

## 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.

System Setup & Updates (ABC Motors)	
OEM Source:1 OEM SOURCE 1 - Last Monthly Update: FEB - Last Tape Update:03/10 - Tape: [ MAR' 08]	
Updates & Maintenance	System Setup
Monthly Inventory Update	Wholesale Pricing Levels
Price Tape Updates	SubSource Matrix Pricing
Part Number Changes	Retail Matrix Pricing
User ID's	R/O Lubricant Pricing
Passwords	Operating Defaults
Miscellaneous Maintenance	More Operating Defaults
Exit	Accounting 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.

Parts User IDs (ABC Motors)

1	MARK WILSON
2	ROBERT SMITH
3	PATRICK MILLER

User ID: 4

Full Name: LOUIS JONES

Full Social: 2732 0245 0

Exit Print Delete Clear Save

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).

Pricing Levels (ABC Motors)

Customer Classification [A-Z]: **W**  
Description: **WHOLESALE**

Pricing Code: **P** D - Discount From List/Retail  
P - Cost Plus A Percentage Of Cost.  
T - Manufacturers Suggested Trade Price  
M - Discount From Trade Price  
N - No Special Pricing Consideration.

Counter Tickets .....  
Discount From List or Retail (L/R):

Service R/O's .....  
Discount From List or Retail (L/R):

Cost ...	Cost Plus % .....				
From	To	1:	2:	3:	4:
.01	10.00	1: 10%	2: 15%	3: 20%	4: 25%
10.01	100.00	1: 15%	2: 20%	3: 25%	4: 30%
100.01	9999.99	1: 20%	2: 25%	3: 30%	4: 35%

Part Level

Cost-Plus For 'GSMP' Parts (GM Only):  %

Part Matrix 1: 00% 2: 00% 3: 00% 4: 00% 5: 00%

Exit Print Remove Save

D Dealer  
E EMPLOYEE  
G GOVERNMENT  
I INTERNAL  
L LIST  
R RETAIL

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.

Subsource Settings (ABC Motors)

Code:

000 Default

**Pricing**

Subsource Matrix Pricing [Y/N/E]:

Apply To Retail Counter Sales [Y/N]:

Apply To Retail Service Sales [Y/N]:

Apply To Retail Body Shop Sales [Y/N]:

Mark Up From Cost/List [C/L]:

	From	To	M/L		From Cost	To Cost	M/L
1:	<input type="text"/>	<input type="text"/>	<input type="text"/>	%	6:	<input type="text"/>	<input type="text"/>
2:	<input type="text"/>	<input type="text"/>	<input type="text"/>	%	7:	<input type="text"/>	<input type="text"/>
3:	<input type="text"/>	<input type="text"/>	<input type="text"/>	%	8:	<input type="text"/>	<input type="text"/>
4:	<input type="text"/>	<input type="text"/>	<input type="text"/>	%	9:	<input type="text"/>	<input type="text"/>
5:	<input type="text"/>	<input type="text"/>	<input type="text"/>	%	10:	<input type="text"/>	<input type="text"/>

**Accounting**

Sale:  Cost:  Inventory:

Items In This SubSource Are Taxable [Y/N]:

Exit Clear Save Setting

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
<b>Should Matrix Pricing Be Used For This Source</b>	Indicate if the pricing matrix should be used for this parts source. Type <b>Y</b> for yes or <b>N</b> for no.
<b>Key Matrix Options From 'Order Code' or 'Promotion Code'</b>	<p>Identify if the matrix pricing should be applied to parts based on their order code or promotion code. Type <b>O</b> for order code or <b>P</b> for promotion code. If you skip this field, <b>O</b> automatically defaults.</p> <p>An order code is often used to classify parts of a common order type. An <b>S</b> is used to identify regular stock parts, but additional codes may apply depending on the manufacturer price tape being used.</p> <p>Ford Motorcraft parts are coded <b>M</b>.</p> <p>General Motors GSMP parts are coded <b>G</b>.</p> <p>Chrysler EOS parts are coded <b>E</b>.</p> <p>Promotion codes are used by some suppliers to further classify parts by category or special pricing promotion.</p>
<b>Source</b>	Type the inventory source number (1-9) for the pricing scheme you are creating.
<b>Cost Plus Matrix Set (A/Z/0/9)</b>	<p>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.</p> <p>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.</p>
<b>Calculate Retail Price from Cost or List</b>	Indicate if the retail price should be calculated from the cost or list price. Type <b>C</b> for cost or <b>L</b> for list.
<b>Should This Matrix Set Apply to Retail Counter Sales</b>	Indicate if the matrix should also apply to retail counter sales. Enter <b>Y</b> for yes or <b>N</b> for no.
<b>Apply to Retail R/O Parts Sales</b>	Indicate if the matrix should also apply to retail repair order parts sales. Enter <b>Y</b> for yes or <b>N</b> for no.
<b>Apply to Retail Body Shop Parts Sales</b>	Indicate if the matrix should also apply to retail body shop parts sales. Enter <b>Y</b> for yes or <b>N</b> for no. Body Shop sales are generally restricted to Suggested List Price per insurance authorization. In most cases, this field should contain an <b>N</b> .

