General Index

\mathbf{A}	customer, a-2, c-4, 1-6-1-10, 1-21-1-22, 1-28,
About the ZipCode Book, option on Zip Code Maintenance menu, 10-35	3-4, 4-1, 7-18, 9-26, 10-1, 10-12, 10-17, 11-9, 11-11
Accept	Daily Special Order Activity (On), End of Day report, 7-18
Purchase Order in Entirety, option on Order	field on Account File Changes Report, 11-11
Receiving menu, 6-20	field on Daily Special Order Activity Report, 7-18
screen command option, a-9, 1-16, 1-23, 1-28,	information, c-4, 1-10, 1-21, 9-1, 10-10, 10-12
1-34, 5-7, 6-5, 6-8-6-9, 6-12, 6-24, 10-6, 10-8, 10-13, 11-60	internal, c-4, 1-8, 7-9, 10-12, 10-17, 11-9-11-10
access	Internal, option for Account Type field, 10-12
See also password	labels, 4-1, 4-3 list, c-4, 9-26
level of, a-7, 1-3–1-5, 1-9–1-10, 1-17, 1-20, 1-22,	
1-38, 2-3, 2-5, 3-2, 5-1-5-3, 5-6, 8-9, 9-28,	"No Refund on" screen message, 3-5
10-10, 11-3-11-5, 11-8, 11-30, 11-32, 11-42	On, field, 7-8
Level of, field on Operator File screen, 11-4	option for Account Type field, 10-12
levels, operator, c-2, 1-3, 1-10, 1-17, 1-29 Levels, Service, option on Service Defaults	option on System Reports menu, 9-26
menu, 11-42	refunds, 1-2, 1-5, 1-28, 3-5, 7-9, 7-11, 11-4 return creditedto, 10-13
Parts, field on Operator List, 9-28	sales on, 7-10
quick, to Account file list, 9-26	screen command option for ticket price, 1-9
rapid, to customer record, 10-13	special, for stock returned to vendor, apx-5
Sales, field on Operator File screen, 11-5	Special Orders on, 7-18
Service, field on Operator File screen, 11-4 Service, field on Operator List, 9-28	temporary, for crediting refunds, 1-28, 1-31, 1-35, 10-12
unauthorized, c-2, 11-3	Temporary, option for Account Type field, 10-12
access level	ticket, 3-5
Management, 1-3, 1-10, 1-17, 1-20, 1-22, 2-3,	Transaction Type, section of End of Day Recon-
5-3, 5-6, 11-1, 11-3-11-4	cilation report, 7-9
operator, 1-3, 1-10, 1-17, 1-29, 9-28, 9-38,	transactions, 7-4, 7-8, 7-10, 7-13
10-10, 11-3–11-5, 11-30, 11-32 Parts, 9-28, 11-3	type, 10-12, 11-15, apx-5 Type, field on Customer File scrn, 10-10, 10-12
Repair Order Parts, 11-42	warranty, 7-9
Repair Order Payments, 11-42	Account file, 1-10, 1-21, 7-4, 9-26-9-27
Reports & Maintenance, 11-42	Changes, optn, Management Reports menu, 11-11
Sales, 1-3, 11-5	Changes Report, 11-11
Schedule & Repairs, 11-42 security, c-2	Listing by Name, report, 9-27
Service, 9-28, 11-4, 11-42	Prints, menu, 9-26 retrieving data from, for ticket, 1-21
Service Management, 11-42	setting up, c-4
access to	account number, 1-28, 7-18, 9-26, 10-12, 11-11,
cancel ticket/line, 11-30	11-14
cost fields, 5-2, 5-6, 11-4, 11-30	internal, 1-8
Customer file, 10-10 menus, 1-3, 3-2, 11-3-11-5, 11-42	Listing by, option, Account File Prints menu, 9-20
print Service reports, 11-4, 11-42	printing on ticket, 1-6-1-7 Quick Listing by, option on Account File Prints
Repair Orders, 11-4	menu, 9-26
screen, limited, 5-2	searching for, 1-6, 1-8
Stock file, 1-10, 10-2	account payment, 1-1-1-2, 1-22, 7-8-7-9, 7-11,
Vehicle file, 10-11, 10-14	10-12-10-13, 10-17, 11-9
accessories, a-15–a-16, c-3, c-5, 6-15, 10-19,	option on Counter Operations menu, 1-5, 1-28
11-7	Account Payments
accessory	screen, 1-28 /Potynds, field on End of Day Datail Listing, 7.8
categories, a-15, c-3, 6-15, 10-19 vendors, a-15	/Refunds, field on End of Day Detail Listing, 7-8 /Refunds, fieldon End of Day Reconciliation, 7-9,
account, 10-17, 10-23	7-11
+ Cash), Sub Total, section on End of Day	accounting
Reconciliation report, 7-13	department, 7-1, 7-9
Activity, End of Day, report, 77-1, 7-4, 7-10	departmentalized, 1-7
balance, 1-1-1-2, 1-28, 9-26, 11-14-11-15, 11-53	Integration, flag on End of Day Defaults screen,
charging to, 1-9 credit balance, 1-28, 1-31, 1-35, 7-18	11-49
credit remaining, 1-21, 10-12	profit center, 7-4 software, RealWorld, 11-41, 11-49–11-50

Accounts by Name, Exception, disclosure defaults screen,	UPC barcodes to labels, 4-1 vehicle information, 10-14
11-53	vendor information, c-3, 5-1, 5-6, 10-7, 10-9,
Accounts	10-35
by Name, Exception, disclosure defaults screen, 11-46	zip code record, 10-34 adding Memo to
new, 10-1 with Limits and Balances, option on Account File Prints menu, 9-26	Customer record, 1-24, 10-11 History record, 10-15 Hold ticket, 1-24
Accounts Receivable	Special Order record, 1-31, 3-3, 10-18
See AR Integration	Stock record, 5-3, 10-4
integration, 11-41, 11-49	Vendor record, 10-7
accuracy	adding parts to
of End of Month reports, check before purging, 11-6	Hold ticket, 1-20, 1-24, 3-6, 9-4, 11-41 inventory, a-15, c-3-c-4, c-6, 5-1, 5-6, 6-11,
of Stock file additions/changes, 5-7, 10-6	10-3, 10-6, 10-16, 10-19
of Vendor file additions/changes, 10-9	purchase order, 6-8, 6-23
ticket, ensuring, 1-15	RO ticket, 1-2, 1-5, 1-36, 9-4, 11-41
activity	ticket, 1-15, 1-23
account, daily report, 7-25	adding Stock
(Check, Cash,), Daily Special Order, report on End of Day, 7-1, 7-17-7-18	file record, c-3-c-4, 5-3, 5-7, 10-2, 10-6, 10-16, 11-41
Daily Special Order, report, 7-17	Kit, 1-15, 1-17
End of Day Account, report, 7-1, 7-25	Options, screen, 5-6, 10-3
(On Account), Daily Special Order, report, 7-18	adding to
add	Customer file, 1-6, 1-21, 4-7, 9-12, 10-10, 10-13
a Price Book, optn, System Utilities menu, 10-30	Operator file, 11-3
customer, 1-23	Stock file, c-3-c-4, 5-1, 5-3, 5-6, 6-11, 10-2-
customer record, date done, 10-13	10-4, 10-6, 10-16, 10-19, 11-41
or Change Parts, option on Parts/Inventory	Vehicle file, 10-14
Menu, 5-2, 5-7, 7-23	Vendor file, c-3, 5-1, 5-6, 10-7, 10-9, 10-35
screen command option, a-7, c-3, 4-9, 5-3, 5-6,	address
9-30, 9-33, 10-3, 10-7, 10-9-10-10, 10-20, 10-34, 11-3, 11-59-11-60	customer, a-5, c-4, 3-1, 6-21, 6-23, 9-13, 9-26, 10-10-11, 10-35
tax package/kits/rates from Ticket/RO, setting	customer, including on ticket, 1-6
access to, 11-32	customer, on mailing label, 4-1
/Update ZipCode Book, option on Zip Code	label, 10-11
Maintenance menu, 10-35	Labels Only, option on Order Receiving: Print
vehicle, 9-15	Labels menu, 6-21, 6-23
Add Kit	Labels, (Parts/, Order Receiving submenu, 6-21,
screen command option, 1-15, 1-18	6-23-6-24
window on Create Ticket screen, 1-16	Labels, Parts and, option on Order Receiving: Print Labels menu, 6-21, 6-23
Added	Name and, by Name, option on Vendor Print
Date, column heading on Vehicle List, 9-15	Menu, 9-11
Date, field on Customer File screen, 10-10,	Name and, by Vendor, option on Vendor Print
10-13	Menu, 9-11
to PO by", screen message, 6-12	store (dealership), 10-27
adding	vendor, c-3, 4-8, 9-11, 10-7-10-8, 10-35
account information, c-4	vendor, on mailing label, 4-1
comments to purchase order, 6-9	Address, field
customer, 1-6, 1-21, 4-7, 9-12, 10-10, 10-34	on Customer File screen, 10-12-10-13
10-35, 11-30 excess inventory received, 6-22	on Repair Order screen, 1-33
filter to customized report, 9-33	on Vendor File screen, 10-8
inventory, a-15, c-3–c-4, c-6, 5-1, 5-6–5-7, 6-11,	Adj, Price, screen command option, 1-14
10-2–10-3, 10-6, 10-19	adjustment
items to ticket, 1-16, 1-23	Price, discount type, 7-3, 9-25
matrix for vendor, 10-20	unauthorized, c-2
new custom label, 4-9	worksheet, category, 9-3–9-4, 11-50
operator, 11-3	adjustment of
orders received to End of Day, 7-2	access level for viewing cost fields, 5-2
printer to defaults, 11-39–11-40	customer's credit limit, 10-12
Record, RTI Vendor File screen, 11-59–11-60	default stock level, 10-3
remark to Category file, 10-19	price on CreateTicket screen, 1-15
substitute item to Stock file, 5-3, 10-4	Stock file to reflect physical inventory count, 8-9

Adjustment Report, Category, 9-3–9-6, 11-50	stock level, 6-16
Date/Operator Range screen, 9-5	suggested, to order, 6-4-6-5, 6-15-6-16
flag on End of Day Defaults screen, 7-21, 11-50	taxable, 7-9-7-10, 7-12, 7-14-7-15
on End of Day, 1-14, 1-24, 1-37, 7-1, 7-21, 9-3-	ticket, total, 10-24
9-6, 11-43	Total, field on Change Hold Ticket screen, 10-24
advancing cursor through screen, a-8, 1-17, 1-30,	total, for Special Orders, 7-17-7-18, 9-20
1-34-1-35, 3-3, 4-5-4-6, 6-22, 9-33, 11-41,	warranty parts returned, 7-14-7-15
11-53, 11-59-11-60	amount charged, 10-12
after-market distributor, as price book source,	field on Customer File screen, 10-12
10-31, 11-54	field, Daily Special Order Activity report, 7-18
	field on End of Day Account Activity report, 7-4
All	amount, deposit, 7-8, 9-20
