# 5. Inventory Control

In the above example of the POS LINKER Main Menu Screen, the highlight bar is on Inventory Control and the corresponding subtopics--*Parts* and *Complete Goods*.

Parts

If Parts is selected from Inventory Control, then the Parts4profit Selection Menu appears. Several choices can be made at this point from the subtopics as follows:

- Inventory File
- Manufacturer Divisions
- Order Processing
- Reports Menu
- Pricing Data Import
- Tracking Query Menu
- End Parts Month
- Utility Menu
- Change Date
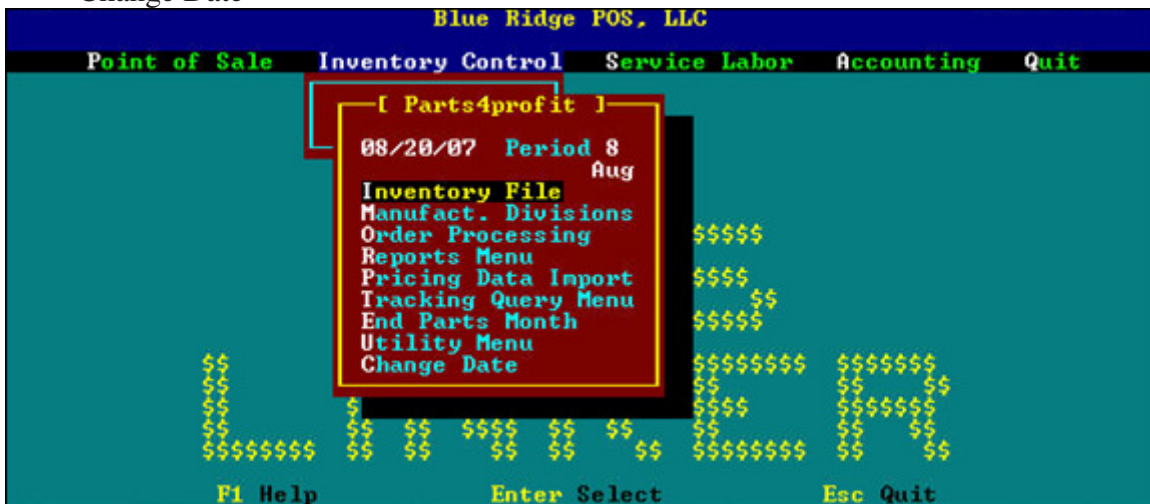
Whenever one of the above subtopics is selected, the appropriate data entry screen appears, as well as, its corresponding ⌨ F1 Help screens and special function keys.

Parts4Profit Inventory Management

Selection of *Inventory File* on the *Parts4profit* Selection Menu brings up the *Parts4Profit Inventory Management Screen*.

```
Mfr  ▉  Item nbr _____  Ctrl # _____  Desc _____
Cat  __  UPC code _____  Sub nbr _____  *MEMO* on InvScr
      _____
     Locator            Pricing            Statistics           Indicators
        Bin _____      Cost ____      Date _____         Stat   Ret   Pkg
    On hand ____        List ____      Mths no sale       Price  Code     Tax
   Allocatd ____        Mkup  %        Lost sales           Frz    On sale
   On order ____        Marg  %        Life sales       Minimum Stock/Season
   Back ord ____        Sale           2014 sales       Out    Frz    Beg
                        Lvl 1          2013 sales       In     Frz    End
      Recvd             Lvl 2          Average cost:    Sales frequency
         po             Lvl 3                           Emergency orders
     _____[Sales  History]_____
     Months  May  Apr  Mar  Feb  Jan  Dec  Nov  Oct  Sep  Aug  Jul  Jun  Total
   Curr 12_____
   Prev 12_____
   Prev 12_____
   Status:                          Function: Full Screen Editing
    End   Esc    F1     F2     F3   F4   F5    F6      F7      F8     F9    F10
   Save  Quit  Help  Delete  Fwd  Bwd Order Clear  Lookup  Funct  Menu  Goto
```

Parts Inventory Field Descriptions:

- **Mfr**: This is a two digit code that is set up under the Manufacturer Division screen. This field is case sensitive, it must be entered in upper case letters. The [F7] key will show an index of available manufacturers. The user may scroll through the list by using the page up or page down keys, by using the up or down arrow keys, or by entering the two digit manufacturer code.

