

# CHAPTER 9

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## **System Reports**

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As you use COMPTRON<sup>®</sup>, you build a wealth of information about your store's past, present, and future performance. Many operations in COMPTRON<sup>®</sup> allow you to do daily routines. The **System Reports** function is a management tool that allows you to visualize a part's movement and to analyze results.

Information regarding your inventory, accounts, vendors, fast-moving and slow-moving part histories, Special Orders, categories, and operators' performance are all available using **System Reports**. You'll find that this is one of the most used menu options.

In this chapter, we suggest ways to use the reports. But with regular use, you'll find additional ways to use COMPTRON's reports to meet your unique management needs.

Remember, this information is always up to date and available at a moment's notice. COMPTRON<sup>®</sup> is a management consultant!

## System Reports Menu 9

This chapter corresponds to **Option 9** of the **Parts Menu: System Reports**.

Reports from this option are printed to either the screen or the printer. Wide (132-column) reports are displayed fully on terminals supporting 132-column mode.

From the **Parts Menu**, select **9**, and the following **System Reports** menu appears:

### System Reports Menu

```
System Reports

                                Select 

1. Stock
2. Vendor
3. Customer
4. Vehicle
5. History
6. Special Order
7. Category
8. Cost Matrix
9. Hold Ticket
0. Account
A. Operator
B. Transactions
C. Report Generator
D. Cash-Out Sheet

' Exit
```

The following pages in this chapter explain each print function listed on the menu screen.

## Stock Reports 9-1

Use this option to review the information about your Stock file. Several types of printouts are available to you. Each presents your Stock file in different formats.

From the **Parts Menu**, select **9**, then **1**. You will see this **Stock Reports** menu:

### Stock Reports Menu

```

Stock Reports

Select 

1. Vendor and Part Number
2. Vendor and Code
3. Category
4. Zero Stocking
5. Price Books
6. Code List
7. Part Movement
8. Negative Quantity
9. Overstock
0. Percent Profit
A. Kits

' Exit
  
```

### Explanation of Stock Reports Menu Options:

#### Vendor and Part Number Option 9-1-1

This stock report option prints a list of part numbers in your Stock file between the range of vendors and part numbers selected. The report prints in order, showing the vendor and then the part number. You will be offered the choice of printing it using *replacement cost*, *average cost*, or *last cost*.

#### Vendor and Code Option 9-1-2

This menu option, too, prints a list of part numbers in your Stock file, but within the range of vendor and code numbers selected. The report prints in order, showing the vendor and then the code. As with **Option 1**, you can choose to print this stock report using replacement cost, average cost, or last cost.

#### Category Option 9-1-3

This stock report menu option produces the Category Stock report, a list of part numbers in your Stock file by category, beginning with the first category selected, and ending with the last category selected. As with the two vendor range reports described above, you may opt to use replacement cost, average cost, or last cost. This is also the option to select if you need to print a Category Adjustment Report worksheet to help resolve default “ZZ” categories in the Stock file.

From the **Parts Menu**, select **9**, then **1**, then **3**. The following **Category Stock Reports** submenu will appear:

**Category Stock  
Reports Menu**

Category Stock Reports

Select

1. By Description

2. With History

3. "ZZ" Report

' Exit

***Explanation of Submenu Options:***

- < 1> **By Description** - This option prints the Category Stock report by part description. You will be prompted to choose whether you want to send the output to a printer (default) or display it on the screen.
- < 2> **With History** - By choosing this option, you can create a Category Stock Report with part history. As with **Option 1**, you will be asked whether you want the report printed out or displayed on the screen.
- < 3> **ZZ Report** - This option produces an adjustment worksheet to aid management in resolving default "ZZ" part categories in the Stock file to more meaningful values. The Category Adjustment Report shows a description of every stock record created on the date(s) in question with a "ZZ" category. This default category value is assigned by COMPTRON<sup>®</sup> as it creates a new stock record, whenever a part number not already listed in the Stock file is added to a ticket, if the operator chooses not to provide a valid category for the item at that time.

Upon selection of **Option 3**, you will see a prompt to choose either printer output or screen display of the report, after which the following screen will appear for you to define the range of dates and operators desired:

**Category Adjustment Report Date/Operator Range Screen**

```

      < > "First"  </> Search  <?> Help  <'> Prev

Category Adjustment Report

      Beginning Date      "First"

      Ending Date        05/21/2002

      Beginning Oper      █

      Ending Oper
    
```

***Field Descriptions:***

**Beginning Date** - The Category Adjustment Report prints in date order, starting with the date typed here.

**Ending Date** - The Category Adjustment Report ends with this date.

**Beginning Oper** - The Category Adjustment Report prints in operator order, starting with the operator typed here.

**Ending Oper** - The Category Adjustment Report ends with this operator.



If you press *Enter* at the **Beginning** and **Ending** date and operator fields, COMPTRON® will default to the first and last dates and operator codes for all stock records with a “ZZ” part category.

***Explanation of Screen Command Options:***

< > "First" - Goes to the next “ZZ” stock record in date or operator sequence.

< /> **Search** - Searches for a “ZZ” record by operator. This command option opens the following **Operator Search** window, which allows you to scroll forward through the alphabetical list of operators and pick the line number wanted.

**Category Adjustment Report: Operator Search Window**

```

Category Adjustme
<#> Ln <N> Next  <P> Prev  <'> Exit  < >

Ln   Name                               Op   Dept
-----[Page 001]-----
  1  BRAD COLWELL                         8    P
  2  BRETT BENNETT                        11   P
  3  CLIFF                                 1    P
  4  CLIFF 2                               2    P
  5  CRAIG MOORE                           7    P
  6  DARLENE                               3    P
  7  DARLENE ALLISON                       14   P
  8  DANIEL HELTEMES                        6    P
  9  DON WARNER                             10   S
  0  EDDIE MORALES                         13   P
  A  JARROD HALL                            4    P
  B  NANCY RILEY                            9    P
  C  STEVE                                 5    P
  F  WAYLON PARKS                          12   P
    
```

< ? > **Help** - Used in the operator fields, this command option opens the following **Operator Letter Codes** window:

**Category Adjustment Report: Operator Letter Codes Window**

Operators with letters are created by installing a release. Comptron automatically created stock records that did not exist from three sources:

Operator RO = Repair Order

SO = Special Order

HO = Hold Ticket

Press < > Enter thru all fields to see the full report.

Continue < >

< ' > **Prev** - Goes to the previous record in date or operator sequence.



**NOTE:** To see an example of the Category Adjustment Report, refer to Chapter 7, End of Day/Month.

**Explanation of Remaining Stock Reports Menu Options:**

**Zero Stocking Option 9-1-4**

This **Stock Reports** menu option prints a list of the items in your Stock file that have no *on hand* quantity and no *stocking level*. As with the vendor and category lists under the first three stock report options, you will have a choice of printing the Zero Stocking Report using replacement cost, average cost, or last cost. *Example:*

Zero Stocking Report Starting With Vendor 00 Code "First" Ending With Vendor 00 Code "Last"												Page	1		
Using Replacement Cost															
9/09/2004															
Ven	Cat	Part Number	Code	Description	PS	O/H	Qty	Cost	Profit	Retail	Stk Lvl	RP	UP	UQ	OnOrder
00	00	12250-ME9-305	2027449	HEAD GASKET SET	Z		2	\$11.00	.5250	\$26.63	0	0		1	0
00	00	12251-GN1-880	4153250	GASKET, CYLILNDER H	A		1	\$4.90	.3995	\$9.38	0	0		1	0
00	00	16229-369-306	4428504	GASKET INSULATOR	C		1	\$.43	.5222	\$1.03	0	0		1	0
00	00	17213-437-000	0704882	FILTER AIR	B		1	\$5.44	.5009	\$12.54	0	0		1	0
00	00	17213-MC4-000	1219328	FILTER AIR	Z		1	\$4.47	.5005	\$10.29	0	0		1	0
00	00	17910-KS6-405	4474045	CABLE COMPK, THROTTL	C		0	\$7.30	.3991	\$13.97	0	0		1	0
00	00	18392-MJ4-670	2068922	PACKING, MUFFLER	A		1	\$4.18	.5250	\$10.12	0	0		1	0
00	00	22851-KA4-740	1660877	ROD CLUTCH LIFTER	C		0	\$4.90	.5247	\$11.86	0	0		1	0
00	00	28400-HB3-003	2135580	STARTER ASSYK, RECOI	Z		0	\$23.41	.5250	\$131.00	0	0		1	0
00	00	90106-KY2-701	3134053	SCREW, PAN, 6X11	A		0	\$1.14	.5269	\$2.77	0	0		1	0
00	00	91202-898-003	1106822	OIL SEAL	Z		1	\$3.07	.5000	\$7.06	0	0		1	0

**Price Books Option 9-1-5**

This option prints the Stock file in four different formats: category, vendor, part number, or code. These lists can be printed using retail, dealer, or wholesale price. The Price Books by Category report can be organized by vendor and part number, by vendor/code, by vendor/description, by just description, or by description/part number.

### Code List Option 9-1-6

This **Stock Reports** menu option prints a list of items in your Stock file assigned a particular code.