Cancel, screen command option, 1-38	on Hold ticket, 1-24, 3-6, 7-8, 7-11, 10-23
Hold Tickets, List, option on Print Hold Tickets	on Repair Order, 7-12
menu, 9-23	on Special Order, 7-8, 7-11, 7-17
Labels for Vendor, option on Print Parts Labels	amount due
menu, 4-4	
No Labels at, option on Order Receiving: Print	disclosing on invoice, 11-53
Labels menu, 6-21, 6-23	on Special Order, 1-22, 3-5
Parts Labels, Print, menu, 4-4	total for ticket, 1-22
Transactions, List, option on Print Transactions	amount paid, 11-11
menu, 9-29	amount of
Transactions, option on Print Estimate Trans-	canceled Special Orders, 7-17-7-18
actions menu, 11-19	change, 1-23, 3-4, 11-10
Types, option on Special Order Processing menu,	charge transactions, 7-9
1-29, 3-2	credit available, 10-13
allowance, stock return (SRA),5-4, 10-5	estimate, 11-18
Alt	internal sales, 7-15–7-16
key, use of, apx-2	items returned, 7-9, 7-12, 7-14
Ven, screen command option, 2-3	Items, column on End of Day Operator Totals
Vendor, field on Vendor File screen, 10-8	report, 7-3
alternate vendor, 1-12, 2-3, 10-8	miscellaneous transactions, 7-10, 7-12, 7-14-
	7-15, 10-24
amount See also manay (field), quantity, and total	order, 6-8
See also money (field), quantity, and total	picked up Special Orders, 7-17-7-18
allowed for return to vendor, apx-5	sales, 6-5, 7-6, 7-8-7-9, 9-7, 9-17, 11-11
Change, field on Enter Amount Received	warranty sales, 7-14–7-15
screen, 1-23	amount paid, 1-22, 10-12, 11-11
Change, field on Inventory Changes Report, 8-11	field on Customer File screen, 10-12
Credited, field on End of Day Account Activity	field on Daily Special Order Activity rept, 7-17
report, 7-4	on Special Orders, 3-5
counted, inventory, 8-2	out, 10-24
discount, 1-10, 1-13, 1-20	Out, Enter, screen, 1-35
field on Create Ticket screen, 1-10 field on Hold Ticket List, 9-25	total, 10-12
	amount received, 1-35
fields in Vehicle file with changeable names, 10-30, 11-43	Enter, screen, 1-22, 1-34
for Hold tickets, 9-23	total for ticket, 1-23
in cash drawer, 7-13	
labor, 7-10, 7-12, 7-14–7-16, 10-24, 11-19	Amts, Prices/, field on Invoice Disclosures
maximum that customer can charge on account,	screen, 11-53
10-12	Any, Include Categories option, Print Customers
Minimum, field on Enter Amount Received	by Name screen, 9-12
screen, 1-22	apostrophe (command) key, a-8, b-5, 1-6, 1-11,
(Money) Fields, section on Vehicle Field Names	1-23, 5-7, 6-12, 6-24, 8-9, 9-32, 10-6, 10-9,
screen, 10-30, 11-43	apx-2, apx-6
nontaxable, 7-9–7-10, 7-12, 7-14–7-16	appointment
on order, 7-17-7-18	screen, 10-14
owed, 11-11	service, scheduling, 1-3, 10-14
payment, 1-22, 1-28, 3-5, 10-17	Appointments, option on Service Menu, 11-4,
per item, 11-55	11-42
purchase order, 6-22	AR Integration, 10-11, 11-41, 11-49
refund, 1-28, 1-35, 7-12, 10-24	
refund, Special Order, 3-5, 7-8, 7-11	area
reorder point, c-4, 6-11	code, including in phone number, 10-8
retail price, 11-53	main computer, in store, a-13
sale, Special Order, 7-8	Parts, in store, a-12–a-13, 1-8
sales tax, 7-7, 7-9, 7-11	printer, in store, 11-46

area (cont.)	Backspace key, a-o, b-2, apx-o
Receiving/Shipping, in store, a-12-a-13	backup
Sales, in store, a-12, 1-8	battery, power supply, a-14, a-17
Service, in store, a-13	printer, a-12, 11-47
service, for dealership, 10-34, 11-32	system, a-17, b-5, c-2, 7-23, 10-25, apx-7-apx-9
arrival	System, flag on End of Day Defaults screen,
	11-49
date, note in Memo page, 1-31, 3-3, 10-18	··
of ordered parts, not properly received, 7-23	tapes, a-17, b-5, 10-30, apx-9
of Special Order, notifying customer of, 6-21	balance
Ask	account, 1-1-1-2, 1-28, 9-26, 10-12, 11-14-11-15
for Label Quantity, option on Print All Parts	Account file, changing, 11-11
Labels menu, 4-4	credit, 1-28
for Label Quntity, option on Order Receiving:	due, 10-12
Parts/Address Label menu, 6-21	field on Customer File screen, 10-12
the User, printer default option, 11-47	field on Daily Special Order Activity report, 7-17
asterisk in field, 6-5, 9-20, 10-16, 11-60	New, field, Enter Amount Received screen, 1-34-
Attn:	1-35
field on Customer File screen, 10-11	on invoice, how to suppress printing of, 11-53
	remaining, Special Order, 3-4
field on Vendor File screen, 10-8	ticket, Special Order, 3-5
authorization, 10-11	-
level, 1-3, 9-38, 11-3-11-4, 11-26	Balances, Accounts with Limits &, option on
number, 1-31, 3-3, 10-18	Account File Prints menu, 9-26
	barcodes
average	adding to labels, 4-1
profit percentage, 11-12-11-13	custom, on labels, 4-1-4-3, 4-10
weekly use of vehicle, 9-15	Custom, option on Print Labels menu, 4-10
average cost, 5-4, 8-11, 10-5, 10-33, 11-13, 11-17	
as basis for customer discount, 11-28	for parts, spooled thermal labels to print, 4-3
basis option for calculating profit percentage, 9-32	Print Custom, screen, 4-10
field on Stock file screen, 5-4, 5-7, 6-12, 7-3,	basic
7-5, 10-5	Create Ticket screen illustrated, 1-6
	data entry field command options explained, a-8
option for inventory valuation in History file	number for Vendor 3, 8-6-8-7
printouts, 9-17	number for Vendor 3, range, 8-7
option for inventory valuation in Stock repts, 9-3,	
9-6-9-8	screen command options explained, a-7
option on Calculate Extended Cost menu, 11-16-	battery backup power supply, a-14, a-17
11-17	Be Ordered, Select Priorities to, screen, 6-5-6-6,
Ava Cost field on Inventory Changes Pant 9 11	6-9
Avg Cost, field on Inventory Changes Rept, 8-11	
The state of the s	Beginning
В	
	Date, field on Category Adjustment Report range
Rack	screen, 9-5
Back No of Days, field for Fost Moving Order by	screen, 9-5 Operator, field on Category Adjustment Report
No of Days, field for Fast Moving Order by	screen, 9-5 Operator, field on Category Adjustment Report
No of Days, field for Fast Moving Order by Vendor, 6-13	screen, 9-5 Operator, field on Category Adjustment Report range screen, 9-5
No of Days, field for Fast Moving Order by Vendor, 6-13 -Ord, field on Create Ticket screen, 1-10	screen, 9-5 Operator, field on Category Adjustment Report range screen, 9-5 block
No of Days, field for Fast Moving Order by Vendor, 6-13 -Ord, field on Create Ticket screen, 1-10 Up the System, option on System Utilities	screen, 9-5 Operator, field on Category Adjustment Report range screen, 9-5 block of Labels, Print, screen, 4-5
No of Days, field for Fast Moving Order by Vendor, 6-13 -Ord, field on Create Ticket screen, 1-10	screen, 9-5 Operator, field on Category Adjustment Report range screen, 9-5 block of Labels, Print, screen, 4-5 of numbers, for labels, 4-2, 4-5
No of Days, field for Fast Moving Order by Vendor, 6-13 -Ord, field on Create Ticket screen, 1-10 Up the System, option on System Utilities menu, a-11, a-17, b-5,7-2, 7-23, 10-25, 11-49	screen, 9-5 Operator, field on Category Adjustment Report range screen, 9-5 block of Labels, Print, screen, 4-5 of numbers, for labels, 4-2, 4-5 of Numbers, optn on Print Parts Labels menu, 4-5
No of Days, field for Fast Moving Order by Vendor, 6-13 -Ord, field on Create Ticket screen, 1-10 Up the System, option on System Utilities menu, a-11, a-17, b-5,7-2, 7-23, 10-25, 11-49 backorder	screen, 9-5 Operator, field on Category Adjustment Report range screen, 9-5 block of Labels, Print, screen, 4-5 of numbers, for labels, 4-2, 4-5
No of Days, field for Fast Moving Order by Vendor, 6-13 -Ord, field on Create Ticket screen, 1-10 Up the System, option on System Utilities menu, a-11, a-17, b-5,7-2, 7-23, 10-25, 11-49 backorder Quantity on, field on Stock File screen, 5-5, 10-6	screen, 9-5 Operator, field on Category Adjustment Report range screen, 9-5 block of Labels, Print, screen, 4-5 of numbers, for labels, 4-2, 4-5 of Numbers, optn on Print Parts Labels menu, 4-5
No of Days, field for Fast Moving Order by Vendor, 6-13 -Ord, field on Create Ticket screen, 1-10 Up the System, option on System Utilities menu, a-11, a-17, b-5,7-2, 7-23, 10-25, 11-49 backorder Quantity on, field on Stock File screen, 5-5, 10-6 Report, 6-17	screen, 9-5 Operator, field on Category Adjustment Report range screen, 9-5 block of Labels, Print, screen, 4-5 of numbers, for labels, 4-2, 4-5 of Numbers, optn on Print Parts Labels menu, 4-5 substitute part data, 1-12, 1-18-1-19 book
