CHAPTER 11

Management

The information in this chapter is intended for those with an access level of 11 or greater.

As an owner/manager, you are naturally concerned with your employees' performance, and with the overall profits of your store. You get this information from COMPTRON®. Not only does COMPTRON® improve your ability to manage different aspects of your store, but it also saves you a great deal of time by printing important summary reports that tell exactly what you need to know to maximize your store's efficiency.
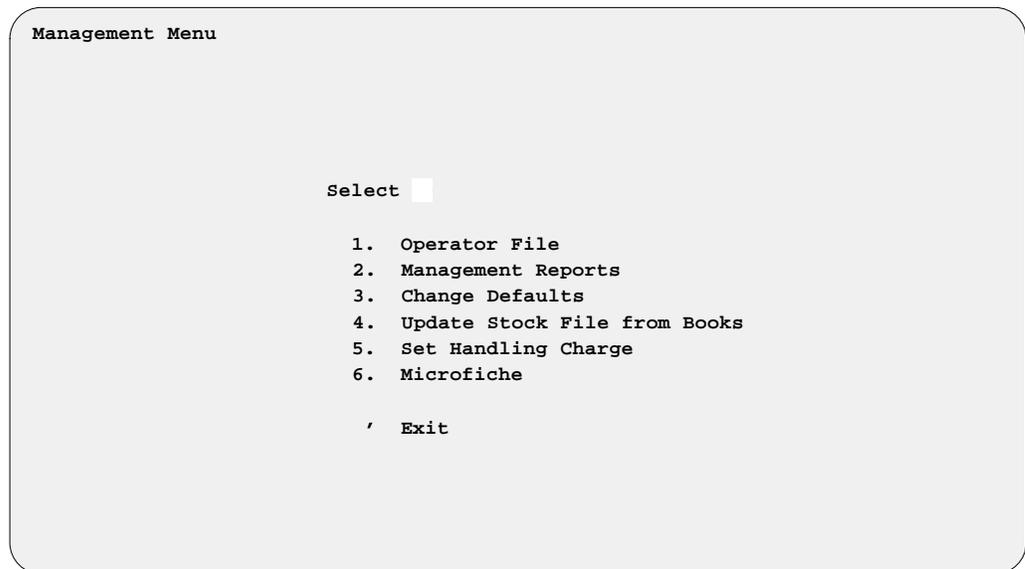
In this chapter you will also learn important system/information security measures. Use these pointers to protect your information investment. This chapter also effectively summarizes the exclusive benefits of COMPTRON®.

Improved Efficiency = Increased Profits

Management Menu

From the **Comptron Menu**, select **Option 4**, **Management**, and you will see the following **Management Menu**:

Management Menu

```
Management Menu




                         Select ▯

                          1.   Operator File
                          2.   Management Reports
                          3.   Change Defaults
                          4.   Update Stock File from Books
                          5.   Set Handling Charge
                          6.   Microfiche

                           '   Exit
```

Operator File Option 1

Your store's data is a valuable resource and must be protected from unauthorized access. A password and security level should be assigned to each employee, designating the areas he/she may access. If the operators need to write their passwords to remember them, they should write and keep that information in a private place. Passwords must be entered exactly as assigned in order for employees to have access to COMPTRON®.

From the **Management Menu**, select **1** to add or change an **Operator** file.

The following **Operator File** screen will appear:

Operator File Screen

```
        <N> Next  <S> Search  <A> Add    <'> Exit   <  >
        <P> Prev  <C> Change  <d> Delete




                        Operator      01

                        Password      A001

                        Name          OPERATOR 1

                        Parts Access  02

                        Service Access 05

                        Sales Access  00

                        Department    P
```

Field Descriptions:

Operator - Assign each employee or operator who uses COMPTRON® a unique two-digit number from 01 to 99.

Password - The password may be any combination of one to four alphabetic and/or numeric characters. The same password may not be assigned to more than one operator, and entry of a previously assigned password causes the duplicate record to be displayed.

☞ *NOTE: To keep your system secure, use the information in this section to change your system passwords and operator numbers. Use* **< C> Change** *to change your password. Make sure that **YOUR** level of access is 11. Then use* **< A> Add** *to add other operators. You may change operator numbers and passwords at any time in this section.*

Name - This is the printed name of the operator, up to 20 characters.

Parts Access - The operator's level of access to menu options on the **Parts Menu**, expressed as a two-digit number from 01 through 10 *(see the Level of Access description on the next page)*.

Service Access - There are five levels of operator access on the **Service Menu**. The two-digit values represented by these levels correspond to the value shown in the **Service Access** field of the Operator file. These are:

Level 01 (Repair Order Payments) - This is the minimum access level for an operator to end a Repair Order and collect payment.

Level 02 (Repair Order Parts) - This level allows operators to sell or edit parts on a Repair Order, in addition to handling Level 01 operations.

Level 03 (Schedule & Repairs) - This encompasses not only levels 01 and 02, but also allows the operator access to the **Appointments**, **Schedule**, and **Repair Order**s options on the **Service Menu**.

Level 04 (Reports & Maintenance) - This covers levels 01 through 03, and also gives the operator access to the other **Service Menu** functions: **Service Reports** (except the Repair Order Summary) and Repair Order reprints, and **File Maintenance** (except the Technician, Calendar, and Holiday files).

Level 05 (Service Management) - This top access level includes all **Service Module** functions covered by levels 01 through 04, and also lets operators print the Repair Order Summary Report and modify the Technician, Calendar, and Holiday files.

NOTE: Access levels 01 and 02 are used by Parts counter operators or cashiers to access Repair Orders. For example, assuming that you have set the Service Access levels as follows:

Repair Order Payments	*01*
Repair Order Parts	*03*
Schedule & Repairs	*05*
Reports & Maintenance	*07*
Service Management	*09*

then operators with no parts access (Parts Access = 00) must have a Service Access level of at least 05 in order to use COMPTRON®. Similarly, service technicians with no parts access can look up and enter parts on a Repair Order, but are not allowed to relieve inventory (sell the part) or place an order. The parts lines on the Repair Order must be edited by an authorized parts operator before the Repair Order can be ended.

Level of Access - Type in the Level of Access (01-10) according to the number of **Parts Menu** options that you want the operator to access. For example: If you want your operator to access only Parts **Counter Operations** (**Option 1** on the **Parts Menu**), without being able to make refunds on accounts, give him or her an access level of 01. If you want your employee to be able to handle all aspects of parts ordering as well as **Counter Operations**, assign a level of 06, which allows access to the first six **Parts Menu** options (**6** being **Order Processing**). If you want to authorize this operator to do system maintenance operations, grant Level 10 access. *(See the Change Defaults section of this chapter for information on modifying an operator s access to the cost fields and ticket cancellation functions.)* Level 11 access is for Management functions, and should **ONLY** be granted to those employees whom you trust with the **COMPLETE** operation of your business.

Sales Access - The operator's level of access to menu options on the **Sales Menu**, if Comptron Data's Finance and Insurance (F&I) module is installed for your Sales department. There are four possible Sales access levels, expressed as two-digit numbers. These are explained in the following message across the bottom of the screen when the cursor is on this field:

```
No Access: 00-04  Non-Cost Access: 05   Full Access: 10   Mgmt: 11
```

☞ *NOTE: Even after Comptron Data s Finance and Insurance (F&I) module has been installed for your Sales department, the main **Comptron Menu** will not display **Option 3, Sales**, until your Operator file has been updated to assign appropriate access levels to everyone who will be using the **Sales Menu**.*

Department - This is the default department for the operator, indicated by a single letter (**P** for Parts department, **S** for Service, **H** for Wholesale, **I** for internal, and **W** for Warranty). When an operator enters his or her password to start a ticket, COMPTRON®defaults to the department assigned to that operator. This can be changed manually in Parts **Counter Operations**. *(Refer to Chapter 1 of this manual, Counter Operations, for a discussion of the department options.)*

Management Reports Option 2

Before a manager can make proper decisions, good information must be available. With COMPTRON®, decision making for the manager is only seconds away. For example: How long would it take to calculate the total dollar value of all the parts in your inventory? How about for a specific vendor? Now that you have COMPTRON®, this data and many other reports are available in seconds.

From the **Management Menu**, select **2**, and you will see this menu:

**Management Reports
Menu**

```
Management Reports



                              Select

                                1.   Returned Parts
                                2.   Lost Sales
                                3.   Cancelled Parts Ordered
                                4.   Special Order File Changes
                                5.   Stock File Changes
                                6.   Account File Changes
                                7.   Total Inventory Report (Value)
                                8.   Customer Discount Report
                                9.   Extended Price Report
                               10.   Estimate Transactions
                               11.   Deleted Repair Orders
                               12.   Repair Order Parts Changes
                               13.   Sold Items NOT in Stock
                               14.   Cash-Out Sheet by Operator
                               15.   Customer Discount Changes

                                 '   Exit
```

Any of the reports can be printed either on paper or to the computer screen. We recommend that you print the Total Inventory Report, arranged by vendor, before running **End of Month** processing *(refer to Chapter 7, End of Day/ Month)*, but you can wait until the first day of the new month to print the rest of the reports (or at least the first six). Be sure to check each report for completeness and accuracy before purging it.

Returned Parts Report 2-1

As an owner or manager, you may be concerned about getting too many returned parts. In this section you can print a report showing all the returned parts for the month, with the ticket and operator numbers, quantity returned, price given, and date of each return. It is a good idea to print this report once a month or so, but it can be printed whenever you wish.

From the **Management Menu**, select **2**, then **1**. The following is an example of the Returned Parts Report:

```
Returned Parts Report

 9/10/2004                                                      Page   1

Vendor     Part Number      Date       Operator  Quantity   Ticket      Amount

   000     14101-207-810    09/09/2004       11         1   101167      $57.51
   000     99008-01600      09/09/2004       11         2   101167       $2.58

                                          Total:         3              $60.09
```

After the report prints, this file can be deleted from memory, allowing more space for your other files. This question will be asked:

     Purge File ? <Y> or <N> < >

Answer Y (yes) if you want this report deleted from memory.

Lost Sales Report 2-2

There are many reasons why sales of parts and accessories are lost. They range from ''not in stock'' to ''competitors'' to ''high pricing.'' COMPTRON® can help you identify the causes of your lost sales, and where possible, take steps to reduce their frequency.

Instruct your Parts people that when they have tried to sell a part, and the sale is not consummated, they are to select **< L> Lost Sale** in the parts information screen, and type a brief description of the reason, before exiting from the ticket creation function. This information is saved, along with the operator number, and printed in the Lost Sales Report. It can be helpful to compare this report against the Special Order Duplication Information report *(see the Special Order Printouts section of Chapter 9, System Reports)* to check how often you have lost sales on *specially* ordered parts. *Here is an example of a Lost Sales Report*:

```
Lost Sales Report

 9/10/2004                                                      Page   1

Ven Part Number      Reason                              Cost  Op  Date

000 11101-205-070    TOO MUCH MONEY                   $157.96  11  9/09/2004
000 11431-216-000    IN STOCK DOWN THE STREET          $18.51   2  9/09/2004
000 42311-216-000    OUT OF STOCK                       $2.40  11  9/09/2004

                                       Total:         $178.87
```

Field Descriptions:

Ven - Vendor number of the part.

Part Number - Number of the part, typed by the operator.

Reason - This is the reason for the lost sale, as entered by the operator.

Cost - Cost entered by the operator, or the cost in the Stock file.

Op - The number of the operator who recorded the lost sale.

Date - The date the lost sale was recorded.

Cancelled Parts Ordered Report   2-3

At times there may be a question as to why certain parts have not been received. If this question arises, print the Cancelled Parts Ordered Report. This shows any parts that were included on purchase orders and then canceled as the purchase orders were received. These parts will also be shown as canceled on the End of Day Received Parts Report if you print that to match to your invoices for the day.

From the **Management Menu**, select **2**, then **3**. An example of the report printout follows:

```
Cancelled Parts Ordered Report

12/21/2004                                                         Page   1

Ven    Part Number        Ordered      Received        PO     Operator  Date

002    90345-90A               20            15       7764         06    07/02/2004
002    90726-90VK               1             0       7764         06    07/02/2004
002    29281-91T                1             0       7764         06    07/02/2004
002    32585-90T                2             0       7764         06    07/02/2004
002    32585-90T                1             0       7764         06    07/02/2004
002    34020-79B                1             0       7764         06    07/02/2004
002    34661-80                 1             0       7764         06    07/02/2004
002    52736-85                 6             5       7764         06    07/02/2004
002    56217-88                 1             0       7764         06    07/02/2004
002    58160-69B                1             0       7764         06    07/02/2004
002    60538-81D               10             0       7764         06    07/02/2004
002    98585-90HG               3             0       7764         06    07/02/2004
002    99455-83C                1             0       7764         06    07/02/2004
002    56218-88                 4             2       7625         06    07/02/2004

               Total:          53            22
```

Field Descriptions:

Ordered - The quantity ordered.

Received - The quantity received.

PO - Purchase order number.

Operator - The operator who processed this order.

Date - Date the order was processed in COMPTRON®.

Special Order File Changes Report   2-4

System Maintenance includes a Special Order file for reference. Manual changes or deletions can be made in this file by anyone with an access level of 10 or greater. If you need information on such changes, print this report by selecting **2**, then **4**, from the **Management Menu**. Press *Enter* to continue, and COMPTRON® will ask you to choose whether to send the output to a printer or display it on the screen.

