

INVENTORY FILE MAINTENANCE

USER'S GUIDE



400 Technology Park
Lake Mary, FL 32746

www.AutoPower.com
Ph. 407-695-7300
Fax: 407-695-8001

INTRODUCTION

Overview

About This Guide. The purpose of this guide is to explain the Inventory File Maintenance process. This comprehensive user's guide provides information needed to setup the inventory records.

All people who will setup the Inventory File Maintenance Menu should read through this guide before starting.

In most cases, you will use this manual to find the answers to very specific questions. You can use the Table of Contents headings to locate the topic that you want. If your Inventory File Maintenance Menu, or options on the menu do not work as outlined in this guide, contact the AutoPower Help Desk for assistance.

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Chapter 1 GENERAL FILE MAINTENANCE MENU

Overview

The Inventory General File Maintenance Menu, shown below, is the first area of the Inventory that you will need to establish. The first two options listed in this menu represent the basics of the inventory system and are required to be setup before entering any parts into the inventory.

11/17/2006 (T576)(P99)		QUALITY ASSURANCE		(MMALLORY)(DEFAULT) 12:20PM			
GENERAL FILE MAINTENANCE MENU							
1....Control F/M							
2....Vendor/Supplier F/M							
3....Change The Invoice Message							
4....Change PO/Truck # On History Invoice							
5....Ship Via Code F/M							
6....Lost Sale Reason Table F/M							
7....Stock Adjustment Reason Table F/M							
8....Return Reason Table F/M							
9....PO/GL Interface Table F/M							
10....							
Enter Selection: _							
TC=Clock	S=Spooler	H=Help!	R=ACCESS	C=Catalog	N=NoteCards	A=AutoMail	V=VSI-FAX

General File Maintenance Screen

To access the Inventory General File Maintenance Menu, go to ***the Inventory Main Menu>General File Maintenance Menu***

- **CONTROL FILE MAINTENANCE** The Control File Maintenance is used to establish the warehouse locations and is necessary before any items may be added to the inventory.

NOTE: Make Sure You Enter Before Go Live.

- **VENDOR FILE MAINTENANCE** The Vendor File Maintenance is where vendors and suppliers are created and maintained. Both need to be established before the setup of inventory. We suggest that you set up the 3-character vendor codes as the first 3-characters of the part number. We also suggest that you setup the suppliers as a 4-digit numeric field, the supplier refers to the suppliers of the products in the inventory system. The supplier information is also requested when purchasing inventory.
- **CHANGE THE INVOICE MESSAGE** The Change Invoice Message option may be used as necessary to enter or edit a message line to print on each invoice by location.

- **CHANGE PO#/TRUCK# ON HISTORY INVOICE** The Change PO#/Truck # on History Invoice option, permits the user to change either the PO# and or the Truck # referenced. (This is especially helpful in those situations where it is absolutely essential that these numbers be correct and when a change has taken place with the original specified Truck #.) The invoice may then be reprinted for the customer and the history files as needed.

- **SHIP VIA CODE FILE MAINTENANCE** This F/M program is used to setup the ship via codes that can then be used in the order entry system. These codes designate how the shipment to your customers should be made. There are an unlimited number of codes available for any number of shipment methods.

- **LOST SALES REASON CODE FILE MAINTENANCE** This F/M program is used to setup & maintain Lost Sales Reason Codes used by the Part Inquiry and O/E system when logging a lost sale. When a lost sale is recorded, one of these Reason Codes can be used to specify why the sale was lost.

- **STOCK ADJUSTMENT REASON CODE FILE MAINTENANCE** This F/M program is used to setup & maintain Stock Adjustment Reason Codes used by the Stock Adjustment program when creating a stock adjustment. These stock adjustment reason codes help identify and justify any stock adjustments.

- **RETURN REASON TABLE F/M This** program will allow you to maintain a table of reasons that product has been returned. Reports can then be generated to analyze the number of returns and to rank the reasons for the returns.

Section 1.1 CONTROL FILE MAINTENANCE

Objectives

After finishing this section, you will have completed the following:

- Established and entered your warehouse locations
- Setup Beginning Numbers for Invoice, Purchase Orders and Orders

The Control File Maintenance is used to establish the warehouse locations, it is necessary that the information here is entered before go live and before any inventory items are entered. In this section, you will be given detailed instructions on the options and acceptable input for each field. At the top right corner is the name of each program. Each field will be identified and the descriptions will immediately follow. You may enter a question mark (?) in the field to display valid responses.

CONTROL FILE MAINTENANCE		IN-CTRLFM
LOCATION	:	-
1) Location Name	:	
2) Days Worked	:	
3) Next Purchase Order #	:	
4) Next Invoice #	:	
5) Next Order #	:	
6) G/L Company Number	:	
7) G/L Branch Number	:	
8) Month of F-Y-E	:	
9) Status File Name	:	
10) Other Locations	:	
11) Finance Charge States	:	
12) Finance Charge Percent	:	
13) Finance Charge G/L #	:	
14) Invoice Printer #	:	
15) Pick Ticket Printer #	:	
16) Report Printer #	:	
17) Default Tax ID	:	

Control File Maintenance Screen

To access the Control File Maintenance Menu, go to the **Inventory Main Menu > General File Maintenance Menu > Control File Maintenance**

- **LOCATION** Enter the location id or loc. # to enter or to edit. These location numbers should be entered as **Wx**, where **x** is the warehouse number. The main location or warehouse is normally referred to as W1.

NOTE: Make Sure You Enter Before Go Live.

LOCATION NAME Enter the name for this location. This information will print on multiple reports and will display in some screens.

- **DAYS WORKED** Enter the number of days worked. If you are open Monday through Friday, the entry here will be 5. This number can affect various Sales Profit Reports.
- **NEXT PURCHASE ORDER #** Enter the next Purchase Order number for the system to use. This number will begin the sequence of numbers the computer generates for the PO numbers as created.

NOTE: Make Sure You Enter Before Go Live.

It is imperative that this field has an entry before go live and once a set number has been entered, it will not be necessary to access this field again. As you use the AutoPower system, this field will automatically increment.

- **NEXT INVOICE #** Enter the next invoice number for the system to use. This number will begin the sequence of numbers the computer generates for the invoice numbers as created in Order Entry.

NOTE: Make Sure You Enter Before Go Live.

It is imperative that this field has an entry before go live and once a set number has been entered, it will not be necessary to access this field again. As you use the AutoPower system, this field will automatically increment.

- **NEXT ORDER #** Enter the next order number for the system to use. This number will begin the sequence of numbers the computer generates for the order numbers as created in Order Entry.

NOTE: Make Sure You Enter Before Go Live.

It is imperative that this field has an entry before go live and once a set number has been entered, it will not be necessary to access this field again. As you use the AutoPower system, this field will automatically increment.

- **G/L COMPANY NUMBER** Enter the G/L Company Number. The entry here is important so that all locations I input flow into the same General Ledger Company. The number here will be a 1, unless you have multiple companies on the AutoPower system. This feature permits the use of multiple general ledger companies and re-use of location numbers for different general ledger companies.
- **MONTH OF F-Y-E** Enter the month of the fiscal year end for this inventory. All locations for one General Ledger Company must have the same fiscal year end.
- **STATUS FILE NAME** Enter the Status File Name - The system uses this to maintain files for this location. (i.e. W1 = WHS1)

- **OTHER LOCATIONS** Enter other locations. If you have multiple locations, then each location must be entered, using commas for separators. (i.e. if this is warehouse 1 and you have a warehouse 2, warehouse 3 and a warehouse 4; then the input here would be W2, W3, and W4. When you set up warehouse 2, the input here would be W1, W3, and W4.) This allows the system to keep track of all of your locations and permitting viewing of product availability as well as transfers between locations.

- **FINANCE CHARGE STATES** Enter the Finance Charge States - If all the states, in which you have customers, permit a finance charge to be added to the invoice, then enter ALL. If multiple states are necessary and not all, then the two character state codes must be entered for each and separated by commas. (i.e. to only enter Alabama and Florida simply enter AL, FL.)

- **FINANCE CHARGE PERCENT** Enter the percentage to be used in calculating the Finance Charges. Valid values are 0 to 100. The standard is 1.5%.

- **FINANCE CHARGE G/L #** Enter the G/L account number to be used for the Finance Charges. See your Chart of Accounts for the valid number. Whenever finance charges are applied they will flow to this number. The system will validate this number against the Chart of Accounts.

- **INVOICE PRINTER #** Enter the number of the printer to be used by this location as an invoice printer. This Is used to print out your invoices. This entry is not required as port assignment table will override.

NOTE: It would be a good idea to write this number on the Invoice Printer itself and somewhere near your terminal for handy reference later.

- **PICK TICKET PRINTER #** Enter the number of the printer to be used by this location as the pick ticket printer. This will normally be a different printer than the one used above and is an optional field. The port assignment table will override this entry.

NOTE: It would be a good idea to write this number on the Pick Ticket Printer itself and somewhere near your terminal for handy reference later.

- **REPORT PRINTER #** Enter the number of the report or system printer that agrees with the location number entered above. - Again, this is an optional field and will not be the same as the Invoice Printer. The port assignment table will override this entry.

NOTE: It would be a good idea to write this number on the Report Printer itself and somewhere near your terminal for handy reference later.

- **DEFAULT TAX ID** Enter the default state code followed by * and the county tax code. (i.e.: FL*33, would represent state of Florida and Seminole County. (See Accounts Receivable Sales Tax Table File Maintenance). - This tells the system the Tax ID to use as default when calculating taxes as customer's pick-up their orders.

Section 1.2 VENDOR FILE MAINTENANCE

Objectives

After finishing this section, you will have completed the following:

- Established and entered your warehouse locations
- Setup Beginning Numbers for Invoice, Purchase Orders and Orders

The information entered on this screen is critical to the maintenance of the inventory. It is necessary to setup the vendor codes and information in this area for each Vendor/Product Line as well as each Supplier/Vendor number.