## 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.

$$\text{(Sale Price - Cost)} \div \text{Sale Price} \times 100 = \text{Margin\%}$$

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.

$$100 - \text{Desired\%} = \text{Factor}$$

$$\text{Example: } 100 - 40 = 60$$

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

$$\text{(Cost} \div \text{Factor)} \times 100 = \text{Sale Price}$$

$$\text{Example: } (\$1.00 \div 60) \times 100 = \$1.67$$

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.

$$\text{(Sale Price} - \text{Cost)} \div \text{Cost} \times 100 = \text{Markup\%}$$

$$\text{Example: } (\$1.67 - \$1.00) \div \$1.00 \times 100 = 67$$

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.

R/O Lubricant Descriptions & Pricing (ABC Motors)

**R/O Lubricant Descriptions & Pricing**

Item	Inventory	Cost Each	Sale Each	Sale Total
Waste Disposal <small>(The First Line Is Reserved For Shop Supplies And Body Shop Paint &amp; Material)</small>	100	\$ 1.50	\$ 2.50	\$ .00
ENGINE OIL UP TO 6QT	101	\$ .97	\$ 1.75	\$ .00
TRANSMISSION FLUID	320	\$ 1.10	\$ 2.95	\$ .00
GEAR LUBE	121	\$ .75	\$ 1.12	\$ .00
	0	\$ .00	\$ .00	\$ .00

Restrict Access To Parts Changes From Service Writing (Y/N):  N

Restrict Automatic Repricing For R/O Repair Type Changes (Y/N):  N

Hide 'Cost' On Service Writing Parts Screens (Y/N):  N

Limit R/O Parts Sales Customer Discount (%) To .....  % (.1% =None)

Limit R/O Parts Sales Customer Discount (\$) To ..... \$  (.01 =None)

Exit Save

## 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.

Miscellaneous Parts Parameters (ABC Motors)  
OEM Source: 1

OEM Source:  OEM Source Name:   
P & A Code:   
Path to OEM Parts Tape:   
Manufacturer Code:

Sales Tax - Name 1:  Rate 1 A: % B: % C: %  
Sales Tax - Name 2:  Rate 2:   
Default Tire Tax Amount Per Tire:   
Should 'Freight Out' Be Taxed (Y/N):   
Tax Parts Cores (Y/N):   
Refund Tax On Cores (Y/N):

Internal Parts (+) = Cost Plus (-) = Discount: % Click For Internal Pricing Rules  
Internal Sales Use Cost/List/Retail (C/L/R):  (Only "C" is valid for Cost Plus)  
Cost As A Percentage Of Sale (Counter Only): % (If a part has no cost)

Counter Invoice Message

Cost Codes  
1   
2   
3   
4   
5   
6   
7   
8   
9   
0   
Cost Codes are Alpha Characters that print on documents in place of the actual cost numbers.

R/O Warranty Parts Cost Plus  
Level 1 A: % B: % C: %  
Model Year Levels (A/B/C/L/N) ....  
04:  05:  06:  07:  08:   
09:  10:  11:  12:  13:

Exit Save

## 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.

System Setup (ABC Motors)

Operating Parameters For Source 1 - OEM SOURCE 1

This Section Must Be Set For EACH Source

Is Parts Sales Integrated With Service Writing ..... (Y/N):  Y

Is This Source Eligible For WINS/Comp From Service R/O's .... (Y/N):  Y

Allow 'On Hand' Quantity Corrections From Quote/Query ..... (Y/N):  N

Should 'Limited Special Pricing' Apply To Counter Retail .... (Y/N):  Y

Should 'Limited Special Pricing' Apply To Counter Wholesale . (Y/N):  Y

Use 'Factory' or 'Alternate' Cost Default (When Available) .. (F/A):  F/A

Are Counter Salesman Paid Commission On Service Parts ..... (Y/N):  Y

Are There Two Physical Inventories And Sales Locations For This Source. (Y/N):  N

This Station Relieves Stock From Physical Location 1 Or 2 ..... (0/1/2):  0

This Section Is Common To All Sources

Should Finished Orders Be Updated To Accounting (Y/N):  Y

Always Print Extra Invoice Copy (Y/N):  N

Always Print File Copy (Y/N):  Y

Print Accounting Summary On Accounting Copy (Y/N):  Y

Automatically Insert Decimal For Currency Entries (Y/N):  N

Print Actual Cost On Accounting Copy (Y/N):  N (This Station)

Run ERO Parts Request On This Client (Y/N):  Y

Core return default (C/D/R):

Exit Save Hanel Setup

## 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.

<b>If you type</b>	<b>The system will format it as</b>
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.