- **Item Nbr**: This is the part number field. If the part number is not known, pressing the [F7] key will supply the following menu options:

- **Pricing** - lists all the parts available in the price list

- **Inventory** - lists all the parts that have an "In-stock" status

- **Sub-number** - lists all parts with sub-numbers If only a portion of the number is known the user may enter the known portion; POS Linker will search the list to match the entered criteria. Use the up/down arrow keys or the page up/page down keys to scroll through the list.

- **Ctrl #**: This number is assigned automatically to each inventory part item by POS Linker. Pressing the enter key twice will advance the cursor to this field. This field can save key strokes if the user knows the control number since it is often shorter than the part/item number. This field is also available in the Point of Sale Invoicing screen.

- **Desc**: This field provides a description for the part selected. This is automatically filled in by POS Linker if the user has subscribed to the price list for that manufacturer. The user may override or enter a new description.

- **Cat:** This field is used to query the parts inventory by providing search criteria in

    "[F7] Parts Info" section of the Invoicing screen. For example, the user may

    query the parts inventory for all the pulleys. The "Categories" are defined by the user in the "Utility Menu" under Inventory Control - Parts4Profit menu. The categories can be defined or updated at any time using the Utility menu for global changes, or in the Inventory File for individual part category changes.

    This field is also indexed by pressing the [F7] key.

- **UPC Code**: This field is used to store the bar code number of the part. At present, very few manufacturers provide this information in their price files. The user may either scan in the UPC number manually or use the Utility menu under the Inventory Control - Parts4Profit menu. By selecting function #7 of the Utility menu, the existing part number is placed in the UPC Code field with all spaces and dashes removed. This gives the user two advantages: to sell parts without having to enter a manufacturer, and the user does not have to have a working knowledge of the manufacturer's part number layout.

- **Sub nbr**: This field is often provided by the manufacturer, and begins with the two digit manufacturing code followed immediately by the sub-number. The user may define optional subs, mandatory subs or sub assemblies. The type of sub is set by the Stat field.

- ***MEMO*:** The user may enter a message to appear on the Invoicing screen to alert employees, on the printed invoice to alert customers, or on both. A common message example is "No return on electrical parts."

Locator Section

- **Bin**: Bin location allows up to a 6 digit alpha/numeric description. It is very flexible and helpful for new counter personnel. The system can be very organized as described below or as simple as a plain text location description like attic, backrm, shelf, etc.

Note: One suggested numbering sequence is A01532. A describes the unique location, specific area or building, row 01, 5 is the shelf level numbered from the bottom (start with the floor being 0), and horizontal location 32.

- **On hand**: This field indicates the quantity in stock or "on hand".

- **On Order**: pressing the [F7] key will tell you what order it is on

- **Allocated**: Indicates how many parts are on saved invoices. This number will include parts that were placed "on order" by the Special Order Parts module from the Invoicing screen. These will continue to show as allocated until the

    customer picks up the parts and they have been invoiced. the [F7] key will tell who it is allocated to

- **Back ord**: Indicates the number of this item that have been back ordered. Back orders may be entered here or from the Parts4Profit Order Processing screen.

- **Rcvd**: Shows the last date this part was received through the Parts4Profit Order Processing module.

Pricing Section

- **Cost**: Displays the cost of the item. This field may be edited at any time.
- **List**: This is the manufacturer's suggested retail price. We suggest that this field not be altered. The retail price is set globally for each manufacturer division, and the user may change this individually by using the "Mkup" (markup) field
- **Mkup**: Use this field to alter the retail price for the selected part. The retail price is displayed immediately to the right.
- **Marg**: This is calculated automatically by POS Linker. (List price - Cost / List price) This reflects your dollar margin on each part and displays it immediately to the right.
- **Sale**: A sale is occasionally provided by the manufacturer, or can be entered manually. You must insert a "Y" in the "on sale" field for the "sale price" to show at point of sale.
- **Lvl 1,2,3**: Level pricing is defined globally in the Manufacturer Division screen. The user may edit the default values set in the Manufacturer Screen to the desired levels. (Further explanation is provided on pg. 5-13)

Statistics Section

- **Date**: Displays date control number was established.
- **Mths no sale**: Displays how many months since the last sale.
- **Lost sales**: Displays the number of lost sales if they were recorded from the Invoicing screen at Point of Sale.
- **Life Sales**: Displays the total life sales for the selected part.
    - ○ **XXXX sales**: Displays the total sales for the previous calendar year.
    - ○ **XXXX sales:** Displays the total calendar year sales two years prior to current year.
- **Average cost:** Displays average cost.

