

PRECISION PARTS MANAGER

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PRECISION PARTS MANAGER

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SECTION 1 INTRODUCTION

Brief description	Precision Parts Manager is an easy to use self managing inventory system which will organize your inventory into logical groups. It has been designed to provide you with the hard facts necessary to make inventory decisions that will aid in improving inventory turnover, increase inventory coverage while decreasing inventory cost. Precision Parts Manager directly integrates with Precision Data Systems' Computerized Automotive Repair order System (C.A.R.S.). The information generated is consistent with and may be used to cross-check the information entered into The Manager's Assistant™.
Types of inventory systems	Precision Parts Manager may be used as a perpetual inventory system, a sales-tracking periodic inventory system, or as a conventional periodic inventory system. The system contains features specifically designed to ease the taking of physical inventories.
Information managed	<p>The information is taken directly off of your sales receipts or repair orders, vendor invoices and your purchase orders. Precision Parts Manager will constantly evaluate your inventory at retail level, current cost (last cost), weighted average cost (average cost) and lower of cost or market (L.C.M. cost).</p> <p>The system will cross reference each stocked item to the last sale, receipt and last order, and keep track of the quantity, date and invoice number of these transactions. It will also maintain unit sales volume information for the prior 24 months, M.T.D. sales and for two other time periods (current and cumulative) which are user definable.</p>
Reports available	Precision Parts Manager provides all of the reports common to inventory systems such as inventory list, purchase order for vendor, inventory list by vendor and on-order listing. In addition, the system produces a monthly sales report, Wholesale price list, count sheets, over stock report, fast movers report and group totals report. The system includes a report generator that allows the user to invent his own custom reports.
System capacity	The computer with the minimum required disk storage space can maintain an inventory of about 999,999 items.
Disk space used	Precision Parts Manager will automatically adjust itself to use the storage space available, up to the system capacity.
Purpose of this manual	Precision Parts Manager is designed to be used by retailers and service companies that sell items in the course of selling their services. The system and manual assume no prior computer experience and the system requires none. The instruction manual will lead you through all the necessary steps needed to implement and use the system. The manual was written as a tutorial and reference manual. You will find the instructions organized in a step-by-step manner.
Organization of this manual	Section 2 explains how to set up the system and the information required to do so. Sections 3.0 through 3.9 explain the day to day use of the system.

PRECISION PARTS MANAGER

SECTION 1 INTRODUCTION

Because you are probably unfamiliar with computers, it is recommended that you read through this manual prior to using the computer. This will provide an overview that will make the system easier to use.

Concurrent systems

When implementing a new inventory system, computerized or otherwise, you must verify that the results of the new system are satisfactory. Incorrect results may be generated from many sources including human error and failure to follow the instruction manual. The only way to verify that the results of a computer system are satisfactory is to run the computer system concurrently with the manual system. It is YOUR responsibility to verify that the information generated by Precision Parts Manager is accurate.

SECTION 2 SETTING UP THE SYSTEM

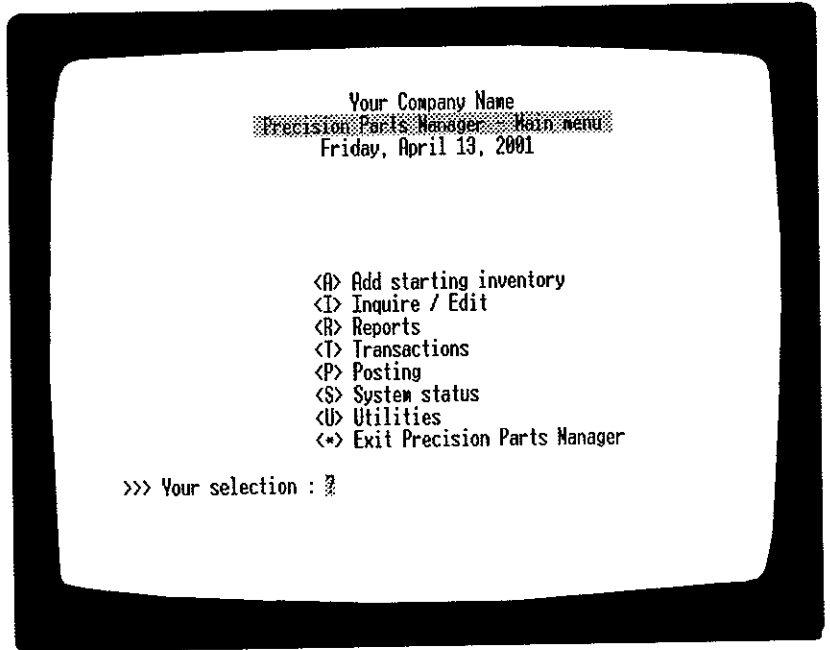
Starting the system

To start Precision Parts Manager, press **[P]** at the "Precision" main menu. The system will go to Precision Parts Manager.

Initial setup vs. revised setup

If the system has not been set up, you will be taken directly to the Company Setup function. If you have previously set up the system you will be taken to the Precision Parts Manager main menu (figure shown below).

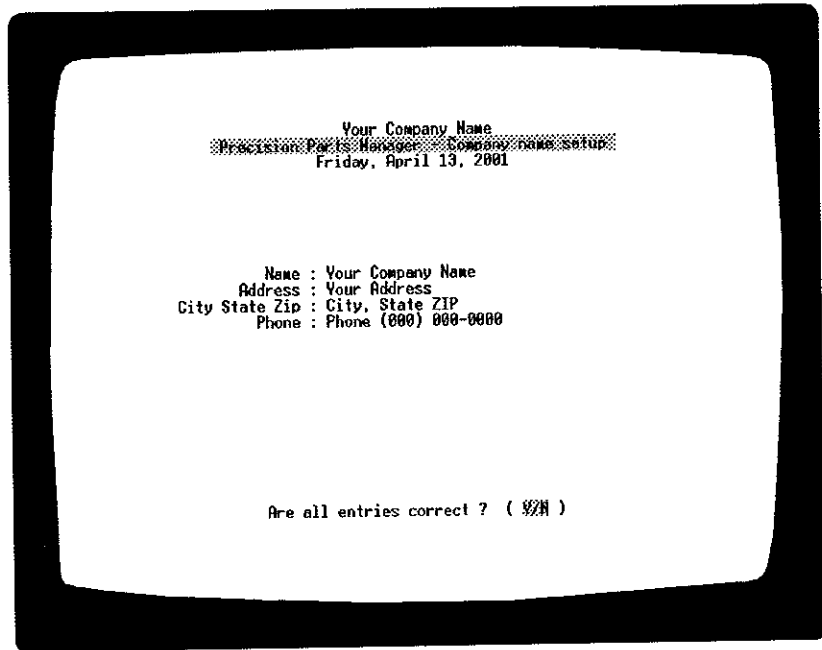
To revise the setup, press **[U]** to select the Utilities menu, at the Utilities menu press **[C]** to select the Company Setup function. Recall that when answering a question that requires only a single key response, you need not press [Enter].



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After a few seconds, the screen will show:



Password

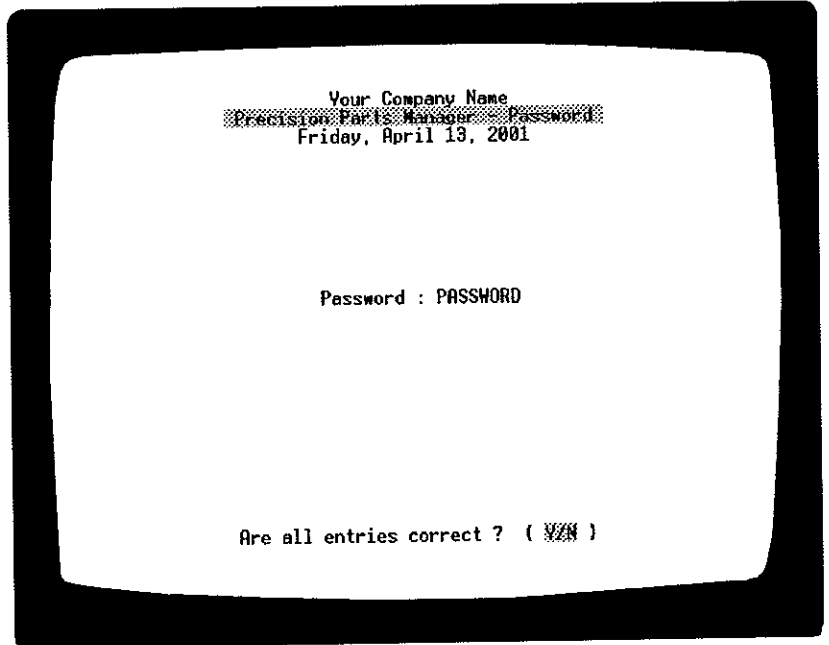
The system will allow you to protect the information against unauthorized changes by using a password. When the password entered is anything except "PASSWORD", the password will be required to gain access to the Company Setup function, to edit the information stored on any stock number, and to select the End of Period function. Using a password is optional.

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To enter password

To enter a password, press [Esc]. The password entry screen will appear.



Using a password

To enter a password, press (to answer "No") to the question "Are all entries correct?". A password may contain letters, numbers, and punctuation marks. The word "PASSWORD" when used in the system as a password will prevent the system from asking for a password. This will allow anyone to access all information. After entering the password, you will be asked "Are all entries correct?". Press (to answer "Yes") to return to the company name and address screen. (See the figure on page 4.)

Your company name

You cannot change your company name. Your company name can be changed only by Precision Data Systems. Attempting to change your company name may cause the system to malfunction.

Editing the address

If you are performing the initial setup, the information shown is not correct. To change the information shown, press in response to the question, "Are all entries correct?" The system will allow you to enter your correct address, city, state, zip code and phone number on the appropriate lines.

Precision tip: Do NOT attempt to center the information on the screen. When printing, the computer will adjust the information.

After entering the phone number, the system will again ask, "Are all entries correct?" If the information has been correctly entered, press .

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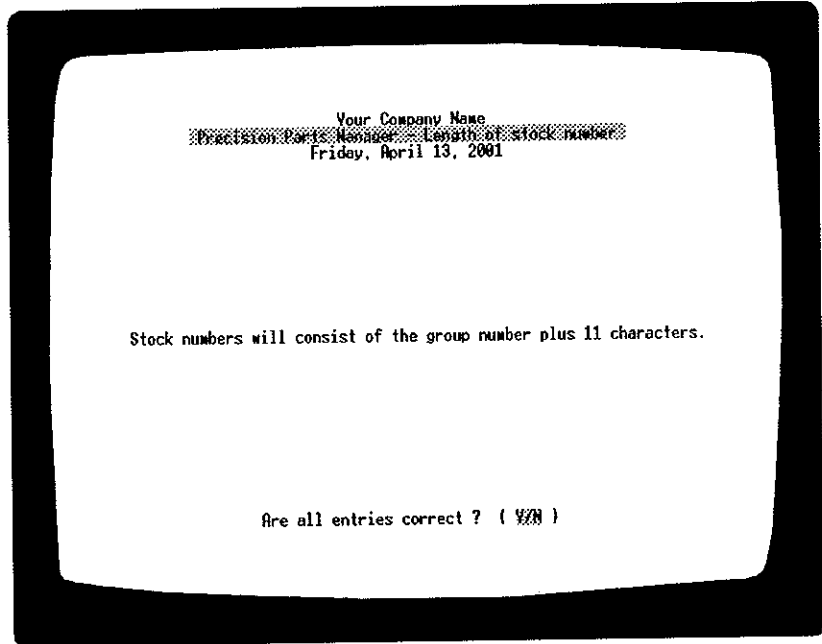
SECTION 2 SETTING UP THE SYSTEM

If you make an error

If, while entering information, you notice that you have made an error, use the editing functions described in the Precision Main Menu manual - Section 1.

Initial system setup

If you are performing the initial system setup, the following will be displayed:



Length of Stock numbers

Precision Parts Manager will allow you to divide your inventory into subdivisions just as your inventory is physically divided. These subdivisions are called groups. Stock numbers used by Precision Parts Manager will consist of the actual part number with the group plus a hyphen attached as a prefix to the actual part number. (The actual part number may contain letters, numbers and punctuation marks.) The system may be set up so that the maximum number of characters used in the actual part number portion of the stock number is as few as 7 or as many as 17. This will result in stock numbers from 10 to 20 characters in length.

Precision tip: The number of characters allowed for the stock number plus the number allowed for the description will always equal 36. Thus, a stock number that consists of the group plus 9 characters will allow for a description 24 characters in length. A stock number that consists of the group plus 17 characters (the maximum length of stock numbers) will result in a description 16 characters long.

As shown on the screen, the system is set up to allow a stock number to be a maximum of 14 characters in length (the group plus a hyphen plus the actual part number of up to 11 characters in length).

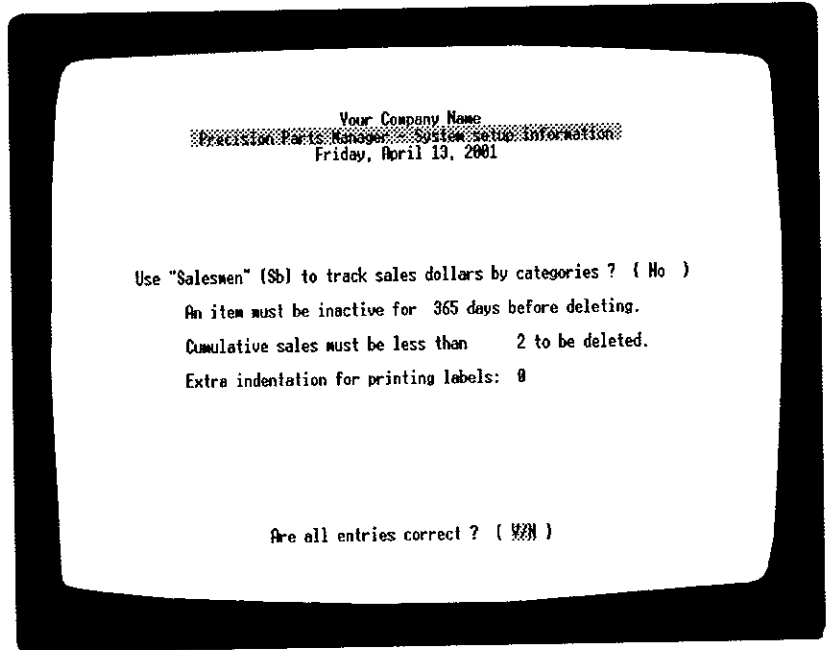
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If you wish to change the number of characters shown, press N in response to the question, "Are all entries correct?", then enter the appropriate number. If you do not wish to change the number, press Y.

System setup information

The following will appear:



Salesmen (Sb)

As explained in The Manager's Assistant™ instruction manual, the Sold-by (Sb) function can be used to accumulate sales across sales departments for management purposes by using imaginary employees. If you intend to use the Sold-by (Sb) function to accumulate sales across sales departments answer Y, otherwise answer N.

Precision tip: For the question "Use "Salesmen" (Sb) to track sales dollars by categories ?" to appear, you must have purchased The Manager's Assistant™ and the C.A.R.S. functions. Also, the question in The Manager's Assistant™ - Company setup - Miscellaneous information screen "Do you wish to calculate commission for salesmen?" must be answered Yes.

Precision tip: See The Manager's Assistant™ instruction manual for more information on setting up the imaginary employee.

When turned on, a "Sb" line appears on the Group Definition screen and on the items in Inquire/edit screen.

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C.A.R.S. users note: By adding the appropriate Sb number to an active group definition, that number will automatically appear on any items received to that group. By adding the appropriate Sb number to each item in your inventory, that number will automatically appear in the Sb column when the item is added to a repair order. For example, if "Front end service" is employee 88, putting "88" on the Sb line of each tie rod end in the system will cause "88" to be put in the Sb column whenever any of those tie rod ends are put on a repair order. Putting "88" on the Sb line of the Group definition for tie rod ends will cause "88" to be put on the Sb line of any new tie rod end received. If the new tie rod end is received directly to the repair order, "88" will automatically appear in the Sb column for that part on the repair order. Of course, as you receive an item or edit an item onto the repair order you still will have the opportunity to override the Sb information and change it if necessary. For example, heater hose would normally be put in Cooling system sales. However, if you use heater hose while installing a new engine you may want the heater hose to be put in Engine replacement.

Self-managing system

Precision Parts Manager is a self-managing inventory system. At your option, the system will go through your inventory records and delete inactive items. An inactive item is an item that has not been sold for the specified number of days, the total number sold over the long run (cumulative period) is less than the specified minimum amount, and there are none in stock. The number of days an item must be inactive before being deleted and minimum sales amount are entered here. As the system is supplied, an item must be inactive for 365 days (1 year) before the system will consider deleting it. Also, the system is supplied so that the minimum cumulative sale amount must be less than 2 before an item will be deleted.

Precision tip: You may prevent items in Groups you specify from being deleted. See the section on "Allow Delete Inactive items function to apply" on page 16 for more information.

Extra indentation for printing labels

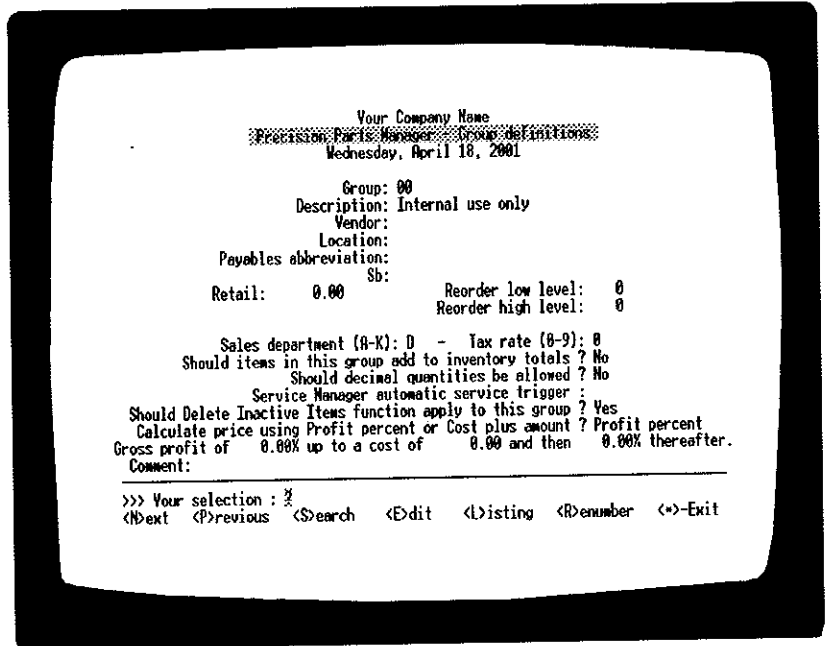
When printing labels if the label prints too far to the left edge of the label you may provide extra indentation by entering a number. The values represent tenths of inches. For example to indent the printing $\frac{1}{2}$ " you would enter 5.

