



**QUICK REFERENCE  
GUIDE  
2006  
VOLUME 1**

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# HOT KEYS/SHORTCUTS

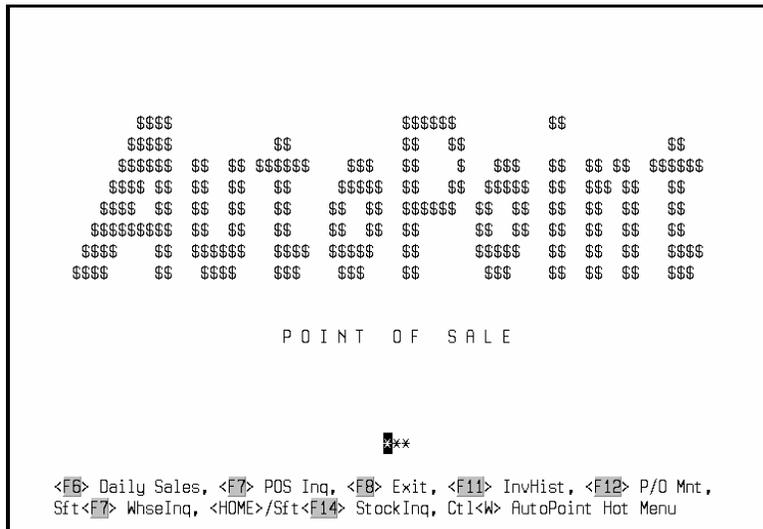
*AutoPoint*<sup>®</sup> makes use of many shortcuts designed to help the user maneuver through the software quickly and efficiently. These include the use of Function Keys, Abbreviations and a Hot Menu.

## Function Keys

Function Keys are used consistently throughout the software to help you to move from screen to screen. They are represented throughout this guide in the following manner: <F1>, <F2>, <F8>, etc.

These keys (also called Hot Keys) will basically be used in the same manner from screen to screen. For example <F2> will always take you to the next item, or screen, <SHIFT>/<F2> will take you to the next screen of items. <F8> will exit back to the previous menu.

Function Keys that can be used from any screen are shown along the bottom of the each and every screen.



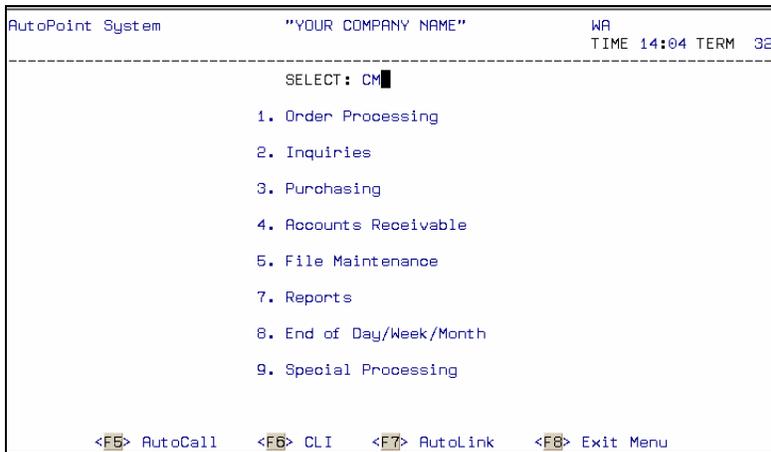
Notice that they will change as the options change when you move through the screens. Simply press the function keys, or the combination of keys to access the desired menu.

A list of the most commonly used functions keys follows this introduction.

## Abbreviations

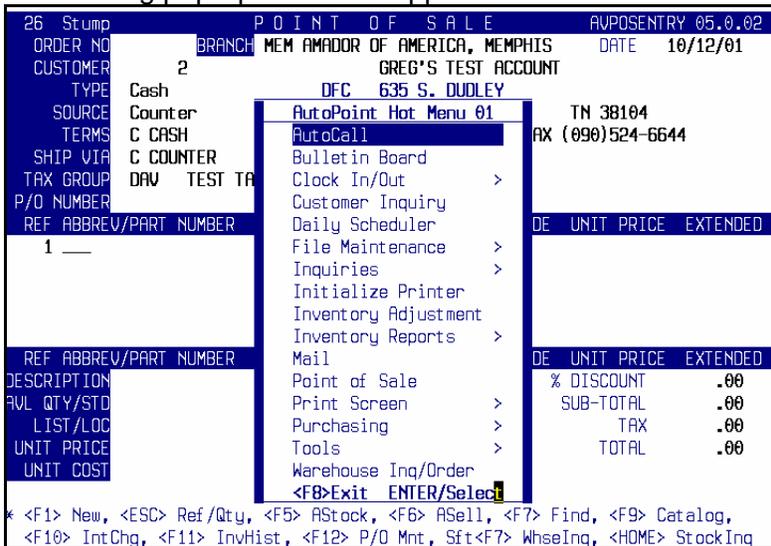
You may also move directly to many screens by typing in abbreviations, or short-cuts at the menu prompts. In the example below, typing CM in all caps at any menu will take you directly to the Customer Maintenance screen. You will only be able to access the screens or menus where you have proper security access.

A list of abbreviation shortcuts that can be used throughout the *AutoPoint*<sup>®</sup> system follows this introduction



## Hot Menu

*AutoPoint*<sup>®</sup> includes a Hot Menu which can be accessed from any screen. This Hot Menu allows you to move to the most commonly used system functions from anywhere in the system. To access the Hot menu, press either **<CTRL>/<W>** or press the **<TAB >** key (depending on your system model). The following pop-up menu will appear:



Use either your up and down arrow keys to move to the desired function. The > means that there are sub-menus in these categories. You may also type the first letter of the menu item to have your cursor move directly to the desired topic. For example, typing the letter 'I' two times will take you to the Initialize Printer option. Pressing **<ENTER>** will take you directly into that function.

Again, your security level will dictate which screens you can access.

## Function Key Use – By Function Key

The following list will provide you with a general idea of how the most commonly used function keys work. Remember to refer to the bottom of your screens to see which function keys may be used at any time.

<b>&lt;ENTER&gt;</b>	Each time you make a selection you must press the Enter Key
<b>&lt;ESC&gt;</b>	Returns your cursor to the previous field or screen
<b>&lt;1,2,3, etc&gt;</b>	To input numbers, you can use the numbers at the top of the keyboard or the keypad to the right.
<b>&lt;F1&gt;</b>	Search or find the 1 <sup>st</sup> item in the field
<b>&lt;F2&gt;</b>	Next item or screen – scan forward
<b>&lt;SHIFT&gt;/&lt;F2&gt;</b>	Next screen of items
<b>&lt;F3&gt;</b>	Previous item or screen – scan backward
<b>&lt;SHIFT&gt;/f3</b>	Previous screen of items
<b>&lt;F4&gt;</b>	Switches between detail and header of an order
<b>&lt;SHIFT&gt;/&lt;F4&gt;</b>	Customer Notes from order header
<b>&lt;F5&gt;</b>	Alternate look-up, name look-up and search from order header, AutoStock from order detail
<b>&lt;SHIFT&gt;/&lt;F5&gt;</b>	Part of name or phone number lookup
<b>&lt;F6&gt;</b>	Access CASH customer from Point-of-Sale header, AutoSell Information from invoice detail, or Customer Inquiry
<b>&lt;CTRL&gt;/&lt;F6&gt;</b>	Quick customer add in Point-of-Sale
<b>&lt;F7&gt;</b>	Point-of-Sale Inquiry – list all invoiced POS tickets for the day and all open and quote tickets until they are invoiced or voided or, Item Find from invoice Detail
<b>&lt;SHIFT&gt;/&lt;F7&gt;</b>	Warehouse Inquiry
<b>&lt;F8&gt;</b>	Exits to the previous menu and returns you to order from catalog
<b>&lt;F9&gt;</b>	iCatRack™ electronic Catalog
<b>&lt;F10&gt;</b>	Interchange
<b>&lt;SHIFT&gt;/&lt;F10&gt;</b>	Calculate Discount
<b>&lt;F11&gt;</b>	Invoice History
<b>&lt;F12&gt;</b>	PO Maintenance or, Web Links for Windows Integrated systems
<b>&lt;INSERT&gt;</b>	Lost Sale from Stock Status Inquiry ([F13] on older keyboards)
<b>&lt;HOME&gt;</b>	Stock Status Inquiry ([SHIFT]-[F14] on older keyboards)
<b>&lt;END&gt;</b>	End order or finalize/print invoice ([F14] on older keyboards)
<b>&lt;PAGE UP&gt;</b>	Inventory Adjustments
<b>&lt;CTRL&gt;/&lt;PAGE DOWN&gt;</b>	Initialize Printer from *** Point of Sale Security Screen
<b>&lt;PAGE DOWN&gt;</b>	Tax/No Tax

## Function Key Use – By Task

The following list will provide you with a general idea of how the most commonly used function keys work. Remember to refer to the bottom of your screens to see which function keys may be used at any time.

<F5>	Alternate look-up, name look-up and search from order header, or AutoStock from order detail
<F6>	CASH customer from Point-of-Sale header, AutoSell Information from order detail, or Customer Inquiry
<SHIFT>/<F10>	Calculate Discount
<SHIFT>/<F4>	Customer Notes from order header
<END>	End order or finalize/print invoice (<F14> on older keyboards)
<F8>	Exits to the previous menu and returns you to order from catalog
<F9>	iCatRack™ electronic Catalog
<CTRL>/<PAGE DOWN>	Initialize Printer from *** Point of Sale Security Screen
<F10>	Interchange
<PAGE UP>	Inventory Adjustments
<F11>	Invoice History
<INSERT>	Lost Sale from Stock Status Inquiry (<F13> on older keyboards)
<F2>	Next item or screen – scan forward
<SHIFT>/<F2>	Next screen of items
<SHIFT>/<F5>	Part of name or phone number lookup
<F12>	PO Maintenance or, Web Links for Windows Integrated systems
<F7>	Point-of-Sale Inquiry – list all invoiced POS tickets for the day and all open and quote tickets until they are invoiced or voided or, Item Find from invoice Detail
<F3>	Previous item or screen – scan backward
<SHIFT>/<F3>	Previous screen of items
<F1>	Search or find the 1 <sup>st</sup> item in the field
<HOME>	Stock Status Inquiry (<SHIFT>/<F14> on older keyboards)
<F4>	Switch between detail and header of an invoice
<PAGE DOWN>	Tax/No Tax
<SHIFT>/<F7>	Warehouse Inquiry

## Abbreviations/Menu Shortcuts

Following is a list of abbreviations or text shortcuts that may be typed in at the menu prompts to by-pass selecting multiple menus.

### **Accounting/Financial Shortcuts**

Accounts Receivable Menu	AR
Cash Out Reporting	CASH
End of Day	EOD
End of Week	EOW
End of Month	EOM
Finance Charge/Statement Process	AREOM
Label Processing	LAB or LABELS

### **Inquiry Shortcuts**

Customer Backorder Menu	BO
Catalog Inquiry	CAT
Customer Inquiry	CI or CIQ
Inquiry Menu	INQ
Stock Status Inquiry	IQ
Warehouse Inquiry/Order	WHSE

### **Maintenance Shortcuts**

Customer Maintenance	CM or CUST
File Maintenance	FM, FILE, or FILES
Item Branch Maintenance	IB
Item Master Maintenance	IM
Inventory Maintenance	ITEM
Multi-Branch Maintenance	MB or MINMAX
Purchase Order Maintenance	POM, or PUR

### **Report Shortcuts**

Inventory Reports	INV
Listing Menu	LST or LIST
Reports Menu	REP or RPT
Sales Analysis Menu	SA

### **Purchasing/Inventory Shortcuts**

Inventory Adjustments	IA or ADJ
Merchandise Receiving	POR
Order Processing Menu	OP
Physical Inventory Menu	PHYS
Purchasing Menu	PO, BUY or PURCH
PO Recommendations	REC

### **Miscellaneous Shortcuts**

Batch Point-of-Sale	BPOS or BATCH
Change Current Branch ID	CB

Change Current Company ID  
Order Entry (WD only)  
Price Updates  
Point-of-Sale  
Queue Operations  
Special Processing Menu  
Terminal & Operator Status

CC  
OE  
PRICE  
POS  
QUE  
SP  
?? or STATUS

## Examples For Common Tasks

<p><b><i>AutoStock</i></b></p>	<p>Press <b>&lt;F5&gt;</b> from any of the following options</p> <ul style="list-style-type: none"> <li>▪ Item Abbreviation in POS</li> <li>▪ Stock Status Inquiry from “Part Not on File” prompt</li> <li>▪ Hot Menu to Inquiries to AutoStock</li> <li>▪ PO Maintenance and Merchandise Receiving from the item abbrev field</li> <li>▪ Electronic Catalog if a NF is selected</li> </ul>
<p><b><i>Initialize Invoice Printer</i></b></p>	<ol style="list-style-type: none"> <li>1. From the *** security screen press <b>&lt;CTRL&gt;/&lt;PAGE DOWN&gt;</b> or <b>&lt;CTRL&gt;/&lt;F15&gt;</b> on older keyboards and select Initialize Invoice Printer</li> <li>2. <b>&lt;CTRL&gt;/&lt;W&gt;</b> or <b>&lt;TAB&gt;</b> to access Hot Menu and select Initialize Printer, or</li> <li>3. Type <b>SP</b> at menu and select #1</li> </ol>
<p><b><i>Inventory Adjustments</i></b></p>	<ol style="list-style-type: none"> <li>1. From any of the options below, press <b>&lt;PAGE UP&gt;</b> to jump to the Inventory Adjustment Screen <ul style="list-style-type: none"> <li>▪ Min/Max Maintenance</li> <li>▪ Merchandise Receiving</li> <li>▪ Edit Recommended Purchase Orders</li> <li>▪ Stock Status Inquiry</li> </ul> </li> <li>2. From the following screens: press <b>&lt;HOME&gt;</b> to first access Stock Status Inquiry screen then press <b>&lt;PAGE UP&gt;</b> to jump to Inventory Adjustments: <ul style="list-style-type: none"> <li>▪ *** Point of Sale Security Screen</li> <li>▪ Insufficient Qty Prompt in POS</li> <li>▪ Item Maintenance</li> <li>▪ Any highlighted menu</li> </ul> </li> </ol>
<p><b><i>Min/Max Adjustments</i></b></p>	<ol style="list-style-type: none"> <li>1. Edit Recommended PO’s <ul style="list-style-type: none"> <li>▪ Purchasing</li> <li>▪ Purchase Order Recommendations</li> <li>▪ Edit Recommended Purchase Orders</li> <li>▪ Enter [M] in Mode to go to field</li> </ul> </li> <li>2. Go to Min/Max Maintenance <ul style="list-style-type: none"> <li>▪ File Maintenance</li> <li>▪ Inventory Maintenance</li> <li>▪ Min/Max Maintenance</li> </ul> </li> <li>3. Go to Inventory Adjustment Screen <ul style="list-style-type: none"> <li>▪ Special Processing</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>▪ Inventory Adjustments</li> </ul> <p>4. Go to Hot Menu and select</p> <ul style="list-style-type: none"> <li>▪ File Maintenance</li> <li>▪ Min/Max Maintenance</li> </ul> <p>5. Type MINMAX at menu prompt</p>
<b><i>Stock Status Inquiry</i></b>	<p>1. <b>&lt;HOME&gt;</b> from any of following to access Stock Status Inquiry:</p> <ul style="list-style-type: none"> <li>▪ *** POS Security Screen</li> <li>▪ Item Abbreviation in Point of Sale</li> <li>▪ Qty Ordered Prompt in POS</li> </ul> <p>2. <b>&lt;CTRL&gt;/&lt;W&gt;</b> or <b>&lt;TAB&gt;</b> to access Hot Menu and select Inquiries then Stock Status or,</p> <p>3. Type <b>IQ</b> at menu and select #1</p>
<b><i>Warehouse Inquiry</i></b>	<p>To perform a warehouse inquiry press <b>&lt;SHIFT&gt;/&lt;F7&gt;</b> from any of the places listed below – press <b>&lt;SHIFT&gt;/&lt;F7&gt;</b> a second time to access Multi-Warehouse Inquiry</p> <ul style="list-style-type: none"> <li>▪ POS Security Prompt ***</li> <li>▪ Item Abbrev in POS</li> <li>▪ Insufficient Qty Prompt in POS</li> <li>▪ Stock Status Inquiry</li> <li>▪ Min/Max Maintenance</li> <li>▪ Electronic Catalog from selection field</li> </ul>

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# ORDER PROCESSING POINT-OF-SALE OVERVIEW

## Order Processing Overview

*AutoPoint*<sup>®</sup> has two methods of processing orders. Order Entry is used by Distributors who take orders by phone with no regard to the available quantity, send order to printers to be picked. A separate Picking Entry, Shipping Entry and Billing Function must be done to complete the cycle. This is typically done by warehouse organizations with separate departmental functions.

Point-of-Sale processing allows you to sell, pick and invoice and order in one basic function. You can still use pick tickets and printers. However the start and finish of the transaction is contained in single documents.

This section of the guide concentrates on Point-of-Sale processing. Refer to the Order Entry section if needed.

## Document Numbers

At the start of every transaction in Point-of-Sale, an Order Number is assigned. An Invoice Number will be assigned once an invoice is finalized by using the **<END>** feature. Two numbers are provided to offer you the best audit process possible. Most lookups can be done by Order Number or Invoice Number.

## Point-of-Sale Overview

The screen shot shown below reflects the *AutoPoint*<sup>®</sup> "idle" screen. This is the screen that the system will automatically return to after you complete a sale. It is also called the *AutoPoint*<sup>®</sup> counterman security screen. Each time you enter the POS module to begin an invoice, you are required to put your 3 character counterman ID in the spot shown by the asterisk. The system will track every price change, void, virtually every transaction made through this security ID.

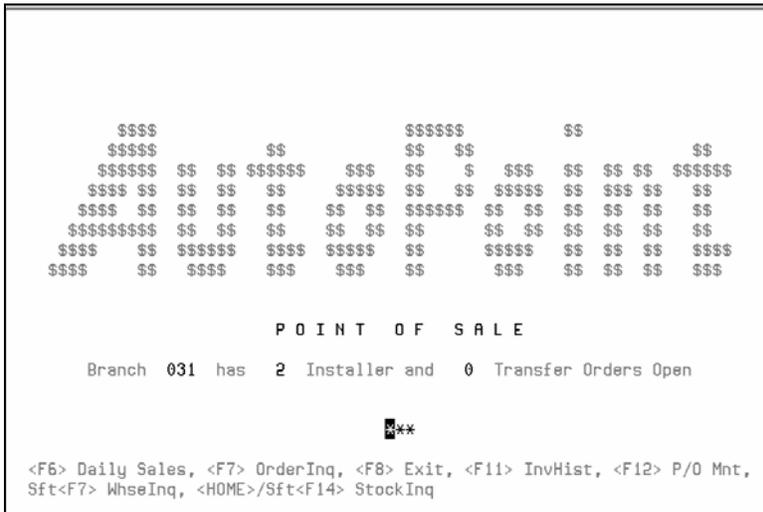
There are varying levels of security in *AutoPoint*<sup>®</sup>, at the system level and at the counterman or operator level. See *System Security for details*.

Just above the \*\*\* security ID you will see notification of pending Installer and Transfer Orders. If you have PAL or iPal™ for installers to look up parts, pricing and place orders directly into your system, either through dial up terminal access or the Internet, the received orders will show on the screen until the order has been opened and finalized through POS. Pending transfer orders between locations in multi-branch environments will also be shown.

From the *AutoPoint*<sup>®</sup> idle screen you can access several different features, **depending on your assigned security level**. These features include the current Daily Sales, Order Inquiries to check status of open, invoiced, voided, installer, or transfer orders.

You can access Invoice History, Purchase Order Maintenance, check stock and order parts from your supplier (if capable of electronic communications) or check the stock availability in your company.

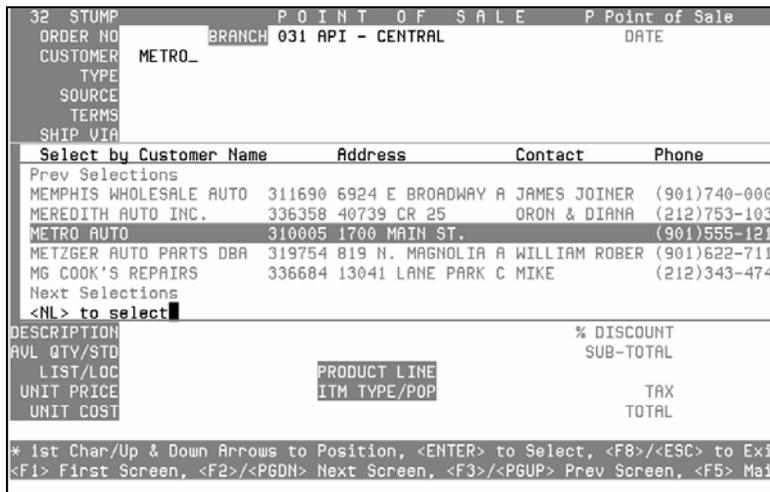
To begin an invoice, make sure your CAPS LOCK is on and type your 3 character counterman ID where you see the \*\*\*.



After entering your Security ID, you'll immediately go to the POS Invoice screen shown below. From here you can select a customer, look up parts, sell parts, and create either a hold ticket or a final invoice.

At this screen you can begin an invoice by entering a customer by number, name, part of a name, phone number, or pressing **<F6>** for a Cash Customer. Look up by name by typing the first part of the customer name in and pressing **<F5>**. You can scroll up and down through the options. To look up by part of a name, type in the part of the name you know and press **<SHIFT>/<F5>**.

Any customer with the part of the name typed, will come up in a separate pop-up menu. You can scroll up and down to select the right customer. You can also use the **<SHIFT>/<F5>** feature to look up by phone number. If the customer master file shows an alternate look up name, use the **<CTRL>/<F5>** to search the alternate field.



If you want to quickly add a retail customer to your database, you can press **<CTRL>/<F6>**. A pop-up menu will allow your counterperson to enter name, address and phone number for walk-in customers, defaulting to pricing and terms set by the system administrator. **(See Customer Quick Add for details.)**

The top part, or header, of the POS screen will provide you with general information about the customer pulled from the Customer Master, including type of customer, address, available balance, plus much more information. On this screen, you can change the payment type and terms, if your security allows.

32 STUMP		P O I N T O F S A L E			P Point of Sale
ORDER NO	310005	BRANCH	031 API - CENTRAL	DATE	1/03/03
CUSTOMER	310005	CHECK NOTES!	METRO AUTO		
TYPE	3	JEK	1700 MAIN ST.		
SOURCE	Counter		MEMPHIS	TN 38119	
TERMS	A OPEN NET 25TH		(901)555-1212	FAX (901)555-1414	
SHIP VIA	W WILL CALL		AVAILABLE CREDIT:	2,287.77	
TAX GROUP	THRES				
P/O NUMBER					

REF	ABBREV/PART NUMBER	ORDER	SHIP	B/O	CODE	UNIT PRICE	EXTEND
	DESCRIPTION					% DISCOUNT	.00
	AVL QTY/STD					SUB-TOTAL	.00
	LIST/LOC				PRODUCT LINE		
	UNIT PRICE				ITM TYPE/POP	TAX	.00
	UNIT COST					TOTAL	.00

\* 1-Cash, 2-CashCR, 3-Charge, 4-ChargeCR, 5-Payment, <F6> Cash, Sft<F6> Chrg  
<F4> Detail, Sft<F4> CusNotes, <F7> OrdInq, <F9> Catalog, <F10> IntChg

Pre-set Priority Codes determine if, at the POS screen, you will be required to enter through the header fields, or whether you will be streamlined directly to the invoice detail. You can move back and forth between the header and invoice detail by pressing the **<F4>**. Priority Codes are explained in System Maintenance, under File Maintenance.

Once in the POS invoice detail, you can look-up parts using Catalog or Interchange, sell parts, change prices, override a part number showing no quantity on hand, record a buy-out for special items or out-of-stock items or perform many other features. From this screen you can also check your stock, stock at other online branches, inquire into a suppliers stock, review customer notes, check Invoice History or go to Purchase Order Maintenance, all depending on level of security.

At this screen you will see applicable customer messages (26 character max) flashing to the right of the customer number. This message may inform you that there are important detailed notes to be reviewed in the customer note section (accessed by selecting **<SHIFT>/<F4>**) or any other type of brief message recorded in the customer master. To sell a part, either enter the line abbreviation and then the part number, or press **<ENTER>** and then the part number, without the line abbreviation. You do not need to type dashes or spaces. If you enter a number that is stocked in multiple product lines, a pop-up screen will appear from which you can select the correct part.

32 STUMP		P O I N T O F S A L E			P Point of Sale
ORDER NO	53844	BRANCH	031 API - CENTRAL	DATE	1/03/03
CUSTOMER	310005	CHECK NOTES!	METRO AUTO		
TYPE	Charge	JEK	1700 MAIN ST.		

REF	ABBREV/PART NUMBER	ORDER	SHIP	B/O	CODE	UNIT PRICE	EXTEND
1	WIX 51515	1	1			4.510	4.51
2	STA 10111	1	0	1		6.600	
3	TOM 1-144	1	1			156.240	156.24
4	TOM 1-144	1	1		X N	35.000	35.00
5	10111						

REF	ABBREV/PART NUMBER	ORDER	SHIP	B/O	CODE	UNIT PRICE	EXTEND
	DESCRIPTION					% DISCOUNT	.00
	AVL QTY/STD					SUB-TOTAL	195.75
	LIST/LOC				PRODUCT LINE		
	UNIT PRICE				ITM TYPE/POP	TAX	.00
	UNIT COST					TOTAL	195.75

Abbrev/Part Number	Description
DEL 10-111	BR CLEAN
FEL 1011-1	GASKET
STA 10111	OIL FILLER CAP

<NL> to select

\* 1st Char/Up & Down Arrows to Position, <ENTER> to Select, <F8>/<ESC> to Exit  
<F1> First Screen, <F2>/<PGDN> Next Screen, <F3>/<PGUP> Prev Screen, <F5> Mai

When you enter a part number you will automatically move to the Order Quantity field. In the bottom left hand portion of the screen, you'll see detailed information about the part you wish to sell, including the current quantity on hand, selling increments, list price, and unit price for this customer. The cost will show only for Not . If the desired quantity is available, enter the amount to be sold and press enter to sell the part.

32 STUMP		P O I N T O F S A L E				P Point of Sale	
ORDER NO	53844	BRANCH	031	API - CENTRAL	DATE	1/03/03	
CUSTOMER	310005	CHECK NOTES!	METRO AUTO				
TYPE	Charge	JEK	1700 MAIN ST.				
REF	ABBREV/PART NUMBER	ORDER	SHIP	B/O	CODE	UNIT PRICE	EXTEND
1	WIX 51515	1	1			4.510	4.51
2	STA 10111	1	0	1		6.600	
3	TOM 1-144	1	1			156.240	156.24
4	TOM 1-144	1	1		X N	35.000	35.00
5	FEL 1011-1						
REF	ABBREV/PART NUMBER	ORDER	SHIP	B/O	CODE	UNIT PRICE	EXTEND
DESCRIPTION	GASKET					% DISCOUNT	.00
AVL QTY/STD	2 EA	1 EA				SUB-TOTAL	195.75
LIST/LOC	67.150	03B	PRODUCT LINE	FEL 14			
UNIT PRICE	30.457		ITM TYPE/POP	R 4		TAX	.00
UNIT COST						TOTAL	195.75
<F12> Web, <HOME> StockInq							
* <F1> Manual Entry, <F6> ASel							

Before moving to the next line, the system will ask you if there is **Any Change?** At this time you can remove or add tax to this item (it defaults to what is listed in the Item Master), or change the item to discountable or non-discountable. You can also force a buyout.

While in POS, you can access catalog (if subscribed to by your company) by pressing the **<F9>** key. (see iCatRack™ in Data Services Section for detailed instructions.) Once you select your item and return to the POS screen, the vehicle information will appear in the invoice detail and will print on your invoice.

32 STUMP		P O I N T O F S A L E				P Point of Sale	
ORDER NO	53844	BRANCH	031	API - CENTRAL	DATE	1/03/03	
CUSTOMER	310005	CHECK NOTES!	METRO AUTO				
TYPE	Charge	JEK	1700 MAIN ST.				
REF	ABBREV/PART NUMBER	ORDER	SHIP	B/O	CODE	UNIT PRICE	EXTEND
1	WIX 51515	1	1			4.510	4.51
2	STA 10111	1	0	1		6.600	
3	TOM 1-144	1	1			156.240	156.24
4	TOM 1-144	1	1		X N	35.000	35.00
5	FEL 1011-1	1	1			30.457	30.46
6	GAT 18010	1	1			4.768	4.77
7	1996 FORD RANGER 3.0L Fuel Inj V6 Vin: U 18147						
8	STD FD-308	1	1			4.761	4.76
REF	ABBREV/PART NUMBER	ORDER	SHIP	B/O	CODE	UNIT PRICE	EXTEND
DESCRIPTION	[Ignition Rotor] ROTOR					% DISCOUNT	.00
AVL QTY/STD	0 EA	1 EA				SUB-TOTAL	235.74
LIST/LOC	11.530	03G	PRODUCT LINE	STD 00			
UNIT PRICE	4.761		ITM TYPE/POP	R 1		TAX	.00
UNIT COST			* INVOICED 126177 *		11:20	TOTAL	235.74
<F1> New, <ESC> Ref/Qty, <F5> AStock, <F6> ASell, <F7> Find, <F9> Catalog,							
<F10> IntChg, <F11> InvHist, <F12> P/O Mnt, Sft<F7> WhseInq, <HOME> StockIn							

To finalize an order and print a final invoice, press your **<END>** key. If the customer master is set to require a Purchase Order, the system will prompt you to do so before finalizing the invoice.

If your customer is set up as a charge customer, the processing will begin immediately sending an invoice to the designated printer. If your order is a cash type transaction (Cash, Check, Credit Card), you will be instructed to input the form of payment and payment amount before the finalized invoice is sent to the designated printer.

You may also choose not to finalize an invoice by pressing the **<F8>** key instead of the **<END>** key. At this point, you will be given the option to leave the invoice **<O>**pen, **<P>**rint open ticket,

print <Q>uote, <M>issed quote, or <V>oid the transaction. To perform any of these options, select the letter shown in the < >.

An <O>pen order will move the inventory out of available, into a reserved category. Printing a <Q>uote or a <M>issed Quote will not affect inventory at all, although a <Q> will print while a <M> will not. <M> should be used to cancel an order.

To void a transaction, select <V> and enter the appropriate security authorization. Some counter men may not have the proper security level for this transaction.

*AutoPoint*<sup>®</sup> Point-of-Sale provides many different types of options for the counter man and business owner. Please refer to the following detail descriptions for instructions on many features and options.

# POINT-OF-SALE FEATURES

\*\*\*

These characters represent your assigned counterman ID. From the *AutoPoint*<sup>®</sup> idle screen, type your assigned counterman ID in all caps to move to the Point-of-Sale screen. All transactions, overrides, discounts, exceptions etc. will be tracked by the system using this counterman ID.

## Add New Item

**<F1>** from Abbrv field and the system will move you to the next available line so you can enter another item.

## Alternate Printer Options

You may redirect an invoice to an alternate printer several ways. Press **<F8>** to get to the bottom of the Point-of-Sale screen and enter **<A>** for alternate or **<F5>** and you will see an asterisk flashing to the far right of the screen. This indicates an alternate printer can be used. You can then select to **<P>**rint an order, print a **<Q>**uote, **<V>**oid an order or press **<END>** to end an order. Before the order prints, the system will prompt for an alternate printer number.

You can also print the screen by accessing an alternate printer using your Hot Menu (**<CTRL>/<W>** or **<TAB>**), and selecting Print Screen and then Alternate Printer.

## Any Change? Prompt

Allows you to perform several functions at each line item. **<PAGE DOWN>** to change from Tax/No Tax, **<SHIFT>/<F10>** for Invoice Discount, or **<SHIFT>/<F11>** to force a Backorder/Buyout.

## Automatic Timeout

If the cursor is positioned on the Customer Number field in point-of-sale, and there is not activity for thirty seconds, the screen will return to the point-of-sale security screen.

## AutoSell

Autosell allows you to link part numbers together to access in POS and other programs in *AutoPoint*<sup>®</sup>. You can set up kits, link substitutes, supercedes or related sales to any part number or kit. Related sales can be set up to be mandatory forcing a counterman to sell one part with another, or to automatically attach a comment to a Part Number.

To set up Autosell files, go to **FILE** Maintenance, then to **AUTOSELL** Maintenance and select the appropriate set up.

If you want to activate AutoSell to automatically come up, then set the AutoSell Active? Flag to **<Y>** in your CRT Record.

To access Autosell information from your POS screen, press **<F6>** when you see the flashing \* next to the part number abbreviation. This \* means that Autosell information is set up. You can sell from the Autosell information screen by selecting the line item of the part number and the quantity desired, then pressing **<F8>** to pass back to the POS screen.

## AutoStock

AutoStock is a tool to help you make selling buyouts quick, put pricing on non-inventory items at your fingertips, and to provide you with the ability to add new items to your system (if you have high enough security). You can press **<F5>** to access AutoStock from the Abbrv field or anytime you enter a non-inventory item.

Remember that AutoStock is updated monthly, so pay special attention to pricing if you know a product line has had an update since your last AutoStock CD was loaded. Once AutoStock is displayed on your screen, you can press **<F5>** to sell an item or **<F6>** to add an item to your inventory. If you add an item, it will be recommended for purchase on your next purchase order.

If you have two AutoStocks provided to you monthly, you can switch between the two by pressing **<F7>** while in the AutoStock display screen.

By Company, Product Line, or Product Line/Sub-line, you can dictate which AutoStock you want to have viewed as your primary AutoStock. More detail information on how to set this feature up is available in the AutoStock category in the Data Services section of this guide.

## Battery Adjustments

In order to make a proper battery adjustment, you should:

Sell the battery at full price

Returning Core? **<N>o**

Return same battery (1- in qty field) indicating a **<W>**arranty return but adjust the credited price to reflect the adjustment (deduct the amount of adjustment for months used (i.e., 6 month use x 1.25 per month = 7.50, 39.95 - 7.50 = 32.45 credit). Returning core - **<N>o**.

## Buyouts

There are two types of buyouts - those for inventory items and those for non-inventory items. If you stock a part number but do not have any on hand and therefore made a local pickup, you should enter the part number and then select option 2, Buyout when the popup appears. Enter the actual cost paid for the item. Depending on how your Product line Record is set, the resale price may be calculated for you based on cost.

If you do not stock the item, you can **<F5>** to access AutoStock and make the sale. If you did not purchase the item from your serving distribution center, be certain that you enter the actual unit cost.

You should try to use the correct abbreviation when selling the item if you stock the product line so that your sales analysis reports are more accurate. If you do not stock at least one item in the product line and can not sell the item through AutoStock, then you may use a generic BUY abbreviation to sell the item.

## Canned Comments

Canned comments can be set up to be accessed by all users instead of typing each time you want a comment to appear on an invoice. (in addition to any standard messages that are set up in your system master files.) To enter a comment, type a comma **<, >** as the abbreviation and press **<ENTER>** to move to the part number field.

The comma recognizes that a comment will be followed. You can type your comment or press **<F7>** to find canned comments. Or type the first character of the comment code and **<F5>** to go directly to that group of codes. Scroll to the desired preset comment and press **<ENTER>** to place on the invoice.

Comments can be set up which will allow you to fill in required spaces for fields that require input to show mileage, dates, serial numbers, etc.

**Remember: Any comments typed on your invoice screen, will appear on the customers' invoice.**

Canned Comments can be set up FILE Maintenance Menu, then SYSTEM Maintenance then CANNED COMMENT Maintenance. They can also be set up in AutoSell Maintenance as Mandatory Related items to automatically come up when a specific item is sold.