### Part Movement Option 9-1-7

This option prints reports about the movement of your inventory, whether a part is a fast-moving item or a slow-moving one. It can also print reports by part status and by history. The report descriptions follow:

- < 1> **Fast-Moving Parts** - A list of items that have sold in the past certain number of months specified. This report may be organized by part number, code, or category.
- < 2> **Slow-Moving Parts** - A list of items that have **NOT** sold in the past certain number of months. This report also may be organized by part number, code, or category.
- < 3> **Part Status by Vendor** - A list of items printed by part status, from any range of vendors you choose. You may print a list of All items, for example, from a selected range of vendors.
- < 4> **Part Movement (3yr History)** - A list derived from your History file, covering a selected range of categories, codes, vendors, or part numbers. It shows each part's sales history for the past three years. As prompted, choose whether to list the history by category, code, part number, or description; then type the starting and ending numbers, answer whether you want a partial or exact number match, and choose whether to list average cost, last cost, or replacement cost. *Example:*

Part Movement History List for Vendor "FIRST" to "LAST" by Part Number "FIRST" to "LAST"													Page 1		
11/05/2004															
Ven Ct	Part Number	Code	Description	Repl Cost	O/H Qty	Order Qty	B/O Qty	Stk Lvl	Rord Pt	30+	60	90	Sold in Previous		
													1Yr+	2Yr	3Yr
014	2 03-018	1309016	130/90-16 SE-11 BS TI	\$52.01	2	0	0	3	1	1	0	2	3	3	2
014	2 06-014	MT9016	MT90-16 K491 DUNLOP	\$70.37	2	0	0	2	1	0	1	1	2	2	1
014	2 06-023	1309016	130-90-16 K591S DUNLO	\$62.40	2	0	0	2	1	0	0	2	0	0	0
014	2 06-051	1009019	100/90-19 K591 FS	\$50.77	2	2	0	4	2	1	2	3	4	3	3
014	2 06-053	1109018	110/90-18 F K591S DUN	\$49.97	3	0	0	4	2	1	1	2	3	4	3
014	2 07-060	1308017	130/80-17 K591 SP DUN	\$61.72	1	1	0	2	1	1	0	1	2	2	1
014	2 07-006	1309016	130/90/16 M66 MICHELI	\$61.25	2	0	0	2	1	0	1	1	3	2	2
7 Part Numbers				Total Cost:	\$408.49										

The report shows the vendor, category, part number, code, and description for each part, followed by its cost, on hand and order quantities, stock level, and reorder point. Then it displays the number sold in the previous 30, 60, and 90 days before the current date; and the amount of sales for the current year (the 12 months preceding the current date), two years ago, and three years ago.

- < 5> **Part Movement (3yr Monthly)** - Also taken from the History file, this report lists your sales history for a selected range of vendors and part numbers, arranged in vendor and part number sequence, but does not include the cost or stock level and reorder information. It breaks down the sales of each part by month for the past three years. An example is shown on the next page.

Three Year Part History															
8/05/2005															Page 1
Ven	Part Number	Del	Jul	Jun	May	Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sep	Aug	Total
010	PS1130M		8	6	2	25	24	26	14	12	12	19	20	26	194
			27	30	28	21	25	19	15	11	7	10	21	23	237
			25	24	29	15	12	16	13	10	9	7	6	9	175
010	PS1135		18	24	35	42	31	30	20	14	13	18	25	32	312
			41	50	48	39	33	31	29	10	11	15	19	29	355
			39	49	50	40	32	30	28	11	12	16	18	28	353
010	ST2750		22	23	22	21	20	22	10	9	9	11	13	16	198
			26	28	30	19	18	20	14	11	12	10	12	14	214
			21	25	29	15	16	13	10	10	9	10	14	15	187
010	ST2800N		27	30	24	32	33	25	23	24	26	22	29	32	329
			41	48	55	35	29	28	21	22	20	21	30	35	385
			40	35	46	30	21	20	19	22	17	18	13	27	308
010	TR4280SD		6	11	26	15	14	16	9	10	11	7	16	19	160
			20	19	25	16	15	14	10	7	9	10	15	20	180
			18	25	22	10	11	13	10	6	8	12	13	19	167
010	TR4440S		6	14	9	7	8	6	5	8	5	6	7	9	90
			10	12	13	9	5	4	6	5	4	7	6	10	91
			11	13	12	8	7	5	5	4	5	3	6	7	86
010	TS5320		8	12	30	23	33	26	20	20	22	25	29	22	263
			20	33	19	21	29	19	20	21	10	19	32	10	248
			23	16	32	17	20	25	20	22	20	28	30	10	258

### Negative Quantity Option 9-1-8

This **Stock Reports** menu option prints a list of all items in the Stock file with a negative quantity. If you sell an item in **Parts Counter Operations** that has a quantity of zero (0), you will then have a quantity of minus one (-1). This indicates a problem in your inventory. Print this list at least once a month to check and clean up your Stock file. As with the vendor, category, zero stocking, and part movement history reports, you can choose to print this report using replacement cost, average cost, or last cost. *Example:*

Negative Quantity Report																
Using Replacement Cost																
05/07/2004																
Page 1																
Ven	Cat	Part Number	Code	Description	PS	O/H	Qty	Cost	Profit	Retail	Stk	Lvl	RP	UP	UQ	On Order
00	00	837A4-MC1-670ZB	117779	COVER L SIDE	Z		1-	\$44.63	.4499	\$93.31	0	0			1	0
03	00	005-01501-73-00	01501	SPRING PRIMARY	0		5-	\$.88	.5000	\$2.02	4	2			1	5
03	00	102-25389-00-00	25389	PULLER, CHAIN 2	1		1-	\$2.80	.5333	\$6.90	1	0			1	3
40	00	HBPBLK	BG	GL15 BAR POUCH-NEARLY BLACK			1-	\$18.50	.3618	\$28.99	2	1			1	0
55	00	BRAKE FLUID	BF	DOT 4 BRAKE FLUID			4-	\$1.00	.6000	\$2.50	10	5			1	0
55	00	CLEANER	CC	CARB/CHOKE 130Z			3-	\$1.26	.5785	\$2.99	12	0			1	0
73	00	01-200		GOGGLE O-FRAME CRBN FIB			1-	\$14.50	.4200	\$25.00	1	0			1	0

### Overstock Option 9-1-9

This option prints a list of all items in the Stock file for which the combined total of their On Hand, On Order, and Backorder quantities exceeds their stock level. You can choose to have the overage computed using replacement cost, average cost, or last cost; and you can have the report arranged three different ways: by a specified range of vendor and part numbers, by a range of vendor and code numbers, or by a range of categories. An example of this report is illustrated on the following page:

Over Stock by Vendor and Part-Starting With Vendor 00 Part Number FIRST										Ending With Vendor 00 Part Number 18	
Using Replacement Cost											
02/12/2004										Page 1	
Ven Part Number	Code	Description	CT	UQ	O/H Qty	O/O Qty	B/O Qty	Cost	Ovr Stk	Stk Lvl	Ext OvrStk
00 12250-ME9-305	2027449	HEAD GASKET SET	00	1	2			\$11.00	2	0	\$22.00
00 12251-GN1-880	4153250	GASKET, CYLINDER H	00	1	1			\$4.90	1	0	\$4.90
00 16229-369-306	4428504	GASKET INSULATOR	00	1	1			\$.43	1	0	\$.43
00 17210-ZE3-010	2893907	AIR CLEANER ELEMENT	00	1	2			\$10.72	1	1	\$10.72
00 17211-102-000	0209460	FILTER AIR	00	1	2			\$4.80	1	1	\$4.80
00 17211-ZG9-800	4327383	AIR CLEANER ELEMENT	00	1	1			\$2.08	1	0	\$2.08
Total:					7						\$44.93

### Percent Profit Option 9-1-0

This option prints a list of items with prices marked so your percent of profit is within a certain percentage range selected. The Percent Profit Report prints a list of parts in your Stock file within the range of percentages and vendor numbers selected. You will be prompted to choose whether you want to send the output to a printer (default) or display it on the screen. *Example:*

