptions From Cycle Count**.

2. Type the purchase order number, or type "ALL" to include all purchase orders.

3. When prompted to verify your printer is ready, select your print criteria.

Purge ALL Cycle Inventory Lists

Use this button to delete all lists from the working file. You should use this feature as a last resort to alleviate a backlog of entries that have not been reconciled. Because purchase orders are maintained in a separate file, they are not affected by this function.

1. Click **Purge ALL Cycle Inventory Lists**.

2. Click **OK** when prompted to verify you want to purge the files.

Print Edited Purchase Order

Use this button to print an edited purchase order. For each part on the purchase order, the printout lists the part number, part number change, part description, order quantity, quantity received, back-order quantity, cost, and location.

1. Click **Print Edited Purchase Order**.

2. Type the purchase order number, or type "ALL" to print all of the edited purchase orders.

3. When prompted to verify your printer is ready, select your print criteria.

Print Special Orders From P.O.

Use this button to print the special order parts on a purchase order. For each part on the purchase order, the printout lists the part number, location, order quantity, quantity received, part description, number changes, and customer who ordered the part.

1. Click **Print Special Orders From P.O.**

2. When prompted to enter the purchase order number, you have three options:

    -   Type the purchase order number you want to print.

    -   Type "ALL" to print the special orders from all of the purchase orders.

    -   Leave the field blank to include only the parts that have been stocked.

3. When prompted to verify your printer is ready, select your print criteria.

Print ALL Parts On Back Order

Use this button to print a list of parts on back order for the current inventory source. For each part on back order, the printout lists the purchase order number, the part number, location, back-order quantity, part description, and customer who ordered the part.

1. Click **Print ALL Parts On Back Order**.

2. When prompted to verify your printer is ready, select your print criteria.

Update EDITED Items From P.O.

Use this button to stock the received quantities using the edits you made to the purchase order. If you used "ALL" as the purchase order number to edit the received quantities, you must use the **Update ALL Items from P.O.** button to update the inventory.

1. Click **Update EDITED Items From P.O.**

2. The system displays a warning that only the items for the current inventory source will be stocked. Click **OK** to acknowledge the message. (If the inventory source is not correct, press the F5 key to display the OEM Parts Source list to select the correct inventory source.)

3. Type the purchase order number, or click on the purchase order in the list.

4. Click **OK** when prompted to verify you want to update the purchase order.

Update ALL Items from P.O.

Use this button to stock all of the items on a purchase order without editing the purchase order. This option should be selected when a shipment completely fills all of the outstanding orders on a purchase. You must use this button to update the inventory if you used "ALL" as the purchase order number to edit the received quantities.

1. Click **Update ALL Items From P.O.**

2. The system displays a warning that only the items for the current inventory source will be stocked. Click **OK** to acknowledge the message. (If the inventory source is not correct, press the F5 key to display the OEM Parts Source list to select the correct inventory source.)

3. Type the purchase order number, or click on the purchase order in the list.

4. Click **OK** when prompted to verify you want to update the purchase order.

View Purchase Orders

Use this button to view the entire contents of a purchase order. You view the purchase orders the same way you view them using the **View Purchase Orders** button on the Resupply Purchase Orders menu.

The Basic Resupply Process

The previous information explains all the menu options available in the Resupply feature. This section walks you though the basic procedures you would complete for your resupply process.

A. Generate the resupply list.

1. Click **Resupply & Returns** on the Parts Inventory menu.

2. Click **Generate Order List** on the Resupply and Returns menu.

3. Click **Scan Inventory For List** on the Generate Order List menu.

4. Enter the proper order criteria for the type of order you are generating. This varies according to the setup you have chosen under Set Supply Parameters. Refer to pages 10:5-10:12 for detailed information about resupply parameters.

5. Click **OK** when prompted to verify you want to generate the order.

6. Click **OK** on the List is Ready prompt.

7. The system returns you to the Generate Order List menu.

B. View the generated list.

1. Click **View Generated List** on the Generate Order List menu.

2. The **Generate Resupply List** screen appears and displays the suggested stock order. You can click any part number to display additional data. This information may be useful to assist you with your resupply decisions.

3. Click **Exception List** on the bottom of the Generate Resupply List screen.

4. The Exception List screen appears and lists all exceptions. By default, all exceptions appear on this list. Use the options on the bottom-right side of the Exception List screen to view the different exception lists. Click in the circle to the left of the description to select which exception list you want to view.

5. Click **Print This List** to print any of the lists you want to print.

6. When prompted to verify your printer is ready, click to select **To Printer**, and click **Print**.

7. Click **Back** until you are back at the Generate Order List menu.

C. Edit the generated list.

    1. Click **Edit Generated List** on the Generate Order List menu.

    2. The window on the right side of the screen displays the generated list.

    3. Click the part you want to edit.

    4. Make the adjustment, and press ENTER to record the information.

    5. When you are finished making all of the adjustments, click **Exit**.

Note: You cannot add parts to the order on this screen. You can only change the suggested order quantity. Also, any changes in the original suggested order quantity you make here are not reflected when you view the list using the **View Generated List** option.

D. Add to the generated list.

    1. Click **Add To Generated List** on the Generate Order List menu.

    2. Manually enter any additional parts you want to add to the order. Generally, these are parts reviewed from one of the exception lists you plan to order.

    3. You can change the stock status of parts on this screen also. This allows phase-in parts, for example, to be changed to a **Y** stock status so they will pull to the generated list in the future.

    4. When you are finished adding all the parts, click **Exit** to return to the Generate Order List menu.

Tip: Use the Order Que for special order customers.

E. Pull the order que.

If you are not currently using the order que feature, you can enter customer special orders through the **Add To Generated List** option on the Generate Order List menu. However, Autosoft highly recommends that you use the order que for ALL customer special orders.

1. Click **Pull Order Que To List** on the Generate Order List menu.

2. The window at the top of the screen lists all of the parts in the order que. You can click the order type for each part number to change the order type so the part numbers can be added or excluded from the current order based on the order type you want to pull.

3. When you are satisfied with the list, indicate the parts you want to pull from the order que. Type **E** for emergency only, **D** for daily only, **S** for stock order only, or **A** for all parts in the que. All parts flagged with appropriate order type will be pulled to the generated list.

4. The system returns you to the Generate Order List menu.

5. Click **Exit** on the Generate Order List menu.

Important: Only pull the order que to the generated list once. If you pull the order que multiple times, the parts quantities will be multiplied by the number of times you pull the order.

F. Create a purchase order.

1. Click **Enter Purchase Orders** on the Resupply and Returns menu.

2. Click **Update List Into A P.O.** on the Enter Purchase Orders menu.

3. Type the P.O. number or order document number you want to assign the completed list of parts pulled from the Generate Order List section of software. Some manufactures may dictate certain criteria that must be used to assign these document numbers.

4. Next, indicate where these parts are being purchased from. Type the letter that corresponds to the option you want to select. Type **S** for stock order, **D** for dealer, or **O** for outside/non-OEM supplier.

5. Indicate the order type. Type **R** for regular stock order, **S** for special order, or **E** for emergency order.

6. Click **OK** when prompted to verify you want to update the P.O.

G. Print the purchase order.

Printing a copy of the purchase order is optional; however, most Parts Managers require a hard copy of parts orders be retained to verify against the packing list when orders are received.

1. Click **Print A Purchase Order** on the Enter Purchase Orders menu.

2. The system displays a list of available purchase orders that have been entered in the system. Type the P.O. number, or click the purchase order in the list.

3. When prompted to verify your printer is ready, click to select **To Printer**, and click **Print**.

H. Add parts to the existing purchase order before submitting it to the manufacturer as needed.

1. Click **Generate Order List** on the Resupply and Returns menu.

2. Click **Add To Generated List** on the Generate Order List menu.

3. Add additional part numbers as needed.

4. Click **Exit** to close the screen when you are finished.

5. If you need to add special order part numbers from the order que, click **Pull Order Que To List**, and pull the parts as needed.

6. Click **Exit** until you are back at the Resupply and Returns menu.

7. Click **Enter Purchase Orders** on the Resupply and Returns menu.

8. Click **Update List Into A P.O.** on the Enter Purchase Orders menu.

9. When prompted to enter the P.O. number you want to assign the order, type the previous P.O. number.

10. The system will display a warning that this is an active purchase order and that the new numbers will be appended and existing numbers will be amended. Click **OK** to acknowledge this message.

11. Print a fresh hard copy of the changed purchase order for your records.

I. Submit the purchase order to the manufacturer
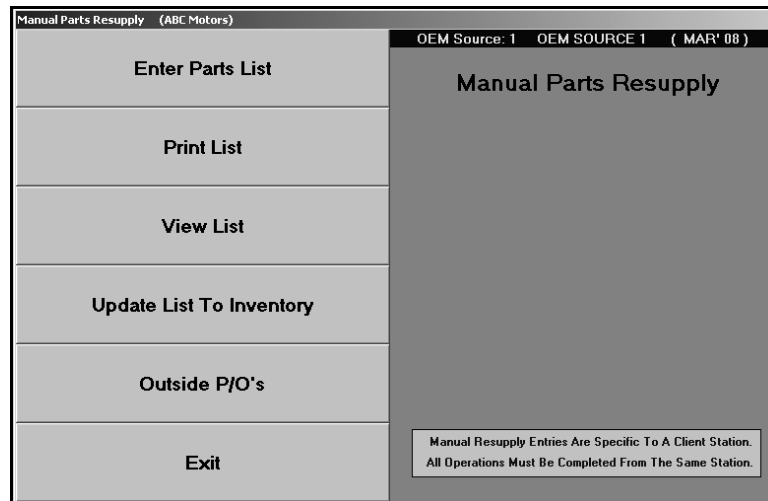
Follow the steps necessary to place the order with the manufacturer. The steps vary from franchise to franchise. Refer to manufacturer-specific instructions provided for your franchise for specific information about submitting the order to your manufacturer.

J. Receipt the order.

1. Click **Resupply & Returns** on the Parts Inventory menu.

2. Click **Receipt Purchase Orders** on the Resupply and Returns menu.

3. Click **Edit Purchase Orders** on the Receipt Stock Orders menu.

4. Click the desired P.O. number displayed in the window on right hand side of screen, or type the P.O. number in the **P.O. Number** field.

5. A list of part numbers will be displayed in the window on the right side of the screen.

6. Click each part number requiring editing, and make the necessary adjustment. You must press ENTER to advance through the fields or click Save in order to save the edit for the part number.

7. When you are finished editing the list, click **Exit**.

8. Click **Update All Items From P.O.** on the Receipt Stock Order menu.

9. The system notifies you that only parts in the current source will be updated. Click **OK** to acknowledge the message.

10. Type the P.O. number for the order you want to update, or click the purchase order in the list of available purchase orders displayed.

11. Click **OK** when prompted to verify you want to update the purchase order.

12. The parts will be updated to Master Inventory, and back orders will be flagged accordingly. Once all parts from purchase order have been receipted, the purchase order will no longer exist.

Manual Resupply
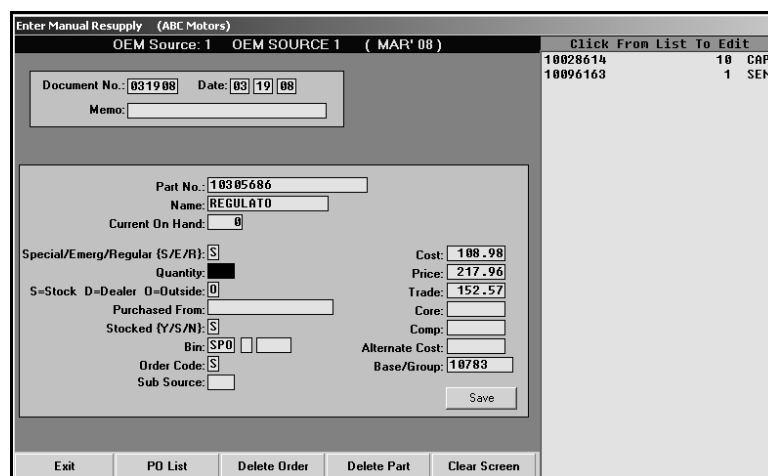
This button advances you to the Manual Parts Resupply menu. This menu is used to "stock in" items that are normally processed on a purchase order. The feature is intended for non-OEM parts purchased on an unscheduled basis from a local supplier, but this feature can also be used with daily special or emergency inventory orders for OEM parts.

Enter Parts List

Use this button to open the Enter Manual Resupply screen to generate a list of parts you want to manually resupply.

Adding Parts to the List

1. Click **Enter Parts List**. The Enter Manual Resupply screen appears.

2. Type the document number you are using to stock the parts.

3. The date automatically defaults to the system date.

4. If necessary, use the **Memo** field to type any information about the order you want to document.

5. Type the part number, and the information for the part fills in on the screen. (If the part is not in your inventory, you will have to enter the part information.)

6. Type the quantity you are adding to the inventory.

7. Click **Save** to save the information.

8. The part is added to a list on the right side of the screen, and the part section clears so you can enter another part.

9. Continue to enter parts until all of the parts for the document have been added.

Recalling a Purchase Order

1. Click **PO list**. A list of purchase orders is displayed.

2. Click the purchase order you want to select. The purchase order information fills in the fields at the top of the screen.

3. A list of parts on the purchase order is displayed on the right side of the screen.

Editing a Part on the List

1. Click a part in the list on the right side of the screen. The information for the part fills in on the screen.

2. Click in a field, and edit the information as needed.

3. Click **Save** to save the changes.

Deleting a Part on the List

1. Select the part.

2. Click **Delete Part**.

3. Click **OK** when prompted to verify you want to delete the part.

Deleting an Order

1. Verify the correct purchase order is displayed on the screen. If necessary, click **P.O. List** to select a different purchase order.

2. Click **Delete Order**.

3. Click **Gonzo** when prompted to verify you want to delete the order.

Print List

Use this button to print a list of the parts entered.

1. Click **Print List**.

2. When prompted to verify your printer is ready, select print criteria.

View List

Use this button to view the list of parts entered. For each part on the list, the screen displays the inventory source, part number, quantity entered, part description, and the code indicating where the dealership purchased the part.

Update List To Inventory

Use this button to update the parts list to the inventory.

1. Click **Update List To Inventory**.

2. Indicate if you want to relieve on-order and back-order notations. Type **Y** for yes or **N** for no.

3. Click **OK** when prompted to verify you want to update the inventory.

Outside P/O's

This screen is used to post parts purchase orders. You may exit this screen while a partial purchase order is posted. A warning message appears when you exit and warns you that the entry has not been saved. You may exit the screen or choose to clear the transaction at this time. If you exit, the partial purchase order automatically displays when you return to the screen. This function is "client" dependant, so it is only saved on this computer and for this operator ID. The transaction remains until you complete and save the transaction or until you clear the transaction.

Generating a New Purchase Order

1. Click **Outside P/O's**. The Parts Purchase orders screen appears.

2. The system automatically assigns the **P.O. Number** when you save the purchase order, and the **P.O. Date** field automatically defaults to the system date.

3. In **Requested By**, type the name of the person who requested the PO. This is a required entry.

4. In **Ship Via**, indicate the shipping method for the order.

5. Use the **Memo** field to enter any additional information about the order.

6. In **Reference**, type the reference document number for the purchase order. This is a required entry.

7. The fields on the top-right side of the screen are for the vendors' information.

    To select an existing vendor, click **Vendors**. Type the letter of the vendor's prominent name. A list of vendors is displayed. Click the vendor you want to select, and the vendor's information fills in on the screen.

    If the vendor does not exist in the system, you can type the vendor's name, address, and phone number to add the vendor to the purchase order.

8. The **Line** is automatically generated as you add parts to the purchase order.

9. Type the part number in the **Item** field. The **Description** field automatically displays the part name/description, and the **Src** field displays the inventory source number.