Indicators Section

- **Stat**: This field determines the stocking status or the type of substitution if there is an entry in the Sub nbr field. Hitting the key will bring up a menu of stock codes. Valid entries are:
    - ○ **Stat Status**
    - ○ **Blank** Regular stock
    - ○ **A Auto phase out**-if the part has had no sales history for the number of months specified in the Manufacturer Division screen (18 mths (Default0
    - ○ **B Bulk** - An assembly or group of the same part that can not be broken down further. **Example:** a cut loop of chain.
    - ○ **C Carton** - Similar to the bulk stat code, except that the carton can be broken down further. **Example:** Case of oil - can be broken down to eight six-packs and the six-pack can be broken down to six singles.
    - ○ **H Sales history** of this (stat code R) part is transferred to the new part during the month end close. If the part has zero on-hand.

- o **M Master Part** - in most cases this is the OEM part number. A part with the stat code M allows the user to sell a substitute or generic part as an OEM part. The part is sold under the OEM number with the OEM's pricing structure but the inventory record of the sub-number is altered to reflect the quantity changes. Sales figures will reflect the sub-numbers cost & the OEM's retail price. In the Inventory Control file, enter a sub part number preceded by the two digit manufacturer code and place an "M" in the stat code. POS Linker will sell any units in stock of the OEM part before it sells any of the sub-number
  - o **N** Non-stock part
  - o **R** Replaced part (superseded by manufacturer)
  - o **S** Optional sub (offers a choice at invoicing)
  - o **Ret Return codes**
  - o **Blank** Returnable part
  - o **N** Non-returnable part
- **Pkg**: This field will be filled in by POS Linker if the manufacturer provides the information in the price file. This field can also be entered manually if structuring a package break down. (Examples shown on pg. 5-10)
- **Code**: This field will be filled in by POS Linker if the manufacturer provides the information in the price file. This field usually denotes different discount factors used to
- compute dealer cost.

- **Tax**: This field designates the appropriate tax for the selected item. The [F7] key provides a look-up menu. The tax table is set up during installation, and any changes should be done under the direction of your distributor or Blue Ridge POS, LLC.
- **Frz**: This field is used to freeze the pricing structure for the selected part. Freezing the part will not allow the Price Data Import feature to alter the item in any way.
- **On sale**: This allows the part to be sold at the "Sale" price. Sales pricing occasionally is provided by the manufacturer. Valid entries are:
  - o **Blank & N:** Prevent the part from being sold at sale price
  - o **Y:** Allows part to be sold at sale price
  - o **Out**: This field indicates the minimum stock quantity you wish to have "out" of season. This can be manually set and frozen, or you can allow POS Linker to calculate the quantity for you by utilizing the option under "End Parts Month" . POS Linker calculates based on settings in Manufacturer Division "Defaults" setup. The system looks at the sales history for the indicated number of months and calculates out/low & in/high for the number of weeks indicated.
  - o **Frz**: Allows you to freeze the stocking level to the immediate left. Parts Month End procedure will change the stocking quantities if not frozen.

o **Beg**: This field sets the beginning of the "season" for this part. The default season for each manufacturer's parts are set in the Manufacturer Division screen. Parts in this industry often have very strong seasonal trends & this feature is beneficial for appropriate stocking during your busy months. The following chart defines the months:

Season Codes: (Active sales months)	
1 Jan	7 Jul
2 Feb	8 Aug
3 Mar	9 Sep
4 Apr	O Oct
5 May	N Nov
6 Jun	D Dec

o **In**: This field indicates the minimum stock quantity you wish to have "in" season. This can be manually set and frozen, or you can allow POS Linker to calculate the quantity for you by utilizing the option under "End Parts Month". POS Linker calculates based on settings in Manufacturer Division "Defaults" setup. The system looks at the sales history for the indicated number of months and calculates out/low & in/high for the number of weeks indicated.

o **End**: This sets the end of the season for this part. The default season for each manufacturer's parts are set in the Manufacturer Division screen.

o **Sales Frequency:** Displays the number of times the part was sold.

o **Emergency orders**: Displays the number of times this part was ordered on an emergency order.