No of Days, field for Fast Moving Order by Vendor, 6-13 -Ord, field on Create Ticket screen, 1-10 Up the System, option on System Utilities menu, a-11, a-17, b-5,7-2, 7-23, 10-25, 11-49 backorder Quantity on, field on Stock File screen, 5-5, 10-6 Report, 6-17 screen command option, 6-22-6-23	screen, 9-5 Operator, field on Category Adjustment Report range screen, 9-5 block of Labels, Print, screen, 4-5 of numbers, for labels, 4-2, 4-5 of Numbers, optn on Print Parts Labels menu, 4-5 substitute part data, 1-12, 1-18-1-19 book About the ZipCode, option on Zip Code
No of Days, field for Fast Moving Order by Vendor, 6-13 -Ord, field on Create Ticket screen, 1-10 Up the System, option on System Utilities menu, a-11, a-17, b-5,7-2, 7-23, 10-25, 11-49 backorder Quantity on, field on Stock File screen, 5-5, 10-6 Report, 6-17 screen command option, 6-22-6-23 Special Orders on, report, 9-20	screen, 9-5 Operator, field on Category Adjustment Report range screen, 9-5 block of Labels, Print, screen, 4-5 of numbers, for labels, 4-2, 4-5 of Numbers, optn on Print Parts Labels menu, 4-5 substitute part data, 1-12, 1-18-1-19 book About the ZipCode, option on Zip Code Maintenance menu, 10-35
No of Days, field for Fast Moving Order by Vendor, 6-13 -Ord, field on Create Ticket screen, 1-10 Up the System, option on System Utilities menu, a-11, a-17, b-5,7-2, 7-23, 10-25, 11-49 backorder Quantity on, field on Stock File screen, 5-5, 10-6 Report, 6-17 screen command option, 6-22-6-23	screen, 9-5 Operator, field on Category Adjustment Report range screen, 9-5 block of Labels, Print, screen, 4-5 of numbers, for labels, 4-2, 4-5 of Numbers, optn on Print Parts Labels menu, 4-5 substitute part data, 1-12, 1-18-1-19 book About the ZipCode, option on Zip Code Maintenance menu, 10-35 Add a Price, option, System Utilities menu, 10-30
No of Days, field for Fast Moving Order by Vendor, 6-13 -Ord, field on Create Ticket screen, 1-10 Up the System, option on System Utilities menu, a-11, a-17, b-5,7-2, 7-23, 10-25, 11-49 backorder Quantity on, field on Stock File screen, 5-5, 10-6 Report, 6-17 screen command option, 6-22-6-23 Special Orders on, report, 9-20 status, 1-31, 3-3, 10-18, 11-9, 11-51	screen, 9-5 Operator, field on Category Adjustment Report range screen, 9-5 block of Labels, Print, screen, 4-5 of numbers, for labels, 4-2, 4-5 of Numbers, optn on Print Parts Labels menu, 4-5 substitute part data, 1-12, 1-18-1-19 book About the ZipCode, option on Zip Code Maintenance menu, 10-35 Add a Price, option, System Utilities menu, 10-30 Add/Update ZipCode, option on Zip Code
No of Days, field for Fast Moving Order by Vendor, 6-13 -Ord, field on Create Ticket screen, 1-10 Up the System, option on System Utilities menu, a-11, a-17, b-5,7-2, 7-23, 10-25, 11-49 backorder Quantity on, field on Stock File screen, 5-5, 10-6 Report, 6-17 screen command option, 6-22-6-23 Special Orders on, report, 9-20 status, 1-31, 3-3, 10-18, 11-9, 11-51 backordered	screen, 9-5 Operator, field on Category Adjustment Report range screen, 9-5 block of Labels, Print, screen, 4-5 of numbers, for labels, 4-2, 4-5 of Numbers, optn on Print Parts Labels menu, 4-5 substitute part data, 1-12, 1-18-1-19 book About the ZipCode, option on Zip Code Maintenance menu, 10-35 Add a Price, option, System Utilities menu, 10-30 Add/Update ZipCode, option on Zip Code Maintenance menu, 10-35
No of Days, field for Fast Moving Order by Vendor, 6-13 -Ord, field on Create Ticket screen, 1-10 Up the System, option on System Utilities menu, a-11, a-17, b-5,7-2, 7-23, 10-25, 11-49 backorder Quantity on, field on Stock File screen, 5-5, 10-6 Report, 6-17 screen command option, 6-22-6-23 Special Orders on, report, 9-20 status, 1-31, 3-3, 10-18, 11-9, 11-51 backordered part, 3-1, 3-5, 6-1-6-2, 6-17, 6-22, 7-17-7-18,	screen, 9-5 Operator, field on Category Adjustment Report range screen, 9-5 block of Labels, Print, screen, 4-5 of numbers, for labels, 4-2, 4-5 of Numbers, optn on Print Parts Labels menu, 4-5 substitute part data, 1-12, 1-18-1-19 book About the ZipCode, option on Zip Code Maintenance menu, 10-35 Add a Price, option, System Utilities menu, 10-30 Add/Update ZipCode, option on Zip Code Maintenance menu, 10-35 option to create Vendor 3 special inventory
No of Days, field for Fast Moving Order by Vendor, 6-13 -Ord, field on Create Ticket screen, 1-10 Up the System, option on System Utilities menu, a-11, a-17, b-5,7-2, 7-23, 10-25, 11-49 backorder Quantity on, field on Stock File screen, 5-5, 10-6 Report, 6-17 screen command option, 6-22-6-23 Special Orders on, report, 9-20 status, 1-31, 3-3, 10-18, 11-9, 11-51 backordered part, 3-1, 3-5, 6-1-6-2, 6-17, 6-22, 7-17-7-18, 7-20, 10-17, 11-9	screen, 9-5 Operator, field on Category Adjustment Report range screen, 9-5 block of Labels, Print, screen, 4-5 of numbers, for labels, 4-2, 4-5 of Numbers, optn on Print Parts Labels menu, 4-5 substitute part data, 1-12, 1-18-1-19 book About the ZipCode, option on Zip Code Maintenance menu, 10-35 Add a Price, option, System Utilities menu, 10-30 Add/Update ZipCode, option on Zip Code Maintenance menu, 10-35 option to create Vendor 3 special inventory worksheet, 8-6
No of Days, field for Fast Moving Order by Vendor, 6-13 -Ord, field on Create Ticket screen, 1-10 Up the System, option on System Utilities menu, a-11, a-17, b-5,7-2, 7-23, 10-25, 11-49 backorder Quantity on, field on Stock File screen, 5-5, 10-6 Report, 6-17 screen command option, 6-22-6-23 Special Orders on, report, 9-20 status, 1-31, 3-3, 10-18, 11-9, 11-51 backordered part, 3-1, 3-5, 6-1-6-2, 6-17, 6-22, 7-17-7-18, 7-20, 10-17, 11-9 part, receiving, 6-24	screen, 9-5 Operator, field on Category Adjustment Report range screen, 9-5 block of Labels, Print, screen, 4-5 of numbers, for labels, 4-2, 4-5 of Numbers, optn on Print Parts Labels menu, 4-5 substitute part data, 1-12, 1-18-1-19 book About the ZipCode, option on Zip Code Maintenance menu, 10-35 Add a Price, option, System Utilities menu, 10-30 Add/Update ZipCode, option on Zip Code Maintenance menu, 10-35 option to create Vendor 3 special inventory worksheet, 8-6 USPS Zip Code, updates by subscription, 10-35
No of Days, field for Fast Moving Order by Vendor, 6-13 -Ord, field on Create Ticket screen, 1-10 Up the System, option on System Utilities menu, a-11, a-17, b-5,7-2, 7-23, 10-25, 11-49 backorder Quantity on, field on Stock File screen, 5-5, 10-6 Report, 6-17 screen command option, 6-22-6-23 Special Orders on, report, 9-20 status, 1-31, 3-3, 10-18, 11-9, 11-51 backordered part, 3-1, 3-5, 6-1-6-2, 6-17, 6-22, 7-17-7-18, 7-20, 10-17, 11-9 part, receiving, 6-24 quantity, 1-10, 5-5, 9-8, 10-6, 11-12-11-13	screen, 9-5 Operator, field on Category Adjustment Report range screen, 9-5 block of Labels, Print, screen, 4-5 of numbers, for labels, 4-2, 4-5 of Numbers, optn on Print Parts Labels menu, 4-5 substitute part data, 1-12, 1-18-1-19 book About the ZipCode, option on Zip Code Maintenance menu, 10-35 Add a Price, option, System Utilities menu, 10-30 Add/Update ZipCode, option on Zip Code Maintenance menu, 10-35 option to create Vendor 3 special inventory worksheet, 8-6
No of Days, field for Fast Moving Order by Vendor, 6-13 -Ord, field on Create Ticket screen, 1-10 Up the System, option on System Utilities menu, a-11, a-17, b-5,7-2, 7-23, 10-25, 11-49 backorder Quantity on, field on Stock File screen, 5-5, 10-6 Report, 6-17 screen command option, 6-22-6-23 Special Orders on, report, 9-20 status, 1-31, 3-3, 10-18, 11-9, 11-51 backordered part, 3-1, 3-5, 6-1-6-2, 6-17, 6-22, 7-17-7-18, 7-20, 10-17, 11-9 part, receiving, 6-24 quantity, 1-10, 5-5, 9-8, 10-6, 11-12-11-13 Special Orders, option on Special Order Prints	screen, 9-5 Operator, field on Category Adjustment Report range screen, 9-5 block of Labels, Print, screen, 4-5 of numbers, for labels, 4-2, 4-5 of Numbers, optn on Print Parts Labels menu, 4-5 substitute part data, 1-12, 1-18-1-19 book About the ZipCode, option on Zip Code Maintenance menu, 10-35 Add a Price, option, System Utilities menu, 10-30 Add/Update ZipCode, option on Zip Code Maintenance menu, 10-35 option to create Vendor 3 special inventory worksheet, 8-6 USPS Zip Code, updates by subscription, 10-35 USPS Zip Code, updates on request, 10-35