10. In **Qty**, type the quantity purchased. This is a required entry.

11. In **Amount**, type the cost of the item. The **Extension** field is automatically calculated based on the quantity and the value entered in the **Amount** field.

12. When you advance to the **G/L** field, a list of the available general ledger accounts is displayed. These are the accounts that were entered in the Purchase Order setup in the Cashier module. Type the account number, or click the account you want to select.

13. Once you enter or select the general ledger account, the line is automatically "filed."

14. Continue to add lines as needed. As lines are added, the **Total P.O.** field automatically calculates the total.

15. When you are finished, click **Print** to save and print the purchase order, or click **Save Only** to save the purchase order without printing.

16. Click **OK** when prompted to verify your printer is ready or that you want to save the purchase order.

Editing a Purchase Order

1. Click **PO List** to displays a list of previously saved purchase orders. The list includes any parts purchase orders entered in the Cashier module.

2. Click the purchase order you want to edit. The information for the purchase order fills in on the screen.

3. Click the line in the list you want to edit.

4. Click **Edit** when prompted to indicate what you want to do with the line.

5. The information fills in the "working" line.

6. Click in a field, and edit the information.

7. Click **Print** to save and print the purchase order, or click **Save Only** to save the purchase order without printing.

Removing a Line from a Purchase Order

1. Select the purchase order that contains the line.

2. Click the line.

3. Click **Remove** when prompted to indicate what you want to do with the line. The line is removed from the purchase order.

Deleting a Purchase Order

1. Select the purchase order.

2. Click **Delete PO**.

3. Click **Gonzo** when prompted to verify you want to delete the purchase order.

Sending the Purchase Order to the Order Que

1. Select the purchase order.

2. Click **To Order Que**.

3. Click **OK** when prompted to verify you want to send the parts to the order que.

4. The parts are added to the order que.

The Basic Manual Resupply Process

The previous information explains all the menu option available for manual resupply. This section walks you though the procedures you would complete for your manual resupply process. It is necessary to go through the complete process.

1. Click **Parts ReSupply & Returns** on the Parts Inventory menu.

2. Click **Manual Resupply** on the Resupply and Returns menu.

3. Click **Enter Parts List** on the Manual Parts Resupply menu.

4. On the Enter Manual Resupply screen, enter the resupply information as needed. If you have any questions about any of the fields on the screen, refer to page 10:48, or press F1 to view the help page for this screen.

5. When you are finished entering the complete list of parts, click **Exit**.

6. Click **Print List** on the Manual Parts Resupply menu.

7. When prompted to verify your printer is ready, click to select **To Printer**, and click **Print**. This printout is optional, but some Parts Departments require a printed hard copy of manual orders.

8. Click **Update List To Inventory** on the Manual Parts Resupply menu.

9. Indicate if you want to relieve the on-order and back-order notations. Type **Y** for yes or **N** for no.

10. Click **OK** when prompted to verify you want to perform the update.

11. When the update is complete, the system returns you to the Resupply and Returns menu. This completes the resupply process, and the parts are now in the Master Inventory.

Chapter 11 Parts Returns

The right side of the Resupply and Returns menu is used to generate and process parts returns. Preparing a parts return list is similar to preparing an inventory resupply list. You begin by generating a suggested list of parts that are eligible for return and that are no longer needed in your inventory. The process affects only the current source. You can add to or edit the suggested list as needed.

Next, the finished list is converted into a return document. Transmit the document to the manufacturer using your manufactures Dealer Communications System (DCS). When you receive approval for the return, you edit the lists as needed. Finally, you update the return document to relieve your inventory of the returned parts.
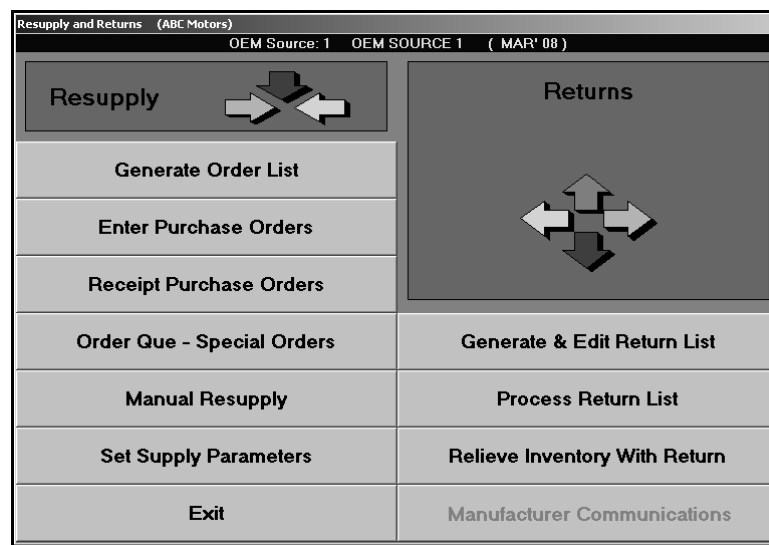
You can have only one generated return list in the system at a time, but you can have any number of return documents on file. If you plan to generate more than one return list at a time, you must turn the first list into a return document before you generate the next list. Each list overwrites the previously generated list.

A return document remains on file until you update the document to relieve the returned parts from your inventory. This update should be done *after* the parts have been physically removed from your inventory and shipped to the OEM supplier.

Tip: The label on last button on the Returns side of the menu changes depending on the parts inventory source you select. The button displays the name of the manufacturer communications available for the current parts source. If an interface with your manufacturer is available through Autosoft FLEX DMS, you can access it using this button. This way, you can transfer the parts return document to the manufacturer right from this menu.

Generate & Edit Return List

This button advances you to the Generate Stock Return menu. You use this menu to generate a return list. You have the option to scan your inventory to generate the list, manually enter a return list, or use a combination to generate the return list.

Scan Inventory For Return List

This button advances you to the Generate Stock Return submenu. You use this menu to scan the inventory to generate a suggested return list. The first three buttons provide your scanning options. The last two buttons allow you to print the generated list in either part order or bin order.

Tip: The system pulls any parts currently in the manual return list to the generated list. Before generating the list, you should verify that you do not need to delete a manual return list or remove parts from the list. See pages 11:12-11:13 for information about the manual return list.

Generate By 'Days Supply' Overstock

Use this button to generate a list based on overstock. This scan identifies parts that have not sold for a specific period and parts that are selling but have an excessive quantity in stock. This information is determined by the "High" days supply level. The days supply is determined by the resupply method you selected for each inventory source using the **Set Supply Parameters** button. The Pearson algorithm automatically calculates this level. If you are using Micro-Management, you set these parameters on the second parameters screen.   In addition, any entries in the manual return list are automatically pulled to the generated list.

1. Click **Generate By 'Days Supply' Overstock**.

2. Type the return codes and the "cost over" amount you want to use to generate the list. The first **Return Codes** field defaults to **R** for "Returnable" parts. The second field defaults to ***** for "Last Time Returnable." You can edit these fields as needed. If you want to generate a list for all of the return codes, type **+ + + + +**.

3. Type the cost over amount you want to use to generate the return list.

4. The **Max Return Value** allows you to specify the maximum value of the return. If you set a maximum return value, the system will find all parts that qualify for the return. Starting with the oldest part, the system will then add the parts to the suggested return and will stop adding parts when the value of the return reaches the maximum value set. If you do not specify a maximum return value, the system will include all parts that qualify.

5. The **Maximize Return Value** option works in conjunction with the **Max Return Value** field.

    If set to **N** for no, the system will end the scan when it reaches a part whose value exceeds the remaining return value. (Value = On-hand Quantity * (Cost + Core))

    If set to **Y** for yes, when the system reaches a part whose value exceeds the remaining value, it will adjust the quantity to return as many pieces possible. The system will then proceed to the next number by age and try to return as many pieces as possible while still keeping below the maximum return value. The system will continue doing this for all qualified parts by age until the maximum value is reached.

6. Click **OK** when prompted to verify you want to generate the list.

7. The system displays a message indicating the list has been generated. Click **OK** to acknowledge the message.

Generate By Return Code

Use this button to generate a list based solely on the last date of sale (obsolescence). In addition, any entries in the manual return list are automatically pulled to the generated list.

1. Click **Generate Return List By Return Code**.

2. Type the last date of sale. You must enter the date in an eight-character format with or without slashes (MM/DD/YYYY or MMDDYYYY). If you do not use slashes, press ENTER to continue.

3. Type the return codes you want the system to scan. The first **Return Codes** field defaults to **R** for returnable parts. The second field defaults to **∗** for last time returnable. You can edit these fields as needed. If you want to generate a list for all return codes, type **+ + + + +**.

> **Important:**   Any part that is flagged **∗** for last time returnable will be included on the generated return list regardless of its last sale date.

4. Type the cost over amount you want to use to generate the return list.

5. The **Max Return Value** allows you to specify the maximum value of the return. If you set a maximum return value, the system will find all parts that qualify for the return. Starting with the oldest part, the system will then add the parts to the suggested return and will stop adding parts when the value of the return reaches the maximum value set. If you do not specify a maximum return value, the system will include all parts that qualify.

6. The **Maximize Return Value** option works in conjunction with the **Max Return Value** field.

   If set to **N** for no, the system will end the scan when it reaches a part whose value exceeds the remaining return value. (Value = On-hand Quantity * (Cost + Core))

   If set to **Y** for yes, when the system reaches a part whose value exceeds the remaining value, it will adjust the quantity to return as many pieces possible. The system will then proceed to the next number by age and try to return as many pieces as possible while still keeping below the maximum return value. The system will continue doing this for all qualified parts by age until the maximum value is reached.

7. Click **OK** when prompted to verify you want to generate the list.

8. The system displays the progress of the scan as it works. The time required to complete the scan depends on the size of your inventory. When the scan is complete, the system displays a "Did That" message indicating the list has been generated. Click **OK** to acknowledge the message.

Generate By Order Code

Use this button to generate a list based on the order code. In addition, any entries in the manual return list are automatically pulled to the generated list.

1. Click **Generate Return List By Order Code**.

2. Type the order codes you want to use to generate the list. If you want to generate a list for all of the order codes, type **+ + + + +**.

3. Type the return codes you want to use to generate the list. The first **Return Codes** field defaults to **R** for "Returnable" parts. The second field defaults to ***** for "Last Time Returnable." You can edit these fields as needed. If you want to generate a list for all of the return codes, type **+ + + + +**.

4. Type the cost over amount you want to use to generate the return list.

5. The **Max Return Value** allows you to specify the maximum value of the return. If you set a maximum return value, the system will find all parts that qualify for the return. Starting with the oldest part, the system will then add the parts to the suggested return and will stop adding parts when the value of the return reaches the maximum value set. If you do not specify a maximum return value, the system will include all parts that qualify.

6. The **Maximize Return Value** option works in conjunction with the **Max Return Value** field.

    If set to **N** for no, the system will end the scan when it reaches a part whose value exceeds the remaining return value. (Value = On-hand Quantity * (Cost + Core))

    If set to **Y** for yes, when the system reaches a part whose value exceeds the remaining value, it will adjust the quantity to return as many pieces possible. The system will then proceed to the next number by age and try to return as many pieces as possible while still keeping below the maximum return value. The system will continue doing this for all qualified parts by age until the maximum value is reached.

7. Click **OK** when prompted to verify you want to generate the list.

8. The system displays a message indicating the list has been generated. Click **OK** to acknowledge the message.

Generate By BIN

Use this button to generate a list based on the bin location. In addition, any entries in the manual return list are automatically pulled to the generated list.

1. Click **Generate Return List By BIN**.

2. Type the bin(s) you want to use to generate the list. If you want to generate a list for every bin, type **+ + + + +**.

3. Type the return codes you want to use to generate the list. The first Return Codes field defaults to **R** for "Returnable" parts. The second field defaults to ***** for "Last Time Returnable." You can edit these fields as needed. If you want to generate a list for all of the return codes, type **+ + + + +**.

4. Type the cost over amount you want to use to generate the return list.

5. The **Max Return Value** allows you to specify the maximum value of the return. If you set a maximum return value, the system will find all parts that qualify for the return. Starting with the oldest part, the system will then add the parts to the suggested return and will stop adding parts when the value of the return reaches the maximum value set. If you do not specify a maximum return value, the system will include all parts that qualify.

6. The **Maximize Return Value** option works in conjunction with the **Max Return Value** field.

   If set to **N** for no, the system will end the scan when it reaches a part whose value exceeds the remaining return value. (Value = On-hand Quantity * (Cost + Core))

   If set to **Y** for yes, when the system reaches a part whose value exceeds the remaining value, it will adjust the quantity to return as many pieces possible. The system will then proceed to the next number by age and try to return as many pieces as possible while still keeping below the maximum return value. The system will continue doing this for all qualified parts by age until the maximum value is reached.

7. Click **OK** when prompted to verify you want to generate the list.

8. The system displays a message indicating the list has been generated. Click **OK** to acknowledge the message.

Generate By Subsource

Use this button to generate a list based on subsource. The list will include the parts in the subsources specified. In addition, any entries in the manual return list are automatically pulled to the generated list.

1. Click **Generate By Subsource**.

2. Type the subsource you want to use to generate the list. Leave the field blank if you want to generate a list for every subsource.

3. Type the last sale date you want to use to generate the return list.

4. The **Max Return Value** allows you to specify the maximum value of the return. If you set a maximum return value, the system will find all parts that qualify for the return. Starting with the oldest part, the system will then add the parts to the suggested return and will stop adding parts when the value of the return reaches the maximum value set. If you do not specify a maximum return value, the system will include all parts that qualify.

5. The **Maximize Return Value** option works in conjunction with the **Max Return Value** field.

    If set to **N** for no, the system will end the scan when it reaches a part whose value exceeds the remaining return value. (Value = On-hand Quantity * (Cost + Core))

6. If set to **Y** for yes, when the system reaches a part whose value exceeds the remaining value, it will adjust the quantity to return as many pieces possible. The system will then proceed to the next number by age and try to return as many pieces as possible while still keeping below the maximum return value. The system will continue doing this for all qualified parts by age until the maximum value is reached.

7. Click **OK** when prompted to verify you want to generate the list.

8. The system displays a message indicating the list has been generated. Click **OK** to acknowledge the message.

Return Entire Inventory

Use this button to generate a list that contains all of the parts in the current inventory source (regardless of obsolescence, overstock, or return code). This option is generally used with dealer buyouts or special factory returns where the entire inventory will be liquidated. In addition, any entries in the manual return list are automatically pulled to the generated list.

1. Click **Return Entire Inventory**.

2. The **Maximize Return Value** option works in conjunction with the **Max Return Value** field.

   If set to **N** for no, the system will end the scan when it reaches a part whose value exceeds the remaining return value. (Value = On-hand Quantity * (Cost + Core))

3. If set to **Y** for yes, when the system reaches a part whose value exceeds the remaining value, it will adjust the quantity to return as many pieces possible. The system will then proceed to the next number by age and try to return as many pieces as possible while still keeping below the maximum return value. The system will continue doing this for all qualified parts by age until the maximum value is reached.

4. Click **OK** when prompted to verify you want to return the inventory.

5. The system displays the progress of the scan as it works. The time required to complete the scan depends on the size of your inventory. When the scan is complete, the system displays a message indicating the list has been generated. Click **OK** to acknowledge the message.

Return Dirty Cores

Use this button to generate a list of dirty cores for return. This is based on the Dirty Cores field on the Master Inventory screen. Dirty Cores are added to the inventory through the C field on the Counter Sales and Service Sales screens. The Dirty Core inventory can be manually adjusted on the Master Inventory screen.

