

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.

Reorder At:	<input type="text" value="25"/>	On Order:	<input type="text" value="75"/>	MSQ:	<input type="text" value="1"/>
Stock To:	<input type="text" value="100"/>	Back Order:	<input type="text" value="0"/>	Kit:	<input type="text"/>

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.

Stock Status {Y/N/S/C/R}:	Y	Stock Part
Order Code:	G	
Return Code:	R	
Group/Base:	01836	
Model Year:	75	06
Sales Level:	R	

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.

Monthly Sales								
Jan	25	Apr	14	Jul	22	Oct	22	
Feb	27	May	11	Aug	11	Nov	24	
Mar	14	Jun	6	Sep	21	Dec	19	
							Total	216

Qtr Lost Sales	
1st	<input type="checkbox"/>
2nd	<input type="checkbox"/>
3rd	<input type="checkbox"/>
4th	<input type="checkbox"/>

Last Sale:	06/14/2006
Prev Sale:	06/10/2006
Last Stock:	06/15/2006

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	
Exit	
	1 OEH Source 1 Pearson
	2 OEH Source 2 Pearson
	3 OEH Source 3 Pearson
	4 OEH Source 4 Pearson
	5 OEH Source 5 Pearson
	6 OEH Source 6 Pearson
	7 OEH Source 7 Pearson
	8 OEH Source 8 Pearson
	9 OEH Source 9 Pearson

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.

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.

Micro-Management Setup (ABC Motors)

Micro-Management Resupply Setup

Each Source (1 thru 9) Is Set Separately.

OEM Source (1/9): OEM Source

Set Micro-Management As The Default Resupply For This Source [Y/N]: Y

Enable Economic Order Quantities For Stock Orders [Y/N]: N

Should 'Lost Sales' Be Counted As Sales For Stock Orders [Y/N]: N

Should 'Phase In' Parts Be Pulled To Order [Y/N]: N

Phase Out With Days Or Hits/Months [D/H]:

Use Basic Sales Level Parameters For All Scans [Y/N]: N

Days Supply "P" Factor (Usually 3):

Exit Next

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.

Micro-Management Criteria								
	CD	Sales	Days Supply		Phase In With		Phase Out With	
		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.

Micro-Management Setup (ABC Motors)

ADMI Guidelines Resupply Setup

Each Source (1 thru 9) Is Set Separately.

OEM Source (1/9): OEM Source 1

Set ADMI Guidelines As The Default Resupply For This Source (Y/N):

Enable Economic Order Quantities For Stock Orders (Y/N):

Should 'Lost Sales' Be Counted As Sales For Stock Orders (Y/N):

Should 'Phase In' Parts Be Pulled To Order (Y/N):

"P" Factor (Usually 3):

		Sales		Days Supply		Phase In With		Phase Out	
		4 Qtr Sales	Low Days	High Days	Hits	Quarters	Begin Days	End Days	
Sales	Level A	50	14	21	3	4	18	280	
	Level B	40	21	28	3	4	22	280	
	Level C	30	28	35	3	4	39	280	
	Level D	20	35	45	3	4	48	280	
	Level E	10	40	60	3	4	90	280	
	Level F	1	45	90	3	4	120	280	

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.

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.

- 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.

- 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

- Click **Subsource Management**. The Subsource Settings screen appears.

SubSource Settings (ABC Motors)

Enable SubSource Resupply For This OEM Source (Y/N):

SubSource: 903 CLASS C

Resupply

Exclude This SubSource From Resupply (Y/N):

Lost Sales Counted As Sales (Y/N):

Phase-In Pull To Order (Y/N):

Phase-Out Days/Hits (D/H):

Enable Economic Ordering (Y/N):

	LOS	LDS	HDS	PH	PIM	BPO	EPD	E/D Value	LDS	HDS
A:	48	14	30	3	12	1	6			
B:	36	15	33	3	12	1	6			
C:	24	18	36	3	12	1	6			
D:	12	30	60	3	2	1	6			
E:	6	45	60	3	12	1	6			
F:	1	90	180	3	12	1	6			

000 Default
900 OTHER
901 CLASS A
902 CLASS B

Exit View Part Data Print List Delete Save Clear Fill Defaults Verify Inventory

- 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.
- 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.