No of Days, field for Fast Moving Order by Vendor, 6-13 -Ord, field on Create Ticket screen, 1-10 Up the System, option on System Utilities menu, a-11, a-17, b-5,7-2, 7-23, 10-25, 11-49 backorder Quantity on, field on Stock File screen, 5-5, 10-6 Report, 6-17 screen command option, 6-22-6-23 Special Orders on, report, 9-20 status, 1-31, 3-3, 10-18, 11-9, 11-51 backordered part, 3-1, 3-5, 6-1-6-2, 6-17, 6-22, 7-17-7-18, 7-20, 10-17, 11-9 part, receiving, 6-24 quantity, 1-10, 5-5, 9-8, 10-6, 11-12-11-13	screen, 9-5 Operator, field on Category Adjustment Report range screen, 9-5 block of Labels, Print, screen, 4-5 of numbers, for labels, 4-2, 4-5 of Numbers, optn on Print Parts Labels menu, 4-5 substitute part data, 1-12, 1-18-1-19 book About the ZipCode, option on Zip Code Maintenance menu, 10-35 Add a Price, option, System Utilities menu, 10-30 Add/Update ZipCode, option on Zip Code Maintenance menu, 10-35 option to create Vendor 3 special inventory worksheet, 8-6 USPS Zip Code, updates by subscription, 10-35 USPS Zip Code, updates on request, 10-35 Book, Master
No of Days, field for Fast Moving Order by Vendor, 6-13 -Ord, field on Create Ticket screen, 1-10 Up the System, option on System Utilities menu, a-11, a-17, b-5,7-2, 7-23, 10-25, 11-49 backorder Quantity on, field on Stock File screen, 5-5, 10-6 Report, 6-17 screen command option, 6-22-6-23 Special Orders on, report, 9-20 status, 1-31, 3-3, 10-18, 11-9, 11-51 backordered part, 3-1, 3-5, 6-1-6-2, 6-17, 6-22, 7-17-7-18, 7-20, 10-17, 11-9 part, receiving, 6-24 quantity, 1-10, 5-5, 9-8, 10-6, 11-12-11-13 Special Orders, option on Special Order Prints	screen, 9-5 Operator, field on Category Adjustment Report range screen, 9-5 block of Labels, Print, screen, 4-5 of numbers, for labels, 4-2, 4-5 of Numbers, optn on Print Parts Labels menu, 4-5 substitute part data, 1-12, 1-18-1-19 book About the ZipCode, option on Zip Code Maintenance menu, 10-35 Add a Price, option, System Utilities menu, 10-30 Add/Update ZipCode, option on Zip Code Maintenance menu, 10-35 option to create Vendor 3 special inventory worksheet, 8-6 USPS Zip Code, updates by subscription, 10-35 USPS Zip Code, updates on request, 10-35 Book, Master feature in Parts Counter Operations, 1-12, 10-30-
No of Days, field for Fast Moving Order by Vendor, 6-13 -Ord, field on Create Ticket screen, 1-10 Up the System, option on System Utilities menu, a-11, a-17, b-5,7-2, 7-23, 10-25, 11-49 backorder Quantity on, field on Stock File screen, 5-5, 10-6 Report, 6-17 screen command option, 6-22-6-23 Special Orders on, report, 9-20 status, 1-31, 3-3, 10-18, 11-9, 11-51 backordered part, 3-1, 3-5, 6-1-6-2, 6-17, 6-22, 7-17-7-18, 7-20, 10-17, 11-9 part, receiving, 6-24 quantity, 1-10, 5-5, 9-8, 10-6, 11-12-11-13 Special Orders, option on Special Order Prints menu, 9-20 Backorders	screen, 9-5 Operator, field on Category Adjustment Report range screen, 9-5 block of Labels, Print, screen, 4-5 of numbers, for labels, 4-2, 4-5 of Numbers, optn on Print Parts Labels menu, 4-5 substitute part data, 1-12, 1-18-1-19 book About the ZipCode, option on Zip Code Maintenance menu, 10-35 Add a Price, option, System Utilities menu, 10-30 Add/Update ZipCode, option on Zip Code Maintenance menu, 10-35 option to create Vendor 3 special inventory worksheet, 8-6 USPS Zip Code, updates by subscription, 10-35 USPS Zip Code, updates on request, 10-35 Book, Master feature in Parts Counter Operations, 1-12, 10-30- 10-31, 11-30-11-31
No of Days, field for Fast Moving Order by Vendor, 6-13 -Ord, field on Create Ticket screen, 1-10 Up the System, option on System Utilities menu, a-11, a-17, b-5,7-2, 7-23, 10-25, 11-49 backorder Quantity on, field on Stock File screen, 5-5, 10-6 Report, 6-17 screen command option, 6-22-6-23 Special Orders on, report, 9-20 status, 1-31, 3-3, 10-18, 11-9, 11-51 backordered part, 3-1, 3-5, 6-1-6-2, 6-17, 6-22, 7-17-7-18, 7-20, 10-17, 11-9 part, receiving, 6-24 quantity, 1-10, 5-5, 9-8, 10-6, 11-12-11-13 Special Orders, option on Special Order Prints menu, 9-20 Backorders by Vendor, option on Order Reports menu, 6-17	screen, 9-5 Operator, field on Category Adjustment Report range screen, 9-5 block of Labels, Print, screen, 4-5 of numbers, for labels, 4-2, 4-5 of Numbers, optn on Print Parts Labels menu, 4-5 substitute part data, 1-12, 1-18-1-19 book About the ZipCode, option on Zip Code Maintenance menu, 10-35 Add a Price, option, System Utilities menu, 10-30 Add/Update ZipCode, option on Zip Code Maintenance menu, 10-35 option to create Vendor 3 special inventory worksheet, 8-6 USPS Zip Code, updates by subscription, 10-35 USPS Zip Code, updates on request, 10-35 Book, Master feature in Parts Counter Operations, 1-12, 10-30- 10-31, 11-30-11-31 field on System Defaults screen, 11-30
No of Days, field for Fast Moving Order by Vendor, 6-13 -Ord, field on Create Ticket screen, 1-10 Up the System, option on System Utilities menu, a-11, a-17, b-5,7-2, 7-23, 10-25, 11-49 backorder Quantity on, field on Stock File screen, 5-5, 10-6 Report, 6-17 screen command option, 6-22-6-23 Special Orders on, report, 9-20 status, 1-31, 3-3, 10-18, 11-9, 11-51 backordered part, 3-1, 3-5, 6-1-6-2, 6-17, 6-22, 7-17-7-18, 7-20, 10-17, 11-9 part, receiving, 6-24 quantity, 1-10, 5-5, 9-8, 10-6, 11-12-11-13 Special Orders, option on Special Order Prints menu, 9-20 Backorders	screen, 9-5 Operator, field on Category Adjustment Report range screen, 9-5 block of Labels, Print, screen, 4-5 of numbers, for labels, 4-2, 4-5 of Numbers, optn on Print Parts Labels menu, 4-5 substitute part data, 1-12, 1-18-1-19 book About the ZipCode, option on Zip Code Maintenance menu, 10-35 Add a Price, option, System Utilities menu, 10-30 Add/Update ZipCode, option on Zip Code Maintenance menu, 10-35 option to create Vendor 3 special inventory worksheet, 8-6 USPS Zip Code, updates by subscription, 10-35 USPS Zip Code, updates on request, 10-35 Book, Master feature in Parts Counter Operations, 1-12, 10-30- 10-31, 11-30-11-31

book, price	ontion on History Graph of Inventory many 0.17
cost, 5-4 file, Yamaha, creating special inventory work- sheet from, 8-6	option on History Graph of Inventory menu, 9-17 option on Total Inventory Report menu, 11-11, 11-14
from after-market distributor, 10-31, 11-54 list, a-15, a-19	Order, option, Other Order Options menu, 6-14 by Name
manufacturer's, 1-12, 8-6, 10-27, 10-30, 11-54	Account File Listing, report, 9-26
tape, 1-10	Exception Accounts, screen, 11-53
books, price, a-14-a-15, 1-12, 1-23, 5-6, 10-3,	Name and Address, optn, Vendor Print Menu, 9-11
10-5, 10-30-10-33, 10-35, 11-30, 11-55-11-56	
by Category, report, 9-6 installing, 11-54	Menu, 9-11 Print Customer Discount Report, screen, 11-15
option on Stock Reports Menu, 9-6	Print Customers, screen, 9-11
ordering, a-15, a-19, 5-1, 10-27	Quick Listing, option on Account File Prints
Books, Update	menu, 9-26
Inventory from, option, 5-4, 10-5	by Name, Listing
Stock File from, option on Management Menu, 11-54-11-56	Account File, report, 9-27
Stock File from, prompt, 10-31, 10-33, 11-54	option on Account File Prints menu, 9-26 option on Special Order Prints menu, 9-19
box number, post office, 10-8	screen, 9-27
building Master Book, 10-31	by Name, option
button, Reset, use of, a-6	for printing customer mailing labels, 4-7
by	on Account File Prints menu, 9-25 on Print Customer File menu, 9-12
5-Digit Number, Create Special Inventory Work	on Print Customer File menu, 9-12
Sheet, menu, 8-6	on Print Vendor Mailing Labels menu, 4-8
Account No, Quick Listing, option on Account	by Operator
File Prints menu, 9-26 Account Number, Listing, option on Account File	Cash-Out Sheet, option on Management Reports
Prints menu, 9-26	Wichu, 11-20-11-27
City, option for printing customer mailing	Number, option on Print Operator File mnu, 9-28 Listing, option on Print Hold Tickets menu, 9-23
labels, 4-7	Operator List report, 9-28
City, option on Print Customer File menu, 9-12 Description, option on Category Stock Reports	option on Print Estimate Transactions mnu, 11-19
menu, 9-4	option on Print Transactions menu, 9-29
Major Units, option on Total Inventory Report	by Vendor
menu, 11-11, 11-14	& Code, option on Extended Price Stock File Prints menu, 11-16
Part Number, Create Work Sheet, scrn, 8-4, 8-7	& Part Number, option on Extended Price Stock
Part Number, option on History Graph of Inventory menu, 9-17	File Prints menu, 11-16
Part Number, Parts Inventory Work Sheet, 8-5	Backorders, option on Order Reports menu, 6-17
Part Status, Order, option on Other Order	Fast Moving Order, option on Other Order Options menu, 6-13
Options menu, 6-14	Listing, option on Print Hold Tickets menu, 9-23