VENDOR/SUPPLIER F/M	IN-VFM
VENDOR or SUPPLIER: _	
1) Name :	2) Short Name:
3) Address :	
4) City :	5) St: 6) Zipcode:
7) Phone :	20) Days Sup/Stock :
8) Contact :	21) Order Method :
9) Ship Via :	22) OK to B/O :
10) Freight Terms :	23) Cus Serv Phone :
11) A/P Vendor No :	24) Fax Number :
12) Min PPD Frt Amt:	25) Price Sheet Dt :
13) Min PPD Frt Wgt:	26) Min Stk Lvl % :
14) Min PPD Frt Qty:	27) Stk at Whse? :
15) Min Invoice Amt:	28) TRANSNET No :
16) Lead Time :	29) Ins Exp Date :
17) Payment Terms :	30) Low GP % :
18) Factory Acct No:	31) Comments :
19) Main Supplier :	
F1=Help F2=FFwd F3=Bckup F4=Erase	

Vendor File Maintenance Screen

To access the Vendor File Maintenance Menu, go to the **Inventory Main Menu > General File Maintenance Menu > Vendor File Maintenance**

The required fields in the Vendor/Supplier File Maintenance are: Name, Short Name, Main Supplier, Days Supply Stock, Min. Stock Level%, Stock at WHSE?? and the Transnet No if you are using the Transnet Purchasing Method.

Vendor/Product Line are brand names, example Monroe = MON. Supplier/Vendor codes are whom you purchase brand names from, example Rockwell = 1234.

- **VENDOR** Enter the 3-character vendor code or a 4-digit supplier number you want to add or change in the vendor file. These 3-character vendor codes are part of the part number. The 4-digit numerical Supplier numbers are the suppliers you purchase the parts from. In some cases, the vendor code is the same as the brand name.
- **NOTE:** Make Sure You Enter Before Go Live.

- **NAME** Enter the vendor name. If you entered a brand name, the brand name is what is to be entered. If you entered a supplier number, that supplier's name is what is to be entered.

- **SHORT NAME** The AutoPower system uses this short name on some reports where there is not enough room for the entire name. Please enter a three or four character string that will be easily recognizable on these reports. For the 3-character brand names, the short name may be equal to the vendor code.

- **ADDRESS** Enter the address for this vendor/supplier. This field is not a required entry. However, this information is used by purchasing when generating purchase orders and will print on the purchase order as it is entered here.

- **STATE** Enter the state for this vendor/supplier. This field may be left blank for the character brand name records.

- **ZIP** Enter the zip code for the vendor/supplier. This field may be left blank for the 3-character brand name records.

- **PHONE** Enter the phone number for this vendor/supplier. This field is not a required entry. (format: 1-areacode-prefix-####)

- **CONTACT** Enter your main contact with this vendor/supplier. This field is not a required entry, The AutoPower system has the capability of faxing PO's. The system will automatically address a fax to the person named in this field. It can be overwritten at time of faxing.

- **SHIP VIA** Enter the most commonly used ship via method for this vendor/supplier. This data will then be brought into the purchasing system, but can be manually changed while creating a PO. This Is an Optional Entry Field.

- **FREIGHT TERMS** Enter the freight terms for this vendor/supplier. This data will be brought into the purchasing system, but can be manually changed on each PO.

NOTE: Make Sure You Enter Before Go Live.

- **A/P VENDOR NO** Enter the accounts payable vendor number for this vendor/supplier. Entry is not required but very beneficial.

- **MIN PPD FRT AMT** Enter the minimum dollar amount required on a purchase order to qualify for prepaid freight.

NOTE: The end of day process will create and print a PO Analyzer report for all Suppliers making Minimum Dollar Amount Requirements; this report is a tool to assist the purchasing agents in determining whether they can meet the minimum Prepaid Freight requirements for a special order. If no minimums are entered the PO analyzer will not print in the EOD Process.

- **MIN PPD FRT WGT** Enter the minimum weight required on a purchase order to qualify for prepaid freight.

NOTE: The end of day process will create and print a PO Analyzer report for all Suppliers Making Minimum Weight Requirements. This report is a tool to assist the purchasing agents in determining whether they can meet the minimum Prepaid Freight requirements for a special order. If no minimums are entered the PO analyzer will not print in the EOD Process.

- **MIN PPD FRT QTY Enter** the minimum quantity (units) required on a purchase order to qualify for prepaid freight.

NOTE: The end of day process will create and print a PO Analyzer report for all Suppliers Making Minimum Quantity Amount Requirements. This report is a tool to assist the purchasing agents in determining whether they can meet the minimum Prepaid Freight requirements for a special order. If no minimums are entered the PO analyzer will not print in the EOD Process.

- **MIN INVOICE AMT Enter** the minimum invoice dollar amount for this vendor/supplier.

NOTE: The end of day process will create and print a PO Analyzer report for all Suppliers Making Minimum Invoice Amount Requirements. This report is a tool to assist the purchasing agents in determining whether they can meet the minimum Prepaid Freight requirements for a special order. If no minimums are entered the PO analyzer will not print in the EOD Process.

- **LEAD TIME** Enter the number of days it takes you to receive the product from this supplier. The data you enter in this will field will affect how the purchasing system determines order quantities.
- **PAYMENT TERMS** Enter the suppliers' normal payment terms. This data will be brought into any purchase order created for this supplier, but can be changed manually on any Purchase Order (i.e.: Net 30 days = N30). This entry is not required as AP Vendor establishes terms.
- **FACTORY ACCT NO** This is your Acct # with this supplier. If you are a multi-branch location, you will be given the option to input the account number that your supplier uses for each different location in your company. The factory reference account number entered here will print on the purchase order as a reference.

- **MAIN SUPPLIER** This field tells the system, which is the main supplier of the parts in this vendor line. This field affects purchasing. The answer to this field depends on whether this record is a 3-character vendor code or a 4-digit numerical supplier.

If this is a 3-character vendor code record, you should enter the 4-digit numerical supplier code you purchase this vendor line from. This will allow the purchasing system to automatically address PO's to the correct supplier. If this is a 3-character vendor code record, you should leave this field blank.

- **DAYS SUP/STOCK** Enter the number of days of inventory you would like to maintain for the 3-character vendor/supplier. The system will use the information entered here together with the 3-character vendor code to assist in setting stock levels. In addition, this information will be used as the default number of days for an order and for the setting of stock levels. The default # of days can be changed manually in the purchasing module.
- **ORDER METHOD** Enter the preferred ordering method for this vendor/supplier. Your options are Forecasting, Stock Level, or Averaging. Enter, F S, or A. The ordering method entered will serve as the default order method for this vendor/supplier and may be changed at anytime when generating a purchase order.

Forecasting Method is used to determine trends in a specified period.

Stock Level Method will look at the Minimums and Maximums

Averaging Method will determine an average quantity to order. This is a straight average calculation.

- **OK TO B/O** Enter a **Y** if this supplier backorders to you and an **N** if he does not. PO's received from a supplier with **N** in this field will not go on backorder even if all parts are not received.
- **CUST SERV PHONE** Enter the number to call if you have a problem that relates to Customer Service. This is an optional field and is usually the same phone number as the order number but could possibly be a different number. (format: *1-areacode-prefix-####*)
- **FAX NUMBER** Optional field but is used when faxing a purchase order. When faxing an issued purchase order the fax number specified in this field will be imported to the Faxing program where it can be manually changed if necessary. The area code should be included if it is a long distance call from where the main computer is located to the suppliers' location. (format: *1-areacode-prefix-####*)
- **PRICE SHEET DT** Enter the date of the last price sheet that has been updated in the inventory master file for this brand name of product. This is an optional entry field.
- **MIN STK LVL%** When new stock levels are calculated, the minimum and the maximum will be identical unless a number is entered in this field. The percentage

number entered here will be multiplied times the maximum to determine the minimum number to have on hand at all times. Entry should be made in whole numbers.

- **STK AT WHSE?** A simple **Y** or **N** answer is all that is required here. If the product is stocked at the main warehouse and available to be used as replenishment inventory for the remote locations, answer Y. Otherwise, answer N.

NOTE: If you are using Stock Guides, the answer here is very important.

- **TRANSNET NO** Enter the TRANSNET supplier code for this vendor/supplier. The number always begins with "FL79"... and is 7 characters long. This aids the TRANSNET software in placing your orders with the correct vendor/supplier. If this is a TRANSNET vendor, it will also be necessary to complete the setup in TRANSNET vendor maintenance.
- **COMMENTS** You are allowed up to four lines of comments. The end of the line does not wrap itself, in which case you must press the [return] key at the end of each line. Enter any comments about this supplier or brand name that you feel necessary. This field will allow you 4 lines of comment entry.

When you finish your entries, you will have several options available at the bottom of the screen.

CORRECT? (Y, N, D, E, ITEM NO.)

Enter **Y** to update the above information.

Enter **N** to return to VENDOR.

Enter **E** to exit without updating. Nothing will be saved.

Enter **DELETE** to erase this vendor. The word must be typed in full.

Vendor/Supplier may not be deleted if Purchase Orders are outstanding.

Enter line item # to modify a specific field entry. This will allow you to go directly to a specified field.

*Use **DELETE** with extreme caution.

In addition, there are four function key options

F1 - Help for any given field

F2 - FFWD to bottom of screen

F3 - Backup to a previous field

F4 - Delete a field entry.

The vendor codes are used to create save-lists on a daily basis in the EOD procedure, making it easy for the system to sort through a particular series of part numbers. In addition, the Purchasing/Receiving Module also uses it.

When establishing supplier codes, the Vendor File Maintenance screen proves most valuable as a point of reference.

Section 1.3 CHANGE THE INVOICE MESSAGE

This screen allows you to enter any message that will print on an invoice. You will be able to enter the same message for all locations or a different message for different locations.

```

CHANGE THE INVOICE MESSAGE
-----
Enter Location: W1
Present Message:
ENTER YOUR MESSAGE HERE.

Enter New Message or 'E' to exit.

*****
*****
*****
*****
*****
*****
*****
*****
*****
*****

```

Invoice Message Screen

- **ENTER LOCATION** Enter the location number for which this message is intended. This permits the maintenance of a different invoice message for each location.
- **PRESENT MESSAGE** The system will display the "Present Message" if a message already exists for this location.
- **ENTER NEW MESSAGE OR 'E' TO EXIT.** The cursor will be in position to enter a new message or **E** to exit.

NOTE: As in the present message, the system does not provide a word wraps feature and will print as it appears on the screen.

DO YOU WISH TO UPDATE THIS MESSAGE? (Y, N, D, E):

Enter **Y** to update the present message.

Enter **N** to return to the location input.

Enter **E** to exit without saving the message or changing the present message

Enter **DELETE** to erase the present message.

Section 1.4 CHANGE PO#/TRUCK # ON HISTORY INVOICE

The AutoPower system will allow you to change the PO # and /or the Truck # on an invoice that has been printed via this program.

IN-CPOH

CHANGE PURCHASE ORDER NO. ON AN INVOICE

LOC: W1 Invoice#: █

Change PO Truck No. Screen.