For details of how to set up these comments, refer to the File Maintenance Section of this guide.

## Cash Credit (for Cash & Cash Only Customers)

A cash credit may be entered for a cash or cash only customer. This process allows customers who have been put on C.O.D. to decrease their balance by making a return but does not allow a charge sale of any type.

## Cash Customer (Walk-in Cash Customer)

Press <F6> at the Customer Number. To enter the cash customer information for invoice tracking, press <F4> from the invoice detail to return to the header. The cursor will be positioned on the TYPE field. Press <ESC> once to move to the customer number field. Your cursor will be positioned to the right of the customer number where you can enter the customer name, address, city/state and zip and phone number (without dashes).

To keep a most accurate record and be able to look at part history later one, we recommend that you input the customer name and his phone number in the appropriate fields. Phone numbers are easier to look up than names since they don't vary as much. Be sure to be consistent in always entering the Area Code.

The best way to track your returning cash customers, is to set them up with a customer number, using the Quick Customer Add feature described in Quick Customer Add.

## Change Customer Numbers

You actually have the flexibility to change customer numbers once an order has been started - but be careful and follow the steps outlined. From the line items (detail), <F4> to the header, BRK/ESC to Customer Number, then enter the number or type the first few characters of the customer name and press <F5> to access by name. Reconfirm the Terms, Ship Via, Taxing Group, as well as the Purchase Order Number. <F4> back to the line items and NL across **each** item so that the pricing is recalculated.

## Changing Prices

Within *AutoPoint*<sup>®</sup> you have the option to change prices if your security allows. To change a selling price, simply enter to the Unit Price field and overwrite the price. If you don't know what price to charge, you can press <SHIFT>/<F10> to access a Calc Price Selection.



## Credit Limit

Each time you bring up a customer number, you will see their available credit shown on the right of the header screen. If a customer is beyond their credit limit, then the notice will change to show how much the customer is over his available balance, and by how much. An user with a high enough security level will need to override the sale in order to finalize the invoice if a customer will exceed his credit limit.

## Credit>Returns

To issue credit for parts on the same invoices as parts sold, you must have Field 14 in the Priority Code Record, located in System Maintenance under File Maintenances, set to <Y>.

To accept a returned part, enter the part number as you would in a sale and place a "minus" sign (-) after the quantity being returned in the Order Field. After you press enter, you will be prompted to enter the credit type of <C>ore, <M>erchandise, <W>arranty or <D>effective. Once the credit type is entered you will see a new pop-up screen requesting the original invoice number. If the customer has the original invoice, enter the number (including the invoice prefix to expedite the lookup) to position to the specific invoice.

If the invoice is not known then press <ENTER> to see a list of all invoices where that customer purchased the specific part to be returned. This pop-up window will reflect the original invoice number, the line item number on the original invoice, date of the invoice, the original available to be returned against this particular invoice. If some credit has already been issued against this an invoice, then the quantity available to return against will be less than the quantity sold. If total credit has been applied to an invoice then the invoice will not show on the display screen.

Pressing <F1> for Invoice Info will take you to the 1<sup>st</sup> screen where you can re-enter an invoice number or specific branch. Pressing <F2> will take you to the next screen of invoices, <F3> will take you to the previous screen.

Pressing <SHIFT>/<F5> will allow you to override and take a credit, without applying a credit to a specific invoice. You must have a POS security level of 7 or higher to be able to apply the override. ***Be careful using the override feature for accurately tracking returns.***

To apply credit against an invoice, select the item number to the left of the applicable invoice and press <ENTER>. If your system is flagged to prompt for a restocking fee then the default restocking charge will appear on the screen. You can accept that restocking fee by pressing <ENTER> or change the fee then press <ENTER>.

## Customer Lookup by Name

From the Customer Number field, enter the first few characters of the customer's name then press <F5> to view a list of customer names beginning with those characters. You can press <F2> and <F3> to move forward and backward alphabetically until the correct customer is displayed, then confirm by pressing NL.

## Customer Lookup by Part of the Name

Enter any part of the customer's name and press <SHIFT>/<F5> from the Customer Number field. You can press <F2> and <F3> to move forward and backward alphabetically until the correct customer is displayed, then confirm by pressing <ENTER>.

## Customer Lookup by Phone Number

From the Customer Number field, enter any part of the phone number and then press <SHIFT>/<F5> to perform this lookup.

## Customer Name on F6 Walk-in Cash Account

Press <F4> from Abbrv, <ESC> from Type, enter customer name, address, City/State/Zip and Phone Number (with Area Code) in the last field, then <F4> to return to line items. You may need to press <F1> to enter a new item. We recommend that you record a customer's name or telephone number for sales over \$75.00 for future verification.

Another, long term method for tracking Cash Customers is to set them up with account numbers through the Quick Customer Add Feature. See Quick Customer Add in this section.

## Customer Notes

From any field on the order header screen, you can press <SHIFT>/<F4> to access Customer Notes. You may have up to 9,999 pages of notes per customer. You may want to assign certain page ranges for specific note issues – i.e. pages 1-50 customer information, pages 50-100 AR information, etc. While in the Customer Note section, you can date stamp any new notes by pressing <F11>, and can view a full screen of notes by pressing <SHIFT>/<F5>. **Customer notes do not appear on the customers invoice.**

## Daily Sales Reporting

With proper security, you may press <F6> at any time throughout the day from the *AutoPoint*<sup>®</sup> idle screen to see the sales for the current business day, without having to run a report. The Cash Summary and Daily Sales summary will display right on your screen. Security to access this feature is the same security required to run End-of-Day.

## Dating

Dating is the ability to allow "terms" on a sale. The terms code must be established already in Terms Code Maintenance. Typically you will *not* set up a separate account for a customer in order to give them dating but rather change the terms code on the "dating" invoice. Once you enter the customer number, press <F4> to return to the header. Enter 3 for Charge Type, then enter to the Terms field. Enter the dating terms code or press <F5> to display available options, then complete your invoice.

## Deleting an Item from an Order

Once an item has been entered on an order, you can not delete it. Instead, you zero the quantity. Reposition to the part number, <ENTER> to the Ship Field and press <ESC> once to move to the Order Quantity. Enter a zero, then <ENTER> until the cursor returns to the abbreviation. You will see the item on the screen but it will not print on the invoice. Press <F1> to add another item to the order. **Note: You can enter a zero at the Ship Field without pressing <ESC> to move to the Order Quantity. However, it will print on the invoice as Ordered X Qty/Shipped 0. It will either backorder the part (if customer is set to backorder) or record a lost sale.**

## Deposits

You can apply credits using 'Special Type' part numbers to take deposits for special order items. You need to set up a Deposit Product Line and Deposit Part number, treating it as a Special Type in field 18 of the Item Master. When taking a deposit for a customer, sell the deposit part number and enter the appropriate amount for the deposit taken in both the cost and sell price fields.

When you actually invoice the part, treat it as you would a normal sale. You then do a credit for the deposit part number, treating it as a <M> return. This will reduce the total amount of the invoice by the deposit already taken. Deposits, as special items, will show up on your cash reports but will not affect your inventory.

REF	ABBREV/PART	NUMBER	ORDER	SHIP	B/O	CODE	UNIT PRICE	EXTENDED
1	4/S CC238		1	1			769.000	769.00
2	4/S CC238		1	1		X N	175.000	175.00
3	4/S CC238		1-	1-		C N	175.000	175.00CR
4	DEP 1		1-	1-		M	100.000	100.00CR
5								

REF	ABBREV/PART	NUMBER	ORDER	SHIP	B/O	CODE	UNIT PRICE	EXTENDED
	DESCRIPTION						% DISCOUNT	.00
	AVL QTY/STD						SUB-TOTAL	669.00
	LIST/LOC						TAX	.00
	UNIT PRICE						TOTAL	669.00
	UNIT COST							

\* <F1> New, <ESC> Ref/Qty, <F5> AStock, <F6> ASell, <F7> Find, <F9> Catalog, <F10> IntChg, <F11> InvHist, <F12> P/O Mnt, Sft<F7> WhseInq, <HOME> StockInq

## Electronic Cataloging

From within Point-of-Sale, you can access the electronic catalog several ways. Pressing the <F9> function key for catalog without having selected a customer number, will default to the Cash Customer record.

If you wish to access the catalog for a specific customer reflecting the correct pricing schedule, enter the customer number, then press <F9> from either the header or detail portion of the invoice. In order to look up an item in catalog then pass it back to the detail portion of the Point-of-Sale screen for invoicing, you must access catalog from within Point-of-Sale.

Once you have found your part in the Electronic Catalog, select the item number and the quantity to be sold. Then press <F8> to return to the invoice. Your vehicle information, part number and quantity ordered will be passed back to your invoice.

Refer to the Hot Keys section of this manual for more information about accessing electronic cataloging.

Detailed explanation of how to use the iCatRack™ catalog can be found in the Data Services section of this guide.

## Entering Parts

There are multiple ways to enter parts into the detail section of the Point-of-Sale screen. You can enter the product line abbrev then the part number. Or, you can press the <ENTER> key to skip the abbrev and simply enter the part number. The system will then search the database to find and enter an abbrev which matches the part number you selected. If the part number entered is shown having multiple line abbrev's, then a pop-up window will appear asking you to select the proper part number.

The spread or condensed part number can be entered.

The UPC code can be manually entered or scanned (if you have a scanner and the UPC file set up) to bring up a part number.

## Freight

Freight is considered a <S>pecial item. If you have an item for freight set up, simply enter the item in Point-of-Sale. If you do not have a freight item, then you can enter it using SPE as the

abbreviation and use FREIGHT as the part number, filling out the screen with the requested information. SPE must be set up in the Product Line Record. Be sure to enter <S>pecial for the item Type. Special sales are listed separately on the Daily Sales Summary Report and are excluded from the daily gross profit percentage.

## Fuel Sales

*AutoPoint*<sup>®</sup> gives you the ability to sell Fuel using your system using fractional quantities. Part Numbers must be set up as type 'L' for Labor Parts in order to record fractional quantities. Refer to the File Maintenance section of this guide for instructions for properly setting up Fuel in the Item Maintenance.

Selling fuel at Point-of-Sale is easy. If the number of gallons sold is known at the time of entry, simply use the type L part number assigned and enter the quantity as a decimal value in the quantity ordered field of the Point-of-Sale screen. If the customer request to purchase a dollar amount of fuel, such as \$20 worth of Unleaded, the quantity is not known at the time of sale. So instead, using the same type L part number, enter the dollar amount to be sold in the order quantity field, then press the **<PAGE DOWN>** key. The system will divide the amount entered by the unit price of the part number stored in the Item Master Record to calculate the quantity sold. The example screen shot below shows both options. In the second part number, the \$ amount of \$25.00 was entered on the Order field and the **<PAGE DOWN>** key pressed to calculate the quantity and record the proper dollar sale.

REF	ABBREV/PART NUMBER	ORDER	SHIP	B/O	CODE	UNIT PRICE	EXTENDED
1	GAS UL	15.00	15.00		T	2.039	30.59
2	SHOWN WITH # OF GALLONS ORDERED						
3	GAS UL	12.26	12.26		T	2.039	25.00
4	SHOWN WITH \$ AMOUNT ORDERED						
5							

REF	ABBREV/PART NUMBER	ORDER	SHIP	B/O	CODE	UNIT PRICE	EXTENDED
	DESCRIPTION					% DISCOUNT	.00
	AVL QTY/STD					SUB-TOTAL	55.59
	LIST/LOC				PRODUCT LINE		
	UNIT PRICE				ITM TYPE/POP	TAX	3.34
	UNIT COST					TOTAL	58.93

<F1> New, <ESC> Ref/Qty, <F5> AStock, <F6> ASell, <F7> Find, <F9> Catalog,  
 <F10> IntChg, <F11> InvHist, <F12> P/O Mnt, Sft<F7> WhseInq, <HOME> StockInq

## Initialize Invoice Printer

**<CTRL>/<PAGE DOWN>** from the \*\*\* Point-of-Security Display. You can also access this from the Special Processing Menu or accessing your Hot Menu.

## InterChange

From within Point-of-Sale, you can access the Interchange several ways. Pressing the **<F10>** key for Interchange without having selected a customer number, will default to the Cash Customer record.

If you wish to access the Interchange for a specific customer reflecting the correct pricing schedule, enter the customer number, then press **<F10>** from either the header or detail portion of the order. In order to look up an item in Interchange then pass it back to the detail portion of the Point-of-Sale screen for invoicing, you must access it from within Point-of-Sale.

Once you have found your part in the Interchange, select the item number and the quantity to be sold. Then press **<F8>** to return to the order. Vehicle information will not be passed back to the invoice.

A detailed explanation of how to use the Interchange can be found in the Data Services section of this guide.

## Inventory Adjustments

You must have security clearance to do an Inventory Adjustment. You can press **<HOME >** to access Stock Status, then **<PAGE UP>** from AutoPoint \*\*\* field, the Abbrv field, or the Qty Ordered field. Further details are provided in the File Maintenance Section of this guide.

## Invoice Discount

To discount an entire invoice, press **<SHIFT>/<F10>** in Abbrv field and enter the discount percent. Cores and others items coded as non-discountable will not be discounted.

## Invoice History Inquiry

Press **<F11>** from Abbrv field or the \*\*\* Point-of-Sale Security screen to access Invoice History. If you access Invoice History from the \*\*\* screen, you will need to enter a customer number then any other defining information to streamline the search. If you access Invoice History from the Abbrv field in Point-of-Sale, the customer information will already be shown.

You can search by Part Number or all Part Numbers, Invoice Number, P/O#, from a starting date, for types of invoice payment, or type of invoice.

This feature can be used to reprint a copy of an invoice from previous days.

## Item Discount

To discount an individual item, position the cursor at the Unit Price field and either type over the price shown, or press **<SHIFT>/<F10>** to calculate the new price.

See Volume Discount Pricing in the Pricing Section of this guide to see how to automate invoice discounts by customer.

## Item Find

From the detail section of the order, you can press **<F7>** to find information about a needed part, by part number, part of a part number, or item description. Pressing **<F7>** once will bring up a screen asking for a line abbreviation. If you know the abbreviation enter it now, if not, press **<ENTER>** to move to the part number field.

You may then search by the complete part number, or the first few characters of the part number followed by an \* to start a search somewhere from the middle of the line. If you know a few consecutive numbers in the part, you can put them between [ ] brackets to search based on that criteria only (i.e. [27] for a part number 24027, or 15274. Or press **<F5>** to enter a description of the part. **Note: if you are searching by description you must place the text to be searched for in the square brackets – i.e. [oil pump].**

TIP: The more information you can enter, such as the Abbreviation, the quicker the search results will be returned.

## Labor

A special item type is utilized for labor, indicated by an <L>. Labor sales can be made two ways - by the hour or by the job. If a labor item is set up properly, you will see the quantity in the format of X.XX (decimals). To sell one and a half hours, you would enter 1.5 and the system

will multiply the standard per hour rate and extend it. If the labor item is price by the job, just enter the number you are billing, such as 1.00 for one job at the established rate. Labor sales are listed separately on the Daily Sales Summary Report and do not affect the daily gross profit percentage. Labor entered on a Shop Invoice is listed on the report as Shop Labor while labor entered on a Counter Invoice is listed as Labor.

## Lost Sales

You can enter lost sales for both stocking and non-stocking items. For stocking or non-stocking items, enter the part number then quantity desired. If you enter a 0 at the B/O field, a Lost Sale will be recorded in the system. LS will appear briefly on your screen, but will not print on the invoice. As previously discussed the Qty Ordered field must also be 0 to prevent the item from printing on the screen.

You can also record a lost sale for stocking items through Stock Status Inquiry. Enter the item, then press <INSERT> if you are on the main PC keyboard.

## Master Installer Parts

A "P" in the Code field indicates a promotional item. An asterisk, \*, in the Code field means an item will be excluded from the rebate in it is a non-qualifying Master Installer sale. If your AutoStock file indicates an item not eligible for a rebate, then you can not override the information.

## Missed Sale

A missed sale is a method of quoting prices without wasting an invoice by printing it, or for clearing or voiding a quote. Enter all items then press <F8>, followed <M>issed Quote. Using a missed sale does *not* affect on hand quantities, demand history, or lost sales but does utilize an order number.

## Negative Discounts

You may enter a negative discount on a payment type transaction to reverse a discount transaction.

## Negative Payments

Negative payments are allowed for balance forward customers only. If you make a mistake entering a payment for an open item customer, you will need to make the adjustment using Sales Entry & Adjustments

## Next Item

Press <F2> from the Abbrv field to move to the next item on the screen.

## Next Screen of Items

Press <SHIFT>/<F2> from Abbrv field to view the next screen of items.

## Open or "Hold" Orders

Instead of pressing <END> to finalize your order, press <F8> then <E>xit. From the "Leave Open?" prompt, enter <Y>es or you can enter <P> to print the open order. Open orders will

remain on your system until you invoice them or void them. The merchandise on a hold order will be recommended for re-ordering if needed, based on the item's min/max and other relevant data. Refer to Retrieving Open Orders for further instructions.

## Overriding a Credit Limit

Each account has an established credit limit. If the invoice you are working will cause the customer to exceed the credit limit, then it requires someone with acceptable security to enter their three character password. Each time you enter a customer account in Point-of-Sale, the customer's available credit limit is displayed in the header portion of the screen.

## Overriding Unit Price

Type over the existing price in Unit Price field. If you did not utilize <F1> for quick entry on the item, you can <ENTER> to the Unit Price field, enter your change, then <ENTER> until you reposition on the item abbreviation. You may then end your order or <F1> to add another item. All price overrides are indicated on the Daily Exception Report - look for an asterisk in the far left column of the report.

Or from the Unit Price Field press <SHIFT>/<F10> to select, or calculate, a price. A pop-up menu will appear with options to select from.

## Paidouts

Paidouts can be used for petty cash expenses for such things as freight charges, gasoline, stamps, etc. Enter your Payout customer number or PAID and press <F5> and the account should display. The amount of each Payout adjusts cash for the day so that your cash drawers balance. We recommend always attaching the original receipt to the *AutoPoint*<sup>®</sup> Payout invoice (the IRS *requires* that you have a receipt for all expenses of \$25.00 or more). You can also enter a negative Payout by putting a negative sign following the dollar amount which adds cash back to the drawer (you may have taken out \$30 for gas and only spent \$25.00 so you would enter a negative Payout for \$5).

Payout codes and accounts can be preset to speed up the process. Set up a Paid Out Account in the Customer Master Record, and the Paid Out Codes in Paid Out Maintenance in the Accounts Receivable Maintenances.

## Part Number Notes

After entering a product line abbreviation, from the part number or Qty Order fields in the order detail section, you can press <SHIFT>/<F4> to access Part Number Notes. Pressing <SHIFT>/<F4> from the Abbrv field will allow you to access Product Line notes.

## Payments

Enter the customer number in the order header. If you move to the detail, press <F4> to return to the header. Enter a <5> then <ENTER> in Type field in order header indicating a payment will be taken. Note that you can now press <HOME> to access the Customer Inquiry to see a detailed breakout on this account. You can also enter a negative payment, if you need to back out a payment, by entering a negative sign after entering the dollar amount of the payment.

Enter the check number or press <ENTER> for a cash payment. Enter a reference or press <ENTER> for the default. Enter the payment amount and any discount.

When finished, press <ENTER> and a payment receipt will print to your invoice printer, indicating the payment amount and any balance remaining.

## Point-of-Sale Inquiry

Select <F7> from the Point-of-Sale Security prompt \*\*\*. Pressing <F7> from \*\*\* will initially bring up open Installer Type orders. Select the Installer Order in question, or press <ENTER> to clear the screen and enter appropriate selections to see other type orders. This will allow you to identify all open (hold) orders, display all orders for a particular customer, or all orders for the day, view individual line items, and even transfer an order back to Point-of-Sale.

Also, you can press <F7> from the Customer Number field before you enter a customer number to bring up all Open Orders. Pressing <F7> after entering a customer number to view orders solely for that customer.

## Pop-Up Menus

When you need to access information for fields in the Point-of-Sale header, pop-up windows will display your options. Press <F5> to access the information from any of the following fields: Customer, Terms Code, Ship Via, and Tax Group. You can then use your arrow keys to move up and down until you make your selection. Typing the first character, will also take you to the section that begins with that character. Use the <ESC> or <F8> key if you want to exit a pop-up window without making a selection.

Pressing <F5> from within any of the Pop-Up Menus, will allow you to enter the Maintenance screen for that menu.

## Pop-Up Maintenance

While at the field you want to change, press <F5> to bring up the pop-up window. If you want to change the master, press <F5> again while the cursor is positioned on the data within the pop-up window. The maintenance screen for the option selected will display. Data can be added, viewed, or modified just as you would normally do in a maintenance screen.

Pressing <F8> to exit from the maintenance screen will position the cursor at the original pop-up window to allow a selection. Customer pop-up windows will automatically bypass re-selection of customers for a quicker entry.

Note: You must have the proper security to be able to change any of the maintenance screens.

## Previous Item

Press <F3> from Abbrv field to move up the screen to the previous item.

## Previous Screen of Items

Press <SHIFT>/<F3> from Abbrv field to display the previous five items on the invoice.

## Print on Alternate Printer

Press <F8> to end an invoice instead of the <END> key. Press <A> or <F5> to see the flashing '\*' on the bottom right side of the screen. Then press <END> and tell the system to which printer to send the invoice, voided order, payments or Payouts. Note: on some of the older systems use <CTRL>/<END> instead of the <F5> or <A>.

## Printing an Open (Hold) Order

Retrieve the open order, press <F8> then <E>xit. From the "Leave Open?" prompt, enter <P> to print the open order.

## Product Line Notes

After entering a product line abbreviation in the order detail section, you can press **<SHIFT>/<F4>** to access Product line Notes. Pressing **<SHIFT>/<F4>** from the part number field will allow you to access Part Number notes.

## Prompts

Prompts are listed along the bottom of each screen as you move throughout the *AutoPoint*<sup>®</sup> System. These prompts give you the multiple options that are available from each field.

## Purchase Order Numbers – Customer

A customer's purchase order number can be added to an order up until the point it is finalized. From the Type field in the header portion of the order, you can **<ENTER>** until you reach the P/O Number field and enter the customer's purchase order number. If you are in the line items (detail) section of the invoice, **<F4>** to the header, then **<ENTER>** to the P/O Number field.

The Customer Maintenance Record has an option that can be set to require a PO be entered for the customer. If a customer is required to provide a purchase order number, the system will automatically request the PO number at the end of the invoice, if one has not already been entered.

For customers who have PO numbers that change on a periodic basis (such as monthly PO's) you may record those numbers in field number 51 (Standing P/O) of the Customer Master Record. Then the monthly number will automatically fill in the PO field on the order.

Or you can place a message in the customer record reminding the counterperson which number to use.

## Purchase Order Inquiry

Select **<F12>** from the QTY SHIP field to see if an item is on order.

## Purchase Order Maintenance

Press **<F12>** from the \*\*\* AutoPoint Security screen or Abbrv field if you have security.

## Quick Customer Add

To set up a cash customer quickly at the counter, press **<CTRL>/<F6>** at the customer number field. Either enter a new customer number or press **<ENTER>** to take the default next available number shown at the bottom of the pop-up window.

32 BRAY		P O I N T O F S A L E		P	Point of Sale
ORDER NO		BRANCH	WIN MAIN AUTO PARTS BRANCH	DATE	
CUSTOMER					
TYPE					
SOURCE					
TE					
SHIP		Customer Quick Add			
TAX GR		1. CUSTOMER NO.			
P/O NUM		2. ACCOUNT TYPE	Personal		
		3. CUSTOMER NAME	/	//	
		MAILING NAME			
		5. ADDRESS 1			
		6. ADDRESS 2			
		7. CITY			
		8. STATE			
		9. ZIP CODE			
REF AB		10. PHONE NUMBER ( )	-		
DESCRIPT		11. FAX NUMBER ( )	-		
QTY/		Customer Number or next Available Number		555557	
LIST/					
UNIT PRICE		ITM TYPE/POP		TAX	
UNIT COST				TOTAL	
					XTENDED
<ESC> Ord No, <F6> Cash, <F7> OrdInq, <F9> Catalog, <F10> IntChg <F5> Name Lookup, Sft<F5> Name Find, Ctl<F5> Alt Lookup, Ctl<F6> Quick Add					

Fill in the Customer Name, Address (if desired), City, State (required) and phone number (with area code) and press **<ENTER>**. It is important to enter information as thoroughly as possible, including the phone number. The more complete the input, the easier the lookup when needed.

Pricing and terms will be pulled from the default customer master record, as assigned in the Branch Maintenance Record. This is usually the cash customer account. All sales and returns will now be tracked as with every other customer.

On the 2<sup>nd</sup> screen of the Branch Maintenance, under File Maintenance/System Maintenance, field #39 allows you to enter a default customer number. This is what the Quick Customer Add will look to for pricing and terms. Some *AutoPoint*<sup>®</sup> users set up a separate Cash Customer Master Record for all of these Quick Adds to default from. It's your choice as to how you want to handle it.

## Quick Entry

Press **<F1>** from the Order Quantity field and the item will be immediately added to the invoice. You can also enter a different quantity than the default quantity and press **<F1>** for quick entry. **Note: if you have the CRT record set to streamline detail, this won't be necessary.**

## Quote Orders

A quote is designed to print a professional document to submit for bids. Enter all items just as you would for a regular order. Instead of pressing **<END>** to bill the invoice, press **<F8>**, **<E>**xit, then **<Q>**uote. Your quote will print. A quote does not update any on hand or reserve quantities but will remain on the system until you void it or turn it into an invoice. See Retrieving Open Orders and Quotes for further instructions.

## Retrieving Open Orders (Hold Orders) and Quote Orders

There are three methods for retrieving open invoices.

### Using Point-of-Sale Inquiry to Identify Open Orders

- Press **<F7>** from AutoPoint \*\*\* or Customer field in POS
- Enter Order Number and press **<ENTER>** or enter Invoice Number followed by **<F5>** to find specific documents, or press **<ENTER>** for all
- Enter customer number or **<ENTER>** for all
- Enter payment type from options, 1-Cash 2-CashCR 3-Charge 4-ChargeCR 5-Payments 6-Paidouts 7-All

- Enter source from options, <C>ounter, <S>hop, <I>nstaller, P/<O>, <B>/O, <F>ix, <A>ll
- Enter status from options <O>pen, <I>nvoiced, <V>oided, <A>ll
- Enter Counterman ID or <ENTER> for All
- Enter Truck Run or <ENTER> for All
- Enter Ship Via or <ENTER> for All
- Enter Line Abbrv and Part Number or <ENTER> for all
- Select order to review by entering the SEL number in the left column
- <F5> to pass the order to Point-of-Sale
- Enter three character password if at AutoPoint \*\*\*
- Press <END> to invoice or <F1> to add another item

***If you know the open (hold) order number or quote:***

From Customer Number in Point-of-Sale, press <ESC> move to Order Number and enter the order then <ENTER>. You must press <F4> to access the line items. You may then <END> to invoice or <F1> to add another item.

***Using the SHIFT-F9 Recall Key to Scan Open Orders***

From a blank Customer Number field in Point-of-Sale, press <ESC> to move to Order Number, then press <SHIFT>/<F9> to scan each open order

**Reprinting an Invoice**

From the Customer Number field press <ESC>, enter Order Number, or Invoice Number followed by <F5>, then <END> to reprint. This applies to invoices generated during the current business day. To reprint invoices from a previous business day, you must use Invoice History Inquiry.

**Returns on a Cash or Charge Invoice**

Enter the item and quantity being returned followed by a minus (-) sign. Enter the type of return:

- <C>ore - dirty core returned for credit.
- <W>arranty - any item that will be sent back to the supplier for credit. Update the warranty on hand for the item.
- <M>erchandise - regular merchandise to be added back to salable inventory.
- <D>efective - you must issue the credit and you can not return the item to your supplier. It does not add back to any on hand quantity.

The system will then prompt for original invoice number. If the invoice number isn't known, you can press <ENTER> or give you the option of selecting from available invoices to return against. You have the option of charging a restocking fee if desired.

You can also override if no sales are available, with the proper security.

**Sale Pricing**

**Only if you have this feature.** When an item is on sale, you will receive a message during Point-of-Sale. Only select to give the sale price if your customer qualifies for the sale pricing shown. Just use the proper function key as indicated on the bottom of the screen. If you wish

to use regular pricing, you must <F1> twice for quick entry instead of the usual one keystroke. Sale items are "costed" at the lower sale cost. You can see the start and ending sale dates on the Stock Status Inquiry screen.

## Shop Invoices

A shop invoice can be for merchandise you sell to your own shop or from your shop to your customers. To indicate that an order should be a type Shop, change the Source to <S>hop. If you are in the line items portion of the point-of-sale screen, press <F4> to return to the header then <ENTER> to Source and make your change. Pressing <F4> again will return you to the line items. Shop sales are listed separately on the Daily Sales Summary Report.

## Special Sales

Telephone Charge is an example of a <S>pecial item. If you have an item for phone charges set up, simply enter the item on point-of-sale. If you do not have a special item set up, then you can enter it using SPE as the abbreviation and use PHONE as the part number, filling out the screen with the requested information. (SPE must be set up in your Product Line Code.) Be sure to enter <S>pecial for the item Type. Special sales are listed separately on the Daily Sales Summary Report and are excluded from the daily gross profit percentage.

## Stock Status Inquiry

Can be accessed from within Point-of-Sale from the \*\*\*, Abbrv, Qty Ordered, and Qty Shipped fields by pressing the <HOME> key. There are several options within the Stock Status Inquiry as shown on the bottom of the inquiry screen.

- 0 = Toggles you between multi-branch and single-branch inquiry. You must be in single mode to see all prices, date last sold, etc.
- 1 = Stock Status can be used to return to the standard Stock Status Inquiry.
- 2 = P/O Detail which will show you all purchase orders on which the item appears. Please note that the ON ORD field indicates that an item is on order with your supplier which could mean it was ordered today or it is on backorder. Refer to the PO DATE to determine when the purchase order was created.
- 3 = B/O Detail which shows information about an item that *you* have backordered for a customer if you use the AutoPoint Backorder Processing subsystem. This does not pertain to backorders you have with your distribution center.
- 4 = Demand History will show you thirteen months of history with a comparison of the current month to the same month last year, last-year-to-date demands, last year's demands, and demands for two years ago. You can also see the number of months this item has been stocked
- 5 = Customer Inquiry allows you to enter a customer's number or <F5> to look up the customer by name to review custom pricing. After choosing this option and entering your customer's name/number, be sure to confirm that the customer information is correct so that pricing information will appear.
- 6 = Superseded Inquiry allows you to see the superseded number.
- 7 = Substitute Inquiry allows you to see any substitute cross references for the part number.
- 8 = Related items Inquiry allows you to see any related items for the part number.

- 9 = Kit shows all items in a kit if you have utilized the Item Maintenance Kit option to define a kit. You may only view the information. Point-of-Sale does not "explode" the kit on an invoice.
- 10 = Shows you the detail sales history including Branch ID, Customer, Date Sold, Invoice Number, Qty. Sold and Price
- 11 = Shows you the detail part receiving history including Branch ID, Supplier, Date Received, PO Number, Qty Received and Amount.
- 12 = Shows you a detail part history of all activity, including Sales, Receipts and Adjustments (Managers Only.)
- 13 = Shows you a detail of all inventory Adjustments. (Managers Only)

## Substitute Items

If an item has a substitute cross reference, it will automatically display when you are out of the original item. You can answer <Y>es to sell the substitute item. Substitute cross references are set up by the user.

## Superseded Items

If an item has a superseded cross reference, it will automatically display when you are out of the original item. You can answer <Y>es to sell the superseded item. Superseded cross references are set up by the user or by AutoStock.

## Taxable/Non-Taxable

Pressing <PAGE DOWN> at "Any Change?" prompt will allow you to change the tax status on an item. If you use <F1> for quick entry of the item, you will have to reposition on the part number by pressing <F2> then press NL across the entire line until you get to the "Any Change?" prompt, then press <PAGE DOWN> to remove or add tax. Notice that in the Code column you will either see a T indicating a taxable or the T will be removed indicating a non-taxable item which allows you to have taxable and non-taxable items on the same invoice.

## UPC Cross Reference

UPC codes allow you to use handheld or portable scanners to enter items into an order in the Point-of-Sale menu, or to receive merchandise into your inventory. When you scan an item for sale, the UPC code is read that contains the product line, part number and default sale quantity.

To sell a multiple of an item, press <ESC> at the Abbrev field to enter a quantity before scanning the item.

To use scanning feature, the UPC files will need to be stored on your system. To add a new UPC code at Point-of-Sale, enter a decimal point (.) followed by the UPC number then press <ENTER>. You literally enter a decimal then immediately enter the *complete* UPC code (such as .123456). If the item exists in your UPC cross reference, the item will be entered on the order. If the system does not recognize the UPC code, you will have an opportunity to add it to your cross reference.

## Voiding an Order or Invoice

Instead of invoicing, press <F8>, <V> to void, then enter three character password.

## **Warehouse Inquiry**

To inquire into a supplying warehouse where communication has been set up, press <SHIFT>/<F7> from AutoPoint <sup>\*\*\*</sup>, Abbrv field, or Quantity Order prompt.

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# ACCOUNTS RECEIVABLE

## A/R Overview

*AutoPoint*<sup>®</sup> allows you to accurately perform all Accounts Receivable functions such as entering payments, entering invoices, calculating finance charges and printing statements.

Accounts Receivable transactions and balances are updated at invoice time to provide you with the best real-time information possible.

You can run various reports that will tell you how your business is doing. At your fingertips, you can access important information about your customers.

Customers can be either Open Item or Balance Forward. Open Item Customers pay by Invoice. Balance Forward Customers pay a rolling balance each month.

It is very important that you understand how the Accounts Receivable system works so that you can properly use it.

## Accounting Period Maintenance

This maintenance is used to set up the beginning and ending period dates for closing your inventory. It is the first step to take in preparing Accounts Receivable for your use. When you run End-of-Day on the last day of the period, the system automatically takes you into Run End-of-Month to close the sales analysis and demand history information and begin the next period. Most people close inventory and Accounts Receivable on the same day, however, this is not mandatory. This description is for background information only. If you wish to make changes to your Accounting Periods, we recommend that you contact *AutoPoint*<sup>®</sup> support for assistance.

A sample Accounts Receivable Period Maintenance Display is shown below. The current period is 1, each period begins on the 1<sup>st</sup> day of the month and ends on the last.

"YOUR COMPANY NAME"		SMPRDMNT	06.0.03
ACCOUNTING PERIOD MAINTENANCE		TIME 11:19	TERM 32
CURRENT PERIOD NO	1. 1		
PERIOD 1 START/END	2. 1/01/03	3. 1/31/03	
PERIOD 2 START/END	4. 2/01/03	5. 2/28/03	
PERIOD 3 START/END	6. 3/01/03	7. 3/31/03	
PERIOD 4 START/END	8. 4/01/03	9. 4/30/03	
PERIOD 5 START/END	10. 5/01/03	11. 5/31/03	
PERIOD 6 START/END	12. 6/01/03	13. 6/30/03	
PERIOD 7 START/END	14. 7/01/03	15. 7/31/03	
PERIOD 8 START/END	16. 8/01/03	17. 8/31/03	
PERIOD 9 START/END	18. 9/01/03	19. 9/30/03	
PERIOD 10 START/END	20. 10/01/03	21. 10/31/03	
PERIOD 11 START/END	22. 11/01/03	23. 11/30/03	
PERIOD 12 START/END	24. 12/01/03	25. 12/31/03	
PERIOD 13 START/END	26. 0/00/00	27. 0/00/00	

ENTER ACCESS MODE: █ (Change, Alter, or Change no.)

The beginning month of your fiscal year should be entered in Period 1 and the ending month of your fiscal year should be entered in Period 12. (Although thirteen periods are shown, most *AutoPoint*<sup>®</sup> customers only use twelve.)