Part Status, option on Total Inventory Report menu, 11-11, 11-14	Listing, option on Special Order Prints mnu, 9-19
State, option for printing customer mailing	Name and Address, option on Vendor Print
labels, 4-7	Menu, 9-11 Name and Phone Number, option on Vendor Print
State, option on Print Customer File menu, 9-12	Menu, 9-11
Ticket Number, Listing, option on Print Hold Tickets menu, 9-23	Part Status, Stock report optn on Parts Information
Ticket Number, option on Print Estimate Trans-	menu, 9-7, 9-16
actions menu, 11-19	Special Order, option, Standard Orders menu, 6-5 Stock Order, option on Standard Orders menu, 6-3
Ticket Number, option on Print Transactions	by Vendor, option
menu, 9-29 Vendor, Part Status, report, 9-7	on History Graph of Inventory menu, 9-17
Zip Code, option for printing customer mailing	on Print Vendor Mailing Labels menu, 4-8
labels, 4-7	on Total Inventory Report menu, 11-11-12
Zip Code, optionon Print Customer File menu, 9-12-9-13	Total Inventory Report (Value), on Management Reports menu, 7-23
by Category	C
Price Books, report, 9-6 Suggested Order, option on Other Order	Calculate Extended Cost, menu, 11-17
Options menu, 6-15, 10-19	Calendar file, 11-4, 11-42
by Category, option	cancel
on Extended Price Stock File Prints menu, 11-16	All, screen command option, 1-38
on History Graph of Inventory menu, 9-17 on Total Inventory Report menu, 11-11, 11-13	(order) screen command option, 6-22-6-23

cancel (cont.)	Total in, field on End of Day Reconciliation, 7-13
order status, 3-4, 7-20, 11-51	Cash, field
Outdated Backorders, option on Other Order Options menu, 6-16	on End of Day Reconciliation, 7-12
Purchase Order, option on Other Order Options	on Enter Amount Paid Out screen, 1-35 on Repair Order Payments screen, 1-34
menu, 6-16	cash out, 7-16, 11-42
remaining, Special Order, 3-4	Work Sheet, 9-39, 11-27
cancel line	Work Sheet, flag on End of Day Defaults screen,
on Hold ticket, 10-17, 11-30	7-16, 9-38, 11-26, 11-49
on Special Order, 3-5 screen command option, 1-20, 1-37	cash transactions, 7-13, 10-23
Cancelled Parts Ordered, report, 11-8	change due on, 1-23
cancel ticket, 1-20, 11-30	sales tax on, 7-117-12 total, 7-8
/Line, field on System Defaults screen, 11-30	Cash-out Sheet
operator access to, 11-4	by Operator, report, 9-38– 9-39, 11-26–11-27
screen command option, 1-20	option on System Reports menu, 9-38
Special Order, 3-5	categories
Canceled, field on Daily Special Order Activity report, 7-17–7-18	default "ZZ" in Stock file, 1-14, 1-24, 1-37,
-	7-21, 9-3-9-5, 11-41, 11-50
Cancelled Parts Ordered, report, 11-8 canceling	Enable, flag on Parts Defaults screen, 7-21, 11-41, 11-49-11-50
Hold ticket, 9-23, apx-9	Enabled, flag in AR Integration, 11-41, 11-49
printer, a-9, 5-7, apx-3	Include, option on Print Customers by Name
Special Order, 6-16, 7-17, 9-20	screen, 9-12
stock order, 6-16	Include, optn, Print Customer Labels screen, 4-7
capital letters, use for data entry in	information on, c-1, 9-1, 10-1, 10-19 of transactions for invoices, 11-53
Comptron, a-6, b-3	parts, setting up, a-15, c-3-c-4, 9-21
Caps Lock, key, use of, a-6, b-1, b-3-b-4	range of, for report, 9-7-9-8, 9-17, 11-13-11-14
card, credit, 1-22 information, 10-11	setting up, 10-19
number, 1-22	suggested, c-3
•	Warning window on Parts Defaults screen, 11-41
card, post, notice to customer of order recvd, 6-21	anta garry
card, post, notice to customer of order recvd, 6-21 case	category by history graph option, 9-17
case of items, price labels for, 6-21	by, history graph option, 9-17
of items, price labels for, 6-21 price by, 10-32–10-33, 11-55–11-56	by, history graph option, 9-17 By, option on Extended Price Stock File Prints menu, 11-16
case of items, price labels for, 6-21 price by, 10-32–10-33, 11-55–11-56 cash	by, history graph option, 9-17 By, option on Extended Price Stock File Prints menu, 11-16 checking inventory by, 9-21
case of items, price labels for, 6-21 price by, 10-32–10-33, 11-55–11-56 cash See also money field	by, history graph option, 9-17 By, option on Extended Price Stock File Prints menu, 11-16 checking inventory by, 9-21 code, c-3, 1-10, 2-2
case of items, price labels for, 6-21 price by, 10-32–10-33, 11-55–11-56 cash See also money field) Sub Total (Account + , section on End of Day	by, history graph option, 9-17 By, option on Extended Price Stock File Prints menu, 11-16 checking inventory by, 9-21 code, c-3, 1-10, 2-2 cross-reference option, 1-13, 2-1-2-3, 2-6, 5-7
case of items, price labels for, 6-21 price by, 10-32–10-33, 11-55–11-56 cash See also money field	by, history graph option, 9-17 By, option on Extended Price Stock File Prints menu, 11-16 checking inventory by, 9-21 code, c-3, 1-10, 2-2 cross-reference option, 1-13, 2-1-2-3, 2-6, 5-7 customer, 4-1, 4-7, 9-12, 10-13 description, 10-19
case of items, price labels for, 6-21 price by, 10-32–10-33, 11-55–11-56 cash See also money field) Sub Total (Account + , section on End of Day Reconciliation, 7-13 Account + , subtotal, section on End of Day Reconciliation, 7-13	by, history graph option, 9-17 By, option on Extended Price Stock File Prints menu, 11-16 checking inventory by, 9-21 code, c-3, 1-10, 2-2 cross-reference option, 1-13, 2-1-2-3, 2-6, 5-7 customer, 4-1, 4-7, 9-12, 10-13 description, 10-19 Extended Price Report by, 11-16
case of items, price labels for, 6-21 price by, 10-32-10-33, 11-55-11-56 cash See also money field) Sub Total (Account +, section on End of Day Reconciliation, 7-13 Account +, subtotal, section on End of Day Reconciliation, 7-13 customer, 1-28, 1-31, 1-35, 10-12	by, history graph option, 9-17 By, option on Extended Price Stock File Prints menu, 11-16 checking inventory by, 9-21 code, c-3, 1-10, 2-2 cross-reference option, 1-13, 2-1-2-3, 2-6, 5-7 customer, 4-1, 4-7, 9-12, 10-13 description, 10-19 Extended Price Report by, 11-16 format for part movement listing, 9-7, 9-16-9-17
case of items, price labels for, 6-21 price by, 10-32-10-33, 11-55-11-56 cash See also money field) Sub Total (Account +, section on End of Day Reconciliation, 7-13 Account +, subtotal, section on End of Day Reconciliation, 7-13 customer, 1-28, 1-31, 1-35, 10-12 Daily Special Order Activity (Check,), End of	by, history graph option, 9-17 By, option on Extended Price Stock File Prints menu, 11-16 checking inventory by, 9-21 code, c-3, 1-10, 2-2 cross-reference option, 1-13, 2-1-2-3, 2-6, 5-7 customer, 4-1, 4-7, 9-12, 10-13 description, 10-19 Extended Price Report by, 11-16 format for part movement listing, 9-7, 9-16-9-17 format for Stock file print from price book, 9-6
case of items, price labels for, 6-21 price by, 10-32-10-33, 11-55-11-56 cash See also money field) Sub Total (Account +, section on End of Day Reconciliation, 7-13 Account +, subtotal, section on End of Day Reconciliation, 7-13 customer, 1-28, 1-31, 1-35, 10-12 Daily Special Order Activity (Check,), End of Day report, 7-17-7-18	by, history graph option, 9-17 By, option on Extended Price Stock File Prints menu, 11-16 checking inventory by, 9-21 code, c-3, 1-10, 2-2 cross-reference option, 1-13, 2-1-2-3, 2-6, 5-7 customer, 4-1, 4-7, 9-12, 10-13 description, 10-19 Extended Price Report by, 11-16 format for part movement listing, 9-7, 9-16-9-17 format for Stock file print from price book, 9-6 history, cross-reference by, 2-6
case of items, price labels for, 6-21 price by, 10-32-10-33, 11-55-11-56 cash See also money field) Sub Total (Account +, section on End of Day Reconciliation, 7-13 Account +, subtotal, section on End of Day Reconciliation, 7-13 customer, 1-28, 1-31, 1-35, 10-12 Daily Special Order Activity (Check,), End of Day report, 7-17-7-18 deposit, 7-11-7-12 payment, 1-10, 1-21, 1-23, 7-11, 10-23	by, history graph option, 9-17 By, option on Extended Price Stock File Prints menu, 11-16 checking inventory by, 9-21 code, c-3, 1-10, 2-2 cross-reference option, 1-13, 2-1-2-3, 2-6, 5-7 customer, 4-1, 4-7, 9-12, 10-13 description, 10-19 Extended Price Report by, 11-16 format for part movement listing, 9-7, 9-16-9-17 format for Stock file print from price book, 9-6 history, cross-reference by, 2-6 history graph by, 9-17 information, c-3