It is recommended that after changing the PO # and/or the Truck # on the invoice, it should be recalled in the Print Invoice from History program found in the Order Entry Menu and REPRINT.

- **LOC** Enter the location number from were this invoice originated.
- **INVOICE #** Enter the Invoice Number you want to change the PO # and/or the Truck#

The system will display the Customer Account code and name.

In addition to...

The **PO#** if any will also be displayed. At this point you may edit the PO# or press return.

The **Truck #** if any will also be displayed. At this point you may edit the Truck # or press return.

Section 1.5 SHIP VIA CODE FILE MAINTENANCE

The Ship via Codes allows you to determine how your customer will receive their products. The Ship via Codes that are entered and established in this File Maintenance Screen are required and will be utilized as part of the Invoice process in Order Entry.

SHIP VIA CODE FILE MAINTENANCE

This program is used to enter the different ship via codes that can then be used in the order entry system to designate how the shipment to your customers should be made. There are an unlimited number of codes available for any number of shipment methods.

Ship Via Code: UPS

Description.: UNITED PARCEL SERVICE

Correct? (Y,E,D):

Ship via Code F/M screen

The codes must be created here first to be available in order entry.

- **SHIP VIA CODE** Enter the Ship via codes as utilized by your company. The code should be kept as simple as possible. (For example: *UPS = United Parcel Service, CP = Customer Pickup or OT = Our Truck.*)
- **DESCRIPTION** Enter the description for this code. This description will be displayed in order entry screens and will print on picking tickets, packing slips and invoices.

CORRECT? (Y, E, D):

- Enter **Y** to update the present input.
- Enter **E** to exit without saving the input.
- Enter **DELETE** to remove/erase the present ship code.

Section 1.6 LOST SALES REASON CODE FILE MAINTENANCE

Lost Sales Reason Codes allow you to determine why you lost a sale. The Lost Sale Reason Code File Maintenance allows you to create these reason categories. When recording a lost sale, the person at the counter can simply enter one of the codes established here.

```

                                LOST SALE REASON CODE FILE MAINTENANCE                                IN-LRFM
-----
This F/M program is used to enter & maintain Lost Sales Reason Codes used
by the Part Inquiry and D/E system when logging a lost sale.  When a lost
sale is recorded, one of these Reason Codes can be used to specify why the
sale was lost.
-----
Lost Sale Reason Code:  _      Description:
-----
1-Did Not Have PCQ          6-Can't Wait For PD
10-Won't Pay Freight        7-Won't Extend Promo
11-Will Call Back          8-Can't Meet Qty Req.
12-WRONG SIZE              9-Want Sale Price
13-UPSET CUSTOMER          A-No Stock Available
14-STOLEN CREDIT CARD      P-Price Too High
2-Wrong Color
3-Out Of Related Item
4-Can't Ship Qty 100%
5-Can't Deliver

                                Correct? <Y,N,E,D>:
-----
```

Lost Sales Reason Code F/M screen

- **LOST SALES REASON CODE** Enter the Lost Sales codes as utilized by your company. The code should be kept as simple as possible. (i.e.: 1 = did not have PCQ, etc...)
- **DESCRIPTION** Enter the description for this code.

Above is a screen print and examples of different lost sales reasons.

CORRECT? (Y, E, N, D):

- Enter **Y** to update the present input.
- Enter **E** to exit without saving the input.
- Enter **N** to not update and begin again.
- Enter **DELETE** to remove/erase the present lost sales reason code.

Section 1.7 STOCK ADJUSTMENT REASON FILE MAINTENANCE

Stock Adjustment Codes allow you to determine why you are adjusting inventory. The Stock Adjustment Reason File Maintenance screen allows you to create these reason categories. When you need to adjust a piece of inventory, you only need to enter one of these codes.

STOCK ADJUSTMENT REASON TABLE FILE MAINTENANCE		IN-SRFM
This F/M program is used for entering the Stock Adjustment Reason Codes into a table to be used by the Part Number Stock Adjustment entry program.		
Stock Adjustment Reason Code: <input type="text"/>	Description: <input type="text"/>	
1-COUNT WRONG 2-ITEM SCRAPPED 3-TRUCK SALES TAKE OUT 4-COUNTER SALES T/O 5-GEAR DEPT. T/O 6-ENGINE DEPT. T/O 7-EXPORT T/O		
Correct? (Y,N,E,D):		

Stock Adjustment Reason Code F/M Screen

- **STOCK ADJUSTMENT REASON CODE** Enter the Stock Adjustment Reason code as utilized by your company. The code should be kept as simple as possible. (i.e.: 1 = Count Wrong, etc...) Above is a screen print and examples of different stock adjustment reasons.
- **DESCRIPTION** Enter the description for this code.

CORRECT? (Y, E, N, D):

- Enter **Y** to update the present input.
- Enter **E** to exit without saving the input.
- Enter **N** to not update and begin again.
- Enter **DELETE** to remove/erase the present stock adjustment reason code.

Section 1.8 RETURN REASON FILE MAINTENANCE

Return Reasons allows you to determine why inventory is being returned. This program will allow you to maintain a table of reasons that product has been returned. Reports can then be generated to analyze the number of returns and to rank the reasons for the returns.

RETURN REASON FILE MAINTENANCE	IN-RRFM
This program will allow you to maintain a table of reasons that product has been returned. Reports can then be generated to analyze the number of returns and to rank the reasons for the returns.	
Return Reason Code:	
Return Reason.....:	

Return Reason Code F/M Screen

- **Return Reason Code** Enter the Return Reason code as utilized by your company. The code should be kept as simple as possible. (i.e.: 1 = Wrong part, etc...).
- **DESCRIPTION** Enter the description for this code.

CORRECT? (Y, E, N, D):

Enter **Y** to update the present input.
Enter **E** to exit without saving the input.
Enter **N** to not update and begin again.
Enter **DELETE** to remove/erase the return reason code.

Section 1.9 PO RECEIVER G/L INTERFACE TABLE F/M

The PO receiving programs will post the incoming PO receipts to the General Ledger. Using the PO/GL Interface Table File Maintenance found in the Inventory General File Maintenance menu, you can setup the account numbers where you would like incoming parts and cores to post. There must be two sides for the parts and core posting. An inventory account to handle the increase in inventory (debit) and an AP Accrual account to handle the expected increase in Accounts Payable (credit). The debit and credit account numbers must be different from each other, but they can be the same for parts and cores. For example, the Parts Inventory G/L Number and the Core Inventory G/L Number can be the same, but they cannot be the same as either of the A/P G/L numbers. The A/P G/L numbers for parts can be the same as for cores, but again, these two accounts have to be different from the inventory numbers. In the screen shot below, notice how the two AP accounts are the same. That is ok, but the AP accounts must be different from the inventory accounts. The inventory accounts could have been the same as well, but are different here for illustration purposes. Please complete all fields, if you do not know what general ledger number goes into a field, type in your suspense account number.

11-17-2006	PO Receiver G/L Interface Table F/M	PO-GLFM
Company No: 1 - AUTOPOWER CORPORATION		
1. Parts Inventory G/L No.....	1200	INVENTORY
2. Cores Inventory G/L No.....	1320	CORE INVENTORY
3. A/P G/L No Parts.....	2000	ACCOUNTS PAYABLE
4. A/P G/L No Cores.....	2000	ACCOUNTS PAYABLE
5. Customs Broker Fee G/L No....		
6. Duty Fee G/L No.....		
7. Freight Amount G/L No.....		
8. Insurance Fee G/L No.....		
9. Container/Pkg Fee G/L No.....		
10. Miscellaneous Amount G/L No.:	9999	USPENSE HOLDING ACCOUNT
Correct? (Y,N,F,B): _		

PO RECEIVER G/L INTERFACE TABLE F/M

Once the PO/GL table is setup, then the purchases will automatically begin posting to the General Ledger. The programs that use this PO G/L Interface table are:

Post Single-Branch Inventory Receipts

Multi-Branch Inventory Receipts Posting

Receipts without a PO (Receive stock without a PO)

Quick PO Receipt and Post

Chapter 2 INVENTORY FILE MAINTENANCE MENU

The figure shown below represents the menu displayed as the result of selecting the option for Inventory File Maintenance, from the Inventory Main Menu. Each option will be discussed in detail in the following pages. The following is a general overview of each menu item and its use within the AutoPower System.

11/14/2006 (T2156) (P99)		QUALITY ASSURANCE		(MMALLORY) (DEFAULT) 03:23PM	
INVENTORY FILE MAINTENANCE					
1. Inventory F/M		9. Stock Adjustment Reason Table F/M			
2. Stock Adjustment: Entry		10. Unit Of Measure F/M			
3. Stock Adjustment: Report		11. Change Old Part To New Part			
4. Superseded Part Number F/M		12. Interbrand Entry			
5. Alternate Part Number F/M		13. Re-Assign Sequence Numbers			
6. Line Code F/M		14. Create Vendor Save-List			
7. Part Application Information F/M		15. Part/Graphic F/M			
8. Line Item Message F/M					
Enter Selection: _					
TC=Clock	S=Spooler	H=Help!	R=ACCESS	C=Catalog	N=NoteCards
A=AutoMail	V=VSI-FAX				

Inventory File Maintenance Screen

To access the Inventory File Maintenance Menu, go to *the Inventory Main Menu > Inventory File Maintenance Menu*

- **INVENTORY FILE MAINTENANCE** The Inventory File Maintenance is the core of the AutoPower Inventory System. It is utilized to enter and edit the information for parts in the inventory. This would include the part number, description, and all other basic information regarding the individual parts used in your system. This will include pricing, UOM, and core information.
- **STOCK ADJUSTMENT ENTRY** Inventory Adjustment Entry, is the program used to adjust the Quantity on Hand for a specific Part number. This is location specific. When the adjustments have been entered, the change in inventory will be seen immediately. Control numbers are used when entering adjustment; this provides an audit trail for all inventory adjustments. When adjusting the inventory in this program, the system will prompt you to enter a GL number to update in the general ledger.
- **STOCK ADJUSTMENT REPORT** The Stock Adjustment Report should be printed for adjustments that have been entered using the Inventory Adjustment Entry option. This report serves as an audit trail for adjustments to inventory. This report can be printed for a particular control number or for an entire month. This report also prints during the End of Day process for all adjustments that occurred that day.