1. Click **Return Dirty Cores**.

2. Click **OK** when prompted to verify you want to generate the list.

3. The system displays a message indicating the list has been generated. Click **OK** to acknowledge the message.

Print Return List

The last two buttons on this menu allow you to specify how you want the return document to print. You can select to print the list in part number order or bin order. Simply click the button that corresponds to the list you want to print, and select your print criteria.

For each part on the list, the printout lists the part number, bin, sales for the last 12 months, on-hand quantity, suggested return quantity, cost per part, extended cost, package quantity, number of days in stock, number of days since the last sale, and the return code. (A return code of M indicates a missing return code.) The bottom of the printout lists the total number of parts on the list and the cost of the total return.

Note: Unlike the resupply process, the scan for the return list ignores the minimum package quantity. Although this quantity is a requirement to purchase a part, this minimum may not apply to returns. The printed return list and editing screens include the package quantity (as applicable for any part) for your reference.

Tip: If the list contains parts that do not fit the criteria you selected to generate the list, check to see if there are any old entries in the manual return list. You may need to delete the old manual list and regenerate the return list to resolve the problem. Please refer to "Build Manual Return List" on page 11:12 for instructions on deleting a manual return list.

View Generated Return List

Use this button to view the generated return list. You can toggle between viewing information in bin order, part order, or base order. As you click the toggle button, the description changes to indicate the current sort order.

Edit/Add to Generated Return List

Use this button to open the Edit/Add To Generated List screen to edit parts on the list or to add parts to the list. The parts in the current list are automatically displayed in a list on the right side of the screen.

Editing Part Information

1. Click **Edit/Add to Generated Return List**. The Edit/Add to Generated List screen appears.

2. A list of parts on the list is displayed on the right side of the screen, and the information for the first part on the list automatically fills in on the screen.

3. By default, the list is in part number order. Click **Toggle Sort** to sort the list based on bin location or base/group order. The current sort order is displayed on the label under the part list window.

4. Verify or edit the return quantity as needed, and press the ENTER key.

5. If applicable, type the cage for the part, and press the ENTER key.

6. The part information is saved, and the information for the next part on the list fills in on the screen.

7. When you reach the end of the list, the system displays a "That's All" message. Click **OK** to acknowledge the message.

8. Click **Exit** to close the screen.

Adding a Part to the List

1. Type the part number, and press the ENTER key. The part information fills in on the screen.

2. The cursor advances to the **Return Quantity** Field. Type the return quantity, and press the ENTER key again.

3. If applicable, type the cage for the part, and press the ENTER key.

4. The part information is saved, and the screen clears so you can add another part.

Deleting a Part from the List

1. Select the part from the list.

2. Click **Delete Part**.

3. Click **OK** when prompted to verify you want to delete the record.

Build Manual Return List

Use this button to open the Build Manual Return List screen to manually generate a return list. This feature allows you to bypass the inventory scan. However, parts entered in the manual list are automatically pulled to the return list when the system scans to generate a list. If you are only going to only use the manual return list, you _must_ use the **Replace Return List With Manual List** menu option to save the list/pull the list to the resupply list.

Adding Parts to the List

1. Click **Build Manual Return List**. The Build Manual Return List screen appears.

2. Type the part number, and press the ENTER key. The part information fills in on the screen.

3. The cursor advances to the **Return Quantity** Field. Type the return quantity, and press the ENTER key again.

4. If applicable, type the cage for the part, and press the ENTER key.

5. The part information is saved, and the part is added to the list on the right side of the screen.

6. Continue to add parts as needed.

7. When you are finished adding parts to the list, click **Exit**.

Deleting a Part

1. Select the part from the list on the right side of the screen.

2. Click **Delete Part**.

3. Click **OK** when prompted to verify you want to delete the part.

Deleting the Entire List

1. Click **Delete Entire List**.

2. Click **OK** when prompted to verify you want to delete the list.

Delete Generated Return List

Use this button on the Generate stock Return menu to delete the generated list.

1. Click **Delete Generated Return List**.

2. Click **OK** when prompted to verify you want to delete the list.

Replace Return List with Manual List

Use this button to replace the system-generated list with the manually generated list. Only parts entered on the manual return list will remain on the list. If you are only going to only use the manual return list, you _must_ use this option to save the list/pull the list to the resupply list.

3. Click **Replace Return List With Manual List**.

4. Click **OK** when prompted to verify you want to replace the list.

FasTrial of Current List

Use this button to run a FasTrial of the current return list. The FasTrial identifies the total number of parts on the list and the total value of the return.

1. Click **FasTrial Of Current List**.

2. Click **OK** when prompted to verify you want to view the FasTrial.

3. The screen displays the FasTrial. Click **OK** to continue working.

Process Return List

This button advances you to the Process Edited Return List menu. You use this menu to convert the finished return list into a return document. Once you create the return document, use your manufacturer's DCS to send the file to the manufacturer.
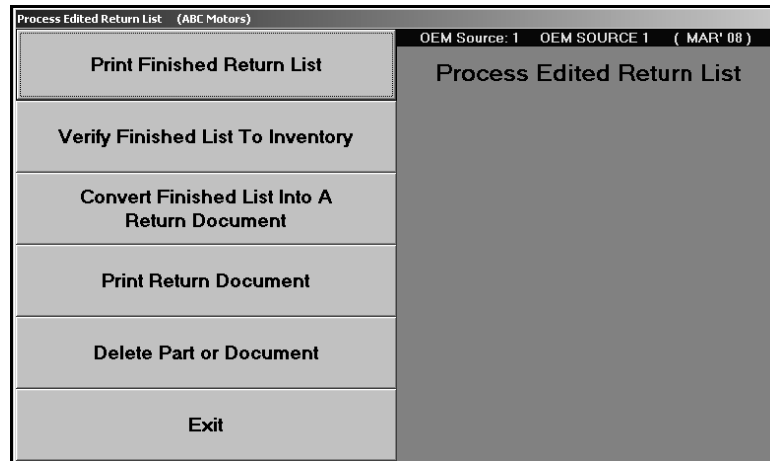
Print Finished Return List

Use this button to print a copy of the list you generated. This includes any editing that you did to the list. For each part, the printout lists the part number, description, quantity, cost, extended cost, balance/quantity in inventory after the return, bin, cage, and subsource. The end of the printout lists the total number of parts on the list and the total value of the return.

1.   Click **Print Finished Return List**.

2.   When prompted to verify your printer is ready, select your print criteria.

Verify Finished List To Inventory
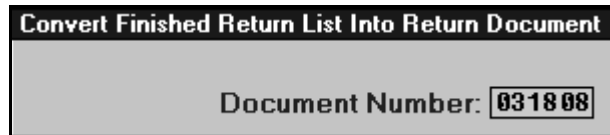
Use this button to print a list of any discrepancies between the return list and the Master Inventory. This identifies parts on the list that have a return quantity that is not equal to the on-hand quantity. The report can be used to further edit the return list. For each part, the printout lists the part number, description, bin, return quantity, and on-hand quantity.

1.   Click **Verify Finished List To Inventory**.

2.   When prompted to verify your printer is ready, select your print criteria.

Convert Finished List Into A Return Document

Use this button to turn the finished list into a return document in preparation for the inventory update.

1. Click **Convert List Into A Return Document**.

2. Type the document number you want to use. You can enter up to six alphanumeric characters.

3. Click **OK** when prompted to verify you want to update the document.
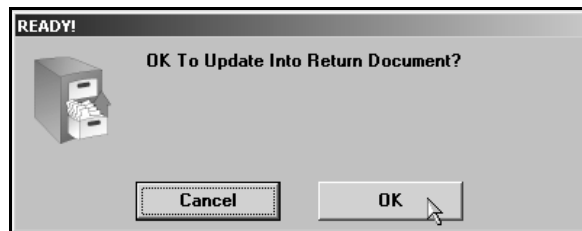
Tip: If a manual return list exists but you have not convert edit to a finished list, the system will display a warning indicating the manual return list will be lost if you continue. Click **Cancel** to cancel the action or **Continue** to continue converting the list.

Print Return Document

Use this button to print a copy of the return document you just created. For each part on the document, the printout lists the part number, description, return quantity, cost, and extended cost. The O/H Balance column identifies what the on-hand quantity for each part will be *after* the return is updated to inventory. The last column identifies the part subsource. The end of the printout lists the total number of parts on the document and the total value of the return.
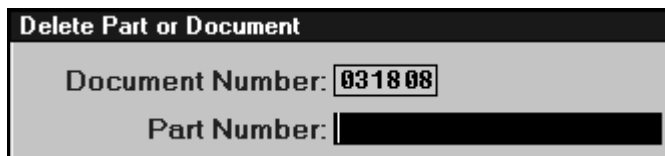
1. Click **Print Return Document**.

2. Type document number.

3. When prompted to verify your printer is ready, select your print criteria.

Delete Part or Document

Use this button to delete a part from a return document or an entire document.

Deleting a Document

1. Click **Delete Part Or Document**.

2. Type the document number.

3. Press the ENTER key to advance through the **Part Number** field, leaving the field blank.

4. Click **OK** when prompted to verify you want to delete the entire document.
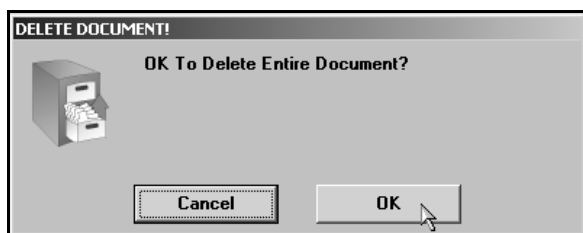
Deleting a Part

1. Click **Delete Part Or Document**.

2. Type the document number that contains the part.

3. Type the part number for the part you want to delete.

4. Click **OK** when prompted to verify you want to delete the part.

Relieve Inventory With Return

This button advances you to the Update Return To Inventory menu. Once you receive approval for the return, you use this menu to make any adjustments to the return document and to update the return document to inventory. This is the final step in the returns process.

```
Update Return To Inventory   (ABC Motors)
                                         OEM Source: 1    OEM SOURCE 1    ( MAR' 08 )
        Print Return Document            Update Return To Inventory

   Verify Return Document To Inventory

        Active Return Documents

         Edit Return Document

       Update Return To Inventory

               Exit
```
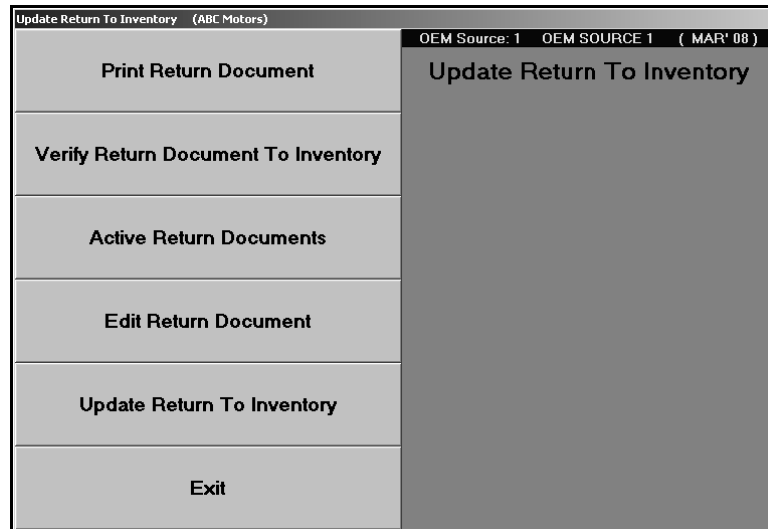
Print Return Document

Use this button to print a copy of the return document. This is the same document available on the Process Edited Return List menu.

1. Click **Print Return Document**.

2. Type the document number.

3. When prompted to verify your printer is ready, select your print criteria.

Verify Document To Inventory

Use this button to print a list of any discrepancies between the return list and the Master Inventory. This will identify parts on the list that have a return quantity that is not equal to the on-hand quantity. The report can be used to further edit the return list. The same report is available on the Process Edited Return List menu. This gives you another chance to ensure all of the discrepancies have been caught.

1. Click **Verify Document To Inventory**.

2. Type the document number you want to verify.

3. Click **OK** when prompted to confirm you want to verify the document.

4. When prompted to verify your printer is ready, select your print criteria.

Active Return Documents

Use this button to view an on-screen version a return document.

1. Click **Active Return Documents**. The View Return Documents screen appears.

2. The window on the left side of the screen displays all the active return documents. Click the document you want to view. A list of parts on the document displays on the right side of the screen. For each part, the screen lists the part number, inventory source, date added to the return document, quantity returned, and part description.

3. If necessary, click **Delete This Document** to delete the return document. Click **OK** when prompted to verify you want to delete the document.

4. Click **Close** to return to the Update Return To Inventory menu.

Edit Return Documents

Use this button to open the Edit/Add To Generated List screen to edit any discrepancies between what you submitted, what your OEM supplier agreed to accept, and what you actually shipped for return.

Editing Part Information

1. Click **Edit Return Document**. The Edit/Add To Generated List screen appears.

2. Type the document number, or click the document in the list on the right side of the screen.

3. A list of parts on the document is displayed on the right side of the screen, and the information for the first part on the list automatically fills in on the screen.

4. By default, the list is in part number order. Click **Sort Order** to sort the list based on bin location or base/group order. The current sort order is displayed on the label under the part list window.

5. Type the part number. The part information fills in on the screen.

6. Edit the return quantity as needed, and press ENTER.

7. The part information is saved, and the information for the next part in the list fills in on the screen.

8. When you reach the end of the list, the system displays a "That's All" message. Click **OK** to acknowledge the message.

9. Click **Exit** to return to the Update Return To Inventory menu.

Tip: At any time, you can click **Document List** to view the complete list of return documents.

Deleting a Part

1. Select the part from the list on the right side of the screen.

2. Click **Delete Part**.

3. Click **OK** when prompted to verify you want to delete the record.
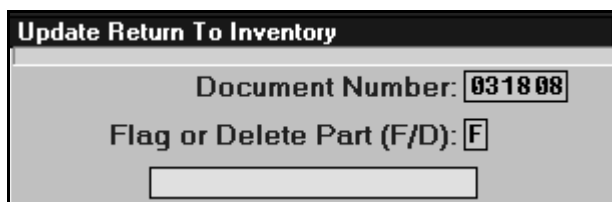
Update Return Document

Use this button to update the return document to the inventory. All other workstations must be out of the Parts module during the update.

1. Click **Update Return Document**.

2. Type the document number.

3. Specify if you want to flag the part record or delete the part record.

    If you enter **F** for flag part record, the on-hand quantity is relieved by the return quantity, and the stocking status is set to **R** (returned within the last year) for each part.

    If you select **D** for delete record, the inventory record and all of the data associated with it will be removed form the Master Inventory file. If you have returned less than the on-hand quantity, only the return quantity will be deducted for each part, and its inventory will remain in place.

```
Update Return To Inventory

            Document Number: 031808

         Flag or Delete Part (F/D): F

        [                          ]
```

4. Click **OK** when prompted to verify you want to update the inventory.

Manufacturer Communications

The label on this button changes depending on the parts inventory source you select. The button displays the name of the manufacturer communications available for the current parts source. When you click the button, you will go to the screen or menu used to interface with your Dealer Communications System (DCS). The same menus and screens open from the Parts Utilities menu.

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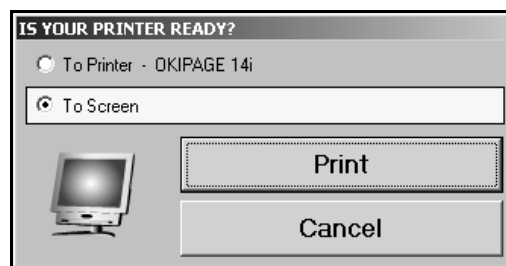
If you select to print the report to your screen, you can print the report from the viewing screen by clicking **File** and **Print**. To exit the viewing screen, click **File**, and click **Exit**.