Percent Profit Report				Starting Percent	0.0000%	Ending Percent	49.9999%	Date	9/17/2002	Page	1
				Starting Vendor	0	Ending Vendor	000				
Vendor	Code	Part Number	Description	Cost	Retail	Percent Profit					
000	3795036	06430-HF7-010	SHOE SET, F BRAKE	\$12.65	\$19.46	28.4907					
000	3795037	06430-HF7-A20	SHOE SET, R BRAKE	\$16.23	\$24.96	28.4707					
000	3795076	06430-HM7-030	SHOE SET, F BRAKE	\$13.11	\$20.17	28.5169					
000	3795077	06430-HM7-A40	SHOE SET, R BRAKE	\$20.55	\$31.61	28.4969					
000	3795085	06430-HN8-050	SHOE SET, BRAKE	\$9.85	\$15.14	28.4157					
000	4759676	06910-HM4-850	BEARING SET, NEEDLE	\$10.27	\$20.55	45.0214					
000	1174992	07716-0020504	WRENCH 26X30MM	\$23.20	\$30.94	17.5258					
000	2066413	07916-ME50001	LOCK-NUT WRENCH	\$28.69	\$38.25	17.4863					
000	4085353	07924-HA00001	PINION HOLDER	\$4.31	\$5.75	17.5908					
000	0060624	07933-2160000	PULLER, GENERATOR	\$48.15	\$64.21	17.5090					
000	3088135	08207-LU-0001	FOAM FILTER OIL	\$4.63	\$7.14	28.6595					
000	3089135	08208-LU-0010	SHAFT OIL 8.0 OZ.	\$1.35	\$2.56	41.9922					
000	3089145	08209-LU-0020	LUBE, SILICONE SPRAY	\$2.49	\$4.15	33.9523					
000	3089160	08209-LU-0041HP	HP CHAIN LUBE, 4 OZ.	\$1.95	\$4.24	33.8983					
000	3089155	08210-LU-0030	LUBE, MULTI-PURPOSE	\$2.05	\$3.41	33.8710					
000	3089165	08212-LU-0050	GREASE, LITHIUM	\$2.26	\$3.76	33.9181					
000	3089175	08212-LU-0053	DIELECTRIC GREASE	\$4.48	\$6.88	28.3200					
000	4713653	08732-CL-0005	CLEANER, CARBURETOR	\$2.05	\$3.41	33.8710					
000	4713674	08732-CL-0007	CONTACT/BRK CLEANER	\$2.78	\$4.63	33.9667					
000	4713775	08742-CP-0065	CLEANER/POLISH	\$3.04	\$5.06	33.9130					
000	5521396	08871-AD-0045	ADHES (HONDABOND 4)	\$3.27	\$5.45	33.9394					
000	3495272	08935-OG141M01	GN4 OIL 10W40 QT	\$2.04	\$3.36	33.1148					
000	3495274	08935-OG251M01	GN4 OIL 20W50 QT	\$2.04	\$3.36	33.1148					
000	3495273	08935-OH141M02	HP4 OIL 10W40 QT	\$4.13	\$6.76	32.8455					
000	3495285	08935-OH851M01	HP TRANS OIL 80W/85W	\$2.86	\$4.73	33.4884					
000	3495292	08935-OG15M01	GN2 OIL INJ/PRM QT	\$2.42	\$3.96	32.7778					
000	3922614	08C50-C321S01	COOLANT	\$2.37	\$3.95	33.9833					
000	1980853	09450-GS-0010	GASKET, CYL HD	\$9.01	\$18.96	47.7378					

### Kits Option 9-1-A

This stock report option prints a list of items in the Stock file that are grouped into kits. The Kits report prints a list of kit numbers in your Stock file within the range of numbers selected. You will be prompted to choose whether you want to send the output to a printer (default) or display it on the screen. The nextpage shows an example of a Kits report on Vendor 000.



If you press *Enter* at the **Starting** and **Ending** kit number fields, COMPTRON<sup>®</sup> will default to the first and last kit and vendor numbers.

KITS	FROM KIT NBR: "First"	TO KIT NBR: "Last"		
9/17/2002				PAGE: 1
KIT NUMBER	VEN	ITEM PART NO	DESCRIPTION	QUANTITY
2			OIL PUMP REPAIR KIT	
	000	11311-216-010	COVER R CASE	1
	000	91251-001-023	OIL SEAL 45X58X7	1
	000	13103-268-010	PISTON 0.50	1
	000	15611-921-000	CAP OIL	1
	000	15200-286-010	PUMP ASSY OIL	1
	000	42711-033-000	275X17KR-NT114	1
3			BRAKE SHOE KIT	
	000	06430-HF7-001	SHOE SET, F BRAKE	1
	000	06430-HF7-002	SHOE SET, R BRAKE	1
	000	08732-0003	LUBE, MULTIPURPOSE	1

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**Vendor Lists 9-2**

At times you may need a quick-reference list of vendors at your store's link terminals. With COMPTRON<sup>®</sup>, you can print a list of vendors in sequence by the vendor's number or name.

To print this list, select **Option 9**, then **2**, from the **Parts Menu**.

You will see the following **Vendor Print Menu**:

Vendor Print Menu

Vendor Print Menu

Select

1. Name and Phone Number by Vendor
2. Name and Phone Number by Name
3. Name and Address by Vendor
4. Name and Address by Name
- ' Exit

---

***Explanation of Menu Options:***

- < 1> **Name and Phone Number by Vendor** - This prints a list of vendors by vendor number. Use this list if you know the number of the vendor you are looking for, but not the name.
- < 2> **Name and Phone Number by Name** - This prints a list of vendors by vendor name. Use this list if you know the vendor's name, but not the number.
- < 3> **Name and Address by Vendor** - Prints a list of vendors, with each vendor's name, address, and telephone number, in sequence by vendor number. You are asked Include Remarks? <Y or N>. If you want the remarks printed for each vendor, answer Y.
- < 4> **Name and Address by Name** - Prints a list of vendors, in order by vendor name, including the name, address, and phone number of each vendor. You are asked Include Remarks? <Y or N>. Answer Y if you want the remarks printed.

## Customer Lists 9-3

From the **Parts Menu**, select **Option 9**, then **3**.

A menu appears with four different options for printing a list of customers: arranged by **Name**, **City**, **Zip Code**, or **State**. For the following example, we chose to print by Name, and entered a **Starting Name** and **Ending Name**.

### Print Customers by Name Screen

```

                                <'> Prev <.> Erase <;> Skip
Print Customers by Name

Starting Name  "First"

Ending Name   "Last"

----- C A T E G O R Y -----
 1  2  3  4  5  6  7  8  9 10
Include Categories  < >

----- C U S T O M E R T Y P E -----
Customer Account Internal Temporary
Include Customers   Y      Y      Y      Y

<0-9><A-Z> Match Single Character Only <?> Match Any Valid Character

```



If you press *Enter* at the **Starting** and **Ending** fields, COMPTRON® will default to “First” and “Last.”

**Include Categories** - When adding customers to the Customer file, you have the option to place them into 10 different types or categories. Using these categories, you can design your printout to suit your preference. If you choose more than one category, you are asked to select **Each** or **Any**.

If you select **< Each >**, your printout will include customers who **MUST** be in each of the categories selected. If you select **< Any >**, your printout will include customers in **ANY** of the categories selected. *Example:*

	C A T E G O R Y									
	1	2	3	4	5	6	7	8	9	10
Cust 1	X		X							
Cust 2	X		X	X						
Cust 3	X	X		X						

If you want **ALL** customers in one particular category, regardless of characters, type **?** in that category.

**Include Customers** - Answer **Y** to include the customer type on your printout, or **N** to exclude it.

In this printout, each customer entry will be shown on two lines. The first line gives the customer's name, address, and phone number, etc. The second line is for remarks. These print if you answer yes to the question Include Remarks?

The lists printed by city, zip code, and state are similar, except that information is arranged in the order selected. *Example:*

Customer List by Name							
12/17/2004							Page 1
Name	Address	City	St	Zip Code	Phone	Date Added	Date Last in
BACA, ELIAS M	RT 2 BOX 2336	SHOW LOW	AZ	85901	527-4993	03/16/96	03/16/96
						Category/Code: -----X	
BAGENSTOS, HURBERT C Attention: HERB	2112 E MAIN ST	LA PORT CITY	IN	60651	219-432-4323	03/24/98	03/24/98
Remarks: HAS THREE ATVS							
						Category/Code: X--X-----X	
BAGWELL, JAMES T Attention: JIM	P.O. BOX 2434	GLOBE	AZ	85501	433-6543	09/04/98	09/04/98
Remarks: MARTHA MAKES THE DECISION							
						Category/Code: ---X-----X	
BAHN, HENRY L	2773 G ST	EVERETT	WA	89264	604-494-8110	03/27/98	03/27/98
						Category/Code: ---S--S--X	
BAKA, BARRY O	2111 MAIN ST	SAFFORD	AZ	85234	681-1107	02/07/98	02/07/98
Remarks: PAYS IN ADVANCE							
						Category/Code: --X-----X	

## Vehicle File Printouts 9-4

A printout of the Vehicle file is available in five different formats. These can be printed out on paper or to the screen.

From the **Parts Menu**, select **9**, then **4**, and this **Print Vehicle File** menu is displayed:

### Print Vehicle File Menu

```

Print Vehicle File By

Select 

1. Model and Year
2. Customer Name
3. Next Service Due Date
4. Warranty Expiration Date
5. Extended Warranty Expiration

' Exit
  
```

All printouts are similar in format, but arranged in different sequences, depending on the option selected.

Below is an example of a Vehicle List using **Option 3, Next Service Due Date**.