To enter these dates, use a MMDDYY format with no separators. After entering Period 1, the system prompts; Default Remaining Months? Y. Press <ENTER> and the system enters the remaining months for you.

## Account Number Format

Each customer can set up unique Account Numbers in the *AutoPoint*<sup>®</sup> system to help manage the business. With the flexibility of *AutoPoint*<sup>®</sup>, each company can have a uniquely defined Account Number format.

G/L account breaks are defined In the Company Record (File Maintenance/System Maintenance/Company Maintenance) in the field identified as:

### G/L ACCOUNT BREAKS

The G/L breaks are set up based on how you enter the information. Typically, *AutoPoint*<sup>®</sup> users will set up a format default of 4 – 3 where the first four digits are the account number, the last three are the profit center. To reflect this set-up, in the Company record the G/L Account Break field would be shown as:

G/L ACCOUNT BREAKS: 00 00 00 04 03

Keep in mind that with the flexibility of the system, you can identify your account numbers with up to five different sections each having any number of numeric characters as you wish. For more details, contact *AutoPoint*<sup>®</sup> support.

## Account Number Maintenance

The Account Number Maintenance is found in the Accounts Receivable Maintenance section in the File Maintenances. You must enter the accounts used in Accounts Receivable to which distributions are posted. All of the transactions you enter and the accounting functions the system performs are organized according to the account numbers that you enter. At End-of-Day and during the backup process, the appropriate figures are distributed to each account and a general ledger distribution report can then be produced to show the day's activity for each account.

Customer's who use a separate GL package, use the distribution report as a guide.

ACCOUNT NUMBER MAINTENANCE		"YOUR COMPANY NAME"	SMACCTMNT 06.0.02
			TIME 13:56 TERM 32
1. ACCOUNT NUMBER		0140-000	
2. DESCRIPTION	INVENTORY		

The account number is the number you assign to the account. The first four digits are the account number, the last three are the profit center in this example.

When setting up these account number, be sure to assign numbers to the accounts in the order that you want them to appear on financial statements. They print out in numerical order, rather than in the order they are entered.

It is suggested that you set up your accounts in the following manner:

<u>Account</u>	<u>Number</u>
Cash	0100-000
Accounts Receivable	0120-000
Inventory	0140-000
Merch Receiving Clearing	0160-000
Inventory Adjust Clearing	0165-000
Physical Inventory Clear	0170-000
Sales Tax	0230-000
Sales	0300-000
Misc. Charges	0301-000

Labor	0302-000
Cost of Sales	0350-000
Freight	0370-000
Misc. Expense (Paid Outs)	0850-000
Finance Charges	0902-000
Discount Allowed	0950-000
Allowances	0954-000

The account numbers above are the AWDA's standards and are listed for convenience. You may assign other numbers, but you must have at least one number for each of the accounts above.

If you are a multi-store operation, separate totals for each account by branch print on the GL Distribution report. You also receive a total for each account for all branches.

## Accounts Receivable Control Record

The Accounts Receivable control Record allows you to specify how certain Accounts Receivable functions operate. The data you enter here determines how statements look, when the month is closed out, how much information should be stored on the system and what account number distributions are automatically made to certain accounts. Since the information you enter here determines how Accounts Receivable operates, answer carefully.

A/R CONTROL FILE MAINTENANCE		"YOUR COMPANY NAME"		ARCNTLRMNT	06.0.03
		Change		TIME	14:05 TERM 32
1. CURRENT PERIOD	1 01/01/03 - 01/31/03	RECOVERY	N		
	Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec				
2. A/R CLOSE OUT DAYS	31 28 31 30 31 30 31 31 30 31 30 31				
3. INV. END OF MONTH FLAG	P	15. INTERFACE WITH G/L?	N		
4. CONSOLIDATE A/R	Y	16. MAINTAIN A/R HISTORY?	Y		
----- STATEMENT PRINT -----		----- AGING PARAMETERS -----			
5. COMPANY NAME ON STMT?	F	17. AGING METHOD	D		
6. PLAIN PAPER STMTS?	N	18. PERIOD 1	CURRENT	30	
7. PRINT DISCOUNT ON STMTS?	N	19. PERIOD 2	OVER 30 DAYS	60	
8. DEBIT STMT AMOUNT	1.00	20. PERIOD 3	OVER 60 DAYS	90	
9. PRINT CREDIT STMTS?	N	21. PERIOD 4	OVER 90 DAYS	999	
10. CREDIT STMT AMOUNT	.00	----- A/R END OF MONTH DATES -----			
----- FINANCE CHARGE DEFAULTS -----		LAST FINANCE CHG. POST	12/31/03		
11. MINIMUM CHARGE	1.00	LAST WK/MON AGING RUN	12/31/03		
12. LEVEL 1 RATE	1.500 %	LAST WK/MON STMT RUN	2/29/04		
13. LEVEL 1 CUTOFF AMOUNT	.00	LAST WK/MON DETL PURGE	11/30/03		
14. LEVEL 2 RATE	.000 %	LAST WK/MON HIST PURGE	4/30/97		
Enter Change Number █					

This screen shows the current period at the top. The Recovery Flag is for *AutoPoint*® support staff only. The Accounts Receivable Close Out days reflect the last day of the month for each month. Other key fields are explained below.

**Inv. End of Month Flag** - should be set at <C> if you close Accounts Receivable on a different day than you close your inventory as indicated in Accounting Period Maintenance. A <P> indicates Inventory and Accounts Receivable close out on the same day, based on the Accounting Period Record.

**Consolidate Accounts Receivable** – This applies to Balance Forward customers only. If at the end of the month you want to combine each balance forward customer's detail into one Balance Forward, choose <Y>es. We recommend that you consolidate in order to save disk space.

**Statement Print Field** – Select whether you want to have <N>othing, <A>ddress only, or <F>ull Name & Address print on statements – based on the type of forms used. You can also select to print Plain Paper Statements, or use preprinted forms.

You can choose to have the system calculate the total amount due less all eligible discounts on the statement. This balance will be less than the total balance due at the bottom of the statement. This helps your customers determine what dollar amount they should write a check for if they pay off the account and have a discount available for paying before the discount day

has passed. You can choose, <N> to not print, <F> to print only for Balance Forward customers, <O> to only print for Open Item customers or <B> to print for all customers.

In field 8, you can enter the lowest debit amount for which you want a statement printed. A statement will not print for any balance falling below this amount.

Similarly, you can choose whether to print credit statements, and then set the minimum amount before a credit statement will print in the next field.

**Finance Charge Defaults** – Enter a minimum dollar amount to be charged to a customer's overdue account as a finance charge. If a customer's finance charge is actually less than this amount, the system automatically enters the Minimum Charge. The maximum amount is \$99.99. If you have no minimum charge, leave the field blank.

The Level 1 rate is the normal percentage rate charged each time a finance charge is assessed. 18% annually should be entered as 1.5. The Level 1 Cutoff Rate is the maximum dollar amount to which the Level 1 rate should be applied. The portion of a balance that exceeds this amount has Level 2 Rate applied when finance charges are due. The maximum amount is \$9,999.

The Level 2 rate is the percentage rate charged to the portion of a balance that exceeds the Level 1 Rate. The system automatically applies this rate to excesses when finance charges are due.

**Interface with G/L** – Currently this refers only to those customers who use the *AutoPoint*<sup>®</sup> General Ledger product.

**Maintain A/R History?** - History includes every invoice, payment, debit memo, credit memo, and finance charge processed for each customer.

**Aging Parameters** - The Aging Method gives you the option of having receivables aged based on <I>invoice date or <D>ue date. If you have Balance Forward customers, you must use the <D>ue date. You can also set up your Aging Period Descriptions.

**A/R End of Month Dates** – The LAST FINANCE CHG POST shows the last time you posted finance charges. The LAST WK/MON AGING RUN shows the last time you printed an aging report. The LAST WK/MON STMNT RUN shows the last time you printed statements. LAST WK/MON DETL PURGE and LAST WK/MON HIST PURGE shows the last period for which Accounts Receivable transactions were purged. All of these dates are automatically updated by the system.

## Accounts Statement Message Maintenance

The Statement Message Maintenance allows you to create canned statement messages that can be recalled when running statements. A different statement message can be created for customers who are current, over 30, over 60, and over 90 days past due.

### Statement Message Creation

To create your statement messages, from the main menu select:

4. Accounts Receivable
4. Finance Charge & Statement Process
7. Print Statements
1. Statement Message Maintenance

Use the following screen to set your messages. These can be applied each time you run statements. If you want to apply a different statement in the future, simply create a new one using this same process.

```

"YOUR COMPANY NAME"
STATEMENT MESSAGE MAINTENANCE Add Rec ARSTMNTMSG 06.0.07
TIME 17:03 TERM 32
-----
1. BRANCH ID WIN
2. STATEMENT MSG NAME CUR
3. STATEMENT FREQUENCY Monthly
4. STATEMENT AGING TYPE 1 (Current)
5.
  1.....10.....20.....30.....40.....50.....60...
  █ PLEASE SEND PAYMENT TO P.O. BOX 123 - MEMPHIS, TN 38111.
    THANK YOU FOR YOUR BUSINESS!
  1.....10.....20.....30.....40.....50.....60...

* <F1> Lookup, <F5> Center, Sft<F5> Clear
ENTER for Valid Data or <F8> to Abandon Modifications.

```

- Enter your Branch ID and press **<ENTER>**
- Enter a **descriptive** name that will be easily recognized, such as CUR to be used for Current Customers, 030 for customers who are 30 days past due, ALL for all customers or HOL for Holiday messages. This description is solely for your ease of use. Press **<ENTER>**.
- Enter the statement frequency this message will apply to, **<W>** for weekly statements or the default of **<M>** for Monthly statements.
- Enter the aging type this will be applied to from the following options: 0=All, 1=Curr, 2=Over30, 3=Over60, 4=Over90, press **<ENTER>**
- Type your desired message in the message field where indicated, up to three lines of text. To center a line of text, press **<F5>** either before or after the text has been input.
- **<F1>** can be used to lookup and retrieve messages that have already been written.
- Use the standard *AutoPoint*<sup>®</sup> function of **<R>**ename to copy existing records to new messages to be edited for other aging dates

## Customer Inquiry

The Customer Inquiry function provides you up-to-date information about each of your customers' accounts at your fingertips. You see current outstanding items, payments, current balance, core balance, terms, and credit limits.

To access Customer Inquiry from the Main Menu select

4. Accounts Receivable
6. Customer Inquiry

You can also access from the Inquiries Menu, or type CI at any SELECT: option. Enter the customer number if you know it, or customer name and **<F5>** to search for the customer. A sample Customer Inquiry Display is shown below:

```

TERM 32 "YOUR COMPANY NAME" AROPENINQ 06.0.02
*** CUSTOMER INQUIRY ***
CUSTOMER 022460 ABC AUTO PARTS BILL TO 000000
BM BAL FORWARD 111 MAIN ST CR LIMIT 20,000.00
TC 2% 10TH PROX MEMPHIS, TN 11111 BALANCE 4,105.35
SV COUNTER AVAIL 15,894.65
SM DCH (901)386-2629 FAX (901)386-2529 CORE BAL 1,289.21
SALES:LYMTD 7,658 MTD 4,105 LAST INV 1/19/04 LAST PAY 1/12/04
(NET) LYTD 7,658 YTD 4,105 CREATED 9/07/97 /AMOUNT 8,728.25
DOC TYP APP.TO DOC.DATE DUE DATE SALE AMT ADDON AMT TOTAL AMT DAYS

REPORT GENERATOR:
<C>urrent or <H>istory:
Transaction Type: -
Beginning Document Date: -----

CREDIT HISTORY: C000000C0000000000000000 12/03 (AS OF LAST STATEMENT RUN)
CURRENT OVER 30 OVER 60 OVER 90 FUTURE BALANCE
.00 .00 .00 .00 .00 291.21-

```

**BM** – Is the balance method, Balance Forward or Open Item.

**TC** – Standard terms extended to the customer for payment.

**SV** – Ship Via

**SM** – Salesman assigned to Account

**SALES:** Net Sales are Cash and Charge less Returns. Periods shown are: **LYMTD** - Last Year Month To Date, **MTD** – Current Month To Date, **LYTD** – Last Year To Date and **YTD** – Current Year To Date

**LAST INV** – The last time an invoice was issued to this customer

**CREATED** – Date Account was created

**BILL TO** – If set up to bill to another account number, it will display here.

**CR LIMIT** – Customer Credit Limit as set in Customer Master Record

**BALANCE** – Current outstanding balance

**AVAIL**- The amount of credit available – (Crd Lmt – Balance)

**CORE BAL** – Current Core Balance

**LAST PAY** – Date last payment was received

**AMOUNT** – Amount of the last payment received

From this first screen, you can create a Sales Graph by pressing **<F5>** to get a quick snapshot of your customer, can access customer notes by pressing **<SHIFT>/<F4>** or can view the Credit History by pressing **<F10>** (shown in example).

### **Credit History**

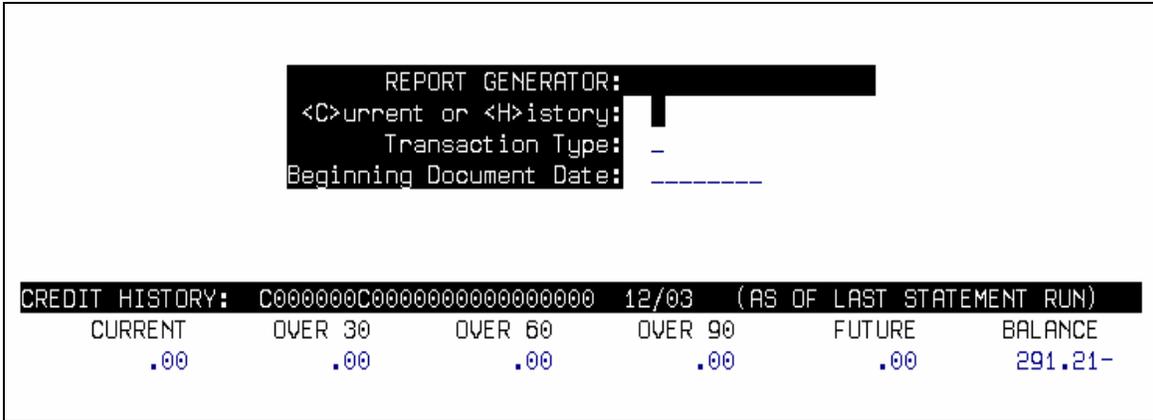
Credit History will highlight the customers' payment status for the current period, and a credit history status for past 24 months - similar to that in a credit report. In order to have access to this information, you must have selected the option to update Credit History is made at the time of statement processing.

The very bottom of the Customer Inquiry screen (when **<F10>** is pressed) will show the Current month status – including what balance is Current, Over 30, Over 60, Over 90, or in the Future Due buckets.

Directly above the Current Status, in the shaded bar, you will see the past 24 months shown at a glance. From left to right, the status for the current month to the oldest month is shown with an easy to ready status code.

- 0 - means customer was current in that month
- 3 – means customer was 30 days late in that month
- 6 – means customer was 60 days late in that month
- 9 – means customer was 90 days late in that month
- C – means customer had a credit balance in that month
- I – means customer had no activity in that month

An example of the detail is shown below.

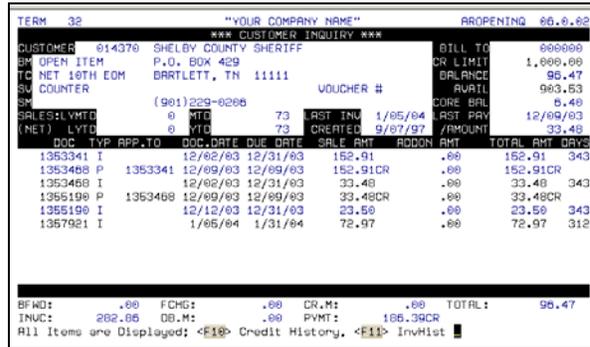


### Customer Inquiry - Additional Information

You can display <C>urrent or <H>istory information, select the type of information you want to inquire about and a starting date range. Your criteria will show a screen similar to that below.



Balance Forward Customer



Open Item Customer

The detail shows all outstanding items for the customer. For the balance forward customers, the balance is brought forward from a previous month. If a customer has not recently mad any payments, it's possible that several balance forward balances may appear for previous months.

For Open Item customers, any items which are listed consecutively and are shaded the same color are related to each other. Therefore, you may have a striped effect on the display with each set of related documents easily identified.

**DOC** – The number of the document such as invoice number from Point-of-Sale or one you entered through Sales Entry & Edit. For payments, it is the check number, if taken through the back office.

**TYP** – Type of document: I = Invoice, P = Payment, C = Credit Memo, D = Debit Memo, F = Finance Charge, B = Balance Forward

**APP TO** – This is the document number to which a credit or payment was applied. If a number is not shown, the credit is open. A Balance Forward account never has an applied to number.

**DOC DATE** – The date the document was created

**DUE DATE** – The date payment is due

**SALE AMT** – The total amount of the document

**ADDON AMT** – For an invoice entered through Point-of-Sale, it is tax, core or non-discountable amounts only. The amount charged for miscellaneous charges, freight, labor, and tax on an invoice entered through Sales Entry & Edit. For a Payment, it is the discount amount if a discount was given.

**TOTAL AMT** – The sale amount and add on amount added together

**DAYS** – The number of days that the invoice is past due (ignore demo data shown above)

The bottom part of the display shows a recap of the total for each of the following categories:

**BFWD** – Balance Forward

**INVC** – Invoices

**FCHG** – Finance Charges

**DB.M** – Debit Memos

**CR.M** – Credit Memos

**PYMT** – Total Payments

**TOTAL** – Outstanding Balance

You can also access Credit History here by pressing **<F10>**. (see above for details)

### **Invoice History**

You can also access Invoice History by pressing **<F11>** to see an option, similar to that shown in the example below. When prompted, enter the document number you want to see and press **<ENTER>** to return a copy of the document. This will show you the actual invoice detail, which can be reprinted if desired. If you reprint, the original invoice number remains, with \*Duplicate\* printed next to it.

## **Cash Receipts Processing/Payments**

Payments can be taken through Point-of-Sale, or Cash Receipt Processing in the Accounts Receivable Menu.

Payments taken through Point-of-Sale provide invoice history, a very valuable tool to later research payment history.

Payments taken through accounts receivable do not print on the End-of –Day report. A Cash Receipts Journal is printed when the payments are posted to the customer's account. Only payments taken through Point-of-Sale will print on the End-of-Day report. The journal and the End-of-Day report must be combined in order for you to balance your cash taken in for the day. A receipt is not produced if you take a payment through Cash Receipts Processing.

If you take a payment through Point-of-Sale, a receipt is printed for the customer with his remaining balance shown. All payments and credit invoices entered through Point-of-Sale for Open Item customers must be applied against a specific invoice in Accounts Receivable after the transactions are processed through End-of-Day processing in Point-of-Sale. Details of how to take payments either through Point-of-Sale or Accounts Receivable are outlined later in this section.

**Note: *AutoPoint*<sup>®</sup> recommends that you take all payments using the Point-of-Sale screen payment function because it provides you with better tracking history. However it can be done either way.**

**Very Important: Payments and Credits for Open Item Customers, regardless of where they are taken, MUST be applied to specific documents. See below for further instructions.**

## **Payments Through Point-of-Sale**

- Prints receipts with remaining balance, unless customer has a credit balance.
- Updates balance immediately.
- Included in cash and deposit totals on End of Day Reports.
- Payments taken on Open Item Customers cannot be applied until after you have processed end of day and updated files.
- Negative payments can also be taken at Point-of Sale. This is commonly used to make a correction for the wrong payment amount or payment taken on the wrong account. (Can not be used for Open Item Customers)

To take a payment through Point-of-Sale, go to the POS invoicing screen by entering your counterman initials at the \*\*\* screen. Enter the name or number of the customer you are accepting payment from then press **<ENTER>**.

If you are in the Invoice Detail, press **<F4>** to move to the invoice header – the cursor will go directly to the type field. Enter number 5 for payment and press **<ENTER>**. The customer balance will appear along with other payment history information.

Enter the check number or press **<ENTER>** for a cash payment. Enter a reference description or press **<ENTER>** to accept the default description. Enter the amount of the payment then press **<ENTER>**, enter any applicable discount or press **<ENTER>** to accept the default set in the customer master. Press **<ENTER>** at Any Change? Receipt will print at invoice printer with balance due, if any, shown at bottom of invoice.

***IMPORTANT: If you take payment at the Point-of-Sale for an Open Item Customer, you must still apply the payment to the proper invoices through the Accounts Receivable menu. See the section on Applying Open Payment to Open Item Customer.***

## **Payments Through Accounts Receivable**

Typically this process is done in a back office with payments received in the mail. With this function you enter, edit and then post cash receipts to update account balances.

### **For Balance Forward Accounts**

From the Main Menu, select:

4. Accounts Receivable
  1. Cash/Open Credit Processing
  3. Apply Cash/Open Credits
- Enter your Counterman ID or press **<F5>** to display existing files.
  - Enter customer number or **<F5>** to access by name
  - Enter check number (cash payments must be taken through POS)
  - Press **<ENTER>** for the Receipt Date or enter another date – the customer information box will appear
  - Enter check amount, **<ENTER>**
  - Press **<ENTER>** for the default Reference, or enter your own description
  - **<ENTER>** for Branch ID or enter another branch id
  - Enter discount or **<ENTER>** for default

- **<ENTER>** for default Allowance (this is a discount above the regular discount) or enter the amount of the non-standard allowance to be given – if an allowance is given, you can enter an allowance type or scroll through available types by pressing **<F1>**
- **<ENTER>** to confirm entries
- Enter next payment or **<F8>** to exit when complete with cash receipt input
- **<ENTER>** at Do you want to Print Edit List? to accept default or change then press **<ENTER>**

## For Open Item Customers

From the Main Menu, select:

4. Accounts Receivable
    1. Cash/Open Credit Processing
    3. Apply Cash/Open Credits
- Enter your Counterman ID or press **<F5>** to display existing files.
  - Enter customer number or **<F5>** to access by name
  - Enter check number (cash payments should be taken through Point-of-Sale, or require the entering of an 'imaginary' check number here) – or pres **<F5>** to display payments that have already been taken through Point-of-Sale. Select the payment to be applied and press **<ENTER>**
  - Press **<ENTER>** for the Receipt Date or enter another date – the customer information box will appear, Enter check amount, **<ENTER>**
  - Press **<ENTER>** for the default Reference, or enter your own description
  - Apply Open Payment

**Applying Open Payments (Open Item Customers)** - When at field number 6 – Apply To, you can enter original invoice number if known or use one of the following three methods.

1. **<F4>** to search for the appropriate invoice, keep pressing **<F4>** until found,
  - **<ENTER>** to accept invoice to which payment should be applied
  - **<ENTER>** for Branch ID
  - **<F1>** accept defaults or enter amount to be applied or enter discount then **<ENTER>**
  - **<ENTER>** for a zero Allowance (additional discount), **<ENTER>** to confirm entries
  - **<F4>** to search for next invoice to apply payment, or **<F8>** to exit
2. **<F11>** to Auto Apply to the oldest invoice first
  - At field 6 – Apply To – select **<F11>**
  - Payment will be applied to oldest balance first and then onward until full amount entered is applied. Any remaining balance will be shown in middle of screen.
  - Press **<F8>** to end applying of payment
  - **<ENTER>** to accept default applying branch or enter branch name
  - Press **<F8>** to move to the next customer or press **<F8>** twice to move to printing of edit list.
3. Press **<SHIFT>/<F11>** to Manually apply payment to specific invoices
  - Use your **<F2>** and **<F3>** keys to scroll to the invoice to apply the payment – press **<F9>** to apply payment to the full amount of the invoice, or enter a partial payment
  - **<F10>** will unapply payments made in error

- Select additional invoices using your <F2> and <F3> keys. The remaining amount to be applied will show in the middle of the.
- Press <F8> to end applying of payment
- <ENTER> to accept default applying branch or enter branch name
- Press <F8> to move to the next customer or press <F8> twice to move to printing of edit list.

**TIP:** If you have finished applying a payment as indicated by your customer yet there is a remaining balance that has not been applied, you can create an Open Credit. Instead of entering invoice information, press <ENTER> and the screen will indicate that an Open Credit has been entered. You can then apply the credit at a later time. Refer to Applying Open Credits for detailed instructions.

Once you've completed input of all payments, select <F8> to exit the Apply Cash Payments option. Choose to print, or not print, and edit list (see below).

### **Listing Cash/Open Credits**

The Cash Receipts Edit List is designed to allow you to review all entries prior to updating and posting customer accounts. If changes are required, call up the transaction in Enter & Edit Cash Receipt by entering the customer number and check number.

From within the Accounts Receivable Menu, select

1. Cash/Open Credit Processing
  4. Print Cash/Open Credit Listing
- Enter your Counterman ID or press <F5> to display existing files.
  - Print then make any changes as needed

Once all payments are properly applied, you will need to post applied payments and open credits.

### **Open Credits Application**

Open Credits are credits for Open Item customers that have not yet been applied to specific invoice numbers. They may have been issued at the counter, as a credit invoice, or as a credit item as a part of an invoice. Or you may have entered the credit through Sales Entry & Adjustments. However it is done for an Open Item Customer, you still need to be applied to specific invoices.

Typically your customers will instruct you when to apply open credits. To perform this function, from the main menu to go the Accounts Receivable Menu:

From the Main Menu, select:

4. Accounts Receivable
  1. Cash/Open Credit Processing
  3. Apply Cash/Open Credits
- Enter your Counterman ID or press <F5> to display existing files. Enter customer number
  - Enter an imaginary document number.
  - <ENTER> for the Post Date or enter a posting date then <ENTER>. You'll see a screen similar to the one below, stating that the Payment Amount is Zero, so this will be a Credit Application.

```

"YOUR COMPANY NAME"
APPLY CASH/OPEN CREDITS (BRAY ) Add Rec ARCASHMNT 06.0.02
TIME 10:52 TERM 32
-----
1. CUSTOMER NUMBER 10065 CURRENT PERIOD: 1
2. CHECK NUMBER 1 ABC CONTRACTING
3. RECEIPT DATE 12/10/04 5210 COMMERCE CIRCLE DRIV
4. CHECK AMOUNT ANYWHERE, US 11111
5. REFERENCE BOB M.
AR METHOD: OPEN ITEM
TERMS: NET 10TH EDM
REMAINING:
-----
6. APPLY TO
7. BRANCH ID
8. AMOUNT PAID
9. DISCOUNT
10. ALLOWANCE
11. ALLOWANCE TYPE
-----
Payment Amount Zero - Credit Application Only ENTER To Continue

```

- Enter through the Reference, or enter a reference of your own. Once you get to the bottom part of the screen, press <F11> to Auto Apply, <SHIFT>/<F11> to Manually Apply, <ESC> to abort, or press [ENTER] to leave an open credit.
- As the sample screen below will show, any credits for Open Item Customers taken will show as a negative on this screen. If you haven't selected Auto Apply, use your <F9> to apply to the proper credits – same as you would with open Payments.

```

"YOUR COMPANY NAME"
APPLY CASH/OPEN CREDITS (BRAY ) Add Rec ARCASHMNT 06.0.02
TIME 11:00 TERM 32
-----
1. CUSTOMER NUMBER 10065 CURRENT PERIOD: 1
2. CHECK NUMBER 1 ABC CONTRACTING
3. RECEIPT DATE 12/10/04 5210 COMMERCE CIRCLE DRIV
4. CHECK AMOUNT .00 ANYWHERE, US 11111
BOB M.
REMAINING: .00
-----
DOCUMENT DATE DUE ORIGINAL CURRENT APPLYING BALANCE DISCNT
1360385 1/24/04 1/24/04 9.35- 9.35- 9.35- .00
1360382 1/24/04 1/31/04 96.52 96.52 .00 96.52 .00
1360383 1/24/04 1/31/04 15.82 15.82 .00 15.82 .00
1360384 1/24/04 1/31/04 79.24 79.24 .00 79.24 .00
-----
* Enter Amount, <F1> Restart, <F9> Apply Balance/Disc, Sft<F9> Apply Balance,
<F10> Unapply, Sft<F10> Discount, <F8> End

```

- When finished <F8> to exit
- <ENTER> Print edit List?

### Posting Applied Cash/Open Credits

From the Main Menu, select:

4. Accounts Receivable
    1. Cash/Open Credit Processing
    5. Post Applied Cash/Open Credits
- Enter your Counterman ID or press <F5> to display existing files.
  - Print or Spool (we recommend to print if you did not print an edit report)
  - Are you Ready to Post? <Y>es

## **Finance Charge and Statement Processing**

*AutoPoint*<sup>®</sup>Accounts Receivable is designed to allow you to print statements while you are printing invoices; however, the purge procedure does require that all terminals be at the main menu. If you closeout on the 25th of a month, you can run your Accounts Receivable Month End Procedures as soon as you have completed end-of-day for the 25th, or even run it on the 26th or 27th. If you closeout on the last day of the month, again you can begin running your Accounts Receivable Month End Procedures as soon as you have completed the end-of-day process for the last day of the month, or wait a few days until it's more convenient for you.

**TIP:** Before You Begin the Statement Process, invoice all open order if possible so they will appear on the statements. Do this before running End-of-Day on the last day of the month.

### **Calculate Finance Charges**

*AutoPoint*<sup>®</sup> will calculate a finance charge for each past due account, unless you have entered 999 in the Finance Charge field of Customer Maintenance. To calculate finance charges, from the main menu select:

4. Accounts Receivable
  4. Finance Charge & Statement Processing
  1. Calculate Finance Charge
- Enter your closeout date as the "Date for Aging Invoices" - typically this will be the 25th or last day of the current month or you can **<ENTER>** if the correct date is displayed.
  - Enter your closeout date as the "Document Date of Finance Charges" or you can **<ENTER>** if the correct date is displayed as the default.
  - **<ENTER>** to "Is above correct?" prompt and the system will calculate your finance charges.

### **Print the Finance Charge Edit List**

Especially if you are a new *AutoPoint*<sup>®</sup> customer, you will want to print a Finance Charge Edit List to make certain your finance charges are correct. You may identify customers who you do not want to charge a finance charge or perhaps delete the charge for this month only.

4. Accounts Receivable
4. Finance Charge & Statement Processing
3. Print Finance Charges Listing

Review and make adjustments as needed following the instructions below.

### **Adjust the Calculated Finance Charge**

4. Accounts Receivable
  4. Finance Charge & Statement Processing
  2. Adjust Calculated Finance Charges
- Enter customer number or **<F1>** to pull up the first customer
  - Access field 6 to enter new amount or **<SHIFT>/<F5>** for \$0.00
  - **<ENTER>** at "Enter Change Number" prompt
  - Enter next customer number or **<F8>** to exit
  - **<ENTER>** Print edit list? or answer **<Y>**es to print another list

## **Post Finance Charges**

4. Accounts Receivable
  4. Finance Charge & Statement Processing
  4. Post Finance Charges
- Spool or print the report
  - Are you ready to post? - <Y>es

## **Print G/L Distribution Report**

4. Accounts Receivable
  4. Finance Charge & Statement Processing
  5. Print G/L Distribution Report
- Enter Period to process
  - <ENTER> to print the detailed report
  - <ENTER> for all branches or enter branch identification
  - <ENTER> for the Date Selection
  - <ENTER> Is above correct?
  - Print (your bookkeeper or accountant should receive a copy of the report).
  - "Do You Wish to Purge the Records Just Printed?" <Y>es if you only need one copy of the report or <N>o to print again then answer <Y>es to delete. You can also spool the report and print more than one copy using the system security option, Spooled Report Control.

## **Print AR Aging Report**

You can print the A/R Aging Report while your counter men print invoices.

4. Accounts Receivable
  4. Finance Charge & Statement Processing
  6. Print A/R Aging Report
- Aging Print Selection - <ENTER> for <D>etail or enter <S>ummary
  - Aging Date Range should display the first and last business days of the month you are closing out. <ENTER> to accept the defaults if they are correct or enter the correct dates.
  - <ENTER> for <N>o to "Print Future Charges?" unless you want them to print
  - Customer Print Selection - by 1= number or 2= name
  - <ENTER> to print statements for all customers
  - <ENTER> for <N>o to "Print by Branch?" or enter <Y>es if desired
  - <ENTER> Print by Salesman for <N>o or enter <Y>es if desired
  - <ENTER> Print by Customer Type for <N>o or enter <Y>es if desired
  - <ENTER> Is above correct? for <Y>es
  - Print , <ENTER> to Execute or <Q>ueue

# Print Statements

You can print statements any time during the day, while your countermen work in POS.

Place statements in the printer (position the bottom red line on the plastic gauge around the print head on the perforation)

- 4. Accounts Receivable
- 4. Finance Charge & Statement Processing
- 7. Print Statements
- 2. Print Statements

```

PRINT STATEMENTS          "YOUR COMPANY NAME"          ARSTMNTPRT 06.6
                        TIME 14:50 TERM

-----
REPORT GENERATOR:  Beginning      Ending
Frequencies?:     N              N      Y      N
Aging Date Range: 2/01/04        2/29/04
Print Selection:   1              Print by Customer Number
Customer Range:   ALL
Bypass Paid Invoices?: N
Statement Group/ID: Include █
  
```

- **<ENTER>** Statement frequencies to be printed – in most cases this will be monthly, or weekly and monthly
- **<ENTER>** Beginning & ending date (should default to current month ending) but if not, enter the correct date range!
- Select Print by <1> Customer Number or <2> Customer Name
- **<ENTER>** Customer Range for all customers.
- Bypass Printing of Paid Open Item Invoices? <Y> or <N>
- **<ENTER>** Is above correct?
- The system will prompt you to enter the statement message for customers who are current. Use the **<F1>** to select the appropriate branch and then scan through to find the saved message. Press **<Y>**es to select the appropriate message, then press **<F9>** to confirm the message selected.

```

PRINT STATEMENTS          "YOUR COMPANY NAME"          ARSTMNTPRT 06.0.07
                        TIME 7:36 TERM 32

-----
* * ENTER THE STATEMENT MESSAGE FOR CUSTOMER'S THAT ARE CURRENT * *
1...^...10...^...20...^...30...^...40...^...50...^...60...
1...^...10...^...20...^...30...^...40...^...50...^...60...
BRCH: WIN  NAME: CUR  FREQ: Monthly  AGING: 1 (Current)
THANK YOU FOR YOUR BUSINESS!
REMIT PAYMENT TO:
P.O. BOX 111, MEMPHIS, TN 38111

Default from this Message? (Y, N, <F2> Next, <F3> Prev)  █
  
```

- Repeat the process for messages for all aging dates.

- Do You Want to Print an Alignment? <Y>es then once properly aligned, properly answer <N>o.

## Sales Entry and Adjustments

Issuing an invoice or a credit memo through Accounts Receivable does not update inventory, demand history, or sales analysis. Therefore, you should use the Sales Entry and Adjustments feature with caution. Use it to make adjustments to customers' account, (over billing, under billing) removing or adding special charges, etc.

If an invoice is created in Point-of-Sale and the customer returns an item, a credit needs to be issued in Point-of-Sale in order to update inventory, demand history and sales analysis correctly.

Sales Entry and Adjustments does not produce an invoice, a posting journal is created listing all the invoices which were entered. It does require an advanced level of security.