- **SUPERSEDED NUMBER MAINTENANCE** The superseded number maintenance is used when a part number has been replaced “superseded” with another part number. The user can specify what information to transfer with the new part number, such as, quantity on hand, quantity on order, history, and/or price.
- **ALTERNATE PART NUMBER MAINTENANCE** Alternate part number maintenance is used to indicate part numbers that can be interchangeable with other part numbers. This is useful if one part is out of stock; another part number can be sold in its place. There can be up to 14 alternate part numbers entered per part.
- **LINE CODE DESCRIPTOR** The Line Code Descriptor is used to describe each line that is carried in inventory. Line codes can be alphanumeric. (I.e.: Filters - FIL1) The line code descriptor prints on certain reports as selected by line codes.
- **PART APPLICATION INFORMATION ENTRY** The Part Application Information Entry option is used to enter specific information regarding the application usage of a specific part number, such as in a kit, work orders, a component for manufacturing, or on a vehicle. This may also be used to suggest add on sales.
- **LINE-ITEM MESSAGE FILE MAINTENANCE** Line-Item Message Maintenance allows the user to create assigned codes for messages to print on invoices. This menu option maintains the messages for each code that is used. These messages can be recalled when entering an order in the Order Entry Module, using the ‘M’ option.
- **STOCK ADJUSTMENT REASON TABLE F/M** The Stock Adjustment reason table is used to build codes that describe why a stock adjustment is being made. These codes will be entered during the stock adjustment entry. Examples of the codes to be built are inventory damaged, lost, missing, and incomplete, etc.
- **UNIT OF MEASURE FILE MAINTENANCE** This program will allow you to create and maintain a listing of the valid units of measures that can then be used by the AutoPower Purchasing System. (I.e. ea, bx, pr, hd, cr, pl, ft, in, mt, rd)
- **CHANGE OLD PART TO NEW PART** Change Old Part to New Part is a data base update for part number changeovers. The Program will allow you to update any or all-pertinent data for the specified part number, this includes sales orders, open PO, WO, sales history core bank information, cross reference files and more.
- **INTERBRAND ENTRY FILE MAINTENANCE** This program is designed to allow you to enter the OEM Interbred part number and its corresponding part number that is originally stocked. You may also enter a description for the OEM part number, as it may differ from your inventory master file description for the stocked number.
- **RE-ASSIGN SEQUENCE NUMBERS** The Re-Assign Sequence Numbers option is a program that will assign a sequence number to the part number so that the line of parts selected will appear either in a price sheet sequence when printed or viewed. You may also manually assign the sequence number.

- **CREATE SAVE-LIST FOR SELECTED VENDORS** The program, Create Save-List for Selected Vendors, will create a save-list for a vendor. This process is usually done automatically as part of the overnight process. However, if a large number of parts have been added for a particular vendor since the overnight ran, it is recommended to run this again separately.

NOTE: This program is beneficial to the AutoPower Inventory System. By creating the save-lists the system automatically saves time during large inventory processing, this way the system does not have to search the entire inventory or purchasing files, but can go directly to a saved-list that has this information pre-selected. Save-Lists enables various search commands to work more efficiently.

- **PART/GRAPHIC F/M** Parts in the Product Master File can have a graphic image associated with any part number. The table below will define where the graphic file of the images is stored on either the network or the PC used by the clerk. Graphic file types supported are: bmp, jpg, wmf, tif. Map a drive on the PC's to the photo directory. Z = \\server\photos. Map a drive on the server to the same folder. That way this will work on both the server and the PC. As an example, when you key in the path into the FM program, you would key in z:\WIX51515.jpg.

Section 2.1 INVENTORY MAINTENANCE

Inventory Maintenance is the core of the Inventory system. Information flows from this area of the system into other modules of the AutoPower system. When entering an order in order entry, the part will not be recognized if it has not been added to this Part of the system. The price of the Part is pulled from the entries on this screen when an order is entered.

INVENTORY MAINTENANCE		IN-IFM
PART NUMBER: -	18) Core Class :	
1) Description :	19) Inv Msg No :	
2) U-O-M :	20) Serial Y/N :	
3) Std Pack :	21) Matrix Num :	
4) Unit Weight :	22) Supplier :	
5) Sell U-O-M :	23) Crit'l Note:	
6) Sell Pck Size:	24) Rel Itm Grp:	
7) Class/Group :	25) Taxable :	
8) Sub-Cls/Type:	26) Buy Factor :	
9) Fac POP Code:	27) Buy UOM :	
10) Lcl POP Code:	28) MSDS Date :	
11) Codes :		
12) Supersede No:		
13) Fact Ref No :		
14) OEM Number :		
15) Entry Date :		
16) Per Car Qty :		
17) Sequence No.:		

F1=Help F2=FFwd F3=Bckup F4=Erase

Inventory File Maintenance Screen

- **PART NUMBER** Begin by entering the Part number to be added or viewed. If this part number exists in the system, the current information will display and the system will allow you to edit the record. The part number always consists of the Vendor Code plus the part number. (I.e.: Vendor Code PAI + Part number 1000 = PAI1000)

NOTE: The vendor code must be setup first in the Vendor/Supplier File Maintenance. The system will not allow any new entries for a part number with a vendor that is not in the Vendor Master. The Vendor Master is found in the General F/M Menu

- **DESCRIPTION** Enter the description of this part that is being added. The system will allow 34 characters alphanumeric for the description line.
- **U-O-M** UOM stands for Purchasing Unit of Measure as used by your supplier. Enter how the part is measured; such as, each, box, or case (EA, BX, CS respectively).
By Entering? at this prompt you will be able to view the listing that was original setup in the U-O-M File maintenance.
- **STD PACK** Standard pack is used to designate the quantity in the UOM of this product. Some parts come in packages that include more than one part and must be purchased in multiples. If this part comes from the manufacturer prepackaged in multiples, enter the number of parts that come in one pack. (I.e.: Standard pack of 12 would tell the

purchasing system to round the purchase quantity to multiples of 12 when calculating a purchase order)

NOTE: The UOM and Standard Pack work together in the Purchasing Module.

- **UNIT WEIGHT** This field stores the weight of each unit as described in the unit of measure. If your unit of measure is "CS" (case), the weight entered should be entered as the weight of the case. The weight is stored with a two-digit decimal precision (hundredths of a pound).

This field is beneficial when shipping items out via UPS. The weight amount will total and default in the weight field for UPS charges.

- **SELL U-O-M** This field represents the code for the selling unit of measure. Examples of some codes are "EA", "BX", or "CS". The customer is then expected to buy in increments of this unit. If this field is left blank the system will default to EA, this field is informational to let the countermen know how to sell the part. It is not used in any calculations.

NOTE: The Input here should be a 2-character code that was setup in the UOM file Maintenance. By Entering a '?' at the prompt you will be able to view the listing that was originally setup in the UOM File maintenance.

- **SELL PCK SIZE** The sell pack size is the number of units per selling pack of measure. For example, if the selling unit of measure is each and the selling pack size is 12, the order entry system will remind the Salesperson/Counterperson that the product should be sold in quantities of 12. The input here must be numeric.
- **CLASS/GROUP/LINE CODE** The Line Code provides a link to the vendor code to categorize or group similar products (I.e.: product category). Customer pricing, sales reports and/or purchasing module can be based on line code and/or vendor line combinations. (I.e.: a group of Filters = FIL). The input here can be alphanumeric.
- **SUB-CLASS/TYPE/SUB-LINE CODE** The sub-line code provides a means of further breaking down line codes (I.e.: product sub-category). The sub-line codes are not used for customer pricing but it may be used for customer reports. (I.e.: FIL is a Line Code, A sub-line code of the Filter can be these, Air filters = AIR & Oil Filters = OIL). The input here can be alphanumeric
- **FAC POP CODE** The factory POP code reflects the demand for this product nationwide. This demand can vary from the local POP code based on geographical region.

The factory POP code is usually found on the manufacturer's price sheet. It can be loaded manually or from a price update diskette. These are ranked from A - Z. 'A' being the most popular and 'Z' being the least popular.

Some codes will exclude parts from the compute a purchase order program in Purchase Order File Maintenance. If these codes are in this field, the system will not allow a PO to

be automatically generated for this Part.

These codes are:

S = Superseded Parts.

o = Obsolete Parts

X & Z = cannot be used.

K = A kit manufactured at your facility. Not purchased from a supplier.

- **LCL POP CODE** The local pop code is based on your company's sales of this product in your area. This code can be set manually on a company-wide basis or per location.

The Product Ranking Report program found in the Inventory Reports Menu can also update local pop codes.

- **CODES** This field is left blank and is reserved for future programming.
- **SUPERSEDE NO** This field automatically stores the part number that supersedes the main part number and is for display purposes only.

NOTE: The superseding part number should never be entered into this field manually. The Superseded Number Maintenance in the Inventory F/M Menu should be used to update all of the required fields when a part number is superseded.

- **FACT REF NO** The factory reference number is used when you have a Part number on file in a different format than that required by your supplier. If your supplier's Part number is different from your Part number, enter the supplier's number in this field. The input here can be alphanumeric or can be left blank.

When a purchase order is printed or sent through TRANSNET, this factory number will be used on the purchase order.

- **OEM NUMBER** This field can contain the OEM (After Market) Number for this part. If this part number is typed in order entry, the actual part number will display.
- **ENTRY DATE** The entry date represents the original date that this part was entered into the Inventory Master File.

The current date will automatically display, but it can be manually changed here. The date format is MM/DD/YY. (This is useful when re-calculating stocking levels or calculating factory returns of non-moving inventory.)

- **PER CAR QTY Enter** in the quantity that is required per car for this part.
- **SEQUENCE NO** Some vendors have part numbers that are difficult to sort because the part number has alpha and numeric portions mixed together (Rockwell for

instance). Assigning a sequence number to each part number will assist the computer in sorting these Parts in the desired order.

The Re-assign Sequence Number program found in the Inventory File Maintenance Menu will allow you to set the sequence numbers automatically.

- **CORE CLASS (for Core Parts only.)** The core class may be used to group like types of inventory items into a common class that a customer can make core returns against. I.e.: Core classes are commonly used for brake shoes.
- **INV MESSAGE NO** Enter a message number previously established in the Line-Item Message File Maintenance screen, found in the Inventory File Maintenance Menu. The message will automatically print on any invoice with this Part number.
- **SERIAL Y/N** Enter Y for Yes if this part has a serial number. Enter N for if this part does not have a serial number.
- **MATRIX NUM** Enter the pricing matrix number in this field. The pricing matrix referenced will then be used to calculate the selling prices of this part number. The matrix is setup in the Pricing Module.