Vehicle List by Next Service Due Starting with "First" Ending with "Last"											
											Page 1
Model	Yr	Make	Customer Name	Date Added	Last Service	Odom Read	Odom Date	Wkly Use	Next Service	Next Odom	Warranty Expirat
750	02	HONDA	BARNETT, LUKE	2/28/04	5/12/04	6242	5/12/04		11/12/04		
654 LTD	98	KAWASAKI	COMIANNI, MARRY	5/02/03	4/07/04	12644	5/02/04	100	11/21/04*	15000	
NINJA 600 R	01	KAWASAKI	MCCORD, RAYMOND	4/16/04	4/16/04	7519	4/17/04		10/17/04	10000	
VN1500	04	KAWASAKI	SALAZAR, JONNY	1/20/04	7/23/04	3812	7/23/04		10/23/04	5000	
RIVA JOG	04	YAMAHA	SHUMACHER, LEONARD	5/02/04	5/04/04	2648	5/04/04		11/04/04	5000	11/30/04
				Recommended Service: CUST NEEDS TO USE UNIT MORE TO AVOID SAME PROBLEMS USE STABILIZER IN FUEL WHEN SETTING UP-CHG BATT AS NECESSARY							
PW250D	05	YAMAHA	ANDERSON, EDWARD R	10/06/03	4/06/04	2217	4/06/04	75	2/07/05*	5000	10/04/05
				Remark: YAMAHA EXT WARR							
KZ1000P11	04	KAWASAKI	POLICE DEPT.	1/16/04	7/21/04	2030	7/21/04		1/21/05	5000	1/31/05
				Remark: POLICE BIKE							
640 LTD	99	KAWASAKI	GORDON, JOHN	2/10/04	8/13/04	11347	8/12/04	50	8/12/05*	12000	
FA 450D	03	SUZUKI	VASQUEZ, RAY	1/15/04	6/25/04	5745	6/24/04		12/29/04		
1100 MAXIM	03	YAMAHA	PURSINGER, BOBBIE	1/13/04	8/05/04	3871	8/05/04		2/05/05	5000	
* = Next Service Date Computed from Next Odom											

After you select an option, you will be asked, “Include Remarks?” If you want the remarks from the Vehicle file printed, answer Y.

After answering this question, you are asked, “Include Recommended Service? <Y or N>” This is the recommended service printed on the Repair Order for a particular vehicle.

Next, you will be asked, “Print Mailing Labels?” If you want customer mailing labels printed for the owner of each vehicle listed, answer Y.

---

***List Heading Descriptions:***

---

- Date Added** - This is the date the vehicle was added to your data base.
- Last Service** - This is the date of last service on the unit, recorded on the vehicle screen. This date is updated automatically when a Repair Order is ended.
- Odom Read** - The odometer/hour meter reading last recorded. This reading is automatically updated when a Repair Order is ended, if entered on the **Repair Order** screen.
- Odom Date** - The date of the odometer/hour meter reading. This date is automatically updated when a Repair Order is ended, if the odometer reading is entered on the Repair Order.
- Wkly Use** - The average weekly use in miles/hours.
- Next Service** - This is the date when the next service should be performed on the vehicle.\*
- Next Odom** - The scheduled/anticipated odometer/hour meter reading when the next service should be performed.
- Warranty Expirat** - The date the manufacturer warranty expires.

\* = **Next Service** date computed from **Next Odom** date.

## History File Printouts 9-5

### Part Movement 9-5-1

Without history, it is impossible to have a good inventory control system. The printouts from the History file show the quantity of parts sold during a given period. This helps you decide which parts should be deleted or reordered, and how many to stock for certain periods of time. With COMPTRON® you can see all this information with just the push of a button.

From the **Parts Menu**, select **Option 9**, then **5**. A screen appears with two options: **Part Movement** and **History Graphs**. First let's look at **Part Movement**. Select **Option 1**, and you will see the following **Parts Information** menu:

#### Parts Information Menu

```

Parts Information

                                Select 

                                1.  Fast Moving Parts
                                2.  Slow Moving Parts
                                3.  Part Status by Vendor
                                4.  Part Movement (3yr History)
                                4.  Part Movement (3yr Monthly)
                                '  Exit
  
```

#### Explanation of Menu Options:

< 1> **Fast-Moving Parts** - Allows you to print a report by part number, code, or category. Also, as in the other options, you may select a range of vendors and part numbers to print. After selecting the range, you will see this option:

**Sold Within (Months)** - This is the number of months within which a part must have been sold to be included in this report. For example, specifying sold within one month includes only parts sold this month.

< 2> **Slow-Moving Parts** - This report looks the same as for fast-moving parts, except that the last option is **NOT** sold in (months)—this is the number of months that certain parts have not sold. It can help you decide when to return slow-selling parts to vendors. (*See the How to Return Stock to Vendors section of the Appendix to this manual.*)

< 3> **Part Status by Vendor** - This report comes from your Stock file. (*Refer to Chapter 10, System Maintenance, and read the Stock file section for descriptions of part status codes.*) This option allows you to print a report on a specified part status, for a range of vendors that you select.

< 4> **Part Movement (3yr History)** - This report comes from the History file, and prints a list from the range of categories, codes, vendors, or part numbers that you select. This list shows the sales history of each part for the past three years.

As prompted, choose whether to list the history by category, code, part number, or description; then type the **Starting** and **Ending** numbers, answer whether you want a partial or exact number match, and choose whether to list average cost, last cost, or replacement cost. Below is an example of this report:

Part Movement History List for Vendor "FIRST" to "LAST" by Part Number "FIRST" to "LAST"															Page 1	
11/06/1998																
Ven	Ct	Part Number	Code	Description	Repl Cost	O/H Qty	Order Qty	B/O Qty	Stk Lvl	Rord Pt	30+	60	90	Sold in Previous 1Yr+	2Yr	3Yr
014	2	03-018	1309016	130/90-16 SE-11 BS TI	\$52.01	2	0	0	3	1	1	0	2	3	3	2
014	2	04-047	1209018	120/90-18 C/S CUDA	\$35.49	3	0	0	4	2	1	1	1	3	4	3
014	2	04-048	1009019	100/90-19 CUDA C.S.	\$25.41	2	2	0	4	2	0	2	1	4	3	3
014	2	04-052	1009018	100/90-18 CUDA C.S.	\$23.84	3	0	0	4	2	1	1	0	4	4	3
014	2	06-014	MT9016	MT90-16 K491 DUNLOP	\$70.37	2	0	0	2	1	0	1	1	2	2	1
014	2	06-019	MT9016	MT90-16 F RWL K491 DU	\$66.11	2	0	0	2	1	1	0	1	3	2	2
014	2	06-023	1309016	130-90-16 K591S DUNLO	\$62.40	2	0	0	2	1	0	0	0	2	0	0
014	2	06-051	1009019	100/90-19 K591 FS	\$50.77	2	2	0	4	2	1	2	3	4	3	3
014	2	06-053	1109018	110/90-18 F K591S DUN	\$49.97	3	0	0	4	2	1	1	2	3	4	3
014	2	07-060	1308017	130/80-17 K591 SP DUN	\$61.72	1	1	0	2	1	1	0	1	2	2	1
014	2	07-006	1309016	130/90/16 M66 MICHELI	\$61.25	2	0	0	2	1	0	1	1	3	2	2
11 Part Numbers					Total Cost:	\$559.34										

The Part Movement History report shows the vendor, category, part number, code, and description for each part, followed by its cost, on hand and order quantities, stock level, and reorder point. Then it displays the number sold in the 30, 60, and 90 days immediately preceding the current date; and the amount of sales for the current year (12 months before the current date), for the previous year (two years ago), and for three years ago.

< 5> **Part Movement (3yr Monthly)**- This report is also taken from the History file, and lists your sales history for a selected range of vendors and part numbers, arranged in vendor and part number sequence. It breaks down the sales of each part by month for the past three years, but does not include the cost or stock level and reorder information. An example of this report appears on page 8.

