

CHAPTER 5

Parts/Inventory

From time to time, you will find it necessary to add inventory to your Stock file. You might have to change information about an item such as description, vendor, cost, or quantity (the last two fields only if your access level permits). With COMPTRON® this is an easy task.

If the vendor's price book is installed by COMPTRON®, after adding the vendor and part number, other information about that particular item is added for you. Ask Comptron Data for price book information. Chances are, we have the price book available on electronic file.

This chapter corresponds to **Option 5** of the **Parts Menu: Parts/Inventory**. Use this option for adding to or changing information in your stock (inventory).

The Stock File 5

From the **Parts Menu**, select **Option 5, Parts/Inventory**. The following **Parts/Inventory Menu** appears:

Parts/Inventory Menu

```

Parts/Inventory Menu

                                Select 

                                1. Add or Change Parts

                                2. Physical Inventory

                                ' Exit
  
```

Select **Option 1, Add or Change Parts**, and you will see a **Stock File** screen like this:

Stock File Screen

```

                                <N> Next  <S> Search  <A> Add    <M> Memo  <'> Exit  < >
Stock File                       <P> Prev  <C> Change <d> Delete <L> Label

Vendor #   000                      Quantity on Hand           3
Code      024055                     Stock Level                 4
Part #    04504-918-000XW             Reorder Point              2
Sub Ven #          Sub Part #

Category   00                          Multiples                   1
Description STAY HEADLIGHT             Origin                      S
Part Status Z                            Minimum Order Quantity     1
SRA        Y                            Quantity on Order
                                           Quantity on Backorder

Last Cost      $8.05
Average Cost   $8.05                      Date Last Order           11/10/2003
Replace Cost   $8.05                      Date Last Sale            3/22/2004
Matrix (Y or N) <Y>
Sugg List     $20.13                      Sales This Month          1
Percent Profit 60.0099                    Sales Last Month          3
Percent Markup 150.0621                   Sales Prev Month          2
  
```

This screen is the same as the **Stock File** screen in **System Maintenance**, but with limited access available. The level of access to view cost is adjustable in **Management**. With a limited access level, you will not be able to view or change the **Cost** or **Quantity** fields.

Explanation of Screen Command Options:

< N> **Next** - Displays the next record in sequence, by part number or code, depending on which way you found the record. If you do a search by vendor and part number and type **N**, the next record is in part number sequence. This is also true with codes.

< P> **Prev** - Displays the previous record in order, by part number or code.

- < S> **Search** - Searches for a particular record. You will need to type the vendor and code or part number. If the part is not in stock, the screen shows “Record Not Found.” A record must be added to your Stock file before **Search** will find it.
- < A> **Add** - Adds a part to your Stock file (inventory).
- < d> **Delete** - If your access is at the Management access level, you will see the **Delete** option. Typing d (lower-case) deletes this record from your Stock file after confirming the deletion.
- < M> **Memo** - Lets you add a note (Memo page) to the stock record, such as special technical information about the part, other related items needed, sales hints, etc. If a Memo page exists for a stock record, the < M> option on the menu bar will flash at the top of the screen, alerting you to check the Memo for special notes. You can also edit the Memo page. A **Help** screen is available by pressing the F2 key.



NOTE: A Memo page will stay with the record to which it is attached, as long as that record is in the system. Deleting a record will also delete the Memo attached to it.

- < L> **Label** - If you want labels for the part displayed, type L. COMPTRON® asks for the quantity of labels desired, and if you want the price on the label (*first time only*). You can also print labels from the **Print Labels** option of the **Parts Menu** (*see Chapter 4*).

Field Descriptions:

Vendor # - Each vendor is assigned a number (0-999). You should have a vendor list provided by your manager. (*Refer to the Vendor List section of Chapter 9, System Reports.*)

Code - Manufacturer’s code or the code assigned to your part.

Part # - Part number the manufacturer has assigned to a particular part.

Sub Ven # — Sub Part # - These fields are used to give you an option to sell like items or related items when working on the counter. The “sub” (substitute) item must be added to the Stock file if it is not already there.