The screenshot shows the 'Part Detail' window with the following sections:

- Part Information:** Part: [redacted], Description: [redacted], Memo: [redacted], New Number: [redacted], Old Number: [redacted], See Also: [redacted], Alternate: [redacted], Bin: [redacted], Group: [redacted], Division: [redacted], Model Years: [redacted].
- Phase and Order Information:** Phase In: [checkbox], Phase Out: [checkbox], Suggested Order: [redacted], Sales Level: [redacted], Stock Status: [redacted], O/H: [checkbox], On Order: [checkbox], Back Order: [checkbox], MSQ: [checkbox], Order Code: [redacted], Return Code: [checkbox].
- Cost Information:** Cost: [redacted], Core: [redacted], Comp: [redacted].
- 12 Months Sales:** A table with columns 'Sales' and 'Lost' and rows for months from FEB to JAN, plus a 'Total' row. All cells are empty.
- Summary:** Last Sale: [redacted], Previous Last Sale: [redacted], First Stocked: [redacted], Last Stock: [redacted].
- Buttons:** Close, Sales History.

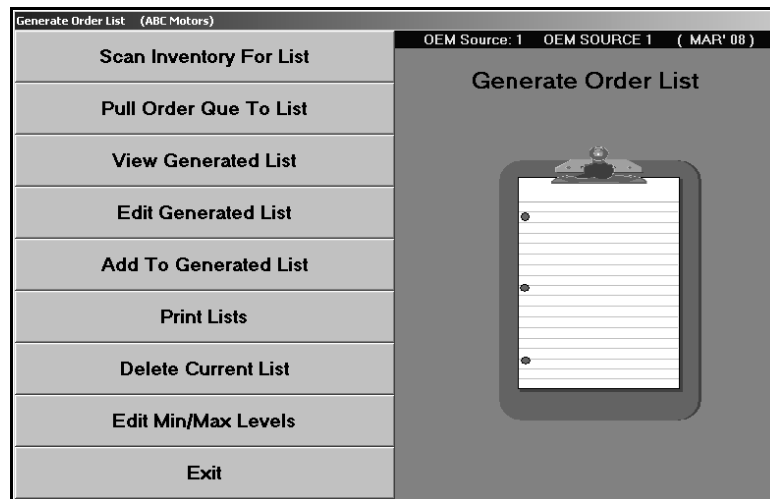
2. In **Part**, type the part number for the part you want to see. The information for the part fills in on the screen.
3. The first section on the screen displays the information from the part's master inventory record.
4. The **Phase-In**, **Phase-Out**, **Suggested Order**, and **Sales Level** fields 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.

Generate Order List Using "Micro-Management" (ABC Motors)
OEM Source: 1 OEM SOURCE 1 (AUG '06)

Generate Order List Using 'Micro-Management'

This module will generate a suggested parts order from the data in the current inventory. Select the type of order to generate. Order Codes will come from your OEM Price Tape or from data that you have entered in the Master File for the 'Order Code' field.

Order Codes	
Regular Stock .. S=Stock	Nissan K=Keyline
GM G=GSMP	Ford M=Motorcraft
Chrysler E=EOS	Custom A thru Z

For Order Code...(A thru Z or Blank=All):

Promotion Code (A/Z-0/9-Blank=All):

Price Symbol Code:

Application Code:

Scan For Daily/Weekly (D/W):

Include Non-Returnable Parts (Y/N):

Ignore Negative On-Hand Quantities In Inventory (Y/N):

Back

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.

Generate Parts Order List (ABC Motors)
OEM Source: 1 OEM SOURCE 1

Generate Parts Order List Using Sub-Source Parameters

This module will generate a suggested parts order from the data in the current inventory using the Sub-Source resupply parameters. If a part does not have a Sub-Source number assigned, the default Sub-Source number '000' will be used.

Include Non-Returnable Parts (Y/N):
Ignore Negative On-Hand Quantities In Inventory (Y/N):

Include
 Exclude

Sub-Source:

Back Abort

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	RETAINR	191307	03/19/08	STEVE SMITH
Daily	1	10280400	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 ONCE to a generated list. If it is pulled more than once, it will double the order quantities.