INVENTORY MAINTENANCE		IN-IFM
PART NUMBER : - 1) Description : 2) U-0-M : 3) Std Pack : 4) Unit Weight : 5) Sell U-0-M : 6) Sell Pck Sze : 7) Class/Group : 8) Sub-Cls/Type : 9) Fac POP Code : 10) Lcl POP Code : 11) Codes : 12) Supersede No : 13) Fact Ref No : 14) OEM Number : 15) Entry Date : 16) Per Car Qty : 17) Sequence No. :	18) Core Class : 19) Inv Msg No : 20) Serial Y/N : 21) Matrix Num : 22) Supplier : 23) Crit'l Note : 24) Rel Itm Grp : 25) Taxable : 26) Buy Factor : 27) Buy UOM : 28) MSDS Date :	
F1=Help F2=FFwd F3=Bckup F4=Erase		

- **SUPPLIER** Enter the supplier code for this part number. This field is very important in the purchasing module. The *supplier code must already exist in the vendor master file. A save-list of all parts purchased from this supplier will be created as part of the end of day procedure.

Supplier codes are set up in the Vendor Master File Maintenance. The 4-digit supplier number is the supplier you purchase the actual Parts from.

Vendor Code Record also has a supplier field. The supplier field on the Vendor Record represents the supplier you purchase all parts with this vendor code from. If you use the field on the Vendor Record, this field should be left blank.

If parts within the vendor code are purchased from different suppliers, then the supplier field on the vendor record is blank and you will use the supplier field on the Inventory Master Record.

- **CRITICAL NOTE** Enter a message number previously established in the Line Item Message File Maintenance screen, found in the Inventory File Maintenance Menu. This message will display in Order Entry and in Inventory Inquiry when this part number is keyed in.

- **REL ITM GROUP** Enter in the related item group that this part number will be assigned. When this part number is entered in Order entry the group that this part number has been assigned will display in the lower left- hand corner.

- **TAXABLE** This field determines if this part is taxable regardless of the customer's tax status. Valid responses are:

A	=	Always Taxable - regardless of the customer's tax status
N	=	Never Taxable
Blank	=	Taxed based upon the customer's tax status.

- **BUY FACTOR**

- **BUY UOM**

These 2 fields would be used for printed PO's, faxed PO's, Truck Pride, VIPAR, Transnet and HDX.

An example of fields #26 & 27 would be if you wanted to buy a roll of hose. There are 4200 inches in a roll of this hose. You can't order the hose as 4200 inches, and you can't order it as 1 roll. You must order it as 350 feet (4200/12). You don't stock it in feet, so there is no way for the system to make the conversion from roll to feet. We could do roll to inches, but not feet while stocking in inches. The Buy Factor and Buy UOM allows you to set a Buy Factor of 12 and a Buy UOM of FT so that the PO's will show 350 feet while still stocking 4200 inches per roll.

- **MSDS** The entry in the MSDS Date field will be the date the last Material Safety Data Sheet was printed. The MSDS comes from the manufacturer. This sheet will list the poison or possible hazards a product has or may have. It is required by the Occupational Safety and Health Administration (OSHA) that you keep this information available to your employees if you are selling the product. MSDS documents must be handed out to the customer when certain products are sold as well as be in the delivery vehicle when they are on the road. The expiration date logic works such that if the customer's last sale date is less than the part number's current MSDS date, then the system will pop up a message

in OE indicating that the counterperson needs to deliver a new MSDS sheet with the parts. The message won't display again for that same part/customer combination until the part date is changed.

Once all entries are keyed in on the inventory maintenance, the following prompt will display at the bottom of the screen:

"CORRECT (Y, N, D, E, A, V, Q, S, P ITEM NUMBER)?". The definitions for each option are described in the following pages.

Enter **Y** to update the above information.

Enter **N** to return to Description Field.

Enter **DELETE** to delete the Part information. The word **DELETE** must be typed in full.

Enter line **item #** to modify a specific field entry. This will allow you to go directly to a specified field.

NOTE: Part Information may not be deleted if Purchase Orders are outstanding, and/or if there is a Quantity on Hand (QOH).

Enter **E** to exit without updating. Nothing will be saved.

Enter **A** for Part Application Information.

Enter **V** for Alternate Suppliers.

Enter **Q** for Quantity Volume Table File Maintenance.

Enter **S** for Stocking Level File Maintenance.

Enter **P** for Pricing Levels.

NOTE: Options **A, V, Q,** and **S** will be described in detail in the following chapters.

In addition to the option codes above, there are four Function key options:

F1 - Help for any given field

F2 - Fast Forward the cursor to the bottom of screen

F3- Backup the cursor to a previous field

F4 - Delete a field entry. When deleting information in a field in the Inventory Maintenance you must press the **F4 key** to delete the information that is on the field.

Enter in **P** to access the second screen to enter or view the pricing.

INVENTORY MAINTENANCE - PRICING			IN-IFM
Part Number :	RAYPGD96QS	DISC BRK SET	
--> 1) Repl Cost :	27.57		
2) Avg Cost :	27.57		
3) List Price :	125.44	78.02	←
4) Dealer Prc :	62.72	56.04	
5) Fleet Prc :	112.90	75.58	
6) Jobber Prc :	100.35	72.53	
7) Price-A :	0.00		
8) Price-B :	0.00		
9) Price-C :	0.00		
10) Price-D :	0.00		
11) Price-E :	0.00		
12) Price-F :	0.00		
13) Core Cost :	10.00		
14) Core Price :	75.00		
15) 1 Pt Damage :	50.00		
16) 2 Pt Damage :	25.00		

The numbers to the right of the prices are the gross margin. It is calculated by the $(\text{Price} - \text{Cost}) / \text{Price} = \text{Gross Margin}$.

$125.44 - 27.57 = \$97.87$
 $97.87 / 125.44 = 78 \%$

This is not Profit it is Markup.

Accept? (Y, N, I, Item No.):

F1=Help F2=FFwd F3=Bckup F4=Erse

- **REPL COST/ACT COST** The price sheet replacement cost is stored in the actual cost field. It is updated either manually or by loading a price diskette supplied by the manufacturer.

The actual cost represents the replacement cost of the Part and is the cost used to calculate a PO.

- **AVG COST** The average cost is calculated and updated based on the purchase order cost any time this item is added to inventory through the purchasing system. Profits can be calculated on a sales ticket based on either the actual cost or this average cost.
- **LIST PRICE** Enter the list price for this part number in this field.
- **DEALER PRICE** Enter the dealer price for this part number in this field.
- **FLEET PRICE** Enter the fleet selling price.
- **JOBBER PRICE** Enter the manufacturer's suggested jobber price in this field. The manufacturer normally supplies the jobber price.

NOTE: Price Matrices are setup in the Price File Maintenance Menu (Option number 5) in the Inventory Main Menu. Any price can be calculated using various pricing methods available in AutoPower.

- **'A', 'B', 'C' PRICE** The 'A', 'B,' and 'C' pricing fields provide additional pricing levels for each Part.

- **CORE COST** (for Core Parts only.) The core cost field stores the cost of a core from a supplier. This field should only be used if the part number is a CORE Part.
- **CORE PRICE (for Core Parts only.)** This is the selling price for all customers who are charged for cores. This field should only be used if the part number is a CORE Part.

NOTE: It is very important to fill in a Core Cost and a Core Price for parts with cores. This is to insure the accurate tracking of cores in the core module.

- **1 PT DAMAGE (for Core Parts only)** This field is used to store the percentage or dollar amount that will be deducted from the total core value of a core return. (I.e.: If the customer returns a core that has one major component damaged)

NOTE: During installation, you have the option to make this a \$dollar amount or a percentage in this field. If using the percentage amount do not use the '%' percent sign. Whole numbers and decimals may be used. (I.e.: Twenty-five and one half percent should be entered as 25.5).

- **2 PT DAMAGE (for Core Parts only)** This field is used to store the percentage or dollar amount that will be deducted from the total core value of a core return. (I.e.: If the customer returns a core that has two or more major component damaged).

NOTE: During installation, you have the option to make this a \$dollar amount or a percentage in this field. If using the percentage amount do not use the '%' percent sign. Whole numbers and decimals may be used. (I.e.: Twenty-five and one half percent must be entered as 25.5).

Accept ? (Y, N, E, Item No.)

Enter **Y** to update the above information.

Enter **N** to return to Description Field.

Enter line **item #** to modify a specific field entry. This will allow you to go directly to a specified field.

Section 2.2 INVENTORY MAINTENANCE - ALTERNATE SUPPLIERS

Enter **V** to display the Alternate Suppliers. Maintenance to this screen is only done here, unlike the Part Application Information; the system does not provide a separate maintenance program for Alternate Suppliers. This screen is used to enter and display information about other suppliers for this part number.

XXX21313 INVENTORY MAINTENANCE - ALTERNATE SUPPLIERS IN-IFM				
VENDOR	VENDOR NAME	PART NUMBER	COST	LAST PURCH
XXX	General Li	2131	5.00	09/15/01
#####				

Alternate Supplier Maintenance Screen

- **VENDOR CODE** Enter the 3-character vendor code, the full vendor name will automatically appear.
- **PART NUMBER** Enter the part number used by the supplier.
- **COST** Enter the cost that will affect the Purchase Ordering only when selecting Show Alternate Suppliers.
- **LAST PURCHASE DATE (OPTIONAL)** Enter the date you last purchased this part from this supplier. As you order this part from this supplier, the system will automatically update this field.

When done the system will prompt you if the transaction is correct. Answer accordingly.

CORRECT (Yes, No, Exit, Delete)

Enter Y to update the above information.
 Enter N to return to Description Field.
 Enter E to exit without updating. Nothing will be saved.
 Enter DELETE to delete the Part information. The word DELETE
 must be typed in full.

Section 2.3 QUANTITY VOLUME TABLE FILE MAINTENANCE

Enter **Q** to display the Quantity Volume Table File Maintenance Screen. The purpose of this screen is to set volume pricing for ALL or specific customers. Additionally, you can maintain this screen from the Quantity Volume Pricing in the Pricing File Maintenance Menu option number 5 in the Inventory File Maintenance Screen.