Category - Category number (1-99) assigned to a particular item. A list of valid categories is available from your manager. (*See the Category List section in Chapter 9.*)

Description - Since descriptions are displayed in numeric-alpha format (that is, first by number, then alphabetically), always enter the description the same way. By doing this, like items are grouped together. For example, when entering clothing, you might want to enter the size first:

Size 40 leather jacket

Size 36 leather jacket with zippers

Size 34 leather jacket

Size 32 rain jacket

Part Status - This is an assigned letter or number showing whether the part is fast or slow moving. Some manufacturers assign the following symbols to indicate movement status:

- A = fastest
- B = faster
- C = fast
- D = discontinued
- Z = slow moving

Other manufacturers use numbers 1-9 to show the status of part movement, while still other vendors employ different status codes. Your store may have specially assigned internal symbols to show part status.

SRA - Stock Return Allowance: This code indicates whether an item can be returned for credit. It can be either a Y (yes) or N (no). It indicates whether an item can be returned for credit.

Last Cost - Dealer cost (in dollars) that you paid the last time you bought this part (historic cost). Enter your cost, which may include up to two positions to the left of a decimal point (such as 23.09). If it is an even dollar amount, do not type the decimal.

Average Cost - This is a running average of all costs paid for this part today. Each time a part is received through **Order Receiving**, the new cost and quantity are averaged into this cost. It is used for inventory valuation reports.

Replace Cost - This is the current replacement cost of the item—what you would pay now to replace it—from the supplier, provided that your Stock file is up to date. It is also the most current price book cost, provided that the **Update Inventory from Books** program has been run.

Matrix (Y or N) - If you want to use your matrix table for pricing, type Y. *(For more information, refer to the Cost Matrix section of Chapter 9.)*

Sugg List - This is the price the store is charging for an item. If you skip this field and are not using the matrix, enter the **Percent Profit** field value, and the suggested list price will be calculated automatically.

Percent Profit - If you change the suggested list price, the **Percent Profit** figure is calculated automatically by COMPTON[®]. If you change the **Percent Profit** value, the **Sugg List** value is computed automatically from the cost. Type the percentage without the decimal point. For example, 50% profit should be entered as 50, not .50.

Percent Markup - The amount added to the cost to cover overhead and profit in arriving at the selling price. For example, an item that cost \$1.00 retails for \$2.00 when the item is marked up 100%. (This doubles the price to give you a 50% profit).

Quantity on Hand - The number of items the store currently has in stock. It changes automatically when any operation (sale, return, etc.) affects the on-hand stock quantity.

Stock Level - The maximum number of parts that you want to keep in stock.

Reorder Point - Number of parts in stock when an order should be placed. If the on-hand quantity reaches or falls below this number, COMPTON[®] includes the part on a *suggested order list*. (See Chapter 6, *Order Processing*, for more information).

Multiples - This represents the number of units, pieces, or sets in a *unit pack* (package) as ordered from the vendor. For example, a vendor might only sell spark plugs in boxes of 10.

Origin - This indicates the type of transaction from which this particular stock record originated; i.e., the stock record was first created when this item was Sold, Ordered, Returned, or on a Lost Sale.

Minimum Order Quantity - This is the minimum number of unit packs you must purchase with each order.

Quantity on Order - Number of individual items (not unit packs) on order.

Quantity on Backorder - Number of items backordered from the manufacturer.

Date Last Order - Date the item was last requested on a stock order.

Date Last Sale - The date of the last sale of this item.

Sales This Month - Number of sales since last running the **End of Month**.

Sales Last Month - Number of sales during the prior month period.

Sales Prev Month - Number of sales during the previous month period.

Adding to / Changing Your Stock File 5-1

When you use the < A> **Add** command from the **Stock File** screen, this **Adding Stock Options** screen appears:

Adding Stock
Options Screen

```

                                     < > Accept  <C> Change  <'> Exit  < >
Adding Stock Options

                                     Enter Quantities      <Y>
                                     Default Stock Level/ROP <N>
                                     Print Labels           <Y>
                                     Prices on Labels       <Y>

```

You must add all your inventory into COMPTRON® before the system will work properly. When adding parts, you can add just parts information, or parts and quantities. If **Default Stock Level/ROP** (reorder point) is set to < Y> , the stock level is set equal to the on-hand quantity and the reorder point is set to half the stock level. (This lets you add parts without having to stop at each one and figure out how many to keep on hand and when to reorder. You can always change the default levels later when an item comes up for reorder.) You also have the option to print a label and to print prices on the labels each time you add a part.