However, if you need to regenerate a new list after pulling the Que to a current list, it may be safely pulled to the new list.

Order Que parts are flagged as 'ordered' when the list is turned into a P. O.

Only Source 1 Parts Will Be Pulled From Que

OK To Pull Order Que Parts To List
 [E/D/S/A]:

E = Emergency Only
 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.

Part Number	Name	O/H	Sug	Ord	Min	Max	HSQ	3MoS	1YrS	DLS	DPLS	S/S	Lev.
0000-18-BP01	33			2				2					Y
1	UNDERCOAT	2		14									Y
10	DEXCOOL COOL	1		7									Y
10000068 [09]	BUSHING			20									Y
10000099 [09]	SHIM	1		7									Y
10000669 [09]	TANK			5									Y
10017615 [09]	PLUG OIL	1		10			5						Y
10041073 [09]	FLASHER	1		7									Y
10046089 [09]	GASKET	1		8									Y
10056770 [09]	HANGER A	1		10									Y
10083172	SPROCKET			5									Y
10096181 [09]	SENSOR A	0	2	2				0	0	244			E
10128316 [09]	SEAL			5									Y
10128343 [09]	GASKET	2		20			20						Y
10129563 [09]	GASKET-T	0	5	5			5	0		244	244		E
10129564 [09]	GASKET-T	1		10			5						Y
10189205 [09]	SEALER-T	0	2	2				0		244			F
10201397 [09]	GASKET-R			1									Y
10280480 [09]	ANTENNA		1	1									S
10290491 [09]	FILTER	1		10									Y
10305686 [09]	REGULATO		1	1									S
10409635 [09]	CAP			1									Y
12555492 [09]	SWITCH	3	2	2									S
12563963	SEAL	3	1	1									S

Total Parts Numbers:
 Total Cost:
 "Click" Line To Examine Part

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.

Part Number	Document	Quantity	Cost	Sale	Extension	Date

Part: Desc: New:

Stocking Status: <input checked="" type="checkbox"/> Y Order Code: <input type="text" value="S"/> Promotion Code: <input type="text"/> Return Code: <input type="text" value="R"/> SubSource: <input type="text"/>	Reset Stock Status: <input checked="" type="radio"/> Normal Stock <input type="radio"/> Special Order <input type="radio"/> Non-Stocking	Last Sale: <input type="text" value="08/07/2007"/> <input type="text" value="225"/> Prev Sale: <input type="text" value="04/07/2007"/> <input type="text" value="347"/> Last Stok: <input type="text" value="08/11/2007"/> <input type="text" value="221"/> 3-Months Sales: <input type="text"/> 12-Months Sales: <input type="text"/>	12 Months Sales <table border="1"> <thead> <tr> <th></th> <th>Sales</th> <th>Lost</th> </tr> </thead> <tbody> <tr><td>APR</td><td></td><td></td></tr> <tr><td>MAY</td><td></td><td></td></tr> <tr><td>JUN</td><td></td><td></td></tr> <tr><td>JUL</td><td></td><td></td></tr> <tr><td>AUG</td><td></td><td></td></tr> <tr><td>SEP</td><td></td><td></td></tr> <tr><td>OCT</td><td></td><td></td></tr> <tr><td>NOV</td><td></td><td></td></tr> <tr><td>DEC</td><td></td><td></td></tr> <tr><td>JAN</td><td></td><td></td></tr> <tr><td>FEB</td><td></td><td></td></tr> <tr><td>MAR</td><td></td><td></td></tr> <tr><td>Total</td><td></td><td></td></tr> </tbody> </table>		Sales	Lost	APR			MAY			JUN			JUL			AUG			SEP			OCT			NOV			DEC			JAN			FEB			MAR			Total		
	Sales	Lost																																											
APR																																													
MAY																																													
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NOV																																													
DEC																																													
JAN																																													
FEB																																													
MAR																																													
Total																																													

In Stock: <input type="text" value="0"/> Suggested Order: <input type="text"/> Order At: <input type="text"/> Min: <input type="text"/> Stock To: <input type="text"/> Max: <input type="text"/> Min Sale: <input type="text" value="1"/> On Order: <input type="text"/> Back Order: <input type="text"/>	Age: <input type="text" value="12"/> <input type="text" value="34"/> Grp/Base: <input type="text" value="00423"/> Bin: <input type="text" value="SP0"/> <input type="text"/> Cost: <input type="text" value="17.95"/> Trade: <input type="text" value="23.62"/> List: <input type="text" value="31.50"/> Comp: <input type="text" value="0.00"/>
---	--

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**.