The Special Order File Changes Report will show any manual changes that were made to Special Orders at any time other than when the purchase order was received. If you improperly receive a specially ordered part which was cross-shipped or backordered, or fail to charge a part to a customer or internal account, the record can be corrected manually. *(Refer to Chapter 10, System Maintenance, and read the Special Order File section.)* These changes are acceptable, but should decrease as you get used to using COMPTRON®. All parts that are canceled or picked up will be deleted automatically 90 days from the date ordered if there was not a refund pending.

The following is an example of a Special Order File Changes Report:

```
Special Order File Changes Report
12/21/2004                                                                                          Page   1

Date      Oper Ticket       PO   Ven  Part Number       Priority  Qty Ord      Cost      Price  Oper  Payment Type   Status
7/02/2004  06 009102  Old:  6765 002  65240-41A            0         10      $70.40     $77.44   14   On Account     Backordered
                      New:  6765 002  65240-41A            0         10      $70.40     $77.44   14   On Account     Deleted

7/06/2004  06 006832  Old:  7833 004  36001-5008-C1        0          1      $40.98     $85.68   06   Tender         Ordered
                      New:  7833 004  36001-5008-C1        0          1      $40.98     $85.68   06   Tender         Deleted

7/09/2004  03 006715  Old:  7818 015  680660               1          1      $30.23     $57.95   03   Tender         It's Here
                      New:  7818 015  680660               1          1      $27.79     $57.95   03   Tender         It's Here

7/09/2004  03 006964  Old:  7845 003  2UJ-25445-50-00      0          1      $14.25     $32.78   03   Tender         Ordered
                      New:  7845 003  2UJ-25445-50-00      0          1      $14.25     $32.78   03   Tender         Deleted

7/07/2004  03 006964  Old:  7845 003  93834-16100-00       0          1       $6.90     $15.87   03   Tender         Ordered
                      New:  7845 003  93834-16100-00       0          1       $6.90     $15.87   03   Tender         Deleted
```

After this report prints, the file can be deleted from memory. You will be prompted:

        Purge File?   <Y or N>   < >

Answer Y (yes) if you want the Special Order File Changes Report deleted.

Stock File Changes Report   2-5

There are many areas that COMPTRON® automatically changes when running certain functions. For example, when selling an item, it reduces the item's on-hand quantity in the Stock file by one. It also tracks the payment totals when customers pay or charge to an account. This information can be changed manually; if this is done, however, there may be a problem with how an operator/employee is using COMPTRON®. Therefore, COMPTRON® keeps track of all changes made to the Stock file, and can print reports about them, broken out according to whether they were made during Stock file maintenance or order processing.

From the **Management Menu**, select **2**, then **5**, and the following submenu will appear:

```
Stock File Changes from




                                           Select

                                         1.   Stock Maintenance

                                         2.   Order Processing
```

Stock File Changes Menu

The Stock File Changes Report from Stock Maintenance includes changes to quantity, part number, vendor, or price, and the operator number of every person who made a change. This list should be monitored for changes that should be done by either receiving from a purchase order or selling to an internal account, such as returns to vendors or stolen merchandise.

The Stock File Changes Report from **Order Processing** lists any changes made to the Stock file from **Order Receiving**, and could include price and stock level changes. An example of this report follows:

```
Stock File Changes from Order Processing

10/09/2004                                                                              Page   2

Date       Op Action       Ven  Part Number   Matrix  Replace Cost   Last Cost  Average Cost  Profit   On Hand  Total Change

 9/25/2004 99 Moved   From: 057  ABDE3175        N         $50.00       $50.00        $50.00   .3333        2       $98.22-
                      To:        ALDE3175                   $.89         $.89          $.89                 0

 9/25/2004 99 Deleted      057   ALDE3175        N          $.89         $.89          $.89    .3986        2        $1.78-

 9/25/2004 99 Deleted      057   ALDE3175        N          $.89         $.89          $.89    .3986        0

 9/25/2004 99 Moved   From: 057  ABDE3175        N          $4.00        $3.00         $2.00   .3277        0        $30.26
                      To:        ALDE3175                    $.89                               .3986       34

 9/25/2004 99 Deleted      057   ALDE3175        N          $.89         $3.00         $2.00   .3986       34        $30.26-
```

Field Descriptions:

Date - The date when the record was modified.

Operator - The operator who modified the record.

Action - A description of the type of change. The action types are:
    Moved - Moving or changing from one vendor or part number to another.
    Deleted - Deletion of a part record from the Stock file.
    Changed - Any other change, such as cost or on-hand quantity.

Total Change - The total amount of change to the inventory value after modifying the record.

Account File Changes Report   2-6

When customers charge items to their accounts, COMPTRON®instantly updates the account records. This ensures that the customer's account remains up to date and accurate. Occasionally, the account may not be accurate because of a mistake. In **System Maintenance**, the Account file can be changed manually to reflect the proper balances.

If you suspect problems with changes made to Account files, you may track these changes by having COMPTRON®generate an Account File Changes Report. This is a list of any changes made to the account files, such as credit limit changes (up or down), or amount owed or paid, along with the operator number of the person who made the change.

From the **Management Menu**, select **2**, then **6**. The following is an example of the Account File Changes Report:

```
Account File Changes Report

10/14/2004                                                                                    Page   1

     |----------------------Old---------------------|              |-------------------New------------------|
     Account     Charged       Paid  Credit Limit       Action       Charged        Paid   Credit Limit Op   Date

     000AR732    $513.75    $513.75                     TO      732   $513.75     $513.75       $500.00 11   9/10/2004
     1CE00667    $150.00               $300.00          TO      667   $150.00     $150.00     $1,000.00 07   9/24/2004
     1CE00667    $150.00    $150.00  $1,000.00          TO      667   $317.05     $200.00     $1,000.00 10  10/04/2004
     000YW-1109                                         ADDED         $227.03     $227.04     $1,500.00 12  10/11/2004
     00BCL-1021  $200.00    $100.00    $100.00          TO     1012   $200.00     $200.00       $100.00 05  10/13/2004
```

Field Descriptions:

Account - The account number of the modified record.

Old - A field's value before modifying the account.

New - The value after modifying the account.

Operator - The operator who modified, moved, or deleted the account.

Date - This is the date when the account was modified.

Total Inventory Report (Value)   2-7

The Total Inventory Report shows the total value of your inventory by vendor, category, code, or part status. It includes any parts on Hold or Special Order, or on Repair Orders, as you are the owner of these parts until they are picked up by the customer. It will show how many different part numbers are stocked from each vendor, how many parts from each vendor are in stock, and the total amount of sales from each vendor for the month. Usually you will print this report on the last day of the month, just after you run the **End of Day**, but **BEFORE** starting **End of Month** processing (if you wait until after, the **Mtd** (Month to Date) column will be empty); however, you may print this report at any time. Use the report to compare the volume of sales by vendor, and to decide which vendor's products are strong sellers for you. In addition, if you have Comptron Data's F&I module installed for your Sales department, you will be able to choose showing the total value of your inventory by major units.

From the **Management Menu**, select **2**, then **7**, and this submenu will appear:

```
Total Inventory Report by



                                    Select

                                       1.   Vendor

                                       2.   Category

                                       3.   Code

                                       4.   Part Status

                                       5.   Major Units

                                        '   Exit
```

Total Inventory Report Menu

Explanation of Menu Options:

< 1> Vendor - This option prints a series of four reports in the same format, each listing by vendor number the total cost and retail value, average profit percentage, and sales to date for the current month of your inventory; as well as the total quantities on hand, on order, and on backorder from each vendor. The first printout covers your regular stock items, the second is for your special-ordered items, the third is for items on Hold tickets, and the last report includes the totals from the first three printouts combined. These reports give you a "bird's eye view" of your total inventory value.

Total Inventory Report: Stock

This report shows the total cost, average profit, total retail, and month-to-date sales of all items in stock for each vendor. It also shows the total part numbers and quantities on hand from each vendor, as well as the quantities on backorder and on order. A separate line will be printed for each vendor for those items that have a negative on-hand quantity. The following is an example of this report:

```
Total Inventory Report: Stock

12/20/2004                                                                            Page   1

Vendor      Total Cost   Avg % Profit    Total Retail   Mtd Sales   Part Numbers   O/H Quantity   B/O Quantity   O/O Quantity

     0      $94,592.88         .5549     $212,516.40          36          5,805         48,839              3             12
     1         $205.60         .6509         $588.90                         14             53
     2      $82,813.91         .4905     $162,530.29          52          2,715         24,882              5
     3      $29,946.28         .5531      $67,005.28           2          2,416          7,753
     4      $19,959.93         .5519      $44,546.71           1          1,461          6,706                            10
     5         $765.43         .4402       $1,367.34                         18             31                             7
     6          $24.45         .4094          $41.40                          1             15
     8          $94.67         .3678         $149.75                          5              5
     9          $44.75         .5000          $89.50                          1              5
    11         $120.95         .2963         $171.88                          5              7
    12         $198.31         .3513         $305.69                          2              3
    13       $2,503.94         .7324       $9,357.83           1             42            867
    14       $3,023.92         .3715       $4,811.47           2             40             82              2
    15       $8,617.96         .4709      $16,288.91           9            221            883                            14
    16         $536.00         .3694         $850.00                          1              1
    17       $1,087.32         .4459       $1,962.36                         23             89
```

Field Descriptions:

Vendor - The number you have assigned to the vendor.

Total Cost - The average of all costs paid for items.

Avg % Profit - The average percentage of profit that you are making from this vendor, excluding the handling charge.

Total Retail - The total retail price.

Mtd Sales - Total sales since the beginning of the current month.

Part Numbers - Total number of part numbers for each vendor.

O/H Quantity - Total quantity of items on hand for each vendor.

B/O Quantity - Total quantity of items on backorder.

O/O Quantity - Total quantity of items on order.

Totals - Totals are shown for each column.

Total Inventory Report: Special Orders

Besides the value of your stock inventory, you also have value in your Special Order inventory. This report prints after your stock inventory report and follows the same format. It shows the values of your Special Orders that have not been picked up, as well as those picked up on Hold tickets if the Hold ticket has not been ended.

Total Inventory Report: Hold Tickets

This report prints after your inventory report for Special Orders. It shows the quantity and dollar value that you have outstanding/pending on your Hold tickets. When parts are sold on Hold tickets, they are taken out of inventory, although they may not have been pulled from the shelves.

Total Inventory Report: Grand Totals

This is the last inventory report, and it shows the grand total for all three of the preceding reports combined.

Explanation of Remaining Menu Options:

These three other options appear on the **Total Inventory Report** menu:

< 2> Category - This option prints a report similar in format to the stock inventory report on the previous page, but for a particular category or range of categories. Upon selecting this option, you will be prompted to type in starting (lowest) and ending (highest) category numbers, to indicate the range to be included in your Total Inventory Report printout.

☞ If you just press *Enter* at the **Starting** and **Ending** value fields, COMPTRON®defaults to First and Last.

If you have chosen a range of categories, each one will be reported on a separate page (except that no report page will print for a category that has no inventory currently in stock), and the last page will show a grand total for all of these categories.

< 3> Code - This option prints a report similar to the stock inventory report, but for a particular code.

< 4> Part Status - This option prints a report similar to the stock inventory report, but for a particular part status.

< 5> Major Units - This option appears only if you have Comptron Data's F&I module installed for your Sales department. It brings up the **F&I Inventory Report** menu and submenus, which will enable you to choose those major inventory item types that you want covered in the report, and whether new or used units (or both). The resulting Inventory by Item Type report, which is available in detail or by totals only for each type, will show the total value of your inventory by major units. *(Refer to Chapter 10 of the Finance and Insurance Sales Manual, Maintaining Inventory Files, at the section on the* **Dealer Cost** *option of the* **Inventory Reports Menu***, which is reached through* **Option 2***,* **Inventory***, of the* main **Sales Menu***.)*

Customer Discount Report 2-8

The Customer Discount Report lists all customers who are allowed to receive various types of discounts from your store. You can tailor the report format to list customers by either account number or name, and you can specify which discount types to include, showing the type and percentage of discount and whether they have a charge account with a credit limit and balance.

From the **Management Menu**, select **2**, then **8**, and the following submenu will appear:

Print Customer Discount Report Menu

```
 Print Customer Discount Report by




                                    Select  ▯

                                      1.   Name

                                      2.   Customer #

                                      '   Exit
```

Both printout options bring up essentially the same screen, which differs only in its title, depending on whether you choose a report format that arranges your customer list by name or by customer number.

The screen displays three questions about what to include in printing your Customer Discount Report. As you step through the fields, a message appears at the bottom of the screen to explain each choice. After you answer the third question, you will be prompted to press *Enter* to **Continue**. The following is an example of the **Print Customer Discount** Report by Name screen.

Print Customer Disc. Report Screen

```
                                        <'> Exit
Print Customer Discount Report by Name




                                <D>  Discount % <Y/N>  <Y>

                                <c>  Profit %    <Y/N>  <Y>

                                <d>  Markup %    <Y/N>  <Y>


```

Explanation of Print Customer Discount Report Screen Options:

< D> Discount % - Saying Y will include in the Customer Discount Report printout those customers who get Discount Type **< D>** , a fixed-percentage discount.

< c> Profit % - Answering Y will include in the report the customers who receive Discount Type **< c>** , a discount equal to your percentage of profit on an item.