To make a Sales Entry, from the Main Menu, select:

4. Accounts Receivable
3. Sales Entry and Adjustments
1. Apply Sales Entries and Adjustments

You will need to enter your 3 character security ID. A sample Sales Entry display is shown below:

SALES ENTRY AND EDITING		"YOUR COMPANY NAME" (BRAY)		ARSALESMT	06.0.02
		Add Rec	TIME 13:44	TERM	32
1. DOCUMENT	3	CURRENT PERIOD:	1		
2. DOCUMENT TYPE	I			11. SALE AMOUNT	25.00
3. DOCUMENT DATE	12/09/04			12. TAXABLE AMT	25.00
4. CUSTOMER	010075	ABC MAIN AUTO INC			
5. BRANCH	MON	MAIN AUTO-THREE			
6. TERMS	2	2% 10TH PROX		TAX	2.44
7. DUE DATE	12/31/04			TOTAL	27.44
8. COUNTERMAN	KMB	BRAY			
9. REFERENCE	ADJUSTMENT				
10. A/R ACCT NO.		0120-000	ACCOUNTS RECEIVABLE		
13. TAXES:	GROUP TN				
	MEM	MEMPHIS CITY		.13	.500%
	TN	SALES TAX		2.31	9.250%

<F4> Distribution Screen  
Enter Change Number █

**DOCUMENT** – Is the number of the document you are entering, whether it is an invoice, credit memo or debit memo. Each transaction that has not been posted to the open item file must have a unique document number and it is normally the printed number on the form.

**DOCUMENT TYPE** – Is the type of transaction you are entering. <I>nvoice records a sale and sets up a receivable. <C>redit records a reduction of sales and receivables resulting from returned merchandise or other adjustments. <D>ebit is a document used to record and increase in sales and receivables resulting from an adjustment to an invoice for price increases or other underbillings.

**DOCUMENT DATE** – The date the document is being entered. Press <ENTER> to accept default date.

**BRANCH** – Branch ID for the location entering this transaction.

**CUSTOMER** – The number of the customer to which this transaction applies.

**APPLY TO INVOICE** – If you are entering a credit memo for an Open Item customer, you must enter the Invoice number to which it applies or it is considered as an Apply To number of Zero. If you forget to enter an Apply To number, you later have apply it to a specific invoice through Apply Open Credits.

If this is a debit memo, you must either enter the Invoice Number to which it applies, or press <ENTER> if it does not apply to any invoice.

**TIP:** *The invoice indicated in Apply To must be processed through End-of-Day procedures before you can specify it.*

**TERMS** – Are the set of terms you extend to this customer and are pulled from the Customer Master when you press <ENTER>. You can modify if you choose, and use the <F5> to select from available options. If you are entering a credit memo or debit memo, this does not apply.

**DUE DATE** – The date when this transaction is due and is calculated by the system if you press <ENTER>. If you are entering a credit memo or debit memo, this does not apply.

**COUNTERMAN** – The 3 character ID of the person who receives credit for this transaction.

**REFERENCE** – Is a description of this transaction and is supplied by the system when you press <ENTER>. You can modify as needed.

**AR/ACCT NO.** – The Accounts Receivable general ledger account number and is supplied by the system. This number comes from the Accounts Receivable Control Record. This account receives the debit for the amount of a sale or a credit in the case of a credit memo.

**SALE AMOUNT** – The total sales amount for the item. Enter only positive numbers.

If you are entering a credit memo, the system is aware of this and treats the numbers as negatives. You see CR displayed to the right of the numbers entered.

**TAXABLE AMT** – The total amount to be taxed. If the amount displayed as the default in the bottom right-hand corner is correct, press <ENTER>. If not, enter the correct amount.

**TAXES: GROUP** – The group to be used to tax this customer. If you want to enter the tax group that has been set up in the Customer Master, press <ENTER>. If you want to enter another tax group, you can use your <F5> to find the right group.

The system prompts: Automatic calculation of all Tax Authorities (Y or N)? Press <ENTER> if you want the automatic calculations. When the calculation is complete the taxes are displayed and the cursor returns to the prompt. If the taxes are correct, press <ENTER> to end.

If you enter <N>, each tax authority and the amount charged by the authority is displayed. The percentage charged is displayed at the far right, the amount charged is displayed at the bottom.

After each one displays, press <F1> if you want this tax to be calculated, press <ENTER> if you do not, or you may enter the correct amount yourself.

The authorities and amounts roll down as you make your selections and new one displays to the right of TAXES: GROUP>

If you need to correct or change the taxing information you have entered, you may re-enter the correct code instead of exiting. Enter either <Y>es or <N>o for automatic calculation, it doesn't matter which you enter and each authority displays with the following message: **CODE**

**ALREADY ENTERED – DELETE IT?** Enter <Y>es or <N> after each authority displays. If you delete any taxes, you see DELETED at the right of the display. This tax amount is subtracted from the total tax charged.

**IMPORTANT:** *If the entire amount of the invoice is to be distributed to the Sales Account as indicated in the Control Record, press <ENTER> to record the transaction. The display is cleared. You may now enter another transaction or press <F8> to exit.*

*If you need to make distributions to other accounts besides the Sales Account as indicated in the Control Record, (i.e. part of the amount needs to be distributed to Freight Account), you must press <F4> to get o the distribution display. Follow the instructions in Making Distributions Using Multiple Accounts.*

## **Making Distributions Using Multiple Accounts**

You must specify to which G/L account(s) distributions are to be made. A screen similar to the following will appear, with the number of the document you are entering, the date, customer number and customer name displayed.

Enter the G/L account number to which you want to the amount to be distributed.

SALES ENTRY AND EDITING		"YOUR COMPANY NAME"		ARSALESMT 06.0.02	
				TIME 15:48 TERM 32	
DOCUMENT	129	DATED 12/09/04 FOR 010075 ABC MAIN AUTO INC			
A/R ACCOUNT		0120-000 ACCOUNTS RECEIVABLE			
AMOUNT TO DISTRIBUTE			150.00		
AMOUNT REMAINING			.00		
DISTRIBUTE TO ACCOUNT	ACCOUNT DESCRIPTION	DISTRIBUTION AMOUNT			
0301-000	MISCELLANEOUS CHARGES	5.00			
0120-000	ACCOUNTS RECEIVABLE	145.00			
<small>&lt;F4&gt; Sales Entry Screen Enter Key: &lt;F2&gt; Next Dist, &lt;F3&gt; Prev Dist, &lt;F5&gt; Lookup, &lt;F8&gt; End</small>					

During the entry of account numbers, if you should reenter an account number to which you have already distributed, the amount you previously entered for this account automatically displays. You can adjust the total for that account as needed.

When you exit from Sales Entry and Editing you always see this message: **Do you want to print an Edit List? N** Enter <Y>es or press <ENTER> for <N>o.

### Printing a Sales Entry and Adjustment Edit List

You can then print an audit list of the invoices, credit memos and debit memos entered. Any errors must be corrected through Sales Entry and Adjustments.

To print an edit list, from the Main Menu, select:

4. Accounts Receivable
3. Sales Entry and Adjustments
2. Print Sales Entries and Adjustments

When you have completed all the changes you must post the transactions. To post the transactions, from the Main Menu, select:

4. Accounts Receivable
3. Sales Entry and Adjustments
3. Post Sales Entries and Adjustments

Enter your security ID, then print as desired. When the Point-of-Sale ting is finished, the system returns to the Sales Entry and Adjustments Menu.

## **Miscellaneous Accounts Receivable**

### **A/R Collection Report**

The A/R Collection Report is a powerful tool for managing your accounts receivable. Sometime between the 12th and 15th of the new month, you'll want to run this report and follow up on delinquent accounts. This report takes any payments made since end-of-month and applies them to each account, plus you have the option of including credits issued after end-of-month

and having those applied to each account so that your aging categories are truly up-to-the-minute. From the main menu go to:

4. Accounts Receivable
5. Reports
1. Print A/R Aging Report

```

"YOUR COMPANY NAME"
ARAGINGRP
TIME 11:4
PRINT A/R AGING REPORT
-----
REPORT GENERATOR: Beginning Ending
Aging Print Selection: Collection
Aging Date Range: 2/26/03 3/25/03
Print Future Charges: N
Customer Print Selection: 1
Customer Range: ALL
Print by Branch?: N
Print by Salesman?: N
Print by Customer Type?: N
Include Credits Beyond Cutoff Date? (Y/N)

```

- Aging Print Selection - <C>ollection
- Aging Date Range should display the first and last business days of the month you previously closed out (if this is now April, you would use March's dates). <ENTER> to accept the defaults if they are correct or enter the correct dates.
- <ENTER> for <N>o to "Print Future Charges?"
- Customer Print Selection - by 1= number or 2= name
- <ENTER> to print report for all customers, or enter a customer or a range of customers
- <ENTER> for <N>o to "Print by Branch?" or enter <Y>es is desired
- <ENTER> Print by Salesman for <N>o or enter <Y>es if desired
- <ENTER> Print by Customer Type for <N>o or enter <Y>es if desired
- <Y>es to "Include Credits Past Cutoff Date?" (or <N>o if desired)
- <ENTER> Is above correct? for <Y>es - Print
- <ENTER> to <E>xecute or <Q>ueue

## Discounts

If the discount date has passed, Accounts Receivable allows you to override the discount without entering a password. You also have the ability to issue additional discounts using the Allowance Accounts in Accounts Receivable during Cash Receipt Processing.

## Purge A/R Detail

Purging A/R detail is something you should do every month. It produces balance forward records for balance forward customers and deletes invoices and payments that "matched" for the previous month for open item customers. While it is listed last here, we recommend that you purge any time between the 15th of the current month up to your closeout day. Purging keeps your system running faster and your Customer Inquiry screen uncluttered from invoices transacted in previous months.

The Purge Accounts Receivable Detail process does **not** eliminate your detail. It simply rolls the purged detail into a History file that can still be easily accessed if needed. This process makes it more efficient to look up current information which you will be accessing more frequently.

All secondary terminals must be signed off in order for you to purge. Sign off all secondary terminals.

4. Accounts Receivable
4. Finance Charge & Statement Processing
9. Purge A/R Monthly Detail

```

"YOUR COMPANY NAME"
PURGE A/R MONTHLY DETAIL
ARPURGOPEN 06.
TIME 16:01 TERM
-----
REPORT GENERATOR: Beginning Ending
-- Frequencies --
Weekly: N
Semi-Monthly: N
Monthly: Y
Discretion: N
Purge through Cut-Off Date: 2/29/04
Customer Range: ALL

Enter Cut-Off Date to Purge through          DEFAULT 2/29/04

```

- Select the frequencies for the information to be purged by placing <Y> for yes and <N> for no
- Purge Through Cutoff Date: enter the date **of previous month ending** (if now 12/25/YY enter 1125YY or if you closeout on the last day of the month and it is now 12/31/YY, you would enter 1130YY (where YY represents the year). **VERY IMPORTANT: Do not Purge Current Period Transactions!**
- Customer Range - <ENTER> for all.
- <ENTER> "Is above correct?"
- Are You Sure you Want to Purge? <Y>es.
- After the purge process completes, you will be asked: **'Do You Wish To Purge History At This Time?'** Answer <N>. Your system has more than enough space for the history.
- Print the report and look for any errors that appear. Call Customer Service for assistance if errors have occurred.

## Reassign A/R Transactions

Occasionally transactions are made to the wrong account. When this occurs, you can reassign the transaction to a different account. This procedure does not correct your sales analysis or Invoice History file, but will put the transaction on the correct customers' statement. It leaves no trace on the original customer's statement.

4. Accounts Receivable
  7. Reassign A/R Transaction
- Enter the customer number to which the transaction was originally billed.
  - If the correct customer is displayed, <ENTER> to accept.

- Enter Selection No. to Reassign as shown in the far left column of the screen or, <F2> for the next screen, <F3> for the previous screen, <F4> for account totals, or <F8> to end. After entering the selection number, press <ENTER>.

TERM	32	"YOUR COMPANY NAME"		AROPENCHG 06.0.02				
*** REASSIGN A/R TRANSACTIONS ***								
CUSTOMER	011720	HOMETOWN AUTO AND DETAIL		BILL TO	000000			
BM BAL FORWARD		P.O. BOX 395		CR LIMIT	250.00			
TO NET 10TH EOM		ANYWHERE, US 11111		BALANCE	22.29			
SV COUNTER		JERRY FREEMAN		AVAIL	227.71			
SM LFH		(574)946-3389		CORE BAL	73.88			
SALES:LYMTD	40	MTD	22	LAST INV	1/12/04			
		YTD	22	LAST PAY	1/12/04			
				CREATED	9/07/97			
SEL.	DOC	TYP	APP. TO	DOC. DATE	DUE DATE	SALE AMT	ADDON AMT	TOTAL AMT
1.	1354181	I		12/06/03	12/31/03	54.73	.00	54.73
2.	1356150	I		12/19/03	12/31/03	3.62	.00	3.62
3.	1356186	I		12/19/03	12/31/03	6.69	.00	6.69
4.	1356704	I		12/23/03	12/31/03	17.88	.00	17.88
5.	1358283	I		1/06/04	1/31/04	4.30	.00	4.30
6.	1359207	I		1/12/04	1/31/04	17.99	.00	17.99
7.	1359123	P		1/12/04	1/12/04	82.92CR	.00	82.92CR
CUST _____				BALANCE _____				
ADDRESS _____								
Enter Cust to Reassign to, <F1> Approx, <F2> Next, <F3> Prev, <F5> Name <F8> End								

- Enter the customer number to whom you are transferring the transaction then press <ENTER>.
- Is Customer Correct to Reassign to?(Y, N, [F2] Next, <F3> Prev, <F8> End).
- You'll see the message: Customer \_\_\_\_\_ Document \_\_\_\_\_ Will be reassigned to Cust. \_\_\_\_\_, Correct? You must <ENTER> for <Y>es and the transaction will be transferred.

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# PURCHASING

## Overview

The *AutoPoint*<sup>®</sup> purchasing module allows you to replenish your inventory, do return purchase orders, return cores and warranties. When doing return P/O's, your on-hand quantities of your warranties, cores and merchandise is relieved.

*AutoPoint*<sup>®</sup> offers two distinct type of purchasing modules. The basic *AutoPoint*<sup>®</sup> purchasing module will provide the means to process system generated or manual purchase recommendations and orders and transmit them to your supplier. It will also allow you to receive items into your inventory. You can also process backorders and run a variety of purchasing reports.

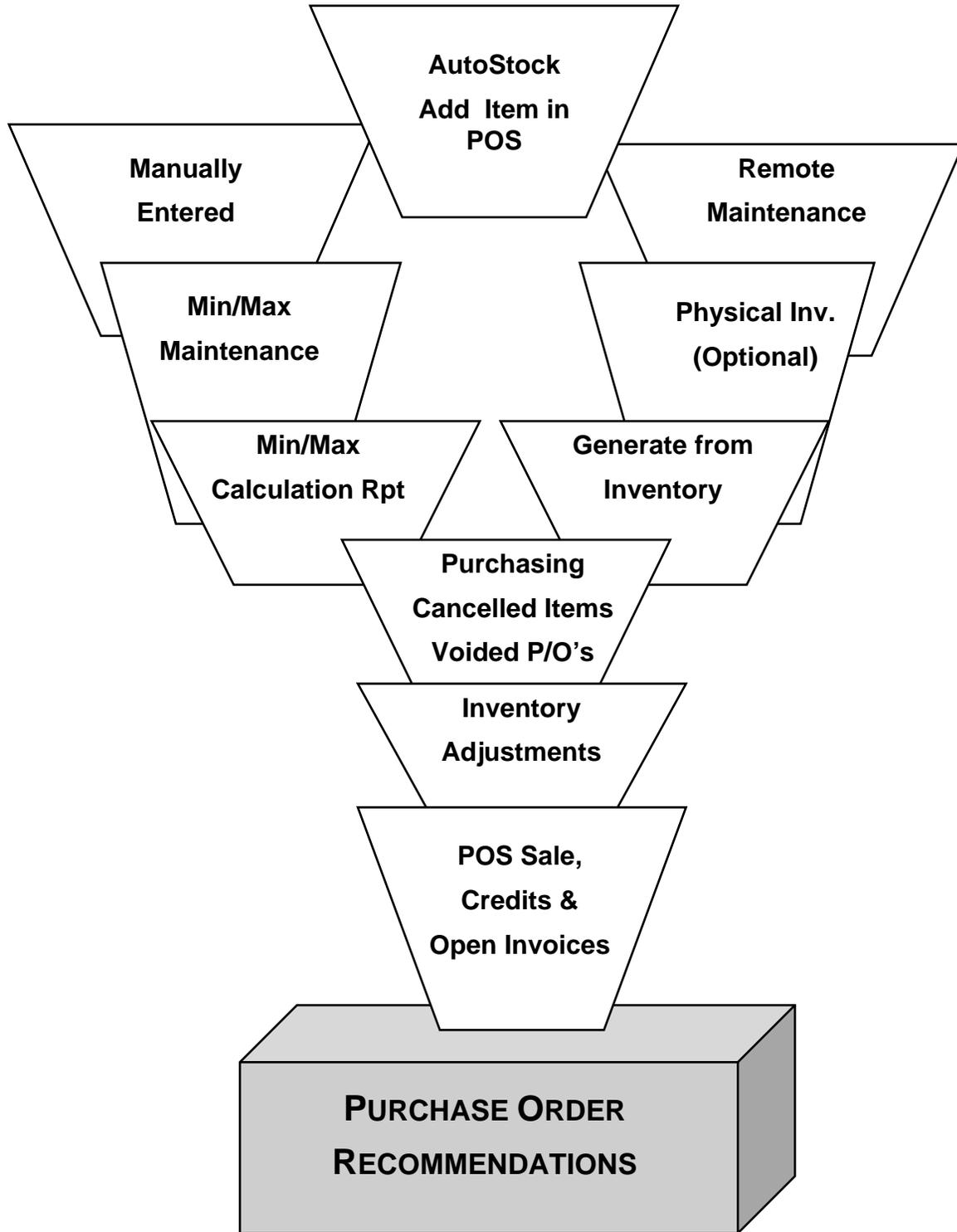
The Advance Inventory Management module is a more advanced version of the base purchasing module that allows you to set up buyers schedules based on a variety of criteria, day of the week, purchasing agent, types of lines, etc. With this module you have the ability to view more detail about recommendations, additional history, filter through orders to only view recommendations that meet your selected criteria, add a specific number of days of inventory based on a daily usage amount, plus much more. If your company subscribed to this Advanced Inventory Management module, then please refer to the appropriate section for information.

The basic *AutoPoint*<sup>®</sup> Purchasing modules allows you to perform the following functions:

- **Review Purchase Order Recommendations**  
Allows you to generate, edit, & print a system recommended order
- **Generate P/O's from Recommendations (Daily)**  
Takes the recommendations and creates a purchase order that can be transmitted to your DC or printed and faxed to any supplier.
- **Purchase Order Maintenance**  
Allows you to manually enter a purchase order or merchandise return and edit generated purchase orders that have not been released.
- **Print Purchase Orders**  
Allows you to print any type of purchase order.
- **Merchandise Receiving**  
Allows you to enter exceptions when receiving merchandise.
- **Backorder Processing**  
A complete sub-system within AutoPoint that allows you to manage backorders for your customers.
- **Send Purchase Orders**  
Use to send electronically send your daily stock order to your supplier.
- **Purchase Order Reports**  
Allows you to analyze how your suppliers are shipping

# How Are P/O Recommendations Created?

The following schematic will allow you to visualize the various aspects that affect the purchasing recommendations within *AutoPoint*®.



## What Affects Purchasing Recommendations?

Before any item is recommended to be purchased, *AutoPoint*® puts it through a test to see if it needs to be ordered. This “test” takes the following into account:

- Quantity on Hand
- Quantity on Reserve
- Quantity on Order
- Quantity on Order Pending
- Min/Max Stock Levels
- Backorders from You to Your Customer

Item types of discontinued or cancelled will not be recommended

## Things You Should Know

- The difference between the min & max must be in an increment in which you can order the item in units in which you sell (if you buy one roll of 25 ft. of hose and sell it by the foot, your min/max could be 5/30).
- Min/Max changes made through Item Maintenance or items added through AutoStock New Items Addition are NOT automatically reviewed for ordering. You must “tickle” the item or scan inventory to generate recommendations
- Negative on Hand Quantities can cause an overstock situation, because the *AutoPoint*® system treats a negative on hand as zero when recommending order quantity. You can adjust the recommended order quantity when editing the recommendations.

## Purchase Order Statuses

There are several status levels of purchase orders. These are:

- Pending
  - The purchase order has not been <R>eleased (finalized)
  - An order with the status of pending can be edited up until the time it is released
- Released
  - The purchase order has been completed and can not be edited
- Printed
  - The purchase order has been released and printed (the printing process creates a transmission file that can be then sent to your supplier)
- Partially Received
  - Some merchandise on the purchase order has been received into inventory and the remaining items are on backorder from the supplier
- Completely Received
  - All items on the purchase order have been either received or cancelled
- Voided
  - The purchase order was voided which created recommendations for those items still needed.

# Purchasing Process

There are several standard steps in the purchasing function. These functions will be done on a daily, or some other regular schedule in order to maintain the inventory needed to supply your customers. They include:

1. Generating Recommendations
  - a. Generate from Recommendation File or, (done routinely)
  - b. Generate from Inventory (done periodically)
2. Review and Edit Recommendations
  - a. Can be printed and reviewed or,
  - b. Can be reviewed and edited on screen
3. Generate Purchase Order and Transmission File
4. Send Purchase Order
5. Receive Merchandise

These steps are outlined in detail below.

## Generate Purchasing Recommendations

There are two methods of generating Purchasing Recommendations. The first is to allow the system to do so based on all activity since the last time you generated recommendations or ran End of Day. This is the most common and done on a regular basis.

To generate system recommendations based on activity, from the main menu go to:

3. Purchasing
  1. Purchase Order Recommendations
    1. Generate Recommended Purchase Orders

At the screen shown below, enter your branch (or branches if multiple) press **<ENTER>** through the following fields.

```

"YOUR COMPANY NAME"
GENERATE RECOMMENDED PURCHASE ORDERS
AMBUYRVIEW 06.0
TIME 11:39 TERM
-----
REPORT GENERATOR: Beginning Ending
Branch Id: MNT MAIN AUTO-TWO
Branch Criteria: R Select by Region/District
Region/District:
```

The system will scan the recommendation file display a screen that will show the number of records read and the total number of P/O recommendations generated.

```

"YOUR COMPANY NAME"
GENERATE RECOMMENDED PURCHASE ORDERS
AMBUYRVIEW 06.0.02
TIME 11:39 TERM 32
-----
***** SALES RECOMMENDATIONS *****
*** GENERATING RECOMMENDATIONS ***
      Branch Id:  MNT
      Line Abbrev: ZEP
      Condensed Part: 11401

Total Number of Records Read:      8
Total Number of P/O Recommendations Generated:  1

Recommendations Completed from Sales Detail File...
ENTER To Continue

```

### **Generate Recommendations from Inventory**

This process Reviews a product line, range of produce lines or all product lines to make a recommended order. Use to scan your inventory file after adding part numbers through Autostock New Items Additions or after making changes to Min/Max's through Item Maintenance. This process is more time consuming to scan your entire inventory and not needed on a daily basis.

To generate recommendations from Inventory, from the Main Menu select:

3. Purchasing
    1. Purchase Order Recommendations
    2. Generate Recommendations From Inv. (Not Daily)
- Do you wish to Generate Recommendations from Inventory?<Y>es
  - Are you sure you wish to Generate from Inventory?<Y>es
  - <ENTER> for default Branch ID, enter a range of branches or <PAGEUP> for all branches
  - Enter the Supplier ID, or <ENTER> for all
  - Enter Product Line range or <ENTER> for all – if you select all lines, the subline will be skipped – if you enter a single Product Line, also enter the Sub-Line or <ENTER> for all Sub-lines – you can enter a part number or range of part numbers if using single product lines
  - Enter a range of Pop Codes or <ENTER> for all
  - <ENTER> for all IM user codes
  - <ENTER> for all IB user codes
  - <ENTER> for all zones/locators (used in WD's)
  - Special Recommend? <ENTER> to generate recommendations to Max Stock even though you have not dropped to minimum stock yet. Useful for a line you buy outside of

your normal supplier that you might order every two weeks or so. Also useful if trying to reach a minimum order value.

## Edit Recommended Purchase Orders

After you have generated your recommendations, you can then edit the recommendations **before** you generate the actual Purchase Order. This function allows you to delete an item from recommendations, to add an item to recommendations, allows you to change the quantity recommended, and the Min/Max stock levels. From the Main Menu go to:

3. Purchasing
  1. Purchase Order Recommendations
  3. Edit Recommended Purchase Orders
- You can press <F1> to Approx Search, <F2> for the next record, or <F3> for previous record.
- <ENTER> for Branch ID
- Enter Supplier ID, or select <F1> to select the first record, <F2> for the next record, or <F3> for previous record.
- Enter Abbrev/Part numbers to be edited

The screen will display the part number information, recommended date, status, quantity's, min/max, purch/pkg units, last sold, last received, BYO/lost sales, quantity recommended, origin, creation date and displays demand history on the right hand side of the screen.

Key fields include the Qty on Hand, Reserved and Available about ½ way down the left hand of the screen. Quantity being recommended to purchase is located in field 6. The Min/Max, purchasing/packaging units are shown mid way down on the right side of the screen. A rolling thirteen month demand history is shown on the far right of the screen to help with your editing.

You also have the option on this screen to Review Transfers from branch to branch and have some parts delay ordering back based on the pop code.

"YOUR COMPANY NAME"		AMBUVRVIEW 06.0.02	
EDIT RECOMMENDED PURCHASE ORDERS		TIME 12:41 TERM 32	
1. BRANCH ID	MNT	MAIN AUTO-TWO	DEMAND
2. SUPPLIER ID	T00	K TOOL CORPORATION	JAN 1
3. ABBREV/PART NUMBER	KT1 22650		DEC 1
DESCRIPTION	3/8DR T50 TORQ		NOV 0
PRODUCT LINE/SUB	KT1	22650	OCT 0
STD.PKG/UNITS/RATIO	1 EA	1	SEP 0
5. RECOMMENDED DATE	1/20/04	STATUS Pending Review	AUG 1
			JUL 2
QTY ON HAND	1	MIN/MAX TO STOCK 2 / 3	JUN 2
QTY RESERVED	0	PURCH. PKG/UNITS 1 EA	MAY 2
QTY AVAILABLE	1	BILL/PURCH RATIO 1	APR 1
QTY PEND/ORD/BO	0 0 0	USER CODE/POP/SUPER	MAR 1
DSO PEND/ORD/BO	0 0 0	SOLD/RECV 1/18/04 12/31/03	FEB 0
BYO PEND/ORD/BO	0 0 0	BYO/LOST SALES 0 / 0	JAN 0
QTY ON CUST B/O	0	UNIT/CORE COST 2.000 .000	YTD 1
			LYTD 0
6. QTY RECOMMENDED	2 EA	ORIGIN Point of Sale	LYR 10
IN PURCHASE UNITS	2 EA	CREATION DATE 1/18/04	MSTK 84

<F6> Asell, <F12> Web, <F7> Transfer, <HOME> Stock Inq, Sft<F4> Itm Notes  
 MODE: █ (Chg, Del, Review, Alt sup, <PGUP> Inv Adj, Min/Max, Ctl<F4> P/L Notes)

- Go to field 6 to change the quantity recommended (remember to consider purch/pkg units) **Note: if you want to change this field to 0, you must select <SHIFT>/<F5>**
- To go to Inventory Adjustments, press <PGUP>, make your adjustments then press <F8> to return to review further recommendations. Any changes made in Inventory Adjustments will automatically update the recommendations.

- Selecting <M>in/Max will take you to change the current Min/Max stocking levels
- Press <F2> to move through all recommendations, edit as necessary then press <F8> to return to the main Purchasing Screen.
- For single items where you would like to delay the ordering of the item, and have it automatically come up again for consideration at a defined future date, to go the **Recommend Date** field. Enter the date you wish the item to come back up for review again. It will be done automatically regardless of part number activity. This is a useful tool for delaying the re-order of slow moving special orders, or delaying the re-ordering of expensive items at month end time.

### Print Recommended Purchase Orders

If you prefer, you can print the recommended Purchase Order by Supplier, or for all suppliers to review on paper before editing on the screen. To do this from the Main Menu select:

3. Purchasing
    1. Purchase Order Recommendations
    4. Print Recommended Purchase Orders
- <ENTER> for Branch ID
  - Enter Supplier ID or press <ENTER> for all
  - Enter product line range or <ENTER> for all – if entering part of product line you can also enter a part number or range of part numbers
  - Enter starting POP code or <ENTER> for all
  - <ENTER> through IM/IB User Codes
  - You have the option of printing Delayed Items <Y>es, <N>o or <O>nly

```

"YOUR COMPANY NAME"          AMBUYRVRT 06.0.
PURCHASE ORDER RECOMMENDATION REPORT      TIME 16:05 TERM
-----
REPORT GENERATOR: Beginning      Ending
Branch Id:      MNT              MAIN AUTO-TWO
Branch Criteria: R              Select by Region/District
Region/District:
Review Transfers: N
Supplier Id:    ALL              ** ALL SUPPLIERS **
Product Line:  ALL
Sub Line:
Condensed Part:
Pop Code:      ALL
IM/IB User Codes: *****      ***
Print Delayed Items: Yes
Recommend Origin: 0
  
```

<1>POS/OE, <2>Unused, <3>Inv Adj, <4>Purchasing, <5>Phys Inv, <6>Remote Maint,  
 <7>Min/Max Calc, <8>Manually Gen, <9>Special Rec, <10>Transfer, <0>All Origins

- Recommended Origin: <0> All Origins - This option allows you to print recommendations based off of specific origins, as only Point of Sale activity. We recommend that you review all origins.
- Do you wish to print item description on the report? If you choose to print the description you will only see seven months of demand history instead of thirteen months of demand history.
- Confirm Selection? (Y or N) <ENTER>

## Delete Recommended Purchase Orders

Be careful when using this because once recommendations are deleted you lose the recommended origin and it is necessary to generate recommendations from inventory to create recommendations, and then edit.

Use this to fix a mistake, not to delete one or two items from a purchase order based on an inventory and it printed a large order, you can use this option to delete those recommendations as a result of the inventory.

3. Purchasing
  1. Purchase Order Recommendations
  5. Delete Recommended Purchase Orders
- **<ENTER>** for default Branch ID
  - Enter Supplier ID, or **<ENTER>** for all
  - Enter product line range or **<ENTER>** for all
  - Recommend Origin:

*This option allows you to delete recommendations based off of specific origins, such as only <9> Special Rec. to delete only items generated up to maximum stock through Generate Recommendation from Inventory.*

- Delete Reviewed? <Y>es - Confirm Selection? (Y or N) **<ENTER>**

The screen will display the number of records read and the total number of P/O recommendations deleted.

After you have the recommendations generated and edited you are ready to **<F8>** to the Main Purchasing Menu and generate a P/O from the recommendations you just reviewed.

## Generate P/O's From Recommendations

From the Main Menu select:

3. Purchasing
2. Generate Purchase Orders
1. Generate P/O's from Recommendations

```
"YOUR COMPANY NAME"          AMPOGEN    06.0.02
GENERATE P/O'S FROM RECOMMENDATION  TIME  9:02 TERM  32
-----
REPORT GENERATOR:  Beginning          Ending
Branch Id:        MNT                  MAIN AUTO-TWO
Branch Criteria:  R                    Select by Region/District
Region/District:
Supplier Id:      T00                  K TOOL CORPORATION
Day of Week:      0                    ALL DAYS
Product Line:     ALL
Sub Line:
Condensed Part:
Pop Code:         ALL
Pop Code Delay:
IM/IB User Codes: *****          ***
Generate Unreviewed Recommendations?: Y
Generate Based off Recommend Origin?: 00 ** ALL ORIGINS **
Generate, Release, and Print P.O.'s?: Y
Print Errors if No Recommended Qty?: N
Print a Purchase Order Alignment?: N
Trigger PO Send for On-Line Supplier?: N

Confirm Selection? (Y or N)
```

- Press **<ENTER>** for your default branch ID, or enter ID, or multiple ID's
- Enter the Supplier ID that you are creating a P/O for

- Day of the week: <ENTER> for All - *This option allows you to generate p/o's for specific days of the week for specific suppliers. The days of the week information is updated in Supplier Branch Maintenance.*
- Enter the Product line you are creating a purchase order for or <ENTER> for all products line.
- If you select a specific line, you can also enter a specific sub-line and beginning and ending part numbers, or <ENTER> for all within the product line
- <ENTER> for beginning and ending pop code
- <ENTER> for beginning and ending user codes
- <ENTER> <Y>es to generate unreviewed recommendations
- <ENTER> <0> for all origins
- <ENTER> <Y>es to generate, release, and print P/O's - ***If you say <N>o to generate, release and print the P/O then it will be generated with a status of pending until you choose to release it. This is helpful if you must meet minimum requirements and don't have enough items yet to do so.***
- <ENTER> to take the default of <N>o to print errors if no recommended quantity
- <ENTER> To take the default of <N>o to Print a Purchase Order Alignment.
- Select <N>o to Trigger P/O Send for On-Line Supplier if you are a single branch location – This is for multi-branches
- <1> Print

After printing the P/O the menu displayed will be the Send Purchase Order screen, if this supplier is set up to electronically transmit orders. ***Be careful when sending multiple orders to different suppliers to complete transmitting one file at a time. The system allows you to send multiple transmission files at the same time.*** Select:

1. Send Purchase Order

- Identify your purchase order to send and enter the file number to send, this number is displayed on the far left hand side corner of the screen.
- Confirm Selection? (Y or N) <ENTER>

If the modem is busy or there is a communication problem the screen will display. Do you want to try again?

## Purchase Order Maintenance

Purchase order maintenance can be used to edit and release pending purchase orders, **or** to creating Manual or Merchandise Return Purchase Orders. To use this feature, from the Main Menu select:

- 3. Purchasing
- 3. P/O Maintenance/Manual P/O's

### To create a Manual Purchase Orders

- <ENTER> to input your default Branch ID, or enter the Branch ID manually
- Press <ENTER> at the P/O field – you will see the message To Be Assigned – P/O number to be assigned by the system.

- Enter the Supplier Abbreviation, of <F5> to scan supplier abbreviations – *Note: you can also access the Supplier Master, Supplier Branch and AP Vendor Maintenance screens from here.*
- Enter the P/O type <G>enerated, <M>anual, <B>uyout, <R>eturn - if you enter Return you will identify which type of return next. (see below)
- <ENTER> for default ship via or enter ship via code – <F5> to search
- <ENTER> for default terms code or enter terms code – <F5> to search
- Enter requested ship date or press <ENTER> for current date
- <ENTER> for default operator name
- Any Change? <N>o
- Press <F4> to go to the detail
- Enter Abbrev/Part Number
- Enter Quantity to be Ordered
- Enter the weight and cost on stocked part numbers, or press <F6> for quick entry (this will take all information from your item master)
- If part number is not a stocked part number you will be asked if you want to continue. You can press <F5> to access AutoStock to display part number information and prices. Follow the instructions to add the part to inventory or pass the non-inventory part to P/O then enter the quantity ordered.

**Note: If you want to move up to previously entered part numbers, you will need to be at the reference field in front of the Abbreviation before pressing <F2> or <F3>. You may need to press <F8> one time from the detail to move back to the reference field.**

- When you are ready to end the P/O, press <F8> one time to move to the reference field.
- Press <F4> to return to header
- Press <R>elease if you are finished editing the P/O's
- Do you wish to release Purchase Order Detail Items? <Y>es - Releasing the P/O is what actually relieves your inventory on return P/O's.
- <F6> to print P/O and choose to appropriate menu option to print
- <SHIFT>/<F6> to send P/O

**Important:** When multiple P/Os' status is pending, and has the same supplier ID and P/O, the multiple P/O's generated automatically through recommendations, created through return reports, or manually generated in P/O maintenance will append to one another.

This sometimes happens if you print a core return on hand report and then print a warranty on hand report (answering <Y>es to generate a return P/O) and you do not edit the core return P/O before generating the warranty return P/O.

To keep the P/O's from appending to one another you can go into Purchase Order Maintenance and change the supplier ID or P/O type before continuing with additional P/O's. Remember to change the supplier ID or supplier type back to the appropriate codes before releasing and printing the P/O.