Exception List											
Part	Number	Name	O/H	3MoS	1YrS	DLS	DPLS	S/S	L/S	Date	Status
10000068	[09]	BUSHING	3	0	0	274	275	v	08/01/2006		Phasing Out
3909821	[09]	BOLT	1	0	5	275	279	v	07/31/2006		Phasing Out

"Click" Line To Examine Part
 Complete List
 Non-Stock With Sales GT 1
 Stocked With Zero O/H
 On Order/Back Order
 Testing For Phase In
 Testing For Phase Out

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.

The screenshot shows the 'Add To Generated List' screen for ABC Motors. The form includes the following fields and data:

- Part Number:** 10463691
- Description:** *GENER R
- New Number:** (empty)
- New Entry From Inventory:** (checkbox)
- Last Sale:** 09/02/2007, **199**
- Prev Sale:** 08/02/2007, **230**
- Last Stok:** 07/17/2007, **246**
- 3-Months Sales:** g
- 12-Months Sales:** g
- Q1 Sales:** 1, **Q2 Sales:** 4, **Q3 Sales:** 7, **Q4 Sales:** 10
- Q1 Sales:** 2, **Q2 Sales:** 5, **Q3 Sales:** 8, **Q4 Sales:** 11
- Q1 Sales:** 3, **Q2 Sales:** 6, **Q3 Sales:** 9, **Q4 Sales:** 12
- Lost:** (checkbox) for each quarter
- In Stock:** (checkbox)
- Bin:** SP0
- Grp/Base:** 02275
- Order At:** (checkbox)
- Order Code:** S
- Stock To:** (checkbox)
- Cost:** 158.31
- Promotion Code:** (checkbox)
- Min Sale:** 1
- Trade:** 221.63
- Return Code:** R
- On Order:** (checkbox)
- List:** 316.62
- Age:** 96-98
- Back Order:** (checkbox)
- Comp:** (checkbox)
- SubSource:** (checkbox)
- Order Quantity:** 2
- Name:** (empty)
- Stock Part [Y/N/S]:** V
- Phone:** (empty)
- Comment:** (empty)

At the bottom, there are buttons: Exit, << Prev, Next >>, Exceptions, Delete Part, Save, and Clear Screen.

On the right side, there is a list of parts with a 'Click From List' header:

Part Number	Description	Quantity
2	0000-18-BP01	33
14	1 UNDERCOI	
7	10 DEXCOOL	
20	10000068 [09]	BUSHING
7	10000099 [09]	SHIH
5	10000669 [09]	TANK
10	10017615 [09]	PLUG OIL
7	10041073 [09]	FLASHER
8	10046089 [09]	GASKET
10	10056770 [09]	HANGER I
5	10083172	SPROCKE
2	10096181 [09]	SENSOR I
5	10128316 [09]	SEAL
20	10128343 [09]	GASKET
5	10129563 [09]	GASKET
10	10129564 [09]	GASKET
2	10189205 [09]	SEALER
1	10201307 [09]	GASKET-I
1	10204080 [09]	ANTENNA
10	10290491 [09]	FILTER
1	10305686 [09]	REGULATI
1	10409635 [09]	CAP
2	12555492 [09]	SWITCH
1	12563963	SEAL
1	15529401 [09]	CONNECTI
1	24501259	GSKT-011
1	3764554 [09]	RETAINE

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** field 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.