< d> Markup % - Typing Y will include in the report customers with Discount Type **< d>** , a discount equal to your markup percentage (the amount you add to your cost to cover overhead and profit).

The following is an example of a Customer Discount Report by Customer Name that includes all three types of discounts, identifying the discount type and showing the percentage rate, as well as the account type and balance, for each customer:

```
Customer Discount Report by Customer Name

 3/20/2004                                                                           Page   1

                      *Discount*                    Acct    Amount     Amount              Credit  Date
Name                  Type Pct       Cust #    Phone Type   Charged      Paid    Balance     Limit  Added

RAMSEY, BOB             D    10%      369771  619-436-9771  A    $140.08     $50.00     $90.08    $125.00  6/02/04
FISHER, NEVAN          c    25%      272498  612-427-2498  A    $945.26    $729.37    $215.89    $500.00  3/21/03
HAZELTON, BILL         d    20%      741870  901-774-1870  A  $1,874.33  $1,724.33    $150.00    $300.00  5/14/02
NEW BIKE DEPT          d    20%      111104  520-459-5800  I                                 1  $15,000.00  7/08/03
SAFE POWER SYSTEMS     c    25%      598460  805-259-8460  A  $3,452.10  $2,931.59    $520.52    $800.00  6/30/03
SHOP SUPPLIES          d    20%      111105                I                                 1  $1,000.00  7/08/03
SMITH, CHARLES E       D    20%      552474  415-255-2474  A  $3,692.47  $3,109.83    $582.64  $1,000.00  6/30/03
USED BIKE DEPT         d    20%      111103  520-459-5800  I    $138.10               $138.10  $10,000.00  7/08/03
WARRANTY HONDA         d    40%      111101                I $22,084.29 $20,472.83  $1,611.46  $10,000.00  7/05/99
WARRANTY YAMAHA        d    25%      111102                I $14,033.86 $13,617.59    $416.27  $10,000.00  8/10/00
YARBROUGH, EVIN G      D    20%      585297  520-458-5297  A  $7,273.36  $7,133.02    $140.34    $750.00  6/30/03
                                                       Total: 53,633.85 $49,768.56  $3,865.29  $49,475.00
```

Extended Price Report 2-9

The Extended Price Report calculates the extended cost (value) of your inventory from your Stock file. You can choose a format that arranges your Extended Price Report by vendor and part number, by vendor and code, or by category. You can also tailor the report to suit your needs by specifying how you want the extended cost computed: by replacement cost, average cost, or last cost.

From the **Management Menu**, select **2**, then **9**, and this submenu will appear:

Extended Price Stock File Prints Menu

```
  Extended Price Stock File Prints




                              Select ▢

                                 1.   By Vendor and Part Number

                                 2.   By Vendor and Code

                                 3.   By Category

                                  '   Exit


```

Explanation of Extended Price Stock File Prints Menu Options:

< 1> By Vendor and Part Number - Selection of this option will later trigger a message prompting you to type in starting (lowest) and ending (highest) vendor numbers and part numbers, to indicate the range of vendors and parts that you want included in your Extended Price Report printout.

< 2> By Vendor and Code - Choosing this option will cause the program to display later a prompt to enter starting and ending vendor number and code ranges for your report.

< 3> By Category - This option will later prompt you to input a starting and ending category for your printout.

☞ For each of the three format options, if you just press *Enter* at the **Starting** and **Ending** value fields, COMPTRON® defaults to First and Last.

All three Extended Price Stock file printout format options will bring up the following submenu **BEFORE** you will see the print range prompts:

```
  Calculate Extended Cost Using:




                                    Select ▊

                                       1.  Replacement Cost

                                       2.  Average Cost

                                       3.  Last Cost

                                        '  Exit
```

Calculate Extended Cost Menu

Explanation of Calculate Extended Cost Menu Options:

< 1> **Replacement Cost** - This option calculates the extended cost based on the current cost to replace a part from the supplier.

< 2> **Average Cost** - This option computes the extended cost based on a running average of what the part costs today.

< 3> **Last Cost** - This option figures the extended cost based on the actual dealer cost that you last paid for the item.

After you choose how you want the extended cost calculated for your report, you will see the print range prompts for the format you selected initially. Once you have answered those questions, you will be prompted to press *Enter* to **Continue**, and COMPTRON® will display the message W O R K I N G, after which your Extended Price Report will print.

The following is an example of an Extended Price Report Print by Vendor and Part Number that was calculated using replacement cost:

```
Print by Vendor and Part Starting With Vendor   0 Part Number "First"        Ending With Vendor999 Part Number "Last"
Using Replacement Cost
 3/20/2004                                                                                               Page   1


Ven Part Number      Code    Description           CT  UQ O/H Qty      Cost     Tot Cost  Profit     Retail   Tot Retail
  0 15410-426-010    HOF     HON OE 426 OIL FILTER 12   1    24       $2.85      $68.40   .5000      $6.27     $150.48
  2 63805-80A        HDOF    HARLEY OE SPIN-ON OIL FIL 12  1  26       $4.50     $117.00   .3525      $8.34     $216.84
  3 1L9-13441-11-00  YOF     YAM OE 1L9 OIL FILTER  12   1    12       $2.30      $27.60   .4025      $4.43      $53.16
  4 16099-003        KOF     KAW OE 003 OIL FILTER  12   1    19       $4.92      $93.48   .5000      $9.84     $186.96
  6 16510-45040      SOF     SUZ OE 45040 OIL FILTER 12  1    23       $2.90      $66.70   .3224      $4.28      $98.44
  9 140004           HOF     HON BM 426 OIL FILTER  12   1    15       $1.60      $24.00   .5280      $3.39      $50.85
  9 140012           YOF     YAM BM 1L9 OIL FILTER  12   1    18       $1.66      $29.88   .5243      $3.49      $62.82
  9 140021           SOF     SUZ BM 45040 OIL FILTER 12  1     6       $2.24      $13.44   .5119      $4.59      $27.54
  9 140032           KOF     KAW BM 003 OIL FILTER  12   1     5       $1.66       $8.30   .5243      $3.49      $17.45
  9 146022           HDOF    HARLEY FR SPIN-ON OIL FIL 12  1   8       $4.76      $38.08   .4188      $8.19      $65.52
  9 314300           1309016 130/90HB16 RWL K491IIF  01   1    0      $96.60       $.00    .2511    $128.99       $.00
  9 314305           1209018 120/90HB16 RWL K491IIF  01   1    0      $92.78       $.00    .2517    $123.99       $.00
  9 314310           1307018 130/70HB18 K491IIF      01   1    1     $102.00     $102.00   .2443    $134.99     $134.99
  9 314350           1509015 150/90HB15 RWL K491IIR  01   1    0     $121.88       $.00    .2522    $162.99       $.00
  9 314355           1409016 140/90HB16 RWL K491IIR  01   1    2     $110.85     $221.70   .1848    $135.99     $271.98
  9 314360           1608016 160/80HB16 K491IIR      01   1    1     $129.00     $129.00   .2499    $171.99     $171.99
```

Field Descriptions:

Ven - The number you have assigned to the vendor of this item.

CT - The category to which you have assigned this item.

UQ - The unit quantity for this item, where multiples are involved.

O/H Qty - The quantity of items on hand (in stock) of this part number.

Cost - The cost for this item, based on the calculation method you have chosen (in the example above, replacement cost).

Tot Cost - Your total cost for the quantity of this item, excluding handling charge.

Profit - Your profit percentage on this item.

Retail - The retail price of this item.

Tot Retail - The total retail price for the quantity in stock of this item.

Estimate Transactions Report   2-10

The Estimate Transactions report lists the estimates that have been generated, whether through Parts **Counter Operations** or the Service department. This report will show the transaction date and type, estimate number, department where it originated, operator who created it, vendor number (for Parts tickets) or technician (for Service estimates), part number(s) or service(s) involved, part code or work code, part quantity or labor hours, total amount of the estimate, part cost, profit percentage, whether tax was charged, and type of discount (if any). You can choose to list all estimate transactions, to limit the report to a range of estimate ticket numbers, or to limit it to just the estimates by a particular operator.

From the **Management Menu**, select **2**, then **10**, and the following submenu will appear:

Print Estimate Transactions Menu

```
Print Estimate Transactions




                              Select  ▊

                               1.   All Transactions

                               2.   By Ticket Number

                               3.   By Operator

                               '   Exit
```

Explanation of Print Estimate Transactions Menu Options:

< 1> All Transactions - This option will produce a complete list of estimate transactions in ticket number order.

< 2> By Ticket Number - This option will display a prompt to enter starting (lowest) and ending (highest) estimate ticket numbers, for the range of tickets that you want included in your Estimate Transactions printout.

For this format option, if you just press *Enter* at the **Starting** and **Ending** number fields, COMPTRON® defaults to First and Last.

< 3> By Operator - This option will prompt you to enter an operator number for your report.

The following is an example of an Estimate Transactions report by Ticket Number:

```
Estimate Transactions    (Includes Ticket    0E Through Ticket 99999E)

10/09/2004                                                                              Page   1

                       Type                  Vn/  Part Number/      Code/     Qty/                      Profit      Discount
  Date    Ticket  Dept  Transaction    Op   Tch  Description       Wk Code    Hrs      Amount    Cost    Pct    Tax Type (%)

 9/29/04     5E   Parts  Sale           99   000  91202-426-003     1113331     6       $18.00   $9.00    50     Y
                         Tax Collected  99                                                       $1.08

10/04/04     6E   Parts  Sale           99   000  15410-426-010     1113737     1        $6.56   $2.85    57     Y
                         Tax Collected  99                                                        $.39
```

Deleted Repair Orders Report   2-11

The Deleted Repair Orders report lists all the Repair Orders that have been deleted instead of ended. This report will show the RO number and type, the date it was created, the operator who created it, the customer and vehicle model, the type of service, the RO's status, the labor amounts and hours by technician, the RO total, the date the RO was deleted, and the operator who deleted it. If there were labor charges on the RO, you need to know why it wasn't ended and money wasn't collected. You can choose the format in which you prefer to have the report printed: organized by RO number, alphabetically by customer name, or by deleting operator.

From the **Management Menu**, select **2**, then **11**, and the following submenu will be displayed:

```
┌─────────────────────────────────────────────────────┐
│                                                       │
│   Print Deleted Repair Orders by                     │
│                                                       │
│                                                       │
│                                                       │
│                          Select  ▢                   │
│                                                       │
│                            1.   RO Number            │
│                                                       │
│                            2.   Customer Name        │
│                                                       │
│                            3.   Delete Operator      │
│                                                       │
│                             '   Exit                 │
│                                                       │
│                                                       │
└─────────────────────────────────────────────────────┘
```

Print Deleted Repair Orders Menu

Explanation of Print Deleted Repair Orders Menu Options:

< 1> **RO Number** - This option will display a prompt to enter starting (lowest) and ending (highest) RO numbers, to indicate the range of Repair Orders that you want included in your Deleted Repair Orders printout. You will also be prompted to enter a starting and ending date for your printout.

An example of a Deleted Repair Orders Report by RO Number follows.

```
Deleted Repair Orders by RO Number          From RO Number:     "First"      To RO Number:     "Last"
                                            From Date Created: "First"       To Date Created: "Last"
2/27/2004                                                                                            Page   1

       *--Created--*                            Type                      Labor   Hours  Tech    RO    *--Deleted---*
  RO #  Date    Oper Customer       Model      Service  Status            Amount  Billed  ID     Total  Date      Oper

  8701  1/02/2004  50 THOMSON       DTL        Estimate Not Started      $140.00    3.50  DF   $140.00  1/02/2004   50

  8719  1/06/2004  57 SPINDLER      BNL        Warranty Completed         $20.00     .50  DF    $20.00  1/07/2004   99
                                                        1/07/2004

  8745  1/21/2004  50 BAEZ          TRX300EXR  Estimate Completed         $20.00     .50  DF    $30.00  1/22/2004   99
                                                        1/22/2004         $30.00     .75  EA

  8773  2/06/2004   7 SENSTAD       BKL        Warranty Completed         $34.00-    .85- DB    $78.00-  2/06/2004  99
                                                        2/06/2004         $40.00-   1.00- EA

 10909  9/23/2004  99 REUTER        ECL        Estimate Not Started       $80.00    2.00  KW    $90.60  9/23/2004   99

 10910  9/24/2004  50 CANIDA        XVZ13U     Retail   Completed                              $1,272.00 9/24/2004  50
                                                        9/24/2004

 10912  9/24/2004  57 FURMAN        CAM        Warranty Completed         $12.00     .30  EA   $204.00  9/25/2004   99
                                                        9/25/2004         $72.00    1.80  KW
                                                                         $120.00    3.00  TP

                                                        Report Totals    $370.00    9.25      $1,648.60
```

< 2> **Customer Name** - This option will prompt you to input starting and ending customer names for your report.