## To edit and release pending purchase orders:

- <ENTER> to input your default Branch ID, or enter the Branch ID manually
- Enter the P/O to be edited and released, or select <F7> to search through P/O inquiry. - P/O inquiry displays all purchase order numbers, supplier ID and name, type, date created, date received and the status. Enter the selection number of P/O to display parts number detail. Press <F5> to pass P/O to maintenance.
- To edit a pending P/O, press <F4> from the P/O maintenance screen to go to the P/O detail.

TERM	PURCHASE ORDER MAINTENANCE										AMPMNT	06.0.02			
BRANCH	MON			SUPPLIER	ALC			EXCHANGE VALUE	29.70						
P/O NUMBER	14415			STATUS	Pending			CORE VALUE							
DETAIL COUNT	6			TOTAL WEIGHT	.00			TOTAL VALUE	29.70						
REF	ABBREV/PART NUMBER	QTY-ORD	B/U	T	P	WEIGHT	UNIT-COST	CORE-COST	EXT-COST						
1	ALC 51-108 TUBULAR HACKSAW	2	EA			.00	2.700	.000	5.40						
2	ALC 51-111 MEASURING TAPE	1	EA			.00	2.700	.000	2.70						
3	ALC 51308 9" PULL SAW	2	EA			.00	2.700	.000	5.40						
4	ALC 51-290 8PC 1/4DR SAE SOCKET SET	2	EA			.00	2.700	.000	5.40						
5	ALC 51-172 30W PENCIL SOLDERING IRON	1	EA			.00	2.700	.000	2.70						
JAN	DEC	NOV	OCT	SEP	AUG	JUL	JUN	MAY	APR	MAR	FEB	JAN	YTD	LYTD	MS
1	0	0	0	1	0	0	0	0	0	1	1	0	1	0	25
ONHD	RESV	AVL	ONDR	CBO	WARR	CORE	USR/POP	MIN	MAX	PURCH/BU/RAT	LYR	S			
1	0	1	0	0	0	0	0	0	1	1	EA	1	3		
ENTER KEY: <F1> New Item, <F4> Header, <F6> History, <F8> End, Sft<F1> 1st Screen, Sft<F2> Next Screen, Sft<F3> Prev Screen, <F12> Web															

- In this screen, use your <F2> and <F3> to move forward and backward at the reference line to access any part number you want to edit. <SHIFT>/<F2> and <SHIFT>/<F3> will move a full screen.
- Pressing <F6> will provide you with a thirteen month rolling demand history directly below the part number your are reviewing.
- If you want to edit the amount to be purchased, simply press <ENTER> to the appropriate field and make the changes.
- When changes are complete, press <F4> to return to the header screen.
- You can then press <R> to release the P/O, <V> to Void or <F8> to exit and retain the P/O as pending.

Purchase Order Maintenance may also be used to void P/O's created incorrectly. Any P/O's that are voided will be returned to the P/O recommendation file and you can edit and recreate another P/O.

## Generating Return P/O's

Return P/O's can be entered manually using the above process. Or, you can have one of several Inventory Reports automatically generate a return P/O. The following reports allow you to generate a return P/O's:

- Core Return on Hand Report
- Warranty on Hand Report
- Overstock Report (items that are over their maximum)

- AutoStock Suggested Returns

## To Generate a Return P/O

From the Main Menu, select option:

7. Reports
2. Inventory Reports
6. Quantity Reports (for Core Return, Warranty on Hand or Overstock Report)

Choose the desired report and fill out the screen taking the defaults to get a print out of the requested information. The last question, Returns Options: Do you wish to generate a return P/O? enter **<Y>**es to this question.

When printing a AutoStock Suggested Returns you might choose only to print **<D>**iscontinued items. After printing the report you may need to edit the return P/O to zero items not found to be returned or change the quantity of items being returned. If you edit items from a return P/O that were not found in the store these items may need to be adjusted through Inventory Adjustments.

## Merchandise Receiving

*AutoPoint*<sup>®</sup> merchandise receiving is a fairly easy process. It can be done manually or through the use of a bar code scanner. The Receiving process works with system generated P/O's or Manual P/O's created in the system.

Using the *AutoPoint*<sup>®</sup> Receiving option, you can receive your normal stock orders, special orders, or complete partially received orders when backorders arrive.

### **How to Receive your Initial Shipment – From Outside Suppliers**

Check in your shipment from an outside supplier, using your packing slip to check against the merchandise to be received. Select the following menu options to receive your P/O and place the merchandise into your inventory. From the main menu select:

3. Purchasing
  5. Merchandise Receiving
  1. Merchandise Receiving (Pack Slip Receiving is used for multi-branch locations)
- Press <ENTER> for your branch ID or enter the branch ID
  - Enter the purchase order number as referenced on your packing slip. If you are unsure of the purchase order number you can press <F7> for purchase order inquiry.
  - You can also press <F4> to enter a part number to see on which P/O's in your file this part number can be found. In the example below, part number Wix 33369 was ordered on P/O 21376. Entering selection 1 will take me directly to the P/O where I can then receive the item.

TERM		32		MERCHANDISE RECEIVING				AMPORCV		06.0.02	
BRANCH ID	WIN	MAIN AUTO PARTS BRANCH				STATUS					
P/O NUMBER	-----					OPERATOR					
SUPPLIER ID						DATE CREATED					
P/O TYPE						DATE RELEASED					
SHIP VIA						DATE RECEIVED					
TERMS CODE						FILL POLICY					
REQUESTED SHIP						TIMES RECEIVED					
ABBREV/PART NUMBER		WIX 33369		FUEL FILT.-HD							
SELECT	BRCH	P/O NUMBER	REF	QTY-ORDR	ALR-RCV	QTY-PEND	STATUS				
1	WIN	21376	24	12	0	12	Released				
TOTAL VALUE											
Enter P/O Selection Number or ENTER for more P/O Details...: █											

- Press <F4> to get to the detail portion of the purchase order.

TERM	32	MERCHANDISE RECEIVING	AMPORCV	06.0.02
BRANCH ID	MON	MAIN AUTO-THREE	STATUS	Released
P/O NUMBER	14417		OPERATOR	KBRAY
SUPPLIER ID	ALC	ALCO MFG.	DATE CREATED	1/21/04
P/O TYPE	M	Manually entered	DATE RELEASED	1/21/04
SHIP VIA	T	COMPANY TRUCK	DATE RECEIVED	0/00/00
TERMS CODE	4	2 MONTHS DATING	FILL POLICY	
REQUESTED SHIP	1/21/04		TIMES RECEIVED	0
<b>TOTALS:</b>				
	ORDERED	ALREADY RECEIVED	RECEIVING SELECTION	
DETAIL COUNT	2			
TOTAL QUANTITY	25			
EXCHANGE VALUE	77.55			
CORE VALUE				
TOTAL VALUE	77.55			
** ALL LINE ITEMS NOT ENTERED WILL BE COMPLETELY RECEIVED !! **				
SELECT BY? (R/N) N Selecting Items Not Received				
FILL POLICY? (B/C) C Cancel				
Confirm Selection? (Y or N)				

- Make your receiving selection. Where is says SELECT BY? (R/N):
  - Typically if you are receiving an order where most of your items came in and there are only a few exceptions that didn't get shipped, then you will receive by "The Items **Not** Received" -  
Select<**N**>. N stands for items not received and allows you to tell the system about exceptions-just those items that did not come in **as you ordered them**.  
You will only enter those items that you did not receive (X'd items), shortages, and overages.  
Those items that you don't touch or enter, will be automatically received into your stock as ordered.
  - If you have only received a small portion of what you ordered on the P/O, you can choose to place an <R> in the receiving selection field. Then you will go to each individual item you are receiving and enter the quantity to be added to inventory. The remainder will either be cancelled or backorder based on your Fill Policy recorded.
- Fill Policy? (B/C)
  - Typically this field will be set to default to whatever policy you have in the Supplier record. Your options are <**B**>ackorder or <**C**>ancel.
- When you have entered all exceptions, press <**END**> to end the purchase order.
- You will then be asked if you want to print a receiving slip extension. This report shows all the items received, backordered, and cancelled. <**ENTER**> to print or enter <**N**>o.
- Next you will be asked if you want to receive the items. Confirm <**Y**>es so the system will add all your new merchandise to your on-hand quantities.

The status of your purchase order will now show partially received, unless you received all items on the purchase order and then it will show completely received.

Congratulations! You are finished with this purchase order until your backorders start coming in.

### **How to Receive Your Backorders as they Arrive**

If you use the procedures shown above, you will periodically have orders that are not received completely on the first shipment. As discussed, these are shown as 'Partially Received'. When

the backorders come in, you will want to receive them against the original purchase order. To receive backorders, from the main menu select.

3. Purchasing
  5. Merchandise Receiving
  2. Merchandise Receiving
- Each item on backorder that you receive will reference the original purchase order number. Call up the correct purchase order number as instructed in the previous section.
  - Select <R> for items received (we are going to tell the system what backorders came in or rather, what we received). Next you will enter <B> for backorders so that you received of that item on backorder which have not yet arrived will be left on backorder.
  - Enter the reference number of the backordered item you just received and then enter the quantity that you received of that item. Repeat this process for each backorder item you received in this shipment.
  - Press <END> to end the purchase order.

### **Receive Items By BarCode Scanner**

For customers who use Bar Code technology, you can receive parts quickly, and most accurately, by using your *AutoPoint*<sup>®</sup> scanner. You don't have to be concerned about receiving errors any longer.

To receive items, simply pull up the P/O the items are to be received on, in any of the same manners described above.

When making your receiving selection, press <R> where it says SELECT BY? (R/N). This will instruct the system that you will input each item that you are receiving on this P/O.

Select the Fill Policy as you would any P/O – either <B> to backorder items not received, or <C> to cancel the items not received.

Once in the P/O detail, press <SHIFT>/<F6> to access the UPC number field.

Once in the detail portion of the P/O, simply scan each item that is to be received into inventory. NOTE: you can scan each item. If you are receiving a multiple quantity of the same item, the system will add each one as it is scanned. Or when receiving multiple quantities, you can first press the <ESC> to enter a quantity to be received of a single scanned item.

If you scan an item that was not on your P/O, you'll receive a message saying that it isn't on the P/O. Put that item aside until you have completed your current receiving process. Then either look for the item on another P/O, return it to your supplier as an incorrect shipment, or enter it into your inventory using Inventory Adjustment.

Once all the items are scanned into the P/O for receiving, complete the process just as you would if you were not using the scanner by ending the P/O and telling the system to receive the items into your inventory.

### **How to Cancel your Backorders after 30/60/90 Days**

After an item has been on backorder for a specified number of days, you will need to cancel the item on your system because your supplier is canceling the item on their system. To do this, from the main menu select:

3. Purchasing
5. Merchandise Receiving

Now you must make your receiving selection:

- Select item **<R>**(although we won't tell it that we received anything).
- Select **<C>**cancel so that all the backorders items will be cancelled.
- Press **<F4>** to move to the detail portion of the purchase order, then press **<END>** to end the purchase order. This will cancel all items on this particular purchase order. The cancelled item will appear on your next stock order if you still need to order them according to your min/max levels.

## **Pack Slip Receiving**

In a multi-branch environment, you may choose to use the Pack Slip Receiving feature for your remote branches. This gives them the ability to simply receive all shipped items automatically into your inventory, using your Pack Slip, instead of having to call up a Purchase Order entering the items **<R>**eceived or **<N>**ot Received

To receive using the Pack Slip feature, from the main menu select:

3. Purchasing
  5. Merchandise Receiving
  1. Pack Slip Receiving
- Enter the Branch ID of the location that will be doing the receiving.
  - Choose to access the Packing Slip by **<I>**nvoice/**<O>**rder Number or **<S>**hipping Date.
  - Enter the **<I>**nvoice number, the **<O>**rder number, the **<S>**hip Date or **<ENTER>** for all
  - Choose the appropriate action **<P>**rint pack slip, **<R>**eceive pack slip, **<D>**elete pack slip
  - Print Parts in **<P>**ack Slip or **<Z>**one/Loc Sequence
  - Pressing **<ENTER>** will bring up a list of Pack Slips, showing either the Need to Be Received or already received.
  - To receive an outstanding pack slip and add the items to your inventory, select the reference number and Print as desired.

```

"YOUR COMPANY NAME"
AMPKSLPPST 06.0.05
PACK SLIP REPORT/RECEIVING TIME 15:58 TERM 32
-----
BRANCH ID: WIN ACCESS: 0 ORDER NO.: 000-000000 ACTION: Receive PRINT: P
SEL ORDER NO. SHIP:DATE/TIME/FROM YOUR P/O ITEMS REC'D DATE USER
1. 002-031174 2/05/05 7:37 MNT 026938 11 NO - NEED TO RECEIVE!

SEL ORDER NO. SHIP:DATE/TIME/FROM YOUR P/O ITEMS REC'D DATE USER
Enter Selection Number, <ESC> Chg Range, <F2> Next Screen, <F3> Prev Screen █
```

## **Deleting Pack Slips**

- To delete Pack Slips already received, enter **<S>** for Shipping Date at the Access Field. Pressing **<ENTER>** at the Ship Date field will enter the current date.

- At the Action field, enter D for Delete.

```
PACK SLIP REPORT/RECEIVING      "YOUR COMPANY NAME"      AMPKSLPPST 06.0.05
                                TIME 16:00 TERM 32
-----
BRANCH ID: WIN  ACCESS: S  SHIP DATE: 4/06/05  ACTION: Delete  PRINT:

```

```
Delete Options
Individual Delete
Delete based on Dates
<NL> to select
```

- A pop-up screen will appear asking whether you want to delete individual Pack Slips, or Delete based on Dates.
- Select the desired deletion option.

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# DAILY, WEEKLY, MONTHLY FUNCTIONS

## Checklist Overview

There are several routine processes within *AutoPoint*<sup>®</sup>. Some are handled on a daily basis, some weekly, and some monthly. And once a year you'll have a year end close-out process.

Several of these processes take place automatically and do not require any action on your part. Some must be initiated at a time convenient for the user.

Following are the typical type of processes you should consider:

### Daily

- Merchandise Receiving
- Purchasing
  - Generate Recommendations
  - Review and Edit Recommendations
  - Generate Purchase Orders
  - Transmit Purchase Orders
- Review Open Invoices (Hold Tickets) to see if any should be invoiced prior to running the End-of-Day process. You can review by accessing Point-of-Sale Security Screen and pressing <F7> for order inquiries.
- Run End-of-Day and print your Daily Reports (currently must be triggered by the user)
  - Correct errors as needed
  - Rerun reports as needed
- Run a daily backup and verify (Done automatically by the system during the night)

### Weekly

- Purge Purchase Orders
- Clean Tape Head on the Tape Drive for customers using Tape Drives
- Optional
  - Run a Sales Summary for the Week

### Monthly

- Run End-of-Month Process
    - Automatically prompted to run after running End-of-Day for your designated last business day of the month
  - Calculate and Post Finance Charges
    - Print & purge A/R, G/L Distributions
    - Print Aging Report
    - Print Statements
    - Update Accounts Receivable Credit History
    - Update A/R History
    - Purge A/R
- NOTE:** Refer to the Accounts Receivable Section of this reference guide
- Print Recommended Reports
    - Promotional Items Report
    - Monthly Sales Summary Report

- Monthly Tax Reports – if required
- Inventory Valuation – Summary
  - Sales Analysis Reports
  - Non-Stock Item Analysis
  - Installer Statistics (if using PAL or iPAL)
  - Other Desired Reports
- Clean Tape Heads on Tape Drives (recommended weekly, but at least monthly at a minimum)

### **Quarterly Checklist**

Quarters are not differentiated in *AutoPoint*<sup>®</sup>. For reference purposes, you might want to run several quarterly reports including:

- Print Non-Stock Item Analysis Information, Sales Analysis and any other reports desired for the quarter.

### **Yearly**

Like Monthly and Quarterly, Yearly functions are not a big deal in *AutoPoint*<sup>®</sup>. When you run the End-of-Month for the last day of the last month in your fiscal year – sometimes same as calendar year, sometimes, not – verification is necessary. You will see a message similar to the following:

**Are you sure you wish to roll over into the next year?**

If you answer <Y>es, this will rotate the year-to-date totals for sales history and the previous year totals are cleared.

The system will then prompt:

**Do you wish to Clear Lost Sales/Buy Out Statistics? <Y> or <N> press <ENTER>**

Be patient as the system will take several minutes to roll over your history information.

**IMPORTANT:** If you want to print any sale analysis report for the previous year, this must be done BEFORE performing the next End-of-Month process.

- You will then need to Set up a New A/ R Control Record with the new year's dates. This should be done after you run End-of-Day and End-of-Month on the last day of the year AND after you've run your statements for the month. End-of-Month automatically prepares the system for the new year in every way except changing the accounting periods. For further information on this process, see the Accounting Period Maintenance in the Accounts Receivable Section.

# Daily Procedures Detail

## Purchasing Functions

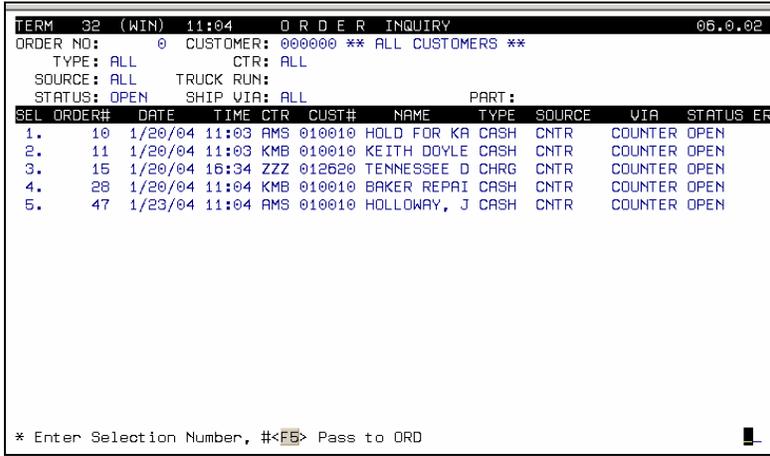
See the Purchasing section of this manual for detailed instructions.

## Review Open Orders/Hold Tickets

You can review open (hold) invoices by pressing <F7>, **OrderInq** from the \*\*\* Point-of-Sale security screen, or pressing <F7> from the customer number in Point-of-Sale.

Pressing <F7> from the \*\*\* screen will bring up all pending installer orders. Press <ENTER> to clear the screen then enter through the Order number, Type and Source. At the Status field, enter <O> for Open Orders. <ENTER> through the remaining fields until all Open Orders are listed. If you want to invoice or void an order, select the order reference number shown on the left and then press <F5> to pass the order back to Point of Sale. You will have to enter the appropriate counterman initials and process as normal.

Pressing <F7> from the customer number within the Point-of-Sale screen will bring up all open orders. If you want to invoice or void an order, select the order reference number shown on the left and process as you would any order.



The screenshot shows a terminal window titled "ORDER INQUIRY" with the following data:

SEL	ORDER#	DATE	TIME	CTR	CUST#	NAME	TYPE	SOURCE	VIA	STATUS	ER
1.	10	1/20/04	11:03	AMS	010010	HOLD FOR KA	CASH	CNTR	COUNTER	OPEN	
2.	11	1/20/04	11:03	KMB	010010	KEITH DOYLE	CASH	CNTR	COUNTER	OPEN	
3.	15	1/20/04	16:34	ZZZ	012620	TENNESSEE D	CHRG	CNTR	COUNTER	OPEN	
4.	28	1/20/04	11:04	KMB	010010	BAKER REPAI	CASH	CNTR	COUNTER	OPEN	
5.	47	1/23/04	11:04	AMS	010010	HOLLOWAY, J	CASH	CNTR	COUNTER	OPEN	

At the bottom of the screen, it says: \* Enter Selection Number, #<F5> Pass to ORD

## Run End-of-Day Process

You can run End-of-Day anytime during your business day. And, your countermen do not need to be off of the system for you to run End-of-Day. Any invoices completed after you've triggered the End-of-Day process will automatically be assigned to the next business day.

Currently, End-of-Day must be triggered to run. To trigger your End-of-Day process, from the main menu select:

8. End of Day/Week/Month
    1. End of Day
      1. Run End of Day Process
- Select your printer for the reports to be run to.
  - Enter the Branch, or press <ENTER> to accept the default branch
  - Print the Detail sales report? <ENTER>
  - Print Open Orders for Previous Days? <Y>es, <N>o, or print <O>nly open orders? <ENTER>
  - Print Any Optional EOD Reports? <Y>es or <N>o <ENTER> (see Report Section of this guide for additional End-of-Day Report options)
  - Enter date for your next business day

**TIP:** Before entering the next business date, you can press <SHIFT>/<F5> and print the report only. This will let you view GP% errors and correct them before running End-of-Day.

- Any change? <ENTER>
- Update files? <Y>es if no gross profit errors are shown

**IMPORTANT:** Gross profit errors will be flagged on the Detail Sales Report in the gross profit column. If an error does not need to be corrected, answer <Y>es to update files. If error needs to be corrected, (if the cost was entered wrong on a buy-out item in Point-of-Sale) answer <N>o to update files.

Go to Fix Errors, option # 6 in the End-of-Day menu. Press <F1> to find orders with errors. Select the line item and change the cost. Press enter until the screen is cleared. Run End-of-Day again. (will not ask for date again) This time you can answer <Y>es to update files.

**TIP: If you frequently have order errors because of extensive buyouts etc., you can review End-of-Day and fix before you actually Run the process and print reports. To do this, begin the End-of-Day process as normal, but SPOOL your reports, when you get to the field where you are instructed to enter your next business day, press <SHIFT>/<F5> for the report only.**

```

                                "YOUR COMPANY NAME"
                                AMEODPROC 06.0.07
END OF DAY PROCESSING          TIME 8:44 TERM 32
-----
                                Selected WIN AUTOPARTS OF WINCHESTER

Print the Detail Sales Report?      Y
Print Open Orders for Previous Days? Y
Print Any Optional EOD Reports?     Y

Enter Next Business Date to be Processed █-----

The WIN Branches Current Business Date is 3/17/05 Thursday

* Sft<F5> For Report Only

```

**After the report process runs, you'll be returned to the main End-of-Day menu. Select option 6 to Fix Order Errors, press <F1> to scan through errors and make changes as necessary. After completed, run the End-of-Day process again as normal.**

If your End-of-Day reports don't print correctly, the printer jams, copies are lost and need to be accessed at a future time, you can reprint reports by accessing the Report section of the End-of-Day menu. From the main menu select:

8. End of Day/Week/Month
1. End of Day
3. RePrint End of Day Reports

Select the appropriate reports and complete as instructed.

### **Daily Backup (Databu)**

All systems have the option of running an automatic backup without having to make an entry each day. Please refer to the section, **Setting Up a Timed Backup to Run Automatically**, for detailed instructions. Almost all *AutoPoint*® users run the scheduled backups.

If your backup does not run properly during the night, you will see a message on your monitor when you open for business the next day. Contact *AutoPoint*® support for assistance determining the reason for the failed backup.

The daily backup, known as a **DATABU**, copies **all** data for your location, or group of locations, to tape, or DVD, to protect you in case of a fire, system theft, or equipment failure. **You should perform a backup everyday you are open for business AND always date the backup media.**

We recommend that you rotate, at least, five backup tapes or DVD's that are labeled Monday through Friday. If you are open on Saturday and/or Sunday we would be happy to provide additional media.

You should also have two additional **DATABU** tapes or DVD's labeled "EVEN MONTH" and "ODD MONTH". At the end of each month, use the appropriate month tape instead of the daily backup tape and perform a **DATABU** on this tape. For example, on February, April, June, August, October and December the "EVEN MONTH" media would be used. On the other months the "ODD MONTH" media would be used and the rotation would continue. The even and odd month **DATABU** media are an additional safety precaution that could be used to recover data in the case of a serious problem with your normal daily **DATABU** media.

### ***Initiating a Data Backup (DATABU)***

Periodically, you may be forced to run a manual backup of the system. Contact *AutoPoint*<sup>®</sup> support for additional assistance. Following are the steps to running a forced backup.

- Sign off **all** terminals. If you are in a menu, press <CTRL>/<F8> for a rapid sign off. You will be returned to a \$ prompt, where you will need to sign on as the Superuser:
  - At the \$ prompt, type: suon
  - When prompted for Password, type : *(Enter Root's Password)*
  - You'll be given a new prompt, the # sign
- At the # sign, enter **bumenu** and you will see a menu with the options listed below.
  1. Run a backup now (interactively)
  2. Schedule a backup to run once at a later time
  3. Schedule a backup to run repeatedly on a given day or days
  4. Backup Logs
  5. Unschedule a backup
- Select option 1, Run a backup now.
  - Enter Month and Day time-stamp for this Backup. (mdd) [t=today 1110]: type a 't' for today's date

### ***Setting Up a Timed Backup to Run Automatically***

A timed backup will save you time since you can instruct your *AutoPoint*<sup>®</sup> system to run daily backups (databu) unattended. Your *AutoPoint*<sup>®</sup> support representative can set this up for you.

To establish your backup schedule, follow the steps outlined below.

- From the # sign, type in bumenu to see the following options
  1. Run a backup now (interactively)
  2. Schedule a backup to run once at a later time
  3. Schedule a backup to run repeatedly on a given day or days
  4. Backup Logs
  5. Unschedule a backup
- Select option 3 to schedule a regular backup.

```

Schedule a repeated Backup

Select Backup Days and Times:
Do a Backup on Sunday? [NEWLINE=no, q=quit]
Do a Backup on Monday? [NEWLINE=no, q=quit] y
What time on Monday? Enter hh:mm[am|pm] (?=help, q=quit): 22:00
Do a Backup on Tuesday? [NEWLINE=no, q=quit] y
What time on Tuesday? Enter hh:mm[am|pm] (?=help, q=quit): 22:00
Do a Backup on Wednesday? [NEWLINE=no, q=quit] y
What time on Wednesday? Enter hh:mm[am|pm] (?=help, q=quit): 22:00
Do a Backup on Thursday? [NEWLINE=no, q=quit] █

```

- You will be prompted to, "**Select Backup Day and Times:**" Each day of the week will be shown starting with Sunday. The system will prompt you.
- Enter a **y** to indicate you want to backup on a given day or press your **<ENTER>** key to indicate not to do a backup on the day shown. Do not press q to quit unless you want to cancel all entries you have made. You must make an entry for each day of the week in order for the timed backup to be set.
- When prompted for the time, enter it using a 24hour, or military clock. For example, 10:00 p.m. will be input as 22:00

### **Scheduled Timed Backups**

All terminals should be signed off to the **login:** prompt before you leave each night. If you are in a menu, press **<CTRL>/<F8>** for a rapid sign off.

If you return to a \$ prompt, press **<CTRL>/<D>** for the login prompt.

- Insert a Databu tape or DVD into the tape drive (or DVD Drive) and shut the drive door. Be sure to rotate at least five backup medias. You should rotate a minimum of five medias and you should **never** backup using the same media each day.
- In the morning, check the main console to be sure the backup completed properly. If the backup fails, please contact the *AutoPoint*® Customer Service Center for assistance. ( If you leave the same tape in the tape drive for two consecutive nights on an Aviiion system, the backup will fail because the tape was not changed.)

### **Schedule a Backup to Run Once at a Later Time**

This option allows you to schedule a backup that is not part of your regular backup schedule. It is a one time backup only. You might use it, for example, if you were open one weekend that is not part of your regular schedule and wanted to perform a backup that Saturday and Sunday as well.

## **Weekly Procedures**

Your weekly procedures are designed to keep your system and business running smoothly. They are not required, but will help you manage the volume of data you have on your system. Feel free to add any reports that you want to personally review to be queued.

## **Purge Completed P/O's**

This process deletes all items on purchase orders that have been completely received. You must be run so that file space limits are not exceeded and so that completely received purchase orders do not clutter the system. From the Main Menu, select:

8. End of Day\Week\Month
  2. End of Week
  2. Purge Completed PO's
  2. Spool
- Enter date to purge through or **<ENTER>** to accept current date
  - Do you wish to Purge Completely Received P/O Details on Partially Received Purchase Orders that are less than or equal to the Cutoff Date specified above? <Y>, or <N>
    - This will clean up all the detail on partially received P/O's and only leave the items that are still on backorder.
  - When purge is complete, **<ENTER>** back to menu

## **Clean Tape Heads**

Using your Tape Head Cleaning kit, swab the tape heads to clean. This may lengthen the life of your tapes and may reduce tape drive problems.

There are also Tape Cleaning Tapes available. The tapes clean the tape drive heads automatically when inserted in the system.

## **Monthly Procedures**

The End-of-Month procedures in *AutoPoint*<sup>®</sup> are simple. The system treats your last business day of the month basically as just another End-of-Day. The difference is how the system updates sales buckets, and how you produce statements for payment.

### **Run End-of-Month Process**

On the last business day of your month, the system will prompt you to run the End-of-Month process. Confirm that the periods shown are correct. You can continue running point-of-sale invoicing while this process completes.

You do not have to run the End-of-Month immediately following your last End-of-Day for the month. If you do not run the process as prompted, however, you will not be able to complete running End-of-Day for your next business day. If you choose to run the End-of-Month during the day following your month closeout, from the Main Menu, select:

8. End of Day/Week/Month
3. End of Month
2. Run End of Month Process

Follow the instructions on the screen.

### **Statement Processing**

For procedures on calculating finance charges and statements, refer to the Accounts Receivable section of this guide.

## Recommended Monthly Reports

There are many reports that we recommend you review and/or print on a monthly basis. In addition, any others you find useful to help manage your business, can be queued to print on a monthly basis.

To queue a report, select the Spool option when printing. When prompted to Execute or Queue, select <Q> and follow the prompts.

**Note: Refer to the Report Section of the guide for examples of these, and other key reports.**

### Inventory Valuation – Summary

From the main menu, select:

7. Reports
2. Inventory Reports
5. Inventory Valuation Reports
1. Inventory Valuation, or 2. Multi-Branch Inv. Valuation Report

Complete fields as indicated. **TIP: You should answer <N> for No at the Print Detail Line? If you answer <N>, you will see a summary for each product line or sub-line if used. If you answer <Y>, you will receive a part number detail, which will include every part number in your entire Item Master.**

INVENTORY VALUATION REPORT		"YOUR COMPANY NAME"		AMINVALRPT 06.0
				TIME 8:31 TERM
REPORT GENERATOR:	Beginning	Ending		
Branch Id:	MDN	MAIN AUTO-THREE		
Product Line:	ALL		D	
Sub Line:				
Spread Part:				
Pop Code:	ALL			
IM/IB User Codes:	*****	***		
Supplier Id:	ALL			
Print Detail Line?	N	Y		
Include Core Dep.?	Y	N		
Price Level?	0	X		
Calc +/- Percent?				
Save AutoPilot Selections? (Y or N)				

### Non-Stock Item Analysis

Non-Stock Item Analysis allows you to easily review which items you have had to purchase outside for a determined number of times, to determine if you should add the product to your stocking inventory. To access Non-Stock Item Analysis, from the Main Menu, select:

7. Reports
2. Inventory Reports
3. Non-Stock Item Analysis

```

"YOUR COMPANY NAME"
NON STOCK ITEM ANALYSIS REPORT
AXNONSTRPT 06.0.0
TIME 9:11 TERM 3

REPORT GENERATOR: Beginning: End:
Non Stock Selection: R Report
Non Stock Type: 6 ALL
Non Stock Sequence: P By Part Number
Non Stock Branch Id: ALL *** All Branches ***
Abbrev/Part Number: ALL
Non Stock Date Range: 12/26/02 1/25/03
Non Stock Consolidation: S Summary
Non Stock Times on File: 3
Non Stock Returns Only: N

Save AutoPilot Selections? (Y or N)

```

- Complete the fields based on your requirements.
- You have the option of showing the type of Non-Stock purchase, can run the report by part number or by branch, can show a Summary of each part (or detail of each time sold), and can specify the number of times you want to have sold the Non-stock item during the specified date range before it prints to your report. Save as an AutoPilot report and queue to run each month.

### Promotional Items Report

8. End of Day/Week/Month
3. End of Month
7. Monthly Promotional Item Report
1. Monthly Promotional Item Report

```

"YOUR COMPANY NAME"
PROMOTIONAL ITEMS REPORT
AMVFGPRT 06.0.03
TIME 16:57 TERM 32

** PROMOTIONAL ITEM REPORT **
REPORT GENERATOR: Beginning Ending
Branch Id: MON MAIN AUTO-THREE
Date Range: 1/01/04 1/01/04
Product Line: WIX WIX
Customer Type: FLEET FLEET ACCT
For Cust Mfg No:

Any VIP Information that is older than 3 months from the Beginning Date
Range will automatically be Purged when the Promotional Item Report is Run!

* Print <T>ax Number, <C>ust Mfg Id, or DEFAULT: B
<B>oth (Use Cust Mfg Id, if Zero use Tax Number)

```

- Enter Branch ID, or <ENTER> for all branches
- Enter Date Range
- Enter Product line or <ENTER> for all
- Enter Customer Type – you can enter up to 5, use your <F5> to search
- Enter <T>ax Number, <C>ust Mfg Id, or <B> to be printed on report- **NOTE: you can store the customer's Manufacturer Rebate Number in either the TAX NUMBER Field on the first screen of the Customer Master, or in the CUST MANUFACTURER ID located on the 2<sup>nd</sup> screen of the Customer Master. If both fields are used, the CUST MANUFACTURER ID will print on this report. If this field is zero, the Tax Number Field will print.**

Send to printer, spool or view on screen.

## Sales Analysis Reports

There are a variety of Sales Analysis reports that you might find useful for your business review. These include several Profitability Reports, Counterman Reports, Customer Sales Reports, Taxing Reports, plus much more. Most of these offer an easy to select <C>urrent or <L>ast month option. Be sure to run the <L>ast month option, since you've completed the End-of-Month process. Experiment with these report options to see what you want to view regularly, set up AutoPilots and queue those reports you want to get each month.

To access the Sales Analysis Reports, from the Main Menu, select:

7. Reports
1. Sales Analysis Reports

Choose from the various options shown on the screen featured below.

```
Point System          "YOUR COMPANY NAME"          WA0701
Sales Analysis              TIME 8:41 TERM
-----
                SELECT : █

                1. Profitability by Product Line
                2. Salesman/Counterman Analysis
                3. Customer Analysis
                4. Taxing Analysis
                5. Detailed Part History Report
                6. Invoice History Analysis
                7. Sales Analysis Queuing
                8. Sales Analysis Graphs
                9. National Account Reports

                <F5> AutoCall   <F6> CLI   <F7> AutoLink   <F8> Exit Menu
```

## Sales Summary Report

Most *AutoPoint*<sup>®</sup> users want to have a monthly sales summary report printed and filed for reference. To print a monthly sales summary, from the main menu, select:

8. End of Day/Week/Month
3. End of Month
6. Sales Summary Report

```
SALES SUMMARY REPORT          "YOUR COMPANY NAME"          AMBRSLRPT 06.0.01
                                TIME 16:35 TERM 32
-----
REPORT GENERATOR:
  Branch Id:  WIN      AUTOPARTS OF WINCHESTER
  Summary Source:  B      Point of Sale & Order Entry
  Summary Process:  D      Daily Sales Summary
  Summary Selection:  R      Print Summary Report
  Summary Date Range:  6/26/05      7/25/05
  Summary Consolidation:  C      Consolidate Singles into Summary Report

Confirm Selection? (Y or N)          █
```

- Enter Branch ID or <ENTER> for default branch
- Summary Source, will default to B, Point of Sale & Order Entry
- Summary process, select <M> for monthly and <ENTER>

- Summary selection, select <R> for report
- Enter summary date range beginning (i. e. 092600)
- Enter summary date range ending (i. e. 102500)
- Summary consolidation - <C>onsolidate (to consolidate into a one page report)
- Is Summary selection ok? <Y> and <ENTER>
- Print
- Execute or queue this program? <E> and <ENTER>

## **Tax Reports**

If you have to file state taxes on a monthly basis, you'll need to run Tax Reports that will show you the taxable sales amount. To access the Tax Sales Analysis Report, from the Main Menu, select:

7. Reports
  1. Sales Analysis
    4. Taxing Analysis

Enter your branch or branches and <C>urrent or <L>ast month to process – you should usually do <L>ast. This report will look similar to the one shown below:

TAX SALES ANALYSIS						
"YOUR COMPANY NAME"		DATE- 1/06/06 15:34:13 KBRAY			PAGE 0001	
BRANCH ID: MON MAIN AUTO-THREE		FDR 2-04				
TAX AUTH	TAX MTD	TAX YTD	TAXABLE SALES MTD	TAXABLE SALES YTD	NON-TAX SALES MTD	NON-TAX SALES YTD
CURRNT						34.30
LST YR						.70
IN SALES TAX						
CURRNT		720.01		11995.47		11650.96
LST YR	972.52	2046.77	16202.08	34096.86	17747.58	34688.23
TAX TOTALS						
	972.52	720.01		2046.77		

This report will break all your different Tax Authorities by Taxable and Non-Taxable Sales, with Month-to-Date and Year-to-Date figures.