The sales history for the selected part is displayed along the bottom of the screen. The history is broken down monthly for 36 months. The current parts month is listed first. The monthly sales history is updated live at point of sale. It is important to follow that procedure every month for accurate sales figures.

Pressing [F1] Help provides three Parts4Profit Data Entry Help Screens which give appropriate information for data entry at the Inventory Management Screen. The following is covered:

Data Entry by Item Number:

a) Type a mfr code and item number. (Use [F7] to lookup.) Press [ENTER]. If the item is on file, all information on the item will display ready for updating. Inventory tracking records are checked, followed by price list when the item number is not found. (A beep signals a new record and a control number is assigned.)

b) After entering or changing the record, press [END] to save it.

Alternate Entry Methods:

a) UPC Code - Press [ENTER] when "Mfr" is blank. Cursor moves to "Item Number". Scan or type the UPC barcode and the item will display if it is on file.

b) Control Number - Press [ENTER] at "Item Number" when it is blank. Cursor moves to "Ctrl #". Enter the control number and the item will display.

Relative Movement:

Movement order is determined by display method. Press [F3] to move forward or [F4] to move backward one record.

Deleting a record:

Display the part record on the screen using a technique explained above. When the correct part to delete is displayed, press [F2]. A verification window appears to prevent accidental erasures. If the part is currently on an open service order, parts order, or saved invoice, the delete operation is cancelled. Remove part from the order/invoice, then delete.

Starting over:

Pressing ⌨F6 will clear all fields on the screen and release the locked part number to other users.

To Enter New Parts Inventory:
 a) choose "Parts" from the "Inventory" menu.
 b) Press ⌨F8, and the function menu will appear. You will use your arrow keys or the letter to select "New Inventory".
 c) the cursor will be flashing at "Mfr. code". Enter the two letter code for the part you are entering, or use ⌨F7 to look up the manufacturer. (ex: TO =Toro)
 d) Enter the part number, or again hit ⌨F7. ⌨F7 will bring up the very first part number listed in the manufacturer's price list that was installed during your system setup. Once you select a part number, either by entering it by hand or selecting one from the ⌨F7 lookup the description, cost and list price will automatically be pulled into the screen.
 e) Enter the number you have on hand and the bin location. Press ⌨END to save.

The screen will clear and the last part number you entered will still be displayed in the Item nbr field. Type the next part number over it, or ⌨F6 to clear the screen or use the ⌨F7 key again.

  The next page shows several examples of the possible breakdowns on quantity items, such as chain and oil. The manufacturer will have a part number for the bulk item, you will have to create the breakdown numbers and descriptions in most cases.

Package Quantity Breakdown Examples
SAW CHAIN:
CTL# MFR PART # DESCRIP STAT SUB# PKG QTY
22 SH 33RS One link of 33rs C SH33RS-100FT 1640
21 SH 33RS-100FT 3/8 050 Rpd Chsl
(1640 links)
20 SH 33RS-72 3/8 050 Chsl (loop) B SH33RS 72
(72 LINKS)
CASE EXAMPLE
CTL# MFR PART # DESCRIP STAT SUB# PKG QTY
15 SH 0000-000-1013 Bulk Files
(5/32" - Pkg of 10)
16 SH 0000-000-1013 1 5/32 File C SH0000-000-1013 10
Oil Mix Example
CTL# MFR PART # DESCRIP STAT SUB# PKG QTY
12 SH 0457-970-0122 Oil Mix (Case of 8 six packs)
13 SH 0457-970-0122 6 6 pk Oil Mix C SH0457-970-0122 8
14 SH 0457-970-0122 1 Oil Mix bottle C SH0457-970-0122 6 6

Parts - Manufacturer Division Screen

   Selection of "Manufact. Divisions" on the Parts4profit Selection Menu brings up the above Manufacturer Division Control Screen. Manufacturer Divisions must be set up for each parts line, including miscellaneous items. Pressing ⌨️F1 for help brings up the Parts4Profit Manufacturer Division Help Screen which offers appropriate information for the Manufacturer Division Control Screen.