An example of a Deleted Repair Orders by RO Customer report follows on the next page:

```
Deleted Repair Orders by RO Customer        From RO Number:    "First"      To RO Number:    "Last"
                                            From Date Created: "First"      To Date Created: "Last"
 2/27/2004                                                                                              Page   1

        *--Created--*                          Type                   Labor   Hours  Tech    RO     *--Deleted---*
  RO #  Date     Oper Customer        Model    Service  Status        Amount  Billed  ID    Total    Date     Oper

  8745  1/21/2004 50 BAEZ             TRX300EXR Estimate Completed     $20.00    .50  DF    $30.00  1/22/2004  99
                                                         1/22/2004     $30.00    .75  EA

 10910  9/24/2004 50 CANIDA          XVZ13U    Retail   Completed                        $1,272.00  9/24/2004  50
                                                         9/24/2004

 10912  9/24/2004 57 FURMAN          CAM       Warranty Completed     $12.00    .30  EA   $204.00  9/25/2004  99
                                                         9/25/2004     $72.00   1.80  KW
                                                                      $120.00   3.00  TP

 10909  9/23/2004 99 REUTER          ECL       Estimate Not Started   $80.00   2.00  KW    $90.60  9/23/2004  99

  8773  2/06/2004  7 SENSTAD         BKL       Warranty Completed     $34.00-   .85- DB    $78.00- 2/06/2004  99
                                                         2/06/2004     $40.00-  1.00- EA

  8719  1/06/2004 57 SPINDLER        BNL       Warranty Completed     $20.00    .50  DF    $20.00  1/07/2004  99
                                                         1/07/98

  8701  1/02/2004 50 THOMSON         DTL       Estimate Not Started  $140.00   3.50  DF   $140.00  1/02/2004  50

                                                         Report Totals $370.00  9.25      $1,648.60
```

< **3> Delete Operator** - This option will prompt you to type in first an operator's identifier, then a starting and ending date for your printout.

This is an example of a Deleted Repair Orders Report by Delete Operator:

```
Deleted Repair Orders by Delete Operator    From RO Number:    "First"      To RO Number:    "Last"
                                            From Date Created: "First"      To Date Created: "Last"
 2/27/2004                                                                                              Page   1

        *--Created--*                          Type                   Labor   Hours  Tech    RO     *--Deleted---*
  RO #  Date     Oper Customer        Model    Service  Status        Amount  Billed  ID    Total    Date     Oper

  8701  1/02/2004 50 THOMSON         DTL       Estimate Not Started  $140.00   3.50  DF   $140.00  1/02/2004  50

 10910  9/24/2004 50 CANIDA          XVZ13U    Retail   Completed                        $1,272.00  9/24/2004  50
                                                         9/24/2004

  8719  1/06/2004 57 SPINDLER        BNL       Warranty Completed     $20.00    .50  DF    $20.00  1/07/2004  99
                                                         1/07/98

  8745  1/21/2004 50 BAEZ            TRX300EXR Estimate Completed     $20.00    .50  DF    $30.00  1/22/2004  99
                                                         1/22/2004     $30.00    .75  EA

  8773  2/06/2004  7 SENSTAD         BKL       Warranty Completed     $34.00-   .85- DB    $78.00- 2/06/2004  99
                                                         2/06/2004     $40.00-  1.00- EA

 10909  9/23/2004 99 REUTER          ECL       Estimate Not Started   $80.00   2.00  KW    $90.60  9/23/2004  99

 10912  9/24/2004 57 FURMAN          CAM       Warranty Completed     $12.00    .30  EA   $204.00  9/25/2004  99
                                                         9/25/2004     $72.00   1.80  KW
                                                                      $120.00   3.00  TP

                                                         Report Totals $370.00  9.25      $1,648.60
```

For each of the three format options, if you just press *Enter* at the **Starting** and **Ending** value fields, COMPTRON® defaults to First and Last.

Repair Order Parts Changes Report 2-12

The Repair Order Parts Changes report lists all the changes that have been made to parts orders on Repair Orders. For each change, this report will show the RO number, the operator who created it, the date it was created, and the action taken (i.e., whether the RO entry was changed or deleted). The report will also include the vendor and part number, quantity ordered, transaction type, priority level for shipping, whether the item was taxable, whether a discount applied (and if so, the percentage), and the item's cost and selling price.

For deletions, the report will just display the part line that was deleted; but for changes, it will display a pair of lines, showing first how the RO part line looked before the change (the ''**From:**'' line), and below that how the line appeared after the operator changed it (the ''**To:**'' line), including the dollar amount of the resulting price change for that line item.

You can choose the format in which you prefer to have the report printed, organized by date, operator number or RO number. After you press *Enter* to **Continue**, you will be prompted to choose whether you want to send the report output to a printer (default) or display it on the screen.

From the **Management Menu**, select **2**, then **12**, and the following submenu will appear:

Repair Order Parts Changes Menu

```
   Repair Order Parts Changes




                                  Select ▮

                                    1.  Date

                                    2.  Operator

                                    3.  RO Number

                                    '   Exit
```

Explanation of Repair Order Parts Changes Menu Options:

< 1> Date - This option will display a prompt to enter a starting and ending date for the time period you want covered in your Repair Order Parts Changes report.

An example of a Repair Order Parts Changes Report by Date is shown on the next page:

```
Repair Order Parts Changes by Date                ( Act: C=Change D=Delete )

 9/30/2001                                                                           Page  1

Date        Op   RO#  Act       Ven  Part Number      Ty  Pri Tax Dsc Pct  Qty     Cost      Price     Amount     Change
 9/14/2001    2 006832   C  From: 46  PI11550FLIP      S        T   P   .00    1  $433.00   $795.00   $695.00
                            To:       PI1133FLIP                                   $475.00   $700.00   $700.00      $5.00

 9/14/2001    2 006832   D        46  16X64-PC133      S        T       .00    1  $108.49   $150.00   $150.00   $150.00-

 9/15/2001    3 006911   C  From: 46  STT-2800N        S        T   P   .00    1  $220.96   $439.00   $395.00
                            To:       STT28000N-RFT                                $530.00   $495.00     $100.00

                                                                                              Total: $45.00-
```

< 2> **Operator** - This option will prompt you to type in **Starting** (lowest) and **Ending** (highest) operator numbers, to indicate the range of operators that you want included in your Repair Order Parts Changes report.

This is an example of a Repair Order Parts Changes Report by Operator:

```
Repair Order Parts Changes by Operator            ( Act: C=Change D=Delete )

 9/30/2001                                                                           Page  1

  RO#  Op  Date      Act       Ven  Part Number      Ty  Pri Tax Dsc Pct  Qty     Cost      Price     Amount     Change
006832   2  9/14/2001   C  From: 46  PI11550FLIP      S        T   P   .00    1  $433.00   $795.00   $695.00
                            To:       PI1133FLIP                                   $475.00   $700.00   $700.00      $5.00

006832   2  9/14/2001   D        46  16X64-PC133      S        T       .00    1  $108.49   $150.00   $150.00   $150.00-

006911   3  9/15/2001   C  From: 52  STT-2800N        S        T   P   .00    1  $220.96   $439.00   $395.00
                            To:       STT28000N-RFT                                $530.00   $495.00     $100.00

                                                                                              Total:    $45.00-
```

< 3> **RO Number** - This option will display a prompt to enter **Starting** (lowest) and **Ending** (highest) RO numbers, to indicate the range of ROs that you want included in your Repair Order Parts Changes printout.

Here is an example of a Repair Order Parts Changes Report by RO Number:

```
Repair Order Parts Changes by RO                  ( Act: C=Change D=Delete )

 9/30/2001                                                                           Page  1

Op  Date       RO#  Act       Ven  Part Number      Ty  Pri Tax Dsc Pct  Qty     Cost      Price     Amount     Change
 2  9/14/2001  006832   C  From: 46  PI11550FLIP     S        T   P   .00    1  $433.00   $795.00   $695.00
                           To:       PI1133FLIP                                   $475.00   $700.00   $700.00      $5.00

 2  9/14/2001  006832   D        46  16X64-PC133     S        T       .00    1  $108.49   $150.00   $150.00   $150.00-

 3  9/15/2001  006911   C  From: 52  STT-2800N       S        T   P   .00    1  $220.96   $439.00   $395.00
                           To:       STT28000N-RFT                                $530.00   $495.00     $100.00

                                                                                              Total:    $45.00-
```

Sold Items NOT in Stock Report   2-13

The Sold Items NOT in Stock report lists every item sold in your store that had no Stock file record and for which the operator said not to create one. It indicates the transaction date and type (i.e., whether sold/ordered on a Parts counter ticket or in connection with a Repair Order), identifies the customer and the operator who handled the sale, lists the part by vendor and number, and shows the part's cost, price, and percent profit. You can choose a format that arranges this report by date, by operator, or by vendor and part number.

From the **Management Menu**, select **2**, then **13**, and the following submenu will appear:

Sold Items NOT in Stock Menu (margin label)

```
Sold Items NOT in Stock Menu




                         Select ▮

                           1.  Date

                           2.  Operator

                           3.  Vendor Part

                            '  Exit


```

Explanation of Sold Items NOT in Stock Menu Options:

< 1> Date - This option will display a prompt to enter a **Starting** and **Ending** date for the time period that you want covered in your Sold Items NOT in Stock report.

< 2> Operator - This option will prompt you to type in **Starting** (lowest) and **Ending** (highest) operator numbers, to indicate the range of operators that you want included in your Sold Items NOT in Stock report.

< 3> Vendor Part - This option will display prompts to enter **Starting** (lowest) and **Ending** (highest) vendor and part numbers, to indicate the range of vendors and parts to be included in your Sold Items NOT in Stock report.

After you choose the format for your report, you will see the print range prompts for the format you selected initially. Once you have answered those questions, you will be prompted to press *Enter* to **Continue**, and COMPTRON® will display the message W O R K I N G; then your Sold Items NOT in Stock report will print. Afterwards, this file can be deleted from memory, allowing more space for your other files. This question will appear on the screen:

                    Purge File ? <Y> or <N>   < >

Answer Y (yes) if you want this report deleted from memory. The following is an example of a Sold Items NOT in Stock report by Date:

```
Sold Items NOT in Stock (not ordered) by Date
6/14/2002                                                                         Page  1
Date    Time  Op Customer                              Account#  Ticket/RO
        Origin     Ven Part Number      Description                  Qty   Part Cost   Part Price  %Profit

5/14/02 03:41p 04 MCCORD, RAYMOND T               000M7269   007136
        SALE       002 33814-98A        KIT, SHIFTER LINKAGE, ROUND        1    $52.25      $86.95  .399080

5/14/02 03:45p 04 MCCORD, RAYMOND T               000M7269   007136
        SALE       002 34469-90A        TRANSMISSION TOP COVER, CHROM      1    $54.69     $111.00  .507297

5/14/02 03:48p 04 MCCORD, RAYMOND T               000M7269   007136
        SALE       002 35060-00         BEARING, RETENTION PLATE           1     $.33       $.65    .492308

5/20/02 01:22p 08 WALDEN, TIMOTHY D               000W2976   008975
        SALE       002 37846-99A        CLUTCH SHELL AND SPROCKET W/R      1   $191.88     $320.00  .400375

5/20/02 01:25p 08 WALDEN, TIMOTHY D               000W2976   008975
        SALE       002 38657-01         MASTER CYLINDER ASSY, CLUTCH       1    $74.10     $124.00  .402419

5/20/02 01:29p 08 WALDEN, TIMOTHY D               000W2976   008975
        SALE       002 40029-15E        REAR CHAIN                         1    $31.26      $52.50  .404571

5/20/02 01:33p 08 WALDEN, TIMOTHY D               000W2976   008975
        SALE       002 40237-88A        FINAL DRIVE SPROCKET               1    $85.17     $171.00  .501930

5/23/02 03:47p 11 CLOONEY, JAMES F                          009698
        SALE       002 40331-02         KIT, PRIMARY DRIVE FXD/FXST        1    $87.00     $134.95  .355317

5/23/02 03:51p 11 CLOONEY, JAMES F                          009698
        SALE       002 41755-86         REAR MASTER CYLINDER               1   $104.83     $191.00  .451152

5/23/02 03:55p 11 CLOONEY, JAMES F                          009698
        SALE       002 41814-76A        FRONT BRAKE DISC PLATE             1     $1.73      $3.89   .555270

5/23/02 03:58p 11 CLOONEY, JAMES F                          009698
        SALE       002 42597-00A        LEVER ASSY, FOOTBRAKE              1    $57.49     $115.00  .500087

5/28/02 02:05p 04 SHUMACHER, LEONARD G            000S5317   011583
        SALE       002 43085-97         16" TIRE RIM, CHROME               1    $65.28     $131.00  .501679

5/28/02 02:09p 04 SHUMACHER, LEONARD G            000S5317   011583
        SALE       002 43591-96         FRONT 19" LACED WHEEL              1   $218.01     $336.00  .351161

5/29/02 10:48a 12 ANDERSON, ROBERT W              00A65302   011322
        SALE       002 44166-73         DISC BRAKE MOUNTING BRACKET        1    $56.24     $114.00  .506667

5/29/02 10:52a 12 ANDERSON, ROBERT W              00A65302   011322
        SALE       002 44198-87         INSERT, CALIPER                    1     $.70       $1.93   .637306

5/29/02 10:55a 12 ANDERSON, ROBERT W              00A65302   011322
        SALE       002 44309-98         CHROME REAR CALIPER BRACKET -      1   $112.00     $159.95  .299781

6/05/02 02:23p 12 VASQUEZ, RAY M                            013728
        SALE       002 44365-00         KIT, BRAKE DISC, T-STAR, FRON      1    $97.50     $149.95  .349783

6/05/02 02:28p 12 VASQUEZ, RAY M                            013728
        SALE       002 45082-83T        BRAKE LEVER-CHROME                 1     $5.99      $12.00  .500833

6/07/02 11:37a 11 BROWN, BOB                      00B51021   014879
        SALE       002 45446-87A        FRONT FORK STEM BRACKET (HDI)      1   $106.55     $214.00  .502103

6/07/02 01:12p 11 BROWN, BOB                      00B51021   014879
        SALE       002 45797-99         TOOLBOX LOCK REPLACEMENT           1     $3.25      $8.13   .600246

6/08/02 10:35a 06 GORDON, JOHN R                            015324 (ea)   $12.95     $26.50
        SALE       002 45931-86         SPRING                             2    $25.90      $53.00  .511321

6/11/02 04:13p 04 ARTHUR, JACK T                  00A36702   015933
        SALE       002 47449-97         FRONT S/BAG MTG BRACKET            1     $2.01      $5.03   .600398

6/11/02 04:18p 04 ARTHUR, JACK T                  00A36702   015933
        SALE       002 49193-93         SADDLEBAG GUARD RAIL               1    $15.54      $31.50  .506667


    Total Part Numbers:   24                              (extended)   $1,449.70   $2,527.43
```

Cash-Out Sheet by Operator   2-14

The Cash-Out Sheet by Operator report is an aid for balancing the cash drawer at the end of an operator's shift. Its layout is essentially the same as that of the Daily Cash Report (also known as the Cash Out Work Sheet), which is produced as part of the End of Day printout *(refer to Chapter 7, End of Day/Month)*.