Press **[N]** to change the information, **[Esc]** to go back to the stock number question or press **[Y]** to proceed.

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The following will appear:



Groups

Precision Parts Manager allows you to divide your inventory into as many as 1296 groups. Dividing your inventory into groups makes the system act as if it understands parts.

Each group is identified by a 2 character prefix. Each character of the prefix can be a letter or a number. The system already contains all 1296 groups. The first group is Group 00 and the last group is Group ZZ. A group is considered active if the Group has a description or a comment.

A group can be any number of logically related inventory items. When sold, they must be charged to the same sales department, charged the same sales tax percent and use the same rule for calculating selling price. An example of an inventory group would be fan belts. All fan belts, when sold, get charged to the same sales department. Radiator hoses could be another group. That group may contain molded radiator hoses, flexible radiator hoses, bypass hoses and heater hoses; or molded hoses could be one group, flexible hoses could be another, bypass hoses a third, etc.

Group Definitions

Group Definitions allows you to set up your groups by entering generalities about each group. When items are entered into the system, the part number must be preceded by a two character group prefix. When entering items, the system will look up the generalities entered into the Group Definitions based upon the two character prefix.

Uses of Group Definitions

The generalities for each group as entered into the Group Definitions have several uses. When entering your inventory items for the first time (Add starting inventory), the information entered into the Group Definitions will

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eliminate most of the typing by automatically supplying the item description and vendor from whom the item is normally purchased. When appropriate, the system will automatically supply the location, payables abbreviation, sold-by number, retail price, reorder low-level, reorder high-level and automatic service trigger of each new item entered.

Assigning your groups

When assigning your inventory groups, try to place related inventory groups adjacent to one another. For example, if you decide that inventory group CØ will be the cooling system catch-all, perhaps group CB should be fan belts, group CC should be hose clamps, group CH should be cooling system hoses, group CW should be water pumps., etc.. If your particular business does not sell many cooling system parts, you may wish to place all items related to the cooling system into one group and simply call that group "cooling system parts".

When assigning your inventory groups, begin by organizing your inventory on the computer into the same groups that you currently organize your inventory. Keep in mind, however, that Precision Parts Manager can also keep track of items that are sold but not regularly stocked. You may wish to establish groups for these items. For example, you may frequently sell bearings but do not keep them in inventory. By setting up a group for bearings, every time one is purchased for resale, you can record the receipt of that item into inventory, then record the sale of the item. The net effect on your overall inventory value will be zero; one received, one sold, net change: zero. The system will, however, develop a sales history of these items. This information will help you decide if you can benefit by stocking any of those items.

Mini-menu

On the bottom of the Group Definitions display is a mini-menu. The mini-menu displays the options available.

Next or Previous

Pressing **N**ext will take you to the next group. Pressing **P**revious, will take you to the previous group.

Search

Pressing **S**earch, will allow you to go directly to a specific group.

Edit

Pressing **E**dit, will allow you to change the information for the Group Definition shown on the screen.

Listing

Pressing **L**isting, will allow you to print a list of all 1296 groups or just the active groups. (An active group is a group which has a description and/or a comment.) You will also have a choice of a complete or abbreviated listing of the Group Definitions set up in the system. The complete report will give you the following information: Group prefix, description, vendor, department, tax rate, gross profit low percentage, break point and high percentage, type (add or non-add), comment, allow del. inact., retail price and reorder low and high. The abbreviated report will not print the comment, allow del. inact., retail price or reorder levels.

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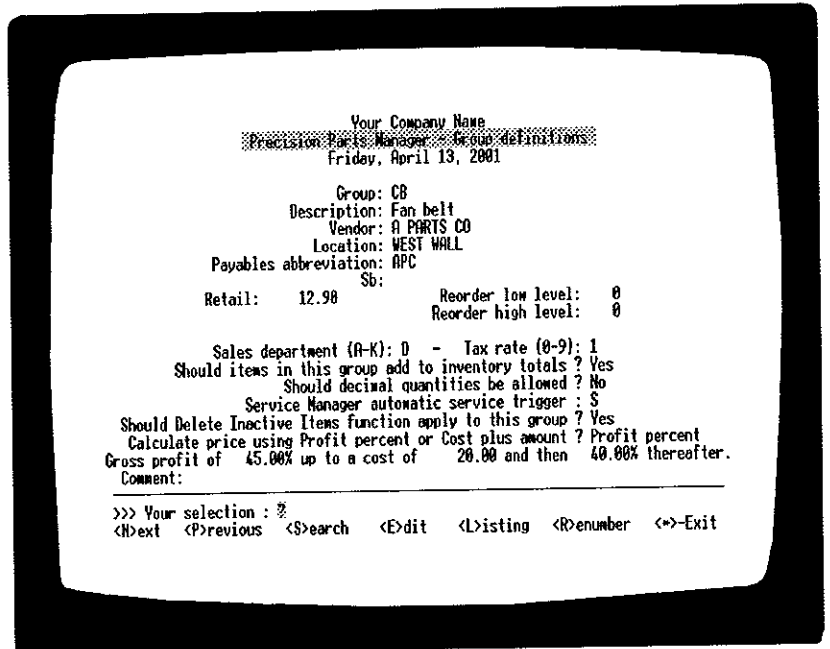
Precision tip: The Group Definitions Listing will allow you to print the report to the screen or to the printer.

Renumber Group Definition

Pressing **[R]**enumber, will allow you to renumber the Group Definition shown on the screen.

An example of a group definition

Let us suppose that you have decided that group CB will be your group for fan belts ("CB" stands for Cooling system fan Belts). Let us further suppose that your supplier, A Parts Company, charges you the same price, \$6.10, for most fan belts you buy from them. Also, let's suppose that you have made it your company policy to charge \$12.90 for all fan belts bought at this price. For belts which you purchase at a cost other than \$6.10, you have decided to figure into the selling price a gross profit of 45 percent, if the belt costs more than \$20.00 the gross profit percentage will be 40 percent. Also suppose that the number of each fan belt stocked and the reorder levels vary according to the popularity of the particular item.



Entering a Group Definition

To go to group CB, press **[S]**. The cursor will appear in the "Group" field in the lower left of the screen. Type **[C][B]**, then press **[Enter]**. The current Group Definition for group CB will appear. If you are setting up the system for the first time, there may or may not be anything shown on the screen. (The system is shipped with some groups pre-entered.)

Description

To enter a Group Definition for group CB, press **[E]** to edit the information. The system will allow you to type the description of "Fan belt".

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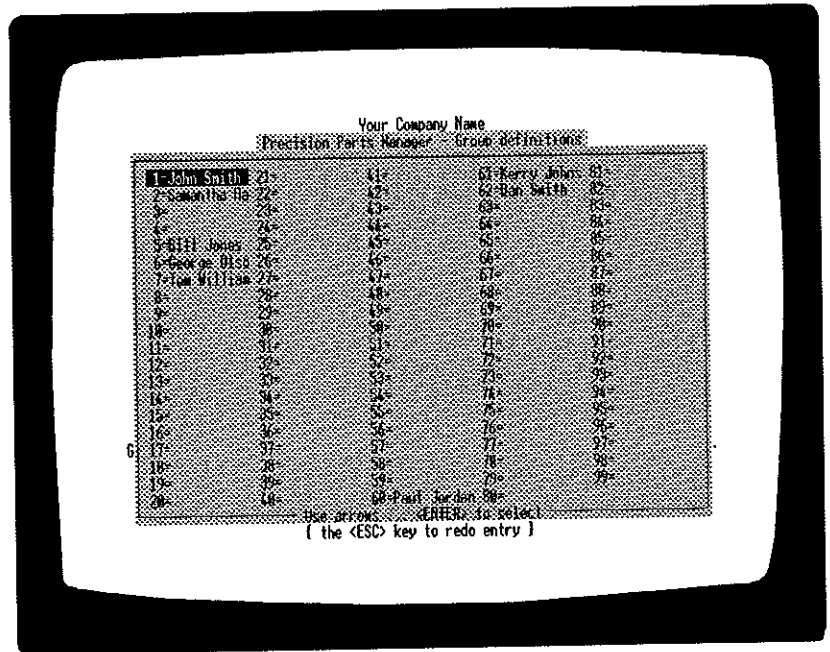
Vendor	The vendor field is a ten character field. Enter the name of the vendor from which the fan belts are usually purchased. In this example you will enter "A Parts Co".
Location	The Location field is a ten character field, which you can use to show the location of parts in this group within your building (for example, "West wall").
Payables Abbreviation	<p>The four character Payables abbreviation field appears only if you have purchased The Manager's Assistant™ Accounts Payable and the C.A.R.S. function. Enter the Accounts Payables vendor abbreviation for the vendor which usually supplies you with items in this group. When receiving in C.A.R.S., the Payables Abbreviation entered here will automatically appear in the Vendor field. Putting the Payables Abbreviation into the Group Definition will cause the Payables Abbreviation to appear on all new items received.</p> <p>Precision tip: The Vendor and the Payables Abbreviation usually refer to the same vendor but the entries in those fields do not have to be the same.</p> <p>Precision tip: You can use Precision Parts Manager - Inquire / Edit function to enter the Payables Abbreviation onto items later.</p>
Sb (Sold-by) field	<p>The Sb (Sold-by) field only appears if the following are true:</p> <ol style="list-style-type: none">1. You have purchased The Manager's Assistant™ and C.A.R.S..2. The "calculate commission for salesmen" feature has been turned on in The Manager's Assistant™. (See The Manager's Assistant™ manual Section 2.1 - Company setup for more information.)3. The "Use Salesmen (Sb) to track sales dollars by categories" feature in Precision Parts Manager has been turned on. (See the Section on Salesmen (Sb) on page 7, for more information.) <p>All new items received to this group will automatically contain the number entered here in the Sb field.</p>

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Press [F3] for list

When the cursor is on the "SB" field while editing a Group definition the choice "Press <F3> for list" will appear at the bottom of the screen. If you press [F3] at this time the following will appear:



The Employees shown will be the ones set up in The Manager's Assistant™ - Employee Information - Employee Inquire/edit. To have the system insert the Employee number, use the arrow keys to highlight the entry you would like to use and then press [Enter].

Precision tip: If you do not wish to use an entry on the display and would like the display to disappear, press [Esc].

Retail price

In our example, we generally pay \$6.10 for a fan belt and sell it for \$12.90. Enter the retail price of into the retail field.

If you sell fan belts for all different prices, you would not enter a retail price. Because the retail price is different for each item within this group, you cannot make a generality about the retail price of the group, and therefore should not enter that information into the definition for that group.

When adding starting inventory, receiving items into inventory, editing existing items or placing items on order, the system will recommend a selling price based on the cost of the item entered and the gross margin percentage or cost plus amount stored in the definitions for the group. (For more information on Gross margin percentage and Cost plus amount see page 17.)

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Precision tip: See Section 3.3, Add starting inventory, starting on page 27, Section 3.4, Inquire/Edit, starting on page 33, and Section 3.6, Transactions, starting on page 53, for more information.

Reorder low level & high level

After entering the retail price, the computer will allow you to enter the Reorder low level and Reorder high level for this group. The reorder low level is the quantity on hand of an item which will cause the computer to consider a reorder. The reorder high level is the maximum quantity of an item you wish to stock. When the computer suggests an order, the system will recommend ordering enough of the item to bring the quantity on hand up to the reorder high level.

In the above example, a different quantity of each different fan belt is stocked depending upon its popularity. Therefore, we can make no generalization about the reorder low level and the reorder high level.

If, contrary to this example, you generally stock three of each fan belt, and wish to place an order for a particular fan belt when its quantity falls to one, you would enter 1 as the reorder low level, and 3 as the reorder high level because these quantities generally apply to most fan belts in inventory.

Sales department

When an item is from inventory, its sales will be accumulated in one of eleven sales departments designated by letters A through K.

Manager's Assistant™ users note: Sales Department A corresponds to gasoline, Sales Department B corresponds to the oil department and Sales Departments C through K correspond to departments C through K. See The Manager's Assistant™ instruction manual, Section 2.1 for more information.

C.A.R.S. users note: Sales tax, if used, must be placed in Manager's Assistant™ sales department K. Prior to using C.A.R.S., make sure that all groups (including unused groups) are assigned to a sales department.

Enter the letter to indicate the appropriate sales department to which the sale of an item from this group should be charged. As supplied, the system uses Sales Department "D" for parts.

Press [F3] for list

When the cursor is in the "Sales department (A-K):" field the "Press <F3> for list" will appear at the bottom of the screen. Pressing [F3] will list the Sales departments entered in the C.A.R.S. - Company setup. To have the system insert the code you want to use, press the letter for the entry or use the arrow keys to highlight the entry and then press [Enter]. The system will insert the code and move to the next field.

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Precision tip: If you do not wish to use an entry on the display and would like the display to disappear, press [Esc].

Tax rate

Unless you are using C.A.R.S., tax rate has no use. Precision Parts Manager itself does not calculate sales tax.

C.A.R.S. users note: See the C.A.R.S. Instruction Manual - Section 2 - Company Setup for information on tax rates.

Add to inventory totals

Precision Parts Manager will maintain the value of your inventory four ways: at retail, at current (last) cost, average cost, and at the lower of cost or market (L.C.M.). In addition, the system will also keep track of the value of outstanding orders.

Non-add items

As the system is supplied, the inventory groups 01 through 09 have been reserved for items in your inventory that are not added to the inventory values. The system will maintain all information on non-add items just as it will for items which are added to the inventory values. More or fewer groups may be reserved for non-add items by changing the answer to the question "Should items in this group add to inventory totals?"

Precision tip: One of the more advanced features of Precision Parts Manager is that the system may be used to gather sales history information on abstract (imaginary) items such as labor, machine shop fees, road service and towing. Tracking these items in a non-add group will prevent the quantity on hand of these items from affecting your inventory totals.

C.A.R.S. users note: In addition to the above, you should use non-add groups for gasoline charged on repair orders, discounts, coupons, and for non-itemized charges such as shop supplies or miscellaneous hardware.

For the above example, you would answer Yes to "Should items in this group add to inventory totals?"

Precision tip: See Sections 3.3 - Add starting inventory, starting on page 27 and Section 3.4 - Inquire / Edit, starting on page 33, for more information on consignment items.

C.A.R.S. users note: Group 00 is reserved for internal use, Group 01 is reserved for labor.

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Decimal quantities

As the system is supplied quantities entered must be whole numbers. If items in the group you are entering are sold in quantities of less than one, for example labor and oil, answer Yes to the question:

"Should decimal quantities be allowed? (Y/ N)

When entering quantities, whole numbers are allowed. You may enter quantities of 1 to 9999. You may also enter a decimal point as long as the total number of characters entered (including the decimal point) is four or less. That means you may enter a quantity with one place past the decimal up to 99.9 or two places past the decimal up to 9.99. The four character limitation does not include the use of a minus sign (if necessary). However, minus quantities are limited to -.999.

For the above example, the answer to this question would be N.

Precision tip: Only groups which contain items which can be sold in quantities less than one should have the answer to this question changed to Yes. You should consider changing groups that contain labor, lubricants, other fluids, hoses purchased in bulk quantities, bottled chemicals and welding materials (structural shapes and plates). Other groups should not be changed.

Service Manager automatic service trigger

The Service Manager automatic service trigger field will only appear if you have The Service Manager™. Enter the appropriate Service Manager™ category code. All new items received to this group will automatically contain the automatic service trigger entered into this field.

When an item from this group is entered onto a repair order the automatic service trigger will automatically update the appropriate service history category.

Precision tip: See The Service Manager™ Instruction Manual for the letters for the Automatic service triggers.

Precision tip: If there are existing parts in this group you must enter the Automatic service trigger for each part in Precision Parts Manager - Inquire/Edit.

Allow Delete Inactive items function to apply

As supplied, the system will allow the "Delete Inactive Items" function to automatically delete items in all groups which meet the deletion criteria as set on the "System setup information" screen described on page 8.

Precision tip: For more information on the "Delete Inactive Items" function see page 62 of this instruction manual.

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You may prevent the automatic deletion of items from any group(s) you choose by changing the answer of the question,

"Should Delete Inactive Items function apply to this group?"

from Yes to No. This will prevent the "Delete Inactive Items" function from deleting any items in this group, even if they meet the criteria for deletion. This is useful if you would like to use Precision Parts Manager to keep track of the cost and retail price of items you do not stock or items you almost never sell.

Calculate price using profit percent or cost plus

When adding starting inventory, receiving items into inventory, editing existing items or placing items on order, the system will recommend a selling price. The recommended selling price is based on the cost of the item entered and the gross margin percentage or the fixed dollar amount which is stored in the definition for the group. For the above example, we will be using Profit percent to calculate the retail price.

Gross profit percentages

Enter into the gross profit percentage the percentage of profit you typically make on items sold out of this inventory group. In the above example, you would enter into the first percentage field. This percentage will be used in calculating a recommended retail price based on a cost you have paid for an item. The next field tells the system up to what cost to use the 45 percent. In the above example, you would enter . Next, enter the percentage to be used for belts which cost more than 20.00. In the above example you would enter in the second percentage field.

Using a Cost plus amount

There are times while receiving items when it is preferable to add a fixed dollar amount to the cost of the item to calculate the retail price rather than to use a percentage to calculate the retail price. An example of this would be when receiving a tow done by another company. You may prefer to add ten dollars to the cost of a tow up to fifty dollars and after fifty dollars you may want to add twenty dollars.

To use the "Cost plus amount", to calculate the retail price, answer C, to the "Calculate price using Profit percent or Cost plus amount?" question. In the example in the above paragraph you would enter in the "Gross profit of" field, in the "cost of" field and in the "thereafter" field.

Comment field

If you do not wish to enter a comment, press [Enter]. After entering the comment the system will record the information for this group and the mini-menu will appear.

Precision tip: The comment field is 61 characters long.