case of items, price labels for, 6-21 price by, 10-32-10-33, 11-55-11-56 cash See also money field) Sub Total (Account +, section on End of Day Reconciliation, 7-13 Account +, subtotal, section on End of Day Reconciliation, 7-13 customer, 1-28, 1-31, 1-35, 10-12 Daily Special Order Activity (Check,), End of Day report, 7-17-7-18 deposit, 7-11-7-12 payment, 1-10, 1-21, 1-23, 7-11, 10-23 receipts, on End of Day printouts, apx-6	by, history graph option, 9-17 By, option on Extended Price Stock File Prints menu, 11-16 checking inventory by, 9-21 code, c-3, 1-10, 2-2 cross-reference option, 1-13, 2-1-2-3, 2-6, 5-7 customer, 4-1, 4-7, 9-12, 10-13 description, 10-19 Extended Price Report by, 11-16 format for part movement listing, 9-7, 9-16-9-17 format for Stock file print from price book, 9-6 history, cross-reference by, 2-6 history graph by, 9-17 information, c-3 inventory count by, 8-1
case of items, price labels for, 6-21 price by, 10-32-10-33, 11-55-11-56 cash See also money field) Sub Total (Account +, section on End of Day Reconciliation, 7-13 Account +, subtotal, section on End of Day Reconciliation, 7-13 customer, 1-28, 1-31, 1-35, 10-12 Daily Special Order Activity (Check,), End of Day report, 7-17-7-18 deposit, 7-11-7-12 payment, 1-10, 1-21, 1-23, 7-11, 10-23 receipts, on End of Day printouts, apx-6 Report, Daily, 7-1, 7-11, 7-16, 9-38-9-39,	by, history graph option, 9-17 By, option on Extended Price Stock File Prints menu, 11-16 checking inventory by, 9-21 code, c-3, 1-10, 2-2 cross-reference option, 1-13, 2-1-2-3, 2-6, 5-7 customer, 4-1, 4-7, 9-12, 10-13 description, 10-19 Extended Price Report by, 11-16 format for part movement listing, 9-7, 9-16-9-17 format for Stock file print from price book, 9-6 history, cross-reference by, 2-6 history graph by, 9-17 information, c-3 inventory count by, 8-1 listing part numbers by, 9-3
case of items, price labels for, 6-21 price by, 10-32-10-33, 11-55-11-56 cash See also money field) Sub Total (Account +, section on End of Day Reconciliation, 7-13 Account +, subtotal, section on End of Day Reconciliation, 7-13 customer, 1-28, 1-31, 1-35, 10-12 Daily Special Order Activity (Check,), End of Day report, 7-17-7-18 deposit, 7-11-7-12 payment, 1-10, 1-21, 1-23, 7-11, 10-23 receipts, on End of Day printouts, apx-6 Report, Daily, 7-1, 7-11, 7-16, 9-38-9-39, 11-26-11-27, 11-49	by, history graph option, 9-17 By, option on Extended Price Stock File Prints menu, 11-16 checking inventory by, 9-21 code, c-3, 1-10, 2-2 cross-reference option, 1-13, 2-1-2-3, 2-6, 5-7 customer, 4-1, 4-7, 9-12, 10-13 description, 10-19 Extended Price Report by, 11-16 format for part movement listing, 9-7, 9-16-9-17 format for Stock file print from price book, 9-6 history, cross-reference by, 2-6 history graph by, 9-17 information, c-3 inventory count by, 8-1 listing part numbers by, 9-3 name, printing list by, 9-21
case of items, price labels for, 6-21 price by, 10-32-10-33, 11-55-11-56 cash See also money field) Sub Total (Account +, section on End of Day Reconciliation, 7-13 Account +, subtotal, section on End of Day Reconciliation, 7-13 customer, 1-28, 1-31, 1-35, 10-12 Daily Special Order Activity (Check,), End of Day report, 7-17-7-18 deposit, 7-11-7-12 payment, 1-10, 1-21, 1-23, 7-11, 10-23 receipts, on End of Day printouts, apx-6 Report, Daily, 7-1, 7-11, 7-16, 9-38-9-39,	by, history graph option, 9-17 By, option on Extended Price Stock File Prints menu, 11-16 checking inventory by, 9-21 code, c-3, 1-10, 2-2 cross-reference option, 1-13, 2-1-2-3, 2-6, 5-7 customer, 4-1, 4-7, 9-12, 10-13 description, 10-19 Extended Price Report by, 11-16 format for part movement listing, 9-7, 9-16-9-17 format for Stock file print from price book, 9-6 history, cross-reference by, 2-6 history graph by, 9-17 information, c-3 inventory count by, 8-1 listing part numbers by, 9-3
case of items, price labels for, 6-21 price by, 10-32–10-33, 11-55–11-56 cash See also money field) Sub Total (Account +, section on End of Day Reconciliation, 7-13 Account +, subtotal, section on End of Day Reconciliation, 7-13 customer, 1-28, 1-31, 1-35, 10-12 Daily Special Order Activity (Check,), End of Day report, 7-17–7-18 deposit, 7-11–7-12 payment, 1-10, 1-21, 1-23, 7-11, 10-23 receipts, on End of Day printouts, apx-6 Report, Daily, 7-1, 7-11, 7-16, 9-38–9-39, 11-26–11-27, 11-49 sales, 1-1, 1-23, 7-12 Summary, Operator, flag on End of Day Defaults screen, 11-49	by, history graph option, 9-17 By, option on Extended Price Stock File Prints menu, 11-16 checking inventory by, 9-21 code, c-3, 1-10, 2-2 cross-reference option, 1-13, 2-1-2-3, 2-6, 5-7 customer, 4-1, 4-7, 9-12, 10-13 description, 10-19 Extended Price Report by, 11-16 format for part movement listing, 9-7, 9-16-9-17 format for Stock file print from price book, 9-6 history, cross-reference by, 2-6 history graph by, 9-17 information, c-3 inventory count by, 8-1 listing part numbers by, 9-3 name, printing list by, 9-21 part, a-2, a-15, c-3-c-4, 1-14, 1-24, 1-37, 2-2- 2-3, 7-21, 8-11, 9-4-9-5, 9-7, 9-17, 10-19, 11-18, 11-41
case of items, price labels for, 6-21 price by, 10-32–10-33, 11-55–11-56 cash See also money field) Sub Total (Account + , section on End of Day Reconciliation, 7-13 Account + , subtotal, section on End of Day Reconciliation, 7-13 customer, 1-28, 1-31, 1-35, 10-12 Daily Special Order Activity (Check,), End of Day report, 7-17–7-18 deposit, 7-11–7-12 payment, 1-10, 1-21, 1-23, 7-11, 10-23 receipts, on End of Day printouts, apx-6 Report, Daily, 7-1, 7-11, 7-16, 9-38–9-39, 11-26–11-27, 11-49 sales, 1-1, 1-23, 7-12 Summary, Operator, flag on End of Day Defaults screen, 11-49 Summary, Operator, report, 7-1, 7-16–7-17, 11-49	by, history graph option, 9-17 By, option on Extended Price Stock File Prints menu, 11-16 checking inventory by, 9-21 code, c-3, 1-10, 2-2 cross-reference option, 1-13, 2-1-2-3, 2-6, 5-7 customer, 4-1, 4-7, 9-12, 10-13 description, 10-19 Extended Price Report by, 11-16 format for part movement listing, 9-7, 9-16-9-17 format for Stock file print from price book, 9-6 history, cross-reference by, 2-6 history graph by, 9-17 information, c-3 inventory count by, 8-1 listing part numbers by, 9-3 name, printing list by, 9-21 part, a-2, a-15, c-3-c-4, 1-14, 1-24, 1-37, 2-2- 2-3, 7-21, 8-11, 9-4-9-5, 9-7, 9-17, 10-19, 11-18, 11-41 Price Books by, report, 9-6
case of items, price labels for, 6-21 price by, 10-32–10-33, 11-55–11-56 cash See also money field) Sub Total (Account + , section on End of Day Reconciliation, 7-13 Account + , subtotal, section on End of Day Reconciliation, 7-13 customer, 1-28, 1-31, 1-35, 10-12 Daily Special Order Activity (Check,), End of Day report, 7-17–7-18 deposit, 7-11–7-12 payment, 1-10, 1-21, 1-23, 7-11, 10-23 receipts, on End of Day printouts, apx-6 Report, Daily, 7-1, 7-11, 7-16, 9-38–9-39, 11-26–11-27, 11-49 sales, 1-1, 1-23, 7-12 Summary, Operator, flag on End of Day Defaults screen, 11-49 Summary, Operator, report, 7-1, 7-16–7-17, 11-49 total received, 1-23	by, history graph option, 9-17 By, option on Extended Price Stock File Prints menu, 11-16 checking inventory by, 9-21 code, c-3, 1-10, 2-2 cross-reference option, 1-13, 2-1-2-3, 2-6, 5-7 customer, 4-1, 4-7, 9-12, 10-13 description, 10-19 Extended Price Report by, 11-16 format for part movement listing, 9-7, 9-16-9-17 format for Stock file print from price book, 9-6 history, cross-reference by, 2-6 history graph by, 9-17 information, c-3 inventory count by, 8-1 listing part numbers by, 9-3 name, printing list by, 9-21 part, a-2, a-15, c-3-c-4, 1-14, 1-24, 1-37, 2-2- 2-3, 7-21, 8-11, 9-4-9-5, 9-7, 9-17, 10-19, 11-18, 11-41 Price Books by, report, 9-6 Print, menu, 9-21
case of items, price labels for, 6-21 price by, 10-32–10-33, 11-55–11-56 cash See also money field) Sub Total (Account +, section on End of Day Reconciliation, 7-13 Account +, subtotal, section on End of Day Reconciliation, 7-13 customer, 1-28, 1-31, 1-35, 10-12 Daily Special Order Activity (Check,), End of Day report, 7-17–7-18 deposit, 7-11–7-12 payment, 1-10, 1-21, 1-23, 7-11, 10-23 receipts, on End of Day printouts, apx-6 Report, Daily, 7-1, 7-11, 7-16, 9-38–9-39, 11-26–11-27, 11-49 sales, 1-1, 1-23, 7-12 Summary, Operator, flag on End of Day Defaults screen, 11-49 Summary, Operator, report, 7-1, 7-16–7-17, 11-49 total received, 1-23 Transaction Type, section on End of Day	by, history graph option, 9-17 By, option on Extended Price Stock File Prints menu, 11-16 checking inventory by, 9-21 code, c-3, 1-10, 2-2 cross-reference option, 1-13, 2-1-2-3, 2-6, 5-7 customer, 4-1, 4-7, 9-12, 10-13 description, 10-19 Extended Price Report by, 11-16 format for part movement listing, 9-7, 9-16-9-17 format for Stock file print from price book, 9-6 history, cross-reference by, 2-6 history graph by, 9-17 information, c-3 inventory count by, 8-1 listing part numbers by, 9-3 name, printing list by, 9-21 part, a-2, a-15, c-3-c-4, 1-14, 1-24, 1-37, 2-2- 2-3, 7-21, 8-11, 9-4-9-5, 9-7, 9-17, 10-19, 11-18, 11-41 Price Books by, report, 9-6 Print, menu, 9-21 printing inventory worksheets by, 8-5, 10-19
