

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.

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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.

OEM Price Tape Update Defaults (ABC Motors)

OEM Price Tape Update Defaults

If the 'Trade Price' is missing on the tape, this price will be computed as a discount from List using 25.00% (Enter .00% for alternate markup method.)

Alternately, if the 'Trade Price' is not on the tape, this price will be computed as a markup from cost using 25.00%

If a Discount from List is selected and the computed Trade Price is less than the Markup From Cost, the 'Markup' method will be used.

If the 'List' price is missing from the tape, the following table will be used to generate a list price.

Parts with a cost up to: 5.00	Parts with a cost over: 5.00
Markup By: 100.00%	Markup By: 80.00%

Exit Save

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

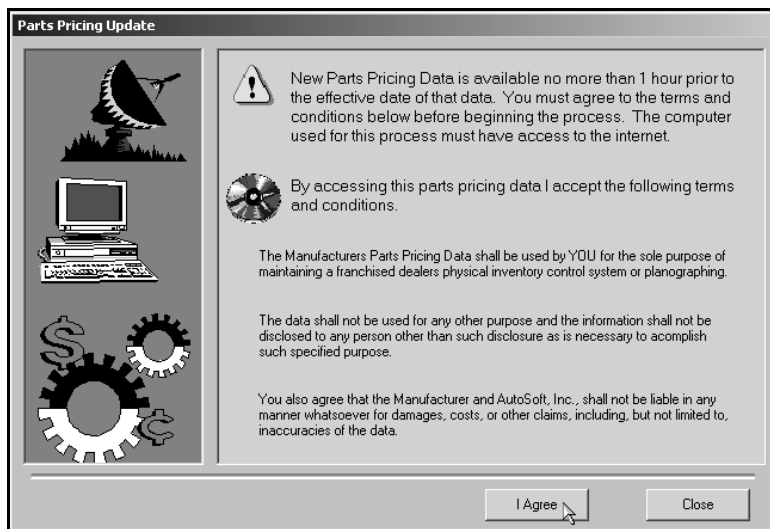
1. Click **Default Tape Parameters**. The OEM Price Tape Update Defaults screen appears.
2. Verify you are in the correct source. Use the F5 key to select the inventory sources as needed.
3. The parameters for the source fill in on the screen.
4. Click in a field, and edit the information as needed.
5. Click **Save** to save the changes.
6. Click **Exit** to return to the System Setup & Updates menu.

Parts Pricing Updates From The Web

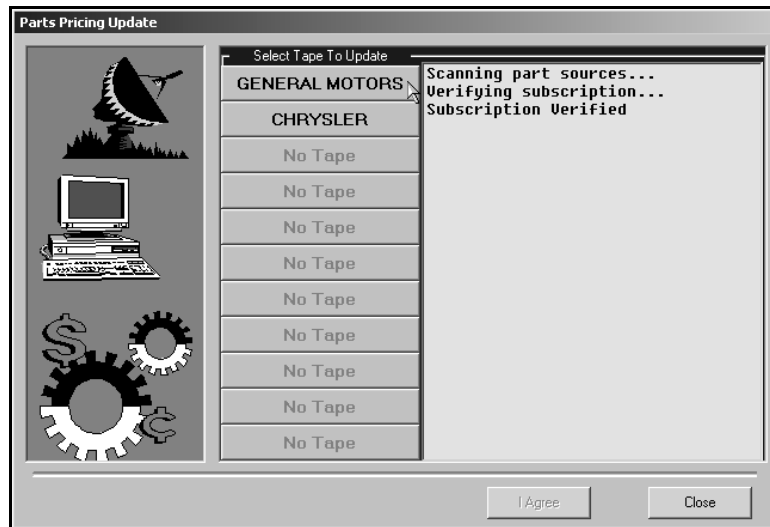
When you are ready to update your price tape each month, you begin by using this button to access parts pricing updates from the web. Remember, updates are available to you on the first day of each month (or the first day of each quarter for quarterly dealers). When the download is complete, you will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

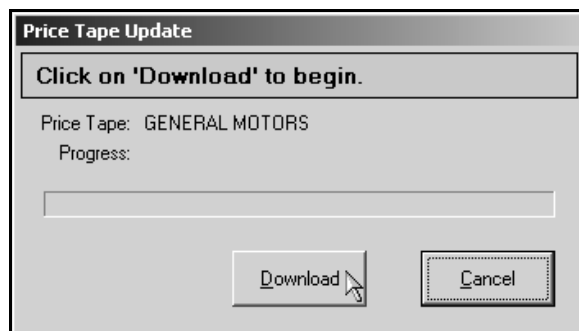
1. Click **Setup & Updates** on the Part inventory menu.
2. Click **Price Tapes Updates**. The Price Tape Updates menu appears.
3. Click **Parts Pricing Updates From The Web**.
4. Read the agreement, and click **I Agree** to accept the terms. (You must accept the terms in order to continue. If you click Close, the price tape update is aborted.)



- 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.

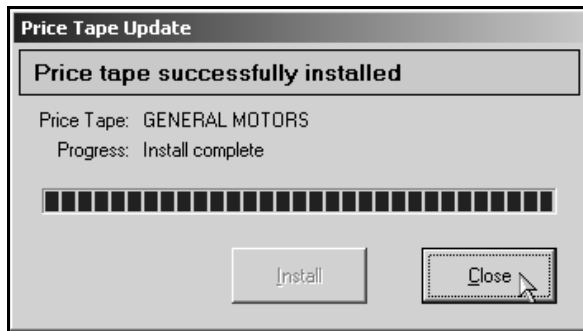


- Click **Download** to begin downloading the price tape. The download may take several minutes.