Another example of a group

Suppose that you have decided that group CT would represent thermostats (Cooling system Thermostat) and that most thermostats cost a different

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amount and that your supplier sells them to you at 55 percent off of retail price. Further suppose that you stock one of most thermostats and reorder only when you are out of a particular thermostat. When setting up the Group Definition for Thermostats, you would enter no retail price, because you can make no generalization about retail price. You would, however, enter a Reorder high-level of because, generally, you reorder only when you are out of a particular thermostat and keep only one in stock. You would enter the appropriate sales department (A-K) and leave a zero in the tax rate if you are not using C.A.R.S.. C.A.R.S. users should enter the appropriate tax rate. Enter in the gross margin percent because you buy thermostats at 55 per cent off of retail price and sell them for list price. Enter a for up to a cost of and a for the second percentage.

Set up a few groups at a time

You do not have to set up all Group Definitions at once. You may set them up, one at a time, or several at a time, then work with those groups setting up your inventory. After you have set up the inventory in these groups, you could then return to the Group Definitions and set up other groups.

Multiple descriptions in a group

Suppose you have decided that brake shoes and brake pads should be organized into the same group because they differ only in the description. To avoid unnecessary typing, make the description in the Group Definition "Bonded brake shoes", then exit the Group Definitions. Proceed to the Add starting inventory section and enter only bonded brake shoes. When you have entered all of the bonded brake shoes, return to the Company Setup function and change the description for this group in the Group Definitions to "Riveted brake shoes". Return to the Add starting inventory section and enter only riveted brake shoes. Repeat the process for "Bonded brake pads" and for "Riveted brake pads".

After you have set up all brake pads and shoes in your inventory, return to the Group Definitions once again, and change the group description to something generic, such as "Brake shoes/pads". Thus, if you occasionally add a new set of brake shoes or pads to your inventory, the default description that will appear will assure you that you have used the correct group as the item number prefix. Additionally, if the system automatically creates a new item from entering a received or on-order transaction of an item not already in inventory, the description that the system retrieves from the definition for that group will be meaningful.

Creating items during posting

During the posting of items received and items placed on order, the system will automatically add the item to the inventory if the item does not yet exist. (See Section 3.6, Transactions, starting on page 53, for more information.)

Exit Group Definitions

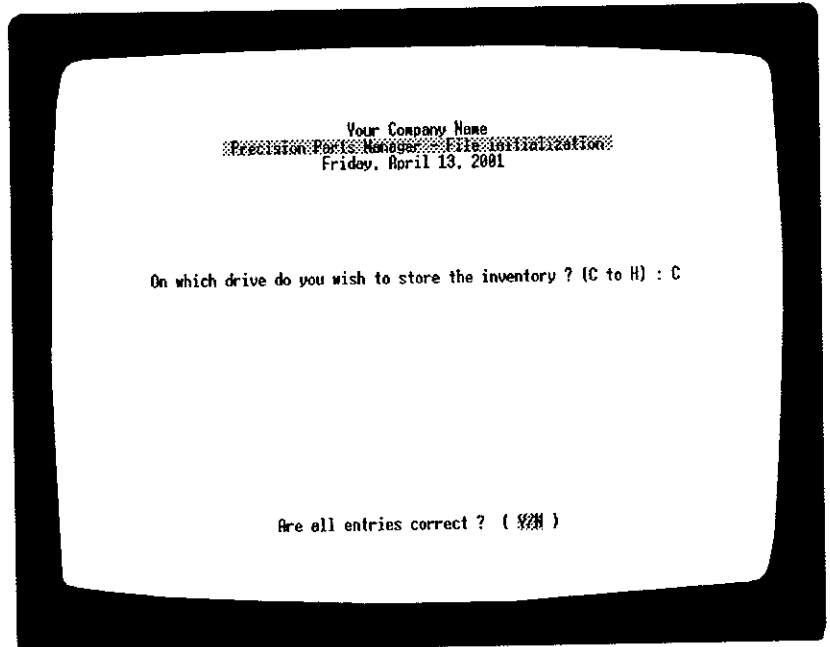
When you have completed setting up your Group Definitions, press to exit.

PRECISION PARTS MANAGER

SECTION 2 SETTING UP THE SYSTEM

File initialization

If you are performing the initial set up, the system will then display the following:



The information should be stored on drive "C". If you wish to store the information on a drive other than the drive shown, press N in response to the question, "Are all entries correct?", then enter the drive letter on which you wish to store the inventory information, then press Y to indicate that the information is then correct. When the File initialization is finished the system will return to the Precision Parts Manager main menu.

PRECISION PARTS MANAGER

SECTION 2 SETTING UP THE SYSTEM

SECTION 3.0 RUNNING THE SYSTEM

Types of inventory systems

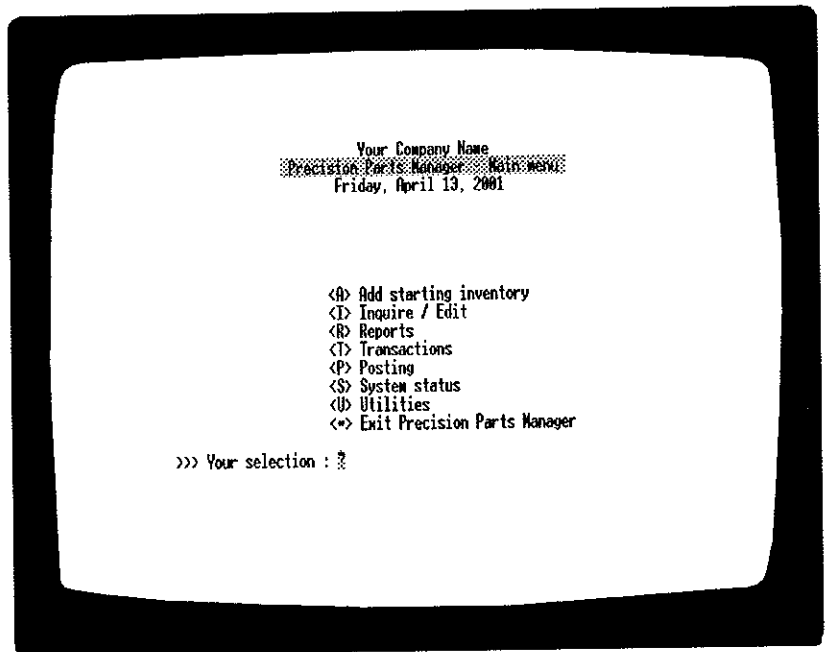
Precision Parts Manager can be used as one of three types of inventory systems. It may be used as a perpetual inventory system by entering all receipts of items and all sales of items. It can be used as a sales-tracking periodic inventory system by entering sales only and adjusting your inventory levels of each item at the end of the inventory period. It may be used as a periodic inventory system by adjusting the quantity on hand of each item at the end of your inventory period.

An overview

Once the inventory system has been set up (see Section 2, starting on page 3), the use of Precision Parts Manager will fall into two categories; entering / posting transactions, and printing the reports for managerial purposes. If the sales transactions are entered daily, the posting process will produce a summary report that you can reconcile with your daily sales report. The other system reports will give you the hard facts necessary to make decisions about your inventory that will aid in improving your inventory turnover, while increasing inventory coverage and decreasing inventory cost.

Starting the system

To start Precision Parts Manager, press **P** at the "Precision" main menu. The system will go to Precision Parts Manager.



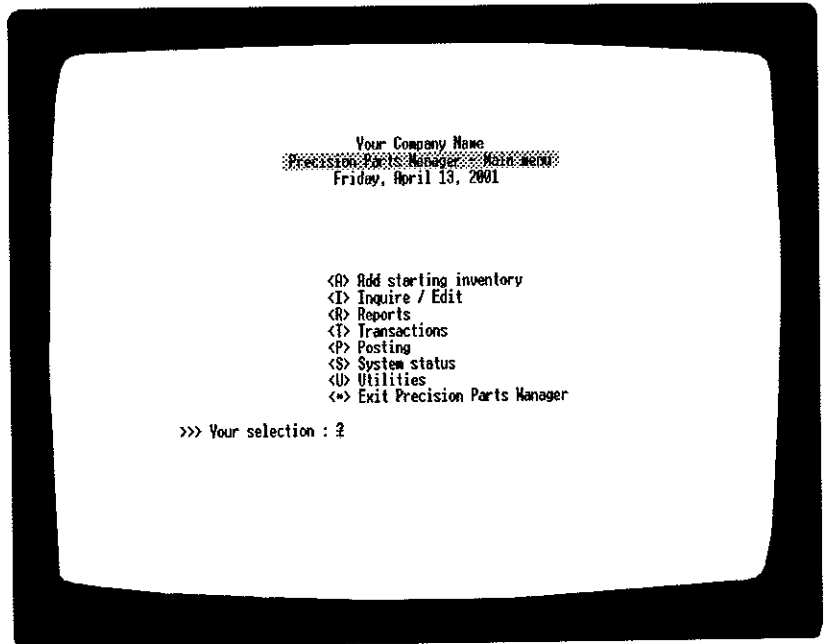
PRECISION PARTS MANAGER

SECTION 3.0 RUNNING THE SYSTEM

SECTION 3.1 THE MENU

The menu

The Precision Parts Manager main menu looks like this:



System date

The system date is displayed at the top of the screen. The system date should always be the actual calendar date. It is important to use the correct date because the system date is used to help manage the inventory system. If the date is incorrect, exit the program to the Precision Main Menu by pressing **[F4]**. Then go to the **[U]**tilities menu. Use the **[E]**nter current date and time to change the date.

Description of each function

The menu displayed on the screen is your access door to the inventory system. Briefly, here is what each choice will do:

Add starting inventory

Allows you to enter your inventory items.

Inquire/Edit

Allows you to look up an inventory item and make changes to the information shown, if necessary. This function also allows the renumbering of parts without loss of information and the printing of bin labels.

Reports

Allows you to print out inventory listings and purchase orders for your vendors.

Transactions

Records sales of items so that they are removed from inventory, records receipt of items so they are added to your inventory and records items that have been placed on order so the computer can track these items.

PRECISION PARTS MANAGER

SECTION 3.1 THE MENU

Posting

Sorts newly added items into the inventory and records transactions.

System Status

Gives vital information about your inventory system.

Utilities

Allows access to the Company Setup, Delete Inactive Items, End of period processing, Price increase, System expansion, the Check order function, the Re-sort function and the Move group function.

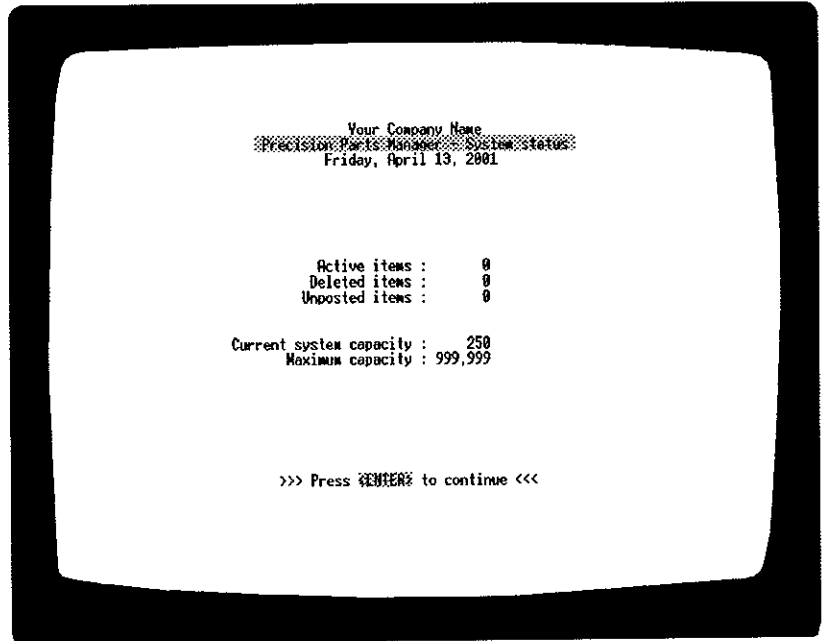
Exit Precision Parts Manager

Exits Precision Parts Manager to the Precision Main Menu.

SECTION 3.2 SYSTEM STATUS

Checking system status

To check system status, press **F5**. The screen will show this:



Active, deleted, un-posted items

Active items represents the number of inventory items currently in the system. Deleted items represents the number of items that have been manually deleted from inventory (See Section 3.4, Inquire/Edit, starting on page 33, for more information). These items will disappear during posting and will be totally eliminated by the Delete Inactive Items function. Un-posted items represents the sum of unsorted new items plus un-posted transactions.

Current system capacity

The current system capacity is set for 250 items. It can be expanded by 250 items at a time. (See Section 3.8 - System Expansion, starting on page 61, for more information.) The number of items in the system plus the number of deleted items can never exceed this number.

Maximum capacity

The Maximum capacity of Precision Parts Manager system is 999,999 items.

Return to Main menu

Press **[Enter]** to return to the Precision Parts Manager Main menu.

PRECISION PARTS MANAGER

SECTION 3.2 SYSTEM STATUS

SECTION 3.3 ADD STARTING INVENTORY

Description

Your basic starting inventory is entered into Precision Parts Manager using the Add starting inventory function.

Precision tip: This function should be used only to enter your basic starting inventory. Special-ordered items should be entered as a "Received" transaction. (See Section 3.6, Transactions, starting on page 53, for additional information.)

C.A.R.S. users note: Special-ordered items should be entered using the "Receive" function within C.A.R.S. Repair Orders - Pending. (See C.A.R.S. instruction manual, Section 3.4, for more information.)

To add the starting inventory, press **A**. The add starting inventory screen will appear:

```

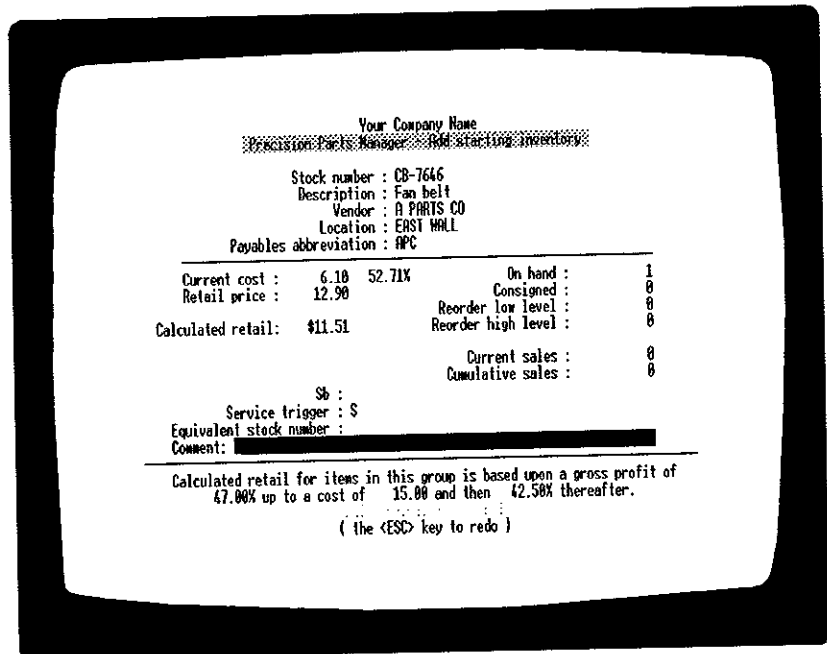
Your Company Name
Precision Parts Manager - Add Starting Inventory
-----
Stock number : ██████████
Description :
Vendor :
Location :
Payables abbreviation :
-----
Current cost :                               On hand :
Retail price :                               Reorder low level :
                                                Reorder high level :
                                                Current sales :
                                                Cumulative sales :
Service trigger :
Equivalent stock number :
Comment :
-----
( the <ESC> key to exit )
```

PRECISION PARTS MANAGER

SECTION 3.3 ADDING STARTING INVENTORY

Stock numbers

The stock number of each item in Precision Parts Manager consists of the two character group prefix of the group to which the item belongs, a hyphen and from seven to seventeen additional alphanumeric characters (depending upon how the system was set up). For example, if you are adding fan belts to your inventory and the fan belt group is group CB and the fan belt number is 7645, you would type **CB7645** and then press [Enter]. (The computer will type the hyphen in the correct location.) After pressing [Enter], the system will display the definition information for that particular group as entered into the Precision Parts Manager Setup function.



Precision tip: As you enter a stock number, the system will look up the item to make sure that it is not being entered for a second time. If the stock number has been entered before the system will display "Duplicate". As more and more items are added, the look-up will take longer and longer. The look-up may be markedly speeded up by posting. (See Section 3.7, Posting, starting on page 59, for more information.)

You may edit any of the information shown by using the editing features described in Section 1 of the Precision Main Menu manual. If you have entered the description, vendor, location and payables abbreviation into the Group Definitions for this group, the cursor will land on the current cost field. If any of the above mentioned four items were not entered into the Group Definitions for this group, the cursor will drop onto the first field without information.

PRECISION PARTS MANAGER

SECTION 3.3 ADDING STARTING INVENTORY

Current cost	If you wish to enter the current cost, enter it into the current cost field, then press [Enter].
Suggested retail price	After entering the current cost, the computer will calculate a retail price based on the current cost entered and the gross margin percentages stored in the Group Definitions. Pressing [Enter] will cause the Retail price field to be filled in by the computer. The computer will enter the higher of calculated retail price or the retail price entered into the Group Definitions for this group. If you wish to enter some other price, enter it into the retail price field, then press [Enter].
Quantity on hand	Enter the quantity of this item that you currently have on hand. C.A.R.S. users note: If you are entering your inventory so you can begin using C.A.R.S. at a later time, DO NOT enter the quantity on hand. Later, after you are using C.A.R.S., take a new physical inventory, one group at a time, and adjust the quantity on hand to reflect the correct quantity on hand at that time. Once the correct quantity is entered, C.A.R.S. will then keep the quantity on hand correct.
Consigned	If some of the stock you have for this item is on consignment, enter the quantity that is on consignment. Precision tip: The quantity on consignment can be entered in Precision Parts Manager - Inquire / Edit for existing items. The inventory totals printed on any inventory report will exclude the value of the quantity on consignment. Precision tip: On labor items, the "Consigned" field is named "Book hours". The "Book hours" field is used only if you are using the C.A.R.S. function. For information on it's use, see the C.A.R.S. Instruction manual.
Reorder levels	Then enter the reorder low level and the reorder high level as appropriate for this particular item.
Current & cumulative sales	If you are converting from another inventory system and have current and cumulative sales figures, enter that information as well. Current sales may represent any period you wish. Cumulative sales may be any period that is longer. Remember, the system will keep track of monthly sales automatically. You may decide to make current sales represent the sales for the current quarter and cumulative sales to represent the sales for the current year, or current sales may represent sales for the current year and cumulative sales may represent the sales on this item since starting to use the system. If you don't have appropriate information, simply skip these items by pressing [Enter].
Sold-by (Sb)	If you are using the Sold-by function to keep track of sales dollars by category, enter the Sb number here.