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 receipted for the month. For each source, the report lists the total value of the parts receipted 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.
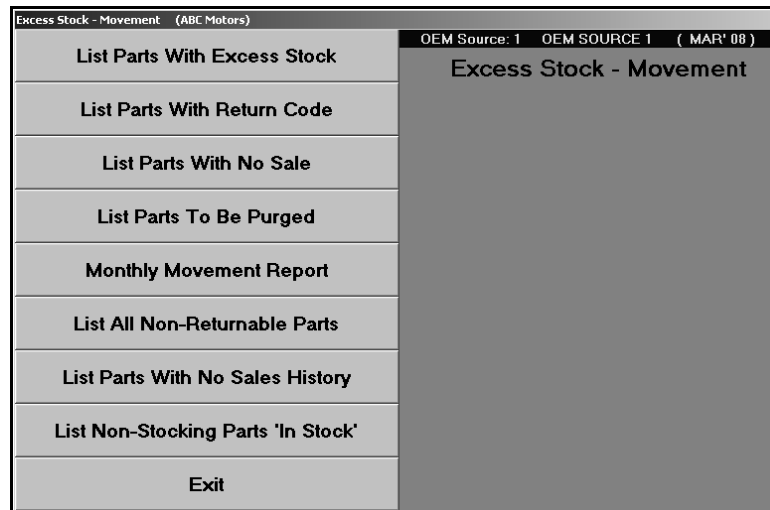
List Parts With Excess Stock

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 supercession.

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 or 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 or 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.
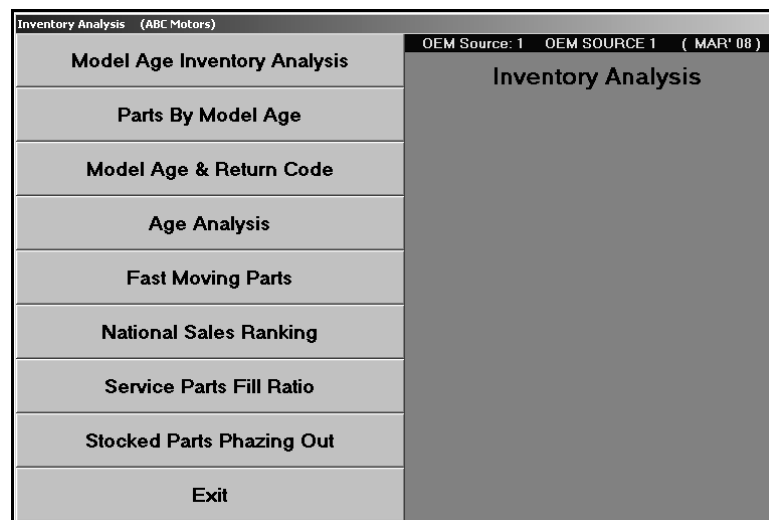
Model Age Inventory Analysis

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 your 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.
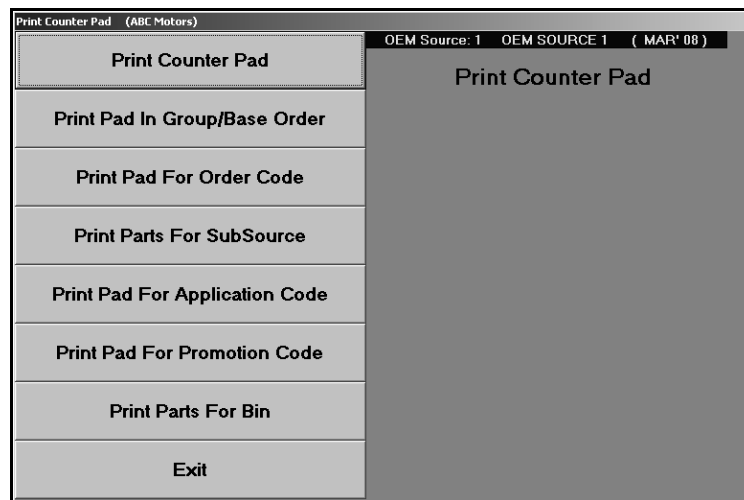
Print Counter Pad

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.

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.

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.

> **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, Receipted 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.

Receipted Stock For Month: The second section is a summary of the receipted 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 receipted 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.
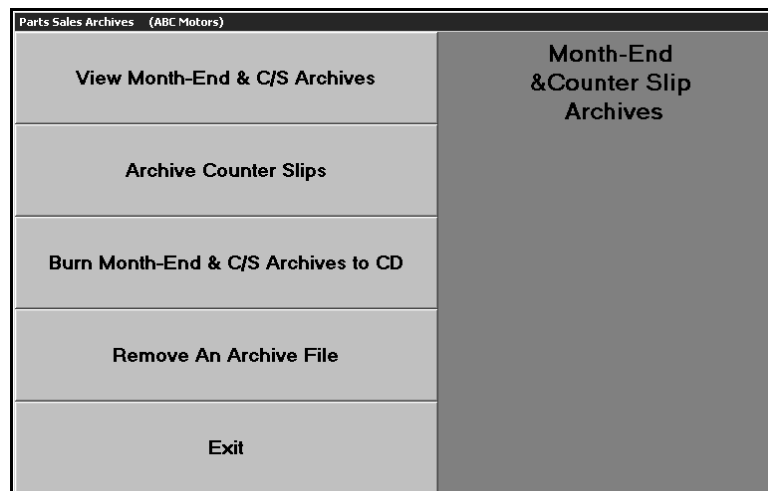
Archive Counter Slips

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 MEmmyyyy, 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.
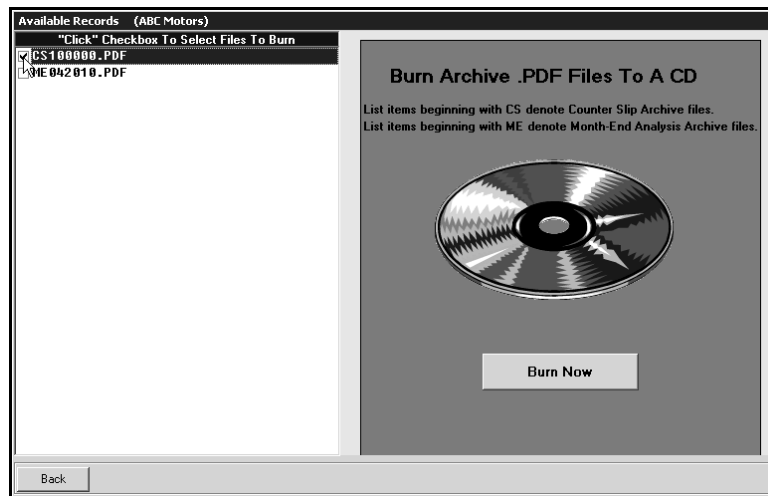
4. Once you have selected the files you want to burn, click **Burn Now**.

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.*
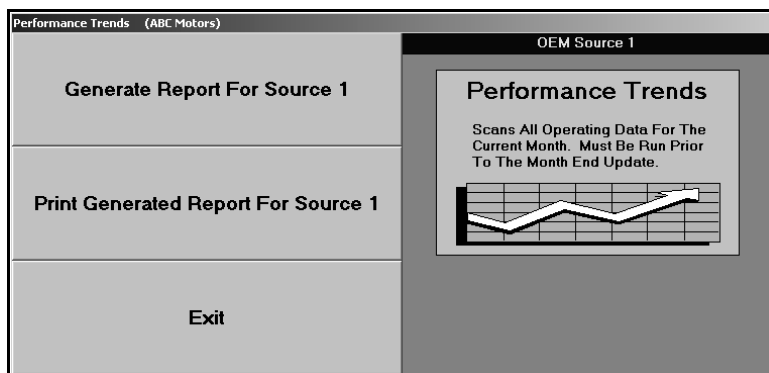
Generate Report for Source

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.
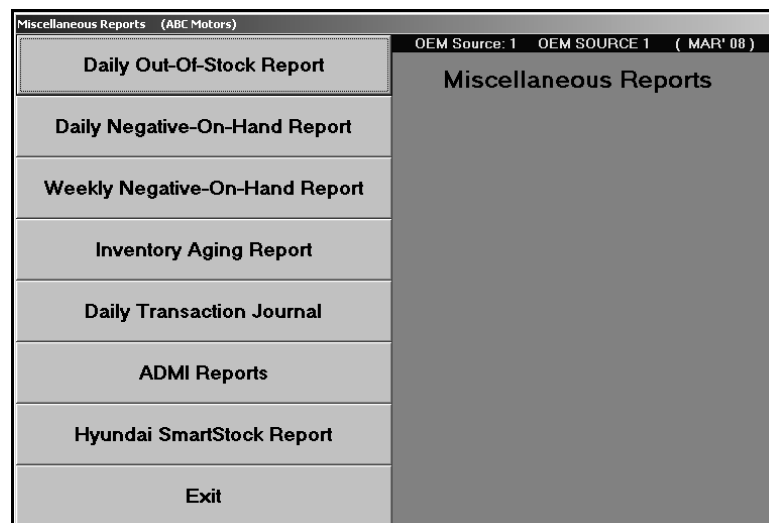
Daily Out-Of-Stock Report

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.
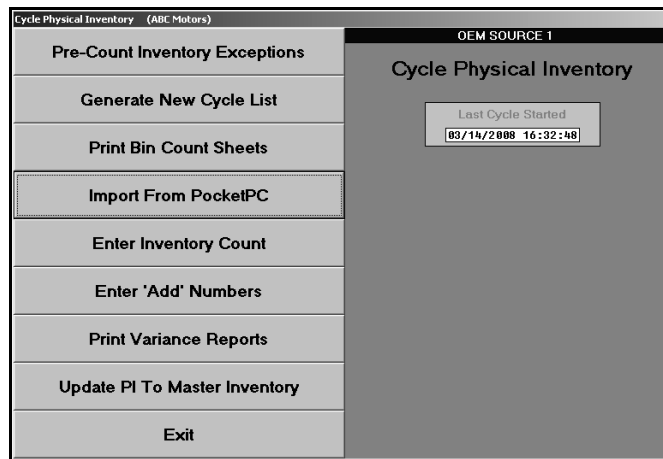
1. Click **Hyundai SmartStock Report**.

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.

Chapter 13 Cycle Inventory

This button advances you to the Cycle Physical Inventory menu. The Cycle Physical Inventory feature is used to simplify the process of taking a physical inventory. You can do a complete inventory or a "bin-a-week" inventory. Cycle inventory should be done only when there will not be any sales or restocking activity of the parts you are counting. If this scenario is not possible, keep track of any changes that will affect your final count, and adjust the count as needed when you are finished generating the cycle inventory and before you update the physical inventory to the Master Inventory.

In addition to identifying the current inventory source, the menu identifies when the last cycle inventory was started. This field is updated as you work through the menu. Each time you begin a new cycle, this field is updated.

Systematically work your way through the menu from the first option to the last option by clicking the button that corresponds to the menu option you want to select. The corresponding submenu or screen appears. When you are finished working on the menu, click **Exit** to return to the Special Inventories & Maintenance menu.

The first part of this chapter explains all of the menu options available in the Cycle Inventory feature. This will help you understand how you use each option. The second part of this chapter provides the general steps you follow to complete a full inventory cycle count and a single bin cycle count. These steps include using options outside of the Cycle Inventory feature to complete tasks that may assist you with managing your inventory files during the count.

Note: The Pocket PC options available throughout the cycle inventory process work with the Autosoft Mobile Parts Resupply application. Autosoft Mobile Parts Resupply is a program that allows you to transfer your parts purchase orders to a Pocket PC. Instead of verifying the order against the purchase order by manually typing in the received quantity, you use a barcode reader attached to your Pocket PC to receipt the parts order. This allows you to quickly verify the parts order against the purchase order. When you are finished, you transfer the resupply information back to the Autosoft Parts Resupply and update the purchase order to your inventory. For more information about the Autosoft Mobile Parts Resupply application, contact Autosoft, Inc.

Pre-Count Inventory Exceptions

This button advances you to the Cycle Inventory Exceptions menu. This menu is used to print exception reports. The reports help you identify parts that are missing a location (bin) and parts with negative on-hand quantities. You use these reports to make corrections to your Master Inventory before you conduct your cycle count. This ensures your count sheets are accurate.
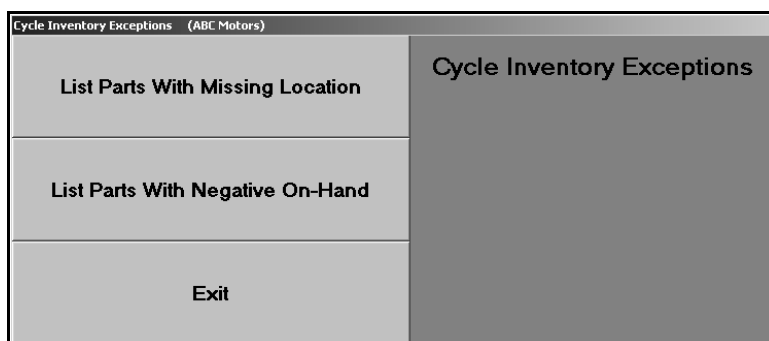
List Parts With Missing Location

Use this button to print a list of the parts that are missing a bin location. For each part, the printout lists the part number, description, and on-hand quantity.

1. Click **List Parts With Missing Location**.

2. 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.

3. Once you select your print type, click **Print**.

List Parts With Negative On-Hand

Use this button to print a list of parts that have a negative on-hand quantity. For each part, the printout lists the part number, location, description, and on-hand quantity.

1. Click **List Parts With Negative On-Hand**.

2. When prompted to verify your printer is ready, select your print criteria.

Generate New Cycle List

When you are ready your cycle count, you begin by generating a new cycle count inventory list. The **Generate New Cycle List** button advances you to the Generate New Cycle Inventory List menu. This menu is used to generate a new cycle inventory list file. The generated file is used to print bin sheets and to enter the new counts. Only select one generating option. Every time a new cycle inventory list file is generated, the previous file is deleted. If you are adding counts to a file and have not updated it, when you generate a new list file, the information will be lost.

Full Inventory

Use this button to generate an inventory list for the full inventory. This is the option you select when you want to conduct a full inventory cycle count.

1. Click **Full Inventory**.

2. Type the number of days that should have passed since a part was counted in order to be included on the list, or leave the field blank to include all parts.

3. Specify the sort order you want to use for the list. Type **B** to sort by bin order (recommended) or **P** to sort by part order.

4. Click **OK** when prompted to verify you want to generate the list.

5. The system returns you to the Cycle Physical Inventory menu when the list is complete.

Only Parts With Movement

Use this button to generate an inventory list for just the parts that have had movement within the last quarter.

1. Click **Only Parts With Movement**.

2. Type the movement value you want to use to generate the list.

> **Only Parts With Movement**
> Last Quarter
> Movement Greater Than: [　]

3. Type the number of days that should have passed since a part was counted in order to be included on the list, or leave the field blank to include all parts.

4. Specify the sort order you want to use for the list. Type **B** to sort by bin order (recommended) or **P** to sort by part order.

5. Click **OK** when prompted to verify you want to generate the list.

6. The system returns you to the Cycle Physical Inventory menu when the list is complete.

Only Parts Currently In Bin

Use this button to generate an inventory list for a specific bin. This is the option you select when you want to conduct a single bin cycle count.

1. Click **Only Parts Currently In Bin**.

2. Indicate which bin location you want the system to search: bin 1, bin 2, or both bins. Click to select the option you want to select. If you do not use multiple bin locations for parts, you will select bin 1.

3. Type the bin number.

> **Only Parts Currently In Bin**
> ● Both Bins
> ○ Bin 1 Only
> ○ Bin 2 Only   Bin: [　]

4. Type the number of days that should have passed since a part was counted in order to be included on the list, or leave the field blank to include all parts.