Field Descriptions

Manufacturer Code: Pressing F7 will give the user an option to choose either the current manufacturers or an industry list from which to choose a new manufacturer's set up. Type the two-letter manufacturer code. If the code is on file, the current data on that code will display. Otherwise, the computer will sound a beep and the status field displays "New control record". Type new data and save or press F6 to clear the screen and start over. After entering or changing the data, press END to save it.

Numbering Pattern: this outline field is optional. It serves as a default guide for parts numbering and is typed over as the number is entered. Counter personnel new to the business find this especially helpful. To utilize this, simply insert the number of characters in the part number with one of the following suggested symbols:
- **#** = digit character,
- **!** = alpha character,
- **-** = dash character.

Justify code: This field is provided by Blue Ridge POS, LLC during system installation and setup. It is also included in the "Industry" list available under F7 lookup.

Pricing Section

Margin: This is the manufacturer's suggested retail minus dealer cost divided by the suggested retail. The system provides a default percentage which can be manually overwritten.

Minimum retail: This field allows the user to set the minimum price for which a part can sell.

Tax: This field establishes tax calculation for part pricing at Point of Sale.

Price List: This field should be "Y" if the entire manufacturer's price list has been installed. If "N" is in the field, inventory price items will not be updated during the Price Data Import procedure.

Drive: DOS drive letter where the price files are loaded.

Dist: This field indicates whether or not this manufacturer pricing is setup with Level One and Level Two to accommodate distributor type sales. The default setting is "**N**".

Markup: is the percentage of list price added to get the retail price. (Example: if markup=10% and list=$20 then the retail is $20+$20x10%=$22) You may set markup at different limits; however your final limit should be "99999".

Min Deposit: Indicates the minimum deposit percentage allowed on special orders for this manufacturer.

LEVELS: please see the following explanation on pg. 5-13.

Default Section:

The following values will be automatically used when a new part record is created. These values may be overridden on the inventory screen of individual parts.

Bin: Indicates default location. This is an optional field.
Stat: Indicates default stocking status for this manufacturer. The same codes as explained on pg. 5-5 apply.
Season begin/end: Indicates the default seasonality of this manufacturer's parts. Season codes as explained on pg. 5-7 apply.
Min in/out: Indicates the default minimum stocking quantity for this manufacturer in and out of season.
Category: A default two digit code determined by the user to categorize or group parts. This field is optional.

Additional Settings:

Weeks order lead: Indicates the number of weeks lead time for the system to calculate a suggested stock order.
MNS aut phase out: Indicates the number of months of 0 sales needed before the system will "phase-out" this part.
Out/In value analysis: Allows you to set values used by the system to calculate the necessary minimum quantities for in/out of season stock.

Accounting Section

The user's system must be "linked" to the POS Linker General Ledger in order to use this feature. The user would enter the G/L account for Inventory. Sales and Cost of Sales accounts are automatically referenced.
Special Sale: allows the user to set up a "sale" of this manufacturer's parts, indicating a global sale percentage and beginning and end dates.
Sources 1/2: Allows the user to indicate the distributor(s) for this manufacturer used when special ordering parts.
Extended Lookup? "Y" or "N" indicates the ability to lookup other distributors at the special order screen.

Level Pricing

Dealers will often wish to set different levels of pricing for certain groups of customers, such as commercial accounts, government agencies, or other dealers, etc. These levels are also established on the division control screen of each manufacturer.

Each level is established with the basis equal to cost, list, retail or margin plus or minus a percentage factor. Once the levels are established, you must indicate on each customer's account which level pricing, if any, they receive.

You will also use the Division control screen to setup your Distributors or Vendors for each of your manufacturers.

a) Select ⌨F8. The cursor will be flashing at the "Code" line.

b) Enter a two letter code for your distributor and then the full name. You may also enter your sales representative, account number, etc. if you wish.

c) You must indicate which manufacturers are handled by this distributor by pressing ⌨F9. This will place the cursor on the right hand side of the screen. You will again enter the two letter code for each manufacturer.

d) Press ⌨END to save any information.

e) ⌨F7 will list distributors on file.