QUANTITY VOLUME PRICE FILE MAINTENANCE				IN-QVTFM	
Location, or ALL.....: ALL - ALL LOCATIONS					
Customer Number or ALL: ALL - ALL CUSTOMERS					
Part Number.....: XXX2131 - GEAR					
LIST PRICE.....	0.00		'B' PRICE.....	21.66	19.99%
DEALER PRICE....	0.00		'C' PRICE.....	0.00	
FLEET PRICE.....	0.00				
JOBBER PRICE....	0.00				
COST.....	17.33	0.00%			
'A' PRICE.....	23.40	25.94%			
Starting Date:			Ending Date:		
QTY To Exceed	Price	%-GM	QTY to Exceed	Price	%-GM
1.			8.		
2.			9.		
3.			10.		
4.			11.		
5.			12.		
6.			13.		
7.			14.		
Accept? (Y,N,E,D,#): Y					

Quantity Volume Price File Maintenance Screen

This screen permits the user to establish quantity or volume purchasing pricing for a customer. As the customer reaches these quantities, the system will apply the prices indicated to the order.

To establish the Quantity Volume Price File Maintenance in Inventory File Maintenance Screen do the following.

- **LOCATION** Enter Location number (i.e. W1, W2 etc...), or ALL
- **CUSTOMER NUMBER OR ALL** Enter the Customer Number who will receive the quantity price. If all customers are to receive this quantity price, enter ALL.
- **PART NUMBER** Enter a Part number or a ? to display any existing records. Once the part number has been entered, the system will automatically display the current pricing that is originally setup in the Inventory File Maintenance.
- **STARTING DATE** Enter the date that this quantity volume discount will begin. Use the date format **MM/DD/YY**.

- **ENDING DATE** Enter the date that this quantity volume discount will end. Use the date format *MM/DD/YY*.
- **QUANTITY TO EXCEED** Enter the quantity breakdown of the Part number that can receive the volume price. The system allows you up to fourteen different specified quantities.
- **PRICE** For each Quantity breakdown, a specified dollar amount must be entered. The dollar amount is the volume price. The gross margin % (%GM) will automatically be calculated.

When done the system will prompt you to ACCEPT this transaction, Answer accordingly.

ACCEPT? (Yes, No, Exit, Delete).

Enter **Y** to update the above information.

Enter **N** to return to Description Field.

Enter **E** to exit without updating. Nothing will be saved.

Enter **DELETE** to delete the Part information. The word **DELETE** must be typed in full.

Section 2.4 STOCKING LEVEL FILE MAINTENANCE

Enter **S** to display a window where you will set stocking levels. You will establish the minimum stock level and the maximum stock level for each location. This becomes very important when issuing a purchase order using the Purchasing Module.

```
Location.....: W1 - APC CORP
Maximum Stock Level: 5
Minimum Stock Level: 5
Bin Location.....: XYZ123_
```

Stocking Level Screen Print

Purchasing by Stocking Level Method. This method is sometimes referred to a **MIN/MAX**, or Order Point Calculation. Regardless of what it's called, the process calculates as such: the QOH + QOO - CBO is greater than the MIN, and then the Part number does not need replenishment yet. The item does not qualify for re-order.

The maximum stocking level quantity is the most that you want to carry in inventory. That is, by taking the current QOH, Customer Back Order (CBO), and Quantity on Order (QOO), find the difference necessary for replenishment. Set this quantity to the Reorder Quantity. Round this quantity to the nearest Standard Pack Size, or round to the nearest Per Car Quantity. The resulting quantity is suggested for replenishment.

The **MIN/MAX** stocking level quantities can be set manually by the buyer. Or the buyer may use the Stock Level Recalculation procedure to automatically compute these stocking level quantities based on a number of day's supply and sales history. For some Parts, the buyer may not want the recalculation process to change or disturb the MIN/MAX Stocking level quantities. For these items, the buyer can manually place the number zero in front of the maximum quantity (i.e.: "06") and the automatic stock level recalculation procedure will not change this value. This is called "Freezing" the stock level.

- **LOCATION** Enter Location number (i.e. W1, W2 etc...), or ALL
- **MAXIMUM STOCKING LEVEL** Set this quantity to the Reorder Quantity or freeze the stocking level by adding a "0" zero in front of the Maximum quantity.
- **MINIMUM STOCKING LEVEL** Set this quantity to the minimum quantity.
- **BIN LOCATION** Enter the Bin location for this part number, if applicable.
- **SUPPLIER** Enter the Supplier 4-digit Code. The 4-digit supplier number is the supplier from whom you purchase the part. This is useful if each location purchases this part

from a different supplier. If you use this field, the previous supplier field on the Vendor Maintenance Screen and the Inventory Maintenance Screen should be blank.

NOTE: At any given prompt in the status screen, type "X" to exit without changes to the Inventory Status.

Section 2.5 STOCK ADJUSTMENT ENTRY

Stock Adjustment Entry allows you to change the Quantity on Hand (QOH) for a specific part number. This is done on a location-by-location basis. When the adjustments have been entered, the change to inventory will be seen immediately. Control numbers are entered in order to provide an audit trail for any inventory adjustments. This process will also update the General Ledger.

11-14-2006		INVENTORY ADJUSTMENT ENTRY			IN-INADJ
Location: _					
Control No:		Adjustment Date:			
Reason:					
VND Part No	Description	Present QOH	Adjustment	New QOH	
Enter the branch location					

Inventory Adjustment Screen

When this screen is accessed the cursor will be positioned in the first field of the screen.

- **LOCATION** Enter the Location number this adjustment will affect. (I.e.: W1, W2, W3, etc...)
- **CONTROL NUMBER** Enter the Control number. The word "NEW" must be entered; the system will provide a system generated Control number that will provide an audit trail of all adjustments made to any Part in inventory.
- **ADJUSTMENT DATE** Enter the Adjustment Date, the date of the adjustment transaction. The date Format is *MM/DD/YY*.
- **REASON** Enter a Reason for this adjustment. A manual input of a brief description can be entered here or a ? input will display a list of reason codes that may be used. The Reason Codes are set-up in the Adjustment Reason Code F/M. Once these items are entered you may begin making the adjustment to specified part numbers.
- **VENDOR CODE** Enter the 3-character Vendor Code. (I.e.: PAI, ROC, etc...)

- **PART NUMBER** Enter the Part Number to be adjusted. The system responds by displaying the description, the avg. cost and the current QOH fields, these cannot be edited.

NOTE: If another part number has superseded this part, the following prompt will display

"This Part has been superseded by XXX12345. Do you want to use the superseding Part number (Y/N)?" **Y** will display the superseded Part number and **N** will advance the cursor to the adjustment field.

- **ADJUSTMENT** Enter the Adjustment quantity. To increase inventory, enter the quantity to add to QOH. (i.e.: To increase inventory by 4, enter the number 4 in this field. To decrease inventory by 4, enter negative -4).

The response given in the Adjustment field, will automatically update the NEW QOH field. ***(Present QOH + Adjustment = New QOH)***

- **GL ACCOUNT NUMBER** This field is a mandatory entry. The system will display a default General Ledger (GL) Account number and a description. The default is determined at time of installation. The account number must be a valid GL number. The default can be changed if you type over the account number or press enter to accept the default GL number.

The cursor will then advance to the next line so you can adjust the quantity of another Part number. The same vendor code will remain. To enter another Part number for a different vendor, press **ENTER** this will return the cursor to the VND field to enter a different vendor code. To exit the screen, press **ENTER** until the Inventory Maintenance Menu displays.

Section 2.6 STOCK ADJUSTMENT REPORT

The Stock Adjustment Report will allow a user to print or display stock adjustments that have been entered using the Inventory Adjustment Entry option. This report can be printed for a particular control number or for an entire month. The purpose of this report is to serve as an audit trail. It is recommended to print the report & place it in a permanent file.

This report will automatically print in the End-of Day procedure to reflect the current day's stock adjustments. In addition, the End-of-Month process will print a stock adjustment for the entire month.

To generate this report, the system will prompt you with the following questions.

- **Enter the adjustment Control Number or "ALL"** The Control Number is the number created when doing the adjustments. Should you choose to enter ALL, the system will print a list of all the adjustments.

- **(T)oday's Adjustment File, or (M)-T-D?** Enter **T** and the system will print a listing of the adjustment created today, the current date. Enter **M** option - the system will print a listing of adjustments made for the current Month-to-Date.

- **Do you want to (P)rint or (D)isplay?** Enter **P** to print directly to a printer. Enter **D** to view the report on your screen.

The Stock Adjustment Report includes the following information: location, date of adjustment, part number, description, reason for adjustment, previous quantity on hand, quantity adjusted, cost of adjustment, extended adjustment cost, and totals for all adjustments on this report.

Section 2.7 SUPERSEDED PART NUMBER MAINTENANCE

The Superseded Part Number Maintenance is used when a part number is being replaced with another part number. The user can specify what information to transfer to the new Part number; such as, Quantity on Hand, Quantity on Order, History, and/or Price.

This process will automatically fill in the "Superseded by" field in the Inventory Master Record. The "Factory Pop Code" field will automatically update with an "S" when you supersede the part using this process.

NOTE: It is recommended to add the superseded Part to Inventory Master File Maintenance before entering a superseded Part number. Although, this process will automatically add the Part number, it is recommended to add the Part number in the Inventory Master File Maintenance first. In addition, you will still be required to access this Part number to enter items that do not transfer over such as Line Code and Comments.

SUPERSEDED NUMBER MAINTENANCE					FM4
VENDOR: -					
PART NO:					
SUPERSEDED BY (VNPART..)	QOH (Y/N)	QOO (Y/N)	HIST (Y/N)	PRICE (Y/N)	DESCRIPTION
NOW:					
TO BE:					

Supersede Input Screen

- **VENDOR** The cursor will be positioned at the Vendor field. Enter the 3-character vendor code, the system will respond with the Vendor Code Description.
- **PART NO** Enter the Part Number that is being superseded. The system will respond with the Part description.
- **NOW** This field will remain blank if this is a first time supersede part. If the part number entered has already been superseded, the part number that superseded this part number will display here along with the description.
- **TO BE** The cursor will advance to the TO BE field. Enter the Vendor Code and then the New Part Number.

- **QOH (Y/N)** Answer **Y** for yes if you wish to transfer the quantity on hand from the old part number to the new part number. Answer **N**, for no if you do not want to transfer the quantity on hand to the new part number.

- **QOO (Y/N)** Answer **Y** for yes if you wish to transfer that quantity from the old part number to the new part number. Answer **N**, for no if you do not want to transfer the quantity on order to the new part number.

- **HIST (Y/N)** Answer **Y** for yes to transfer the history of the old part to the new part number. Answer **N**, for no if you do not want to transfer the sales history associated with the old part number to the new part number.