5. Specify the sort order you want to use for the list. Type **B** to sort by bin order (recommended) or **P** to sort by part order

6. Click **OK** when prompted to verify you want to generate the list.

7. The system returns you to the Cycle Physical Inventory menu when the list is complete.

Random List For % Of Inventory

Use this button to generate a Mopar 5300 cycle count based on a percentage of the total part numbers in inventory. This option is for DaimlerChrysler dealers who participate in the 5300 project.

1. Click **Random List For % Of Inventory**.

2. Type the percentage you want to use to generate the list. Remember, this is the percentage of the total part numbers in inventory.

3. Type the number of days that should have passed since a part was counted in order to be included on the list, or leave the field blank to include all parts.

4. Specify the sort order you want to use for the list. Type **B** to sort by bin order (recommended) or **P** to sort by part order

5. Click **OK** when prompted to verify you want to generate the list.

6. The system returns you to the Cycle Physical Inventory menu when the list is complete.

Print Bin Count Sheets

Once you generate the cycle inventory list, you print the inventory lists. The **Print Bin Count Sheets** button advances you to the Print Inventory Lists menu. You should always generate a new inventory list before printing the bin lists to ensure you have the most recent information from your inventory.

Print List For Bin

Use this button to print a bin list for a specific bin. If you are counting only one bin, select this option.

1. Click **Print List For Bin**.

2. Type the bin number.

3. Indicate if you want a page break between shelves, Type **Y** for yes or **N** for no. **N** is the default entry.

4. When prompted to verify your printer is ready, select your print criteria.

Print List All Bins

Use this button to print a bin list for all bins or all bins starting with a specific bin.

1. Click **Print List All Bins**.

2. Type the bin you want to start with, or leave this field blank to print lists for all bins. Indicate if you want a page break between shelves, Type **Y** for yes or **N** for no. N is the default entry.

3. When prompted to verify your printer is ready, select your print criteria.

Tip: When printing bin lists, GM dealers have the option to specify if they want the bin list to sort the bins in alphabetical or numerical order. This option is only available in a parts source mapped to a GM part price tape. Type **A** for alphabetical order or **N** for numerical order.

Print 'ADD' Sheets

Use this button to print "Add" sheets. You should select this option only if you are taking a complete physical inventory. You will use the add lines on these sheets to enter any parts found in a bin that were not listed.

1. Click **Print 'ADD' Sheets**.

2. When prompted to verify your printer is ready, select your print criteria.

Print List Of Active Bins

Use this button to print a list of active bins. This information can be used to identify improper bin locations.

1. Click **Print List Of Active Bins**.

2. When prompted to verify your printer is ready, select your print criteria.

View Active Bins

Use this button to view information for all of the active bins. You may want to view the information on this screen before printing the bin lists. This way, you can scan the bin information for errors. If you find errors, you can print the bin list for that specific bin to check for the error. Edit the information on the Master Inventory screen, and generate a new inventory list. Then, return to the Print Inventory Lists menu and print the bin lists.

1. Click **View Active Bins**.

2. The screen displays a list of the active bins.
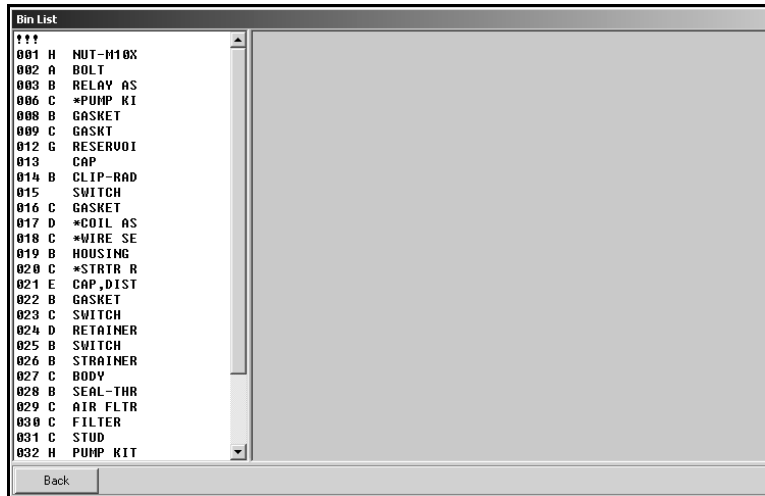
3. Click on a bin to view the parts in the bin.
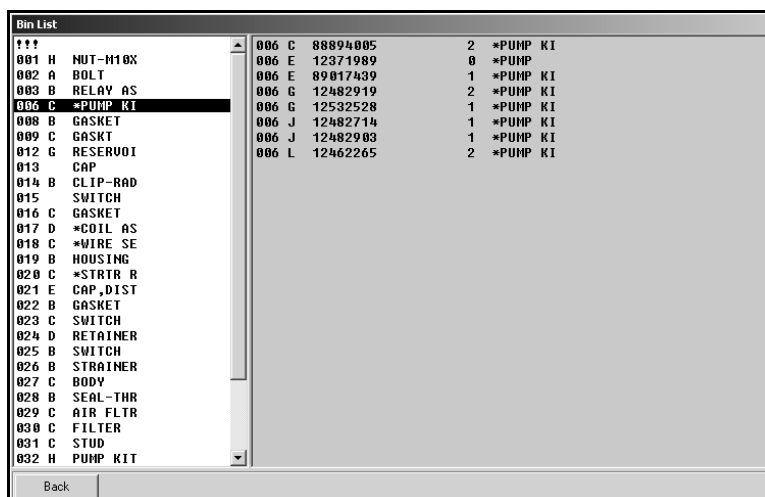
4. Click **Back** to return to the Print Inventory Lists menu.

Enter Inventory Count

Once you print the inventory lists, you use them to count your inventory. When you are finished, you use the **Enter Inventory Count** button to enter the inventory counts from the inventory list into the system. You can access the 'Add' Numbers screen by clicking on the **Add Numbers** button. This allows you to open the screen without having to return to the Cycle Physical Inventory menu. Similarly, you can open the Enter Inventory Count screen by clicking **Enter Bins** on the bottom of the 'Add' Numbers screen.

1. Click **Enter Inventory Count**. The Enter Inventory Count screen appears.

2. Type the bin number, and press ENTER. You can also click a bin in the list on the left side of the screen to select it.

3. A list of parts in this bin is displayed on the right side of the screen, and the information for the first part in the bin on the list is automatically displayed. You can sort the parts in the bin alphabetically or numerically. Select the sorting option from the **Parts In Bin** drop-down list.

4. The **Part** field displays the part number, and the **Desc** field displays the part name/description.

5. The **On Record** field displays the on-hand quantity on file when you generated the inventory list.

6. Verify that the **Actual On Hand** field displays the quantity in your inventory. If the quantity is not correct, enter the correct quantity in this field.

7. Click **Save** (or press ENTER). The part is counted, and the information for the next part appears.

8. Continue to "count" the parts.

9. The system displays a "That's All For This Bin" message when all of the parts in the current bin have been counted. Click **OK** to acknowledge the message.

10. If necessary, enter the next bin number, and count the parts for that bin.

Enter 'Add' Numbers

Use this button to enter additional parts that were found during a physical inventory but that were not noted on the printed inventory list. These are the parts you recorded on the 'Add' sheets. You can only add numbers when you are running a complete cycle inventory. You can also access this screen by clicking **Add Numbers** on the bottom of the Enter Inventory Count screen.

```
Enter 'ADD' Numbers   (ABC Motors)

                  Enter 'ADD' Numbers

       Part: 340690

       Desc: ROD
       Cost:    4.28
       Core:     .00


         Original Inventory:   0

                 Counted:   0    Bin: 002   Shelf: L   Drwr:
                     Add:   1    Bin: 007   Shelf: A   Drwr: 4
                     Add:        Bin:       Shelf:     Drwr:
                     Add:        Bin:       Shelf:     Drwr:

    Exit            Delete           Enter Bins          Save
```

Adding Numbers for Existing Parts

1. Click **Add Numbers** on the bottom of the Enter Inventory count screen, or click **Enter 'ADD' Numbers** on the Cycle Physical Inventory menu. The Enter 'ADD' Numbers screen appears.

2. Type the part number.

3. If the part is found in the Master Inventory record, the **Desc**, **Cost**, **Core**, and **Original Inventory** fields automatically fill in with information from the Master Inventory file.

4. Type the number of additional parts counted and the locations (bin, shelf, and drawer) for the part.

5. Click **Save** to save the information.

Adding Numbers for New Parts

1. Type the part number.

2. You will receive one of the following messages:

    •   If the part is not found in the Master Inventory but is on the price tape, the system prompts you to verify this is a new entry from the price tape.

    > **WARNING!**
    >
    > ✓   **New Entry From Tape!**
    >
    > [Ok]

    •   If the part is not found in the Master Inventory or on the tape, the system prompts you to indicate it cannot find the part on the tape.

    > **WARNING!**
    >
    > ⚠   **Not Found On Tape!**
    >
    > [Ok]

3. Click **OK** to acknowledge the message.

4. Manually enter any missing part information.

5. Click **Save** to save the information. The part will be added to the Master inventory record when the physical inventory is updated to the Master Inventory.

Deleting a Part You Added

Use the **Delete** button to delete a part you entered on this screen. You cannot delete parts that are a part of the active inventory.

1. Type the part number.

2. The part information fills in on the screen.

3. Click **Delete**.

4. Click **OK** when prompted to verify you want to delete the record.

Print Variance Reports

This button advances you to the Print Variance Reports menu. You use this menu to print variance reports about the inventory counts. The reports serve as a report card in determining how well the department has done recording the daily inventory changes. The reports identify the discrepancies in locations, numbers, and counts. After you update the physical inventory, these reports will no longer be available, so you must print them before the update if you plan on using the reports.

List By Quantity (+/-) For Bin

Use this button to print a report that indicates the difference between what the system counted in inventory and what you counted in inventory.

1. Click **List By Quantity (+/-) For Bin**.

2. Type the bin number you want to use for the report, or leave the field blank to include all bins.

3. When prompted to verify your printer is ready, select your print criteria.

List 'Added' Parts For Bin

Use this button to print a report that displays all of the parts you added to the inventory.

1. Click **List 'Added' Parts For Bin**.

2. Type the bin number you want to use for the report, or leave the field blank to include all bins.

3. When prompted to verify your printer is ready, select your print criteria.

List Values For 'Counted' Bin

Use this button to print a value report for the counted inventory.

1. Click **List Values For 'Counted' Bin**.

2. Type the bin number you want to use for the report, or leave the field blank to include all bins.

3. When prompted to verify your printer is ready, select your print criteria.

List All Parts NOT Counted

Use this button to print a list of all of the parts that were not counted.

1. Click **List All Parts NOT Counted**.

2. When prompted to verify your printer is ready, select your print criteria.

List Activity After Cycle Generated

Use this button to print a list of parts that had activity in their record after the inventory list was generated. This will identify any inventory records you need to adjust.

1. Click **List Activity That Occurred After**.

2. When prompted to verify your printer is ready, select your print criteria.

Trial Balance Of Physical Inventory

Use this button to print a trial balance by part number of the complete physical inventory. If a bin number on the report is preceded by an asterisk ($*$), an additional bin location has been entered for this part.

1. Click **Trial Balance Of Physical Inventory**.

2. When prompted to verify your printer is ready, select your print criteria.

FasTrial Of Physical Inventory

Use this button to print a summary of the total parts and pieces in the physical inventory along with the total value, cost, and core values.

1. Click **FasTrial Of Physical Inventory**.

2. When prompted to verify your printer is ready, select your print criteria.

Print From Prior Physical Inventory

Use this button to print a variance report for the prior cycle inventory.

1. Click **Print From Prior Physical Inventory**.

2. When prompted to verify your printer is ready, select your print criteria.

Update PI To Master Inventory

The last step in the cycle inventory process is to update the counts. Click **Update PI To Master Inventory** to advance to the Update Physical Inventory menu. This menu is used to update the counts you have entered to the Master Inventory. If any sales or restocking occurred after you generated the cycle inventory list, you should adjust the count as needed before running the update. The **Physical Inventory Type** field displays the type of cycle inventory list you generated. The type of list you generated determines the type of update you can run.

> **Important:** All other Parts workstations must be out of the system when you run the update. Before you update the inventory, you should perform a daily backup in case an error occurs when the system is updating the inventory.

Update CYCLE COUNT

Use this button to update the cycle count. Select this option if you are doing a bin-a-week type of physical inventory. "Add" numbers are only updated when you are updating the complete physical inventory. If you are updating only one bin, enter all "Add" numbers to the Master Inventory file *after* the update. Once the update is complete, remember to generate a new cycle inventory list file before you print the next bin (set of bins) to be counted.

1. Click **Update CYCLE Count**.

2. Click **OK** when prompted to verify you want to update the cycle count.

3. When the update is complete, the system returns you to the Parts Inventory main menu.

Update COMPLETE PHYSICAL

Use this button to update the complete physical inventory count. Select this option when you conduct a complete physical inventory. This update may take several minutes. It is important that you do not disturb the system while the update is running. Once the update is complete, you should print an inventory trial balance using the reports option. (See Chapter 12 for information on generating the inventory FasTrial.)

Warning:	Do not update the complete physical inventory unless you have entered counts for all bins. If you are only doing a bin-a-week type of physical inventory but update the complete physical inventory, the record quantity for all bins that were not counted will be filed back to the Master Inventory by default. As a result, the on-hand quantity may not be correct for parts in those bins, especially if there were any sales or restocking activity since the cycle inventory list file was generated.

1. Click **Update COMPLETE PHYSICAL**.

2. The system prompts you to verify you want to run a full inventory update. Click **OK** to verify this is the update you want to run.

3. Click **OK** when prompted to verify you want to update the full physical inventory count.

4. Click **OK** when prompted to verify all other workstations are out of the Parts module.

5. When the update is complete, the system returns you to the Parts Inventory main menu.

Once you run the selected update, the Master Inventory files will be accurate with the counts entered.

View Last Update

This button allows you to view the last physical inventory updated.

1. Click **View Last Update**.

2. The information displays on the screen. Click **Next** to view the next page of the report or **Previous** to view the previous page of the report.

3. Click **Close** to close the screen.

The Basic Cycle Inventory Process

The previous information explains all of the menu option available in the Cycle Inventory feature. However, in addition to these options, you may use other features throughout the Autosoft FLEX DMS Parts Inventory module. The following sections walk you though all of the procedures you would complete when completing a cycle inventory of your full inventory and of a single bin. Please keep in mind that these are the general steps you would complete. Your cycle inventory procedures may vary slightly depending on your dealership's practices.

Full Inventory Cycle Inventory Process

A. Generate a new cycle list.

1. Click **Special Inventories** on the Parts Inventory main menu.

2. Click **Cycle Inventory** on the Special Inventories & Maintenance menu.

3. Click **Generate New Cycle List** on the Cycle Physical Inventory menu.

4. Click **Full Inventory** on the Generate New Cycle Inventory List menu.

5. Leave the **Parts not counted for more than _ days** field blank to include all parts.

6. In **Sort By Base/Group or Parts Order**, type **B** to sort the list by base or **P** to sort the list by part number. This determines how the inventory will be sorted and counted.

7. Click **OK** when prompted to verify you want to generate the list. When the system is finished generating the list, it will take you back to the Cycle Inventory main menu.

B. Pre-count the inventory exceptions.

1. Click **Pre-Count Inventory Exceptions** on the Cycle Physical Inventory main menu.

2. Click **List Parts With Missing Location** on the Cycle Inventory Exceptions menu.

3. Click to select **To Printer**, and click **Print**. Use the printout to check if there are parts in the Master Inventory with missing bin locations. This is done so you can assign all parts with missing locations to the "SPO" bin.