case of items, price labels for, 6-21 price by, 10-32–10-33, 11-55–11-56 cash See also money field) Sub Total (Account + , section on End of Day Reconciliation, 7-13 Account + , subtotal, section on End of Day Reconciliation, 7-13 customer, 1-28, 1-31, 1-35, 10-12 Daily Special Order Activity (Check,), End of Day report, 7-17–7-18 deposit, 7-11–7-12 payment, 1-10, 1-21, 1-23, 7-11, 10-23 receipts, on End of Day printouts, apx-6 Report, Daily, 7-1, 7-11, 7-16, 9-38–9-39, 11-26–11-27, 11-49 sales, 1-1, 1-23, 7-12 Summary, Operator, flag on End of Day Defaults screen, 11-49 Summary, Operator, report, 7-1, 7-16–7-17, 11-49 total received, 1-23	by, history graph option, 9-17 By, option on Extended Price Stock File Prints menu, 11-16 checking inventory by, 9-21 code, c-3, 1-10, 2-2 cross-reference option, 1-13, 2-1-2-3, 2-6, 5-7 customer, 4-1, 4-7, 9-12, 10-13 description, 10-19 Extended Price Report by, 11-16 format for part movement listing, 9-7, 9-16-9-17 format for Stock file print from price book, 9-6 history, cross-reference by, 2-6 history graph by, 9-17 information, c-3 inventory count by, 8-1 listing part numbers by, 9-3 name, printing list by, 9-21 part, a-2, a-15, c-3-c-4, 1-14, 1-24, 1-37, 2-2- 2-3, 7-21, 8-11, 9-4-9-5, 9-7, 9-17, 10-19, 11-18, 11-41 Price Books by, report, 9-6 Print, menu, 9-21 printing inventory worksheets by, 8-5, 10-19 profit percentage by, 7-6 report, 9-8
case of items, price labels for, 6-21 price by, 10-32–10-33, 11-55–11-56 cash See also money field) Sub Total (Account + , section on End of Day Reconciliation, 7-13 Account + , subtotal, section on End of Day Reconciliation, 7-13 customer, 1-28, 1-31, 1-35, 10-12 Daily Special Order Activity (Check,), End of Day report, 7-17–7-18 deposit, 7-11–7-12 payment, 1-10, 1-21, 1-23, 7-11, 10-23 receipts, on End of Day printouts, apx-6 Report, Daily, 7-1, 7-11, 7-16, 9-38–9-39, 11-26–11-27, 11-49 sales, 1-1, 1-23, 7-12 Summary, Operator, flag on End of Day Defaults screen, 11-49 Summary, Operator, report, 7-1, 7-16–7-17, 11-49 total received, 1-23 Transaction Type, section on End of Day Reconciliation, 7-9, 7-11 cash drawer balancing, 7-11, 7-16, 9-38, 11-26, 11-49	by, history graph option, 9-17 By, option on Extended Price Stock File Prints menu, 11-16 checking inventory by, 9-21 code, c-3, 1-10, 2-2 cross-reference option, 1-13, 2-1-2-3, 2-6, 5-7 customer, 4-1, 4-7, 9-12, 10-13 description, 10-19 Extended Price Report by, 11-16 format for part movement listing, 9-7, 9-16-9-17 format for Stock file print from price book, 9-6 history, cross-reference by, 2-6 history graph by, 9-17 information, c-3 inventory count by, 8-1 listing part numbers by, 9-3 name, printing list by, 9-21 part, a-2, a-15, c-3-c-4, 1-14, 1-24, 1-37, 2-2- 2-3, 7-21, 8-11, 9-4-9-5, 9-7, 9-17, 10-19, 11-18, 11-41 Price Books by, report, 9-6 Print, menu, 9-21 printing inventory worksheets by, 8-5, 10-19 profit percentage by, 7-6 report, 9-8 sales percentage by, 7-6
case of items, price labels for, 6-21 price by, 10-32–10-33, 11-55–11-56 cash See also money field) Sub Total (Account + , section on End of Day Reconciliation, 7-13 Account + , subtotal, section on End of Day Reconciliation, 7-13 customer, 1-28, 1-31, 1-35, 10-12 Daily Special Order Activity (Check,), End of Day report, 7-17–7-18 deposit, 7-11–7-12 payment, 1-10, 1-21, 1-23, 7-11, 10-23 receipts, on End of Day printouts, apx-6 Report, Daily, 7-1, 7-11, 7-16, 9-38–9-39, 11-26–11-27, 11-49 sales, 1-1, 1-23, 7-12 Summary, Operator, flag on End of Day Defaults screen, 11-49 Summary, Operator, report, 7-1, 7-16–7-17, 11-49 total received, 1-23 Transaction Type, section on End of Day Reconciliation, 7-9, 7-11 cash drawer balancing, 7-11, 7-16, 9-38, 11-26, 11-49 Open the, option on System Utilities menu, 10-25	by, history graph option, 9-17 By, option on Extended Price Stock File Prints menu, 11-16 checking inventory by, 9-21 code, c-3, 1-10, 2-2 cross-reference option, 1-13, 2-1-2-3, 2-6, 5-7 customer, 4-1, 4-7, 9-12, 10-13 description, 10-19 Extended Price Report by, 11-16 format for part movement listing, 9-7, 9-16-9-17 format for Stock file print from price book, 9-6 history, cross-reference by, 2-6 history graph by, 9-17 information, c-3 inventory count by, 8-1 listing part numbers by, 9-3 name, printing list by, 9-21 part, a-2, a-15, c-3-c-4, 1-14, 1-24, 1-37, 2-2- 2-3, 7-21, 8-11, 9-4-9-5, 9-7, 9-17, 10-19, 11-18, 11-41 Price Books by, report, 9-6 Print, menu, 9-21 printing inventory worksheets by, 8-5, 10-19 profit percentage by, 7-6 report, 9-8 sales percentage by, 7-6 screen, 2-2-2-3, 2-5
case of items, price labels for, 6-21 price by, 10-32–10-33, 11-55–11-56 cash See also money field) Sub Total (Account + , section on End of Day Reconciliation, 7-13 Account + , subtotal, section on End of Day Reconciliation, 7-13 customer, 1-28, 1-31, 1-35, 10-12 Daily Special Order Activity (Check,), End of Day report, 7-17–7-18 deposit, 7-11–7-12 payment, 1-10, 1-21, 1-23, 7-11, 10-23 receipts, on End of Day printouts, apx-6 Report, Daily, 7-1, 7-11, 7-16, 9-38–9-39, 11-26–11-27, 11-49 sales, 1-1, 1-23, 7-12 Summary, Operator, flag on End of Day Defaults screen, 11-49 Summary, Operator, report, 7-1, 7-16–7-17, 11-49 total received, 1-23 Transaction Type, section on End of Day Reconciliation, 7-9, 7-11 cash drawer balancing, 7-11, 7-16, 9-38, 11-26, 11-49 Open the, option on System Utilities menu, 10-25 optional, a-12, 1-23, 1-28, 3-5, 10-25, 11-49	by, history graph option, 9-17 By, option on Extended Price Stock File Prints menu, 11-16 checking inventory by, 9-21 code, c-3, 1-10, 2-2 cross-reference option, 1-13, 2-1-2-3, 2-6, 5-7 customer, 4-1, 4-7, 9-12, 10-13 description, 10-19 Extended Price Report by, 11-16 format for part movement listing, 9-7, 9-16-9-17 format for Stock file print from price book, 9-6 history, cross-reference by, 2-6 history graph by, 9-17 information, c-3 inventory count by, 8-1 listing part numbers by, 9-3 name, printing list by, 9-21 part, a-2, a-15, c-3-c-4, 1-14, 1-24, 1-37, 2-2- 2-3, 7-21, 8-11, 9-4-9-5, 9-7, 9-17, 10-19, 11-18, 11-41 Price Books by, report, 9-6 Print, menu, 9-21 printing inventory worksheets by, 8-5, 10-19 profit percentage by, 7-6 report, 9-8 sales percentage by, 7-6 screen, 2-2-2-3, 2-5 sorting by, 2-2
case of items, price labels for, 6-21 price by, 10-32–10-33, 11-55–11-56 cash See also money field) Sub Total (Account + , section on End of Day Reconciliation, 7-13 Account + , subtotal, section on End of Day Reconciliation, 7-13 customer, 1-28, 1-31, 1-35, 10-12 Daily Special Order Activity (Check,), End of Day report, 7-17–7-18 deposit, 7-11–7-12 payment, 1-10, 1-21, 1-23, 7-11, 10-23 receipts, on End of Day printouts, apx-6 Report, Daily, 7-1, 7-11, 7-16, 9-38–9-39, 11-26–11-27, 11-49 sales, 1-1, 1-23, 7-12 Summary, Operator, flag on End of Day Defaults screen, 11-49 Summary, Operator, report, 7-1, 7-16–7-17, 11-49 total received, 1-23 Transaction Type, section on End of Day Reconciliation, 7-9, 7-11 cash drawer balancing, 7-11, 7-16, 9-38, 11-26, 11-49 Open the, option on System Utilities menu, 10-25 optional, a-12, 1-23, 1-28, 3-5, 10-25, 11-49 paid out, 7-8, 7-12	by, history graph option, 9-17 By, option on Extended Price Stock File Prints menu, 11-16 checking inventory by, 9-21 code, c-3, 1-10, 2-2 cross-reference option, 1-13, 2-1-2-3, 2-6, 5-7 customer, 4-1, 4-7, 9-12, 10-13 description, 10-19 Extended Price Report by, 11-16 format for part movement listing, 9-7, 9-16-9-17 format for Stock file print from price book, 9-6 history, cross-reference by, 2-6 history graph by, 9-17 information, c-3 inventory count by, 8-1 listing part numbers by, 9-3 name, printing list by, 9-21 part, a-2, a-15, c-3-c-4, 1-14, 1-24, 1-37, 2-2- 2-3, 7-21, 8-11, 9-4-9-5, 9-7, 9-17, 10-19, 11-18, 11-41 Price Books by, report, 9-6 Print, menu, 9-21 printing inventory worksheets by, 8-5, 10-19 profit percentage by, 7-6 report, 9-8 sales percentage by, 7-6 screen, 2-2-2-3, 2-5