Function Keys

F3 - allows the user to scroll forward through the manufacturer list

F4 - allows the user to scroll backward through the manufacturer list

F6 - Clears the screen of all data. This function does not delete the data.

F8 - Distr - This is your Vendor setup area. This function allows the user to install all
Distributor information, including account number, phone, contact name, etc.
Required fields include:

- **EDI type** - Press F7 to select the appropriate Electronic Data Interchange for this
  vendor. If you do not use EDI, select 1.
- **EDI drive** - this will be determined by your business system vendor. Legal drive
  letters are M through Z.
- **PO Search Stat** - This field determines the search criteria when entering a new
  order for this vendor. For example, if this status is 1 - Building, then the system
  will alert you that there may be existing "Building" orders for this distributor.
  Your search status codes are:
  - **a)** 1 - Building
  - **b)** 2 - On Order
  - **c)** 3 - Received
  - **d)** 4 - Back Ordered

You can find the total dollars in parts for any Manufacturer by starting in *Inventory Control*, in the *Parts Section*, clicking on *Manufact. Divisions*. Key in the Manufacturers code you wish to check and press [F9]. Press [F7] to recalculate and total your stock and non-stock dollars.

```
Aug              D I V I S I O N   C O N T R O L

Manufacturer Code AT    Name               Numbering Pattern  Justify
Imaging interface ARC__ ARCTIC CAT_____    _____    L
        PRICING                  DEFAULTS              ACCOUNTING
Margin 35% (MSRP-Cost)/MSRP   Bin N-STK_   Stat N          GL Act/Dept
Minimum Retail _____    Tax 0  Season begin 1 end D   Inventory 1320020
Price List Y  Drive P Dist N    min in __1 out ___       Sales 3320020
Mrkp<MSRP>Limit  Min Deposit   _6 Weeks order lead     Cost/sale 4320020
            _20%               18 MNS aut phase out
 __    ____1                   Out/In value analysis    SPECIAL SALE
 __    ___10   * LEVELS *       previous 12 months    Discount _
 __    ___20   Basis  Fact     Out=low  for _4 wks    Begin _____
 __    ___30   1 Retl  -15      In=high for _6 wks    End   _____
 __    ___40   2 Retl  +00     Category __
 __    ____    3 ____ __                                   SOURCES
                               Extended   1 __ None
Ready                          Lookup?  _ 2 __ None

  F1     End    Esc    F2    F3   F4    F5     F6      F7     F8     F9
 Help   Save   Quit  Delete Fwd  Bwd  Print  Clear  Lookup  Distr  Stats
```

```
              P A R T S   C O N T R O L   S T A T I S T I C S

         Code AT  Manufacturer ARCTIC CAT
            Records  Dollars                    Records  Dollars
New Parts       3         0   Deleted Parts        0        0
New Orders     19       899   Outstanding Orders   3      189
Back Orders                   Credit Returns       0        0
Stock Receipts 17       805   Emergency Receipts   0        0
On Hand Increase 18    1101   On Hand Decrease     9      393
Non-Returnable                Replaced Parts       5        6
Auto Phaseouts                Manufact Returns     0        0

          Records        Dollars          Movement Analysis Within:
       Stock/Non-Stk   Stock  Non-Stock    Months   Records  Dollars
Totals    _51  _134    _3197    _1328     0 thru 3     _51    _1586
Sales      _4    _9     _734    _1642     4 thru 6     _39     _624
Lost Sales____  ____   _____    _____     7 thru 12    _66     _741
                                         13 thru 24   _29    _1574
Status  Ready                            More than 24 ____    _____
Enter / End  Save      F6 Clear Screen
F5 Print Screen        F7 Re-calc File   F8 Reset Counters  F9 Next Screen
                            Esc  EXIT
```

Order Processing - Parts

The ability to build, send, and receive orders over the computer will significantly reduce work load and increase the efficiency of your business. Parts order processing allows orders to be built using the current price list loaded in the computer, as well as any inventory already entered.