PRECISION PARTS MANAGER

SECTION 3.3 ADDING STARTING INVENTORY

Press [F3] for list

When the cursor is on the "SB" field while editing a Group definition the choice "Press <F3> for list" will appear at the bottom of the screen. Pressing [F3] will display the Employee names and numbers from The Manager's Assistant™ - Employee Information - Employee Inquire/edit. To have the system insert the Employee number, use the arrow keys to highlight the entry you would like to use and then press [Enter].

Precision tip: If you do not wish to use an entry on the display and would like the display to disappear, press [Esc].

Automatic service update

If you have purchased C.A.R.S. and would like the inclusion of this item on a repair order to trigger an automatic update of the appropriate service history category, enter the desired Service Code (letter) here.

Equivalent Stock Numbers

Sometimes similar parts are purposely stocked from more than one vendor because of differences in quality or brand recognition. For example, some truck repair shops stock two lines of replacement lights; one line being quality and the other being inexpensive. Many radiator shops stock more than one line of complete radiators because some customers prefer Modine while others prefer Valeo, yet others want a low cost import. In these cases you would want to keep the items separate in the computer. Even though they fit the same application they are not really the same part. They differ in quality, brand recognition and/or profitability. This feature allows you to easily do this. The Equivalent Stock Numbers can even be in different groups. This allows you to automatically price and discount equivalent stock numbers differently from each other.

Number of Equivalent
Stock Numbers allowed

The system allows up to 19 stock numbers that are equivalent to each other. Equivalent Stock Numbers can be entered here as you add your starting inventory or later using Precision Parts Manager - Inquire / Edit. The Equivalent Stock Numbers have to be put in a "circle". If you had 3 stock numbers that are the equivalent of each other, the information for the first stock number must include the second stock number as it's equivalent. The second stock number must include the third stock number as it's equivalent. The third stock number must include the first stock number as it's equivalent. (Remember that it is sometimes desirable to put the equivalent stock numbers in separate groups.)

Example

Let's suppose that you are stocking the same complete radiator in Modine, G&O and Delco and that each line of radiators is in its own group; Modines in group RM, G&Os in group RG and Delcos in group RD. Your stock number for the Modine is RM-569, for the G&O is RG-3569 and for the Delco is RD-20061. You would enter onto the Modine radiator an equivalent stock number of **RG3569** (The computer will type the hyphen in the correct location). You would enter onto the G&O radiator an equivalent stock number of **RD20061**. You would enter onto the Delco radiator an equivalent stock number of **RM569**. Thus, the Modine "points" to its equivalent in G&O, then G&O "points" to its equivalent

PRECISION PARTS MANAGER

SECTION 3.3 ADDING STARTING INVENTORY

in Delco and the Delco "points" to its equivalent in Modine, completing the "circle". (There may be up to 19 equivalents in the circle.)

Comment field

Enter a comment or press [Enter] to leave the field blank. The comment field is 61 characters long.

The system will allow you to highlight the Comment field of your part numbers in red. This red highlight alerts you to any special circumstances related to this part number. To have the system highlight the Comment field in red, place a caret symbol (^) anywhere within the Comment field of the part number.

Add additional items

The computer will now allow you to enter your next item. Repeat the process for as many items as you wish.

Exit Add Starting Inventory

After entering the last item, press [Esc]. The system will return to the Precision Parts Manager main menu.

Posting

The value of the items entered into the inventory as new items will be added to the inventory totals immediately. These items will not appear on reports until the Posting function has been selected. (See Section 3.7, Posting, starting on page 59, for more information.)

PRECISION PARTS MANAGER

SECTION 3.3
ADDING STARTING INVENTORY

SECTION 3.4 INQUIRE/EDIT

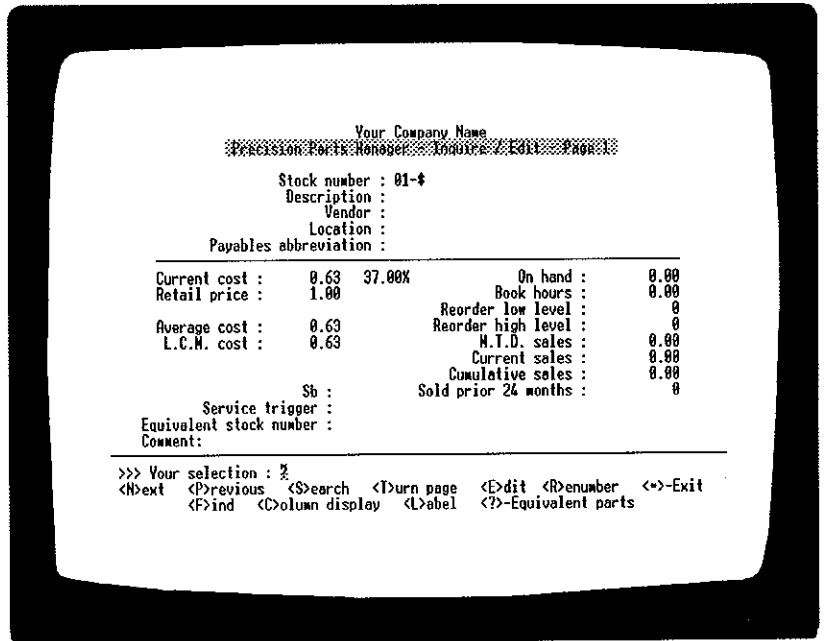
Description

The Inquire/Edit option will allow you to display any inventory item on the screen, make corrections and print a copy of any inventory item.

The inquire/edit section will display all inventory items. Any items that have been added via the Add New Items section since the last time the Posting function had been selected will appear in the Inquire/Edit only when using the Search or Find functions. (See Section 3.7 Posting, starting on page 59, for more information.)

The first inventory item

At the Precision Parts Manager main menu, press **F1**. The system will display the first item in your inventory in alphanumeric order. It will look like this:



Pages

The information is contained in four "pages". The first page contains the general information about the item, including current cost, retail price, average cost, L.C.M. cost, quantity on hand, amount consigned, reorder low level, reorder high level, month-to-date sales, current sales, cumulative sales and sold prior 24 months. If there is a Location, Payables abbreviation, Sb number (Sold-by), Service trigger, Equivalent stock number or a Comment for this item it will also be displayed on the first page.

The mini-menu

At the bottom of the screen is a mini-menu. It lists the commands you will use to look up information and to make corrections. Due to the number of choices, the mini-menu will display alternate choices every few seconds. (Pressing the [Space Bar] will cause the prompts to scroll to another set of choices.)

Next

Pressing **F2** will display the next inventory item in alphanumeric order on the screen.

PRECISION PARTS MANAGER

SECTION 3.4 INQUIRE/EDIT

- Previous Pressing [P]revious will display the previous inventory item in the inventory in alphanumeric order on the screen.
- Search Pressing [S]earch will allow you to display any item on the screen. You will be prompted to enter the desired stock number. After entering the desired stock number and pressing enter, the computer will attempt to find the desired item. If the computer cannot find the item requested, the system will display the item that comes closest to that number. You can then use [N]ext and [P]revious to hunt for the desired item.
- Precision tip: When using Search to find an un-posted item you MUST enter the complete stock number.**
- Find Pressing [F] for Find will allow you to find a part without knowing which group it is in. To use find, press [F], then type in the part number without the group number. The system will display a list of all matching part numbers. To zoom in on the desired part use the [Up Arrow] or [Down Arrow] to highlight the part and then press [Enter].
- Page Up, Page Down Using [Page Up], [Up Arrow], [F1] or [F2] will display the seventeen items following the item shown on the top of screen. Using [Page Down], [Down Arrow], [F9], or [F10] will display the previous seventeen items preceding the item shown at the top of the screen. Using this feature will aid in finding an item when you are unsure of the part number.
- Reverse direction of page & arrow keys If you would like to reverse the direction the [Page Up], [Page Down], [Up Arrow] and [Down Arrow] work, press [Ctrl]-[R].

PRECISION PARTS MANAGER

SECTION 3.4 INQUIRE/EDIT

Turn page

To display information contained on the second page, press **T**urn page.
The following will be displayed:

Your Company Name
Precision Parts Manager Inquire / Edit Page 1

Stock number : CB-7435
Description : Fan belt
Vendor : A PARTS CO

Last =>		Received :	Sold :	On Order :
Quantity		1	1	0
Date	04/13/2001		04/13/2001	--/--
Invoice #	APC 8653		373 01	

Sales History

Apr '99	May '99	Jun '99	Jul '99	Aug '99	Sep '99	Oct '99	Nov '99
						2	

Dec '99	Jan '00	Feb '00	Mar '00	Apr '00	May '00	Jun '00	Jul '00
	1	1		2	1		1

Aug '00	Sep '00	Oct '00	Nov '00	Dec '00	Jan '01	Feb '01	Mar '01
	2				1		1

>>> Your selection : ?
<N>ext <P>revious <S>earch <T>urn page <E>dit <R>enumber <=>-Exit
<A>djust quantity <W>-Delete <P>age Up <P>age Down <1> <2> <3> <4>

Second page

The second page contains information about when this item was last Received, Sold, put On order and the Sales history for the last 24 months.

Pressing **T**urn page again will display the third page.

Your Company Name
Precision Parts Manager Inquire / Edit Page 2

Stock number : CB-7435
Description : Fan belt
Vendor : A PARTS CO

>>> Previously received <<<

Quantity	1	1	2	1
Date	03/15/2001	01/15/2001	09/11/2000	07/27/2000
Invoice #	APC 8212	APC 7981	APC 987663	HAPA 98723
Cost each	8.15	8.15	9.33	11.10

Sales History

Apr '99	May '99	Jun '99	Jul '99	Aug '99	Sep '99	Oct '99	Nov '99
						2	

Dec '99	Jan '00	Feb '00	Mar '00	Apr '00	May '00	Jun '00	Jul '00
	1	1		2	1		1

Aug '00	Sep '00	Oct '00	Nov '00	Dec '00	Jan '01	Feb '01	Mar '01
	2				1		1

>>> Your selection : ?
<N>ext <P>revious <S>earch <T>urn page <E>dit <R>enumber <=>-Exit
<D>isplay discounted price

PRECISION PARTS MANAGER

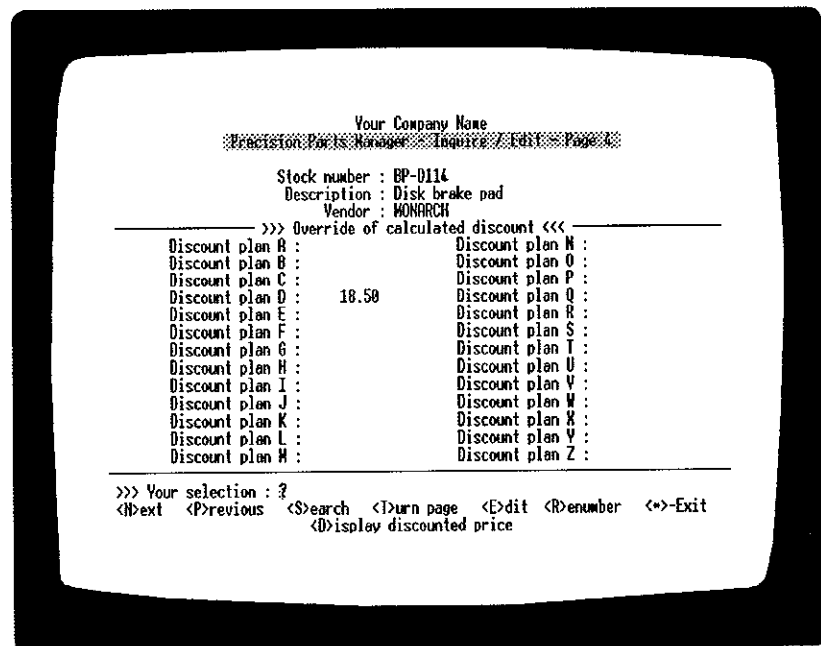
SECTION 3.4 INQUIRE/EDIT

Third page

The third page shows up to four prior times this item was received. The quantity, date, invoice # and the cost each will be displayed. As the item is received the last received information moves to the right hand previously received column. This process is repeated until the previously received columns are filled. After that the system follows these rules:

1. If the vendor coded in the Invoice # field of the last received matches one or more of the previously received columns the oldest information for that vendor is replaced. The information is re-arranged most current to least current, left to right.
2. If the vendor coded in the Invoice # field of the last received does not match any of the previously received columns the information is shifted one column to the right. The last received information is put in the first column.

Pressing **T**urn page again will display the fourth page.



Fourth page

When using C.A.R.S. - Discount plans, there are times when you wish to charge a customer an amount that is different than the discounted price calculated by the system. A special price may be entered for each Discount plan that overrides the calculated discount price by editing page 4.

Precision tip: The Fourth page will only appear if you have purchased the C.A.R.S. function.

Precision tip: If the special "Override of calculated discount" price is higher than the "Retail price" listed for the item the

PRECISION PARTS MANAGER

SECTION 3.4 INQUIRE/EDIT

system will use the "Retail price" listed for the item. (See the C.A.R.S. instruction manual for more information.)

1, 2, 3, 4

Similar to the Turn page function, pressing **[1]** will cause the system to display the information on page 1 regardless of what page is currently displayed. Pressing **[2]** will cause the system to display page 2 information. Pressing **[3]** will display the page 3 information. Pressing **[4]** will display the page 4 information.

Edit

Any of the information shown on the first, second, third or fourth page can be changed. To edit any of the information shown on the displayed page, press **[E]dit**. The system will ask for the password (if in use). You must correctly enter the password before you will be allowed to edit the information.

Precision tip: The information will be treated as successive fields. Use the editing features described in Section 1 of the Precision Main Menu, to make changes where desired. Note that the stock number may not be edited. See "Rnumber" on page 38, for more information.

Retail price

After editing the cost of the item the system will calculate a suggested retail price. This price is calculated based upon the Gross Profit percentage entered into the Group Definitions. (See page 17, for more information on gross profit percentages.) The suggested retail price will be displayed to the right of the old retail price.

To leave the old retail price press **[Enter]**. If the suggested retail price is higher than the old retail price you may force the system to replace the old retail price with the suggested retail price by pressing **[F9]**, **[F10]** or **[Down Arrow]**.

Precision tip: If the suggested retail price is lower than the old retail price and you wish to use the lower suggested retail price, you MUST type in the lower price.

Change the gross profit percentage used

You may change the Gross profit percentage used to calculate the retail price on the displayed item and have the system calculate a new retail price using the new gross profit percentage. To do this when the cursor is on the retail price, press **[Up Arrow]**, to move to the Gross profit percentage. Type in the gross profit percentage you would like to use and press **[Enter]**. The system will calculate the new retail price and display it to the right of the old price. To leave the old retail price press **[Enter]**. If the new retail price is higher than the old retail price you may force the system to replace the old retail price with the new retail price by pressing **[F9]**, **[F10]** or **[Down Arrow]**.

Precision tip: If the suggested retail price is lower than the old retail price and you wish to use the lower suggested retail price, you MUST type in the lower price.

PRECISION PARTS MANAGER

SECTION 3.4 INQUIRE/EDIT

Adjust quantity on hand

Adjust will allow you to edit the quantity on hand, reorder low level and reorder high level. After taking a physical inventory, the adjust function will allow you to easily change the computer records to reflect the actual physical count. As with the Edit function above, the password must be entered (if in use).

Press **A** to adjust quantity. The cursor will go directly to the quantity on hand field. Enter the new quantity on hand. If you wish to adjust the reorder low level and reorder high level as well, press [F9], [F10] or [Down Arrow]. Do not press [Enter]. If you do not wish to adjust the reorder low level or the reorder high level at this time, press [Enter], not [F9], [F10] or [Down Arrow]. The mini menu will return.

Delete

Any item may be deleted by displaying the item to the screen, then pressing [SHIFT]-**D**. The message "**Deletion pending**" will appear to the right of the Vendor. The value of the item will be removed from your inventory totals, but the item will not disappear until the next posting. A deleted item may be reinstated by displaying the deleted item and then pressing [SHIFT]-**D**. The item will be reinstated and the value of the item will be added back into the inventory totals.

Renumber part

The Renumber function will allow you to easily change the stock number of any item. When you renumber an item, two things happen automatically. First, the item that was renumbered will show "**Deletion Pending**" (it will disappear when the next posting is done). Second, the computer will create an identical item with the new stock number. This new item will become part of the inventory with the next posting.

Precision tip: After renumbering an item, do not reinstate (un-delete) the renumbered item. Doing this would create two identical items in inventory, the old one just reinstated, and the new one which will be added to inventory with the next posting.

Hard copy

The information displayed may be printed (hard copy) by pressing [Print Screen] on an Ms-Dos system and by pressing [Shift]-[Print Screen] on a Windows 95/98 system..

Precision tip: Make sure the printer is on line and available.

Display discounted price

You may have the system display the selling price of the items with a discount applied. The system will display the discounted price along with all other information.

Precision tip: The "Display discounted price" prompt will only appear if you have purchased the C.A.A.S. function.

To display a discounted price, press **D**. You will be asked to enter a discount code. You may enter a discount code (a letter A through Z

PRECISION PARTS MANAGER

SECTION 3.4 INQUIRE/EDIT

representing the discount plan desired). You may also enter a discount percentage. If you enter a minus percentage, the displayed discounted price will equal the retail price less the indicated percentage. If you enter a positive percentage (no minus sign) the displayed discounted price will equal the average cost plus the indicated percentage of average cost.