NOTE: If you have purchased the vendor's price book from Comptron Data, most of the information is added automatically after you type in the vendor and part number.

Explanation of Screen Command Options:

< C> **Change** - To change the information on a record displayed, type C. At this particular screen you may change the **Cost**, **Sugg List**, **Percent Profit**, **Monthly Sales**, or **On Hand Quantity** field, provided that your access level is set to allow it in **Management**.

To leave a field blank, type a period (.) and press *Enter*. If your level of access allows changing costs, you will see these command options:

< > **General Update** - Press *Enter* if you want to update any field for your part.

< Q> **Quantity Only** - Type Q if you want to change only the **On Hand Quantity**, **Stock Level**, or **Reorder Point** field on a part.

< P> **Price Only** - Type P if you want to change only the **Cost**, **Sugg List**, **Matrix**, or **Percent Profit** fields for a part.



NOTE: These options only apply when **Change** is selected. If you are adding or deleting a part, these options are not used.

When you reach the **Sales Prev Month** field on the **Stock File** screen, press **Enter** and the following menu bar appears at the bottom of your screen:

< > Accept <'> Correct <U> Undo < >

Check the accuracy of everything you have added or changed. If all the values are added or changed correctly, press **Enter**. If you have made a mistake, press **'** at the beginning of each entry. Do this to back up until you reach your mistake. If you do not want to add the record or keep the changes you have made, type **U** and COMPTRON® will undo your changes to this record.

To erase a field, type a period (.) and press **Enter** at the beginning of that field. When finished making changes or adding parts, **Exit** the record by pressing **Enter** at this screen. You can then make another selection.

Finding and Moving Superseded Part Numbers

We recommend moving superseded part numbers already in your Stock file to the most current part number by using the following steps:

1. To display superseded part numbers on the screen, go to the **Parts Menu** and select **Option 2, Cross Reference**; then choose **Option 1, Inventory**, to see the **Cross Reference Inventory** menu. From here, select **Option 1, Category**, and you will be prompted to enter the item's category and description. Leave the **Description** field blank and choose the Partial match option. The category list will sort by description, showing first those descriptions that start with numbers. All superseded part numbers will appear in the **Description** field, before regular part descriptions.
2. To print a list of superseded part numbers, from the **Parts Menu** go to **Option 9, System Reports**; then select **Option 1, Stock**. At the **Stock Reports** menu, choose **Option 3, Category**, and specify printing by description. When printing begins, watch for the list to start showing descriptions that begin with letters; at that point shut off the printer, **Exit** from COMPTRON® to the dollar sign (\$) prompt, and type the word "stop" to cancel the rest of the print job. A few more lines may print before the printer stops.
3. To delete bogus part numbers and supersede any numbers with a new part number in the **Description** field, from the **Parts Menu** go to **Option 5, Parts/Inventory**; and choose **Option 1, Add or Change Parts**. Refer to your printout of superseded parts, press < S> **Search** and enter a vendor number; then move to the **Part #** field and use the slash < /> **Search** option to locate each part number in the Stock file that needs to be fixed. When you find a part number that needs to be superseded, enter the line number, press < C> **Change**, and press **Enter** until you reach the **Category** field. Press < U> **Enter** to supersede the number, which moves the on-hand quantity to the newer part number, along with the part history. If there has been a price change, the **Last Cost** and **Average Cost** fields will keep the information from the old part number, but the **Replace Cost** field will show the cost of the new part number.

If the message “*** Duplicate Record ***” appears at the bottom of the screen when you press < U> to **Supersede** the part number, either (a) delete the new number and then supersede the old one so that the history will move with it, or (b) delete the old number and manually add the old quantity to the new part number.

Summary

This chapter described how to update the Stock file by choosing one of several options. These options include:

- > Adding a record for a part
- > Changing the information about a part in an existing record
- > Searching for a record
- > Going to the next record
- > Printing a label for a record
- > Deleting a record
- > Finding and moving superseded part numbers