- **PRICE (Y/N)** Answer **Y** for yes to transfer the pricing information to the new part number. Answer **N**, for no if you do not want to transfer the pricing information to the new part number.

When done the system will prompt you if the transaction is correct. Answer accordingly:

Y = Yes

N = No

E = Exit.

NOTE: If the new part number has not been added to Inventory Master File yet, the following messages will display:

"XXX XXX1 is not presently in the Master File and will be added." "Part number XXX XXXX has been superseded to Part number XXX XXX1"

Section 2.8 ALTERNATE PART NUMBER MAINTENANCE

Alternate Part Number Maintenance may be used to indicate which part numbers are interchangeable with other part numbers. This is useful if one part is out of stock, another part number can be sold in its place because it is basically the same part. The system will allow up to 14 part numbers entered as alternates for one part.

```

                                ALTERNATE PART NUMBER MAINTENANCE                                IN-INTFM
                                -----
ENTER VENDOR CODE:  XXX          General Listing for Parts
ENTER PART NUMBER:  231313      GEAR

      *----- ALTERNATE NUMBERS -----*
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.

Enter item number to delete or 'ADD' to add an interchange number:  _

```

Alternate Part Number F/M Screen

- **ENTER VENDOR CODE** Enter the three-character vendor code or press return to exit. The name of the vendor will automatically display on the screen.
- **ENTER PART NUMBER** Enter the Part number to associate with the alternate part numbers. The system responds with the description of the Part number and any existing alternates.

The following prompt will display at the bottom of the screen:

“Enter item number to delete or “ADD” to add an interchange number”

To add an interchange number, enter the word **ADD**. This will advance the cursor to the next available line number. As you enter the part numbers the system will respond with the description if the part number is stocked. If the part number is not stocked and not in the inventory master file the system will respond with a message ***NOT STOCKED**.

Upon completing the interchange input, you may edit the file if necessary. Press **ENTER** to accept the entry and return to the input area. Press **ENTER** again to exit to main menu.

To delete an alternate part number, enter the corresponding line number and delete it by pressing the **SPACE BAR** once and **ENTER**.

Section 2.9 LINE CODE DESCRIPTOR

The Line Code Descriptor is used to set-up and describes lines that are carried in inventory.

LINE CODE DESCRIPTOR F/M IN-LCFM

Enter Line Code:

Enter Description:

Line Code Descriptor F/M Screen

- **ENTER LINE CODE** Line codes can be alphanumeric and must be three characters. Enter the line code. If you enter a code that does not currently exist you will get the message **"NEW LINE CODE BEING ENTERED"**.
- **ENTER DESCRIPTION** Enter the description to identify this line code.
- **UPDATE NEW DESCRIPTION TO THE FILE? (Y,N)** If you enter **Y** then you will receive the message **"UPDATED"**. If you enter **N** then the system responds with **"NO UPDATE PERFORMED"**.

The cursor will return to the Enter Line Code field Press enter to return to the main menu.

Section 2.10 PART APPLICATION INFORMATION ENTRY

The option for Part Application Information Entry is used to enter specific information regarding the application usage of a specific part number, such as in a kit, work order, a component for manufacturing, or on a vehicle. This could also be used to suggest Particular add on sales.

PART APPLICATION INFORMATION ENTRY		IN-AIFM				
<p>This procedure is used to enter specific information regarding the application usage of a part number, such as in a Kit, work Order, a component for manufacturing or on a vehicle.</p>						
Part Number:	XXX21313	GEAR				
COMPONENT						
<table border="1"> <tr> <td>Save</td> <td>Abort</td> <td>Clear</td> <td>spell</td> </tr> </table>			Save	Abort	Clear	spell
Save	Abort	Clear	spell			

Part Application Information Entry

- **PART NUMBER** Enter the Part Number, for example, QDR8V92T. In the event that a part number has been superseded, the system will display the message "USE: QDRXXXXX" (where QDR is the vendor and XXXXX is the new superseded Part number.)

The system will immediately prompt you with the following:

- Enter Predefined Message Number or <return> to enter text.

NOTE: Predefined Message Number is setup in the Line Item Message F/M, this is described in detail later on in this chapter.

When entering a return a box prompt appears, at this point you can immediately type your application information. Once you have finished entering the information, press the **ESC key** and the system will prompt you with another box with the options

Save	Abort	Clear	Spell
------	-------	-------	-------

- S** = Save
- A** = Abort the process
- C** = Clear the entire message

L = Spell check on the message

After choosing one of the options **S**ave **A**bsort **C**lear **S**pell , the system will then prompt you with the following options to update.

These Options are : **Add**, **Change**, **Redisplay**, **COPY**, or **DELETE**.

- Add** - will allow you to add to the message
- Change** - will allow you to change the information
- Redisplay** - will allow you to refresh the screen and display the message
- COPY** - will allow you to Enter Number to Copy Info From
- DELETE** - will allow you to delete the entire message for this part

You do not need to choose an option, only if you want to make an addition and/or changes to the existing information.

The system will then prompt you to update. **Do you wish to update? (Y,N)**

Enter **Y** to update the information. In addition, the cursor will move to the top of the screen to continue adding information for other Part numbers. On this screen the system will also display the "**Last Part Number entered: #####**"

Enter **N** if you do not wish to make any changes or do not wish to save the information entry you made and return to the menu screen.

The system will immediately prompt you with the following:

- Enter Predefined Message Number or <return> to enter text.

NOTE: Predefined Message Number is setup in the Line Item Message F/M, this is described in detail later on in this chapter.

When entering a return a box prompt appears, at this point you can immediately type your application information. Once you have finished entering the information, press the **ESC** key and the system will prompt you with another box with the options

Save **A**bsort **C**lear **S**pell

- S** = Save
- A** = Abort the process
- C** = Clear the entire message
- L** = Spell check on the message

After choosing one of the options **S**ave **A**bsort **C**lear **S**pell , the system will then prompt you with the following options to update.

These Options are : **Add**, **Change**, **Redisplay**, **COPY**, or **DELETE**.

Add - will allow you to add to the message

Change - will allow you to change the information

Redisplay - will allow you to refresh the screen and display the message

COPY - will allow you to Enter Number to Copy Info From

DELETE - will allow you to delete the entire message for this part

Section 2.11 LINE ITEM MESSAGE MAINTENANCE

Line Item Message Maintenance allows the user to create a message associated with a number to print on invoices. You may also associate a message number with a specific part number. This menu option allows you to create and maintains the messages for each code entered.

```
LINE MESSAGE FILE MAINTENANCE                                IN-LMFM
-----
Message Number:
1. Line One   :
2. Line Two   :
3. Line Three :
4. Line Four  :
5. Line Five  :

Correct? (Y/E/D/#):
```

Line Message F/M Screen

MESSAGE NUMBER Enter/assign a number to the message to be entered. This is the number used in order entry so that the corresponding message will print on the invoice. You may have only one line or you may have up to five lines in a message.

When done the system will prompt you if the transaction is correct. Answer accordingly.

- Y** = Yes
- E** = Exit,
- DELETE** = to remove this message number
- #** = or Line number to change.

Section 2.12 STOCK ADJUSTMENT REASON FILE MAINTENANCE

Stock Adjustment Codes allow you to determine why you are adjusting inventory. The Stock Adjustment Reason File Maintenance screen allows you to create these reason categories. When you need to adjust an inventory count, you only need to enter one of these codes.

STOCK ADJUSTMENT REASON TABLE FILE MAINTENANCE		IN-SRFM
This F/M program is used for entering the Stock Adjustment Reason Codes into a table to be used by the Part Number Stock Adjustment entry program.		
Stock Adjustment Reason Code: <input type="text"/>	Description: <input type="text"/>	
1-COUNT WRONG 2-ITEM SCRAPPED 3-TRUCK SALES TAKE OUT 4-COUNTER SALES T/O 5-GEAR DEPT. T/O 6-ENGINE DEPT. T/O 7-EXPORT T/O		
Correct? (Y,N,E,D):		

Stock Adjustment Reason Code F/M Screen

- **STOCK ADJUSTMENT REASON CODE** Enter the Stock Adjustment Reason code used by your company. The code should be kept as simple as possible. (i.e.: 1 = Count Wrong, etc...) Above is a screen print and examples of different stock adjustment reasons.
- **DESCRIPTION** Enter the description for this code.

CORRECT? (Y, E, N, D):

- Enter **Y** to update the present input.
- Enter **E** to exit without saving the input.
- Enter **N** to not update and begin again.
- Enter **DELETE** to remove/erase the present stock adjustment reason code.

Section 2.13 UNIT OF MEASURE FILE MAINTENANCE

This program will allow you to create and maintain a listing of the valid units of measures that can then be used by the AutoPower Purchasing System. (i.e. ea., bx)

UNIT OF MEASURE FILE MAINTENANCE

This program will allow you to enter and maintain a listing of the valid units of measure which can then be used by the AutoPower purchasing system.

Unit of Measure: EA
Description....: EACH
Plural.....: EACH

Enter the description for this unit of measure. (EACH,BOX,etc)

Unit Of Measure F/M Screen

These units of measure will be entered in the U-O-M field on the Inventory Master File Maintenance Screen.

- **UNIT OF MEASURE** Enter the purchasing unit of measure. See below for examples of acceptable Units of Measures already preset in the AutoPower system.

Should these not full-fill your needs, you may setup your own. To view all of the Preset UOM already in the AutoPower System type a ? at the prompt.

AY = Assembly
BC = Bucket
EA = Each
BD = Bundle
CS = Case
ST= Stick
BX = Box

Section 2.14 CHANGE OLD PART TO NEW PART

This procedure will allow you to change and update all the pertinent data files associated with the Part, throughout the system. This program will update open sales orders, open purchase orders, work orders, unit sales history, core bank, cross reference files, as well as many other files. The system will prompt you first for branch location then it will prompt you with twelve questions that will define what files are to be updated and how this data is to be updated.

CHANGE OLD PART TO NEW PART		IN-CHGPART	
Branch, or ALL: <u>W1</u>			
Delete the Old Part? (Y,N).....: N	Overlay Pricing to New Part?.....: Y		
Supercede the Old Part? (Y,N).....: Y	Overlay Costs to New Part?.....: Y		
Convert Sup & Interchanges? (Y,N)..: Y	Overlay Min/Max/Bin to New Part?: Y		
Convert Any Purchase Orders? (Y,N): Y	Add Sales/Hits to New Part?.....: Y		
Convert Any Sales Orders? (Y,N).....: Y	Add Lostsales to New Part?.....: Y		
Convert Any Work Orders? (Y,N).....: Y	Add QOH to New Part?.....: Y		
Old-Vnd	Old-Part Number	New-Vnd	New-Part Number

Change Old Part to New Part F/M Screen

Using this program is quite simple, answer the questions accordingly, and enter the old part and its corresponding new part.