Edit Reorder Levels (ABC Motors)

Edit Reorder Levels

Last Sale: 12/14/2007	96	Q1 Sales: 1:	4:	Q3 Sales: 7:	Q4 Sales: 10:
Prev Sale:		2:	5:	8:	11:
Last Stok: 12/31/2007	79	3:	6:	9:	12: 1
3-Months Sales:	0	Lost:	Lost:	Lost:	Lost:
12-Months Sales:	1				

Part: 10368477
 Desc: LAMP
 Stock As:
 Bin:
 On Hand:

Order Status:
 Stock Status:
 Reorder At:
 Stock To:

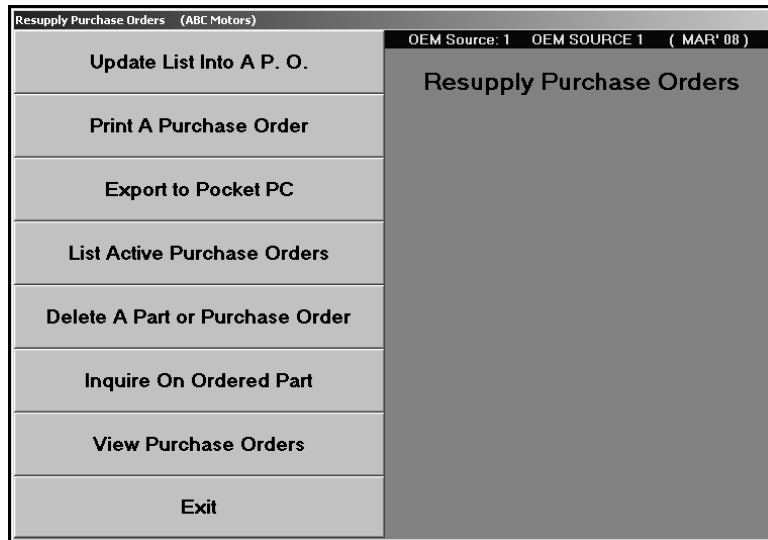
Save

Exit

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.

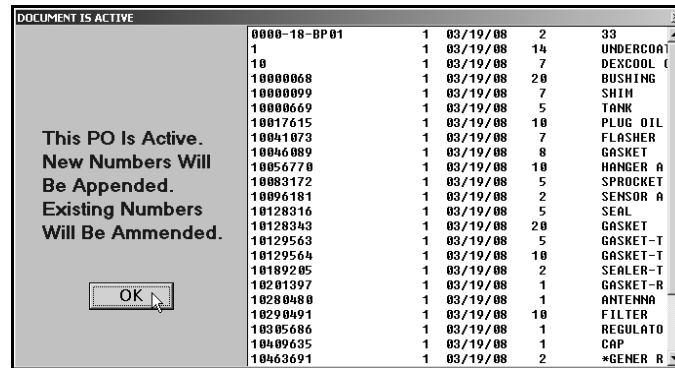


Update List Into a P.O.

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.

Part No.	Desc.	P.O.	Date	Name	Phone	Ord	B/O	O/H
12563963	SEAL	031908	03/19/08	STEVE SMITH	555-1234	1	0	3

----- (Parts Listed Below Have Been Processed In) -----

Close Part Number: Phone Number:

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.

Part Number	Bin	Src	Date	O/O	Ord	B.O.	Description	Order For	S/S
PO# 030708	1		03/11/08						
PO# 031908	1		03/19/08						
0000-18-BP01	SPO	1	03/19/08	2	2		33		R
1		200	1	03/19/08	14	14	UNDERCOAT		R
10		900	1	03/19/08	7	7	DEXCOOL COOLANT		R
10000668 [09]	SPO	1	03/19/08	20	20		BUSHING		R
10000699 [09]		01	1	03/19/08	7	7	SHIM		R
10000669 [09]	SPO	1	03/19/08	5	5		TANK		R
10017615 [09]	SPO	1	03/19/08	10	10		PLUG OIL		R
10041073 [09]		024	1	03/19/08	7	7	FLASHER		R
10046089 [09]	SPO	1	03/19/08	8	8		GASKET		R
10056770 [09]	SPO	1	03/19/08	10	10		HANGER A		R
10083172		002	1	03/19/08	5	5	SPROCKET		R
10096181 [09]	SPO	1	03/19/08	2	2		SENSOR A		R
10128316 [09]		002	1	03/19/08	5	5	SEAL		R
10128343 [09]		008	1	03/19/08	20	20	GASKET		R
10129563 [09]		037	1	03/19/08	5	5	GASKET-T		R
10129564 [09]	SPO	1	03/19/08	10	10		GASKET-T		R
10189205 [09]	SPO	1	03/19/08	2	2		SEALER-T		R
10201397 [09]	SPO	1	03/19/08	1	1		GASKET-R		R
10280480 [09]	SPO	1	03/19/08	1	1		ANTENNA	MARK DAVIS	R
10290491 [09]	SPO	1	03/19/08	10	10		FILTER		R
10296266 [09]	SPO	1	03/19/08	1	1		REGULATOR	DELLA CUB	R

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.