From the **Management Menu**, select **2**, then **14**, and the following screen will be displayed so you can enter an operator number:

Operator Number Selection Screen

```
                         <'> Exit   </> Select




                         Operator Number: ▮
```

If you can't recall the operator's number, use the slash (/) key to open a window similar to the following example, which lists all of your store's operators by number with their names, authorization levels, and departments:

Operator Selection Window

```
          <'> Exit     <N> Next   Line Number <   >


                                   *--- Auth ---*
     Line   Oper   Name            Part Serv Sale  Dept

      1     01     CLIFF            99   99   99    P
      2     02     CLIFF 2          00   12   02    P
      3     03     DARLENE          11   11   00    P
      4     04     JARROD HALL      05   05   00    P
      5     05     STEVE            10   10   00    P
      6     06     DANIEL HELTEMES  06   06   00    P
      7     07     CRAIG MOORE      10   10   00    P
      8     08     BRAD COLWELL     06   06   00    P
      9     09     NANCY RILEY      10   10   00    P
     10     10     DON WARNER       10   10   00    S
     11     11     BRETT BENNETT    06   06   00    P
     12     12     WAYLON PARKS     06   06   00    P
     13     13     EDDIE MORALES    06   10   00    S
     14     14     DARLENE ALLISON  07   07   00    P
```

An example of the Cash-Out Sheet by Operator report is illustrated on the next page:

```
DAILY REPORT                              OPERATOR:  01  CLIFF
05/14/2002
        CASH COUNT                             SALES SUMMARY
============================================================================
_____X100=$_____              CASH SALES....$  2152.11
                                        CHECKS.......$  4843.57
_____X 50=$_____              VISA/MC.......$  9735.79
                                        OTHER CARDS...$      .00
_____X 20=$_____                            ==============
                                        SUBTOTAL......$ 16731.47
_____X 10=$_____         DEDUCT CASH PAID OUT..$      .00
                                                      ==============
_____X  5=$_____         CASH DRAWER TOTAL..$ 16731.47 (2)

_____X  1=$_____               CASH OVER OR CASH SHORT
                                        LINE (1) LARGER THAN LINE (2)
 ROLLED COINS  $_____                    $_____  (1)

 HALF DOLLARS  $_____                   -$_____  (2)
                                             ==============
     QUARTERS  $_____
                                              $_____  CASH OVER
        DIMES  $_____

      NICKELS  $_____

      PENNIES  $_____              LINE (2) LARGER THAN LINE (1)
              ============                    $_____  (2)

SUBTOTAL CASH  $_____  (A)               -$_____  (1)
                                             ============
       CHECKS  $_____  (B)
              ============                   $(_____)  CASH SHORT

SUBTOTAL CASH  $_____  (A+B=C)

       VISA/MC  $_____  (D)              BANK DEPOSITS

  OTHER CARDS  $_____  (E)         CASH & CHECKS $  6995.68

               $_____  $_____      VISA/MC $  9735.79

               $_____  $_____   OTHER CARDS $     .00
              ============
 TOTAL ACTUAL                            _____ $_____
 CASH ON HAND  $_____  (C+D+E=F)

LESS PRIOR DAY
 CHANGE FUND   $_____  (G)         CHANGE FUND $_____
              ============                         ============

   TOTAL CASH  $_____  (F-G=1)    CASH ON HAND $_____  (F)

   PREPARED BY  _____
```

Customer Discount Changes   2-15

The Customer Discount Changes report lists all changes that have been made regarding the discounts on record in your Customer file. For each change, this report will show the customer's name and customer record number, the number of the operator who made the discount change, the date when it was changed, and the nature of the action (i.e., whether a discount was added or deleted for this customer, or changed from one discount type to another). The report will also show both the old and new discount type and percentage, and whether the discount was based on replacement cost, average cost, or last cost.

To print the Customer Discount Changes report, select **2**, then **15**, from the **Management Menu**. Press *Enter* to continue, and COMPTRON® will ask you to choose whether to send the output to a printer or display it on the screen. Below is an example of the Customer Discount Changes report:

```
Customer Discount Changes
 2/17/2005                            *----------Old----------*                    *----------New----------*            Page   1
Customer                 ID           Type    Pct Cost          Action     Type    Pct Cost            Op       Date

BIKE WORLD               100309                                 ADDED      Retail                      27   6/25/2004
DESERT RIDERS MOTORSPORTS, INC 100312                          ADDED      Retail                      27   9/14/2004
COY                      1634         Retail                    DELETED                                07  10/25/2004
ACTION M.S.              100212       Retail                    CHANGED TO mARKUP %     Replacement    69  11/19/2004
```

After you have seen or printed the report, you will be asked whether you wish to purge the file (delete the report).

Change Defaults Option 3

The **Change Defaults** option lets you change the automatic default numbers assigned by COMPTRON® to certain areas such as the physical inventory worksheets, purchase orders, and tickets; or numbers used in COMPTRON's calculations. You can also change the printer and End of Day report defaults. In addition, this section deals with setting the sales tax rates.

From the **Management Menu**, select **3**, and the **Defaults Menu** appears as follows:

Defaults Menu

```
Defaults Menu




                              Select

                                1.   System
                                2.   Parts
                                3.   Service
                                4.   Sales
                                5.   Device
                                6.   End of Day
                                7.   Company ID
                                8.   Reports
                                9.   Disclosures

                                 '   Exit
```

Explanation of Menu Options:

System Defaults   3-1

Option 1, **System**, brings up this submenu:

System Defaults Menu

```
System Defaults Menu




                           Select

                              1.   System Defaults
                              2.   Tax Defaults
                              3.   Order Priorities
                              4.   Tax Pkgs/Kits/Rates
                              5.   History Defaults

                               '   Exit
```

Selecting **Option 1**, **System Defaults**, from the **System Defaults Menu** invokes the following defaults screen:

System Defaults Screen

```
                          <C> Change  <'> Exit   < >
System Defaults




               Next Customer Number                 _____

               View/Modify Cost & SO Deposit Exempt    10

               Cancel Ticket/Line                       8

               Return Ticket/Line to Stock              Y

               Master Book                              Y

               Sales Tax Packages/Kits/Rates            Y

               Add Tax Package/Kits/Rates Access       11

This will be the next Customer number assigned by the System.
```

Field Descriptions:

Next Customer Number - COMPTRON® automatically assigns numbers to new customers as they are added. This feature lets you set the beginning number.

View/Modify Cost & SO Deposit Exempt - This allows you to set the minimum access level needed to view and/or modify cost fields. Operators with access below this will only be able to create an inventory worksheet and enter counts. They will not be allowed to see the on-hand quantity, stock level, or reorder point when entering counts; nor to reprint worksheets or print Inventory Changes reports.

Cancel Ticket/Line - This lets you set the minimum access necessary to be able to cancel a line on a Hold ticket or cancel the entire ticket.

Return Ticket/Line to Stock - Type Y or N to indicate whether or not you want returned parts applied to Stock file quantities.

Master Book - This lets you indicate whether or not you want to enable the Master Book, a comprehensive new feature that searches, from the Parts counter **Create Ticket** screen or **Repair Order** screen, **ALL** vendors' price books and the entire Stock file for a part number or code, regardless of the vendor number. This can take four to six hours and a lot of hard disk space to enable, depending on the size of your Stock file and how many price books you use, so it's best to enable the Master Book feature overnight. (Typing Y for this default will warn you about this, as illustrated later.)

☞ *WARNING: Before you enable the Master Book, you must check to see that you have enough DISK SPACE to do so, as discussed on the next page:*

1. ***To check disk usage***, start at the `login` screen prompt by typing `comptron` and pressing *Enter*. At the copyright screen, use the **< ' >** command to **Exit** back to the dollar sign (`$`). Then type "`df -v`" and press *Enter*, to display the disk space used. The right side of your screen should show **LESS THAN 75% USED**.

2. ***To enable the Master Book feature***, return to the `login` prompt and go to the **Comptron Menu** to access **Management**. Select **Option 3**, **Change Defaults**, from the **Management Menu**; then choose **Option 1**, **System**, at the **Defaults Menu**. You will see the **System Defaults Menu**, where you should select **Option 1**, **System Defaults**, to see the **System Defaults** screen. At this screen, use the **< C> Change** command and move down to the **Master Book** default field. Type "`Y`" for this default, to confirm that you want to enable this feature, and the following warning message will be displayed:

**System Defaults Screen:
Master Book Warning**

```
System Defaults



                    You have indicated you want the
                  Master Book.  It does not exist and
                       must therefore be created.



                  THIS WILL TAKE A MINIMUM OF 3 HOURS
                  TO COMPLETE!  DO NOT DO THIS DURING
                         NORMAL BUSINESS HOURS!




                  Create Master Book (Y/N) ? <   >
```

Once you answer "`Y`" to create the Master Book, your system will be tied up for several hours, so you might as well grab your main squeeze, go out to eat, and then go home to sleep soundly, knowing that your computer is in good hands.

☞ *NOTE: If later you decide to change the `Y` to `N` through **Management**, it will **REMOVE** Master Book completely from your system, meaning that you would have to go through the whole long enabling process again to reinstate it. Instead, go to the **System Utilities** menu and select **Option 8**, **Master Book**, to deactivate the feature but not jettison everything.*

To use the Master Book feature at the **Create Ticket** or **RO Parts** screen, skip the **Ven** field and type in the part number or a partial part number to see a complete list of possible parts. Then just choose the correct line number for your part (the quantity on hand will display), and **S**ell or **O**rder the item.   Another option would be to press the slash (/) key when the cursor is at the **Part Number** field, and choose "`Both`" to list the items.

☞ *NOTE: If you re using barcode labels printed in **COMPTRON**®, you must zap them from the **Ven** field. OEM barcodes must be zapped from the **Part Number** field.*

Sales Tax Packages/Kits/Rates - Type `Y` or `N` to indicate whether or not you want to use COMPTRON's sales tax packages and/or kits to define the various tax rates used in your area (state sales tax, plus city/county taxes if applicable).

Add Sales Tax Package/Kits/Rates Access - This allows you to set the minimum access level needed for adding a sales tax package, tax kit, or tax rates from a Parts ticket or Repair Order.

Option 2 on the **System Defaults Menu**, **Tax Defaults**, brings up this **System Sales Tax Defaults** screen:

System Sales Tax Defaults Screen

```
                         <C> Change  <'> Exit   < >
System Sales Tax Defaults



                    System Default Tax Package        SYS

                    Parts                              Y

                    Parts Labor                        A

                    R/O Labor                          A

                    Parts Misc                         A

                    R/O Misc                           A


```

This screen allows you to identify which of your Parts counter and Service department transactions are normally subject to sales tax.

Option 3 on the **System Defaults Menu**, **Order Priorities**, brings up this **Special Order Priorities** screen:

Special Order Priorities Screen

```
                         <C> Change  <'> Exit   < >
Special Order Priorities




                            Code    Description

                             0      NORMAL (NO PRIORITY)
                             1      NEXT DAY EARLY AM
                             2      NEXT DAY AIR
                             3      2 DAY AIR
                             4      3 DAY AIR
                             5      GROUND




```

These priority codes enable a user to prioritize shipment of parts when placing a Special Order at the Parts counter or through the Service department. Then it will be possible to choose which priorities to place on the purchase order in **Order Processing**. The default priority codes shown on the preceing page may be redefined however you wish, so as to better suit your store's needs.