To Process an Order:

a) Enter the two character distributor code or press **F7** which allows the user to select a distributor list or view order items. If order exist in the system you may use "**"*"** to skip the code and view all orders.

b) Enter the number for the order, or press **F7** to lookup existing orders. If it is a new order the system will default to date followed by the distributor code or you may enter your own order number if desired. The system will prompt for the "order type", such as fill-in or emergency, select "fill-in" for normal parts ordering process.

c) Enter the date - pressing enter will default to the current date, or you can change the date as needed.

d) Select the status of the order:
- **Building**: New order status (Default)
- **On Order:** An order that has been built, sent, but not received.
- **Rcvd**: Parts have come in; order has been received in inventory.
- **Back Ordered:** Parts placed on back order, not received.

e) Enter description if desired - this is not a required field.

f) If Special Order items exist for this distributor, they will be displayed for selection. Otherwise you may enter the Manufacturer for the part you are ordering or press **F7** or lookup.

g) Enter part number, or press **F7** to select from Inventory file, order items, or by price list. If the part number is new, the system will ask you to enter a description, otherwise it will automatically be entered.

h) Enter the quantity you wish to order, and make any adjustments to pricing as needed. Pricing changes, etc., will be saved to the master inventory record.

i) If all information is correct, press **END** to save. The order items will be placed on the right-hand side of your screen for review.

j) Continue this process until entire order is complete.

k) If you would like a printed copy of the order, press **F5** for a menu of send/print options. If your system is set up for on-line ordering with a distributor, you may select the EDI file option for electronic filing, otherwise you may print your order for faxing.

You may also leave your order and come back to it later to add more items. Pressing "ESC" will exit the order processing screen and will not lose your order. When you are ready to return, simply re-enter the distributor and order number will appear.

Receiving An Order:

a) When your order arrives, enter the distributor code.

b) Enter the order number or hit $\boxed{\text{F7}}$ for a list of all orders. $\boxed{\text{F7}}$ lookup is area sensitive and allows order numbers, distributors and even individual parts to be viewed and selected.

c) If all items ordered are received, you may select $\boxed{\text{F8}}$ to receive the items. The system will prompt you to receive with or without backorder items. Receiving backordered items is convenient when items originally backordered are shipped.

d) If one or more ordered items are backordered, you may indicate which items by entering the manufacturer code, and then $\boxed{\text{F7}}$ under Part Number. Select Order Items.

e) This will display a listing of all items ordered for this manufacturer. Highlight the item backordered and hit $\boxed{\text{ENTER}}$

f) Press $\boxed{\text{F9}}$. System will ask you to indicate the quantity to backorder, unless quantity ordered is one.

g) Repeat process for all backordered items.

h) Press $\boxed{\text{F8}}$ to receive the order; elect to receive without the backorders. You may receive the backorder items by the same method when they are received.

If every item originally backordered needs to be received, then receive including backorders. If selected items need to be received, look them up by pressing $\boxed{\text{F7}}$ (order items) and display the item. Press $\boxed{\text{F9}}$ to un-backorder in a fashion similar to backordering.

Parts -Inventory Reports Menu

The report module allows many useful reports to be generated by the computer.

Use ⎡ESC⎤ to bring up the Parts Inventory Reports menu. That allows the report variables to be modified and thusly, a custom report for most needs can be produced.

This is also how to exit the report module. The modify report screen shows the more common reports available.

Counter pad: as the name implies, is designed to be used on the counter by the counter staff to price and locate parts in the event that the computer is not available. We recommend printing a counter pad for all manufacturers on a monthly basis; you may print all parts, by bin location or control number. If the user is on a "Bin Location" system, we recommend printing a new counter pad for any manufacturer from whom you have recently received a large number of parts. The pricing data is at retail price.

Stock Order: the system will report a suggested stock order based on previous sales history. You may select seasonal minimum, quarterly or pre-season stock suggestions.

Inventory Pad: obtain inventory count by manufacturer, sorted by either part number, bin location or control number. Pricing data is displayed at dealer cost.

Return pad: reports suggested parts to return based on sales history.

Open orders: displays all orders on "Building" status

Neg. on-hand: reports all negative quantities on-hand in parts inventory.

Stock sold out: reports all regular stocking parts that are sold out or zero on-hand.

Labels: labels by either part number, bin location, or control number.