## **Misc. Monthly Functions**

### **Accounts Receivable Credit History Update**

Monthly, you may want to update you're Accounts Receivable Credit History for customers. This must be done in order to have the accurate information appear in the Credit History portion of the Customer Inquiry screen. It should only be run once at the end of month, after Month end Statements have been run and before the End of Month A/R History Purge is run. To update Accounts Receivable Credit History, from the Main Menu, select:

4. Accounts Receivable
  4. Finance Charge & Statement Process
    8. Update A/R Credit History

### **Print Aging Report & Statements**

Refer to the Accounts Receivable section of this manual.

### **Print & Purge A/R G/L Distribution**

To print G/L Distribution report, from the Main Menu, select:

8. End of Day/Week/Month
  3. End of Month
  4. Print G/L Distribution Report
- Enter Period to be purged
  - **<ENTER>** through all other field to take defaults
  - Is above correct? <Y>es **<ENTER>**
  - Print for one copy or spool if you want to print more than one copy. To print spooled reports, enter SYS at a menu, **<ENTER>** then Spooled Print Control Option.
  - Do you wish to purge the records just printed? <Y>es **<ENTER>**
  - Are you sure? <Y>es **<ENTER>**

### **Purge A/R Detail**

This process can be performed anytime between the 15th of the month and your closeout day. It creates balance forwards for balance forward customers and deletes "matched" invoices and payments for open item customers.

Refer to the Accounts Receivable section of this manual for detailed instructions.

### **Surge Protector**

Verify that the light on your surge protector is on.

### **Uninterruptable Power Supply**

Verify that your Uninterruptable Power Supply is working properly by having everyone sign off and with the main terminal at the \$ prompt, unplug the power cord for the UPS at the wall to verify that the UPS beeps and the main terminal remains at the \$ prompt. Plug it back quickly!

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# AUTOPOINT® USER PRICING

## Overview - User Pricing

You have a tremendous amount of flexibility in updating your prices through the *AutoPoint*® system. The system is designed to be handled with as little ongoing maintenance as possible.

*AutoPoint*® provides you with the ability to calculate your own prices based on cost, the old price plus a percentage, a given price level plus or minus a percentage, or a specific gross profit percentage you want to achieve in a given price level.

You can vary how your resell pricing is calculated by Product Line, or down to the Sub-line level.

**Cost Discounts:** Your cost discounts should be loaded in the Product Line Price Maintenance. (Shown below). This is done here because generally discounts will vary on each Product Line.

**Resell Pricing:** Your resell price %'s can be set in the 3<sup>rd</sup> screen of the Company Record, (shown below), by Product Line/Sub-line in the Product Line Price Maintenance, or directly at the Item Master level. The Product Line Price Record will override anything set in the Company Record.

***TIP: Use the Company Record to set the resell pricing you'll use most frequently and then customize individual lines as needed by using the Product Line Price Maintenance.***

These two records will also allow you to customize how you will show resell pricing when in your various AutoStock files.

Since the *AutoPoint*® system provides you with a comprehensive solution that offers several different methods for accomplishing many tasks, it is probably important to outline some standard *AutoPoint*® definitions regarding pricing.

### **AutoPrice**

AutoPrice is an update file provided by *AutoPoint*® Data Services that contains price changes from the manufacturers themselves. These updates are sent out by the manufacturers on a periodic basis. AutoPrice updates can be loaded well in advance of the effective date by the *AutoPoint*® user. End of Day will let you know when an AutoPrice update that had previously been loaded, needs to be posted to go into effect.

### **AutoStock**

AutoStock is basically an Electronic Stockbook and is an optional service provided by *AutoPoint*®. Users who subscribe to AutoStock services, will receive one or more files per month.

The first is a generic file provided by *AutoPoint*® contains **all** of the manufactures lines and published price levels. Sometimes this is referred to as **MasterStock**.

The additional files provided are files provided to *AutoPoint*® by warehouse suppliers for their customers. It contains the items, pop codes and pricing that is provided directly from the warehouse supplier.

Amador must have approval from a warehouse supplier in order to provide an *AutoPoint*® user with their pricing.

You can use your AutoStock files to add part numbers to your inventory from your serving supplier, update prices or POP codes.

**TIP: You can use either AutoPrice or AutoStock to update prices in your system.** AutoPrice updates will provide you with manufacturers' price changes in advance of the effective dates so you don't lose valuable GP\$'s. These files will only include recognized manufacturers brands. AutoStock files make it very easy to add inventory and update prices on a broad array of product lines, including private label lines, generally after the price changes occur. The combination of both files will insure that you're selling product at the maximum GP.

## Basics - User Pricing

Before we get into the pricing updates, you should have a good feel for how the user pricing parameters work.

### Company Price Maintenance

Following is a sample Company Price Maintenance screen. Unless overridden by a Product Line Maintenance record, these price calculations will apply to the inventory that is stored in your *AutoPoint*® system.

To access the Company Price Maintenance screen, from the Main Menu, select;

5. File Maintenance
6. System Maintenance
1. Company Maintenance

While in the main Company Maintenance screen, press **<F4>** twice to get to the 3<sup>rd</sup> screen. To enter data into a field, select the field number and press **<ENTER>**.

Field numbers are read horizontally, under the METHOD field – example, field 5 would be under the METHOD for the Primary AutoStock. When you select a field, you will be able to enter:

- METHOD (basically the applicable Price Level you wish to use as the **base** calculation)
- A GP% or if you press **<ESC>** from the GP% field you can enter a Markup%
  - If your base price is any level other than cost, you typically want to enter a Markup% - i.e. Method 4 (price level4) plus 10%
  - To guarantee a specific GP%, you would enter 0 (Cost) in your Method field and the desired % in the GP% field at any given price level.

"YOUR COMPANY NAME"									
COMPANY EXT PRICE MAINTENANCE				Change		SMCMPXMNT 06.0.02		TIME 14:31 TERM 32	
-----									
1. COMPANY ABBREV SOW MAIN AUTO PARTS									
PRICE UPDATE			PRIMARY AUTOSTOCK			ALTERNATE AUTOSTOCK			
METHOD	MARKUP%	GP%	METHOD	MARKUP%	GP%	METHOD	MARKUP%	GP%	GP%
2. ASTOCK ID			UNI			BIG			
4. PRICE-1	1	.000	.000	0	185.714	65.000	1	.000	.000
7. PRICE-2	4	15.000	13.043	0	81.818	45.000	4	20.000	16.667
10. PRICE-3	4	10.000	9.091	0	66.667	40.000	4	15.000	13.043
13. PRICE-4	4	.000	.000	0	53.846	35.000	4	.000	.000
16. PRICE-5	N	.000	.000	N	.000	.000	N	.000	.000
19. PRICE-6	6	.000	.000	6	.000	.000	6	.000	.000
22. CORE COST (7)	7	.000	.000	7	.000	.000	7	.000	.000
25. CORE PRICE(8)	8	5.000	4.762	8	5.000	4.762	8	7.000	6.542
28. COST	N	.000	.000	N	.000	.000	N	.000	.000

Enter Change Number █

The first group of data is shown under the category of Price Update. This allows you to calculate your own prices based on cost, other given manufacturer price levels (plus or minus a

percentage), or a specific gross profit percentage that you want to achieve in any given price level.

In the example above, when the actual price updates are posted from your AutoPrice files sent from Amador, the following pricing will be calculated:

**Price Level 1** (traditionally List) - will reflect the same resale price pulled from Price Level 1 in the AutoPrice file.

**Price Level 2** - will be calculated based on Price level 4 of the AutoPrice file +15%

**Price Level 3** - will be calculated based on Price level 4 of the AutoPrice file +10%

**Price Level 4** (traditionally Stocking Dealer) - will reflect the same resale price pulled from Price Level 4 in the AutoPrice file.

**Price Level 5** - will not be calculated

**Price Level 6** (traditionally Jobber) - will reflect the same price pulled from Price Level 6 in the AutoPrice file.

**Core Cost** - will be pulled from the same Core Cost field in the AutoPrice file

**Core Price** (selling price) - will be marked up 5%

Cost is not calculated, so it will default to the Cost discount loaded in the Product Line Maintenance Record. (done there because of the uniqueness of each line)

"YOUR COMPANY NAME"									
COMPANY EXT PRICE MAINTENANCE		Change		SMCMPXMNT 06.0.03		TIME 14:31		TERM 33	
1. COMPANY ABBREV SOW MAIN AUTO PARTS									
PRICE UPDATE			PRIMARY AUTOSTOCK			ALTERNATE AUTOSTOCK			
METHOD	MARKUP%	GP%	METHOD	MARKUP%	GP%	METHOD	MARKUP%	GP%	
2. ASTOCK ID									
4. PRICE-1	1	.000	.000	0	185.714	65.000	1	.000	.000
7. PRICE-2	4	15.000	13.043	0	81.818	45.000	4	20.000	16.667
10. PRICE-3	4	10.000	9.091	0	66.667	40.000	4	15.000	13.043
13. PRICE-4	4	.000	.000	0	53.846	35.000	4	.000	.000
16. PRICE-5	N	.000	.000	N	.000	.000	N	.000	.000
19. PRICE-6	6	.000	.000	6	.000	.000	6	.000	.000
22. CORE COST (7)	7	.000	.000	7	.000	.000	7	.000	.000
25. CORE PRICE(8)	8	5.000	4.762	8	5.000	4.762	8	7.000	6.542
28. COST	N	.000	.000	N	.000	.000	N	.000	.000

Enter Change Number █

The second and third groups of data, show where you can set the pricing to be displayed in your Primary and Alternate AutoStock files. You can set resell pricing in multiple AutoStocks so that your counter men will be able to quote and sell pricing for those products you stock and those you have to buy from an alternate source of supply, other than your primary supplier.

Your Primary AutoStock is listed in field #2 (UNI in this example). Your Alternate (secondary) AutoStock is shown in field #3 (BIG in this example). Bigstock (BIG) is the generic, all manufacturer AutoStock provided by Amador.

**Why would these be different?** One example is if your supplier provides your true cost in their AutoStock file to us. Then there would be no additional calculation to determine your cost from them. – But the Autoprice and Alternate AutoStock, which contains Blue Sheet Jobber would need to apply a discount to calculate your cost.

**TIP:** Most store customers will have an AutoStock provided by their primary supplier as their Primary AutoStock with the generic Bigstock as the secondary AutoStock. WD customers will generally have the Bigstock set as their primary AutoStock.

In the example above, when viewing pricing in AutoStock the following pricing structure will be calculated.

**Price Level 1** (traditionally List) - will be calculated with a 65%GP based on cost from your primary supplier and based on published price from your other suppliers

**Price Level 2** - will be calculated with a 45%GP based on cost from your primary supplier and based on price level 4 (stocking dealer) plus 20% from your other supplier

**Price Level 3** - will be calculated with a 40%GP based on cost from your primary supplier and based on price level 4 (stocking dealer) plus 15% from your other supplier

**Price Level 4** - will be calculated with a 35%GP based on cost from your primary supplier and based on price level 4 (stocking dealer) from your other supplier

**Price Level 5** - will not be calculated or shown in either AutoStock

**Price Level 6** (jobber) - will be shown as is from both files

Cost shown will reflect actual cost stored in the AutoStocks.

Core cost will reflect actual cost stored in the AutoStocks, however, core selling price will be marked up 5% in your Primary AutoStock and 7% in your alternate, or secondary, AutoStock

IMPORTANT: Remember, this will be overridden by any Product Line Price Records written.

### **Product Line Price Maintenance**

The Company Price Maintenance is the broad basis for your company pricing. Periodically, you'll need to override the general company price maintenance screen to 'tweak' special pricing you receive from your suppliers, or to differentiate between AutoStock pricing files.

Unless overridden by a Product Line Maintenance record, these price calculations will apply to the inventory that is stored in your *AutoPoint*<sup>®</sup> system. To access the Product Line Price Maintenance screen, from the Main Menu, select;

5. File Maintenance
4. Product Line Maintenance
3. Product Line Price Maintenance

Although the screen looks similar to the Company Price Maintenance Screen, there are a few differences.

"YOUR COMPANY NAME"										AMPLPRCMT	06.0.02		
PRODUCT LINE PRICE MAINTENANCE										Change	TIME 9:55 TERM 32		
-----													
1. PRODUCT LINE/SUB										WIX / WIX FILTERS			
PRICE UPDATE										PRIMARY AUTOSTOCK		ALTERNATE AUTOSTOCK	
METHOD MARKUP% GP%										METHOD MARKUP% GP%		METHOD MARKUP% GP%	
2. PRICE FORMAT										UNI		BIG	
3. ASTOCK ID													
5. ACTIVE FLAG										Y		Y	
8. PRICE 1										1		.000 .000	
11. PRICE 2										2		.000 .000	
14. PRICE 3										4		.000 .000	
17. PRICE 4										4		.000 .000	
20. PRICE 5										6		.000 .000	
23. PRICE 6										6		.000 .000	
26. CORE COST (7)										7		.000 .000	
29. CORE PRICE(8)										7		.000 .000	
32. COST										6		32.000- .000	
PERCENTS LAST UPDATED										0/00/00			
Enter Change Number										█			

First, you'll notice that field # 1 shows the Product Line/Sub-line codes

Field # 2 indicates the Decimal Format for price updates on this line- Options are, Decimals:<0>=Company Default (uses values from the Company Maintenance Record), <1>=2 decimals truncated, <2>=2 decimals rounded, <3>=3 decimal places

*Tip: If you prefer to have 2 decimal places rounded up on most lines, you can set this value in Company Maintenance as the default. On certain lines, such as hose or fuel where 3*

*decimal places are needed in the price, you can enter the price format on these lines only thru the Product Line Price Maintenance Records.*

*Field # 3 indicates the abbreviation for the Primary AutoStock to be used for this product line – Again, if the Primary AutoStock is different in the Company Record, then this will override that record.*

*Field # 4 indicates the Alternate AutoStock to be used for this product line.*

*Fields # 5, 6, and 7 indicate whether the Price Update Record, Primary and Alternate AutoStocks for this line are <Y> if active or <N> if inactive – With this feature, you can turn these feature off to default to the Company Record, or on to override the Company Record.*

The remaining fields are set-up in the same manner as previously detailed in the Company Record (see page 3).

## **Setting Up Multiple Product Line Price Records**

To make it easier to set up multiple Product Line Price Records, there are several methods of duplicating columns and records available.

To set up a new Product Line Price Record, using an existing one as a 'template', access the Product Line Price Maintenance and enter the Product Line/Sub line abbreviation for the new line to be set up.

Select **<SHIFT>/<F5>** to Copy From, enter the abbreviation for the record you'll be copying from then press **<ENTER>**.

Select from the following options: Copy what tables: <1>Price Update, <2>Primary Astock, <3>Alternate Astock, <4>Both Astock Tables or <5>ALL Tables

You can also choose to 'Copy To' a new table by selecting **<SHIFT>/<F6>** and following the prompts

You can also copy tables within an existing record to by selecting **<SHIFT>/<F7>**

As with all other *AutoPoint*<sup>®</sup> records, fields can be changed by accessing the field number from the Enter Access Mode at the bottom of the screen.

As you process your *AutoPoint*<sup>®</sup> updates, all fields that are entered into one of the Product Line Price or Company Price records will be updated automatically.

## Loading *AutoPoint*<sup>®</sup> CD Updates

CD updates are delivered on the CD in a “package”. The CD can contain any number of packages limited only by the capacity of the CD. Each update is contained within a separate package.

A CD can include an AutoPrice Update, your MasterStock files, *AutoPoint*<sup>®</sup> program updates, License Files and/or any other updates that we need to distribute to you.

Each CD will include a package named “readme” that contains information about the CD. All of the instructions and line lists that were previously included on paper with the updates are now available in text files on the CD. These files can be viewed on the screen or printed if you wish.

Upon receiving a CD update, view the readme file for more instructions about the contents of the CD. Each individual package also contains documentation that can be printed, or displayed on the screen, containing information that is specific to that package.

### Loading Your AutoPrice and AutoStock Updates

To load an update from the CD, get to the # prompt and type **cdload**. This will bring up the following menu options:

- 1) List Packages on the CD (Displays a list of all packages on the CD)
- 2) Load a Package off the CD (Loads a package off the CD to the hard disk. A numbered list of packages is displayed and the user is prompted for the number of the package to load.)
- 3) Queue an overnight Package Load (The user can queue up a package to load overnight when the system is idle and little chance of interference when updating software or loading new data. This is convenient for updates such as AutoStock and Catalog where it is best to load while all users are signed off.)
- 4) Display filenames within a Package (Displays a list of files that make up the package without actually loading anything.)
- 5) Display/Print documentation for a Package (Allows the user to display any documentation files for a package either on the screen or send the output to a printer.)

### Display or Print From CD

To display or print the documentation files from the CD, from the # prompt, type the command **cdload** then press **<ENTER>**. Select option **<5>** from the **cdload** menu. Select the package number that you want. Enter a selection from the list of documentation files that will be displayed similar to the following example:

Documentation files for 'autoprice':

1. changes <- List Of Price Changes
2. instruct.txt <- Instructions for Loading Price Updates
3. read1st <- Important Price Change Information
4. sept.notes <- Release Notes For September

Enter Number of Document to display/print: 1 - The system will ask you if you want to display the file selected.

If you answer **<Y>** the instructions/documentation will be displayed on the screen. If you answer **<N>**, the system will ask you to select the printer number where you want the file to be printed. Enter your report printer number if you want to print the file.

*TIP: When viewing the instruction files on the screen, the [spacebar] key advances the display one screen at a time. If you wish to exit from a file display, enter <q> to quit the display and return to the cdload menu.*

## Load Package From CD

Instead of selecting option 5 to view documentation as shown above, select option 2) Load a Package off the CD then select option 1 - AutoPrice Update and press <ENTER>

```
1) List Packages on the CD
2) Load a Package off the CD
3) Queue an overnight Package Load
4) Display filenames within a Package
5) Display/Print documentation for a Package

<ENTER> to exit

Select: 2

1. AutoPrice Update      <- Revision 04-11      (Friday October 29, 2004)
2. MasterStock Update   <- (This package is set to load automatically)
3. CD Load Instructions <- (Use option 5 to view/print these instructions.)

Enter number of package to load: █
```

When you receive the message confirming the AutoPrice Update has loaded, press <ENTER> to go to the AutoPrice Update Menu, similar to that shown below.

```
1. a-1_reman_electrical      2. ac-delco_air_conditioning
3. ac-delco_automotive_motors 4. ac-delco_batteries
5. ac-delco_brake_service    6. ac-delco_durastop
7. ac-delco_emission_control 8. ac-delco_filters
9. ac-delco_fuel_pumps       10. ac-delco_ignition_&switches
11. ac-delco_radiator_&parts 12. ac-delco_reman_ignition/switches
13. ac-delco_spark_plugs     14. ac-delco_speedometer_&cables
15. ac-delco_steering_&chassis 16. ac-delco_suspension
17. ac-delco_thermostats     18. ac-delco_water_pumps
19. ac-delco_wire_&cable     20. bussman_fuse
21. carter_fuel_pumps        22. globe_specialty_unbroken_case
23. globe_specialty_broken_case 24. haynes_repair_manuals
25. holley_performance       26. krylon_duplicolor
27. k_tool_international     28. niehoff_ignition
29. nitrous_oxide_systems    30. prime_line_power_equipment
31. trw_chassis              32. wagner_calipers
33. wagner_frition_choice_calipers 34. wagner_power_brake_units
35. wagner_reman_hydraulic

Enter selection number(s) one at a time followed by ENTER. To stop
selecting just press ENTER [or 'q' to abort].
Options Chosen: 27 22 26 32 34
Selection Number: █
```

Enter the lines to be updated one at a time followed by <ENTER>. When finished press <ENTER> again, or <Q> to quit. Selections will be loaded after you confirm choices

**TIP:** The MasterStock file provided by Amador will be loaded automatically. This file is sometimes used as the Alternate, or second AutoStock File. Some users may use this line as their Primary, or first AutoStock File.

Before the price updates take effect, they must be processed in AutoPoint.

## Processing Updates

There are two typical methods of processing pricing and stock updates in the *AutoPoint*<sup>®</sup> system.

As described before, **AutoPrice** updates provide you with the ability to load price updates from the manufacturer, generally before they become effective. If your pricing is based off standard manufacturer published sheets, this should be an easy method of keeping your pricing current. These price updates tend to be those product lines you purchase directly from the manufacturer, or those lines that you buy outside from a different supplier than normal, if you receive most of your product from a warehouse distributor providing you price files through our AutoStock.

The AutoStock Updates provide store users with the easiest way to add part numbers, pop codes or update pricing from your warehouse suppliers, who provide their pricing to *AutoPoint*<sup>®</sup> on your behalf. The two methods of processing updates are outlined below.

### Processing an AutoPrice Update

To process the AutoPrice update, you'll need to complete the following steps:

Load the price files from the CD provided by Amador Data Services using the **cdload** command at the # prompt. Use the AutoPrice update procedure to enter translations and create the price update file. Print any price update reports that you wish to review before posting. Post the update to apply the changes to your system.

The individual steps are explained below.

#### Step 1. Loading AutoPrice Files From CD

To load the AutoPrice update onto your system, exit to the # prompt. Type **cdload** and press **<ENTER>**. The system will ask you if you want to load the index file from the CD. Answer **<Y>**.

Next, the system will display the files that are available on this tape. Enter the corresponding number appearing to the left of each line that you need. When there is a large number of files on the update tape, not all of them will be displayed and the screen will scroll to the end of the list. Refer to the list at the end of these instructions to determine the number of the files that you wish to load that are not displayed.

Once you have entered the numbers for all of the files that you wish to load, press **<ENTER>** again. The system will display the numbers that were entered and ask if these are correct. Answer **<Y>** to continue the load. Once the files have loaded from the CD, the system will return to the prompt. Type **start** and press **<ENTER>** to return to the *AutoPoint* menu.

#### Step 2. AutoPrice Update

The AutoPrice update process is used to define what product line codes are to be updated and specify the price fields where the prices should be loaded. To perform the AutoPrice Update, from the Main Menu, select:

9. Special Processing
4. *AutoPoint*<sup>®</sup> Updates
3. *AutoPoint*<sup>®</sup> Price Updates
1. AutoPrice Updating

You'll be taken to an AutoPrice screen, then after a brief moments delay (be patient), to an output screen. Select option **2** to spool the report. Next, the system will ask the following questions:

**Print the vendor pricing information before Processing?** Answer <N> unless you want a list of lines that were loaded from the tape.

**Do you wish to print part numbers that you do not stock?** Answer <N> unless you want a printout showing all of the part numbers on the price sheet that are not set up in your system.

**Do you wish to update core part number prices?** Answer <Y> to update the core price on core items.

**Update items with the same abbreviation but in another product line?** Answer <Y>. This will cause AutoPrice to scan all product lines with the same abbreviation instead of only looking in the line that was entered in the price translation.

**Do you wish to round Mills up to 2 decimal places?** Answer <Y> if you want to round all prices to 2 decimal places. Answer <N> if you want your price to include 3 decimal places.

After you have answered the above questions, the first line that was loaded from the tape will be displayed on the AutoPrice screen similar to the following example:

```
TERM 32          A U T O P R I C E          AXPRICEUPD 06.0.02
VENDOR NUMBER:  ACD-1-3  AC/DELCO FILTERS
PRICE 01  GREEN 57A-30          CONSUMER
PRICE 04  GREEN 57A-30          RESALE
PRICE 06  BLUE  57A-20          JOBBER

PRODUCT LINE:  █-----          LAST PRICE UPDATE
                                          REVISION
                                          PRICE SHEET DATE
                                          EFFECTIVE DATE
                                          PRICE FORMAT
                                          CORE ROUNDING

<F1> Scan Prod, Sft<F1> Scan Vend, <F8> Bypass
<F5> Lookup Product Lines
```

Enter the product line that corresponds to the price sheet information displayed on the screen. Unless this is the first time that an update has been performed on the line, the price update translation will automatically display showing what was used the last time the line was updated. Verify that the translation is correct or press <F4> to make adjustments to the translation.

Next, the system will ask for an effective date. Some choose to use the same date for all lines loaded from the tape. This allows the updates to be posted with one entry. Others prefer to use separate dates for each file so that they can be posted individually. If there are any problems with a specific line or it is decided that you do not want to post them, you can simply delete the specific date. If all updates are included in one date, the entire update must be deleted and processed again.



## ***Net Price Change Report***

The Net Price Change Report shows your inventory value before and after the price change so that you can determine the effect of the price change on your inventory. It is a great report for multi-location systems as it reports this information by branch and is a real time saver from other manual methods of calculating price change effects on inventory value. If you wish to use this report, it must be run before posting your AutoPrice update.

### **Step 4. Post the Update**

The prices are not applied to your inventory until they are posted. After reviewing the price reports to determine that you want to apply the prices, select the option to Post Updates to Item Records found under the *AutoPoint*<sup>®</sup> Price Updates Menu. To access this posting option, from the Main Menu, select:

9. Special Processing
4. *AutoPoint*<sup>®</sup> Updates
3. *AutoPoint*<sup>®</sup> Price Updates
8. Post Updates to Item Records

Upon selection of this option, the system will list all updates that are available to be posted and ask that you enter the effective date of the file that you wish to post. Enter the effective date of the file to be posted. After entering the date, the system will verify that the file exists and ask if you want to continue. Enter <Y>. The system will ask “are you sure?” Answer <Y>, then <ENTER>.

Next, the system will ask “Do you wish to print the Price Update Posting listing?” This report is similar to the price update edit list. If you have already printed a copy of the edit list and do not want another copy, answer <N>. Answer <Y> if you want to print the report. If you answer <Y>, the system will ask if you want to print only items with pricing errors. Answer <N> to print all part numbers and prices posted or <Y> to print 50% changes and/or items with high or low gross profits.

The system will ask if you want to post 50% changes. Answer <Y> to post the update as is or answer <N> to skip any prices that changed by more than 50%. It is safer to answer <N> then review any 50% changes to determine if they should be posted. If it is determined that it is ok to post them, you would post this update again answering <Y> to post 50% changes. Select output option 1 to print a report. If you do not wish to print a report, select option 2 to spool it.

If any 50% changes were found in the file, the system will display a “warning” to bring this to your attention, enter your three character operator id to clear the screen and proceed with the update. After posting, the system will ask if you wish to delete the price update file. If you do not need to post the update again to apply 50% changes, answer <Y> to delete the file and remove it from your system.

### **Processing an AutoStock Update**

Many *AutoPoint*<sup>®</sup> users receive additional AutoStock files, usually provided to *AutoPoint*<sup>®</sup> by warehouse suppliers for their customers. In many cases, as described earlier, these additional AutoStock files are set to be the Primary AutoStock accessed in the *AutoPoint*<sup>®</sup> system.

## **Updating Prices From AutoStock**

Once the files from your AutoStocks have been loaded, you can update your Item Master information using those files. To update prices from AutoStock, from the Main Menu, select:

7. Reports
2. Inventory Reports
13. AutoStock Report and Procedures

#### 4. Update Item Master Prices

```

"YOUR COMPANY NAME"
AUTOSTOCK PRICE UPDATE REPORT
AVPRCRT 06.0.02
TIME 17:00 TERM 32
-----
REPORT GENERATOR: Beginning Ending
Branch Id: WIN MAIN AUTO PARTS BRANCH
AutoStock File: P
Product Line: GAT GAT GATES
Spread Part:
User Codes: *****
AutoStock Option: 2
Effective Date: 11/22/04

Confirm Selection? (Y or N)
  
```

Enter your branch ID, press **<ENTER>**. Enter the AutoStock file you will be using to update pricing **<P>** for your Primary File, or **<A>** for your Alternate file. Enter the Product Line to be Updates or **<ENTER>** and confirm for all lines . Enter a range of part numbers for a single line update, or press **<ENTER>** for all. **<ENTER>** at the User Codes.

You can choose to; **<1>** Print report, **<2>** Update items, **<3>** Both, then press **<ENTER>**. Enter an effective date or press **<ENTER>** for the default (current) date

```

"YOUR COMPANY NAME"
AUTOSTOCK PRICE UPDATE REPORT
AVPRCRT 06.0.02
TIME 17:00 TERM 32
-----
UPDATE SELECTION: ITEM MASTER
Price Field 1 (List) Y
Price Field 2 (User) Y
Price Field 3 (Dealer) Y
Price Field 4 (Stk Dealer) Y
Price Field 5 (Fleet/VIP) N
Price Field 6 (Jobber) Y
Core Cost (and Price) Y 1
Unit Cost Y

Is the above Correct? (Y or N)
  
```

Enter **<Y>**es, or **<N>**o, in each field to be updated. At Core Cost you'll be asked if you want to Core Rnd:1=No Add'l, 2=Next .50, 3=Next 1.00

After confirming above is correct you'll be prompted: **Update Item Master's effective date for items that are in AutoStock, but whose pricing already matches?** Answer **<N>**o then **<ENTER>**. Print or Spool and Execute or Queue.

### Add New Items From AutoStock

The AutoStock files provide you not only pricing and POP code information, but an easy way to add new items from your suppliers to your inventory. You can add items by POP Code, by a total dollar amount by product line.

You can set your min/max with this report, or set the min/max to 0/0 adjust at a later time.

To add new items to your inventory using the AutoStock New Item Additions feature, from the Main Menu, select:

7. Reports
2. Inventory Reports

### 13. AutoStock Report and Procedures

#### 2. AutoStock New Item Additions Report

```

AUTOSTOCK NEW ITEM ADDITIONS      "YOUR COMPANY NAME"      AUMUUPRPT 06.0.04
                                TIME 14:50 TERM 32
-----
REPORT GENERATOR: Beginning      Ending
Branch Id: MON MAIN AUTO-THREE
New Item Source: A P (GAT)
AutoStock Prod/Abn/Sub: GAT
AutoStock Part Number:
Pop Code Selection: C
Ranking Selection: 999999
Max Dollar Value Added: 1500.00
AutoStock Option: 2
AutoPoint Product Line: GAT GATES (GAT)
AutoPoint Price Code: GAT
Min/Max to Stock: 0 0 Y CALCULATE
Update User Codes: N N
Confirm Selection? (Y or N)
  
```

Enter your branch ID, press **<ENTER>**. Enter <A> for AutoStock as the source, and then enter either <P> for your Primary AutoStock or <A> for your Alternate AutoStock to be defined as the source, press **<ENTER>**. Enter the AutoStock Abbreviation, or press **<ENTER>** for all (Note: if wishing to add all, you can only run a report – product lines must be added individually)

You can select a range of part numbers within a line, or press **<ENTER>** for all parts in a line.

Enter the slowest moving POP code you want to add – i.e. if you enter a C or 3, the system would add only items that are A's, B's, C's, (or 1,2, 3's). You can also enter a maximum rank of part numbers to look to add, or press **<ENTER>** for all. Rank is defined as the numeric order in unit sales.

You can enter a maximum dollar amount to add to your inventory, based on the 'per unit' cost. Or press **<ENTER>** to add any amount.

Choose your selection as: <1> Print Report, <2> Add Items, <3> Both. Enter your product line code and price code and press **<ENTER>**. Enter your Min and your Max for new items – again these can be 0/0. Calculate Min/Max to Proper Purchase Increment? <N>o, <Y>es calculate, calculate applying per <C>ar to min.

**NOTE: you can choose to put a 0/0 Min-Max on items being added. If you enter <Y>es to calculate to Proper Purchase increment, the cursor will move to the IM and IB User Code fields. If you say <N>o you then have the option of making the parts <S>tocking or <N>on-Stocking in the Item Branch Record, or <B>ypass the creation of the Item Branch to create the Item Master Only. You might want to do this if you are only adding the parts for pricing purposes within catalog lookup.**

Enter through IM and IB User Codes

You'll see the prompt: **Automatically Include New Items regardless of Pop Code?** <Y>, or <N>. Enter <N>, then Print or Spool to File.

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# CUSTOMER PRICING

## Overview

In *AutoPoint*® there are two different type of Pricing Functions.

The first pricing function within the *AutoPoint*® system pertains to how you determine your customers' pricing. There are a great many options in *AutoPoint*® that will allow you to set pricing for customers as unique as you want. Pricing can be set to be the same for everyone, different for cash vs. on account customers, different by customer type (dealer vs. fleet, farm, PBE, retail, etc.) or even all the way down to specific part number pricing for specific customers.

The second pricing function pertains to the pricing options, and procedures, for how you determine **your** cost and resell prices, as well as how you view your pricing structure through your various AutoStock files. While it may seem complicated at first, the pricing functions have been designed to not only be flexible, but to also be easy to maintain on a routine basis.

This function is outlined in a separate section entitled User Pricing.

## Item Master

Prices for all items in your inventory, or those non-stocking items you want to be able to price in catalog and Interchange, are ultimately stored in the Item Master Record. Shown below, is a sample Item Master Record.

TERM 32		ITEM MAINTENANCE		AVITEMMNT 06.0.02	
1. ABBREV/SPREAD PART	WIX 51516	18. ITEM TYPE/QUALITY	Regular / P		
3. DESCRIPTION	OIL FILTER	20. STATUS/SUPERSEDED	Normal / Y		
4. ALT PART NUMBER	51516	21. PRICE CODE/VIP	GOV / Y		
5. PRODUCT LINE/SUB	WIX 00	22. QTY PER CAR/WEIGHT	1 / .00		
7. PICK SEQUENCE	2953000	24. USER CODES/WHSE POP	GOV / A		
8. STD. PKG/UNITS/RATIO	1 EA 1	26. WHSE STD.PKG/UNITS	12 EA		
11. PRICE 1 (List)	14.490	28. ITEM FLAG/DISCOUNT	/ D		
12. PRICE 2 (User)	12.070	30. DEC FLAG/QTY SCHED	N /		
13. PRICE 3 (Dealer)	11.270	32. FED TAX/CORE CLASS	/		
14. PRICE 4 (Stk Dealer)	10.140	34. CORE COST/PRICE	.00/ .00		
15. PRICE 5 (Fleet/VIP)	4.723				
16. PRICE 6 (Jobber)	5.070				
17. UNIT COST	3.450				
BRANCH ID:	WIN	MAIN AUTO PARTS	BRANCH	****	STOCKED ****
36. QTY ON HAND/SUPER	6 /	45. PURCH. PKG/UNITS	12 EA		
37. MIN/MAX/CALC-CODE	0 12 A	47. BU IN PURCH RATIO	1		
40. SUPPLIER ID	WIX	48. PRICE CODE/TAXABLE	/ / Y		
41. USER CODE/POP CODE	/ A	50. EC GROUP/QTY SCHED	/ / 0		
43. ZONE/LOCATOR	/	52. ALT ZONE/LOCATOR	/		
* Substitute, <F6> Resell, <F12> Web, <DEL> GP PREMIUM					
MODE: (chg no, Alter, Broch, Delete, Hist, Purge, stock, <F5> autostk,					
<HOME>stock inq, <PGUP>inv adj, Rename, autoSell mnt, product recode, <F4>ctrl1)					

Although more detail about this record is outlined in the File Maintenance section of this guide, you need to have a general understanding of what is being referred to in the remainder of this section when we talk about price fields etc.