4. Click **List Parts With Negative On-Hand** on the Cycle Inventory Exceptions menu.

5. Click to select **To Printer,** and click **Print**. Review the printout for information to help you handle the quantities appropriately.

6. Click **Exit** to return to the Cycle Physical Inventory menu.

C. Print the bin count sheets.

1. Click **Print Bin Count Sheets** on the Cycle Physical Inventory menu.

2. The system displays a reminder that you should have generated a new cycle list. Click **OK** to acknowledge the message.

3. Click **Print List Of Active Bins** on the Print Inventory Lists menu.

4. Click to select **To Printer**, and click **Print**. Review the printout to correct bogus bin locations in your inventory.

D. Review bins as needed.

1. Return to the Parts Inventory main menu.

2. If you need to review the bins before correcting locations, click **Master Inventory** on the Parts Inventory menu.

3. Click **View Bin** on the bottom on the screen.

4. In **View Parts In Bin**, type the bin number you want to view.

5. When you are finished, return to the Parts Inventory main menu.

E. Move data between bin locations as needed to clean the inventory records.

1. Click **System Setup & Updates**.

2. Click **Miscellaneous Maintenance** on the System Setup & Updates menu.

3. Click **Move Data Within/Between Sources** on the Miscellaneous File Utilities menu.

4. Click **Change Bin Location** on the Move Data Within/Between Sources menu.

5. In **From Bin**, type the bogus bin number. If you leave this field blank, the system will move all parts with a missing bin location.

6. In **To Bin**, type the correct bin number. When you are moving all parts with a missing bin location, type "SPO" in the **To Bin** field.

7. Click **OK** when prompted to verify you want to make the change.

8. Click **Exit** to return to the Miscellaneous File Utilities menu.

F. Add Leading zeros to bin numbers.

1. Click **Verify/Correct Inventory Data** on the Miscellaneous File Utilities menu.

2. Click **Add Leading Zeros To Bin Numbers** on the Verify/Correct Inventory Data menu.

3. Click **OK** when prompted to verify you want to execute the change.

4. Click **Exit** until you return to the Parts Inventory main menu.

G. Repeat steps A, B, and C.

1. Repeat Steps A, B, and C to verify your parts data is clean so you can begin the counts.

2. After you generate a new cycle count and verify the data is clean, click **Print Bin Count Sheets** on the Cycle Physical Inventory menu.

3. The system displays a reminder that you should have generated a new cycle list. Click **OK** to acknowledge the message.

4. Click **Print List All Bins** on the Print Inventory Lists menu.

5. Leave the **Start With Bin** field blank to include all bins.

6. When prompted to verify your printer is ready, click to select **To Printer**, and click **Print**.

7. Click **Print 'ADD' Sheets**.

8. When prompted to verify your printer is ready, click to select **To Printer**, and click **Print**. This will print a single page. Make copies of the page, and use the sheets to record the part numbers found in bins that did not print on the original bin sheet.

H. Count the inventory, and enter the inventory counts.

1. When you are finished counting the inventory, click **Enter Inventory Count**.

2. In **Edit For Bin**, type SPO to begin with.

3. Enter **0** (Zero) for all the parts in the SPO bin. Then, use the Add Sheets to count the SPO parts, and add the parts into the system.

4. Enter the counts for each individual bin as counted.

5. Click **Add Numbers** on the bottom of the screen to enter parts from the Add Sheet accordingly until all counts are completed for all bins.

Tip: The Add Numbers screen will show all additional bin locations where the part was found. When the Cycle Inventory is updated to inventory, the *last* bin location on this screen will become the *secondary* bin location on the Master Inventory screen. The primary bin location will not be affected. Therefore, it will be necessary to print the "List 'Added' Parts For Bin" report from the Print Variance Reports menu and edit the secondary bin to move parts to the correct bin location when updated.

I.   Print Reports.

1. When you are finished entering the counts, click **Print Variance Reports** on the Cycle Physical Inventory menu.

2. Click **FasTrial Of Physical Inventory**. If dollar amount is acceptable, run all remaining reports on this menu. If FasTrial amount is not acceptable, research and correct the counts as needed.

> **Important:** Print all of the reports on the Print Variance Reports menu because they will not be available after the update.

J.   Update the counts to inventory.

1. Make sure all other users are completely out of the Autosoft FLEX DMS system, and perform a daily backup.

2. Once the backup is complete, click **Update PI To Master Inventory**.

3. Click **Update COMPLETE PHYSICAL**.

4. Click **OK** when prompted to verify you want to update a full inventory count.

5. Click **OK** when prompted to verify you want to update the counts.

6. Click **OK** when prompted to verify all other workstations are out of the Parts module.

7. The system will return you to the Parts Inventory main menu when the update is complete.

Perpetual or Single Bin Count Inventory Process

A. Generate a new cycle list.

1. Click **Special Inventories** on the Parts Inventory main menu.

2. Click **Cycle Inventory** on the Special Inventories & Maintenance menu.

3. Click **Generate New Cycle List** on the Cycle Physical Inventory menu.

4. Click **Only Parts Currently In Bin** on the Generate New Cycle Inventory List menu. (Other options include **Only Parts With Movement** or **Random List For % Of Inventory**).

5. In **Bin**, type the bin number for the bin you want to count.

6. Leave the **Parts not counted for more than _ days** field blank to include all parts.

7. In **Sort By Base/Group or Parts Order**, type **B** to sort the list by base or **P** to sort the list by part number. This determines how the inventory will be sorted and counted.

8. Click **OK** when prompted to generate the list.

9. When the system is finished generating the list, it returns you to the Cycle Physical Inventory menu.

B. Print your bin count sheets.

1. Click **Print Bin Count Sheets** on the Cycle Physical Inventory menu.

2. The system displays a message that you should have generated a new cycle inventory list. Click **OK** to acknowledge the message and to continue.

3. Click **Print List For Bin** on the Print Inventory Lists menu.

4. In **Print List For Bin**, type the bin number for the list you want to print.

5. When prompted to verify your printer is ready, click to select **To Printer**, and click **Print**.

6. Click **Exit** to return to the Cycle Physical Inventory menu.

C. Count the inventory, and enter the inventory counts.

1. When you are finished counting the inventory, click **Enter Inventory Count**.

2. In **Edit For Bin**, type the bin number counted, and press ENTER to advance through each record accepting or changing count as needed.

3. The system displays a "That's All For This Bin" message when all of the parts have been counted. Click **OK** to acknowledge the message.

4. Click **Exit** to close the screen.

D. Print a Variance Report.

1. Click **Print Variance Reports** on the Cycle Physical Inventory menu.

2. Click **List By Quantity (+/-) For Bin** on the Print Variance Reports menu.

3. In **Bin**, type the bin number.

4. When prompted to verify your printer is ready, click to select **To Printer**, and click **Print**. Retain the report as verification of the changes.

5. Click **Exit** to return to the Cycle Physical Inventory menu.

E. Update the counts to your inventory.

1. Click **Update PI To Master Inventory**.

2. Click **Update Cycle Count**.

3. Click **OK** when prompted to verify you want to update the cycle count.

4. Any add no's written on the count sheet must be added through the Master Inventory screen for correction.

Chapter 14 Special Inventories

The **Special Inventories** button on the Autosoft FLEX DMS main menu opens the Special Inventories & Maintenance menu. This menu is used to manage special inventories and to perform special inventory updates.
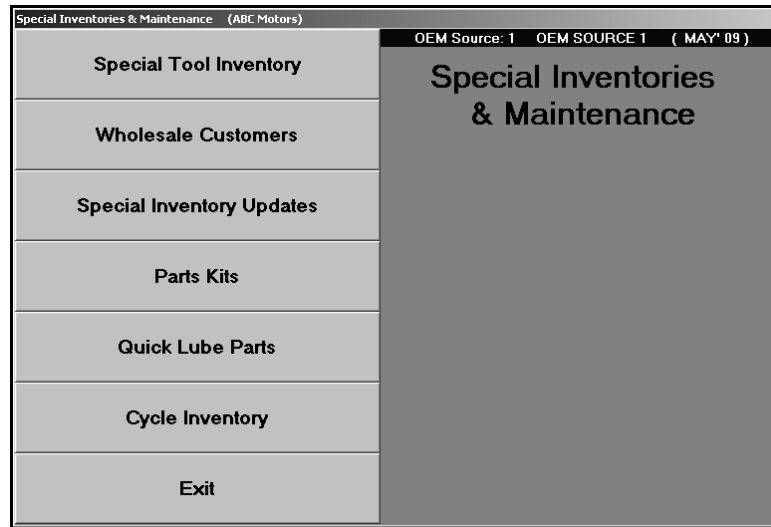
Note: Chapter 5 covered the **Wholesale Customers** option. Chapter 8 covered the **Parts Kits** option. Chapter 13 covered the **Cycle Inventory** option.

Special Tool Inventory

This button advances you to the Special Tool Inventory menu. This menu is used to track tools. Once you enter tools into the system, you can use this menu to sign tools in and out, and the system will track to whom the part was issued and the date the part was issued. This helps you keep track of the tools.

Enter Tools

Use this button to open the Special Tool Inventory screen. This screen is used to add tools to the system. Tools can then be tracked using the **Issue Tool** and **Return Tool** buttons on the Special Tool Inventory menu. As tools are signed in and out, the system updates the **Current Out** and **Previous Out** fields so you can view who has the tool checked out and who had the tool checked out previously.

Adding a New Tool

1. Click **Enter Tool**. The Special Tool Inventory screen appears.

2. Use the **Tool Number** field to assign the tool an ID. This field accepts up to 15 alphanumeric characters. The tool number should be an entry that easily identifies the tool.

3. Type a description of the tool in the **Desc.** field.

4. In **Location**, identify where the tool is located.

5. In **Quantity**, type the quantity of this tool the dealership has.

6. In **Cost**, type the cost for each tool.

7. As tools are issued, the fields in the bottom-right corner of the screen are automatically updated.

   The **Previous Out** field displays the name of the person who previously had the tool signed out, and the **Returned** field identifies when this individual returned the tool.

   The **Current Out** field displays the name of the person who last signed out the tool, and the **Issued** field displays the date the tool was issued to this individual.

8. Click **Save** to save the information. The tool will appear in the list on the right side of the screen.

Editing a Tool's File

1. Type the tool number in the **Tool Number** field, or click the tool in the list on the right side of the screen.

2. The tool's information fills in on the screen.

3. Click in a field, and edit the information as needed.

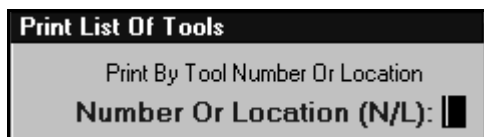4. Click **Save** to save the changes.

Deleting a Tool

1. Select the tool.

2. Click **Delete**.

3. Click **OK** when prompted to verify you want to delete the record.

Tip: Use the **Details** button to view an overview of the inventory, including the Current Out and Previous Out information.

Print List of Tools

Use this button to print a list of the tools entered in the tool inventory. For each tool, the printout lists the tool number, description, and location. It also identifies who currently has the tool signed out and the last person to sign out the tool and the return date. Finally, the printout lists the cost per tool and the total inventory value for each tool (based on the quantity of each tool the dealership has). The end of the printout identifies the total value of your tool inventory.

1. Click **Print List of Tools**.

2. Specify if you want the report to list the tools in order based on tool number or location. Type **N** for number or **L** for location.

```
Print List Of Tools

         Print By Tool Number Or Location
    Number Or Location (N/L): █
```
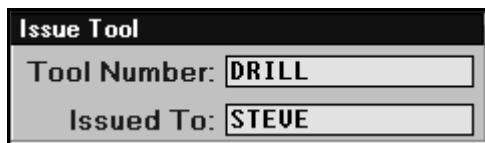
3. When prompted to verify your printer is ready, click to select **To Printer** to print the information or **To Screen** to view the information on your screen.

4. Once you select your print type, click **Print**.

Issue Tool

Use this button to sign out a tool.

1. Click **Issue Tool**.

2. Type the tool number, and press ENTER.
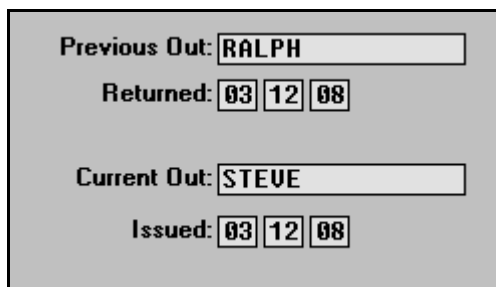
3. Type the name of the person using the tool.

Issue Tool

Tool Number:	DRILL
Issued To:	STEVE

4. Click **OK** when prompted to verify you want to log the tool out.

5. The **Current Out** field on the Special Tool Inventory screen will display the individual's name who signed the tool out and the date the tool was issued.

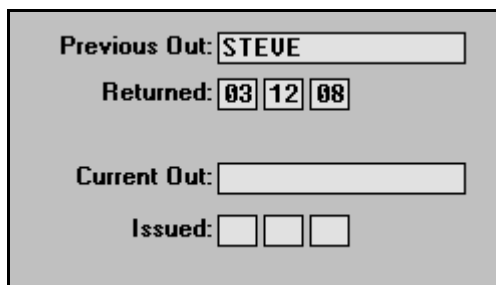|	
Previous Out:	RALPH
Returned:	03 12 08
Current Out:	STEVE
Issued:	03 12 08

Return Tool

Use this button to sign in a tool when it is done being used.

1. Click **Return Tool**.

2. Type the tool number, and press ENTER.

3. Click **OK** when prompted to verify you want to log the tool in.

4. The individual's name is transferred from the **Current Out** to the **Previous Out** field on the Special Tool Inventory screen, and the **Returned** field displays the date the tool was returned.

View Tool List

Use this button to view a list of the tools in your tool inventory. For each tool, the list displays the tool number, description, location, quantity, and cost per tool. It also identifies who currently has the tool signed out and the last person to sign out the tool and the return date.

Special Inventory Updates

This button advances you to the Special Inventory Updates menu. You use this menu to enter special inventory update information and to update the information to the Master Inventory. This helps you ensure that part records retain certain information. For example, the price tape update for the month may update various pieces of information for a part. If you do not want a part's record updated, you can use this feature to ensure the part's record retains the information you specify.

Enter Special Parts Data

Use this button to enter the update information. Only the information you enter on this screen is updated. If you skip fields, the information for those fields is automatically filled in by the information available on the price tape. You can pull the tape data to this screen to view the available information and edit the information as needed for the update.

Adding a Part to the Update List

1. Click **Enter Special Parts Data**. The Enter Inventory Update Data screen appears.

2. In **Part**, type the part number for the part you want to update.

3. The **Desc.**, and **Source** fields automatically fill in.

4. Enter information only in the fields you want to update, or click **Tape Data** to fill in the fields with the information from the current price tape.

5. Use the **Change To** and **From** fields to change the part number. Type the new number in **Change To** and the old number in **From**.

6. Use the price fields to update the List, Trade, Cost, Alternate Cost, and Wholesale Compensation prices.

7. Use the **Group** field to update the group or base number for the part.

8. If you need to update the **Order Code** or **Return Code**, type the new code in the appropriate field.

9. Use the **Part/Assec** field to update the part/accessory indicator. Type **P** for part or **A** for accessory.

10. Click **Save** to save the information entered.

Viewing and Editing a File from the Update List

1. Click **List** on the bottom of the Enter Inventory Update Data screen.

2. A list of the parts you entered on this screen appears.

3. Click the part you want to view.

4. The part's information fills in on the screen.

5. Click in a field, and edit the necessary fields.

6. Click **Save**.

Print Proof List For Source

Use this button to print a list of the parts that will be updated. You should print this list before running the update so you can verify the parts that will be updated. The printout lists the part number and description for each part that will be updated.