To begin, enter...

- **BRANCH, or ALL (i.e.: W1, W2, W3...)** Enter the branch location, W1, W2 etc... or type the word ALL for system to update all locations.
- **DELETE THE OLD PART? (Y, N)** Enter **Y** for yes, if you want to delete the old Part number from the Inventory Master File Maintenance. Enter **N** for No, if you do not want to delete the old part number.

NOTE: If you choose **Yes** to delete the old Part number, the system will delete all traces of the old Part number.

- **SUPERSEDE THE OLD PART? (Y, N)** Enter **Y** for yes, if the old part number will be shown as superseded by the new part number in all screens. Enter **N** for No, if the old part number is not to be superseded by the new number.

- **CONVERT SUP & INTERCHANGES? (Y, N)** Enter **Y** for yes, if you would like to convert all the superseded parts and the interchange parts to the new part number. Answering **N** will not convert any existing supersedes or interchange information with the new part number.

- **CONVERT ANY PURCHASE ORDERS? (Y, N)** Enter **Y** for yes, if you would like to convert all the OPEN Purchase Orders with the old part number to the new part number. The system will then change the part numbers on open purchase orders. Answering **N** will not convert any existing open purchase orders with the new part number.

- **CONVERT ANY SALES ORDERS (Y, N)** Enter **Y** for yes, if you would like to convert all the OPEN Sales Orders that have the old part number to the new part number. Answering **N** will not convert any existing open sales orders with the new part number.

- **CONVERT ANY WORK ORDERS? (Y, N)** Enter **Y** for yes, if you would like to convert all the OPEN Work orders with the old part number to the new part number. The system will then change the old part number on the work orders to reflect the new part number. Answering **N** will not convert any existing open work order with the new part number.

- **OVERLAY PRICING TO NEW PART? (Y, N)** Enter **Y** for yes, if you want the system to overlay the pricing structure of the old part number to the new part number. Answering **N** will not overlay the pricing.

- **OVERLAY COSTS TO NEW PART? (Y, N)** Enter **Y** for yes, if you want the system to overlay the cost fields from the Inventory Master of the old part number to the new part number. Answering **N** will not overlay the cost fields.

- **OVERLAY MIN/MAX/BIN TO NEW PART? (Y, N)** Enter **Y** for yes, if you want the system to overlay the Minimum and Maximum fields and the Bin location field from the Inventory Master Status Record of the old part number to the new part number. Answering **N** will not overlay the Min, Max and Bin fields.

- **ADD SALES/HITS TO NEW PART? (Y, N)** Enter **Y** for yes, to transfer all sales and/or hits from the old part number to the new part number. Answering **N** will not transfer the Sales Hits.

- **ADD LOSTSALES TO NEW PART? (Y, N)** Enter **Y** for yes; to transfer all lost sales history from the old part number to the new part number. Answering **N** will not transfer the lost sales.

- **ADD QOH TO NEW PART? (Y, N)** Enter **Y** for yes, if you want to transfer all Quantity on Hand from the old part number to the new part number. Answering **N** will not transfer the QOH.

The system will then prompt you to enter the following part information:

- **OLD -VND** Enter the 3-character Vendor Code

- **OLD -PART NUMBER** Enter the OLD part number

- **NEW -VND** Enter the 3-character Vendor Code

- **NEW -PART NUMBER** Enter the NEW part number

Continue entering as many Old/New parts as you wish. When you are finished loading the parts, you may proceed with the parts update. Or, should you wish to load the parts in more than one loading session, then the parts loaded can be saved in a special file.

You can come back later to add more parts to the file. When ready, you can update the database.

Section 2.15 INTERBRAND ENTRY FILE MAINTENANCE

Interbrand parts are part numbers that are different from the part numbers that you stock. OEM is Original Manufacturer Part Number.

INTERBRAND FILE MAINTENANCE

This program will allow you to enter the OEM interbrand part number and the corresponding part number that you stock the part under. You may also enter a description for the OEM part number, as it may differ from your inventory master file description for the stocked number.

Oem Number : _

1) Stock Number:

2) OEM Desc :

Interbrand File Maintenance Screen

- **ENTER OEM NUMBER** OEM numbers can be alphanumeric and include dashes. The input here should be the OEM factory part number.

- **ENTER STOCK NUMBER** Enter the Part number in the Inventory Master file that you stock the part under. The input here should consist of 3-character Vendor Code plus part number.

- **ENTER OEM DESCRIPTION** Enter the OEM Description of the part, ONLY IF, the Part description is different from what you have in the Inventory Master File.

When done the system will prompt you to accept, if the transaction is correct. Answer accordingly.

- Y** = Yes
- N** = No
- E** = Exit or line (#) number to change.

Section 2.16 RE-ASSIGN SEQUENCE NUMBERS

The Re-Assign Sequence Numbers option will assign a sequence number to the Part number. This permits the line of Parts selected to appear in price sheet sequence when printed.

ASSIGN SEQUENCE NUMBERS TO AN INVENTORY LINE FM9

This program will assign a sequence number to the part number so that the line of parts selected will appear in price sheet sequence when printed.

Enter Save-List name: -

Enter starting sequence number:

Enter step counter:

OK to update the sequence numbers? (Y,N):

Assign Sequence Number Screen

- **ENTER SAVE-LIST NAME** Enter the three-character vendor code or the save list name that you wish to update, e.g. MON for Monroe.
- **ENTER STARTING SEQUENCE NUMBER** The number given here will be the sequence number of the first item in the save-list or vendor code that you specify. For example, if MON 111 is the first item in the MON vendor file, then the sequence number found in field 11 in inventory file maintenance will be the number you specify here.
- **ENTER STEP COUNTER** Enter the incremental sequence number used by the vendor on the new price sheet. Each subsequent part number in the save-list will be incremented by this number.

For example, if the first sequence number is 1 and the step counter number is 2, then the next Part number will show a sequence number in increments of 2, (i.e.: 3, 5, 7, and so on...)

- **OK TO UPDATE THE SEQUENCE NUMBERS? (Y, N)** Enter **Y** for yes, if you are ready to proceed with the update. The system will respond with the number of items and the number of items re-sequenced then will return you to the Inventory File Maintenance menu. Enter **N** for No, if you wish to start over and enter a new vendor code. This will not save the data you just entered.

Section 2.17 CREATE VENDOR SAVE LIST

The option, Create Save-List for Selected Vendors, will create a save-list for a vendor. This process is usually done in the overnight process automatically. You may run this for a single vendor anytime a large quantity of Parts have been added or edited. This will save processing time during that day.

```
CREATE SAVE LIST OF SELECTED VENDORS
-----
ENTER THE VENDOR CODE TO BE PROCESSED.

ENTER VENDOR CODE: XXX
ENTER LINE CODE   LN, LN, LN, ... :

ENTER VENDOR CODE:
THIS PROGRAM WILL SLEEP UNTIL 7:00PM.
ENTER 'S' TO SKIP SLEEP PERIOD, OR
HIT RETURN TO SLEEP, OR
ENTER 'E' TO EXIT.....
```

Create Save List For Selected Vendors Screen

- **ENTER VENDOR CODE** Enter the vendor code to be processed, e.g. MON for Monroe.
- **ENTER LINE CODE** Enter the vendor line code or multiple line codes followed by a comma with no space. If you do not have a line code to enter press return **ENTER** and the system will prompt you for another vendor code.


Once you have completed the first vendor code you may enter additional vendor codes. Once you have entered your last vendor code and/or line code, press **ENTER** to exit and the system then responds with the following message:

```
THIS PROGRAM WILL SLEEP UNTIL 7:00PM.  
ENTER 'S' TO SKIP SLEEP PERIOD, OR  
HIT RETURN TO SLEEP, OR  
ENTER E TO EXIT.....
```

If you select **S** to skip, the process will begin immediately. If you press **ENTER** the process will sleep and begin at the time displayed in the message.

Section 2.18 PART/GRAPHIC F/M

Parts in the Product Master File can have a graphic image associated with any part number. The table below will define where the graphic file of the images is stored on either the network or the PC used by the clerk. Graphic file types supported are: bmp, jpg, wmf, tif.


PRODUCT IMAGE LINK TABLE F/M		IN-PICFM
<p>Parts in the Product Master File can have a graphic image associated with any part number. The table below will define where the graphic file of the images are stored on either the network or the PC used by the clerk. Graphic file types supported are: bmp, jpg, wmf, tif.</p>		
<p>Product Line Code: _ Part Number.....:</p>		
<p>1. Directory Path:</p>		
<p>Graphic File Names</p> <p>-----</p>		
<p>2. Side View</p>		
<p>3. Front View</p>		
<p>4. End View</p>		
<p>5. Angle View</p>		
<p>6. Assembly View ...</p>		
<p style="text-align: center;">Enter the Product Line Code, or ? to display file</p>		

- **ENTER PRODUCT LINE CODE** Enter in the Product Line Code only.
- **ENTER PART NUMBER** Enter in the Part Number only.
- **ENTER DIRECTORY PATH** Enter in the Directory Path where the pic is located on the Network or local PC. Example: Z:\WIX51515.jpg.

Technical Jargon:

Map a drive on the PC's to the photo directory. Z = \\server\photos. Map a drive on the server to the same folder. That way this will work on both the server and the PC. When you key in the path into the FM program, you would key in z:\WIX51515.jpg for example.

- **ENTER** in the name of the image for each view.

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<p>Parts in the Product Master File can have a graphic image associated with any part number. The table below will define where the graphic file of the images are stored on either the network or the PC used by the clerk. Graphic file types supported are: bmp, jpg, wmf, tif.</p>		
<p>Product Line Code: ABC Part Number.....: 12345 - CV JOINTS</p>		
<p>1. Directory Path: D:\ABC12345.jpg\ ----- Graphic File Names</p>		
<p>2. Side View: ABC12345.JPG 3. Front View: 4. End View: 5. Angle View: 6. Assembly View ...:</p>		
<p>Options: (Y,E,D,#,):</p>		

To view the image type in the line #. Example to see the side view type in #2 and press enter. Type in "I" to display the image to the screen. You can change the image to a new image or delete it by pressing the F4 function key.