In the above example, the various price fields are shown in fields 11 – 17, with Core prices in fields 34 and 35 if applicable. You will notice the terminology in the Various Price Fields, such as (LIST), (DEALER), or (JOBBER). Historically, these have been standard type of prices used by most people in the industry.

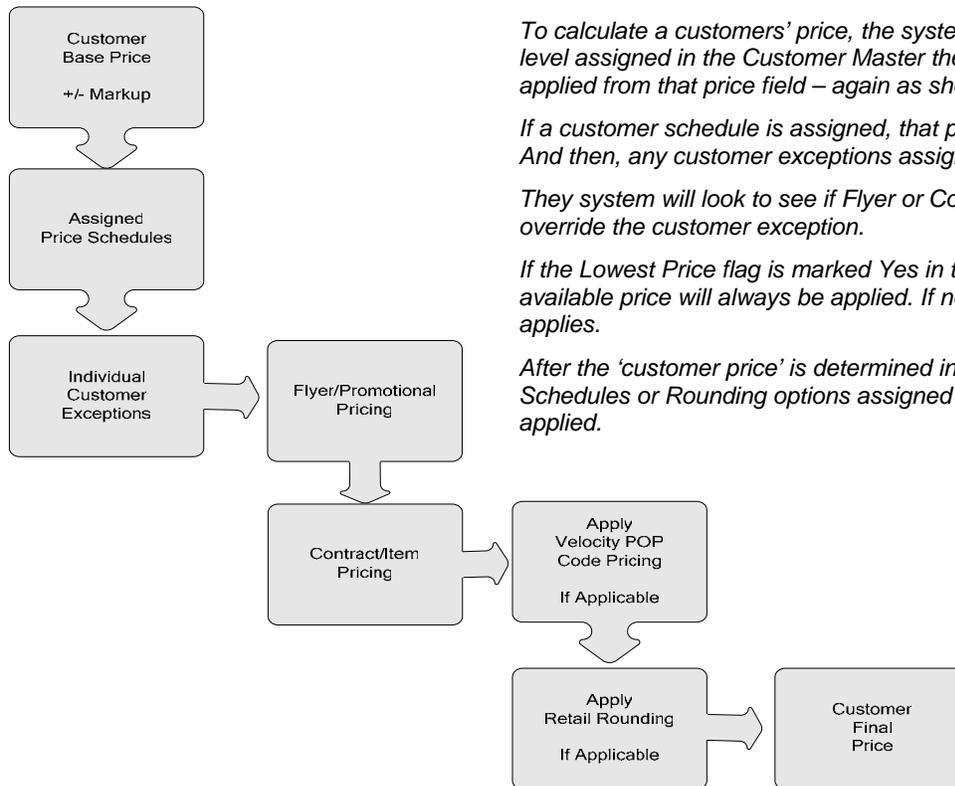
However, with the tremendous flexibility in the *AutoPoint*® system, these prices can be configured to be whatever you want them to be. You can use standard published prices provided to you through the AutoPoint price updates, or set your own prices based on a Cost + philosophy.

Throughout this section, when you see a reference to Price 1, or Price 6 (sometimes just shown as 0-6) we are referring to the prices stored in these fields in your Item Master Record.

Detail information about configuring your prices is outlined in the section entitled User Pricing in this guide.

## Customer Pricing Basics

The system establishes a given customer's price based on the following hierarchy:



To calculate a customer's price, the system will first look at the base pricing level assigned in the Customer Master then any markup or discounts to be applied from that price field – again as shown in the Customer Master.

If a customer schedule is assigned, that pricing will override the base pricing. And then, any customer exceptions assigned will override everything so far.

The system will look to see if Flyer or Contract pricing is assigned that would override the customer exception.

If the Lowest Price flag is marked Yes in the Customer Master, the lowest available price will always be applied. If not, then the process outlined above applies.

After the 'customer price' is determined in the system, any POP Code Schedules or Rounding options assigned in the Customer Master are then applied.

You have the ability in *AutoPoint*<sup>®</sup> to use all the tools outlined in this section to customize pricing to each and every customer in your system, with little ongoing maintenance required.

By customer, you can set your customer's pricing in concrete without the ability to vary.

Or if you prefer, you can set a flag in the Customer Master (currently LOW - Field 54 - **Lowest Price? <Y>/<N>=Contract Sch Overrides**) which will look at all options and always give the customer the lowest price available on that part number. If this is not marked, or marked as <N>, the Contract or Schedule prices will apply.

### Determining List Price for a Customer

List price can vary by customer account. Typically, list price is manufacturer's list price – Price Level 1 in your Item Master. This information is entered in the List Price field in Customer Maintenance – **field # 20**. You can mark up or discount the list price by placing appropriate % in **field # 21** of the Customer Master.

### Calculate List Price

If you want the system to *always* automatically calculate a list price for an account, you can enter a 9 in the List Price field then specify the percentage of *markup* in the Markup % field. For

example, if you entered 9 in the List Price and a Markup % of 40%, then the list price that appears on the invoice will always be a 40% markup above the selling price of the item.

If you want the system to calculate a list price **only** if the manufacturer's list price does not achieve a specific markup percentage, then you would enter a 1 in the List Price field and specify the percentage to use, if the manufacturer's list price does not provide that percentage or a greater percentage.

For example, if you entered a 1 in the List Price field and a 40% in the Markup % field, then the system will calculate a 40% markup above the selling price **only** if the manufacturer's price is *less than* a 40% markup. If it was more than a 40% markup, the manufacturer's price would be used.

## Define Core Price

In *AutoPoint*<sup>®</sup> you have the ability of having a Core Cost and a Core Selling Price for each item. By customer, you can determine whether you sell them at the Core Cost, or at the Core Selling Price. Go to the Customer Master record, field 42 to indicate whether a customer should be sold at the Core Cost or the Core Selling Price.

## Customer Base Price

The customers' starting price can be based off of any of the price fields listed on the Item Master. In addition, you can discount or markup that base selling price. Invoicing can also reflect two or three digits following the decimal point.

The customer's base pricing is reflected in **PRICE FIELD** of the Customer Master and the markup/discount from the base price is shown in the next field labeled **PCT**.

## Price Schedules

Price schedules are used to override base pricing on specific product lines or sub-lines. This gives you flexibility to have standard pricing but offer types of customers discounts on certain types of products. For example, you might want to offer your tire shops a little better pricing on brakes, or farm customers better pricing on filters.

Price schedules can be applied to as many customers as you desire (the schedule number must be assigned to a customer in Customer Maintenance). Price schedules are especially helpful when you want to apply the same pricing to a group of stores - instead of entering an exception for each account, you enter one schedule, then assign that schedule to the various customer accounts.

Price Schedules override base pricing. Price exceptions will override pricing assigned to a customer on a price schedule. A price schedule can be copied to another schedule, then modified to save time.

## Entering Price Schedules

To set up a price schedule to be assigned to a customer, multiple customers, or types of customers, from the Main Menu, select

5. File Maintenance
3. Price Maintenance
1. Price Schedule Maintenance
2. Price Schedule Maintenance

(Note: Option 1 allows you to set up a description to be assigned to each schedule. You'll be able to see it for easy reference. Set this up first or after you have actual schedule set up.)

PRICE SCHEDULE MAINTENANCE		"YOUR COMPANY NAME"		AMCUSPRMNT 06.0.02				
				TIME 13:18 TERM 32				
1. PRICE SCHEDULE 000500 KEY INSTALLERS								
PRICE CODE	PRICING FIELD	MARKUP/DISCOUNT %	DISCOUNT GP%	EFFECTIVE DATE	EXPIRATION DATE	PROMO TRACK	REBATE %	REBATE GP%
AIC	5	2.00		3/01/03	99/99/99	N	0.00	0.00
AMC	0	81.02	45.00	11/12/04	99/99/99	N	0.00	0.00
APS	5	0.00		4/08/03	99/99/99	N	0.00	0.00
ASL	5	5.00		5/10/00	99/99/99	N	0.00	0.00
BWD	5	3.00		6/09/02	99/99/99	N	0.00	0.00
DAY	5	5.00		1/02/01	99/99/99	Y	5.00	4.76
DAY 01	0	11.11	10.00	11/12/04	12/31/04	N	0.00	0.00
FPG	5	5.00		4/29/02	99/99/99	Y	5.00	4.76
GDV	5	0.00		12/22/03	99/99/99	Y	5.00	4.76
HYD	5	3.00		7/10/03	99/99/99	N	0.00	0.00
KDT	4	2.00		3/01/03	99/99/99	N	0.00	0.00
MER	5	0.00		1/19/04	99/99/99	N	0.00	0.00
MOG	5	5.00		1/09/02	99/99/99	N	0.00	0.00
MON	5	5.00		3/18/02	99/99/99	Y	5.00	4.76

ENTER ACCESS MODE: (Change, Delete, Add, Copy, <F2>Next, <F3>Prev, <F8>End  
Sft<F1>1st Screen, Sft<F2>Next Screen, Sft<F3>Previous Screen)

- Enter schedule number to be created or <F1> to scan through existing price schedule numbers to identify the next available number, or to edit
- Enter price code (usually the same as product line) <ENTER>
  - Price code can be the Product Lines or the Product Line/Sub-lines as shown with DAY\_03 (the underscore between DAY and 03 is a space)

**NOTE:** A Price Code can be defined down to the product line/sub-line level. Or if no sub-line is specified, then Price Codes applies to that entire Product Line, regardless of sub-lines within. For example, Price Code WIX 01 would only apply to the parts within that defined sub-line. Price Code WIX, would apply to all sub-lines within the Wix product line. This is done so you don't have to set up an schedule (or exceptions for every sub-line within a product line.
- In the Pricing Field, enter price level to base the schedule from
  - It can be any of the price fields, including the cost field
  - Select <SHIFT>/<F5> if you want to base the pricing from cost
- Enter any markup/discount percentage or press <ENTER> for none
  - If you are basing pricing from cost, you have the option of selecting <F5> to jump to the GP% field and enter the desired GP. Markup will be automatically calculated.
- Enter a beginning date - defaults to current date
- Enter an ending date
  - If you want the pricing to be ongoing, enter 999999 in this field.
- Track customer promo price history <Y>, or <N> <ENTER>
- If applicable, enter a Rebate % for the customer. The Promo Track must be marked with a <Y>, the column following will reflect the Rebate GP%

## Assigning a Price Schedule to a Customer Account

The Price Schedules are assigned to individual customers by placing the schedule number into the appropriate field of the Customer Master record. To do this, from the Main Menu, select:

5. File Maintenance
  2. Customer Maintenance
  1. Customer Maintenance
- Enter customer number
  - Go to the price schedule field - **SCH**
  - Enter price schedule number
  - <ENTER> To clear screen

- <F8>To exit

## **Customer Price Exceptions**

Customer price exceptions allow you to set up special pricing for individual customer accounts. Price exceptions can be "copied" from one customer to another. (All Master Installer price exceptions for a customer should be set up using Price Exceptions and should not be applied using a Price Schedule.)

However, there may be times when you want to utilize both price exceptions and price schedules for a particular account. Customer Price exceptions **always** override price schedules in terms of which price the system will use.

## **Entering Price Exceptions**

Price exceptions use the same type of method as Price Schedules. To set up price exceptions for a customer, from the Main Menu, select:

5. File Maintenance
3. Pricing Maintenance
2. Customer Price Exception Maintenance

"YOUR COMPANY NAME"									
CUSTOMER EXCEPTION MAINTENANCE								AMCUSPRMNT 06.0.02	32
								TIME 10:36	TERM
-----									
1.	CUSTOMER NUMBER	010860	BRAY'S AUTO			PRC % PS 4	.00		3
PRICE CODE	PRICING FIELD	MARKUP/DISCOUNT %	GP%	EFFECTIVE DATE	EXPIRATION DATE	PROMO TRACK	REBATE %	REBATE GP%	
AME	5	17.75-		11/11/02	99/99/99	N	0.00	0.00	
DIS	4	10.00-		9/21/01	99/99/99	N	0.00	0.00	
FUS	4	10.00-		2/12/02	99/99/99	N	0.00	0.00	
MMM	0	20.00	16.67	5/14/03	99/99/99	N	0.00	0.00	
MMD	0	20.00	16.67	10/29/03	99/99/99	N	0.00	0.00	

ENTER ACCESS MODE: █ (Change, Delete, Add, Copy, <F2>Next, <F3>Prev, <F8>End Sft<F1>1st Screen, Sft<F2>Next Screen, Sft<F3>Previous Screen)

- Enter customer number to be set up <ENTER>
- Enter price code (usually the same as product line) <ENTER>
  - Price code can be the Product Lines or the Product Line/Sub-lines
- In the Pricing Field, enter price level to base the exceptions from
  - It can be any of the price fields, including the cost field
  - Select <SHIFT>/<F5> if you want to base the pricing from cost
- Enter any markup/discount percentage or press <ENTER> for none
  - If you are basing pricing from cost, you have the option of selecting <F5> to jump to the GP% field and enter the desired GP. Markup will be automatically calculated.
- Enter a beginning date - defaults to current date
- Enter an ending date
  - If you want the pricing to be ongoing, enter 999999 in this field.
- Track customer promo price history <Y>, or <N> <ENTER>
- If applicable, enter a Rebate % for the customer. The Promo Track must be marked with a <Y>, the column following will reflect the Rebate GP%
- <ENTER> to clear screen





- Enter the effective date and then the expiration date – for an ongoing price with no expiration, enter 99999999.
- If the part is to be tracked for promotional purposes, enter a <Y> in PRO TRK and then enter the Rebate % - It is unlikely that you will be offering additional rebates on sale items
- <ENTER> to clear the screen when finished with the Flyer/Promotional Pricing

## Assigning Flyer/Promotional Pricing to Customers

After setting up a Flyer/Promotional schedule, activate the pricing by assigning it to the customer in field number 58 of the Customer Master.

## Velocity Pricing

Velocity Pricing allows you to price to your customers by your POP code. This feature gives you the ability to discount fast moving items where you might be facing stiff competition from others in your market area. You can also use this feature to markup items that are slower moving to compensate you for the cost of carrying the inventory.

Multiple schedules can be set up to be applied to different customers, or types of customers.

## Entering POP Code Velocity Schedules

To use velocity pricing, you must first set up a **POP Code Velocity Schedule** to tell the system what discounts or markups you want to offer. To set up a POP Code Velocity Schedule, from the Main Menu, select:

5. File Maintenance
3. Pricing Maintenance
3. Velocity Pricing
3. POP Code Velocity Schedule

POP CODE VELOCITY SCHEDULE MAINTENANCE		"YOUR COMPANY NAME"	AVPOPPMNT 06.0.02
		Add Rec	TIME 14:35 TERM 32
1.	VELOCITY SCHEDULE ID	000001	DEFAULT
POP CODE ID	VELOCITY MARKUP PERCENT		
3.	A	1.00-	
4.	B	.00	
5.	C	3.00	
6.	D	5.00	
7.	N	7.50	
8.	O	7.50	
9.	W	8.00	
10.	X	10.00	
11.	█		
12.			

\* Codes allowed are <A> - <Z> or <0> - <9>

- Enter the desired number and description of the schedule and press <ENTER>
- Enter your POP codes and either the discount or markup <ENTER> - You can use either alpha or numeric POP codes based on your company preference
- When finished, press <ENTER> to clear the screen then <F8> to return to main Velocity Pricing menu. Set up as many POP code velocity schedules as you would like

## Assigning Velocity Pricing to Product Lines

Now it's time to assign the POP Code Velocity schedules you've set up to specific Product Lines or Sub-Lines. These Velocity Schedules will be assigned to specific customers or groups of customers. From the Main Menu, select:

5. File Maintenance
3. Pricing Maintenance
3. Velocity Pricing
1. Velocity Schedule Description – Set up Schedule Number and Descriptions then press <F8> to exit back one screen, and go to
2. Product Line Velocity Schedule

"YOUR COMPANY NAME"				AMPLPSCMNT 06.0.02
PRODUCT LINE VELOCITY SCHEDULE MAINTENANCE				TIME 14:41 TERM 32
1. VELOCITY SCHEDULE ID 000001				INSTALLER CUSTOMERS
PROD LINE	SUB LINE	DESCRIPTION	POP CODE	VELOCITY SCHEDULE
A1C		A1 CARDONE		000002
AC	03	AC BELTS/HOSES		000001
ANC		ANCO		000001
BA		BECK ARNLEY		000001
BEL		BEL AIRE/BELDEN		000001
BW		BORG WARNER		000001
CLO		CLOYES TIMING		000002
CLO	00	CLO TIMING COMPONE		000002
FEL		FELPRO		000001
GAR		GARNER'S		000001
GAT	00	GAT POWER STEERING		000001
GAT	01	GATES BELTS/HOSE		000002
GAT	04	GAT THERMOSTATS		000001
GAT	06	GAT FHP BELTS		000001

ENTER ACCESS MODE: █ (Change, Delete, Add, cOpy, <F2>Next, <F3>Prev, <F8>End  
Sft<F1>1st Screen, Sft<F2>Next Screen, Sft<F3>Previous Screen)

- Enter the number of the Velocity Schedule to be setup
  - Enter the Product Line and/or Sub-Line, if you want to customize within product lines
  - Assign the appropriate POP Code Velocity Schedule
- Note: in the example above, this velocity schedule contains two different POP Code Velocity Schedules
- When complete, press <ENTER> to clear screen then <F8> to exit back to the menus

## Assigning Velocity Pricing to Customers

After setting up a Velocity Pricing Schedule, activate the pricing by assigning it to the desired customers in **VEL SCH** field of the Customer Master.

## Volume Pricing

Currently, the Volume Pricing option allows you to offer a volume discount based on the total dollar amount of 'discountable' items on a specific invoice. You can set up volume schedules, then assign them to specific customers or groups of customers.

**IMPORTANT:** Volume Discounts levels **attained** will be calculated by the **total** of the invoice. However, the actual discount will only apply to those items that are marked as 'Discountable' in the **DISCOUNT** field (currently #29) of the Item Master.

## Entering Volume Pricing

To set up a Volume Schedule to be applied to a specific customer, from the Main Menu, select:

5. File Maintenance
3. Pricing Maintenance
7. Volume Discounts

"YOUR COMPANY NAME"		AVVDSSCMNT 06.0.02
VOLUME DISCOUNT SCHEDULE MAINTENANCE		Add Rec TIME 14:00 TERM 32
1. VOLUME SCHEDULE ID	000001	Installers
3. EXPIRATION DATE	99/99/99	
DOLLAR VALUE	DISCOUNT PERCENT	
4. 250	1.00	
5. 500	1.25	
6. 750	1.50	
7. 1000	2.00	
8. █	-----	
9.		
10.		
11.		
12.		
13.		
* Enter Dollar Value Eligible for Discount		

- Enter the number and description for the Volume Schedule
- Enter the expiration date, or 999999 for an ongoing schedule
- Enter the Dollar Value to be reached for Volume Discounts and press **<ENTER>**
- Enter the Discount % and press **<ENTER>**
- Press **<ENTER>** to clear schedule

## Assigning Volume Discounts to Customers

After setting up a Volume schedule, activate the pricing by assigning it to the customer in field number 56 of the Customer Master.

### Quantity Pricing

To be released with next update, due out early 2005.

# Retail Rounding

Retail Rounding feature offers you multiple options to increase your gross profit to specific customers, or groups of customers. You have the ability to round the prices, change the set prices, add to the existing price, and add to core prices.

## Setting Up Rounding Options

To access the Retail Rounding module and set up Retail Rounding options, from the Main Menu, select:

5. File Maintenance
  4. Product Line Maintenance
  6. Price Rounding Maintenance
- Rounding Code
    - Enter the two character numeric rounding code to be used for identification. You can choose 01 through 99.
  - Price level
    - Enter the price level to apply rounding to. If you only want to effect customers that buy at price levels 3 and 4 then enter 3 and set up the screen and then copy this criteria to price level. 4
  - Description
    - Enter description for this rounding code. If this code will be used primarily for your cash walk-in customer, then enter that under the description.

PRICE ROUNDING MAINTENANCE		"YOUR COMPANY NAME"		AMRNDMNT	06.0.07
		Add Rec	TIME	8:05	TERM 32
1. PRICE ROUNDING CODE	99				
2. PRICE LEVEL	6				
3. DESCRIPTION	GROSS PROFIT				
		Rounding Type Options			
Rounding Type	Dollar Ranges From To	** C Rnd Flg	Ce From	** R-Round prices using 3 cents ranges	nd To
4. _				N-Round prices to next nickel	
5.				D-Round prices to next dime	
6.				Q-Round prices to next quarter	
7.				1-Round prices to next dollar	
8.				9-Round cents to end in 0 through 9	
9.				E-Round prices so cents are even	
10.				O-Round prices so cents are odd	
11.				P-Enter alt price level and +/- %	
12.				G-Cost range, calc price from GP %	
13.				H-Cost range, calc price cost plus	
				0-Cost range, change to price	
				A-Add to existing price	
				T-Change To price	
				<NL> to select	

Press <F5> for Rounding Options, Round <C>ore Prices,  
 <L>ine Erase, <F2> Next Line, <F3> Previous Line, <F14>/END Rounding Entry

- You will be presented with many different rounding option types. Several different options can be used on one schedule, provided the affected dollar range is different. Or you may want to set up multiple schedules. Rounding options include:
  - R - Round prices using 3 cents ranges
  - N - Round prices to next nickel
  - D - Round prices to next dime
  - Q - Round prices to next quarter

- o 1 - Round prices to next dollar
- o 9 - Round cents to end in 0 through 9
- o E - Round prices so cents are even
- o O - Round prices so cents are odd
- o P – Enter a markup from a specific price level
- o G – Entering a desired GP% within a specific \$ range
- o H – Adding specified additional \$ amount to a specific \$ range
- o 0 – Change the price within a specific \$ range to a specified \$ amount
- o C - Round core prices
- o A - Add to existing price
- o T - Change To price

**R - Round prices using 3 cents ranges**

Rounding allows you to adjust different dollar ranges and up to three different ranges of cents. Enter the beginning dollar range and then the ending dollar range.

The screen will prompt, **Allow cents to round down?** The default is no so that the cents will not be allowed to round down.

Enter the beginning cents range, you must now determine how you want to round. For instance, you may elect to Round cents from .01 to .19 up to .25 for the first cents range. You can choose a second cents range like .20 to .49 and round that to .69. As the third example you could take the cents between .50 and .99 and round to .99.

**N - Round prices to next nickel**

Allows you to round prices within a designated dollar range to the next nickel. The screen will prompt, **Allow Price to go over the Next Whole Dollar?** The default is Y. You can set up multiple dollar ranges.

**D - Round prices to next dime**

Allows you to round prices within a designated dollar range to the next dime. The screen will prompt, **Allow Price to go over the Next Whole Dollar?** The default is Y. You can set up multiple dollar ranges.

**Q - Round prices to next quarter**

Allows you to round prices within a designated dollar range to the next quarter. The screen will prompt, **Allow Price to go over the Next Whole Dollar?** The default is Y. You can set up multiple dollar ranges

**1 - Round prices to next dollar**

Allows you to round prices within a designated dollar range to the next dollar. The screen will prompt, **Allow Price to go over the Next Whole Dollar?** The default is Y. You can set up multiple dollar ranges

**9 - Round cents to end in 0 through 9**

This option allows you to designate a dollar range and tell the system to change the cents position to a designated number – For Example; anything from 1.00 – 9.99, to end in 9. (\$1.05 becomes \$1.09, \$5.43 becomes \$5.49)

**E - Round prices so cents are even**

Allows you to designate price ranges and round cents to next even number. You can designate whether or not to go over the next dollar amount.

### **O - Round prices so cents are odd**

Allows you to designate price ranges and round cents to next odd number. You can designate whether or not to go over the next dollar amount.

### **C - Round core prices**

Allows you to round Core Prices within designated price ranges by adding specified amounts, plus rounding to next .50 or 1.00. You have 3 options when adding money to cores: 1=No Addt'l allows you to add any additional amount you want to the core price. 2=Next .50 allows you to enter a specific amount to add and the system will round the core price to the next .50. 3=Next 1.00 allows you to enter a specific amount to add and the system will then round the core price to the next whole dollar.

### **P - Mark Up Price**

Allows you to designate a cost range and mark up the price by a designated amount. Enter <P> then the desired dollar range. Enter the price field to be affected. Most users will select 0 for cost and apply this to the pricing in the Item Master. Enter the markup amount and press <ENTER>.

### **G - Cost Range - Calculate GP%**

Allows you to designate a dollar range for the item cost, to apply a specific desired GP%. For example, any item that costs you between \$100 and \$250, you want to make a 28% GP.

### **H - Cost Range Plus \$**

Allows you to designate a specified dollar range at cost, then add a specified dollar amount to the part number. This can also be applied to the Item Master price by entering the Price Rounding Schedule Code into the appropriate Product Line Price Maintenance Record.

### **O - Cost Range - Change Price**

Allows you to designate a specified cost range and change the price to a specified amount.

***TIP: For items where the Price Rounding Feature uses a Cost Range, you can set up as many of these as you want, then apply to the Item Master by entering the Price Rounding Schedule Code into the appropriate Product Line Price Maintenance Records.***

### **A - Add to existing price**

Allows you to add a specific amount within a designated range or prices. You can also choose whether or not to go over the next dollar amount.

### **T - Change to a Specific Price**

This option allows you to change a specific dollar range to a set price. This feature is ideal for those lower price items that might vary from \$1.09 to \$1.29, they could all be changed to the set price of \$1.35.

The remaining options are pretty simple Line Erase <L> allows you to clear an entire line. <F2> and <F3>\_ allows you to move to the next line or the previous line. <END> will end the rounding entry.

***TIP: Please keep in mind that you must create different rounding codes for different price levels that you want to round. You can use the Rename feature to go to the top of the schedule and then <F4> from the top of the screen to print the rounding codes. To copy the rounding codes, press <F5> from the top of the screen.***

## **Assigning Rounding Codes to Product Lines**

Once you have the rounding criteria set up you have to flag the product lines and the customers that you want to round.

To flag specific product lines to be rounded, from the Main Menu, select:

5. File Maintenance
4. Product Maintenance
3. Product Line Price Maintenance

Enter the product line that you want to apply a rounding code to and enter the appropriate Code schedule.

## **Assigning Rounding Options to Customers**

Although you've set up the product lines to be rounded, you still have to flag the Customer Master record to indicate whether a customer is to receive the rounded pricing shown in the Product line records. With this flexibility, you can set all customers, or only certain types of customers (like Cash/Retail) customers to receive the rounded prices. There are three options for applying Rounding Options to customers. You can choose to <A>lways round, <N>ever Round, or <R>ound if not in a standard pack. These options are pretty self explanatory always, never and only round if the customer makes you break the package to sell.

To set the Customer Master to reflect the desired rounding options, from the Main Menu, select:

5. File Maintenance
2. Customer Maintenances
1. Customer Maintenance

Enter the desired rounding feature in the **ROUDNING FLAG** field of the Customer Master.

Once you have set up your rounding criteria, flagged your product lines and flagged your customers – let the rounding begin! This retail rounding will happen right at Point-of- Sale and also in Stock Status Inquiry if you are quoting prices specific to customer. This process happens right away - there is no posting required.

If you post a price update or change prices, the rounding will take effect immediately on top of the new prices.

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# DATA SERVICES

## Overview

*AutoPoint*<sup>®</sup> contains a database that stores all your critical information; inventory, pricing, customers, A/R, history, etc.

There is a different type of Data that can be accessed in your *AutoPoint*<sup>®</sup> system as well. These are optional products that have been integrated into the *AutoPoint*<sup>®</sup> solution, designed to help you determine what to sell to your customers, and at what price.

These optional Data Services include:

- AutoStock
- iCatRack™ Electronic Catalog Lookup
- Interchange

The uses of these optional modules are outlined below. Contact Amador Support for additional assistance.

## AutoStock

AutoStock is basically an Electronic Stockbook. Users who subscribe to AutoStock services will receive one or more files per month.

The first is a generic file provided by *AutoPoint*<sup>®</sup> and contains all of the manufacturers' lines and published price levels. Sometimes this is referred to as MasterStock.

The additional files provided are files given to *AutoPoint*<sup>®</sup> by warehouse suppliers for their customers. It contains the items, Pop Codes and pricing available directly from the warehouse supplier. Amador must have approval from a warehouse supplier in order to provide a store with its pricing.

AutoStock files can be used to add part numbers to your inventory from your serving supplier, update prices or POP codes.

***The procedures for processing an Alternate AutoStock update and updating prices from AutoStock is located in the section titled User Pricing in this manual. Adding new items from AutoStock is also outlined later in this section.***

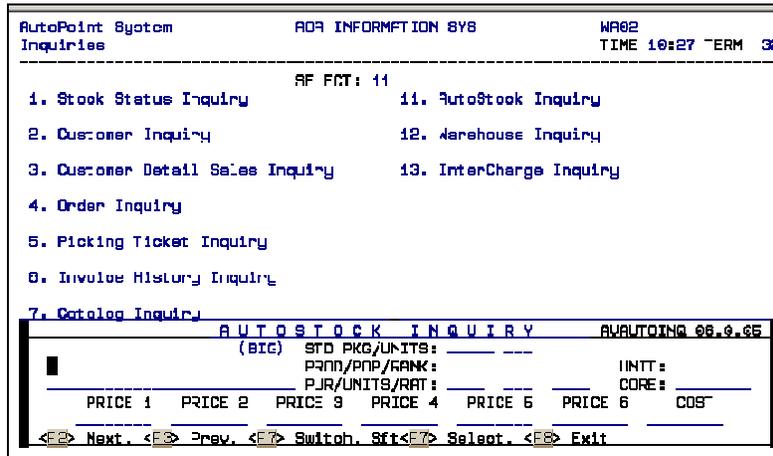
## Using Your AutoStock

AutoStock can be accessed from the Inquiries menu, or while in many of the maintenance menus such as Item Maintenance, Stock Adjustments, etc. It is most frequently accessed from within Point-of-Sale.

To access AutoStock from the Inquiries menu, from the Main Menu, select:

2. Inquiries
11. AutoStock Inquiry

The screen that appears will default to your Primary AutoStock, shown in parenthesis at the top, middle of the popup box.

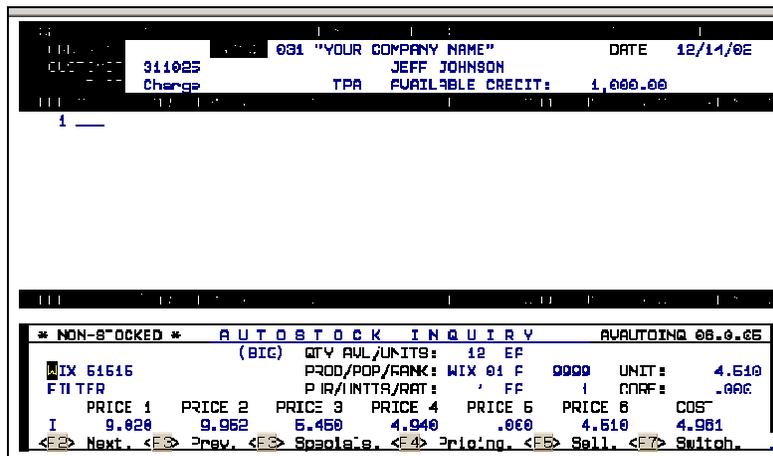


- Enter the Line Abbreviation and Part Number and then press **<ENTER>**

### AutoStock From Point-of-Sale

To access AutoStock from the Point-of-Sale invoicing screen, press **<F5>** from the abbreviation field within the detail portion of the invoice.

- Enter the Line Abbreviation and Part Number and press **<ENTER>**.



This screen shows the following information, from the top line:

- STOCKING STATUS – at your location
- VERSION – AutoStock Version loaded
- (UNI) – This is the abbreviation for the AutoStock file you are looking at, will differ based on *AutoPoint*® user.
- QTY AVL/UNITS – Quantity on hand in your inventory, and selling increments
- ABBREV/PART # - Part number you are inquiring about
- PROD/POP/RANK – The Product Line Abbrev/Sub-line (shown here as WIX 00), the Pop Code from this supplier, and the Supplier Sales Rank (if 9999, not provided by supplier).
- UNIT – The selling price of this part for the customer in question, or the default cash customer if not accessed from POS.
- DESCRIPTION – The description of the part

- PUR – The normal quantity of the item that you buy
- UNITS – the normal retail selling-unit – each, box, pair, roll, etc.
- RAT - number of selling units per purchase unit. For example if you normally purchase a case of 16, and the standard package and unit is **1 EA**, then the ratio would be **16**
- CORE – If applicable, core pricing for this customer or the default customer if not accessed from POS
- I – Shows whether you are looking at Inventory Prices or A for AutoStock prices.
  - I – Shows pricing that is loaded in your Item Master or Inventory
  - A – Shows pricing in the AutoStock file after company and product line price translations have been applied
- PRICE LEVELS – Price Level 1 through Cost are shown (Cost will not show unless security allows)
- FUNCTION Keys – Various functions that can be used in this record
  - **<F2>** - Go to the next item in the file
  - **<F3>** - Go to the previous item in the file
  - **<F4>** - Switch from Inventory and AutoStock Pricing for this item
  - **<F5>** - Allows you to sell this item from AutoStock. Helpful for an item that is in your inventory file, but you don't stock. You can quote the price, sell the part and special order from your supplier.  
  
If you press **<F5>** to sell from AutoStock, the cursor will move to the QTY field for you to enter the number to be added to the invoice. Press **<ENTER>** after the quantity and the item will be moved to the invoice
  - **<F6>** - Allows you to add non-inventory items to your Item Master, without having to go to item maintenance. After pressing **<F6>**, the cursor will move to the PROD line, press **<ENTER>** to take the default abbreviation. If you use the same Sub-lines as your supplier, **<ENTER>** through the Sub-line. If you don't use the Sub-lines, either enter your own, space through if you don't use any. Enter your Price Code or **<ENTER>** through to take the default. Enter your desired Min/Max, the system will recommend reordering accordingly.  
  
Enter the actual quantity on hand, if any.  
  
You can also press the **<F6>** a second time after choosing to add the item to your Item Master to take the default on the key fields. This prevents you from having to enter through the Product Line/SubLine/Price Codes and Min/Max fields.
  - **<F7>** - Switch to additional AutoStock file for this part
  - **<F8>** - Exit to previous screen

***NOTE: Information on how to load the alternate AutoStock files is shown in the User Pricing section of this manual.***

## **Add New Items From AutoStock**

The AutoStock files provide you not only pricing and POP code information, but an easy way to add new items from your suppliers to your inventory. You can add items by POP Code, by a total dollar amount by product line.

You can set your min/max with this report, or set the min/max to 0/0 adjust at a later time.