    1. Click **Print Proof List For Source**.

    2. When prompted to verify your printer is ready, select **To Printer** to print the information or **To Screen** to view the information on your screen.

    3. Once you select your print type, click **Print**.
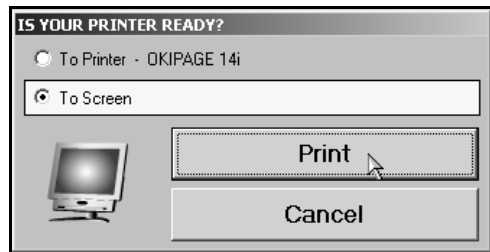
Update Parts Data To Master Inventory

Use this button to update the part information to the Master Inventory. You should print the proof list to verify the parts on the update list before running the update. If you find errors, use the **Enter Special Parts Data** button to edit the part information as needed. If there are errors and you update the information, you will have to manually edit the information in the Master Inventory file.

    1. Click **Update Parts Data To Master Inventory**.

    2. Click **OK** when prompted to verify you want to update the parts.
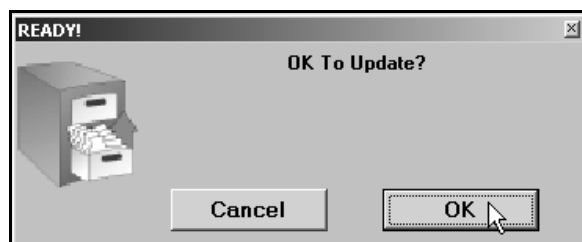
Quick Lube Parts

You use this screen to create a quick lube parts database. When a repair order is flagged "Q" for quick lube, you can add these parts to the repair order on the Close Parts screen using the **QL Parts** button.

Adding a Part

1. Click **Quick Lube Parts**. The Quick Lube Parts Inventory screen appears.

2. In **Part**, type the part number.

3. Type a description of the part in **Desc**.

4. In **On Hand**, type the quantity of the part in your inventory.

5. Type the cost, list, and internal for the part.

6. Use the **Allow Price Change** field to indicate if the Service Department should be restricted from making pricing changes. Type **Y** for yes or **N** for no. This is the same parameter that can be set on the R/O Lubricant Descriptions and Pricing screen, but the parameter on this screen allows restrictions to be set for individual quick lube parts.

7. Click **Save** to save the part. It appears in the list on the right side of the screen.

Editing a Part

1. Type the part number, or click the part in the list on the right side of the screen.

2. The part 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 a Part

1. Select the part.

2. Click **Delete Part**.

3. Click **OK** when prompted to verify you want to delete the record.

Printing the List

When you are finished adding the quick lube parts, you may want to print the list so you can reference it as needed.

1. Click **Print List** to print the parts list.

2. When prompted to verify your printer is ready, select **To Printer** to print the information or **To Screen** to view the information on your screen.

3. Once you select your print type, click **Print**.

Chapter 15 Updates & Maintenance

The System Setup & Updates menu is divided into two parts. The left side of the menu is for updates and maintenance. Once you enter your inventory, you will use this side of the menu to run periodic updates and monthly maintenance. The right side of the menu is used to enter the System Setup parameters. For information on entering System Setup information, see Chapter 1.

Status Line

The System Setup & Updates menu has a status line under the title bar. This status line provides quick information about the inventory updates and price tape information. It displays four pieces of information:

- **OEM Source**: This is the current inventory source. You can change the inventory source by pressing the F5 key, and clicking on the inventory source you want to select.

- **Last Monthly Update**: This is the month that the last monthly update was performed.

- **Last Tape Update**: This is the month and day that the last price tape update was performed. See Chapter 3 for instructions on running the price tape update.

- **Tape**: This is the month and year for the current price tape.

Monthly Inventory Update

Use this button to open the Monthly Inventory Maintenance screen. This screen is used to perform month-end maintenance. The monthly maintenance serves two purposes. First, it sets the sales history fields to zero for the new month so the year's history does not add to the last year's history.

Second, it removes the records for any dormant parts in your active inventory. Dormant parts are parts with no on-hand quantity that have had no restock, sales, or lost sales for the last 12 months. The system uses the phase out parameters entered in the System Setup to determine the parts that should be deleted. The record for any part that is involved in a chain of suppression is preserved as long as there is at least one part in the chain with an on-hand quantity greater than zero.

You only need to run the monthly inventory maintenance once to update all of the inventory sources, regardless of the current source selected. Do not perform the monthly inventory maintenance more than once in any given month. Running the maintenance more than once may result in the loss of sales history for the current month in both the inventory and report files.

Before you run the maintenance, you must pull all of your monthly reports. This ensures you have information for the parts that may be deleted during the maintenance. All of the other workstations must be out of the Parts Inventory program when you run the update.

1. Click **Monthly Inventory Update**. The Monthly Inventory Maintenance screen appears.

2. In **Set Minus (-) On Hand Quantities To Zero If Not Found On A PO {Y/N}**, indicate if you want to set the negative on-hand quantities to zero if they are not found on a purchase order. Type **Y** for yes or **N** for no.

   N is recommended if you have negative on-hand quantities for parts that you will be restocking through manual resupply.

   Y is recommended when you have parts that you sold but will not be restocking through a purchase order. If you select **Y**, a message appears warning you to print a list of these parts for reference. Click **OK** to acknowledge the message. (You can print the list by selecting the **List Parts With Less Than Zero In Stock** option on the Inventory Reports menu.)

3. In **Update 'On Order' and 'Back Order' Notations From PO's**, indicate if you want to update the on-order and back-order information from the purchase order. Type **Y** for yes or **N** for no. **N** is recommended if you want to preserve any manual entries to these fields in the Master Inventory for parts that have been ordered but would not be found on any purchase order.

4. The **Monthly Inventory Update—Month Ending** field defaults to a month based on the last update. If the month is not correct, type the correct month.

5. Press ENTER to begin the maintenance.

6. The system displays a reminder that you should have printed all of the month-end reports before performing the monthly maintenance. Click **OK** to acknowledge the message.

7. Click **OK** when prompted to verify you want to update the files.

8. The system will run through the maintenance. The **Source** fields indicate which source is currently being updated. As each source is being updated, the corresponding field will display information. The **Process** field displays the update process. You will see the system work through the files.

9. The system displays a "Did That" message when the maintenance is complete. Click **OK** to acknowledge the message.

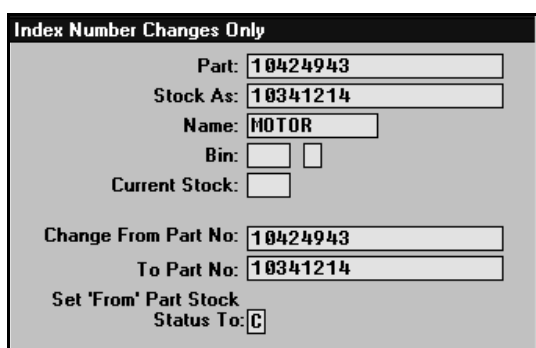10. The system returns you to the ASI DMS main menu.

Part Number Changes

This button advances you to the Part Number Changes menu. This menu is used to process supersession information. The first three options allow you to manually flag supersessions. These selections are used between parts pricing updates. You will use bulletins or other notices to make the part number changes.

Index Number Changes Only

Use this button to index a change and maintain the stock and sales history under the old number until that stock is exhausted.

11. Click **Index Number Changes Only**.

12. Type the old and new part number, and press ENTER. The part information is displayed in the top five fields.

13. The **Set 'From' Part Stock Status To** field determines the stocking status for the part in the **From** field. It defaults to **C** for changed part number. You can leave this entry or edit it as needed. The stocking status can be **Y** if the part is normally stocked, **N** if the part is not normally stocked, **S** if the part is a special order part, **C** if the part number has changed, or **R** if the part has been returned within the last year.

14. Click **OK** when prompted to verify you want to change the number.

Move History ONLY To New Number

Use this button to move the sales history to the new number. The stocking status, bin location, and all other pertinent data except the on-hand quantity is moved to the new part number. The on-hand quantity for the part at the time of the move is retained under the old part number. This allows you to stock under both numbers.

1. Click **Move History ONLY To New Number**.

2. Type the old and new part number, and press ENTER. The part information is displayed in the top five fields.

3. The **Set 'From' Part Stock Status To** field determines the stocking status for the part in the **From** field. It defaults to **C** for changed part number. You can leave this entry or edit it as needed. The stocking status can be **Y** if the part is normally stocked, **N** if the part is not normally stocked, **S** if the part is a special order part, **C** if the part number has changed, or **R** if the part has been returned within the last year.

4. Click **OK** when prompted to verify you want to change the number.

Move ALL Data To New Number

Use this button to move all of the part data to the new number and to index the change. The on-hand quantity, sales figures, and lost sales figures are merged to the new part number. The bin number for the old part will be preserved.

1. Click **Move ALL Data To New Number**.

2. Type the old and new part number, and press ENTER.

3. The part information is displayed in the top five fields.

4. The **Set 'From' Part Stock Status To** field determines the stocking status for the part in the **From** field. It defaults to **C** for changed part number. You can leave this entry or edit it as needed. The stocking status can be **Y** if the part is normally stocked, **N** if the part is not normally stocked, **S** if the part is a special order part, **C** if the part number has changed, or **R** if the part has been returned within the last year.

5. Click **OK** when prompted to verify you want to change the number.

Move ALL Data From Changes On Last Tape

Use this button to move all of the part data for all of the part numbers that were changed using the most recent price tape.

1. Click **Move ALL Data From Changes On Last Tape**.

2. Click **OK** when prompted to verify you want to change the numbers.

List All Changed Numbers in Inventory

Use this button to print a list of all of the parts in your inventory that have been superseded.

1. Click **List All Changed Numbers In Inventory**.

2. 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.

3. Once you select your print type, click **Print**.

Miscellaneous Maintenance

This button advances you to the Miscellaneous File Utilities menu. This menu is used to run miscellaneous maintenance that is not performed regularly. The menu contains options that allow you to move data within or between sources, verify inventory data, merge data files, and perform a late inventory update.
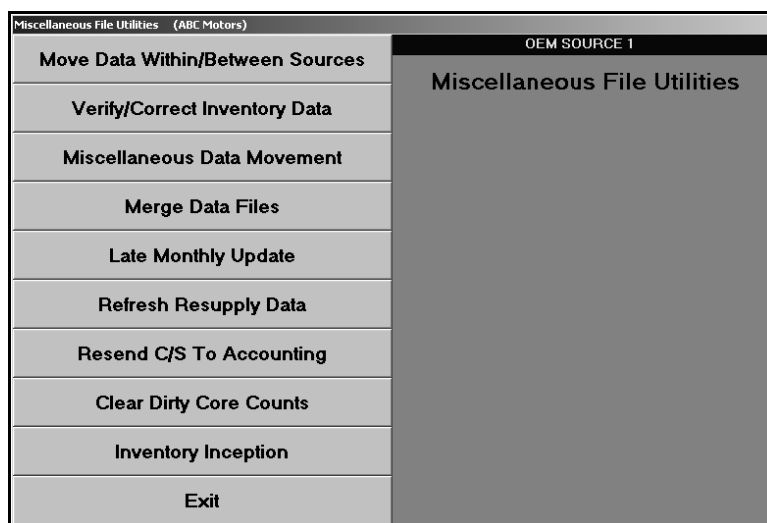
Move Data Within/Between Sources

This button advances you to the Move Data Within/Between Sources menu. This menu is used to move batches of related data. This saves you time because you can move entire batches of inventory files without having to edit information in the Master Inventory file for each part.
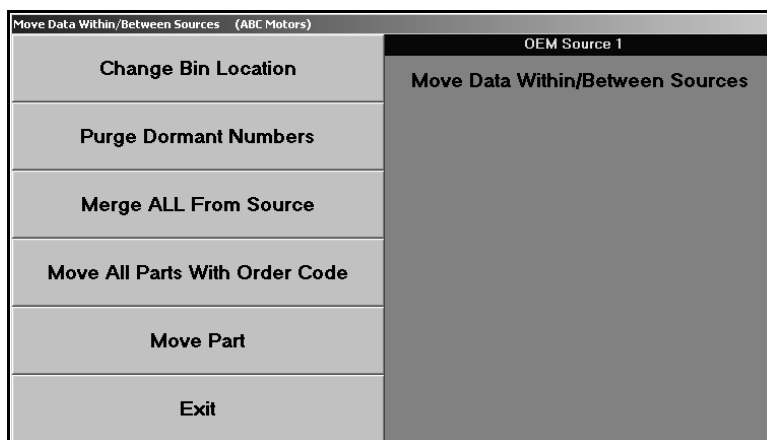
Change Bin Location

Use this button to move all of the parts in one bin to another bin.

1. Click **Change Bin Location**.

2. Type the original bin number in **From Bin**.

3. Type the bin number where you want to move the parts in **To Bin**.

4. Click **OK** when prompted to verify you want to change the bin location.

Tip: If you leave the **From Bin** field blank and type SPO in the **To Bin** field, the system will move all the part numbers that are missing a bin to the SPO bin.

Purge Dormant Numbers

Use this button to remove part records for parts that have been dormant for a specified number of days. The system will print a list of the parts that were purged. For each part, the printout lists the part number, monthly sales for the last 12 months, on-hand quantity, cost, bin location, return code, model year, number of days since the last sale, and the number of days since the last stocking.

1. Click **Purge Dormant Numbers**.

2. Type the number of days without activity you want to use to purge the files.

3. When prompted to verify your printer is ready, select your print criteria.

Merge ALL From Source

Use this button to merge all of the parts from one inventory source to another inventory source. All of the other workstations must be out of the system before you can use this utility.

1. Click **Merge ALL From Source**.

2. Type the original source number in **From Source**.

3. Type the source number where you want to move the parts in **To Source**.

4. Click **OK** when prompted to verify you want to merge the sources.

Move All Parts With Order Code

Use this button to move all of the parts with a specific order code from one inventory source to another. This feature can be used to separate non-OEM parts into a completely separate source—providing you have assigned all of them the same order code.

1. Click **Move All Parts With Order Code**.

2. Type the order code for the parts in **Order Code**.

3. Type the original source number in **From Source**.

4. Type the source number where you want to move the parts in **To Source**.

5. Click **OK** when prompted to verify you want to switch the sources.

Move Part

Use this button to move a part from the current inventory source to another inventory source.

1. Click **Move Part**.

2. Type the part number in **Move Part**.

3. Type the source number where you want to move the part in **To Source**.

4. Click **OK** when prompted to verify you want to switch the sources.

Verify/Correct Inventory Data

This button advances you to the Verify/Correct Inventory Data menu. This menu is used change information that affects groups of inventory files.

Update 'On Order' Notations From PO's

Use this button to update the quantities in the **On Order** field on the Master inventory screen using information from all of the active purchase orders. This only affects the current inventory source.

1. Click **Update 'On Order' notations From PO's**.

2. Click **OK** when prompted to verify you want to update the files.

Update P.O. Prices To OEM Price Tape

Use this button to update the prices of the parts on the purchase orders using the price tape information.

1. Click **Update P.O. Prices To OEM Price Tape**.

2. Type the source you want to update in **For Source**.

3. Click **OK** when prompted to verify you want to update the files.

Verify Sales Quantities For Source

Use this button to verify sales quantities for a specific source.

1. Click **Verify Sales Quantities For Source**.

2. Type the source number in **For Source**.

3. Click **OK** to begin verifying the sales quantities.

Set 'Exclude Discount' Flags

Use this button to set the **Exclude From All Discounts** flag for a specific promotion code. The discount flag is found on the Supplemental Part Data screen in the Master Inventory file.