Receipt Stock Orders (ABC Motors)	
Edit Purchase Orders	OEM Source: 1 OEM SOURCE 1 (MAR' 08)
Update From Pocket PC	Receipt Stock Orders
Cycle Inventory - Print P. O. Lists	
Update EDITED Items From P.O.	
Update ALL Items From P.O.	
View Purchase Orders	
Exit	

Edit Purchase Orders

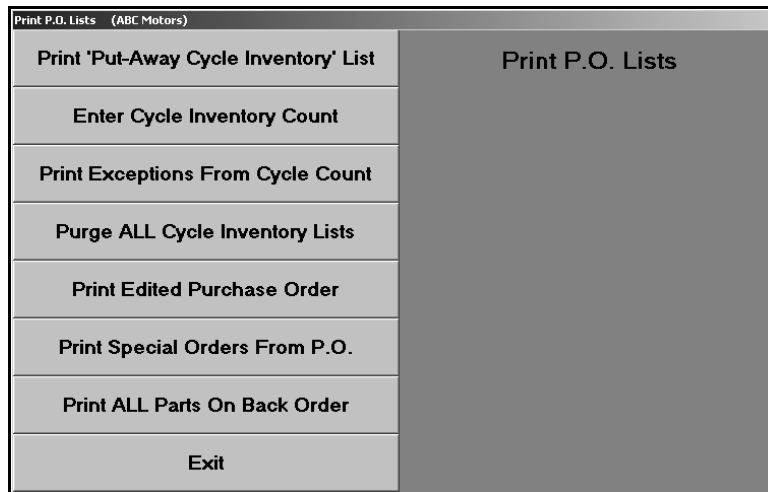
Use this button to open the Edit Resupply Purchase Orders screen to indicate the parts and quantities that were received.

Edit Resupply Purchase Orders (ABC Motors)		Parts List For P.O. 031908	
P.O. Number: 031908	Changed Number: <input type="text"/> "Click" From List	Part Number	0/0 Rec B/O
New Number: <input type="text"/>	Bin: <input type="text"/>	10083172	5 5 0
New Cost: <input type="text"/> New Trade: <input type="text"/>	New List: <input type="text"/> New Comp: <input type="text"/>	10128316 [09]	5 5 0
Part: 10083172	Name: SPROCKET	10128343 [09]	20 20 0
Bin: 002 R	Cost: 26.05 Trade: 34.27	10000099 [09]	7 7 0
List: 45.69 Comp: .00	Stock Status: <input checked="" type="checkbox"/> V	12563963	1 1 0
Customer: <input type="text"/>	On Order: <input type="text"/> 5	15529401 [09]	1 1 0
Received: <input type="text"/> 5	Back-Ordered: <input type="text"/>	24501259	1 1 0
Stock As Superseded Number (Y/N): <input type="checkbox"/>	Part: <input type="text"/>	3764554 [09]	1 1 0
Click Here Or Press Enter To Save		10041073 [09]	7 7 0
		10129563 [09]	5 5 0
		1	14 14 0
		10	7 7 0
		0000-18-BP01	2 2 0
		10000068 [09]	20 20 0
		10000669 [09]	5 5 0
		10017615 [09]	10 10 0
		10046089 [09]	8 8 0
		10056770 [09]	10 10 0
		10096181 [09]	2 2 0
		10129564 [09]	10 10 0
		10189285 [09]	2 2 0
		10201397 [09]	1 1 0
		10280480 [09]	1 1 0
		10290491 [09]	10 10 0
		10305686 [09]	1 1 0
		10409635 [09]	1 1 0
		10463691 [09]	2 2 0
		12555492 [09]	2 2 0
Exit	<< Prev	Next >>	Restore
			New Tape Data
			P.O. List
			Sort Order: BIN / Part

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.