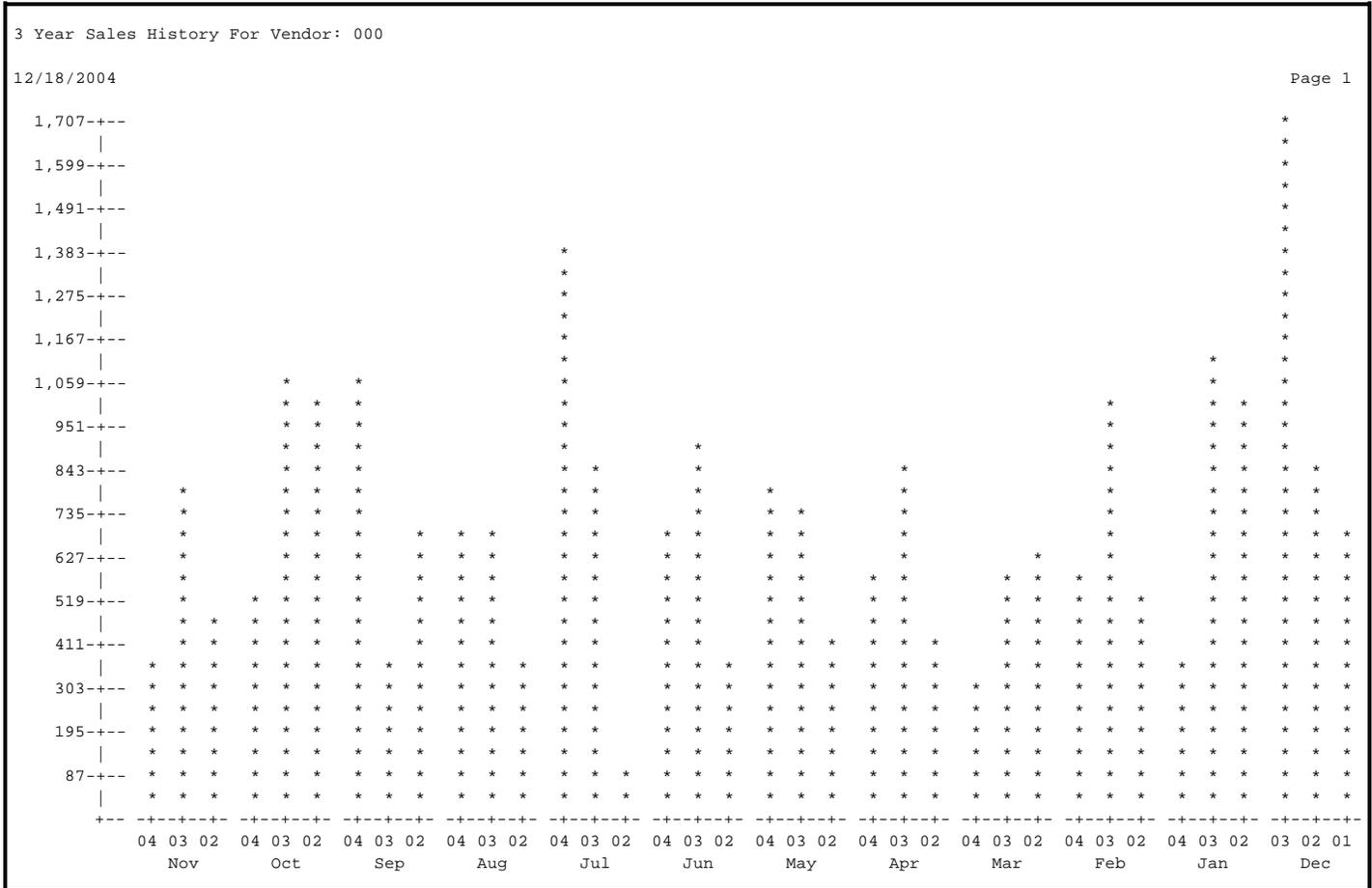
## History Graphs 9-5-2

Another way to look at your part movement history is with graphs. COMPTRON® can show your history as graphs, which gives you a bird's eye view of your sales for the past three years.

From the **Parts Menu**, select **Option 9**, then **5**, then **2**.

The menu screen will offer you four different history graph options. These allow you to see your graph by **Category**, **Code**, **Part Number**, or **Vendor**.

For the following example, we chose **Option 2, Vendor**. After typing the vendor whose history you want, you'll see a printout similar to the example on the next page:



The left column begins at the bottom and climbs to the greatest number of sales for any given month. It then compares the other months' sales. The bottom two rows represent the months and years of sales.

In our example, we see that the history begins in December 2001, and ends in November 2004. The lowest number of sales (87) was in July 2002, and the highest number of sales (1,707) was in December 2003.

This information is taken from your History file in **System Maintenance** (see Chapter 10).

## Special Order Printouts 9-6

The Special Order file is updated when you order parts for customers in **Parts Counter Operations**, as described in Chapter 1.

Start at the **Parts Menu** and select **9**, then **6**. You will see the following **Special Order Prints** menu:

### Special Order Prints Menu

Special Order Prints

Select

1. Parts Not Ordered
  2. Listing by Name
  3. Listing by Vendor
  4. Duplication Information
  5. Special Orders Received
  6. Special Orders Backordered
  7. Special Order Totals
- ' Exit

### Explanation of Menu Options:

- < 1> **Parts Not Ordered** - Prints a list of the parts requested in **Parts Counter Operations** for which no purchase order was created.
- < 2> **Listing By Name** - This is a list of Special Orders and the status of each order. The list is arranged in sequence by name or Hold ticket number.
- < 3> **Listing By Vendor** - This list is the same, except arranged in order by vendor.
- < 4> **Duplication Information** - Prints a complete list of your Special Orders and the customer information. This list shows items specially ordered more than once, which helps you decide whether to stock these items. It helps to compare it against the Lost Sales Report (*see the Management Reports section of Chapter 11*) to check how often you have lost sales on specially ordered parts. *Example:*

Special Order Duplication Information

05/10/2004

Page 1

Ven	Part Number	Ticket	Type	Name	Description	Phone Number	Qty	PO Ordered	Status	Total Paid
000	31101-003-014	002941	CTR	ABNER, GEORGE	ROTOR A C DYN	325-1132	1	509 04/26/04	Ordered	
*****										
000	31101-003-014	002953	CTR	ABNER, GEORGE	ROTOR A C DYN	325-1132	1	513 04/30/04	Ordered	
000	31102-340-690	002947	HOLD	GRIDLEY, RALPH	STATOR	824-2810	1	511 04/28/04	Ordered	
000	53120-GB5-6702B	002958	CTR	JACKSON, GORDON	COVER HNDLE LWR PB3	458-5770	1	515 04/30/04	Ordered	\$16.80
*****										
000	53120-GB5-6702B	002972	CTR	JACKSON, GORDON	COVER HNDLE LWR PB3	458-5770	1	523 05/07/04	Ordered	\$16.80
*****										
000	53120-GB5-6702B	002958	CTR	JACKSON, GORDON	COVER HNDLE LWR PB3	458-5770	1	527 04/30/04	Picked Up	
000	76307-89	002944	CTR	LEE, RICHARD N	SPEAKER GRILLE ASSY	452-9573	1	510 04/28/04	It's Here	

\*\*\*\*\* = Item Ordered More Than Once.

A row of asterisks (\*) shows that the item was ordered more than once. It is important to check these items and see if you should stock them. Make sure that the part was ordered for more than one customer, because you might have canceled the part and reordered it again for the same customer.

< 5> **Special Orders Received** - This report shows you all the Special Orders indicating It's Here in the **Status** column. *Example:*

Special Orders Received									
12/17/04								Page	1
Name	Phone Number	Ticket	Ordered	Received	Part Number	Code	Qty	Amount	
BROOKS, LARRY		8550	12/07/04	12/10/04	97873-52084-P0	2061968	18	\$27.72	
				Total Received:	\$27.72	Total Paid:	\$9.52	Total Due:	\$18.20
SMITH, BILL		1234	12/07/04	12/10/04	16133-044-683	0131730	4	\$7.16	
				Total Received:	\$7.16	Total Paid:	\$0.00	Total Due:	\$7.16

< 6> **Special Orders Backordered** - Prints a list of all Special Orders that indicate "Back Ord" in the **Status** column. *Example:*

Special Orders Backordered									
12/17/2004								Page	1
Name	Phone Number	Ticket	Ordered	Received	Part Number	Code	Qty	Amount	
TAPLEY, JOE		8533	12/07/98	12/10/98	87125-MA2-610	1115757	1	\$8.54	
				Total Received:	\$8.54	Total Paid:	\$0.00	Total Due:	\$8.54

< 7> **Special Order Totals** - Lists all the Special Orders, except those that have been picked up, including the quantity on each ticket, the total dollar amount for each, and the deposit amount paid on each, if any. *Example:*

Special Order Totals									
12/17/2004								Page	1
Name	Home Phone	Work Phone	Ext.	Tickets	Qty Ord	Amt Ordered	Amount Paid		
ABERNATHY, REBECCA	520-458-3223	520-459-1877		1	1	\$ .23	\$0.00		
BROOKS, LARRY	520-378-5690	520-458-6825	225	1	18	\$27.72	\$9.52		
BROOKS, LARRY A	520-378-5690	520-458-6825	225	1	3	\$102.40	\$50.00		
NEILSON, PHIL W	520-459-8349			1	2	\$20.94	\$10.00		
RAMSEY, BOBBY B	520-458-2295	520-458-6931	012	1	8	\$18.38	\$8.00		
SMITH, BILL	520-378-7438	520-538-7597	0375	1	4	\$7.16	\$0.00		
SMITH, BOBO	520-378-7438	520-538-7597	0375	0	1	\$277.68	\$0.00		
7 Printed - Totals:				8	42	\$454.51	\$77.52		

## Category Lists 9-7

A store should be set up with different categories, such as clothing, helmets, batteries, etc. When a customer calls and wants to know the prices of jackets, for example, check the inventory by category. It is not necessary to go to the shelves to check stock and then to the book to check prices. COMPTRON<sup>®</sup> makes it fast and easy to answer phone calls.

You probably won't remember all the categories, so print a Category List and keep it handy at the link terminals. To get this printout, follow these steps:

From the **Parts Menu**, select **Option 9**, then **7**. The Category List is printed by either the category number or the category name.

Select **1** from the menu to print the list by category number, or **2** to print the list by category name. These lists are generated from **System Maintenance** (see the *Category* section of Chapter 10). Example:

### Category List by Number

11/16/2004

Page 1

Number	Category	Remarks
00	TIRES	USE FOR ALL ON/OFF ROAD TIRES
01	HELMETS	M/C HELMETS
02	STREET TIRES	USE FOR STREET TIRES ONLY
03	MANUALS-SHOP-BOOKS	NOT FOR IN-HOUSE MANUALS
04	TUBES	
05	CHAIN	
06	SPROCKETS REAR	
07	SPROCKETS C/S	
08	AIR FILTERS	
09	BATTERIES	M/C BATTERIES
11	BRAKE PADS SHOES	
12	SHIELDS-VISORS	
13	MX BOOTS	
14	DIRT TIRES	
15	ATV TIRES	
16	SCOOTER TIRES	



**NOTE:** You will probably want both lists at the terminals for quick reference.

## Cost Matrix Reports 9-8

After creating a Cost Matrix table from **System Maintenance**, use **System Reports** to print the report.