Option 4 on the **System Defaults Menu**, **Tax Pkgs/Kits/Rates**, brings up this **Sales Tax Maintenance** submenu:

Sales Tax Maintenance Menu

```
Sales Tax Maintenance



                                    Select


                                       1.   Tax Packages

                                       2.   Parts

                                       3.   Parts Labor

                                       4.   R/O Labor

                                       5.   Parts Misc

                                       6.   R/O Misc

                                        '   Exit

```

This submenu allows you to define

When you select **Option 1**, **Tax Packages**, from the **Sales Tax Maintenance** menu, this **Tax Package Maintenance** screen will appear:

Sales Tax Maintenance Menu

```
<N> Next <P> Prev <A> Add <C> Change <S> Search <D> Dupe <d> Delete <'> Exit  < >

Tax Package Maintenance
                                   Code      Total      Description        Oper

           Tax Package             SYS                  DEFAULT TAX PACKAGE  00

           1.  Parts Kit           SYS       9%         WALKIN TAX KIT       00

           2.  Parts Labor Kit     SYS       7%         DEFAULT TAX KIT      00

           3.  R/O Labor Kit       SYS       7%         DEFAULT TAX KIT      00

           4.  Parts Misc Kit      SYS       7%         DEFAULT TAX KIT      00

           5.  R/O Misc Kit        SYS       7%         DEFAULT TAX KIT      00

```

Select **Option 2**, **Parts**, from the **Sales Tax Maintenance** menu, and the **Parts Sales Tax** submenu will appear, as illustrated below:

```
Parts Sales Tax




                              Select  ▮

                                 1.  Rates

                                 2.  Kits

                                 '  Exit



```

Parts Sales Tax Menu

If you select **Option 1**, **Rates**, from the **Parts Sales Tax** submenu, this **Parts Tax Rate** screen will be displayed:

```
<N> Next <P> Prev <A> Add <C> Change <S> Search <D> Dupe <d> Delete <'> Exit  < >

Parts Tax Rate




                         Code            8

                         Description     8 PERCENT

                         Rate            8.0000%



```

Parts Tax Rate Screen

When you select **Option 2**, **Kits**, from the **Parts Sales Tax** submenu, the **Parts Tax Kit** screen will appear, as shown below:

```
<N> Next <P> Prev <A> Add <C> Change <S> Search <D> Dupe <d> Delete <'> Exit  < >

Parts Tax Kit

     Kit: 8      Description: 8 PERCENT                            00

                        Code    Desc                     Rate      Oper

                         8      8 PERCENT                 8%        00



```

Parts Tax Kit Screen

Select **Option 3**, **Parts Labor**, from the **Sales Tax Maintenance** menu, and the following **Parts-Labor Sales Tax** submenu will be displayed:

Parts-Labor Sales Tax Menu

```
Parts-Labor Sales Tax




                              Select  ▮

                                 1.  Rates

                                 2.  Kits

                                 '  Exit



```

If you select **Option 1**, **Rates**, from the **Parts-Labor Sales Tax** submenu, this **Parts-Labor Tax Rate** screen will be displayed:

Parts-Labor Tax Rate Screen

```
<N> Next <P> Prev <A> Add <C> Change <S> Search <D> Dupe <d> Delete <'> Exit  < >

Parts-Labor Tax Rate




                      Code            SYS

                      Description     DEFAULT TAX EATE

                      Rate            7.0000%


```

When you select **Option 2**, **Kits**, from the **Parts-Labor Sales Tax** submenu, the **Parts-Labor Tax Kit** screen will appear, as shown below:

Parts-Labor Tax Kit Screen

```
<N> Next <P> Prev <A> Add <C> Change <S> Search <D> Dupe <d> Delete <'> Exit  < >

Parts-Labor Tax Kit

     Kit: SYS   Description: DEFAULT TAX KIT                   00

                      Code    Desc                 Rate     Oper

                      SYS     DEFAULT TAX RATE      7%       00



```

Select **Option 4**, **R/O Labor**, from the **Sales Tax Maintenance** menu, and the following **R/O-Labor Sales Tax** submenu will be displayed:

```
R/O-Labor Sales Tax




                              Select  ▮

                                 1.  Rates

                                 2.  Kits

                                  '  Exit



```

R/O-Labor Sales Tax Menu

If you select **Option 1**, **Rates**, from the **R/O-Labor Sales Tax** submenu, this **R/O-Labor Tax Rate** screen will be displayed:

```
<N> Next <P> Prev <A> Add <C> Change <S> Search <D> Dupe <d> Delete <'> Exit  < >

R/O-Labor Tax Rate




                         Code            SYS

                         Description     DEFAULT TAX EATE

                         Rate            7.0000%


```

R/O-Labor Tax Rate Screen

When you select **Option 2**, **Kits**, from the **R/O-Labor Sales Tax** submenu, the **R/O-Labor Tax Kit** screen will appear, as shown below:

```
<N> Next <P> Prev <A> Add <C> Change <S> Search <D> Dupe <d> Delete <'> Exit  < >

R/O-Labor Tax Kit

     Kit: SYS    Description: DEFAULT TAX KIT                    00

                      Code    Desc                  Rate     Oper

                      SYS     DEFAULT TAX RATE       7%        00



```

R/O-Labor Tax Kit Screen

Select **Option 5**, **Parts Misc**, from the **Sales Tax Maintenance** menu, and the following **Parts-Misc Sales Tax** submenu will be displayed:

Parts-Misc Sales Tax Menu

```
Parts-Misc Sales Tax




                          Select

                            1.  Rates

                            2.  Kits

                            '   Exit



```

If you select **Option 1**, **Rates**, from the **Parts-Misc Sales Tax** submenu, this **Parts-Misc Tax Rate** screen will be displayed:

Parts-Misc Tax Rate Screen

```
<N> Next <P> Prev <A> Add <C> Change <S> Search <D> Dupe <d> Delete <'> Exit  < >

Parts-Misc Tax Rate




                       Code          SYS

                       Description    DEFAULT TAX EATE

                       Rate           7.0000%


```

When you select **Option 2**, **Kits**, from the **Parts-Misc Sales Tax** submenu, the **Parts-Misc Tax Kit** screen will appear, as shown below:

Parts-Misc Tax Kit Screen

```
<N> Next <P> Prev <A> Add <C> Change <S> Search <D> Dupe <d> Delete <'> Exit  < >

Parts-Misc Tax Kit

     Kit: SYS   Description: DEFAULT TAX KIT               00

                        Code   Desc                  Rate    Oper

                        SYS    DEFAULT TAX RATE       7%      00



```

Select **Option 5**, **R/O Misc**, from the **Sales Tax Maintenance** menu, and the following **R/O-Misc Sales Tax** submenu will be displayed:

R/O-Misc Sales Tax Menu

```
R/O-Misc Sales Tax




                              Select ▮

                                 1.  Rates

                                 2.  Kits

                                  '  Exit


```

If you select **Option 1**, **Rates**, from the **R/O-Misc Sales Tax** submenu, this **R/O-Misc Tax Rate** screen will be displayed:

R/O-Misc Tax Rate Screen

```
<N> Next <P> Prev <A> Add <C> Change <S> Search <D> Dupe <d> Delete <'> Exit  < >

R/O-Misc Tax Rate




                         Code           SYS

                         Description    DEFAULT TAX EATE

                         Rate           7.0000%


```

When you select **Option 2**, **Kits**, from the **R/O-Misc Sales Tax** submenu, the **R/O-Misc Tax Kit** screen will appear, as shown below:

R/O-Misc Tax Kit Screen

```
<N> Next <P> Prev <A> Add <C> Change <S> Search <D> Dupe <d> Delete <'> Exit  < >

R/O-Misc Tax Kit

     Kit: SYS   Description: DEFAULT TAX KIT                    00

                       Code    Desc                    Rate    Oper

                        SYS    DEFAULT TAX RATE         7%      00


```

Option 5 on the **System Defaults Menu**, **History Defaults**, displays this **History Defaults** screen:

History Defaults Screen

```
                                    <'> Exit
History Defaults




                                PS Months

                                FI Months   36







Number of months to keep in PS Trx's History
```

Field Descriptions:

PS Months - This is the number of months of Parts and Service transactions history to keep on file.

FI Months - This is the number of months of F&I transactions history to keep on file.

Parts Defaults   3-2

Option 2 of the **Defaults Menu** invokes a screen similar to that for system defaults:

Parts Defaults Screen

```
                    <C> Change    <'> Exit   < >
Parts Defaults


              Next Inventory Number                ____

              Next Purchase Order Number            5821

              Next Ticket Number                  131623

              Next Estimate Ticket Number          33626E

              Minimum SO Deposit                     50%

              Months of Picked-Up Special Orders      6

              Create Stock Records                    Y

              Enable Categories                       Y

This number will be used by the next inventory worksheet.
```

Field Descriptions:

Next Inventory Number - This is the next number in sequence that COMPTRON® will assign to each physical inventory worksheet. Here you can change or retain the physical inventory worksheet number to be assigned next.

Next Purchase Order Number - This is the next sequential purchase order number to be assigned by COMPTRON®. If you choose not to change the number here, the next number in sequence will be assigned automatically.

Next Ticket Number - This is the next sequential ticket number that COMPTRON® will assign. When this number gets to 999999, it automatically wraps around to start over at 1.

Next Estimate Ticket Number - This is the next sequential estimate ticket number that COMPTRON® will assign and print on an estimate ticket. When this number reaches 99999E, it automatically starts over at 1E.

Minimum SO Deposit - This is the percentage of the retail price required as a deposit when a part is special ordered in Parts **Counter Operations**, before the operator will be able to end the ticket.

Months of Picked-Up Special Orders - This is the length of time for which COMPTRON®will retain a record of Special Orders that have been picked up. The default is initially set at two months, but you can change this setting.

Create Stock Records - Type `Y` or `N` to indicate whether you want the user asked if he/she wants to add a part to the Stock file (create a new stock record) if its number is not already there when that part is entered as a line item on a Parts ticket or Repair Order. If you put a ''Y'' here, this small window will pop up (superimposed over the next field) as soon as you move the cursor down, asking if you want to apply negative quantities to the Stock file as well:

```
          Create Stock Records                Y

          Create Negative Quantities          N

Reflect negative Quantity on Hand ? (Y/N)
```

Enable Categories – When this default is set to `Y` (yes), it ensures that all Parts counter and Repair Order sales transactions will include the part category for each vendor and part number, and have a stock record associated with each item. A new stock record will be created automatically whenever a part number is added as a **R**eturn, Special **O**rder, or **L**ost Sale on a Parts counter ticket, Hold ticket, or RO, and that part is not in the Stock file. If the operator chooses not to enter a valid category for the part, COMPTRON® will assign the default category ''ZZ'' to the new stock record. (If the new part is added on a **S**ale transaction, the user will have the option of not creating a new stock record for that part number and vendor.)

If your COMPTRON® system has the Accounts Receivable (AR) Integration General Ledger (GL) Accounts structure (RealWorld accounting software) installed, and you have set its **Categories Enabled** flag to `Y`, then Categories **MUST** be enabled in **Parts Defaults** to make your transactions compatible with AR-Integration and RealWorld operations. In fact, when Categories are enabled in AR-Integration, the **Enable Categories** default flag on the **Parts Defaults** screen is forced to `Y` and cannot be set to `N` unless you first change the **Categories Enabled** flag to `N` in AR-Integration. Any attempt to violate this restriction here will cause a warning window to open, as shown below:

Parts Defaults Screen: Categories Warning Window

```
                    <C> Change    <'> Exit    < >
Parts Defaults




              Warning          Warning          Warning

              You must disable "P&S Categories" in
              Accounts Receivable Integration before
              you can do it here.


                        Continue  < >



        Months of Picked-Up Special Orders      6

        Enable Categories                       Y
```

If you do not have AR-Integration, or do not have the **Categories Enabled** flag set to `Y` in AR-Integration, then the **Enable Categories** default flag on this screen may be toggled back and forth at will between `Y` and `N`, and it will not hinder any other function.

Service Defaults   3-3

Selecting **Option 3** of the **Defaults Menu** summons the following submenu for Service Module defaults:

Service Defaults Menu

```
Service Defaults Menu




                         Select ▮

                          1.   Repair Order Number
                          2.   Hourly Labor Rates
                          3.   Service Access Levels
                          4.   Name Vehicle Fields
                          5.   Type Repair Order Form
                          6.   Number Months History
                          7.   Repair Order Disclaimer

                           '   Exit
```

Explanation of Menu Options:

< 1> Repair Order Number - The Repair Order number may contain one to six digits.

< 2> Hourly Labor Rates - Three hourly labor rates are available:

   (a) **Retail** - The current Retail hourly labor rate (e.g., 38.00)

   (b) **Internal** - The current Internal hourly labor rate (e.g., 36.00)

   (c) **Warranty** - The current Warranty hourly labor rate (e.g., 34.00)

< 3> Service Access Levels - Five Service access levels are available:

   (a) **Repair Order Payments** - This is the minimum access level for ending a Repair Order and collecting payment.

   (b) **Repair Order Parts** - This is the minimum access level for selling or editing parts on a Repair Order.

   (c) **Schedule & Repairs** - This is the minimum level for access to the **Appointments**, **Schedule**, and **Repair Orders** options of the **Service Menu**.

   (d) **Reports & Maintenance** - This level gives access to all **Service Menu** operations except the Repair Order Summary (under the **Service Reports** option) and the Technician, Calendar, and Holiday files (under **File Maintenance).**

   (e) **Service Management** - This grants full **Service Menu** access for printing all Service management reports and modifying the Technician, Calendar, and Holiday files.

< 4> Name Vehicle Fields - This option allows you to customize the names of certain fields in the Vehicle file to better suit your own dealership. When you select this option, an introductory screen explains that the Vehicle file has seven fields with changeable names. Three of these allow you to search for records, two do not, and two are ''amount'' (money) fields. After reading the message, press *Enter* to **Continue**, and a **Vehicle Field Names** screen like this appears:

Vehicle Field Names Screen

```
                        <C> Change  <'> Exit   < >

Vehicle Field Names



                        Type                Name

                        Searchable Fields   UserDef1
                                            UserDef2
                                            UserDef3

                        Non-Search Fields   UserDef4
                                            UserDef5

                        Amount (Money) Fields   Amount1
                                            Amount2
```

Searchable Fields - There are three ''searchable'' fields . You may name these fields, using up to a maximum of eight characters. Each of these fields may contain information up to 16 characters in length.