The screenshot shows the 'Edit Cycle Put Away Counts' screen for ABC Motors. The form on the left includes the following fields and controls:

- Edit For P.O. No.:** 031908
- Part No.:** 10128316
- Desc.:** [Redacted]
- Record:**
- Actual:**
- Save** button
- Back** button

The list of parts on the right side of the screen is as follows:

Part No.	Quantity	Description	Actual	Record
10128316	7	002-E	0	-
10083172	7	002-K	0	-
10128343	22	008-C	0	-
10000099	10	01 -	0	-
15529401	5	015-C	0	-
24501259	7	015-C	0	-
12563963	3	015-F	0	-
3764554	26	015-F	0	-
10041073	10	024-K	0	-
10129563	0	037-B	0	-
1	20	200-B	0	-
10	15	900-A	0	-
0000-18-BP01	3	SP0-	0	-
10000068	3	SP0-	0	-
10000669	5	SP0-	0	-
10017615	10	SP0-	0	-
10046089	0	SP0-	0	-
10056770	10	SP0-	0	-
10096181	0	SP0-	0	-
10129564	10	SP0-	0	-
10189205	0	SP0-	0	-
10201397	1	SP0-	0	-
10280480	0	SP0-	0	-
10290491	10	SP0-	0	-
10305686	0	SP0-	0	-
10409635	1	SP0-	0	-
10463691	0	SP0-	0	-
12555492	3	SP0-J	0	-

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 screenshot shows a software window titled "View Purchase Orders (ABC Motors)". It features a table with columns: Part Number, Bin Src, Date, O/O, Ord, B.O., Description, Order For, and S/S. The table lists various parts under purchase order 031908, including items like UNDERCOAT, DEXCOOL COOLANT, BUSHING, SHIM, TANK, PLUG OIL, FLASHER, GASKET, HANGER A, SPROCKET, SENSOR A, SEAL, GASKET-T, SEALER-T, GASKET-R, ANTENNA, and FILTER. At the bottom of the window, there are search fields for "PO Number" and "Part Number", and buttons for "Back" and "Print".

Part Number	Bin Src	Date	O/O	Ord	B.O.	Description	Order For	S/S
PO# 030708	1	03/11/08						
PO# 031908	1	03/19/08						
0000-18-BP01	SPO	03/19/08	2	2		33		R
1	200	03/19/08	14	14		UNDERCOAT		R
10	900	03/19/08	7	7		DEXCOOL COOLANT		R
10000068 [09]	SPO	03/19/08	20	20		BUSHING		R
10000099 [09]	01	03/19/08	7	7		SHIM		R
10000669 [09]	SPO	03/19/08	5	5		TANK		R
10017615 [09]	SPO	03/19/08	10	10		PLUG OIL		R
10041073 [09]	024	03/19/08	7	7		FLASHER		R
10046089 [09]	SPO	03/19/08	8	8		GASKET		R
10056770 [09]	SPO	03/19/08	10	10		HANGER A		R
10083172	002	03/19/08	5	5		SPROCKET		R
10096181 [09]	SPO	03/19/08	2	2		SENSOR A		R
10128316 [09]	002	03/19/08	5	5		SEAL		R
10128343 [09]	008	03/19/08	20	20		GASKET		R
10129563 [09]	037	03/19/08	5	5		GASKET-T		R
10129564 [09]	SPO	03/19/08	10	10		GASKET-T		R
10189205 [09]	SPO	03/19/08	2	2		SEALER-T		R
10201397 [09]	SPO	03/19/08	1	1		GASKET-R		R
10200400 [09]	SPO	03/19/08	1	1		ANTENNA	MARK DAVIS	R
10290491 [09]	SPO	03/19/08	10	10		FILTER		R

The Basic Resupply Process

The previous information explains all the menu options available in the Resupply feature. This section walks you through 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.

Manual Parts Resupply (ABC Motors)	
Enter Parts List	<p>OEM Source: 1 OEM SOURCE 1 (MAR' 08)</p> <h3 style="text-align: center;">Manual Parts Resupply</h3> <p style="text-align: center; font-size: small;">Manual Resupply Entries Are Specific To A Client Station. All Operations Must Be Completed From The Same Station.</p>
Print List	
View List	
Update List To Inventory	
Outside P/O's	
Exit	

Enter Parts List

Use this button to open the Enter Manual Resupply screen to generate a list of parts you want to manually resupply.

