CHAPTER 2

Cross Reference

COMPTRON® allows you to *cross-reference* your inventory four ways. When you receive an inquiry about a part by phone or in person, you can use the **Cross Reference Inventory** menu to quickly find the information about the part by its **Category**, **Code**, **Part Number**, or **Description**. From the information COMPTRON® presents, you can tell customers the selection of items from which they may choose, and any item's cost and availability.

For instance, if the customer calls and asks if you stock a large pair of black riding gloves, you no longer have to go to the parts shelves or display racks and physically look to see what is in stock. With the **Category** option, you instantly receive a display showing the on-hand quantity, description, price, and order information. With **Code**, you see a display of all parts having the same code, regardless of the part number or vendor. With **Part Number**, you see a list of all part numbers, regardless of code or vendor. With **Description**, you see a list of items having the same description. This saving of your time is another way COMPTRON® improves store efficiency and saves you money. Your quick response results in a pleased customer.

You may also look up the *history* on a particular group of categories, codes, part numbers, or vendors for the past three years. This is especially handy if you have different vendors selling the same items for stock. You are able to know the history of sales of those items, regardless of the vendor.

Cross-Reference Inventory Menu   2-1

From the **Parts Menu**, select **2** to see the **Cross Reference** menu, and choose **Option 1**, **Inventory**. The **Cross Reference Inventory** menu appears with the following options:

```
Cross Reference Inventory by



                        Select

   1.  Category

   2.  Code

   3.  Part Number

   4.  Description

    '  Exit
```

Cross Reference Inventory Menu

The Category Option   2-1-1

''Category,'' as used in the context of this chapter, refers exclusively to *stock category,* and should not be confused with *customer category*, discussed later in the manual. *(See Chapter 5,* Print *Labels*, for an explanation of customer category.)

You should have a printed category list handy. If not, you should print one *(refer to the Category Option section of Chapter 9, System Reports)*.

When you select **Category**, you will be prompted to enter the item's category and description. The description you type can be just a partial one. If you don't know the category code, you can type a slash (/) at the prompt to initiate a search. A "sort" window will open in front of the **Cross Reference Inventory** menu, allowing you to choose an alphabetical sort by general item name (such as batteries or tires) or a numerical sort by category. Find and type in the line number of the category you want, then press *Enter*

*NOTE: If you do not type a category, but just press **Enter**, COMPTRON®will think you want a category of 00, and list all items in your Stock file that have not been assigned a category.*

You will be offered a choice between a partial match and an exact match of the category. Unless you are sure of the code you've entered, the partial match offers a better chance of pulling up what you need. Your screen will present a list of item descriptions arranged in alphabetical order, starting with any descriptions that begin with a number. The following is an example of a category screen for Category 3 (helmets):

Stock List for Category Screen

```
Ln Number      <'> Exit   <Pg-Dn> <Pg-Up> <HOME> First <END> Last <A> Alt Ven    < >
Stock List for Category 003
                                              O/H    Ord
Ln Ven Part Number      Code       Description      Qty   Qty     Cost    Retail
 1 026 FFBWINEXXL       HELMET     ARAI F1          1           $127.33 $189.28
 2 026 FFCHAMPL         HELMET     ARAI F1          6           $127.33 $189.28
 3 026 FFCHAMPM         HELMET     ARAI F1          6           $127.33 $189.28
 4 026 FFCHAMPS         HELMET     ARAI F1          4           $127.33 $189.28
 5 026 FFCHAMPXL        HELMET     ARAI F1          8           $127.33 $189.28
 6 026 FFCHAMPXXL       HELMET     ARAI F1                      $127.33 $189.28
 7 026 FFPECHXL         HELMET     ARAI F1                      $127.33 $189.28
 8 026 FFWHTM           HELMET     ARAI F1          4           $127.33 $189.28
 9 026 FFWHTS           HELMET     ARAI F1                      $127.33 $189.28
10 026 FFWHTXL          HELMET     ARAI F1          2           $127.33 $189.28
11 026 HELARAI          HELMET     ARAI HELMET BAG  49            $3.90   $6.95
12 015 81-2112          HELMET     ARAI MX-PRO RD/WH/           $144.86 $256.29
13 026 CHAMPS           HELMET     ARAI O/F CLSSC SZ 8           $76.18 $126.15
14 026 CHAMPXXL         HELMET     ARI O/F W/HDST X  11          $76.18 $126.15
15 015 433765           HELMET     ATV MOT RD JR AGM 2           $42.01  $79.80
16 015 433775           HELMET     ATV MOT WH JR 3               $42.01  $79.80
17 015 433768           HELMET     CHD ATV MOT RD L  1           $35.99  $68.94
18 026 BBLUS            HELMET     CLASSIC R                     $99.95 $169.95
19 026 BBLUXXL          HELMET     CLASSIC R        2            $99.95 $169.95
20 026 CBLUS            HELMET     CLASSIC R        2            $99.95 $169.95
```