Column display

The column display function will allow you to see information about many items at once by displaying the information in column format. Pressing **C** will cause the following to appear:

```

Your Company Name
Precision Parts Manager Inquire/Edit Page 1
Stock number : CB-7435
Description : Fan belt
Vendor : A PARTS CO
Location : EAST HALL
Payables abbreviation : APC
-----
Current cost : 8.15 49.97% On hand : 1
Retail price : 16.29 Consigned : 0
Average cost : 8.15 Reorder low level : 0
L.C.N. cost : 8.15 Reorder high level : 1
M.T.D. sales : 0
Current sales : 1
Cumulative sales : 16
Sold prior 24 months : 12
Sb :
Service trigger : S
Equivalent stock number :
Comment :
-----
Stock Number : IS-R46 Minimum on hand :
Description :
Comment :
( the <ESC> key to exit )
```

You will be asked to enter a stock number. By entering a portion of a stock number and then pressing [Enter], the system will display all stock numbers that begin with the portion of stock number entered. For example, if spark plugs are in group IS, entering a stock number of **ISR46** and pressing [Enter] will display IS-R46, IS-R46T, IS-R46TS, IS-R46TSX and any other spark plugs that start with IS-R46. If tires are group T0, entering **T0P225R15** and pressing [Enter] will display all P225R15 tires.

Limiting the items displayed

The information displayed can be filtered by pressing [Down Arrow] instead of [Enter] after typing in the stock number. This will allow you to type information into the "Minimum on hand", "Description" and "Comment" fields.

Column display Quantity on hand

Entering a number in the "Minimum on hand" field will cause the items to be displayed in order of quantity on hand, highest to lowest. It will also prevent items that have a quantity on hand lower than the number entered from appearing.

PRECISION PARTS MANAGER

SECTION 3.4 INQUIRE/EDIT

Precision tip: Entering zero as the minimum on hand will cause the system to display all items except for those with a quantity on hand of less than zero. Entering a number of -99999 will cause the system to display all items, even those with quantity on hand of less than zero.

An example of using the "Minimum on hand"

Suppose you sell tires and all of your passenger car tires are in group TA and you want to see only 205/75-14 tires in stock. As you have done in the past, enter the partial stock number and press [Down Arrow]. If the customer is interested in a complete set of 4 tires, enter a minimum on hand of 4. Skip the description and comment by pressing [Enter]. The system will display only those size tires of which you have at least 4 in stock. The display will be arranged showing the ones you have the most of first.

Column display Description

After entering the minimum on hand the cursor will move to the "Description" field. If you enter anything in the "Description" field the items displayed will include only items that contain the information entered. The position of the words in the description field or the capitalization of the words do not matter.

For example suppose you put all of your cooling system parts into group CS and you would like to see just hoses. You would enter the stock number CS, then press [Down Arrow] to prevent the column display from working immediately. Press [Enter] to skip the minimum on hand. Type **H O S E** into the description field and then press [Enter]. Press [Enter] to skip the comment field.

The system will display only CS items that contain the words "hose" in their descriptions.

Column display Comment

Next, the cursor will move to the "Comment" field. If you enter anything in the "Comment" field the items displayed will include only items that contain the information entered. The position in the comment field or capitalization does not matter.

The column display function will remember the items that were displayed. If after zooming in on an item you wish to put the same column display back on the screen select "Column display". The previous information you entered will appear. Press [Enter] and the previous column display will appear.

If you wish to put the same column display back on the screen without sorting the items by quantity on hand, enter a quantity on hand of or .

If you do not want to display the previous information after selecting "Column display", erase or edit the information in the "Stock number" field. Then follow the directions above.

PRECISION PARTS MANAGER

SECTION 3.4
INQUIRE/EDIT

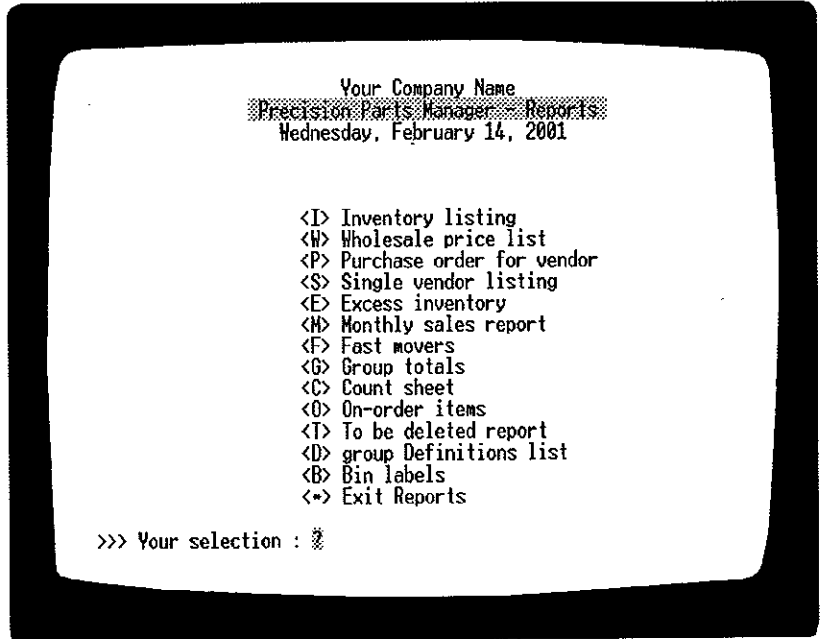
SECTION 3.5 REPORTS

Description

The information contained in Precision Parts Manager system may be printed in any of twelve report formats. Most reports may be viewed on the screen or sent to a printer. All reports sent to the printer require a printer capable of printing in 132 column format.

Reports menu

To print reports, press **[R]** at the Precision Parts Manager main menu. The reports menu will appear.



Inventory listing

The most commonly used report, the Inventory listing will print all or part of the inventory.

Wholesale price list

The Wholesale price list prints a list of reduced prices you can give to customers who usually receive reduced prices. The report can print all or part of the inventory.

The reduced prices can be based upon retail price minus a percentage or average cost plus a percentage. If the customer's discount is based upon retail less a percentage, enter the Discount percentage as a minus number. If the customer's discount is based upon average cost plus a percentage, enter the Discount percentage as a positive number (without the minus sign).

C.A.R.S. users note: The Wholesale price list will honor the answer to the "Calculate job cost by method" question in C.A.R.S. Company setup - Group definitions. See the C.A.R.S. Instruction Manual for more information.

Purchase order for vendor

A Purchase order prints a purchase order for one vendor. When printing a purchase order for a vendor, the computer will take into consideration how many are in stock at the moment the report is printed, the Reorder low level, the Reorder high level and what is already on order. Thus, if you

PRECISION PARTS MANAGER

SECTION 3.5 REPORTS

have placed two of an item on order, and the quantity on hand is less than or equal to the reorder low level, and the computer calculates that the inventory for this item is three below the maximum inventory level (reorder high level), the computer will order one.

Single vendor listing

This option will produce an inventory listing containing only those items that are ordered from the vendor specified.

Precision tip: To print a list of all items that need to be ordered from all vendors, type in a blank space by pressing [Space Bar] once when prompted for the vendor name.

Excess inventory report

The Excess inventory report will print a list of only those items that have a quantity on hand larger than the reorder high level at the moment the report is printed.

Monthly sales report

The monthly sales report prints the monthly sales history for each item. Quantities will be sub-totaled by group. The report will include any item on hand at the moment the report is printed and any item which had sales in any of the last 24 months. A "Print totals only" version of this report will print the sub-totals by group without printing the monthly sales information for each individual item.

Fast movers report

The fast movers report will print an inventory listing of only those 50 items with the greatest number sold. You may use current sales, cumulative sales or a specific month's sales to produce the report. Items with the greatest number sold will print first.

Precision tip: This report is most useful when using the Selected print option to focus on a specific group.

Group totals report

The group total listing will print only totals for each group. The group total listing will show which groups contain the most inventory dollars. It is these groups that should receive first attention in attempting to trim inventory.

Count sheet

The count sheet prints a worksheet for taking physical inventory. By using the selected option, you can print a count sheet for part of your inventory at any time. This provides an easy way to keep your inventory correct on the computer. Print a count sheet for part of your inventory, have someone count that inventory, spot check it for accuracy, then adjust the quantities. By doing this frequently throughout the year, you may be able to discourage pilferage. Today, you may do a physical inventory on group IS, tomorrow you may count group CB, the day after you may re-count group IS. Because the employees will never know which group will be counted next, they will not know when it is safe to take parts for their side jobs.

Precision tip: By entering a Low value of 1 for the Reorder high level on the Reports selected listing screen, the Count sheet will include only items that are automatically reordered.

PRECISION PARTS MANAGER

SECTION 3.5 REPORTS

On-order items

The On-order items report prints an inventory list of only those items that show a quantity on order. If you are using the computer to track on-order items, you should periodically print a list of the on-order items. This will remind you about items that have been placed on order but not received. When you enter the receipt of an item, the quantity on-order is reduced by the quantity received. The date and invoice number of the on-order transaction will not be erased until a new order is placed for the item and that information is entered into the computer system. (See Section 3.6 - Transactions, starting on page 53, for additional information.)

To be deleted report

The To be deleted report will print an inventory listing of only those items that will be deleted by selecting the Delete Inactive Items function will be included in the report.

group Definitions list

The group Definitions list will print a list of the group definitions as entered into the Group definitions screen in the Company setup function. This report is identical to that which is available from the Company setup function. Selecting the "Print active groups only" will print only those groups which have a description or comment. Printing the complete version of the report adds the Comment, Allow Del. Inact., Retail price, Reorder low and Reorder high to the report.

Bin labels

This option will allow you to print 3 1/2" by 15/16" (one across) labels for parts bins. The labels will show the part number, description of the part, the vendor and the comment line.

Precision tip: When printing Bin labels, use the selected printing option to print items with at least 1 on-hand.

Vendor Name

When printing a Purchase order or Single vendor report you will be prompted to enter the vendor name. For the computer to find the indicated vendor, spelling, punctuation and spacing must agree.

Precision tip: If you have a vendor ABC and another ABCD, items for vendor ABC can be printed without including items for vendor ABCD. When the vendor name is requested, enter the vendor by typing: ABC [Space Bar].

Print cost and gross profit figures?

The computer will ask, "Print cost and gross profit figures ? (/N)", when printing any of the following reports: Inventory listing, Purchase order for vendor, Single vendor listing, Excess inventory, Fast movers, On-order items and the To be deleted report.

If you wish the computer to print the cost and gross profit figures on these reports, press . If you wish to suppress the printing of cost and gross profit figures, press . If you suppress the printing of cost and gross profit figures, the report will not be totaled.

PRECISION PARTS MANAGER

SECTION 3.5 REPORTS

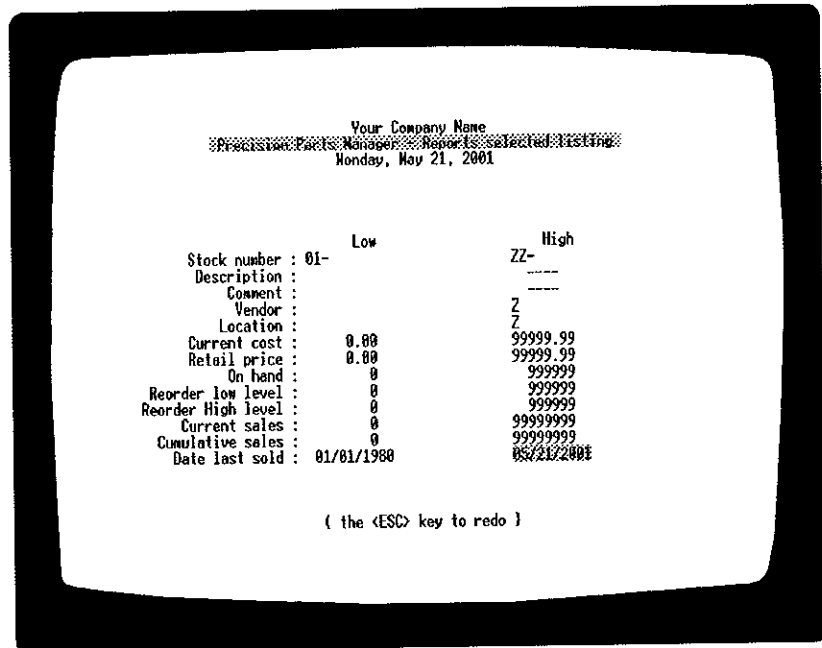
Print detailed listing?

The system will ask "Print detailed listing" when printing any of the following reports: Inventory listing, Purchase order for vendor, Single vendor listing, Excess inventory, Fast movers, On-order items and the To be deleted report.

A detailed listing will include the following information: Vendor, On-hand quantity, Current sales, Cumulative sales, Reorder low level, Reorder high level, date and invoice number of the last sale, last received and the last on-order transaction entered into the system for each item printed. Press Y to print a detailed listing.

Selected or complete listing?

You may have the computer limit the report to a certain range of stock numbers, description, comment, vendor, current cost, retail price, quantity on hand, reorder low level, reorder high level, current sales, cumulative sales and/or date of last sale by choosing the selected listing option. To print a complete listing, press C. To print a selected listing, press S. The Reports Selected Listing screen will appear.



Print totals only?

When printing an Inventory list, a Single vendor listing, a Monthly sales report or a Group totals report the system will ask "Print totals only?". By answering Yes to the "Print totals only?" question, the system will print a report with only the totals listed. If you are printing a monthly sales report, the system will print sub-totals for each group.

Precision tip: Answering Yes to the "Print totals only?" question will cancel a request for a detailed report.

PRECISION PARTS MANAGER

SECTION 3.5 REPORTS

Report Selected Listing screen

The Report Selected Listing screen enables you to explain to the computer which items should be included on a report. For 11 of the 13 criteria listed, you may enter a low value and/or a high value. If an item is less than the low value or higher than the high value, the computer will not include that item in the report.

The two exceptions are the Description and the Comment. If you enter anything onto the Description or the Comment lines, only items that match the description or comment entered are printed. The match may occur anywhere within the description or comment of the item.

An example of entering criteria

If you wish to print a report that included only one group, group IC for example, you would enter a stock number in the low column of . Note that the computer types the dash. (If you were to enter the dash, you would have two dashes. That would be incorrect.) Enter in the high column also. That will cause the system to print all stock numbers starting with "IC".

If, for example, you wish to print a report that included only groups IQ through IR, you would enter a stock number in the low column of . After pressing [Enter], the cursor would move into the high column. Because you want the system to print through to the end of group IR, you would enter a high value of .

Selected listing built-in answers

The criteria have built-in values for the low and high columns. The stock number field will have as its built-in values 01- to ZZ-. The built-in values for the vendor and location fields will go from [Space Bar] (a blank space) to capital Z. The current cost and retail price fields will go from 0.00 to 99999.99. On hand, reorder low level and reorder high level fields will go from 0 for the low and 999999 for the high. Current and cumulative sales fields will go from 0 at the low end to 99999999 at the high end. By entering a low end value and high end value for certain criteria, you can describe to the computer what information should be included on the report in very specific terms.

Precision tip: If you wanted a report to include only items in stock at this time, for the On hand selection criteria, enter in the low column and press [Enter] to retain the built-in answer of 999999 for the high column.

Precision tip: If you wanted a report to include only items that you are keeping in stock at this time (whether or not those items are in stock at this moment), for the Reorder High level criteria, enter in the low column and press enter to retain the built-in answer of 999999 for the high column.

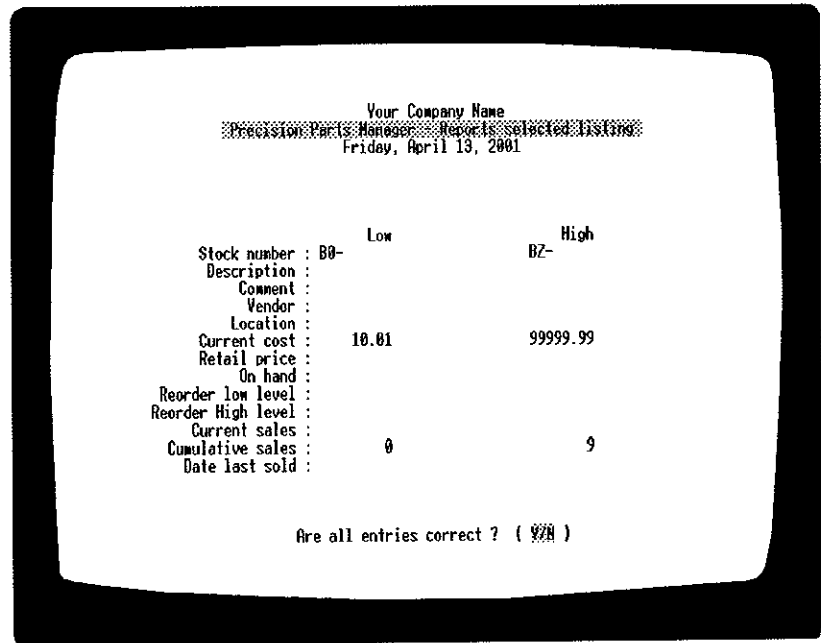
Example #1

Suppose you wanted an inventory list consisting only of items in groups BQ through BW, costing more than \$10.00 each and have had sales of less than 10 units cumulatively. You would enter into the stock number low

PRECISION PARTS MANAGER

SECTION 3.5 REPORTS

column, and **BW** into the stock number high column. You would enter **10.01** into the current cost low column. You would press [Enter] for current cost high column to use the built-in value of 99999.99. You would use the built-in value of **0** in the cumulative sales low column. Because you are interested only in items of which you've sold less than 10 each, you would enter cumulative sales of **9** in the high column. Thus, the computer would only print groups **B0** through **BW**, items that cost more than \$10.00 and have had sales of less than 10 in the cumulative period. The Selected listing screen would look like this:

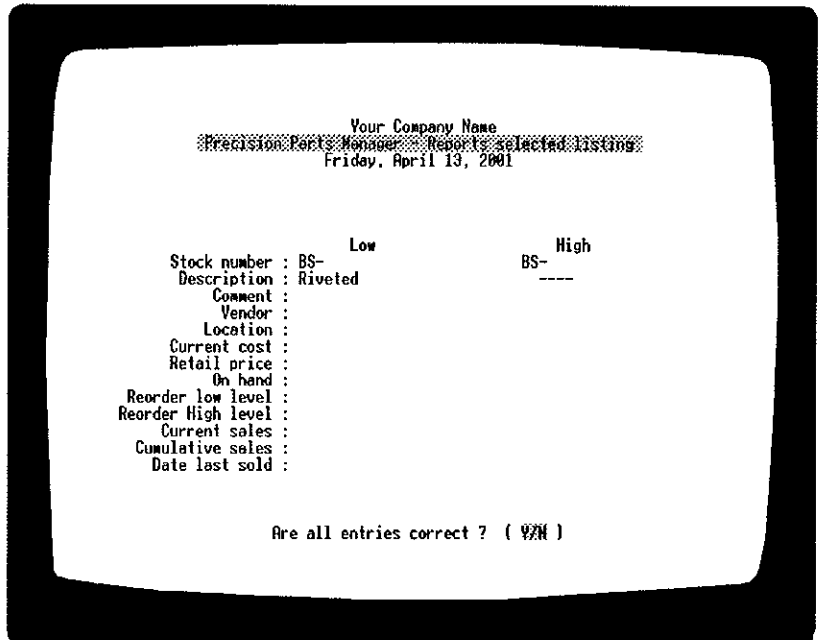


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SECTION 3.5 REPORTS

Example #2

Suppose that group number BS included bonded brake shoes and riveted brake shoes, and you were interested in knowing how many dollars you had invested in riveted linings versus bonded linings. Because the information is all jumbled in group number BS, a way is needed to tell the computer to print only riveted linings or only bonded linings. This is easy using the selected listing criteria. Print stock numbers from a low of BS to a high of BS (this would cause the system to print only group BS items) and only those that have the description "riveted". That means you would enter the description RIVETED in description field. If you wish, after printing the group number BS "Riveted", you can then print a second report using the same high and low stock number, but with the description "Bonded". The Selected listing screen will look like this:



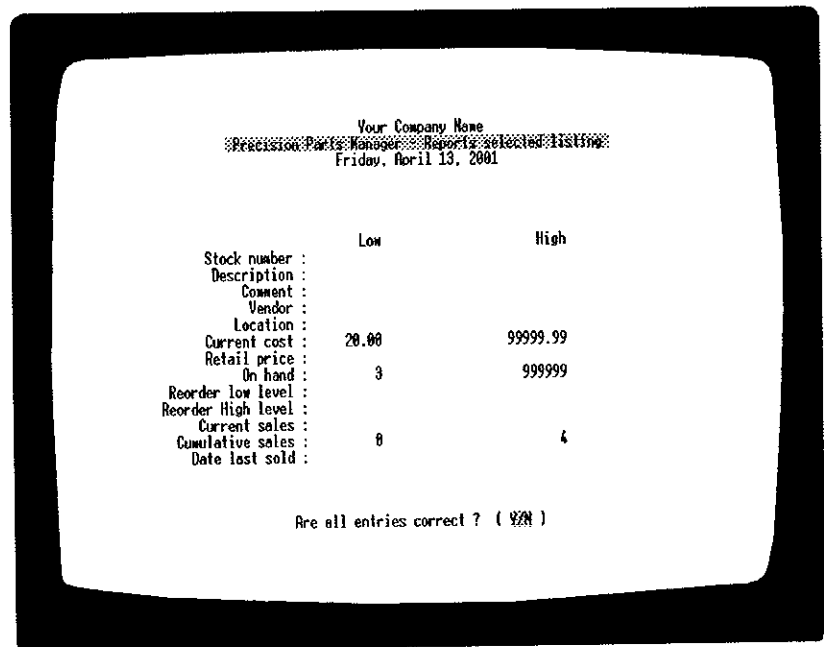
Example #3

Suppose you wanted to find out which items you had in inventory that were expensive, perhaps over \$20.00, and which you have more than two of in stock at the time. Also suppose that you only wanted the list to include items that are considered slow movers, perhaps cumulative sales of less than 5. You would retain the built-in stock number values on both the low and high columns because you do not want to limit this report by stock number. You would press [Enter] for the description because you do not want to limit the report by description. Likewise for comment and vendor. Because you are interested in items of \$20.00 or more, the current cost low value would be entered as 20.00 and you would press [Enter] for the high value to use the built-in high value of 999999.99. You would press [Enter] for both the low and high values on retail price, because you do not want to limit the report based on retail price.

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SECTION 3.5 REPORTS

Because you do want the report limited based on how many you have on hand, (quantity on hand greater than 2) you would enter an on hand low level of , and would use the built-in high value of 999999. Since you are not limiting the report based on reorder low level, reorder high level or current sales, you would press [Enter] six times to skip the low and high values for these criteria. Because you want to include items that have cumulative sales of no more than 4, (in other words less than 5) you would enter a cumulative sales low value of and a cumulative sales high value of . Because you do not want the report limited based on the date you last sold the item, press [Enter] two more times. The Selected list screen would look like this:



Printing the selected report

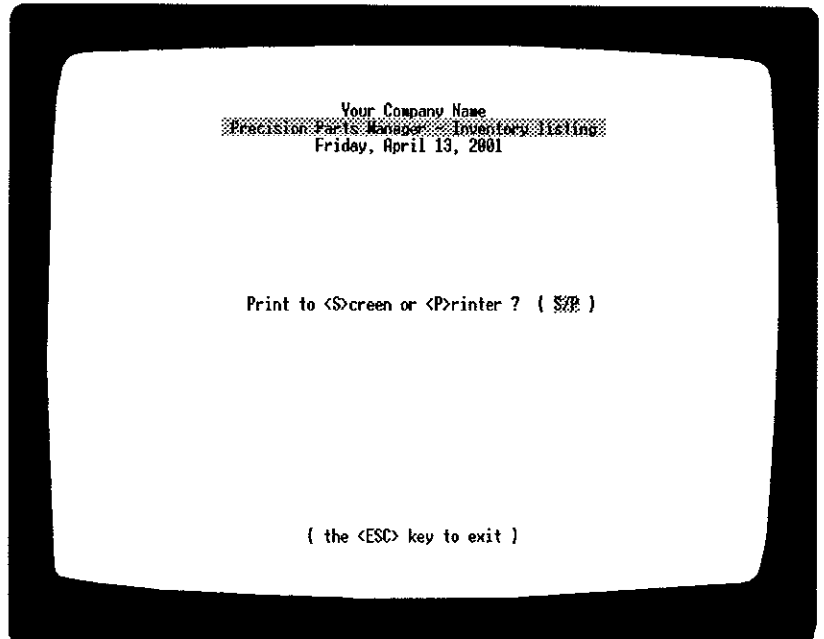
If the selected criteria are entered correctly, press , otherwise, press . If you press , the computer will erase the criteria to be re-typed.

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SECTION 3.5 REPORTS

Print to Screen or Printer

After pressing **[Y]**, the system will display the following:



Print the report to the printer

Pressing **[P]** will cause the report to print on the printer immediately.

Aborting the report

After the report has started printing, you may terminate the report by pressing **[Esc]**. The computer will print the message, "Printing stopped."

Viewing the report on the screen

Pressing **[S]** will cause the report to be displayed on the screen.

Precision tip: If the system displays a blank screen there was nothing to print.

Precision tip: Bin labels can not be viewed on the screen.

Arrows

When the report appears on the screen, pressing the arrow keys will scroll (move) the report around on the screen allowing you to see different parts of the report.

[Page Up] or **[Page Down]**

Pressing **[Page Up]** or **[Page Down]** will scroll the report up or down a screen-full at a time.

[Home] or **[End]**

Pressing **[Home]** will scroll to the left side of the report. Pressing **[End]** will scroll to the right side of the report.

Hard copy

The **[H]**ard copy choice, will print the report you are viewing on the screen to the printer. This will also exit the report viewer.

Any other key

Pressing any other key on the keyboard will exit the report viewer.

PRECISION PARTS MANAGER

SECTION 3.5 REPORTS

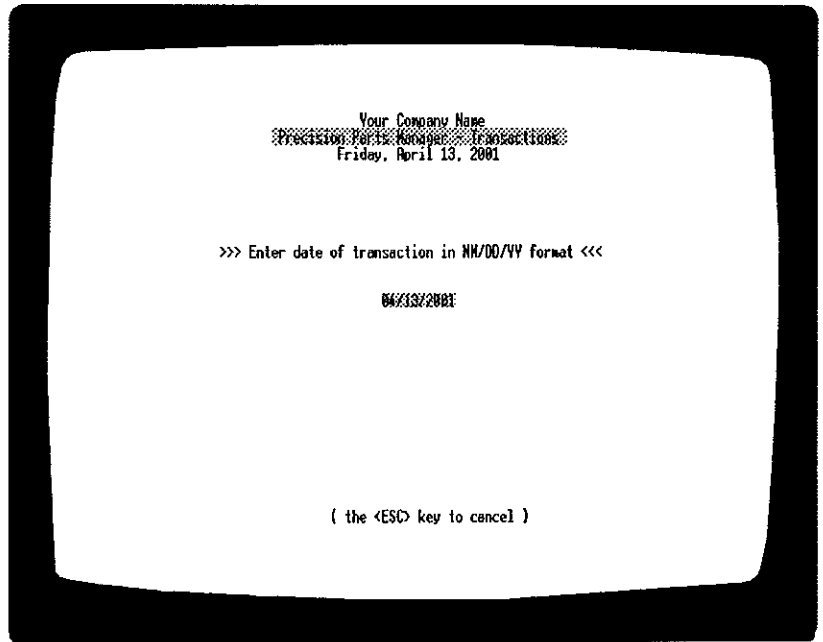
Exit Reports

To return to the Precision Parts Manager main menu, press .

SECTION 3.6 TRANSACTIONS

Description

The recording of the sale of an item, the receipt of an item, or the placing of an item on order is called a transaction. To enter transactions, press **F7** at the Precision Parts Manager main menu. The following will appear:



Types of inventory systems

Precision Parts Manager may be used as one of three types of inventory systems. The type of inventory system is determined by the transaction entered.

Perpetual inventory system

The system can be used as a perpetual inventory system by entering the receipt of all items into and the sale of all items from inventory. The more frequently transactions are entered, the more up-to-date the inventory will be. By entering all special order items into the system, Precision Parts Manager will accumulate sales statistics on these items. The system will always show zero on hand for these items because there will always be a received transaction offset by a sale transaction.

Sales tracking periodic inventory

The system can be used as a periodic inventory system and still accumulate sales statistics by entering only sales transactions. At the end of the period, the quantity on hand must be adjusted to reflect the actual physical inventory.

Periodic inventory

No transactions are entered when using the system as a periodic inventory system. All adjustments to inventory are made using the Inquire/Edit function. (See Section 3.4 - Inquire/Edit, starting on page 33, for more information.)

C.A.R.S. users note: All sale and received transactions are made directly from C.A.R.S.

Reconciling with your bookkeeping

The Posting function will produce a posting report that will summarize sales by sales department. If you enter and post sales transactions as frequently

PRECISION PARTS MANAGER

SECTION 3.6 TRANSACTIONS

as you perform your daily bookkeeping function, the sales recap will reconcile with your bookkeeping system.

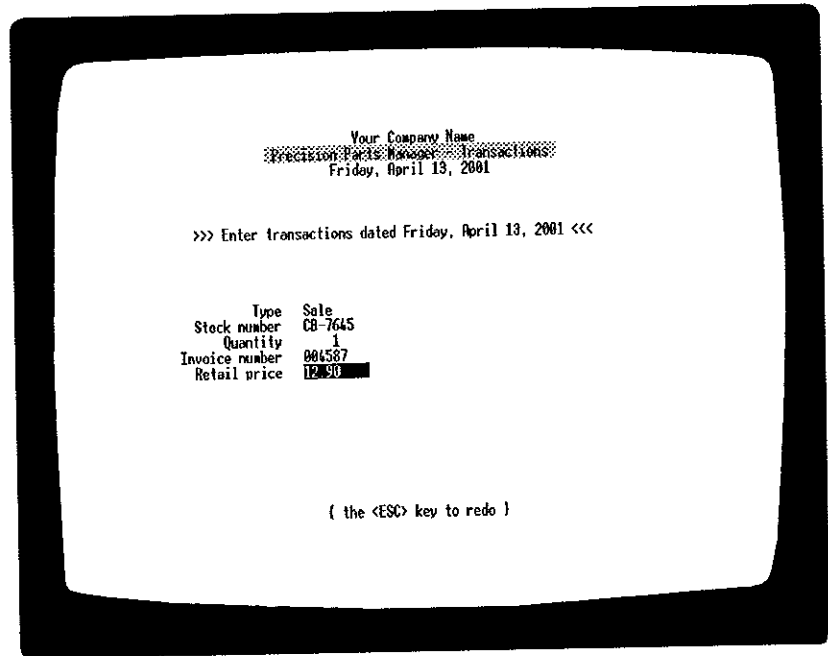
Enter transaction date

The date of transaction must be entered in MM/DD/YY format. That is, you must enter two digits for the month, two digits for the day and two digits for the year. For example, if today is October 11, 2000, you would type **10112000**. Note that the computer will type the slashes. To help prevent errors in typing the date, the system will reject a transaction date of more than 60 days earlier than the current system date. The system will also reject a transaction date later than the current system date.

Precision tip: The system date is the date you entered when starting the computer or the date read from the computer's clock when the computer was started. The current system date is displayed near the top of the screen.

Transaction entry

After entering the transaction date, the transaction entry screen will appear:



Type of transaction

The three types of transactions are sales, received and on-order.

Entering sales

To enter a sales transaction, press **S**. The word sale will appear as the type of transaction. Next, enter the stock number. After entering the stock number, the computer will look up the item. If the computer finds the item, the computer will display the item's retail price. If the item was not found, the computer will display the message, "New item". If you see the message, "New item" and you know the item is in your inventory, it simply means you typed the stock number incorrectly.

PRECISION PARTS MANAGER

SECTION 3.6 TRANSACTIONS

Quantity sold

Next, enter the quantity that was sold, then enter the invoice number on which the sale occurred. Last, enter the actual selling price for the item sold into the retail price field. Enter the amount on a per piece basis, not total. If the selling price was the same as previously displayed, press [Enter], otherwise, enter the actual selling price for this transaction and then press [Enter]. It is important to enter the correct price if you are going to use the posting recap to reconcile your daily sales to your bookkeeping system.

Invoice number

After entering the new invoice number, enter the retail price. This process may be repeated as many times as necessary to record your sales.

Retail price

After entering the retail price, the transaction you have just entered will move over to the right hand side of the screen. If you wish to enter another sale, do so. The computer will display the previous invoice number entered. If multiple sales are made on the same invoice you do not have to re-type the invoice number. If the sale had occurred on a different invoice, simply erase the invoice by using the [BACKSPACE], [ALT]-[Delete] or [F5] key. NOTE: If the prior transaction had an invoice number and this transaction has no invoice number, you must enter a blank space (press [Space Bar] one time) to prevent the previous invoice number from reappearing. When you are finished recording sales, press [Esc]. The system will prompt you for a new transaction type.

Effect of sales on inventory

When a sale is posted to an existing inventory item, the system will reduce the quantity on hand by the number sold. The system will also record the quantity, date and invoice number of the sale transaction. The retail price entered in the sale transaction will NOT affect the retail price of the item stored in the system.

Received Transaction

To enter received items, press **R**. Next, enter the stock number of the item received, and then the quantity received. Because you may often purchase an item from other than the vendor stored in the vendor field for this item, you should include an abbreviation of the vendor's name in the invoice number you enter into the received transaction. For example, if the item was purchased from Metropolitan Parts Company on their invoice 7907, you might enter the invoice number as MPC 7907. This information will be stored and will prove to be very valuable in the case of a warranty problem with this item or when shopping for a better price.

Comparative shopping

You can use Precision Parts Manager to assist you in comparing the prices charged by various vendors. When ordering an item, check the price last paid and the vendor from which the item was purchased. If a lower cost is found, use the Inquire / Edit function to enter the name of the vendor offering the lower price. From then on, the system will reorder that item from the less expensive vendor.

Finding vendor overcharges

When receiving an item, you must enter the unit cost paid for the item. When you press [Enter], the computer will calculate a recommended retail price based on the current cost entered and the gross margin percentage

PRECISION PARTS MANAGER

SECTION 3.6 TRANSACTIONS

stored in the Group Definitions for items in this group. If the calculated selling price is HIGHER than recommended list price, you probably have been overcharged. For example, if your supplier has agreed to a discount of 55% off of list price on a certain group of items, and you were to enter the cost billed to you by your supplier of \$12.00, the computer would recommend a selling price of \$26.67. If the recommended selling price of \$26.67 is more than the retail price shown on your supplier's invoice, it simply means your vendor gave you less than 55% off. If a retail price calculated to produce the desired profit margin is too high, then your cost must be too high. Make a note of this, call your supplier and have him adjust your cost.

Retail price

After entering the cost of the item the system will calculate a suggested retail price. This price is calculated based upon the Gross Profit percentage entered into the Group Definitions. (See Section 2 - Company setup, starting on page 3, for more information.) The suggested retail price will be displayed to the right of the old retail price. If the item is a new item and if you do not type in a retail price, the system will insert the suggested retail price when you press [Enter].

If the item is not a new item, the system will display the suggested retail price to the right of the old retail price. To leave the old retail price press [Enter]. To replace the old retail price with the suggested retail price press [F9], [F10] or [Down Arrow]. Repeat this process for as many received transactions as you would like to record.

The receipt of new items

If you enter a received transaction for an item not in inventory, the computer will display the message, "New item". The posting function will discover that the item is not in the inventory and will automatically add the item to inventory using the current cost and retail price entered in the received transaction and the description, comment, vendor, reorder low level, reorder high level contained in the definitions for the appropriate group.

Effect of received transaction

When the system posts a received transaction, the quantity on hand is increased by the quantity received. If the current cost in the received transaction is not zero, the current cost stored in the system is **REPLACED** by the current cost entered in the received transaction. Likewise, if the retail price entered into the transaction is not zero, the retail price entered in received transaction will **REPLACE** the retail price currently stored in the system. The average cost will be recalculated and updated. The L.C.M. cost will change only if the current cost entered in the received transaction is **LESS** than the current cost in the system.

On-order transaction

To record the placing of an item on order, select transaction type for on-order. The information is entered exactly as with a received transaction. The affect of an on-order transaction on inventory will be similar to that of a received transaction, except that average cost and quantity on hand will not be affected.

PRECISION PARTS MANAGER

SECTION 3.6 TRANSACTIONS

Correcting errors

Once a transaction has been entered, it may not be edited. To correct an incorrect transaction, it must be reversed. That means, the transaction must be entered incorrectly a second time, except that the QUANTITY must be entered as a NEGATIVE number.

Precision tip: Do not enter the current cost or retail price as negative numbers. Doing so would have an adverse effect on your inventory system.