Non-Search Fields - There are two ''nonsearchable'' fields, which you may also name with a maximum of eight characters. Each field may contain information up to 16 characters in length.

Amount (Money) Fields - Format for the money amount: $nnn,nnn.nn (*Example:* $100,000.00). Enter a name for Field 7 (maximum of eight characters).

< 5> Type Repair Order Form - This is the type of form to be used when printing Repair Orders: **< F>** Preprinted Disclaimer, **< D>** Change-able Disclaimer, **< P>** Plain Paper.

< 6> Number Months History - This is the number of months of Repair Order history to keep on file. Format: nn (*Example:* 12)

< 7> Repair Order Disclaimer - Type your own disclaimer language to appear on your Repair Order. You can type any message you want, up to nine lines long. This will print on the Repair Order in the place provided.

Sales Defaults   3-4

Option 4 of the **Defaults Menu** brings up the **Sales Defaults Menu**, as shown below, which lets you modify certain defaults affecting your Sales department.

Sales Defaults Menu

```
Sales Defaults Menu




                       Select

                         1.   Tax Exempt Sales Names

                         2.   Follow-Up Dealer ID

                          '   Exit
```

Selecting **Option 1**, **Tax Exempt Sales Names**, brings up the following screen:

**Tax Exempt
Sales Names Screen**

```
                        <C> Change   <'> Exit    <  >
Tax Exempt Sales Names

                There are six different Tax Exempt Sales names.

   The first three Tax Exempt names are pre-defined, and cannot be changed.
   The last three Tax Exempt names are definable.  Provide a long, medium,
   and short name for each of these.   (These will appear on various screens
   and reports.)

                  Long Name (20)        Medium (12)     Short (8)
                  Exempt Government     Exempt Govt    X Govt
                  Exempt Out of State   Exempt OOS     X OOS
                  Exempt Dlr Transfer   Exempt Xfer    X Xfer

                  Exempt User Def 1     Exempt User1   X User 1
                  Exempt User Def 2     Exempt User2   X User 2
                  Exempt User Def 3     Exempt User3   X User 3
```

This screen lists three standard fields to identify sales/transfers that are routinely exempt from state sales tax (e.g., those to government entities, to out-of-state buyers, and to other dealers). It also provides three additional fields with changeable names that you can define to better suit your dealership's situation.

When you select **Option 2**, **Follow-Up Dealer ID**, the following screen is displayed:

Follow-Up Sales Screen

```
                         <C> Change  <'> Exit   < >
Follow-Up Sales Systems




                    Dealer Client ID 1233
```

This displays the **Dealer Client ID** field, where you can enter the identification number that you use with the Follow-Up Sales Systems™ (F.U.$.$.™) customer retention program for your post-sale contacts with your customers.

☞ *NOTE: Before using this option for the first time, you will need to configure your network devices and shared folders. To do this, log in to* `tools` *, and at the* **Tools Menu***, select each* **Configure** *option in turn.*

Device Defaults   3-5

Option 5 of the **Defaults Menu** displays the **Device Defaults Menu**, as shown below, which enables you to tell COMPTRON® about the printers you are using for different functions, and where to access them:

Device Defaults Menu

```
Device Defaults Menu




                         Select

                           1.  Printer Types

                           2.  Device Destinations

                           '  Exit
```

Explanation of Menu Options:

< 1> Printer Types - This option first displays a **Printer Defaults** menu like the following example, where you can select the department of your store for which you need to check your printer setups:

Printer Defaults Menu

```
 Printer Defaults




                              Select ▮

                                1.   Parts

                                2.   Service

                                3.   Sales (F&I)

                                '   Exit
```

When you have chosen the printer area of your store to check, a **Printer Defaults** screen appears, similar to the example below, which allows you to describe the types of printers you use for each function. For example, if you want to use a C.Itoh 8510 printer for labels, set the **Label Printer** field to 3. As more printers are used, COMPTRON®adds them to the list of printer defaults.

Printer Defaults Screen

```
                          <C> Change  <'> Exit   < >
 Parts Printer Defaults


 Printer Class            Type  Dest    Type  Printer Choices
 =============            ====  ====    ====  ================================
 Main                      14           1.   Generic or 132 Column Printer
                                        2.   AT&T 470 or 475
 Ticket I                   3           3.   C.Itoh 8510 or 1550
                                        4.   Epson or IBM Graphics
 Ticket II                  3           5.   Fujitsu DL3300 or DL3400
                                        6.   Gemini 10X or 15X
 Part Labels                3  <T>      7.   Star SR-10 or SR-15
                                        8.   Tandy DMP-200 or DMP-500
 Customer Labels            3  <T>      9.   Toshiba P3S1
                                       10.   Panasonic KX-P1092i
 Parts Reports             14  <A>     11.   Citizen 120-D
                                       12.   Okidata ML-182
 Purchase Orders            3  <M>     13.   Seikosha SL-90 & SP-2000
                                       14.   Okidata 320/321 (Epson Mode)
 Pick Tickets               3  <M>     15.   HP Laserjet Plus
                                       16.   TSPL Thermal Printer
```

Note that you have the option of adding a second ticket printer to a terminal, which allows you to have one loaded with white paper for printing estimates, and the other dedicated to printing regular counter tickets. You can then choose which printer to use each time, or set one as the default printer with the other as an option. This saves you money on printer supplies (white paper being much cheaper than multi-part ticket forms), and provides a spare printer as backup in case the ticket printer goes down and needs repairs.

Explanation of Printer Defaults Screen Command Options:

< C> Change - Allows you to change printer types. Press *Enter* to step through each field.

< '> **Exit** - Leaves this screen and returns to the **Device Defaults Menu**.

Printer Defaults Screen Field Descriptions:

Main Printer - COMPTRON® allows you to designate which printer you want as the main report printer (default destination): **< M> Main**, **< T> Terminal**, or **< A> Ask the user**. *

Label Printer - COMPTRON® lets you designate which printer you want to use for printing labels: **< M> Main**, **< T> Terminal**, or **< A> Ask the user**. *

Purchase Order Printer - COMPTRON® allows you to designate which printer you want to use for printing purchase orders: **< M> Main**, **< T> Terminal**, or **< A> Ask the user**. *

* Terminal printers can either be printers connected to the terminal, or printers connected directly to the main unit (CPU) via a serial cable.

< 2> Device Destinations - This option first displays a **Modify Terminal Printer Destinations** menu, which offers the same store department options as the **Printer Defaults** menu, so that you can select the department for which you need to check printer destinations. Once you have selected the store department to check, a **Modify Device Destinations** screen will appear, similar to the example on the following page:

```
                 <N> Next  <C> Change  <S> Search  <'> Exit   < >
      Modify Device Destinations



      Terminal    /dev/ttys05                  Device Name              Destination
                                               =========================================
      Name        TERMINAL s05                 Ticket Printer           /dev/ttys07

                                               Label Printer            /dev/ttys06

                                               Parts Report Printer     local

                                               Purchase Order Printer   local

                                               Repair Order Printer     local

                                               Pick Ticket Printer      local

                                               Service Report Printer   local

                                               Electronic Cash Drawer   /dev/null
```

Device Destinations Screen *(margin label)*

Modify Device Destinations Screen Command Options:

< C> Change - Allows you to change printer types. Press *Enter* to step through each field.

< **'>** **Exit** - Leaves this screen and returns to the **Device Defaults Menu**.

End of Day Defaults   3-6

Some managers want every report printed every day. Some want only one or two reports. COMPTRON®allows you to set up the reports you want to print regularly each day.

Option 6 of the **Defaults Menu** displays the **End of Day Defaults** screen, as shown below:

```
                        <C> Change  <'> Exit   < >
      End of Day Defaults

      Ticket Reprints to Keep      1,000      Category Sales Totals           Y

      Backup System                   A       Labor Totals                    Y

      Accounting Integration          N       Detail Listing                  Y

      Cash Out Work Sheet             Y       Reconciliation Report           Y

      Operator Cash Summary           N       Special Order Activity          Y

      Transaction Listing             Y       Special Order Reminder          Y

      Operator Totals                 Y       Received Parts Report           A

      Account Activity                Y       Operator Return Totals          N

      Vendor Totals                   Y       Category Adjustment Report      N

      ZZ Transaction Listing          N
```

End of Day Defaults Screen *(margin label)*

With the exception of the first three fields and the second-to-last field, all default fields on the **End of Day Defaults** screen are for printouts. *(These are illustrated and explained in the End of Day section of Chapter 7.)* As you step through each field, an explanatory message appears at the bottom of the screen to assist you.

End of Day Defaults Screen Field Descriptions:

Ticket Reprints to Keep - The average business will not have enough memory to store all tickets printed at the counter. Therefore, it is necessary to have COMPTRON® store only the tickets you might need to reprint in case your paper jams or another problem arises. Type in the number of ticket reprints (0 to 9999) that COMPTRON® should keep in memory after running the **End of Day**.

Backup System - Most businesses do a system backup every day after running their **End of Day**. If you want COMPTRON® to go to the backup option automatically, type Y; if not, type N. If you want to be asked each day whether you want to back up your data, type A.

Accounting Integration - Set this default to Y if your COMPTRON® system has the Accounts Receivable (AR) Integration General Ledger (GL) Accounts structure (RealWorld accounting software) installed. If so, you should also make sure that your **Enable Categories** default flag setting is compatible with the **Categories Enabled** flag setting in AR-Integration.

Cash Out Work Sheet - You can set this default to have a Daily Cash Report worksheet printed out, to aid in balancing the cash drawer at the end of each day.

Operator Cash Summary - Turning on this default will cause printing of a separate Cash Summary report by operator. This allows separate cash drawers to ''cash out'' at any time of the day without running an **End of Day** at that point.

Received Parts Report - This default actually includes two other possible summaries besides the Received Parts Report: the Parts Category Totals by Purchase Order, and the Parts Category Totals by Category. If you want COMPTRON® to print the Received Parts Report automatically, type Y; if not, type N. If you want to be asked each day whether you want this report, type A. If you choose A or Y, a window will open, as illustrated in the screen example on the next page, allowing you to select one or both versions of the Parts Category Totals Report:

```
                              <C> Change  <'> Exit   < >
          End of Day Defaults

          Ticket Reprints to Keep        1,000       Category Sales Totals        Y

          Backup System                    A         Labor Totals                 Y

          Accounting Integration           N         Detail Listing               Y

          Cash Out Work Sheet              Y         Reconciliation Report        Y

          Operator Cash Summary            N         Special Order Activity       Y

          Transaction Listing              Y         Special Order Reminder       Y

          Operator Totals                  Y         Received Parts Report        A

          Account Ac  Received Parts Summary Reports                              N

          Vendor Tot     Print Parts Category Totals by Purchase Order   Y        N
                         Print Parts Category Totals by Category         N
          ZZ Transac
                       Enter  <Y> Yes  or  <N> No
          Include re
```

EOD Defaults Screen: Received Parts Summary Reports Window

Operator Return Totals - This default will determine whether you want returned items subtracted from the operator totals on the End of Day Operator Totals Report.

Category Adjustment Report - This default can be set to produce an adjustment worksheet for management to use in resolving default "ZZ" categories to meaningful category values in the Stock file.

If a Y is set for both the **Enable Categories** flag on the **Parts Defaults** screen and the **Category Adjustment Report** flag on the **End of Day Defaults** screen, the Category Adjustment Report will print as part of the **End of Day**. It contains a description of each stock record created on the current date with a "ZZ" category.

ZZ Transaction Listing - You can set this default to generate a report based on the standard End of Day Transactions printout, but limited to just those transactions with a "ZZ" category.

Company ID Defaults   3-7

Option 7 of the **Defaults Menu** applies only to multi-store RealWorld accounting software users. Call Comptron Data for more details.

Reports Defaults   3-8

Depending on how you set up your defaults, you can have list of all orders received included as part of your the End of Day printout, so that you can determine which parts were received on a given day, for both the Parts and Service departments. The Received Parts Report is printed for each vendor from which parts were received, including stock and Special Orders. It shows their status (received, backordered, canceled, cross-shipped, or reordered) so that you can compare it to your distributors' invoices to make sure that parts were handled correctly. Afterwards, the report is automatically deleted from COMPTRON®. *(See the End of Day Defaults section of this chapter.)*

However, you may prefer to have the Received Parts report print only at the time parts are received in **Order Receiving**, rather than on the **End of Day**. *(Refer to Chapter 6, Order Processing, and read the section on the Order Receiving Menu.)* If so, you should set the **Received Parts Report** flag to N (no) on the **End of Day Defaults** screen, and then select **Option 8** from the **Defaults Menu**, which invokes the following screen.

Parts Reports Defaults Screen

```
                             <C> Change  <'> Exit   < >
Parts Reports Defaults




            Print Receiving Report upon receiving Parts        Y
```

Setting the flag on this screen to Y will cause a list of received parts to be printed at the time parts are checked in under the **Order Receiving** function. This list will cover only parts coming in for Repair Orders in the Service department.