Field Descriptions:

Category - Category number of the items displayed.

Ln - Screen line number of the item.

Description - Description of the item.

Part Number - Part number assigned by the manufacturer.

Vendor - Vendor number.

Code - The code assigned to the part number.

O/H Qty - Number of items *on hand* or in stock.

Ord Qty - Number of items on a stock order.

Cost - Dealer cost of the item. This column only displays for levels of access at Management Access or above. *(See Chapter 11.)*

Retail - Retail (or list) price of the item.

Explanation of Screen Command Options:

< '> Exit - Type **'** to exit and return to the **Parts Menu**.

< Pg-Dn> - Displays the next screenful of part numbers.

< Pg-Up> - Returns to the previous screen.

< **HOME> First** - Goes to the beginning of the parts list for the category.

< **END> Last** - Goes to the last screen of the list.

< A> Alt Ven - Displays part data from an alternate vendor for the item selected, if there is a Stock file record on one for that part.

The Code Option   2-1-2

The **Code** option allows you to look up an item by code rather than the manufacturer's part number. With COMPTRON® there are several advantages to using **Code**:

> > You can assign a short code to a long part number, and look up the parts faster and easier.

> > Your store may buy the same items from several different vendors. With **Code**, you can assign all parts with the same number the same code but leave the vendor's part number the same. You can view a list of all parts with the same code, regardless of the vendor.

Example: A customer calls and wants to know if you have a 130/90x16 tire in stock, and how much it costs. If you have assigned all 130/90x16 tires the code 1309016, all you do is look up the code 1309016.

From the **Parts Menu**, invoke the **Code** option by selecting **2**; then **1**, then **2**.

COMPTRON® asks for the code. Enter the code (numbers or letters), and press *Enter*. You will see this screen:

**Cross Reference
Inventory by (Code)
Screen**

```
Cross Reference Inventory by




                                   Select  ˘

                                    1.   Partial Match

                                   2.   Exact Match

                                    '    Exit




1 = Select records with partially matching Code
2 = Select only records matching Code exactly
```

COMPTRON® allows a search of your code with a partial match or an exact match.

In the following example, the screen displays a list of part numbers with the code "HELMET," beginning with the first vendor on your file containing that code.