From the **Parts Menu**, select **Option 9**, then **8**. COMPTON<sup>®</sup> asks for the **Starting Vendor** and **Ending Vendor**. Type the vendor range for your printout and press *Enter*.

The following is an example of a printout on Vendor 00:

Cost Matrix Starting with Vendor 000 Ending with 999			
11/16/2004			Page 1
Vendor	From	To	Times
004	\$ .00	\$100.00	4.00
099	\$ .10	\$ .25	4.00
099	\$ .26	\$ .50	No Matrix
099	\$ .51	\$1.00	3.00
099	\$1.01	\$2.50	2.60
099	\$2.51	\$5.00	2.50
099	\$5.01	\$10.00	2.50
099	\$10.01	\$15.00	No Matrix
099	\$15.01	\$20.00	2.50
099	\$20.01	\$25.00	2.50
099	\$25.01	\$50.00	2.00
099	\$50.01	\$75.00	2.00
099	\$75.01	\$2,000.23	2.00
999	\$ .10	\$ .25	4.00

This printout shows the Cost Matrix set up for each vendor. *(For an explanation, refer to Chapter 10, System Maintenance, and read the Cost Matrix section.)*

## Hold Ticket Lists 9-9

Hold tickets are built in Parts **Counter Operations**, but instead of ending the ticket, you place the ticket on Hold for later completion. The primary reason for Hold tickets is for pending Service department work orders. (*Refer to Chapter 1, Create a Hold Ticket.*)

From the **Parts Menu**, select **Option 9**, then **9**. You will see the following **Print Hold Tickets** menu:

### Print Hold Tickets Menu

Print Hold Tickets

Select

1. List All Hold Tickets
  2. Listing by Vendor
  3. Listing by Ticket Number
  4. Listing by Operator
  5. Hold Ticket Totals
- ' Exit

### Explanation of Menu Options:

- < 1> **List All Hold Tickets** - Prints a list of all tickets on Hold.
- < 2> **Listing by Vendor** - Creates a list of all the Hold tickets from a particular vendor.
- < 3> **Listing by Ticket Number** - Prints a list of Hold tickets by the number range selected.
- < 4> **Listing by Operator** - Prints a list of Hold tickets created by a specific operator.
- < 5> **Hold Ticket Totals** - Prints a list of the total dollar amount of tickets on Hold.

After printing a list of all outstanding Hold tickets, you can check it for old, unused/unneeded tickets that you may want to cancel. After marking those Hold tickets that are no longer needed, go to **Option 1** of the **Parts Menu: Counter Operations**, select the **Find Hold Ticket** option, and locate each Hold ticket in turn to cancel or end it. Bear in mind that any parts sold to a Hold ticket will be returned to stock if the ticket is canceled.

The following page shows an example of an Outstanding Hold Tickets printout.

Hold Tickets Starting at 721 Ending at 1006

2/09/2005

Page 10

Ticket	Ln	Ven	Part Number	Code	Description	Qty	Typ	Pri	Date	Op	Dpt	Cust #	Disc	%	Amount
721	11	000	5988CAN01-AH	3111135	M/C ID GUIDE 59-88	1	Z		11/13/04	03	S	504038	c	.10	\$14.41
829	1	002	98722-90	98722-90	TOURING CYCLE COVER W/	1	Z	2	12/17/04	03	S	943519	P		\$81.00
829	2	002	67680-91	67680-91	CHROME HEADLAMP NACELL	1	Z		12/17/04	03	S	943519	P		\$174.95
829	3	002	66050-91		OIL TANK COVER TRIM	1	S		12/17/04	03	S	943519	P		\$34.95
829	4	002	90839-83		SADDLEBAG GUARD KIT (FL	1	Z	2	12/17/04	03	S	943519	P		\$89.95
829	5	002	91847-88		PAIR OF S/BAG LINERS	1	S	2	12/17/04	03	S	943519	P		\$51.95
829	6	002	66053-92		LEFT SIDE CHROME TRIM	1	S		12/17/04	03	S	943519	P		\$27.95
1006	1	004	35004-1188-M1		FENDER-FRONT, BLACK/RE	1	O		10/26/04	03	S	53606	c	.20	\$37.89
1006	2	004	92037-1459		CLAMP, CABLE	1	O		10/26/04	03	S	53606	c	.20	\$3.70
1006	3	004	35009-1070		BRACE, FRONT FENDER	1	O		10/26/04	03	S	53606	c	.20	\$12.74
1006	4	004	92002-1200		BOLT, FLANGED, 8X16	1	O		10/26/04	03	S	53606	c	.20	\$.58
1006	5	004	51002-5360-B1		TANK-COMP-FUEL, F. RED	1	O		10/26/04	03	S	53606	c	.20	\$272.85
1006	6	004	46012-1188		HOLDER-HANDLE	1	O		10/26/04	03	S	53606	c	.20	\$31.84
1006	7	004	46012-1187		HOLDER-HANDLE	1	O		10/26/04	03	S	53606	c	.20	\$31.84

**Field Descriptions:****Ticket** - The ticket number assigned to the Hold ticket by the operator.**Ln** - The line number of the Hold ticket.**Ven** - Vendor of the item.**Qty** - Quantity of items for that part number.**Typ** - The type of transaction, such as:**(R)** - Returned item**(S)** - Sold item**(G)** - Special vendor (*see the Vendor File section of Chapter 10*)**(O)** - Item on the ticket requested, but not special ordered when placing the ticket on Hold.**(Z)** - Item requested, and special ordered, when placing the ticket on hold.**Pri** - The priority level code assigned for shipping a specially ordered part.**Date** - The date the ticket was placed on hold.**OP** - The operator who **ORIGINALLY** created the ticket.**Dpt** - The department to which the ticket is credited.**(S)** - Service**(P)** - Parts**(H)** - Wholesale**(W)** - Warranty**(I)** - Internal

**Disc** - Type of discount or cost + .

**(P)** - Price adjustment

**(D)** - Discount

**(c)** - Cost +

**(d)** - Dealer cost

**%** - The percentage of Discount, Cost + , or Dealer Cost recorded on the ticket (left blank if no percentage exists)

**Amount** - The total amount (sale price) of each line item.

## Account File Printouts 9-0

Customers keep any retail business alive. Whether the customers are satisfied with the service or not is what makes the difference between a very successful business and a poor business. COMPTRON® allows you to keep track of your customers and communicate with them through direct mail or phone, thereby keeping them satisfied with your service.

The information that prints in the Account file comes from the Customer file in **System Maintenance**. (Refer to the Customer File section of Chapter 10.)

From the **Parts Menu**, select **Option 9**, then **0**. The following **Account File Prints** menu appears:

### Account File Prints Menu

```

Account File Prints

                                     Select █

1. Listing by Account Number
2. Listing by Name
3. Quick Listing by Name
4. Quick Listing by Account Number
5. Accounts With Limits and Balances

' Exit

```

### Explanation of Menu Options:

- < 1> **Listing by Account Number** - This is a complete listing of your customers in the Account file, in account number order. This list contains the complete address, telephone number, tax number, account balance, and credit limit for each customer.
- < 2> **Listing by Name** - This is the same list, except that it is arranged in order by the customers' names.
- < 3> **Quick Listing by Name** - Prints a list of charge account customers, in order by name, for easy access at the counter. This list only prints the name and account number. It is used most often at the counter to reference the customer's account number.
- < 4> **Quick Listing by Account Number** - This is the same quick list, except that it prints in account number order.
- < 5> **Accounts with Limits and Balances** - Prints a list of customers, showing their account balances and credit limits. This printout excludes the address, tax number, and phone number.

For the following example, we chose **Option 2, Listing by Name**.

This **Listing by Name** screen appears for selection of a range of names:

**Listing by Name  
Screen**

```

                                <'> Exit <.> Delete
Listing By Name

                                Starting Name

                                Last Name
                                First Name                                Initial

                                Ending Name

                                Last Name
                                First Name                                Initial

```

***Explanation of Screen Options:***

**Starting Name** - The Account File Listing by Name prints in alphabetical order, starting with the name or letter(s) typed here.

**Ending Name** - The alphabetical Listing by Name ends with this name or letter.



If you press *Enter* at the **Starting** and **Ending** name fields, COMPTON<sup>®</sup> will default to the first and last names in the Account file. *Example:*

Account File Print by Name Starting With "First"		Ending With "Last"			
8/18/2003				Page 1	
Customer	Account	Phone	Tax Number	Activity	Credit Limit
ABBETTISTA, SAM A 5311 BERCH AVE SARASOTA, FL 34233	1AB0004			Charged: \$120.00 Paid: \$ .00 Balance: \$120.00	\$120.00
CANADY, CHRISTINE 2211 18TH STREET CT E BRADENTON, FL 34208	00CBR-0303	941-748-1488		Charged: \$ .00 Paid: \$50.00 Balance: \$50.00CR	\$ .00
JOHNSON, MARTIN D 7038 MYAKKA VALLEY RD SARASOTA, FL 34241	00JSA-0301		941-925-7221	Charged: \$256.83 Paid: \$150.00 Balance: \$106.83	\$500.00
MAYNER, DARRELL E 2766 SUN CREST DRIVE SARASOTA, FL 34238	00MSA-0310		941-344-6391	Charged: \$174.67 Paid: \$100.00 Balance: \$74.67	\$250.00
SANSOUCI, RENEE 527 PARKVIEW DRIVE SARASOTA, FL 34243	000SA0069		941-355-5241	Charged: \$93.05 Paid: \$223.05 Balance: \$130.00CR	\$150.00
WENDT, WENDELL M 1841 ROBINHOOD STREET SARASOTA, FL 34231	00WSA-0042		941-925-3764	Charged: \$166.52 Paid: \$189.50 Balance: \$22.98CR	\$200.00
6 Printed - Totals:				Charged: \$811.07 Paid: \$712.55 Balance: \$98.72	\$1220.00

## Operator Lists 9-A

The manager keeps a record of the numbers given to each operator. Use the **Operator** option to print a copy of this record.