When you set the **Print Receiving Report** flag to Y on the **Parts Reports Defaults** screen, a **Received Parts Summary Reports** window will pop up, as shown on the next page, allowing you to select which version(s) of the Parts Category Totals Report that you want printed at the time parts are received:

```
                              <C> Change  <'> Exit   < >
Parts Reports Defaults




            Print Receiving Report upon receiving Parts         Y
```

**Parts Reports Defaults
Screen: Received Parts
Summary Reports Window**

```
    ┌─────────────────────────────────────────────────────────┐
    │ Received Parts Summary Reports                           │
    │                                                          │
    │  Print Parts Category Totals by Purchase Order      Y    │
    │  Print Parts Category Totals by Category            Y    │
    │                                                          │
    │ Enter  <Y> Yes  or  <N> No                               │
    └─────────────────────────────────────────────────────────┘
```

If you still want the option of seeing a list of items that came in for the Parts department, you should leave the **Received Parts Report** flag set at Y (yes) on the **End of Day Defaults** screen; then when you initiate an **End of Day**, you will be asked if you want to print orders received, and you can answer Y to include a list of all orders received on your printout.

Disclosure Defaults   3-9

Option 9 of the **Defaults Menu** brings up the **Disclosure Defaults** menu, as illustrated below, which lets you determine how much information to disclose on your invoices for different kinds of transactions.

```
Disclosure Defaults




                            Select ▮

                              1.  Invoicing

                              2.  Exceptions

                              '  Exit
```

**Disclosure Defaults
Menu**

Explanation of Disclosure Defaults Menu Options:

< 1> Invoicing - This option displays an **Invoice Disclosures** screen like the example on the following page:

```
                              <'> Prev    <;> Skip
        Invoice Disclosures


                                    Prices/Amts      Discount

                         Warranty       ▮               N

                         Internal       Y               N

                         Wholesale      Y               N

                         Retail         Y               N




        <Y> Print Parts/Misc Pricing, Labor Rates, and Amounts Due, on the Invoice
```

Invoice Disclosures Screen

For any of the **Prices/Amts** fields in the first column, typing a "Y" will tell COMPTRON® to print out your parts/miscellaneous pricing, labor rates, and amounts due, on your invoices for various categories to which transactions may be credited (warranty, internal, wholesale, and retail). When the cursor moves to the second column, the message at the bottom of the **Invoice Disclosures** screen changes to inform you that typing a "Y" for a **Discount** field will cause the system to print both the discount percentage and retail price on the invoice; whereas an "N" will have it show only the retail price (amount divided by quantity).

< 2> Exceptions - This option displays an **Exception Accounts by Name** screen similar to the following example:

```
                              <A> Add  <'> Exit  < >

        Exception Accounts by Name

         Ln        Account    Name
```

Exception Accounts by Name Screen

Here you can identify those accounts for which you want to suppress the printing of a balance on the invoice (such as the total owed for all your UPS shipping) when you send something to a particular customer.

Update Stock File from Books Option 4

When you receive a new manufacturer's price book tape from Comptron Data, you get instructions for installing (loading) it. However, COMPTRON® does not update your Stock file automatically with the new information. You must tell the program **HOW** you want the update done. After you finish installing the tape, the screen displays this question: `Update Stock File from Books?` You should do so at this time if possible, unless this is not a manufacturer's price book (i.e., it is from an after-market distributor). To update now, type Y. When prompted, type in the vendor of the Stock file to be updated, and an **Update Inventory** screen like the one below will appear.

If you do not want to update the Stock file when you install the tape, or if it 's from an after-market distributor, type `N`. If the price book is from an after-market distributor, you would do better to just update the Stock file from the invoices as they are received *(see the Order Receiving section of Chapter 6, Order Processing)*. If you update from an after-market distributor's price book, you will have to change labels on display items, or change the prices in the Stock file back to what they were before the update was done. But by just installing the price book, you will still get the latest pricing on anything that has to be specially ordered.

You may update the Stock file later at any time by following these steps: From the **Management Menu**, select **4**, then type in the vendor of the Stock file you want updated. A screen like the following will appear.   As you step through each field, a message appears at the bottom of the screen to assist you.

Update Inventory Screen

```
                              <'> Exit
Update Inventory From: Honda Motorcycle


                       Cost and Retail (Y/N)

                       Retail Only (Keep Cost) (Y/N)

                       Retail Only (Keep Profit) (Y/N)

                       Cost Only (Keep Retail) (Y/N)

                       Cost Only (Keep Profit) (Y/N)

                       Divide Cost by Multiples (Y/N)

                       Update Description (Y/N)

                       Update Part Status (Y/N)

                       Print the Changes (Y/N)
```

Update Inventory Default Options:

Cost and Retail - Updates your Stock file to the new cost and retail (the vendor's suggested values), and computes the new profit.

☞ *NOTE: If there is no cost in the book for a part number, COMPTRON® will use the **Last Cost** on record in the Stock file.*

Retail Only (Keep Cost) - If you answer Y, COMPTRON® only updates your retail price to the manufacturer's retail price, while leaving the cost the same. It computes a new profit.

Retail Only (Keep Profit) - This updates the retail price and keeps the old profit rate, computing a new cost figure.

Cost Only (Keep Retail) - COMPTRON® only updates your cost on this vendor's items. This changes your profit, but not the retail.

Cost Only (Keep Profit) - This option updates your cost, leaving your profit the same. It changes your retail price, but not your profit.

Divide Cost by Multiples - Answer Y if you want to use the multiples in your Stock file. This will divide the cost and retail by the multiples to get a per item amount. (If book prices are by the case, answer YES. If book prices are per item, say NO.)

NOTE: The **Multiples** *field in the Stock file must match the price book for this to work correctly.*

Update Description - This will update your Stock file with the current description or superseded part number from the vendor, even though you may have typed your own description before.

Update Part Status - This option will appear only if the vendor has a part status. It updates to the current status.

Print the Changes - This is recommended to enable you to see a printout showing how the change has affected the overall value of your inventory.

We recommend the following price change settings for the **Update Inventory** screen:

Update Inventory Screen: Recommended Settings

```
Update Inventory From: Honda Motorcycle


                    Cost and Retail                    Y

                    Retail Only (Keep Cost             N

                    Retail Only (Keep Profit)          N

                    Cost Only (Keep Retail)            N

                    Cost Only (Keep Profit)            N

                    Ignore the Multiples               N

                    Update Description                 Y

                    Update Part Status                 Y

                    Print the Changes                  Y
```

By updating your Stock file like this, your hard parts will always be sold at the newest retail price. This will allow you to see your actual profit margin on your End of Day reports. You should check your printout of the changes to determine whether you have any items which were at special prices or were priced by the case in the price book. You will need to search for these items in the Stock file and change the prices back to where you wanted them. You should also scan the changes report for any parts that have been superseded, and move these to the newest part number. *(See The Stock File section of Chapter 5, Parts/Inventory, for help on finding and moving part numbers already in the Stock file to the most current part number.)*

Set Handling Charge Option **5**

With COMPTRON®you have the option of setting a different handling charge for each vendor. A handling charge is a surcharge that is added to the retail price of items when retail is calculated. This does not appear on reports. The handling charge helps retailers recover their expenses in shipping and handling, etc.

From the **Management Menu**, select **5**. Here is an example of the screen:

Set Handling Charge Screen

```
<N> Next  <S> Search  <A> Add    <'> Exit   < >
<P> Prev  <C> Change  <d> Delete




Vendor   000    Handling Charge  % 10.00

AMERICAN HONDA MOTOR CO., INC.

No Cost Matrix
```

Field Descriptions:

Vendor - The vendor for which the handling charge is to be set.

Handling Charge - The current handling charge.

Name of Vendor - The printed name of the vendor.

No Cost Matrix/Cost Matrix Exists - This indicates whether a matrix exists for this particular vendor. If you set up a cost matrix for a vendor, the retail price will be calculated for the cost matrix, and the handling charge will not be used.

Microfiche Option 6

COMPTRON® offers a Real-Time Integration (RTI) System for use with FicheFinder, PartSmart, Parts Manager, Kawasaki's KIC, Honda's iNParts, or other microfiche programs. One function of the RTI System is to send pricing and quantity information to the microfiche system. Double-clicking on a part in FicheFinder, for example, requests information on that part from the COMPTRON® Unix system through the RTI software. COMPTRON® returns the item's retail price, quantity on hand, and quantity on order to FicheFinder, directly from the COMPTRON® Stock file. FicheFinder then writes this item in its ''Pick List'' window.

Another function of the RTI System is to send the FicheFinder or PartSmart Pick List to a COMPTRON® Parts counter ticket. The **Microfiche** option on the COMPTRON® **Management Menu** enables you to set up the Unix program to know where to send the pick list from each ''FICHE'' computer, by defining a set of pick list destinations.

From the **Management Menu**, select **6**, and the following **Microfiche** menu is displayed:

Microfiche Menu

```
Microfiche




                        Select  ▮

                          1.   Picklist Destinations

                          2.   Vendor Codes

                          '   Exit


```

Explanation of Microfiche Menu Options:

< 1> Picklist Destinations - This option displays a **Picklist Destination Pairing** screen like the example on the next page:

```
                  <A> Add   <C> Change  <R> Remove  <'> Exit    < >
       Picklist Destination Pairing



       Num  Origin          Destination   Destination   Destination   Destination
      --------------------------------------------------------------------------------
        1   tty2A           tty2A
        2   ttyT0B          ttyT0B
        3   ttyp0           ttyp0
        4   ttyp1           ttyp1
        5   ttys03          ttys03
        6   ttys04          ttys04
        7   ttys05          ttys05
        8   ttys08          ttys08
        9   ttys0b          ttys0b
```

Picklist Destination Pairing Screen

Type A to **Add** a line for each RTI terminal line used with a computer attached that uses a Microsoft Windows®operating system. Typing C lets you **Change** a terminal line entry, and R lets you **Remove it.**

< 2> Vendor Codes - This option displays an **RTI Vendor File** screen similar to the example below:

```
            <C> Change  <N> Next  <H> Home  <A> Add  <'> Exit   <   >
                        <P> Prev  <E> End   <d> Delete

      ----------------------------[ RTI Vendor File ]-------------------------------

              Ln  RTI   CODE      Vendor  Vendor Name
              --  ---  ---------  ------  --------------------
               1   01   ARC        018     ARTCO (ARTICAT & TIG
               2   01   BRP        019     SEADOO
               3   01   BUE        002     HARLEY-DAVIDSON
               4   01   CUB        139
               5   01   HDM        002     HARLEY-DAVIDSON
               6   01   HOC        000     AMERICAN HONDA MOTOR
               7   01   HUS        113     HUSQVARNA
               8   01   KOH        094     KOHLER CO.
               9   01   KUS        004     KAWASAKI MOTORS
               0   01   LBY        101     LAWNBOY
```

RTI Vendor File Screen

This screen lets you make changes to the list of vendors for which you will use the RTI System. The two-digit codes in the first column identify which microfiche program is used for that vendor.

Explanation of RTI Vendor File Screen Command Options:

< C>   Change - Lets you change an existing vendor entry in the list. It alters the screen to add the title "Changing Vendor" to the upper left side of the file title line, and puts the cursor on the first vendor number in the list. The menu bar of command options across the top of the screen shows only **< '> Prev** and **< ;> Skip**. Press *Enter* to move down the list, "**;**" to **Exit** this screen.

< **N**> **Next** - Displays the next screenful of vendor entries.

< **P**> **Prev** - Displays the previous screenful of vendors.

< **H**> **Home** - Jumps back to the beginning of your RTI vendor
list (the first screenful of codes and vendor numbers/names).

< **E**> **End** - Advances to the end (last screen) of the vendor list.

< **A**> **Add** - Allows you to add a new vendor to your RTI list. This
command displays the following screen, with the cursor waiting in
the first column for you to enter the two-digit code indicating the
microfiche program that will be used for the new vendor.

Adding Record, RTI Vendor File Screen

```
                         <'> Exit  <;> Skip
 Adding Record
 ----------------------------[ RTI Vendor File ]-----------------------------

                    RTI    CODE      Vendor  Vendor Name
                    ---    --------- ------  --------------------
                    ▯














 01-PartSmart, 02-KIC, 03-FicheFinder, 05-iNParts
```

A line across the bottom of the screen defines your ''FICHE'' code
choices. Once you have typed in the three-letter code representing
the new vendor, and the vendor number, the system will display the
vendor's name automatically.

< **d**> **Delete** - A lower-case ''�'' lets you delete an existing vendor entry
from your RTI list. Using this command will prompt you to enter
the line number representing the vendor that you wish to remove.
When you do so and press *Enter*, the system places a double asterisk
(**) to the left of the line you've selected, and offers you an option
to **Accept** or **Undo** your choice.

< '> **Exit** - Leaves the **RTI Vendor File** screen and returns to the
Microfiche menu.

Summary

In this chapter we have learned how to:

> Set up operators with passwords and levels of access

> Print and understand management reports

> Generate a total inventory value report

> Change system defaults

> Change Parts counter, Service, and Sales department defaults

> Change printer types and device destinations

> Set defaults controlling invoice and exception account disclosures

> Update the Stock file from price books

> Set a handling charge for each vendor

> Set picklist destinations and RTI vendor codes for microfiche

Chapter 11   Quick Reference

Management	Path	Page
Picklist Destinations	3-6-1	11-58
Vendor Codes	3-6-2	11-59