Code Screen

```
Ln Number <'> Exit  <Pg-Dn> <Pg-Up>  <HOME> First <END> Last  <A> Next Ven  <   >
Stock List All Vendors
                                        O/H    Ord
Ln Ven Part Number        Code       Description   Qty   Qty     Cost    Retail
 1 000 08H21-R37-31E03    HELMET     SGNT BLK XLG                $213.85 $378.35
 2 000 08H21-R37-31L03    HELMET     SGNT BLK LRG    1          $213.85 $378.35
 3 000 08H21-R37-31M03    HELMET     SGNT BLK MED               $213.85 $378.35
 4 000 08H21-R37-32E03    HELMET     SGNT WHT XLG    1          $213.85 $378.35
 5 000 08H21-R37-32L03    HELMET     SGNT WHT LRG    1          $213.85 $378.35
 6 000 08H21-R37-32M03    HELMET     SGNT WHT MED               $213.85 $378.35
 7 000 08H22-J20-03GD     HELMET     GL SE GOLD 7-1/ 2          $159.25 $281.75
 8 000 08H22-J20-03GE     HELMET     GL SE GOLD 7-1/            $159.25 $281.75
 9 000 08H22-J20-03GF     HELMET     GL SE GOLD 7-3/ 1          $159.25 $281.75
10 000 08H22-J20-04KE     HELMET     GL ASP BLK 7-1/ 1          $152.75 $270.25
11 000 08H22-J20-04KG     HELMET     GL ASP BLK 7-1/ 1          $152.75 $270.25
12 000 08H22-J20-05CE     HELMET     GL INT BIEG 7-1/ 1         $152.75 $270.25
13 000 08H22-J20-05CG     HELMET     GL INT BIEG 7-1/           $152.75 $270.25
14 000 08H22-J20-GG       HELMET     GL SE GOLD 7-1/            $159.95 $282.22
15 002 98092-92V/000M     HELMET     SPTMN III FLT/BLK 1        $116.97 $206.94
16 004 K8101-102          HELMET     TRPHY W/PNK/BLU S          $49.37  $87.34
17 004 K8101-103          HELMET     TRPHY W/PNK/BLU M 1        $49.37  $87.34
18 004 K8101-104          HELMET     TRPHY W/PNK/BLU L 2        $52.61  $87.95

                       < > Continue  <'> Exit   < >
```

This displays a list of items with the same code.

NOTE: The **Cost** *column may not appear, depending on your password access level.*

The Part Number Option   2-1-3

The **Part Number** option displays a list of all vendors that use the same part number to identify the same kind of part. This is a real advantage for COMPTRON® users, because you may have several vendors selling the same part at different prices. With this information you are better able to know how to buy.

From the **Parts Menu**, invoke the **Part Number** option by selecting **2**, then **1**, then **3**. COMPTRON® will prompt you for the part number and vendor. Enter all or part of the part number, and the vendor. The screen displays a list of part numbers, beginning with the first vendor in your file having this part number. This screen is similar to the **Category** screen on page 2-3.

The Description Option   2-1-4

If you cross-reference by **Description**, you will be prompted for the part description.

Type all or part of the description and COMPTRON® shows a list of all items in alphabetical order, beginning with the description you type. The list displays the same as the other cross-reference screens.

Cross Reference History Menu 2-2

The **History** option allows you to see at a glance the past three years' history on a particular category, code, part number, or vendor. This is another way COMPTRON® gives you the edge on ordering: You can use it to plan so that you never order too many parts, or too few.

From the **Parts Menu**, invoke the **Cross Reference History** option by choosing **2**; then at the **Cross Reference** menu, select **Option 2**, **History**. You will be offered four history choices: **Category**, **Code**, **Part Number**, and **Vendor**. In the following example, we have chosen **Vendor**.

A screen message appears, indicating that COMPTRON® is gathering information. Simply wait until COMPTRON® gathers all the history on that particular vendor. A screen similar to this displays:

Cross Reference History by Vendor Screen

```
Cross Reference History
                          Vendor 002


     04    04    04    04    04    04    04    04    04    04    04    03
    Nov   Oct   Sep   Aug   Jul   Jun   May   Apr   Mar   Feb   Jan   Dec
    384   523  1057   708  1413   697   810   596   315   606   374  2679

     03    03    03    03    03    03    03    03    03    03    03    02
    Nov   Oct   Sep   Aug   Jul   Jun   May   Apr   Mar   Feb   Jan   Dec
    798  1061   396   702   844   890   767   838   573  1041  1110   861

     02    02    02    02    02    02    02    02    02    02    02    01
    Nov   Oct   Sep   Aug   Jul   Jun   May   Apr   Mar   Feb   Jan   Dec
    478   998   700   361   592   377   409   414   655   554  1016   700



                          Continue    <  >
```

Beginning at the upper left, you see the most current sales month. At the bottom right you see the oldest sales month.

After noting the history, press *Enter* to return to the **Cross Reference** menu.

Summary

This chapter described:

> How to cross-reference by category, code, part number and description.

> Each field in the cross-reference inventory and history screens.

> How to display the last three years' history on a particular category, code, part number, or vendor.