From the **Parts Menu**, select **9**, then **A**. You will see two menu options: **by Name** or **Operator Number**. The following example is listed by operator:

Operator List by Operator					
11/10/2004				Page	1
Operator	Name	Parts Access	Service Access	Department	
1	OPERATOR 1		5	S	
2	OPERATOR 2	1	3	P	
3	OPERATOR 3	3	3	P	
4	OPERATOR 4	4	4	P	
5	OPERATOR 5		5	S	
6	OPERATOR 6	6	6	P	
7	OPERATOR 7	7	7	P	
8	OPERATOR 8	8	8	P	
9	OPERATOR 9	9	9	P	
10	STORE MANAGER	10	10	P	
11	STORE OWNER	11	11	P	
12	OPERATOR 12	12	12	P	

### Field Descriptions:

**Parts Access** - This is the access level assigned to an operator. This level is based on the order of the **Parts Menu**.

**Service Access** - This is the access level assigned to an operator in the Operator file for access to the service operations.

**Department** - This is the department assigned to an operator for use in **Parts Counter Operations**. When the operator starts a ticket, COMPTRON<sup>®</sup> defaults to this department.

## Transaction Reports 9-B

These reports show the transactions of every line of each ticket generated in Parts **Counter Operations**. The reports are useful if there is a question about a ticket or ticket line.

From the **Parts Menu**, select **Option 9**, then **B**.

You will see the following **Print Transactions** menu:

### Print Transactions Menu

Print Transactions

Select

1. All Transactions
2. By Ticket Number
3. By Operator
- ' Exit

### Explanation of Menu Options:

- < 1> **All Transactions** - Prints a listing of all transactions since running the **End of Day** function.
- < 2> **By Ticket Number** - Prints a list of transactions for the range of ticket numbers selected.
- < 3> **By Operator** - Prints a list of transactions for the operator selected.



**NOTE:** *These options print only transactions that have taken place since last running the **End of Day** function.*

## Report Generator 9-C

As you've seen from reading this chapter, COMPTRON® offers your store many standard reports to help you evaluate how your business is doing. However, you may have identified other factors and areas of information that you want to track. Now the **Report Generator** function allows you to custom design additional reports tailored specifically to your needs.

From the **Parts Menu**, select **Option 9**, then **C**, and you will see a screen similar to the following example, listing the title and description of whatever report was last generated here:

Sample Report Title Screen

```

                                <A> Add   <N> Next  < > Print  <'> Exit  <A>
Stock Report                    <S> Search <P> Prev  <d> Delete  <F> Filters

                                Report Title  NCUST           Description Cat, MTD Sales, Retail
                                Filter Title  CAT             Description

Date 10/22/2001                                     Page      1

Cat MTD Sales           Retail
## 9999999999 $$$$,$$$.$$$

```

If you want to design a new report, use the **< A > Add** command option to see this blank **Report Title** screen:

New Report Title Screen

```

                                <'> Exit

                                Report Title           Description
                                Filter Title  Description

Date 10/22/2001                                     Page      1

```

Enter a meaningful title for your report. You will find that if you try to type a two-word title such as "PART STATUS," you will see a message across the bottom of the screen saying that you cannot use spaces or special characters in the report name. This means that you must either run title words together or use a period (.) or a hyphen (-) to separate them—a slash (/) is considered a special character.

Next, press *Enter* to move to the **Description** field. Type a brief description of your new report here; otherwise, this field will just list abbreviated names of the data fields that you select for inclusion in the report. After typing your report description, press *Enter* to move to the **Filter Title** field, and the following window will open for you to select the type of report you want to create (i.e., the file from which you wish to draw your report information):

**New Report Title  
Screen: Report Type  
Window**

```

      <'> Exit                               Report size: 001

Report Type

Select 1
1. Stock
2. Vendor
3. Customer
4. Vehicle
5. Repair Order
6. Special Order
7. Hold Ticket
8. Work Code
9. Technician
A. R/O History

ARTSTAT      Description
              Description

Page 1
  
```

After you choose the report type (for this example we'll extract data from the Stock file), a window like the following will open, offering you a list of the target file's data fields from which you can select the information factors you want included in your new report (you need to choose at least three):

**Stock Report Screen:  
Stock Data Window**

```

Stock Report

      Enter Line No. or <'> Exit <16>
      Stock Data
1. BACKORDER QTY    11. MATRIX          21. SRA
2. CATEGORY         12. MTD ORDER QTY   22. STOCK LEVEL
3. LAST COST        13. MTD SALES       23. UNIT PACK
4. AVERAGE COST    14. QTY ON HAND     24. UNIT QTY
5. REPLACE COST     15. QTY ON ORDER    25. PRIME VENDOR
6. DATE LAST SALE   16. PART #          26. N/A
7. DATE LAST ORDR  17. SUBST PART #    27. SUB VENDOR
8. DESCRIPTION      18. PART STATUS     28. RETAIL PRICE
9. CODE             19. PERCENT PROFIT
10. N/A             20. REORDER POINT

Date 10/22/2001                               Page 1
  
```

Try to select the data fields in the order in which you want them to be displayed on your report. Type the line number for the first data field, press *Enter*, and the data window will close, revealing your **Report Title** screen with the name of the first data field displayed in the lower left corner above a string of **x**'s, **9**'s, or **\$**'s (dollar signs) to indicate the field's size (in characters, numeric digits, or dollar amounts, respectively). The cursor will be waiting to the right of the data field name.

To choose the next data field for your report, just press *Enter* again, and the data window will reopen for you to repeat the process by typing the next line number. When you've chosen the last field to include in your report, press *Enter* once more, then use the apostrophe < ' > command to **Exit** the data window. The **Report Title** screen will be displayed with all data fields listed in the lower left corner (and also abbreviated in the **Description** field if you have not entered your own report description there). For our example from the Stock file, we chose lines 16 (**Part #** field), 17 (**Part Status**), 21 (**SRA**), and 2 (**Category**):

Stock Report Title Screen

```

Stock Report          <A> Add    <N> Next  < > Print  <'> Exit  < >
                    <S> Search <P> Prev  <d> Delete  <F> Filters

                    Report Title  PARTSTAT      Description Part,PS,SRA
                    Filter Title   Description

Date 10/22/2001                                           Page 1

Part #              PS SRA Cat
xxxxxxxxxxxxxxxxxxx xx xxx 999
    
```

If you decide to select line 19 (**Percent Profit** field) for inclusion in your report, the following **Cost** subwindow will open to alert you as to which cost figure will be used as the basis for calculating the profit percentage (last cost, average cost, or replacement cost):

Stock Report Screen: Stock Data Window w/ Cost Subwindow

```

Stock Report
                    Enter Line No. or <'> Exit <19>
                    Stock Data
                    1. BACKORDER QTY   11. MATRIX           21. SRA
                    2. CATEGORY        12. MTD ORDER QTY    22. STOCK LEVEL
Repor              3. LAST COST       13. MTD SALES       23. UNIT PACK
Filde              4. AVERAGE COST    14. QTY ON HAND    24. UNIT QTY
                    5. REPLACE COST   15. QTY ON ORDER   25. PRIME VENDOR

                    If the preceding column is "LAST COST" or "AVERAGE COST", then
                    "PROFIT-%" is based on that cost; otherwise it is based on
                    "REPLACEMENT COST".

                    Continue < >

Date 10
Part #              PS
xxxxxxxxxxxxxxxxxxx xx
    
```

After identifying all the data fields to be covered in your new report, use the **< F> Filters** command to narrow further the range of information that you wish to include, and a **Filter** screen similar to the following example will appear:

Stock Filter Screen

```

                                <C> Change  <A> Add    <'> Exit   <A>
Stock Filter                    <S> Search  <R> Remove

                                Report Title  PARTSTAT   Description Part,PS,SRA
                                Filter Title   Description

Date 10/22/2001                                     Page   1

Part #          PS SRA Cat
xxxxxxxxxxxxxxxxxx xx xxx 999

```

The **< A> Add** command option moves the cursor to the **Filter Title** field, where you must type in a name for the filter that you wish to add, and press **Enter**, before you can see a **Filter** window similar to this example:

Stock Report Screen:  
Stock Filter Window

```

Stock Filter                    Enter Line No  or < > Accept  < >
                                PARTSTATFLTR
                                The filter limits the report to ONLY these fields

                                Ln#  FIELDS                FILTER
                                1.  Vendor
                                2.  Part Number
                                3.  Sub Part No
                                4.  Part Status
                                5.  Category
                                6.  Code
                                7.  Location
                                8.  Date(Last Sale)
                                9.  Date(Order Sale)
                                10. SRA
                                11. Matrix Indic
                                12. Not in Use
                                13. Not in Use
                                14. Not in Use
                                15. Not in Use
                                16. Not in Use

```

If you had chosen to generate an existing type of report from the initial **Report Title** screen, the **< S> Search** command option would have moved the cursor to the **Filter Title** field, where you could use the slash key (/) scrolling search command to display the **Filters** window for a list of all filters already defined for that report, as illustrated on the next page. You could then select the line number for the filter that you wanted to apply at that time.