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.

- 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.

OEM Price Tape Update (ABC Motors)
Last Monthly Update Was FEB Last Tape Update Was 03/10 Tape: MAR' 08

OEM Price Tape Update

If the 'Trade Price' is missing on the tape, this price will be computed as a discount from List using: 25.00% Enter .00% for alternate markup method.

Alternately, if the 'Trade Price' is not on the tape, this price will be computed as a markup from cost using: 25.00%

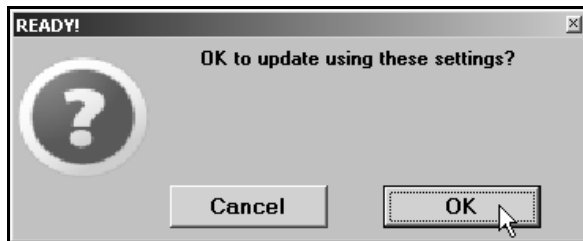
If a Discount from List is selected and the computed Trade Price is less than the Markup From Cost, the 'Markup' method will be used.

If the 'List' price is missing from the tape, the following table will be used to generate a list price.

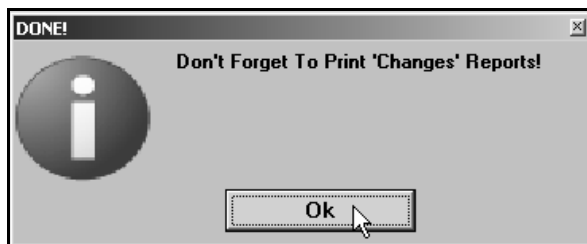
Parts with a cost up to:	5.00	Parts with a cost over:	5.00
Markup:	100.00%	Markup:	80.00%

Exit Update Now

- Click **Update Now**.
- Click **OK** when prompted to verify you want to run the update.



- When the update is complete, the system displays a prompt reminding you to print the inventory changes reports. Click **OK** to acknowledge the message.



- 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 information about the parts on the price tape updates and the parts in your inventory. Use the reports to ensure your 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

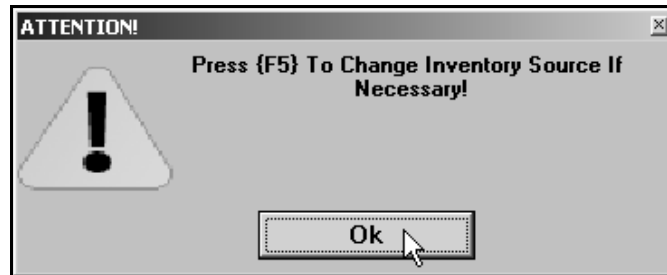
Use this button to print a summary of the total inventory value changes from the parts price update. This allows you to track the appreciation or depreciation of your inventory because of the price changes. This may be useful to the Accounting Department so the necessary value adjustments can be made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

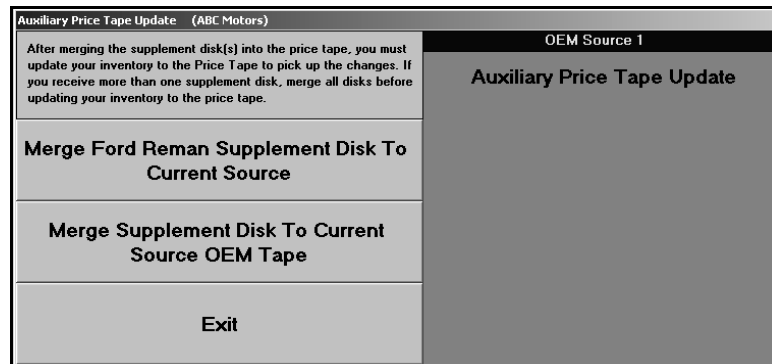
1. On the Parts Inventory main menu, click **Reports**.
2. Click **Returns-Excess-Movement**.
3. Click **List Parts with Return Code**.
4. Leave ***** as the default code.
5. Type the dollar amount you want to use as the limit for the report.
6. Type the number of days you want to use as the cut-off 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:

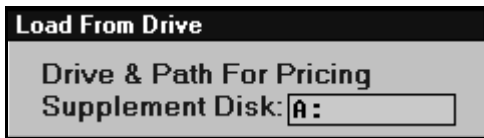
Merge Ford Reman Supplement Disk To Current Source: Use this button only when you receive an authorized Ford parts re-manufacturer supplement disk with files in a compatible format the system can read.

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.

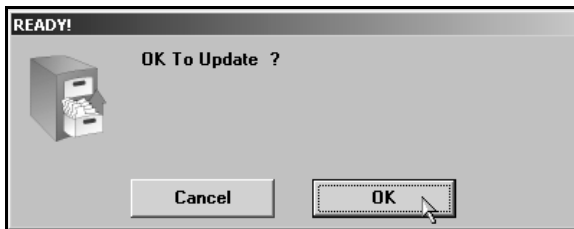
The installation of subsequent OEM parts pricing files overwrites any existing parts pricing files for the source, including any supplemental data that had been merged. After installing and updating a parts pricing update, you should reload the latest supplemental pricing disk.

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.



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



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 using 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.