To add new items to your inventory using the AutoStock New Item Additions feature, from the Main Menu, select:

7. Reports
2. Inventory Reports
13. AutoStock Report and Procedures
2. AutoStock New Item Additions Report

```

"YOUR COMPANY NAME"
AUTOSTOCK NEW ITEM ADDITIONS
AVMUPRPT 06.0.05
TIME 10:44 TERM 32
-----
REPORT GENERATOR: Beginning Ending
Branch Id: WIN MAIN AUTO PARTS BRANCH
New Item Source: A P
AutoStock Prod/Abr/Sub: GAT (GAT)
AutoStock Part Number:
Pop Code Selection: C
Ranking Selection: 999999
Max Dollar Value Added: 1500.00
AutoStock Option: 2
AutoPoint Product Line: GAT GATES (GAT)
AutoPoint Price Code: GAT
Min/Max to Stock: 0 0 Y S CALCULATE
Update User Codes: N N
Confirm Selection? (Y or N)
  
```

- Enter your branch ID, press **<ENTER>**
- Enter <A> for AutoStock as the source, and then enter either <P> for your Primary AutoStock or <A> for your Alternate AutoStock to be defined as the source, press **<ENTER>**
- Enter the AutoStock Abbreviation, or press **<ENTER>** for all (Note: if wishing to add all, you can only run a report – product lines must be added individually)
- You can select a range of part numbers within a line, or press **<ENTER>** for all parts in a line
- Enter the slowest moving POP code you want to add – i.e. if you enter a C or 3, the system would add only items that are A's, B's, C's, (or 1, 2, 3's).
- You can also enter a maximum rank of part numbers to look to add, or press **<ENTER>** for all. Rank is defined as the numeric order in unit sales.
- You can enter a maximum dollar amount to add to your inventory, based on the per unit cost. Or press **<ENTER>** to add any amount.
- Choose your selection as: <1> Print Report, <2> Add Items, <3> Both
- Enter your product line code and price code and press **<ENTER>**
- Enter your Min and your Max for new items – again these can be 0/0
- Calculate Min/Max to Proper Purchase Increment? <N>o, <Y>es calculate, calculate applying per <C>ar to min
- Provides ability to create Item Branch record and make **<S>tocking**, or **<N>on-Stocking** or **<B>yypass** creating Item Branch record to create Item Master only (for pricing in catalog lookups etc.)
- Enter through IM and IB User Codes
- Automatically Include New Items regardless of Pop Code? <Y>, or <N>
- Print or Spool to File

## **iCatRack™ Electronic Catalog**

The electronic catalog offered for use within *AutoPoint*® is called iCatRack™. This electronic catalog uses the Automotive Aftermarket Industry Association (AAIA) formatted data, currently provided by Wrenthead. Some of the key features are:

- Data updates are received from manufacturers electronically providing the information more quickly than paper catalogs
- Data provided is more current because it's provided electronically
- Data errors can be corrected more quickly because it's provided electronically
- Data updates are provided via CD Rom, allowing all lines to be included on each update
- Vehicle years go back as far as 1960 on selected models
- Manufacturer priorities can be customized at each company, or even down to the branch level

### **Catalog License Maintenance**

Most of the catalog maintenance is controlled by *AutoPoint*® support and can not be changed by the *AutoPoint*® user. The maintenance file contains the licensing programs and indicates the number of available concurrent catalog users.

Use the Catalog Maintenance screen to set the default for accessing the Counterman Questions within the catalog. A <Y>es in field 8 of the Catalog License Maintenance activates Counterman Questions to come up in the catalog where applicable.

From within the Catalog screen, you can tell the Counterman Questions is active when there is a 'Q' in the upper right hand corner just to the left of your Branch ID.

Counterman Questions can be turned off (or on) for an individual look-up by pressing the <F9> when you are at the GROUP, or SUBGROUP fields in the main catalog selection screen, before you've selected the desired parts.

### **Loading iCatRack™ Updates**

All terminals must be, and remain, out of cataloging while the update is loading. The update can be scheduled to run automatically overnight if desired.

Follow the steps below to load this update.

- Insert the cd into your cd drive.
- At the # prompt enter the command cdload.
- To update your cataloging right away, select option 2.
- To schedule an overnight update, select option 3.

If option 2 was selected, the catalog update will begin immediately. If option 3 was selected, the update will complete unattended overnight. Once the update is complete, you may remove the cd from the drive and begin to use iCatRack™ again.

Due to the length of time that it takes to perform a catalog update, we recommend that you queue these updates to run overnight to prevent any disruption to your normal daily use of cataloging.

There is no need to return the cd. Please keep it until the next cd is received and loaded onto your system before discarding it

## **Setting iCatRack™ Manufacturer Priorities**

iCatRack™ uses manufacturer priority settings to determine which lines are displayed, the sequence that the lines are displayed and the product line code that is used to lookup the parts in your inventory file.

To access the iCatRack™ Manufacturer Priority settings screen, from the Main Menu, select:

5. File Maintenance
6. System Maintenance
15. Catalog Maintenance
3. iCatRack™ Mfg Cross Reference

**(All catalog users must exit from iCatRack during the posting process.)**

You will see a product line loading process, then a screen similar to the following example will be shown displaying all of the manufacturers that are available in iCatRack™.

"YOUR COMPANY NAME"		CRMANPRI	06.0.02			
MANAGE PRIORITIES/PRODUCT LINES		TIME 13:50	TERM 32			
CODE / CATALOG	MANUFACTURER NAME	TYPE	OLD PRI	NEW PRI	P/L	ABB
A1C A1	CARDONE	X	7	7	A1	A1
ABS	ABSCO	N				
ACC	ACCEL	P	9	9	ACC	ACC
AID	ACCURATE INSTRUMENTS	N				
AP0	ACCURATE PARTS DIV	N				
ACD	ACDELCO	P	8	8	ACD	ACD
ADU	ACDELCO DURASTOP BRAKES	P	10	10		
ARF	ACDELCO RAPIDFIRE	P	8	8	ACP	ACP
ACW	ACI WIND WASHER PUMP-BO	N				
AVT	ADVANCED AUTOMITVE TECH	N				
QBT	AE QUICK BOOT	N				
AIM	AIMCO	A	9	9		
APQ	AIR PRO QUALITY PARTS	N				
AIR	AIRLIFT	N				
ATN	AIRTEX AUTOMOTIVE DIVISION	P	5	5	ATX	ATX
AEM	AIRTEX ENG. MGMT. SYSTEMS	N				

Enter Access: <P>primary, <A>lternate, <N>one  
F4> Detail, <F5> Name Search, Sft<F5> Code, <F6> Active/ALL

The left column shows the iCatRack™ line code. It is followed by the manufacturer name, the manufacturer type, the old priority and the new priority, the *AutoPoint*® Product Line and the Item Abbreviation.

To search for a Manufacturers' name to determine its status, press <F5> and enter the name or part of the name of the manufacturer. You can then use the <F2> and <F3> keys to move to the desired manufacturer and make changes.

Pressing <SHIFT>/<F5> will allow you to enter the Manufacturer Code. Pressing <F6> will show you only the lines that are active with either a Primary or Alternate Status.

**TIP: If you press <F6> twice, you will be able to see all new lines in the update. They will be shown with an X Manufacturer type. You should change them to a P, A or N as described below.**

### ***Manufacturer Type***

The type field is used to set the manufacturer as a <P>primary, <A>lternate or <N>ot Displayed. The manufacturers that you stock and wish to include on your parts look-up should be set to P (primary). These are the manufacturers that will be shown during your initial parts look-ups.

Manufacturers can also be set as Alternates. These manufacturers do not appear on the initial parts look-up but can be displayed using the <F5> alternate lookup key in catalog.

Manufacturers that you do not want to include in your catalog lookups should be set to type <N>.

## **Priority Settings**

The sequence in which the manufacturers are displayed is determined by the priority settings. Manufacturer priorities can be 1 through 9 with the lower numbers displayed first. A priority 1 manufacturer will be displayed before a priority 2 manufacturer. If a group of manufacturers share the same priority, they will be displayed alphabetically.

During the initial set up, it is recommended that you use 7 as the priority setting for all lines. Then you can adjust the higher priority and lower priority settings without having to resequence all lines. By using a higher number as the default, you can easily make adjustments for individual lines.

**Example:** If you want Wix Filters to be displayed first for all look-ups, you can simply change Wix to 1 without having to adjust the other manufacturers and it will rearrange the display so that Wix is shown first. If all of the manufacturers were initially set to 1, you would have to reassign priority codes to all of the other manufacturers so that Wix would be the top priority line.

**TIP:** *Using a high priority setting as the default will save a lot of time and make it easier to make future adjustments.*

## **Old Pri**

This field contains the current priority setting for the manufacturer for reference to use when making adjustments to your priority settings.

## **New Pri**

This field is where the new priority code is entered to make adjustments to your priority settings.

## **PL/ABB**

If your line code does not match the iCatRack™ line code, enter your *AutoPoint*® Product Line code and item abbreviation here.

## **Defining Group/Subgroup Settings**

In addition to manufacturer priorities, the display can be fine-tuned further using group subgroup settings. This allows you to prevent unwanted parts from displaying on the parts lookup.

To access the Group/Subgroup settings screens for a manufacturer, press the <F4> key from the Type field. A screen similar to the following will be displayed showing all of the groups and subgroups where this manufacturer's parts are found. The "show" field determines whether you want these parts included in your catalog lookups.

"YOUR COMPANY NAME"		CRMANPRI	06.0.02
MANAGE PRIORITIES/PRODUCT LINES		TIME 13:50	TERM 32
Manufacturer	ACD ACDELCO	PRIMARY	Priority 8 P/L ACD
GROUP	SUBGROUP	SHOW	
10 Exhaust	1 Catalytic Converter	N	
10 Exhaust	2 Clamps/Hangers	N	
10 Exhaust	3 Mufflers	N	
10 Exhaust	4 Pipes	N	
10 Exhaust	5 Miscellaneous	N	
11 Filters	1 Air Filters	Y	
11 Filters	2 Fuel Filter	Y	
11 Filters	3 Oil Filters	Y	
11 Filters	4 PCV Valves	N	
11 Filters	5 Transmission Filters	N	
11 Filters	6 Miscellaneous	N	
12 Flasher, Fuse, Lamp, Wiper	1 Flashers	N	
12 Flasher, Fuse, Lamp, Wiper	2 Fuses	N	
12 Flasher, Fuse, Lamp, Wiper	3 Headlamps	N	
* See manufacturer's parts in this subgroup?			
<F4> Product Lines			

**Example:** If you only stock AC Filters, you can set the show flag to N for all groups and subgroups except filters. This will prevent other AC/Delco products from being displayed in your catalog lookups.

### Defining your line code by sub-group

The Product Line code that was entered on the first screen is used as the default for your product line for all sub-groups when looking up parts in your inventory file. If your line codes vary by sub-group, you change them from this screen.

From the "show" field, press the <F4> again, to set your product line for this manufacturer. The following example shows the entries to specify line code AC 00 to be used for AC filters.

"YOUR COMPANY NAME"		CRMANPRI	06.0.02
MANAGE PRIORITIES/PRODUCT LINES		TIME 13:50	TERM 32
Manufacturer	ACD ACDELCO	PRIMARY	Priority 8 P/L ACD
Group	11 Filters	Show Data Y	
Subgroup	1 Air Filters		
PRODUCT LINE	ABBREV		
AC 00 AC FILTERS/PCV	AC		
New product line, <F5> Lookup, <F8> Exit			

Once all of the entries have been completed to define your manufacturer settings, press the <F8> key to exit. The program will ask if you wish to post your changes, answer <Y> to post them. This will begin the process of resetting your priority codes. **Note: This process could run for several minutes depending on the number of changes that are made.**

The message "Manufacturer Priorities updated!" will be displayed once the process is completed. Press <ENTER> to return to the menu. At this point, you and your counter men can get back into iCatRack™ and all of the new settings should be in effect.

## Using iCatRack™

There are three ways to access the iCatRack™ catalog. To use the Inquiry screen, from the Main Menu, select:

2. Inquiries
7. Catalog Inquiry

It will default to the cash customer. The customer can be changed by answering <N> to the Customer OK? prompt, and then entering the number or name of the correct customer where prompted, which can be changed as explained below if desired

To access iCatRack™, from any menu heading, type in CAT. Again, it will default to the Cash Customer for pricing. The customer can be changed by answering <N> to the Customer OK? prompt, and then entering the number or name of the correct customer where prompted.

### Catalog From Point-of-Sale

The majority of the time, you will access the catalog from the Point-of-Sale invoicing screen. When in the detail of the invoice, at the Abbreviation field, press <F9> to go to the iCatRack™ catalog.

Since you have likely already entered the customer number into the Point-of-Sale screen, the catalog will automatically show you pricing for that customer. If you need to change the customer here, you can press <ESC> and follow the prompts to enter the correct customer.

When you have selected the correct customer, you'll see a screen similar to the one below:

```
iCatRack(tm) CUST: 010075 ABC MAIN AUTO INC (WIN)
YEAR
1960 thru 2005

Previous Vehicle Selections
1 1996 GMC PICKUP C2500 3/4 TON 4x2 7.4L Fuel Injected V8Vin:J 24585
2 2004 CHEVROLET BLAZER S10/T10 4.3L Fuel Injected V6 Vin:X 32529
3 1979 DODGE PICKUP D150 1/2 TON 4x2 225CI 2 Barrel L6 Vin:B 29687
4 1987 TOYOTA PICKUP 2.4L Fuel Injected L4 Turbo Vin:22RTEC 7716
5 1999 HONDA ACCORD 2.3L Fuel Injected L4 Vin:F23A4 VTECS0HC 22955
6 1981 CHEVROLET PICKUP C10 1/2 TON 4x2 350CI 4 Barrel V8Vin:L 2213
7 1981 CHEVROLET PICKUP C10 1/2 TON 4x2 305CI 4 Barrel V8Vin:H 19468
8 1978 FORD PICKUP F100 1/2 TON 300CI 1 Barrel L6 Vin:B 821
9 1992 CHRYSLER LEBARON 2.5L Fuel Injected L4 Turbo Vin:J 12743
10 1988 OLDSMOBILE NINETY-EIGHT 3.8L Fuel Injected V6 Vin:C 5760
11 1994 FORD RANGER 3.0L Fuel Injected V6 Vin:U 16710
12 1996 FORD RANGER 3.0L Fuel Injected V6 Vin:U 18147
13 1998 CHEVROLET PICKUP C1500 1/2 TON 4x2 5.0L Fuel Inj V8 Vin: M 22113
14 1994 FORD RANGER 16709 FORD RANGER 2.3L Vin: Injected L4 Vin:A
15 1994 FORD RANGER 16710 FORD RANGER 3.0L Vin: Injected V6 Vin:U

YEAR MAKE MODEL ENGINE GROUP SUBGROUP
Enter Year, Car Id, or <F7> for Help ORDER
```

The last 15 vehicles that were previously selected, at this terminal, will show in the body of the screen. You can select one of these vehicles again, by entering the number for the corresponding vehicle and pressing <ENTER>.

If a new vehicle lookup, enter a two-digit year in the year field for a new selection. The cursor will advance to the Make, Model and Engine field next. Make the appropriate entries for each of these fields to match the vehicle that you desire.

### Group/SubGroup Selection

Once the vehicle information has been entered, the cursor will advance to the Group field. Select from the list shown in the body of the screen. Note that these groups are displayed in alphabetical order.



Upon completion of the Group selection, the cursor will advance to the Subgroup field. Make the appropriate selection from the subgroups shown in the body of the screen. Multiple subgroups can be selected by continuing to enter selections. Selected Groups and Subgroups will be highlighted and have a '>' indicated to the right of the selection number.

If you are unsure about which group a part type is found, enter the name of the part (Example: filter) at the Group field, then press <F5> to display an index that will show you the Subgroups containing filters.

You can 'deselect' a subgroup by selecting the same number again.

### Select Multiple Groups

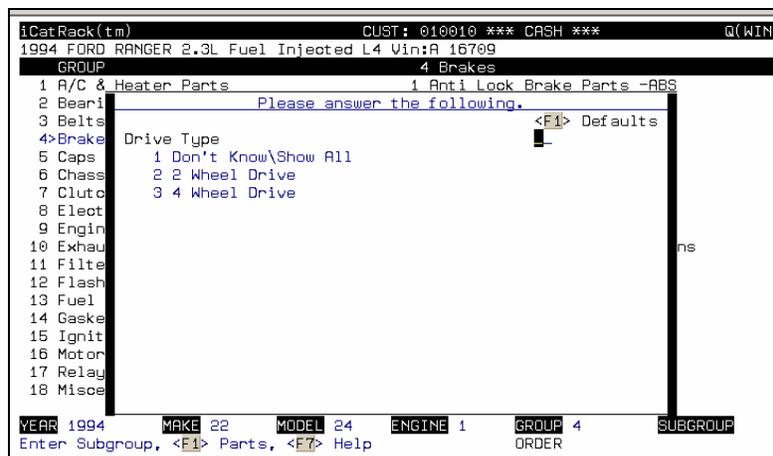
press the <ESC> field after selecting the first subgroups. Your initial Group will stay highlighted and you can then select additional groups and subgroups.

Press <F1> or <ENTER> to begin the catalog lookup process.

TIP: When you select multiple groups and/or subgroups, the return lookups will be in the order of your selection.

### Counterman Questions

Sometimes additional information about the vehicle will help streamline your look-up and insure you access the correct part. *AutoPoint*<sup>®</sup> has implemented additional Counterman questions for some vehicle applications. A sample of a typical counterman question is shown below.



In this example, looking for a rotor for a Toyota Pickup, additional questions will help streamline the lookup. When a pop-up such as this appears, simply answer the questions with the options given.

If you don't want to answer the questions and simply want to move to the parts look-up screen, select <F1> to take all the default answers, which will be 'Don't Know/ShowAll'.

**TIP:** If you don't want counterman Questions to come up at all, you can set the default to <N>o in the Catalog License Menu. If you want to skip the counterman questions for an individual look-up, you can also press <F9> at the GROUP field when entering your vehicle information. The <F9> toggles Counterman Questions on and off.

## Counterman Questions Options

You can choose to have Counterman Questions on or off by default, or just for individual look-ups. To turn off the questions for all look-ups, press <N>o at the Counterman Questions field in the Catalog License Maintenance. They will only come up if you use the <F9> at the GROUP field in the catalog vehicle look up screen to toggle the questions on.

## Catalog Results

The results screen, based on your lookup criteria, will look similar to the screen below.

- Along the top of the screen you'll see the vehicle selection you entered along with the Group and SubGroups you are currently viewing.

```

iCatRack(tm)                                CUST: 010010 *** CASH ***                Q(WIN)
1998 FORD RANGER 4.0L Fuel Injected V6 Vin: X 29303    1/01
11 Filters                                     1 Air Filters
REF DESCRIPTION                                PART NUMBER    AVL    LIST    CORE    NET
PT - PRO-TEC FILTERS (PT)
1 {filter, air}                                330             0    14.99    10.99
  [Air Filter] Conical
2 {filter, air}                                335             2+   12.99    8.99
  [Air Filter] Panel
3 {filter, air}                                330             0    14.99    10.99
  [Air Filter] Conical;
4 {filter, air}                                335             2+   12.99    8.99
  [Air Filter] Panel;
WIX - WIX FILTERS (WIX)
5 {filter, air}                                46253           2+   32.89    25.58
  [Air Filter] Panel
6 {filter, air}                                46416           7    38.23    29.73
  [Air Filter] Conical

SELECTION █ Filters
<ENTER> More Data, <F6> PartType, <F7> Help
<F10> Web
ORDER
  
```

- REF – Reference Number for selection
- DESCRIPTION - Shown is the Part Type in Brackets, i.e. {filter, air}, then part description as provided by the manufacturer
- PART NUMBER – Manufacturer's Part Number
- AVL – Quantity currently available in your inventory
- + next to the quantity indicates some on order
- LIST – List price for this customer as dictated in the Customer record
- CORE – Core price if applicable
- NET – Net price to quote for this customer as determined in Customer Record

Along the bottom of the screen you'll see function key options. As with other programs in *AutoPoint*®, you can use the <F2> and <F3> keys to move to the next or previous screens.

If you've selected multiple Sub-groups or Groups, a <SHIFT>/<F2> or <SHIFT>/<F3> will move to the next or previous Group or Sub-Group selections.

## Alternate Manufacturer's

Pressing <F5> will show you alternate manufacturers as defined in your Catalog Maintenance Record.

## Catalog Lookup Shortcuts

AutoPoint® has also incorporated some additional shortcuts that will you to go straight to the part type and narrow your search for speed and accuracy.

- Narrow Search By Part Type - Press <F6> to go to the Part Type to narrow your search. For example: in the Ignition Parts SubGroup, many product types will be shown in the selection, such as distributor caps, solenoids, rotors etc. Typically you have to scroll through all of these items to find your part. You can press the <F6> while in the detail to get the following screen.

```

ACatRaak(tm)                                CUST: 010075 ABC MAIN AUTO INC          (WIN)
1998 FORD RANGER 3.0L Fuel Injected V6 Vin:U 29302
15 Ignition & Tune-Up                        1 Ignition Parts                        1/01
PARTTYPE                                     PARTTYPE
1 BODY CONTROL COMPUTER                     18 DISTRIBUTOR, SMALL PARTS
2 DISTRIBUTOR                               19 ELECTRONIC SPEED GOVERNOR
3 DISTRIBUTOR BREAKER PLATE ASSEMBLY       20 ENGINE COMPUTER
4 DISTRIBUTOR BUSHING/BEARING              21 ENGINE COMPUTER PROM/POWER CHIP
5 DISTRIBUTOR CAP                           22 ENGINE REV LIMITER
6 DISTRIBUTOR CAP & ROTOR KIT                23 GASKETS, DISTRIBUTOR MOUNTING
7 DISTRIBUTOR CAP ADAPTER                   24 GASKETS, DISTRIBUTOR TUBE
8 DISTRIBUTOR CAP COVER                     25 HEAT SINK
9 DISTRIBUTOR CHECK VALVE                   26 HEI CONVERSION KIT
10 DISTRIBUTOR COVER                        27 IGNITION, ARMATURE
11 DISTRIBUTOR GEAR                         28 IGNITION, BALLAST RESISTOR
12 DISTRIBUTOR LEAD                         29 IGNITION, BUSHING MISC.
13 DISTRIBUTOR PLATE                        30 IGNITION, CAPACITOR
14 DISTRIBUTOR RECURVE KIT                  31 IGNITION, COIL
15 DISTRIBUTOR RESISTOR BRUSH               32 IGNITION, COIL GROUND STRAP
16 DISTRIBUTOR ROTOR                        33 IGNITION, COIL LEAD WIRE
17 DISTRIBUTOR WIRE RETAINER RING           34 IGNITION, COIL PACK
SELECTION █
Enter number to select/unselect PartType          Totals: 60 PartTypes
<F1> Parts, <F2> Next, <F3> Prev, <F5> All, <F6> Clear      0 Selected
  
```

- To narrow your search, select the reference number of the item or items you wish to look up then press <ENTER>. When you've entered all the items you want to see, press <F1> to get the parts, and the system will return a filtered, streamlined look up.

You can also go directly to the part types without having to select Groups and Sub-Groups. This is a particularly useful tool for newer counterpeople who may not be as familiar with the various groups.

To use this new shortcut, from the Group field within the initial catalog screen, type the name, or part of the name of the part type you are looking for, then hit <ENTER>, as shown in the examples below.

```

ACatRaak(tm)                                CUST: 010010 *** CRASH ***          (WIN)
1994 FORD RANGER 3.0L Fuel Injected V6 Vin:U 16710
GROUP
1 A/C & Heater Parts
2 Bearings & Seals
3 Belts, Hose & Cooling
4 Brakes
5 Caps (Gas, Rad, Oil)
6 Chassis & Steering
7 Clutch, Drive Train, Joints & Boots
8 Electrical (Alt, Str, Batterys)
9 Engine Hard Parts
10 Exhaust
11 Filters
12 Flasher, Fuse, Lamp, Wiper
13 Fuel & Emission
14 Gaskets
15 Ignition & Tune-Up
16 Motors
17 Relays, Sensors & Switches
18 Miscellaneous
YEAR 1994 MAKE 22 MODEL 24 ENGINE 2 GROUP DIST SUBGROUP
Enter Group, <F2> Find, <F3> Parts, <F5> Help ORDER
  
```

```

ACatRaak(tm)                                - FIND PART
GROUP/SUB PARTTYPE
DISTRIBU 13.4 2640 FUEL INJECTION FUEL DISTRIBUTOR
DISTRIBU 14.2 2713 GASKETS, DISTRIBUTOR MOUNTING
DISTRIBU 14.2 2714 GASKETS, DISTRIBUTOR TUBE
DISTRIBU 15.1 2479 DISTRIBUTOR BUSHING/BEARING
DISTRIBU 15.1 2477 DISTRIBUTOR
DISTRIBU 15.1 2478 DISTRIBUTOR BREAKER PLATE ASSEMBLY
DISTRIBU 15.1 2499 DISTRIBUTOR CAP
DISTRIBU 15.1 2481 DISTRIBUTOR CAP & ROTOR KIT
DISTRIBU 15.1 2482 DISTRIBUTOR CAP ADAPTER
DISTRIBU 15.1 2483 DISTRIBUTOR CAP COVER
DISTRIBU 15.1 2484 DISTRIBUTOR CHECK VALVE
DISTRIBU 15.1 2485 DISTRIBUTOR COVER
DISTRIBU 15.1 2486 DISTRIBUTOR GEAR
DISTRIBU 15.1 2487 DISTRIBUTOR LEAD
DISTRIBU 15.1 2498 DISTRIBUTOR PLATE
DISTRIBU 15.1 2499 DISTRIBUTOR RECURVE KIT
DISTRIBU 15.1 2499 DISTRIBUTOR RESISTOR BRUSH
DISTRIBU 15.1 2491 DISTRIBUTOR ROTOR
SEARCH FOR ALTER █
Enter Search String, Group/Subgroup (###.###), Multiple PartTypes (####) PartTypes
<F1> Parts, <F2> Next, <F3> Prev, <F5> PartTypes, or <F6> Exit 1 Selected
  
```

- Typing DIST for Distributor Cap returns the sort possibilities shown.
- Choosing part type 2480 then pressing <ENTER> will select that part type. You can type in other part types here, such as ALTER for Alternators then press <F1> when finished to tell *AutoPoint*® to go find the parts.
- It will return a much streamlined look-up from which you can select the proper part to sell

## Select a Part to Sell

If you access catalog from the Point-of-Sale invoice screen, you can pass the selected parts from cataloging back to the invoice screen. The part selected along with a vehicle description will appear on the invoice.

To select an item to sell from the catalog detail:

REF	DESCRIPTION	PART NUMBER	AVL	LIST	CORE	NET
iCatRack(tm) CUST: 010010 *** CASH *** Q(WIN)						
1998 FORD RANGER 4.0L Fuel Injected V6 Vin: X 29303 1/01						
11 Filters 1 Air Filters						
PT - PRO-TEC FILTERS (PT)						
* 1	{filter, air}	330	0	14.99		10.99
	[Air Filter] Conical					
* 2	{filter, air}	335	2+	12.99		8.99
	[Air Filter] Panel					
* 3	{filter, air}	330	0	14.99		10.99
	[Air Filter] Conical;					
* 4	{filter, air}	335	2+	12.99		8.99
	[Air Filter] Panel;					
WIX - WIX FILTERS (WIX)						
* 5	{filter, air}	46253	2+	32.89		25.58
	[Air Filter] Panel					
* 6	{filter, air}	46416	7	38.23		29.73
	[Air Filter] Conical					
SELECTION 2 QUANTITY 1 Filters						
<F1> Price Inq, <F4> Qty Inq, <F5> AutoStock						
<F6> ASell, <F12> Web						
ORDER						

- Enter the selection number and press <ENTER> to advance to the Quantity to Order field.
- Enter Quantity to sell and press <ENTER>
- If you have additional selections you can choose them and the quantity as above
- When complete, press <F8> to pass the selected parts back to the invoice
- Multi-branch companies can see available inventory at other branches by selecting <F4> - quantities will appear directly below the function key prompts
- Press the <F5> to access AutoStock to view other price levels
- Pressing <F6> will access AutoSell information

**IMPORTANT: Help information describing optional entries and function keys is available at any field in iCatRack™. To access the help screens, press <F7> at any field and you will see a screen similar to the one below – it will describe anything that can be done from that field.**

```

3 [Engine Control Module EM4210 0 270.11 70.88 210.09
  - Remanufactured] OE #: 16244210; Order using the Critical Core Program
4 [Engine Control Module EM8545 0 270.11 70.88 210.09
  - Remanufactured] OE #: 16208546; Order using the Critical Core Program

<F2> - Next Screen      <F3> - Prev Screen      <F5> - Alternate Mfgs
Sft<F2> Next Subgroup  Sft<F3> Prev Subgroup   <F6> - PartType
<ESC>- To Subgroup     Sft<F5> Clear Items    <F7> - Remove Help
<F4> - New Car         <F9> - Catalog Xref Mnt <F8> - Point of Sale

SELECTION █          Ignition & Tune-Up
<ENTER> More Data, <F6> PartType, <F7> Help
<F10> Web

ORDER

```

## Interchange Overview

*AutoPoint*<sup>®</sup> also incorporates a new Interchange look up with data also provided by Wrenhead. Interchange is a cross reference program that allows you to determine a replacement part based on part number.

- All iCatRack™ subscribers will automatically receive the Interchange product.
- Load the Interchange updates as you do the catalog updates.
- Interchange uses the same Priority Maintenance as iCatRack™ - <P>primary, <A>lternate and <N>one
- You can access Interchange from the Inquiries Menu, or from within the Point-of-Sale invoice detail screen.
- To access Interchange from Inquiries, from the Main Menu, select:
  2. Inquiries
  13. Interchange Inquiry
- To access Interchange from the Point-of-Sale invoice screen, press <F10> from the abbreviation field in the invoice detail.

## Interchange Lookup

Confirm the customer (for pricing) or hit <ESC> to enter actual customer. Press <ENTER> to go to the main Interchange screen.

```

AutoPoint InterChange 06.0.03 (W)  CUST: 010010 *** CASH *** (WIN)
This is a guide. Use products only on applications for which they are intended.

MANUFACTURER TYPE: 4 Primary, Altern
COMPETITIVE PART:

Manufacturer Priority Type
1 - Primary Manufacturer
2 - Alternate Manufacturer
3 - Others
4 - Primary, Alternate & Others
5 - All
<NL> to select █

REF MFG PART NUMBER QTY AVL LIS
REF MFG PART NUMBER QTY AVL LIST NET COMMENTS

Enter Competitive Part, <F8> Exit/Point of Sale
<ESC> Change Mfg Type

ORDER

```

- **MANUFACTURER TYPE** - Will default to 4 – Primary, Alternate & Others which shows those lines as designated in your iCatRack™ maintenance as Primary, and Alternate

- Press the <ESC> key to change the Mfg. Type to see only Primary Manufacturers, Alternates, or All
- **COMPETITIVE PART** – Type the competitive part number and press <ENTER>

```

AutoPoint InterChange 06.0.03 (W) CUST: 010010 *** CASH *** (WIN)
This is a guide. Use products only on applications for which they are intended.

MANUFACTURER TYPE: 4 Primary, Alternate & Others
COMPETITIVE PART: 1515
Mfg Code / Manufacturer Name
Prev Selections
FRM FRICTION MASTER
GEN GENERAL
H32 HOLLANDER
HOL HOLLEY
MCQ MCQUAY NORRIS
MEV MEVOTECH INC.
MOT MOTORCRAFT
MRG MR. GASKET
NAP NAPA
NAW NAPA/WIX
PER PERFECT CIRCLE
PRE PRECISION
Next Selections
<NL> to select

REF MFG PART NUMBER QTY AVL L
REF MFG PART NUMBER QTY AVL L

* 1st Char/Up & Down Arrows to Position, <ENTER> to Select, <F6>/<ESC> to Exit
<F1> First Screen, <F2>/<PGDN> Next Screen, <F6>/<PGUP> Prev Screen

```

- A Pop-up menu will appear asking for the Mfg. Code of the competitive part
  - If you don't know, select a Mfg. Code for a similar type part and press <ENTER>

```

AutoPoint InterChange 06.0.03 (W) CUST: 010010 *** CASH *** (WIN)
This is a guide. Use products only on applications for which they are intended.

MANUFACTURER TYPE: 4 Primary, Alternate & Others
COMPETITIVE PART: 1515
Part Type / Description
2347 BRAKE, WHEEL CYLINDER KIT
2348 BRAKE, WHEEL CYLINDER PARTS
2614 FILTER, OIL
<NL> to select

REF MFG PART NUMBER QTY AVL L
REF MFG PART NUMBER QTY AVL LIST NET COMMENTS

* 1st Char/Up & Down Arrows to Position, <ENTER> to Select, <F6>/<ESC> to Exit
<F1> First Screen, <F2>/<PGDN> Next Screen, <F6>/<PGUP> Prev Screen

```

- A Pop-up will appear asking you to select the appropriate part type, press <ENTER> and the available cross reference information will appear

```

AutoPoint InterChange 06.0.03 (W) CUST: 010010 *** CASH *** (WIN)
This is a guide. Use products only on applications for which they are intended.
9 of 9 Parts Cross Referenced

MANUFACTURER TYPE: 4 Primary, Alternate & Others
COMPETITIVE PART: 1515
PART DESCRIPTION: Filter, Oil
CATALOG NAME: NAP NAPA
PART TYPE NAME: 2614 FILTER, OIL

REF MFG PART NUMBER QTY AVL LIST NET COMMENTS
1 HAF LF115 1 NF HASTINGS FILTERS Oil Filter
2 APD CF1AAP 1 NF AUTOPRIDE PRIVATE LA Oil Filter
* 3 *PT 101 1 54+ 5.99 2.99 PRO TEC FILTERS OIL FILTER
4 WIX 51515 1 3 13.57 10.56 WIX OIL FILTER
5 ACD PF2C 1 NF ACDELCO Filter, Oil
6 ACD PF2C 1 NF ACDELCO Oil Filter
7 MIG M1 1 NF MIGHTY Oil Filter
8 BDW B2 1 NF BALDWIN Oil Filter
9 M/C FL-1A 1 NF MOTORCRAFT Oil Filter

REF MFG PART NUMBER QTY AVL LIST NET COMMENTS

SELECTION: #---
Enter Ref # to Select,
<F1> Start, <F2> Next, <F3> Prev, #<F4> New Part, #<F6> Scroll,
Sft<F7> Whse Inq, <F8> Point of Sale ORDER

```

- Based on the criteria entered, you'll applicable parts that you stock, the quantity available along with the list and net price for this customer.

## Sell Parts From Interchange

If you access Interchange from the Point-of-Sale invoice screen, you can pass the selected parts from Interchange back to the invoice screen. The part selected will appear on the invoice. The lookup criteria will not appear. To select an item to sell from the Interchange detail:

```
AutoPoint InterChange 06.0.03 (W)  CUST: 010010 *** CASH ***  (WIN)
This is a guide. Use products only on applications for which they are intended.
                                     9 of 9 Parts Cross Referenced
MANUFACTURER TYPE: 4 Primary, Alternate & Others
COMPETITIVE PART: 1515
PART DESCRIPTION: Filter, Oil
CATALOG NAME: NAP NAPA
PART TYPE NAME: 2614 FILTER, OIL
```

REF	MFG	PART NUMBER	QTY	AVL	LIST	NET	COMMENTS
1	HAF	LF115	1	NF			HASTINGS FILTERS Oil Filter
2	APD	CF1AAP	1	NF			AUTOPRIDE PRIVATE LA Oil Filter
3	*PT	101	1	54+	5.99	2.99	PRO TEC FILTERS OIL FILTER
4	WIX	51515	1	3	13.57	10.56	WIX OIL FILTER
5	ACD	PF2	1	NF			ACDELCO Filter, Oil
6	ACD	PF2C	1	NF			ACDELCO Oil Filter
7	MIG	M1	1	NF			MIGHTY Oil Filter
8	BDW	B2	1	NF			BALDWIN Oil Filter
9	M/C	FL-1A	1	NF			MOTORCRAFT Oil Filter

```
SELECTION: █
Enter Ref # to Select,
<F1> Start, <F2> Next, <F3> Prev, #<F4> New Part, #<F6> Scroll,
Sft<F7> Whse Inq, <F8> Point of Sale ORDER
```

- Enter the selection number and press **<ENTER>** to advance to the Quantity to Sell field.
- Enter Quantity to sell and press **<ENTER>**
- If you have additional selections you can choose them and the quantity as above
- When complete, press **<F8>** to pass the selected parts back to the invoice
- Multi-branch companies can see available inventory at other branches by selecting **<F4>** - quantities will appear directly below the function key prompts
- Press the **<F5>** to access AutoStock to view other price levels

Pressing **<F6>** will access AutoSell information