**Stock Filter Screen:  
Stock Filters Window**

Stock Filter

```

      <#> Ln <d> Delete <'> Exit < >
      STOCK FILTERS
  Ln  Filter      Description      First Report
-----
  1  BATTERIES    08                PARTSTAT
  2  BOOKS        13                BOOKSQOH
  3  CHAINS       06                PARTSTAT
  4  CLOTHING     03                CLOTHESQ
  5  GLOVES       12                CLOTHESQ
  6  HELMETS      04                HELMETQ
  7  LUBRICANTS   09                SUPPLYQ
  8  SPARKPLUGS  11                PARTSTAT
  9  SPROCKETS    07                PARTSTAT
  0  T-SHIRTS     10                CLOTHESQ
  A  TIRES-ATV    00                TIRESQOH
  D  TIRES-DIRT   01                TIRESQOH
  C  TIRES-STREET 02                TIRESQOH
  P  TUBES        05                TUBESQOH
  X  WAX-CLEANERS 14                SUPPLYQ

```

Once you have defined the filter for your report, press *Enter* to **Print** it, and this screen will appear, prompting you to choose whether you want to send the output to a printer (default), display it on the screen, or export it to a diskette:

**Output Selection  
Screen**

```

      Select Output  <P>

      <P>  Send to Printer

      <S>  Display on Screen

      <X>  Export

```

Next, a screen similar to the example on the next page will appear, on which you can indicate the range of data to be included for each field of your report.

### Report Range Parameters Screen

```
< > "First" <'> Exit
```

```
PART NO  
Starting
```

```
Ending
```

```
PART STATUS  
Starting
```

```
Ending
```

```
PROFIT (%)  
Starting
```

```
Ending
```



If you press *Enter* at the **Starting** and **Ending** fields, COMPTRON® will default to “First” and “Last.”

When you have defined the range parameters for each data field to be included in your report, a command line will appear at the bottom of the screen, allowing you to verify your choices or make corrections:

### Report Range Verification Screen

```
< > "Last" <'> Prev
```

```
PART NO  
Starting "First"
```

```
Ending "Last"
```

```
PART STATUS  
Starting "First"
```

```
Ending "Last"
```

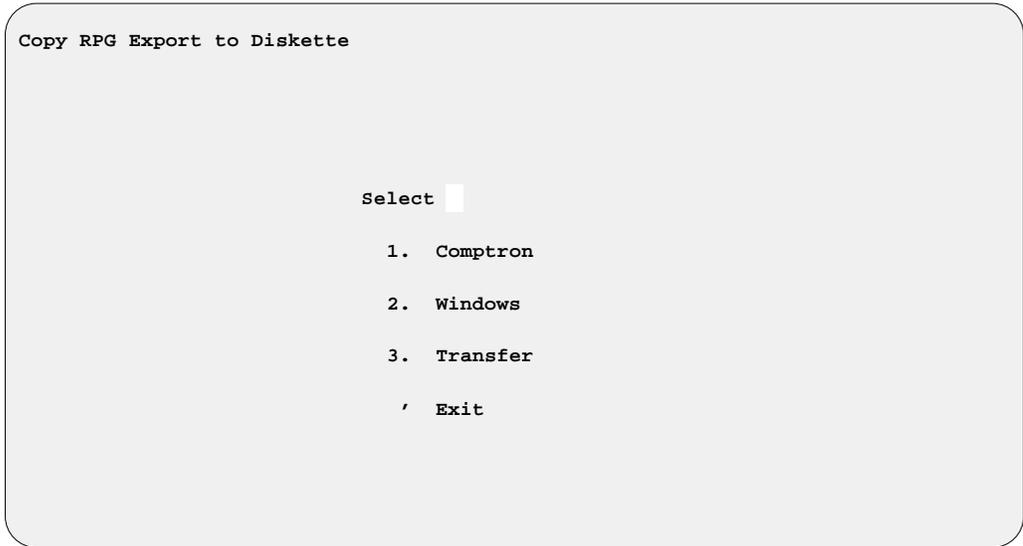
```
PROFIT (%)  
Starting "First"
```

```
Ending "Last"
```

```
< > Continue <C> Correct <'> Exit < >
```

The message **W O R K I N G** will display briefly on the screen while COMPTRON® sorts through your records for the data requested. Then your report will print out or appear on the screen; or, if you specified export, you will see the following menu offering you three options for exporting the report to a diskette:

**Copy RPG Export to  
Diskette Menu**



***Explanation of RPG Export to Diskette Menu Options:***

---

- < 1> **Comptron** - This option formats your custom-designed report for export to a COMPTRON® (Unix-based) computer operating system.
- < 2> **Windows** - With this option, you can export your customized report to a computer with a Windows® operating system.
- < 3> **Transfer** - This option copies your custom-tailored report to a diskette for use on a DOS-based computer.

On the following page is an example of a Stock file report created using the **Report Generator** function:

Date: 10/22/2001  
 Title: TIRES-DIRT

## STOCK REPORT

Page: 1

Desc: DIRT TIRES O.H.-COST &amp; PROFIT

Ven	On_Hand	Avg_Cost	%-Profit	Part_Number
3	6	\$13.80	21.1428	YH873L13
3	7	\$24.80	39.0977	YH873L24
3	4	\$29.00	41.4141	YH873L35
8	2	\$37.75	62.0603	542057HD16
10	2	\$34.10	13.6708	25054-ST10
46	8	\$22.50	43.0379	39575KS-15
46	7	\$22.50	48.2758	39586KS-16
46	6	\$19.15	61.3131	39564KS-13
46	9	\$22.50	48.2758	39597KS-17
81	5	\$23.00	53.5353	31080-FP
81	2	\$35.40	28.4848	31055-FP
86	7	\$12.20	51.2000	6521RB47E
86	5	\$17.90	39.3220	6521RD48F
86	8	\$19.90	49.6202	6521RS49G
88	6	\$24.00	51.5151	BG420733
88	1	\$94.00	27.4131	BG428095S
89	4	\$19.90	49.6202	724510-14R
89	5	\$23.00	53.5353	724530-15R
89	3	\$27.50	44.4444	724550-16R

--  
 97

-----  
 \$139.65

-----  
 58.3755

Total Lines = 19  
 END OF REPORT

## Cash-Out Sheet 9-D

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*; also see Chapter 11, *Cash-Out Sheet by Operator* section, under *Management Reports Option*.)

From the **Parts Menu**, select **Option 9**, then **D**, and this 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 <  >

Line  Oper  Name                               *--- Auth ---*
      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  
05/14/2002

OPERATOR: 01 CLIFF

CASH COUNT		SALES SUMMARY	
=====			
_____ X100=\$_____		CASH SALES....\$	2152.11
_____ X 50=\$_____		CHECKS.....\$	4843.57
_____ X 20=\$_____		VISA/MC.....\$	9735.79
_____ X 10=\$_____		OTHER CARDS...\$	.00
_____ X 5=\$_____		=====	
_____ X 1=\$_____		SUBTOTAL.....\$	16731.47
ROLLED COINS \$_____		DEDUCT CASH PAID OUT..\$	.00
HALF DOLLARS \$_____		=====	
QUARTERS \$_____		CASH DRAWER TOTAL..\$	16731.47 (2)
DIMES \$_____			
NICKELS \$_____		CASH OVER OR CASH SHORT	
PENNIES \$_____		LINE (1) LARGER THAN LINE (2)	\$_____ (1)
=====			
SUBTOTAL CASH \$_____ (A)		LINE (2) LARGER THAN LINE (1)	\$_____ (2)
CHECKS \$_____ (B)		=====	
=====			
SUBTOTAL CASH \$_____ (A+B=C)			
VISA/MC \$_____ (D)			
OTHER CARDS \$_____ (E)		BANK DEPOSITS	
\$_____ \$_____		CASH & CHECKS \$	6995.68
=====		VISA/MC \$	9735.79
TOTAL ACTUAL		OTHER CARDS \$	.00
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 _____			

## Summary

In this chapter you learned how to print different kinds of reports and lists for use at the counter or in the office. These reports include:

- > Stock Reports
- > Vendor Lists
- > Customer Lists
- > Vehicle Lists
- > History Reports on Part Movement
- > History Graphs
- > Special Order Reports
- > Special Order Report (Duplication Information)
- > Category Lists
- > Cost Matrix Reports
- > Hold Ticket Lists
- > Account File Printouts
- > Operator Lists
- > Transaction Reports
- > Custom-Designed Reports (through Report Generator)
- > Cash-Out Sheet

---

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