1. Click **Set 'Exclude Discount' Flags**.

2. Type **Y** for yes or **N** for no depending on the flag you want to set in **Set To 'Y' or 'N'**.

3. Type the promotion code for the parts you want the system to set with this flag in **For Promotion Code**.

4. Click **OK** when prompted to verify you want to update the files.

Set Order Codes

Use this button to replace an order code with another order code. Be sure that the new order code is a letter that the resupply program recognizes.

1. Click **Set Order Codes**.

2. Type the original order code in **Set Code**.

3. Type the order code you want to replace the first code you entered in **To Code**.

4. Click **OK** when prompted to verify you want to update the files.

Set Stock Status

Use this button to replace a stocking status code with another stocking status code. Be sure that the new order code is a letter that the resupply program recognizes.

1. Click **Set Stock Status**.

2. Type the original stocking status code in **Set Status**.

3. Type the stocking status code you want to replace the first code you entered in **To Status**.

4. Click **OK** when prompted to verify you want to update the files.

Add Leading 'Zeros' to Bin Numbers

Use this button to add a leading zero to all of the bin numbers. For example, this will change bin 11 to bin 011.

1. Click **Add Leading 'Zeros' to Bin Numbers**.

2. Click **OK** when prompted to verify you want to execute the change.

Miscellaneous Data Movement

This button advances you to the Miscellaneous Data Movement menu. This menu is used to clear data from inventory and customer files. Verify you are in the correct source. If you need to change the source, press F5 to display the OEM Parts Source list. Click the source you want to select.
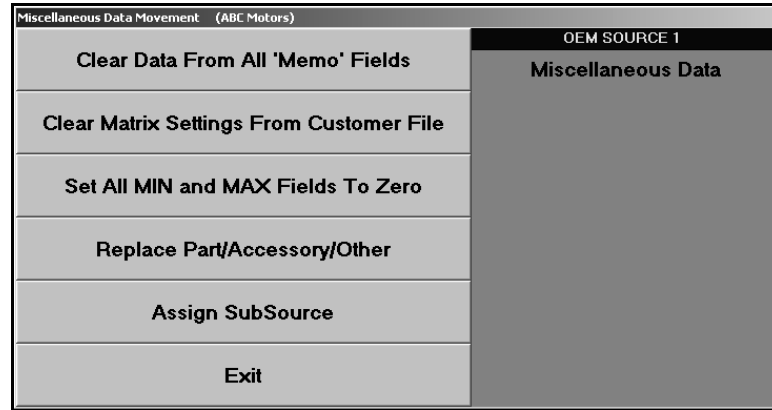
Clear Data From All 'Memo' Fields

Use this button to clear all of the **Memo** fields on the Master Inventory screen for the current source.

1. Click **Clear Data From All 'Memo' Fields**.

2. Click **OK** when prompted to verify you want to clear the information.

3. The system displays a "Did That" message when it is finished. Click **OK** to acknowledge the message.

Clear Matrix Settings From Customer File

Use this button to clear all of the matrix settings from the wholesale customer files. Because this utility requires access to the customer files and may take several minutes to complete, you should only run this utility during off hours when the system is not being used.

1. Click **Clear Matrix Settings From Customer File**.

2. Click **OK** when prompted to verify you want to clear the information.

3. The system displays a warning indicating that the utility should only be run when system operation is minimized. Click **OK** to acknowledge the message.

4. The system displays a "Did That" message when it is finished. Click **OK** to acknowledge the message.

Set All MIN And MAX Fields To Zero

Use this button to set all of the **Min** and **Max** fields on the Master Inventory screen to zero. The changes will only affect the specified source. Some dealers set minimum and maximum levels to override sales history and force resupply orders for some or all parts, especially when there is little or no history available. If you want to generate suggested orders based on history rather than minimum and maximum levels, use this utility. However, you should first run a report of all your Min/Max entries. (See Chapter 12 for more information about reports.)

1. Click **Set All MIN And Max Fields To Zero**.

2. Type the inventory source in **For Source**.

3. Click **OK** when prompted to verify you want to change the value to zero.

4. The system displays a "Did That" message when it is finished. Click **OK** to acknowledge the message.

Replace Part/Accessory/Other

Use this button to change the flag in the **Part/Accessory/Other** field on the Supplemental Part Data screen in the Master Inventory files. The changes only affect the current source.

1. Click **Replace Part/Accessory/Other**.

2. Type the flag you want to replace in **From**.

3. Type the new flag you want to use in **To**.

4. Click **OK** when prompted to verify you want to change the flag.

5. The system displays a "Did That" message when it is finished. Click **OK** to acknowledge the message.

Assign Subsource

If you use subsource management, you can use this utility to assign parts to a subsource without having to manually edit the part file. This will be useful as you create subsources and need to move parts between subsources. A part must meet all of the criteria you specify in order to be assigned to the subsource. When the transfer is complete, the system will print a report. The printout will show all the parts that qualified to be changed. If the part line displays *** on the far right, the part was moved from one subsource to the new subsource. If the part line does not display ***, the part qualified for the move but was already in the specified subsource.

1. Click **Assign Subsource**.

2. Specify the criteria a part must meet to be assigned the subsource. Only parts that meet *all of the criteria you specify* will be assigned the subsource.


3. Type the subsource.

4. 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.

5. Once you select your print type, click **Print**.

Merge Data Files

This button advances you to the Merge Files menu. This menu is used to merge two identical files. This is done to fix files that may be corrupt. This is a two-stage process. First, you will make a backup copy of the target file using the first menu option. Second, you will merge the backup copy and the working copy of the file into the working directory. Once the files have been merged, you should verify that the merge fixed the problem you were having.

Important: Do not use this feature without assistance from an Autosoft Support Desk representative. Call support at (800) 473-4630 for assistance.
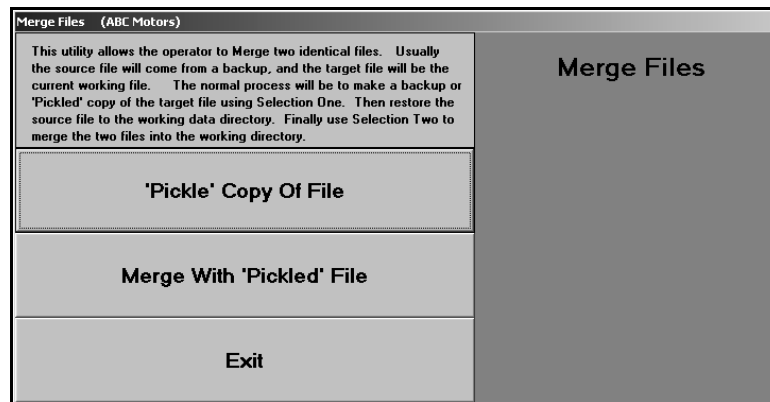
'Pickle' Copy Of File

Use this button to make a backup copy of the target file. This is the first step in the merging process.

1. Click **'Pickle' Copy Of File**.

2. Type the file name.

3. Click **OK** when prompted to verify you want to pickle the file.

4. The system prompts you when it is finished pickling the file and reminds you to restore the target file. Click **OK** to acknowledge the message.

Merge With 'Pickled' File

Use this button to merge the two files into the working directory. This is the second step in the merging process. Once the merge is complete, you should check the data to ensure that everything is accurate.

1. Click **Merge 'Pickled' File**.

2. Type the file name.

3. Click **OK** when prompted to verify you want to merge the files.

4. The system will prompt you when it is finished merging the files. Click **OK** to acknowledge the message.

Late Monthly Update

Use this button to run a late monthly update. Only the current inventory source is updated. If you need to update more than one source, press F5 to select the source. Run the updates for each source as needed.

1. Click **Late Monthly Update**.

2. Type the appropriate month-ending date in For Month Ending. Type the date in an eight-character format with or without slashes (mmddyyyy or mm/dd/yyyy). If you do not use slashes, press ENTER to continue.

3. Click **Update** when prompted to verify you want to run the update.

4. The system displays a reminder that only the current source has been updated. Click **OK** to acknowledge the message.

Refresh Resupply Data

Use this button to refresh the resupply data. You would use this utility if you have updated your resupply list, but some of your "Last Stock" dates in the Master Inventory file don't reflect the most recent stock date. The utility will use the last resupply list updated and update the "Last Stock" date accordingly.

Important: Do not use this feature without assistance from an Autosoft Support Desk Representative. Call support at (800) 473-4630 for assistance.

Resend C/S To Accounting

Use this button to resend counter slips to Accounting. You specify the document number or range of documents for the counter slips, and all slips within the range you specify will be sent to Accounting, even if they were already sent. If a counter slip number does not exist in the general ledger, the system will add the counter slip. If a counter slip number exists in the general ledger, the system will replace the existing document with the one in the most recent update. Therefore, you should notify Accounting when you use this utility so the operator can verify the counter slip numbers in the Integrated Parts Sales Entries before posting to the general ledger.

> **Important:** Do not use this feature without assistance from an Autosoft Support Desk Representative. Call support at (800) 473-4630 for assistance.

## Clear Dirty Core Counts

Use this button to clear the dirty core counts. This may be useful if your dirty core counts become incorrect due to manual tracking of dirty cores. This utility will clear all dirty core counts. You should print the Dirty Cores In Stock report (on the Inventory Value Reports menu) to identify the dirty cores in stock before running this utility. This will help you add any dirty cores back in to the inventory as needed.

1. Click **Clear Dirty Core Count**.

2. The system prompts you that you should print the Dirty Core report first. Click **OK** to acknowledge the message.

3. When the system is finished, it displays a "Did That" message. Click **OK** to acknowledge the message.

Chapter 16 Utilities

You use the Utilities menu to download parts files to various manufacturers. The button descriptions on this menu are determined by the setup for your inventory sources. When you set up the operating defaults for each inventory source in the System Setup, you specified the parts price tape path for each source. The system looks at the parts price tape mapped for the first six inventory sources. If there is a utility associated with the manufacturer, the system displays the manufacturer's name for each source on the first six buttons on this menu.

For example, if inventory source 1 is mapped to a General Motors price tape, the first button on this menu would read, "General Motors." If inventory source 2 is mapped to a Chrysler parts price tape, the second button on this menu would read, "Chrysler," and so on. Blank buttons represent inventory sources that are not mapped to a parts price tape or manufacturers that do not have parts interface utilities associated with them.
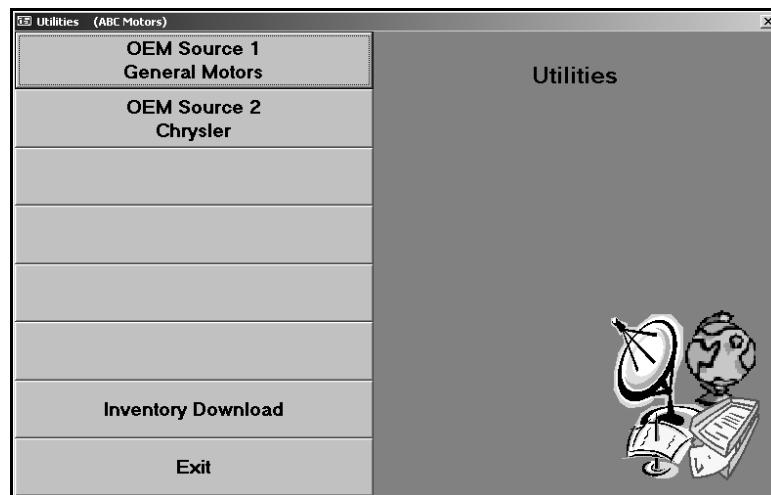
To use a utility, click the button on the menu that corresponds to the manufacturer. Once you select the corresponding dealer communication option, press F1 for instructions explaining how to use each menu and screen in your manufacturer-specific parts interface program.

Inventory Download

The **Inventory Download** button opens the Inventory Download To Disk menu. You use this menu to download your inventory to a disk, to load parts locator files from a disk, and to delete parts locator files. Whether you are downloading or loading parts files, you should always ensure you are in the correct inventory source before you begin. The header on the right side of the screen indicates the current inventory source. If this is not the correct source, click the header (or press F5) to select the correct source.
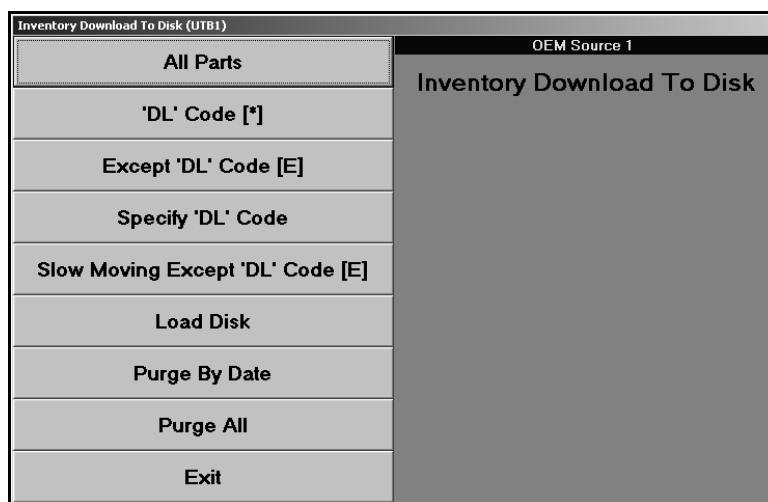
Downloading Parts to a Disk

The first five menu options allow you to specify if you want to download all parts or just parts with a specific parts locator download code. The download code is located on the Supplemental Data screen in the Master Inventory file. You can enter any letter needed as the download code on the Supplemental Data screen, but **E** and ∗ are the most common. Parts flagged **E** are exclude from the download, and parts flagged ∗ represent the parts that you want to download. You can create other user-defined codes that represent whatever you want them to represent.

1. Click the button that corresponds to the download option you want to select.

2. The system warns you to ensure you are in the correct inventory source. Click **OK** to acknowledge the message.

3. If you selected to specify the download code, type the code you want to use.

4. Type the drive letter where you want to download the files.

5. Click **Yes** when prompted to verify you want to download the files.

6. If you selected to download the files to drive A, the system prompts you to place a formatted disk in the selected drive. Verify there is a disk in the drive, and click **OK** (or press ENTER) to continue.

7. The system displays a "Did That" message when it is finished downloading the files. Click **OK** to acknowledge the message.

Load Disk

Use this button to load a parts locator disk to the current inventory source.

1. Click **Load Disk**.

2. The system warns you to ensure you are in the correct inventory source. Click **OK** to acknowledge the message.

3. Type the drive letter where the parts locator disk is loaded.

4. Click **Yes** when prompted to verify you want to download the files.

5. The system displays a "Did That" message when it is finished downloading the files. Click **OK** to acknowledge the message.

Purge by Date

Use this button to delete the parts locator files for a specific date.

1. Click **Purge By Date**.

2. The system warns you to ensure you are in the correct inventory source. Click **OK** to acknowledge the message.

3. Type the date for the parts locator files you want to delete. Type the date in an eight-character format with or without slashes (mm/dd/yyyy or mmddyyyy). If you type the date without slashes, press ENTER to continue.

4. Click **Yes** when prompted to verify you want to delete the files.

5. The system displays a "Did That" message when it is finished downloading the files. Click **OK** to acknowledge the message.

Purge All

Use this button to delete all of the parts locator files.

1. Click **Purge All**.

2. The system warns you to ensure you are in the correct inventory source. Click **OK** to acknowledge the message.

3. Click **Yes** when prompted to verify you want to delete the files.

4. The system displays a "Did That" message when it is finished downloading the files. Click **OK** to acknowledge the message.

Conclusion

This completes the instructions for the Autosoft FLEX DMS Parts Inventory Module. Refer to these instructions each time you need to use this feature. As always, if you have any questions that this manual does not answer, or if you receive errors while using the program, you can call the Autosoft, Inc. Customer Support Center at (800) 473-4630.