Changing cost and retail price

The transaction option can be used to make changes to current cost and retail price without affecting the quantity on hand by entering a received or on-order transaction for the item you wish to change with a quantity of 0. Note that the date and invoice number of the last real received or on-order transaction will be lost. This will always update the current cost and retail price. Average cost will not be affected. The L.C.M. cost will be adjusted only if the cost entered in the transaction is less than the existing L.C.M. cost in the system. When working from a new price list consider entering the reference number of the price list as the invoice number.

Precision tip: Also see Section 3.8 - Price/cost adjustment, on page 69, for more information.

Changing transaction date

To change the date of the transactions being entered, press [Esc] when prompted for the stock number. Press [Esc] again when prompted for the transaction type. The transaction date entry screen will appear. Enter the new transaction date, press [Enter], then proceed with entering additional transactions using the new date.

Exit transactions

To exit transactions, return to the date of transaction entry screen and then press [Esc] to return to the Precision Parts Manager main menu.

PRECISION PARTS MANAGER

SECTION 3.6 TRANSACTIONS

SECTION 3.7 POSTING

Description	Items added to the system via the Add starting inventory function are not actually part of the inventory until they have been posted. Transactions entered into the system via the transactions function are not reflected in the inventory until they are posted. The system status shows the current number of transactions plus the current number of new items that are un-posted.
Backups	NEVER SELECT THE POSTING FUNCTION UNLESS YOU HAVE A CURRENT SET OF BACKUPS. If a problem were to occur during the posting, you could lose information. Having a current set of backups would allow you to recover from such a problem. This is done by restoring your most recent backups onto your hard disk. You can then run the posting again without losing any information. <i>Precision tip: You may use HDBACKUP to make backup copies prior to posting. (See the Precision Main Menu manual, Appendix A - Making Backups, for more information.)</i>
Select Posting	To select the posting function, press [SHIFT]-[P]. (That is, type a capital P.) The system will sort the inventory. After the inventory has been sorted, the posting process will begin. C.A.R.S. users: The inventory posting is done automatically when the Transfer paid repair orders function is done.
Transactions	If transactions are being posted, the system will prompt you to load paper in the printer. Do so, then press [Enter]. The posting report will then print.
Posting recap	The posting recap printed at the end of the posting report will reconcile to your daily sales in your bookkeeping system if all sales entered into the accounting system are entered into Precision Parts Manager. During the posting process, any received transactions or on-order transactions to stock numbers not in the inventory will cause the computer to automatically add these items. If any items are automatically added the system will sort the inventory again, adding in the new items created during posting and then attempt to re-post all items not posted in the first attempt. The second posting report is fragmentary and will not reconcile to your bookkeeping records.
Returning to the main menu	When the posting is complete, the system will return to the Precision Parts Manager Main Menu.

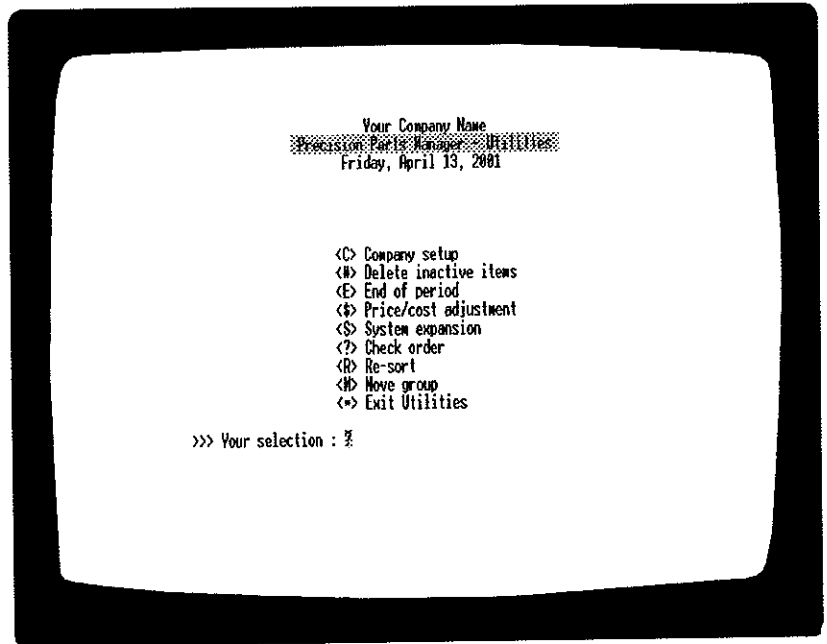
PRECISION PARTS MANAGER

SECTION 3.7
POSTING

SECTION 3.8 UTILITIES

Utilities

Selecting the Utilities function will display the Utilities menu as shown below.



Briefly, this is what each choice will do:

Company setup

Will allow the changing of information entered into the company setup program.

Delete inactive items

Automatically deletes inactive items, eliminates holes in the file caused by manual deletions and reorganizes the records efficiently.

End of period

Allows you to erase monthly sales information or erase the current and/or cumulative period sales information.

Price/cost adjustment

Allows you to change the cost or retail price of selected items by a percentage.

System expansion

Allows you to expand Precision Parts Manager.

Check order

The stock numbers may be checked to determine if duplicate stock numbers exist or if the information is in the correct order.

Precision Parts Manager

SECTION 3.8 UTILITIES

Re-sort

If the items in the system get out of order due to a malfunction, forcing a re-sort should correct the problem.

Move group

Allows you to move all the items in one group to another group.

COMPANY SETUP

Company Setup

Any of the information entered into the system when setting up the inventory control system (Company setup information is discussed in Section 2.) may be edited. This will allow you to modify the system if the need ever arises. The password (if used) is required to gain access to the Company Setup function. (See Section 2, starting on page 3, for additional information.)

To enter the Company Setup function, press **ⓐ** at the Utilities menu. (See Section 2, starting on page 3, for a description of the information entered and for instructions on entering the information.)

DELETE INACTIVE ITEMS

Delete Inactive Items

The Delete Inactive Items function should be run at least once every 3 months. Larger shops should run the function once a month. It also should be run after spending time manually deleting items, renumbering items or using the Move group function. The Delete Inactive Items function will do three things:

1. Eliminate "holes" in the data files caused by manual deletions.
2. Delete items that have had no sales recorded within the number of days specified in the Company setup and only if the cumulative sales are less than the amount specified and only if there are none of that item in stock.
3. Physically rearrange the inventory on the disk for efficiency.

Precision tip: See the section on "System setup information" screen described on page 8 for information on the criteria used by the system for the "Delete Inactive items function".

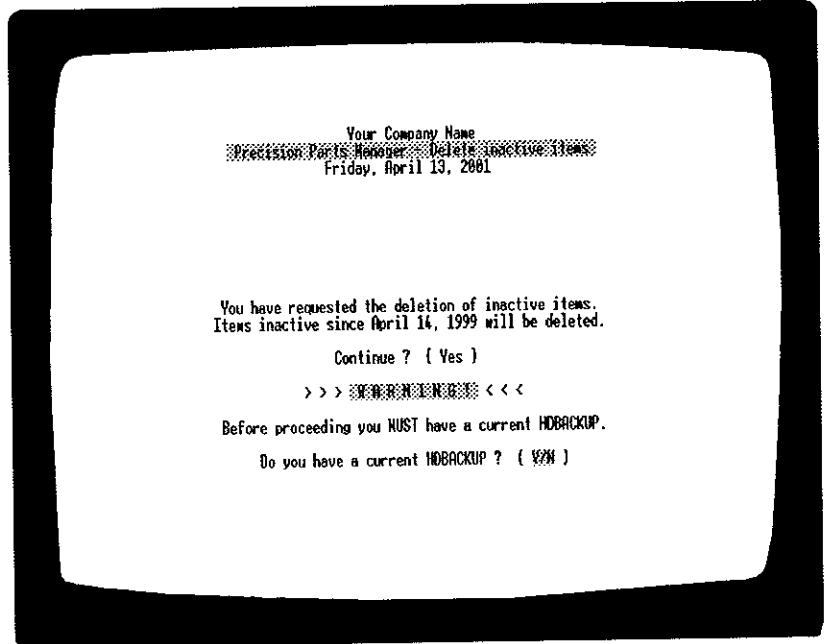
Precision tip: See the section on "Allow Delete Inactive items function to apply" on page 16 for information on having the "Delete Inactive items" function skip a group.

Precision Parts Manager

SECTION 3.8 UTILITIES

Run Delete Inactive

To run the Delete Inactive items function, at the Utilities menu, press **F1**. The following will appear:



YOU MUST HAVE BACKUPS

You must have a current backup copy, of all your information, before you select this function because a malfunction or power failure during this process will cause the loss of all the data. If a problem does occur during this process **DO NOT USE THE SYSTEM** until you have copied the most current backups onto the hard disk.

Precision tip: Do an HDBACKUP and a BACKUP1 before doing the Delete Inactive items. (See the Precision Main Menu manual, Appendix A - Making Backups, for more information.)

To select this option, press **F1** at the Utilities menu. You will be asked to verify the selection. Press **Y** to continue. Now you will see a warning message about having current backup copies. **DO NOT CONTINUE UNLESS YOU HAVE CURRENT BACKUP COPIES.**

Press **Y** to continue. After a few moments you will see a number displayed on the screen similar to the number displayed during the Process Repair Orders function in The Service Manager™. The number will go up in value, then go back down. As the numbers go down, the system will appear to be "STUCK" on some numbers for a long time, while other numbers will appear to be skipped. This is normal. When the process is complete, the system will return to the Precision Parts Manager Main Menu.

Precision Parts Manager

SECTION 3.8 UTILITIES

END OF PERIOD

End of Period

Sales statistics are maintained by the computer and totaled for the current month, for the current period and for the cumulative period. The current and cumulative sales periods are definable by you and may be closed (erased) at any time. Current sales may be closed without affecting monthly sales. Current and cumulative sales may be closed together without affecting monthly sales, or monthly sales may be closed without affecting the current or cumulative sales periods.

Current sales period

Current sales period may represent the sales for a week, a month, a quarter, a year, or any time period you may wish. The end of period function will allow you to close the current period sales to begin a new current sales period. The cumulative sales period or the monthly sales period will not be affected.

Cumulative sales period

The Cumulative sales period may represent any time period longer than the current sales period. For example, if you close the current sales period at the end of every other month, you may wish to close the cumulative sales period the end of every six months. Or, if you close the current sales period at the end of every quarter, you may wish to close the cumulative sales period at the end of every year; or you may wish to close the current sales period at the end of your fiscal year and never close the cumulative sales period. (This is the way most people do it.) Thus, the cumulative sales period will contain the sales since starting the inventory system.

Monthly sales

As sales transactions are recorded, the system accumulates the units sold in the M.T.D. field. The End of Period processing function transfers the sales units into the 24 month sales history. It also zeros out the M.T.D. sales field.

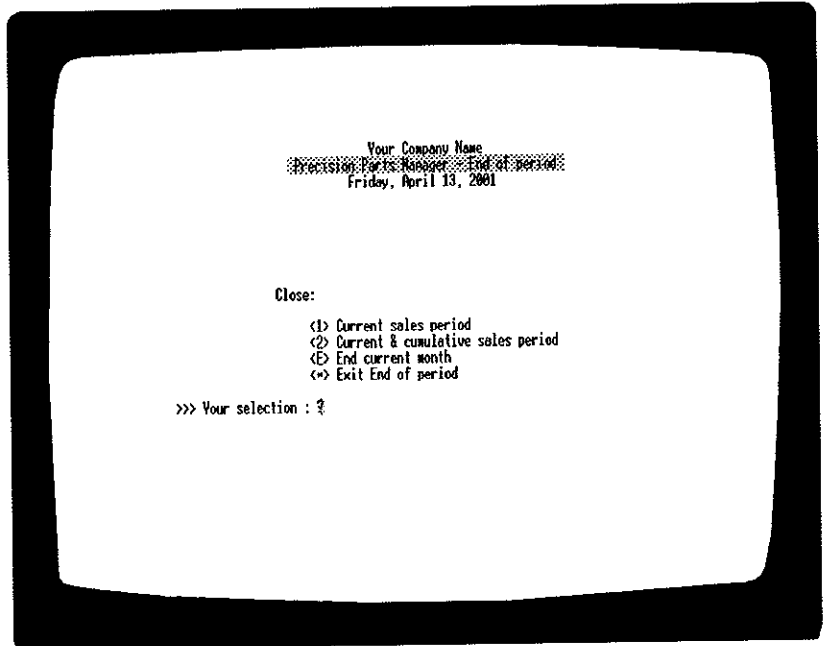
C.A.R.S. users note: End of period processing is performed automatically when closing the month from within The Manager's Assistant™. (Those without The Manager's Assistant™, the End of period processing is performed here.) If it is not convenient to end the month on the last day of the month and before using the system to conduct business in the new month, follow this procedure: At the end of the last business day of the month, go to Precision Parts Manager - Utilities and select the End of period function. Choose End current month. (If this is the first time you have closed out a month, the "Close which month (MM/YY)" field will be blank. Enter the month and year of the month you are closing. It will only accept a month and year equal to the current system date or the month before. (That's because when you close out the month the system date is either at the end of the current month or early in the new month.) If the field contains a month and year, just press [Enter].

Precision Parts Manager

SECTION 3.8 UTILITIES

Selecting End of Period Processing

To select End of Period processing, press **F5** at the Utilities menu. The password, if being used, will be requested. The End of period processing menu will appear:



End of Period options

You may have the computer erase or close the sales from the current sales field. You may have the computer close the current sales and cumulative sales fields simultaneously.

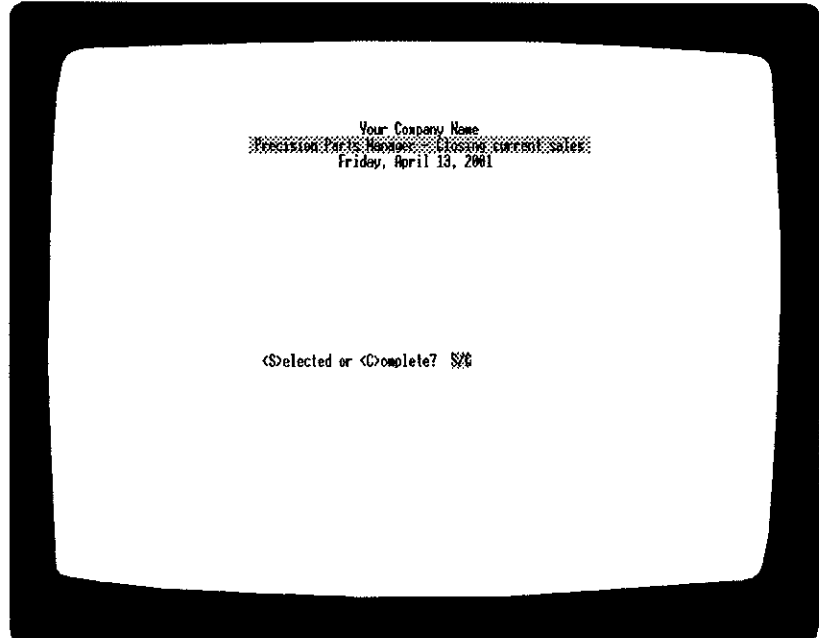
The End of period function can also End the current month as described above. If you want the End of period function to end the current month and close the current sales period, you must run the End of period function twice, once for the Current sales period and once for End current month.

Precision Parts Manager

SECTION 3.8 UTILITIES

Current sales

To close Current sales, press **[F1]**. The following will appear:



Selected or Complete

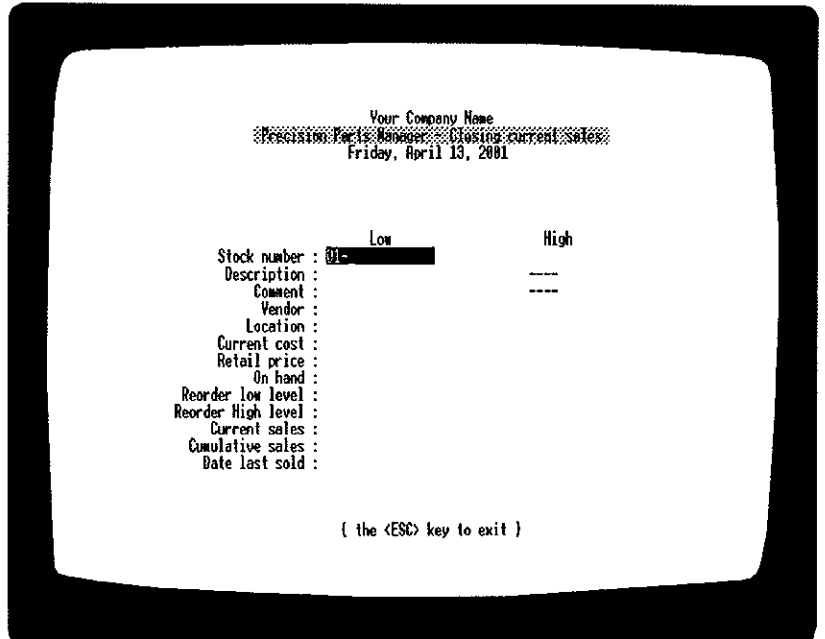
The system will give you the choice of Selected or Complete when closing the current or cumulative sales information. If you would like to close the sales information for all items in the inventory, press **[C]**.

You may have the computer close the sales information for only certain groups by pressing **[S]** for selected.

Precision Parts Manager

SECTION 3.8 UTILITIES

The following will be displayed:



Entering selected criteria

The system will use the same criteria used in printing selective reports. (See Section 3.5 - Reports, starting on page 43, for more information on selected criteria.)

Precision tip: If you wish to use the selective closing, when ending the month DO NOT answer "YES" to the Precision Inventory related questions in the C.A.R.S. end of month function.