Enter Manual Resupply (ABC Motors)	
OEM Source: 1 OEM SOURCE 1 (MAR' 08)	
<p>Document No.: 031908 Date: 03 19 08</p> <p>Memo: <input type="text"/></p>	<p>Click From List To Edit</p> <p>10028614 10 CAP</p> <p>10096163 1 SENS</p>
<p>Part No.: 10305686</p> <p>Name: REGULATO</p> <p>Current On Hand: 0</p>	
<p>Special/Emerg/Regular (S/E/R): S</p> <p>Quantity: <input type="text"/></p> <p>S=Stock D=Dealer O=Outside: 0</p> <p>Purchased From: <input type="text"/></p> <p>Stocked (Y/S/N): S</p> <p>Bin: SP0 <input type="text"/></p> <p>Order Code: S</p> <p>Sub Source: <input type="text"/></p>	<p>Cost: 108.98</p> <p>Price: 217.96</p> <p>Trade: 152.57</p> <p>Core: <input type="text"/></p> <p>Comp: <input type="text"/></p> <p>Alternate Cost: <input type="text"/></p> <p>Base/Group: 10783</p> <p style="text-align: center;">Save</p>
<p>Exit PD List Delete Order Delete Part Clear Screen</p>	

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.

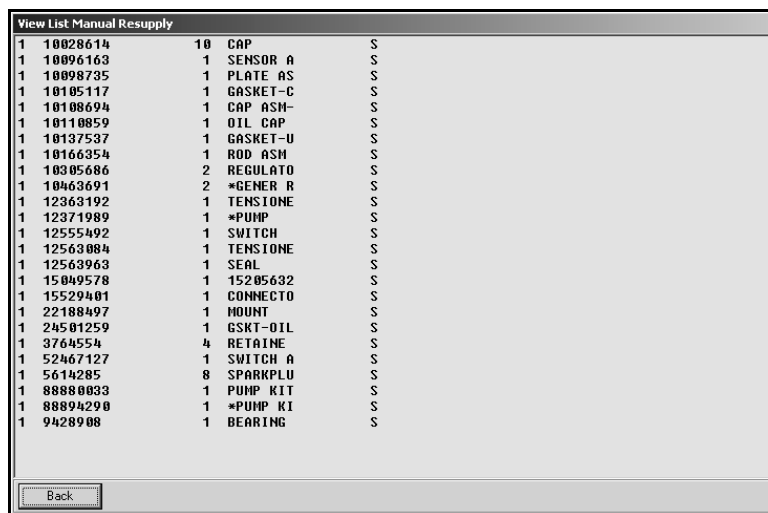
Print List

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.



Quantity	Part Number	Description	Source Code
1	10020614	CAP	S
1	10096163	1 SENSOR A	S
1	10098735	1 PLATE AS	S
1	10105117	1 GASKET-C	S
1	10108694	1 CAP ASM-	S
1	10110859	1 OIL CAP	S
1	10137537	1 GASKET-U	S
1	10166354	1 ROD ASM	S
1	10305686	2 REGULATO	S
1	10463691	2 *GENER R	S
1	12363192	1 TENSIONE	S
1	12371989	1 *PUMP	S
1	12555492	1 SWITCH	S
1	12563084	1 TENSIONE	S
1	12563963	1 SEAL	S
1	15049578	1 15205632	S
1	15529401	1 CONNECTO	S
1	22188497	1 MOUNT	S
1	24501259	1 GSKT-OIL	S
1	3764554	4 RETAINE	S
1	52467127	1 SWITCH A	S
1	5614285	8 SPARKPLU	S
1	88880033	1 PUMP KIT	S
1	88894290	1 *PUMP KI	S
1	9428900	1 BEARING	S

Back

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.

Line	Item	Src	Qty	Description	Amount	Extension	G/L
06							
01	12555492	1	1	SWITCH	17.40	17.40	242
02	12563963	1	1	SEAL	2.51	2.51	242
03	155294401	1	1	CONNECTOR	5.25	5.25	242
04	24501259	1	1	CSKT-OIL	.83	.83	242
05	3764554	1	4	RETAIN	.49	1.96	242

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 through 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.