The most commonly used reports will be the inventory pad, and the stock order. The inventory report will allow you to obtain inventory count by manufacturer, sorted by either part number, bin location or control number. The stock order will aid in replenishing your inventory, optimized by seasonality.

The Parts4profit system will allow you to create a stock order and transfer it to a purchase order automatically.
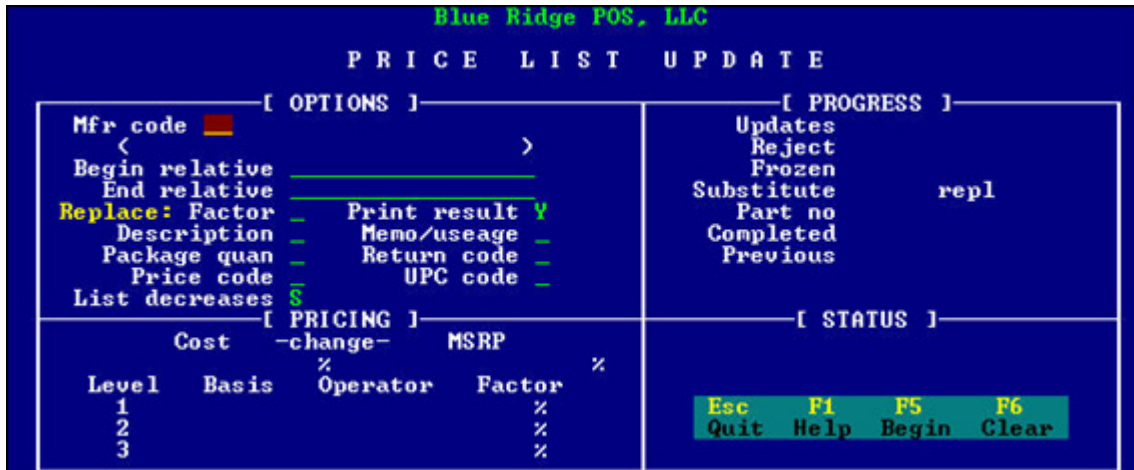
Stock Order to Purchase Order:

a) Select Report Menu, in reports screen, hit [ESC] for menu options

b) Select Modify Report - choose Stock Order, fill in parameters as desired **Mfr. Code must be filled in to complete the Stock Order

c) On Stock Order screen, press [ESC] for more menu options

d) Choose Print Report - this will allow you to review your order before creating the purchase order, or

e) Choose Create Order if you have previously printed & reviewed the order

NOTE: You may enter your own purchase order number by typing over the default number.

Pricing Data Import

This feature is used to update manufacturer's price lists and parts inventory file information. Any changes made to a manufacturer division concerning pricing must be followed by this procedure to apply the changes to all inventories for that particular manufacturer.

You must enter a manufacturer code at the prompt, and leave the "Begin relative" field blank. Make the appropriate changes to the remaining parameters. It is generally a good idea to print the results especially in the case of price updates. Once parameters have been set, press [F5] to begin the process. The right hand side of your screen will display the progress and give the total number of scanned and rejected part numbers.

Tracking Query Menu

This feature allows the user to determine several inventory decisions. You may use this to identify your excess stock and number of lost sales. The user may also evaluate inventory based on sales history for a certain period of time, and thus determine if they should continue carrying this line or certain parts.

End Parts Month

The month end parts reports will indicate which part lines are turning well and which lines may be overstocked or not selling as well. All values are at dealer cost. Inventory values can be calculated by adding "Stock" and "Non-Stock" figures under the Dollars field.

This should be an integral step in your monthly closing procedure. This program can be run at any time, but should generally be run on the last day of the month. No other users can be on the system while parts month end is running. The system will give you an initial warning to close everyone down and to make sure you have run a backup before closing parts.

Utility Menu

The utility menu allows many functions such as changing parts numbers and control numbers.

```
U T I L I T Y   F U N C T I O N S
        1. Adjust price lists
        2. Change part number
        3. Change control number
        4. Re-justify part numbers
        5. Change manuf. code
        6. Verify inventory file
        7. Update UPC codes
        8. Setup part categories
        9. Update inventory categories
        0. Part allocation report


        █ < Enter choice . . .




 Esc Quit  F1 Help
```