Both current and cumulative sales period

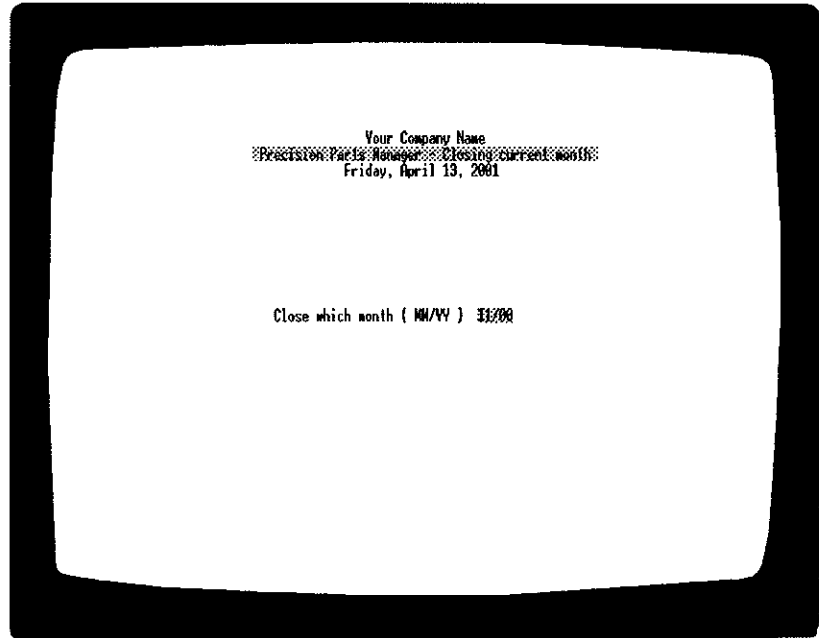
You may have the computer close the sales information for both the current and cumulative sales period by pressing **B**. You will again be given the choice of Selected or Complete.

Precision Parts Manager

SECTION 3.8 UTILITIES

End current month

Pressing **[E]** to select the option to close the current month only will enable you to erase monthly sales for any month without altering current sales or cumulative sales.



If this is the first time you are closing out a month using the End current month function and have not closed out the month in C.A.R.S. End of period processing, the "Close which month (MM/YY)" field will be blank. Enter the month and year. Press [Enter], the system will then close the month.

Precision tip: This field will accept a month and year equal to the current system date or the month before.

If you have already closed a month, the system will supply the month and year. Press [Enter], the system will then close the month.

When End of Period processing is complete, the system will return to the Precision Parts Manager main menu.

Precision Parts Manager

SECTION 3.8

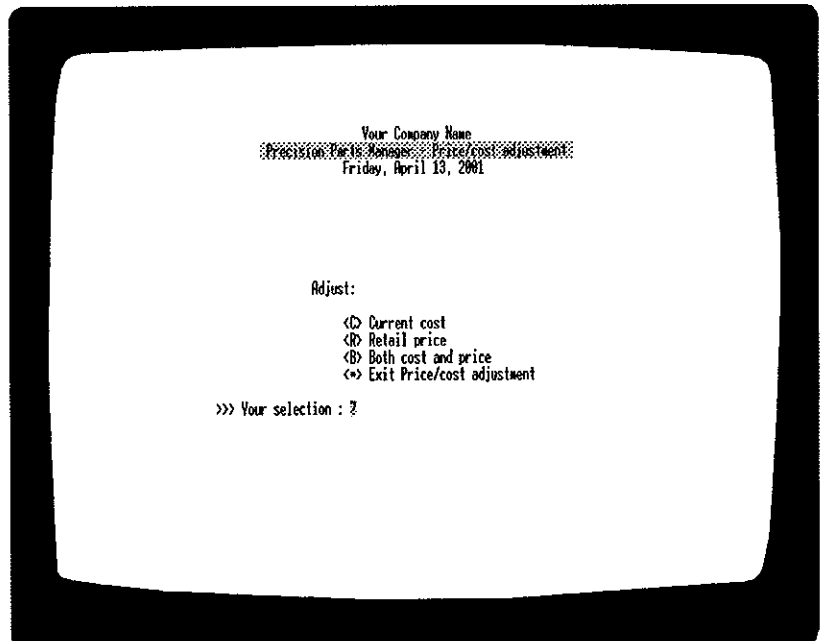
UTILITIES

PRICE/COST ADJUSTMENT

Price/cost adjustment

The Price/cost adjustment function will allow you to increase or decrease the cost and/or retail price (selling price) of selected items by a specific percentage. The method used to choose the items is identical to that used in the Reports Selected Printing function. (See Section 3.5 - Reports, starting on page 43, for additional information.)

To begin the Price/cost adjustment function, press at the Utilities menu. The system will display the following:

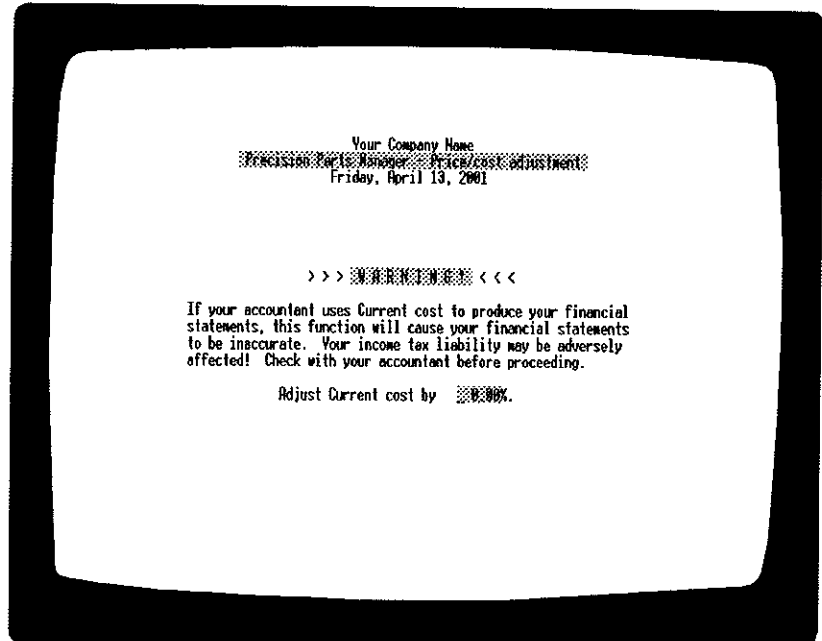


Precision Parts Manager

SECTION 3.8 UTILITIES

Adjust Current Cost

To adjust the Current Cost without affecting the Retail price, press **C**. The following will be displayed:



Increase vs. decrease

To cause the system to increase the Current cost, enter the percentage of increase as a positive number (without a minus sign). To cause the system to decrease prices, enter the percentage of decrease as a minus number.

After entering the percentage, the system will display a screen similar to the Reports Selected Listing function. (See Section 3.5 - Reports, starting on page 43, for additional information.) After entering the criteria, the system will increase or decrease the Current cost of the selected items.

Adjust Retail Price

To adjust the Retail price without affecting the Current cost, press **R**. Enter the percentage of increase or decrease. The system will display the selection screen. After entering the criteria, the system will increase or decrease the Retail price of the selected items.

Adjust Current cost & Retail price

To adjust both the Current cost and Retail price by the same percentage, press **B**. The system will display the warning shown above. Enter the percentage of increase or decrease. The system will display the selection screen. After entering the criteria, the system will increase or decrease the Current cost and Retail price of the selected items.

Precision Parts Manager

SECTION 3.8 UTILITIES

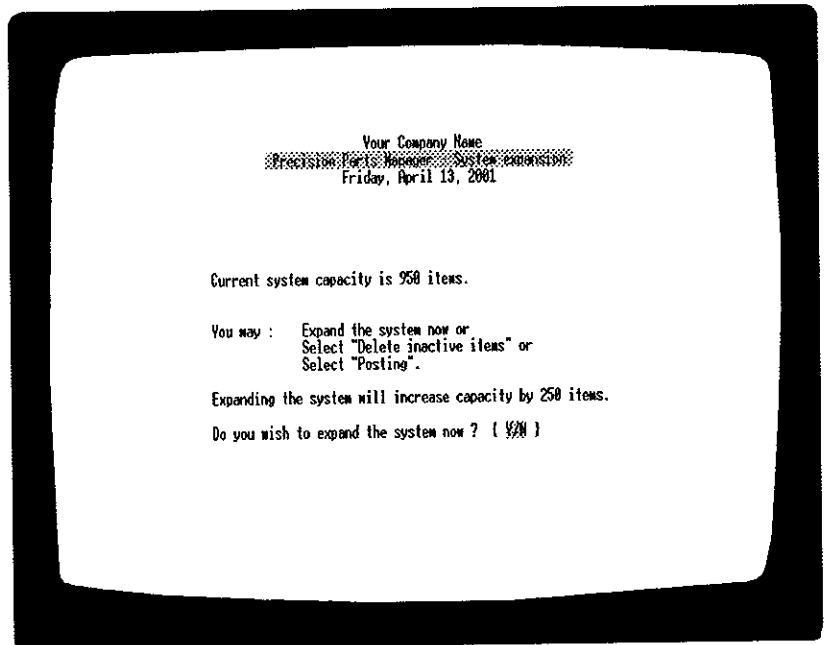
SYSTEM EXPANSION

System expansion

The current system capacity can be expanded in steps of 250 items up to a maximum capacity of 999,999. The system will automatically request expansion when the total of un-posted transactions, plus the number of active items, plus the number of deleted items exceeds the current system capacity. For convenience, you may force the system to expand at any time.

Forcing system expansion

To force the system to expand, press **S** at the Utilities menu.



You should not expand the system much beyond your immediate needs. Each time the system is expanded it uses additional space on the hard disk and requires additional space on backup disks. Once expanded the system cannot be made smaller.

C.A.R.S. users note: If C.A.R.S. runs out of space during inventory receiving, you should force Precision Parts Manager to expand as explained above.

CHECK ORDER

Check the order

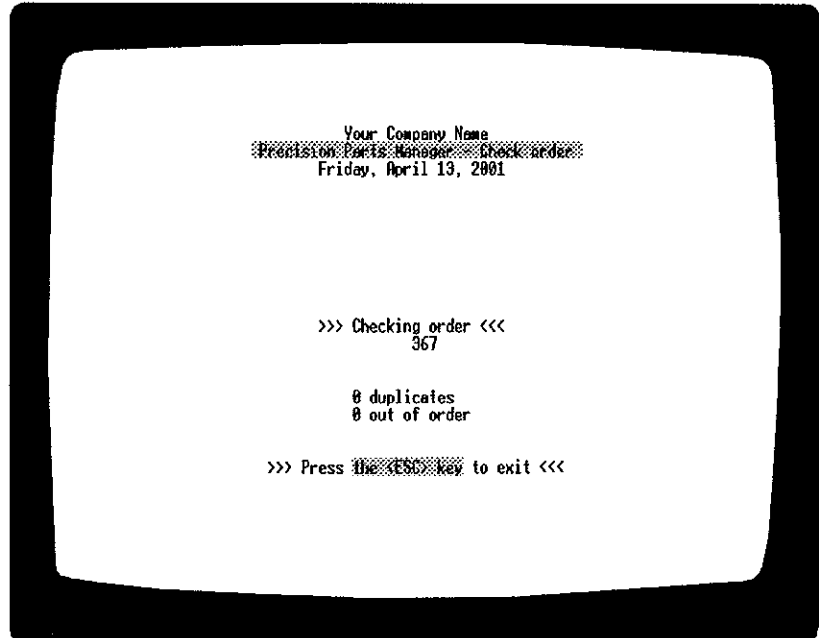
The stock numbers may be checked to determine if duplicate stock numbers exist or if the information is in the correct order. (See the section on Forcing a re-sort on page 72, for the symptoms of an out of order system.)

Precision Parts Manager

SECTION 3.8 UTILITIES

Checking the order

To start the order-checking function, at the Utilities menu, press [SHIFT]-[?]. The system will prompt you to "Load continuous paper into the printer". Press [Enter] to continue. The system will display the following:



The system will print a list of duplicate stock numbers and the system will display the number of duplicate entries and the number of items out of sorted order. Items out of sorted order may be corrected by forcing a re-sort. (See section below for more information.) Duplicate items must be manually deleted.

FORCING A RE-SORT

**DO NOT USE THIS FUNCTION UNTIL YOU HAVE
READ THIS ENTIRE SECTION!**

Re-sort

If the items in the system get out of order due to a malfunction, forcing a re-sort should correct the problem. The inventory is out of order if any of the following symptoms appear:

1. The Inquire / Edit Search function fails to find an item that is in the inventory system.
2. The Inquire / Edit Next and Previous functions fail to display the correct item.
3. The Transactions function shows an item as new when the item is not a new item.
4. Inventory reports are out of order.

Precision Parts Manager

SECTION 3.8 UTILITIES

5. The Posting function produces more than two posting reports.
6. The System Status function shows negative numbers for items deleted or items un-posted.

Precision tip: A re-sort will reinstate all items deleted since last selecting the Delete Inactive Items function. It is recommended that you do the Check order function explained on page 71. Next, delete any duplicates shown on the report. Also run the Delete Inactive Items function, explained starting on page 62, before running the Re-sort.

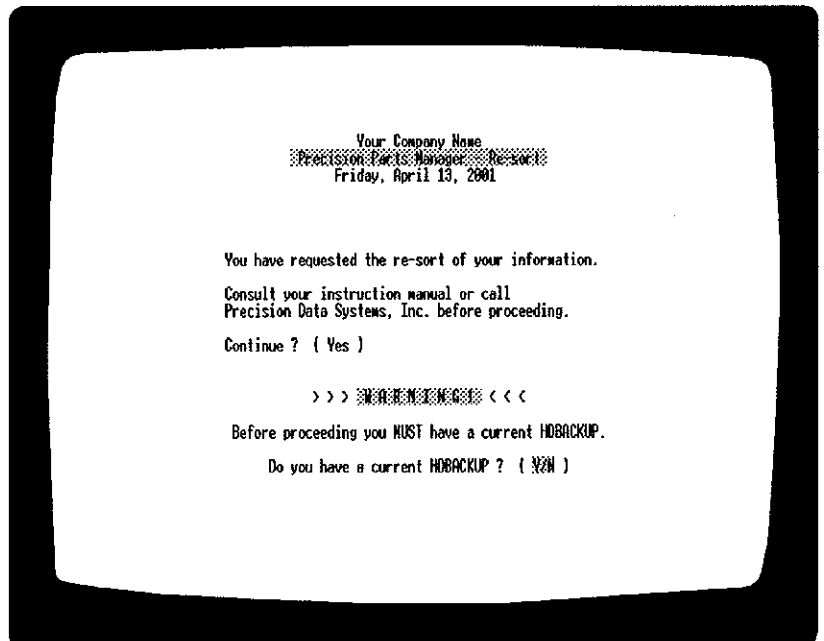
YOU MUST HAVE BACKUPS

You must have a current backup copy, of all your information, before you select this function because a malfunction or power failure during this process will cause the loss of all the data. If a problem does occur during this process DO NOT USE THE SYSTEM until you have copied the most current backups onto the hard disk.

Precision tip: Do an HDBACKUP and a BACKUP1 before doing the Re-sort. (See the Precision Main Menu manual, Appendix A - Making Backups, for more information.)

Forcing the re-sort

To start the Re-sort function, at the Utilities menu, press [SHIFT]-[R]. You will see the following message:



Press [Y] to continue. The system will warn you about having an HDBACKUP, if you have made the backups, press [Y].

Precision Parts Manager

SECTION 3.8 UTILITIES

Precision tip: The system will sort the records in increments of 499. This process can take from minutes to an hour depending on the speed of the computer and the size of the file.

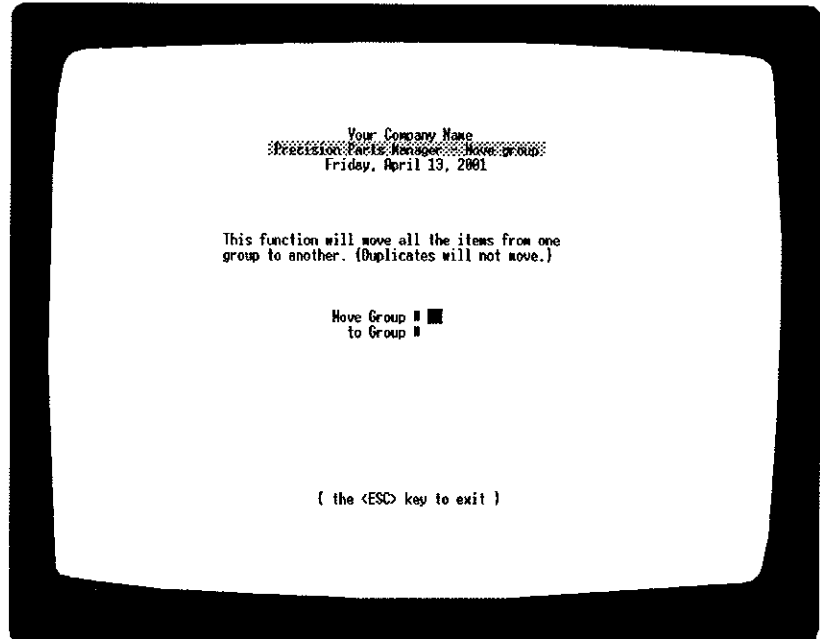
When the re-sort is complete, the system will return to The Precision Parts Manager Main Menu.

Precision tip: Forcing a re-sort will NOT eliminate duplicate stock numbers. These must be removed manually.

MOVING A GROUP

Move group

The Move group function is useful when reorganizing your inventory. It allows you to move all items contained in one group to a different group.



Enter the Group definition code

Enter the Group definition code of the group you would like to move and press [Enter]. Next enter the Group definition code of the group you would like to move the items to. Answer Yes to the question "Are all entries correct?". The system will move all items to the new group.

Precision tip: The items which were moved will show "Deletion pending" and will not appear under the new stock numbers until a Posting has been done in Precision Parts Manager. (See Posting inventory, starting on page 59, for more information.)

Precision Parts Manager

SECTION 3.8 UTILITIES

Precision tip: If moving an item to a new group would create a duplicate stock number that item will not be moved. These duplicate stock numbers must be manually deleted.

SECTION 3.8
UTILITIES

SECTION 3.9 EXIT THE SYSTEM

Proper exit on MS-Dos system

You must exit the system properly. **NEVER** press [RESET] or turn off the computer unless the DOS prompt (C:\PDS>) is displayed.

To exit the system, press at the Precision Parts Manager main menu. Press at the Precision Main Menu the computer will exit to the DOS prompt.

Proper exit on Windows 95/98

To exit the system, press at the Precision Parts Manager main menu. Press at the Precision Main Menu the computer will exit to the Windows Desktop. At the Windows Desktop, click on the "Start" button. Next, click on "Shut down", click "OK".

Make backup copies

Before turning off the computer for the day, make a backup copy using Backup1. (See the Precision Main Menu manual, Appendix A - Making Backups, for more information.)

Exit and make backup copies

To exit the system, press at the Precision Parts Manager main menu. After leaving the system, you should make a backup copy. (See the Precision Main Menu manual for instructions on making backups.)

PRECISION PARTS MANAGER

SECTION 3.9 EXIT THE SYSTEM