case of items, price labels for, 6-21 price by, 10-32–10-33, 11-55–11-56 cash See also money field) Sub Total (Account + , section on End of Day Reconciliation, 7-13 Account + , subtotal, section on End of Day Reconciliation, 7-13 customer, 1-28, 1-31, 1-35, 10-12 Daily Special Order Activity (Check,), End of Day report, 7-17–7-18 deposit, 7-11–7-12 payment, 1-10, 1-21, 1-23, 7-11, 10-23 receipts, on End of Day printouts, apx-6 Report, Daily, 7-1, 7-11, 7-16, 9-38–9-39, 11-26–11-27, 11-49 sales, 1-1, 1-23, 7-12 Summary, Operator, flag on End of Day Defaults screen, 11-49 Summary, Operator, report, 7-1, 7-16–7-17, 11-49 total received, 1-23 Transaction Type, section on End of Day Reconciliation, 7-9, 7-11 cash drawer balancing, 7-11, 7-16, 9-38, 11-26, 11-49 Open the, option on System Utilities menu, 10-25 optional, a-12, 1-23, 1-28, 3-5, 10-25, 11-49	by, history graph option, 9-17 By, option on Extended Price Stock File Prints menu, 11-16 checking inventory by, 9-21 code, c-3, 1-10, 2-2 cross-reference option, 1-13, 2-1-2-3, 2-6, 5-7 customer, 4-1, 4-7, 9-12, 10-13 description, 10-19 Extended Price Report by, 11-16 format for part movement listing, 9-7, 9-16-9-17 format for Stock file print from price book, 9-6 history, cross-reference by, 2-6 history graph by, 9-17 information, c-3 inventory count by, 8-1 listing part numbers by, 9-3 name, printing list by, 9-21 part, a-2, a-15, c-3-c-4, 1-14, 1-24, 1-37, 2-2- 2-3, 7-21, 8-11, 9-4-9-5, 9-7, 9-17, 10-19, 11-18, 11-41 Price Books by, report, 9-6 Print, menu, 9-21 printing inventory worksheets by, 8-5, 10-19 profit percentage by, 7-6 screen, 2-2-2-3, 2-5 sorting by, 2-2 Stock report, 9-3-9-4

category <i>(cont.)</i> titles, 10-19 Total Inventory Report by, 11-13-11-14	profit percentage, 10-5 quantity, 5-4, 5-6, 6-4, 6-22, 7-23, 10-3 RTI Vendor file, 11-59
type, 10-19	screen command option, a-7, 1-22, 1-34–1-35, 4-9, 5-6–5-7, 6-7–6-8, 6-12, 6-24, 10-3, 10-7,
Category Adjustment Report Date/Operator Range screen, 9-5 End of Day, 1-14, 1-24, 1-37, 7-1, 7-21, 9-3-	10-10, 10-15, 10-17, 10-20, 10-23, 10-34, 11-3 11-31, 11-47-11-48, 11-59
9-6, 11-43	Stock Level & Reorder Point, option, Other Order Options menu, 6-16
flag on End of Day Defaults screen, 7-21, 11-50 Category, field, a-9, a-15, 10-13	Stock Level & Reorder Point, menu, 6-16
on Category screen, 2-3 on Create Ticket screen, 1-10–1-12, 1-14, 1-24	to order, date of, 6-18 to Suggested, option on Change Stock Level &
on Customer File screen, 10-13 on End of Day Defaults screen, 11-40	Reorder Point menu, 6-16 Total, field on Stock File Changes report, 11-10
on Receiving Stock Order frm Invoice scrn, 6-23	type, 11-10 zip code record, 10-34
on RO Parts screen, 1-37 on Stock File screen, 5-3, 5-7, 9-32, 10-4	change defaults, c-3, 1-3, 5-6, 11-4, 11-29
Category file, 1-14, 1-24, 1-37, 10-19 building, c-3 screen, 10-19	for End of Day reports, 11-29, 11-48-11-50 option on Management Menu, 11-4, 11-29, 11-31 printer, 11-29, 11-38-11-39
category list, a-19, 2-2, 5-3, 9-6, 10-4	change information
form, a-15, c-3 printing, c-4, 9-21	customer, 10-34–10-35 vehicle, 10-11
category number, a-15, 1-10, 2-3, 5-3, 10-4	vendor, 10-34-10-35 zip code, 10-34
field on Category File screen, 10-19 printing list by, 9-21	change, inventory
range, 11-13 Category, option	printing, 8-10 records, 7-24
on Cross Reference History menu, 2-6	to worksheet number, 11-40 changed
on Cross Reference Inventory menu, 2-1, 5-7 on Stock Reports menu, 1-14, 1-24, 1-37, 5-7, 9-3-9-4	Örd/, field, Outstanding Stock Orders report, 6-18 parts line on RO, 11-22
on System Reports menu, 9-21 on Total Inventory Report menu, 11-11, 11-13-	type in Action field on Stock File Changes report, 11-10 changes
11-14 Category Totals	Account File, option on Management Reports
by Category, Parts, report, 11-49 by Purchase Order, Parts, report, 11-49	menu, 11-11 Customer Discount, option on Management Reports menu, 11-28
End of Day, report, 7-1, 7-6 Report, Parts, End of Day, 11-49, 11-51	Print the, option on Update Inventory screen, 10-32-10-33, 11-55
central processing unit (CPU), a-12, a-14, a-17, b-1-b-2, b-5, c-2, 11-47	Special Order File, option, Management Reports menu, 11-811-9
change See also edit	Stock File, menu, 11-9–11-10 Stock File, option on Management Reports menu,
access level, 11-4 account payment indicator, 1-22	11-9–11-10
Amount, field on Enter Amount Received	to fields, undoing, a-9, 5-7, 10-6, 10-9 to stock levels, seasonal, 6-16
screen, 1-23 Amount, field, Inventory Changes Report, 8-11	Changes, Repair Order Parts menu, 11-22
amount of, 3-4, 8-11, 11-10 costs, 5-6, 6-7-6-8, 6-22-6-24, 10-3, 10-32	report, 11-23
date of, 11-28	option, Management Reports menu, 11-22-11-23 Changes Report
default department, 11-5 due on cash transaction, 1-23	Account File, 11-11
Hold Ticket, screen, 10-23 in price, 5-7, 11-44-11-46	Special Order File, 11-9 Stock File, 11-9–11-10
inventory value, printout, 11-55	Changes Report, Inventory, 7-22, 8-11, 11-30
Operator file, 11-3 Parts, Add or, option, Parts/Inventory Menu, 5-2,	access level to print, 11-30 option on Physical Inventory menu, 8-3, 8-9-8-10
5-7, 7-23	Reprint, menu, 8-10 reprinting, 10-25
password, how to, 11-3 PO number, 11-40	changing
price, 11-54–11-56 price, on RO Parts Changes Report, 11-22	Account file record, 11-11 defaults, 11-44
printer defaults, 11-29, 11-47–11-48	discount in Customer file, 11-28

changing (cont.)	inventory count by, 8-1
field names for tax-exempt sales, 11-35	List, option on Stock Reports menu, 9-7
fields in Stock file, 6-7–6-8, 10-2–10-3	list screen, 2-5
fields on Hold ticket, 10-22	microfiche program, on RTI Vendor File screen,
price, 5-4, 5-6, 10-5, 10-31–10-33	11-59-11-60
Service defaults, 11-42 Stock Kit, 1-18	model, range for inventory worksheet, 8-7 number, a-15, 4-9
	number range, 9-3, 9-8
charge	operator, 9-5
and cash, subtotal on End of Day, 7-13	Order by, optn, Other Order Options menu, 6-14
customers, 10-10, 10-12, 11-11 parts returned to vendor, apx-5	priority, for shipping, 1-11, 6-9, 9-24, 11-33
payment option, 1-9, 1-21	range for Category Adjustment Report, 9-5
payment totals, on Stock File Changes report,	range for part movement history, 9-7, 9-17
11-9	searching for alternate vendor by, 1-12, 1-18
screen command option, 1-9–1-10, 1-22	searching for record by, 2-4, 4-9, 5-2-5-3, 10-3
to account, 10-17, 11-9	shipping, apx-4
to internal account, 1-8	sorting parts by, for inventory worksheets, 8-5
charge account, 3-4, 7-10, 11-11, 11-14	Starting, field, 6-14
customers, list, 9-26	stock return, 5-4, 10-5
temporary, 10-12	Suggested Stock Order List by, 6-2, 6-14
charge, handling, 1-9, 7-3, 11-13, 11-18	Total Inventory Report by, 11-11, 11-14
field on Set Handling Charge screen, 11-57	vendor, 4-6 Vendor and Extended Price Penert by 11 16
not shown on reports, 11-57	Vendor and, Extended Price Report by, 11-16 Vendor and, option on Stock Reports menu, 9-3
Set, option on Management Menu, 11-57	/Wk Code, field on End of Day Transactions
Set, screen, 11-57	report, 7-2
charge transactions, total	work, 7-2, 11-18
not subject to sales tax, 7-9-7-10	code, bar, 4-1
on End of Day reports, 7-4, 7-8-7-9, 7-13	label example, 4-3
subject to sales tax, 7-9–7-10	printing labels, 4-2, 4-10
Charged, Amount	spooled thermal labels to print for parts, 4-3
field on Customer File screen, 10-12	Code, field, a-9
field on Daily Special Order Activity report, 7-18	on Category screen, 2-3
field on End of Day Account Activity report, 7-4	on Create Ticket screen, 1-10-1-12
Charged, Last, date field on Customer File	on Creating Stock Order screen, 6-12
screen, 10-13	on Print Custom Labels screen, 4-9
charges	field on RO Parts screen, 1-37
shipping, total, how to suppress printing of	on Stock File screen, 5-3, 10-4
balance, 11-53	on Suggested Stock Order List, 6-4
Total Credits &, field, EOD Reconciliation, 7-10	code, option
check	on Cross Reference History menu, 2-6
Cash), section on Daily Special Order Activity	on Cross Reference Inventory menu, 2-1, 2-4
report, 7-18	on Total Inventory Report menu, 11-14
Client ID, Dealer, field on Follow-Up Sales	code, part, 1-10, 1-12–1-13, 2-1, 2-3–2-5, 3-4,
screen, 11-45	4-1, 4-6, 5-2-5-3, 6-4, 6-14, 6-22, 7-2, 7-19,
city, 10-34-10-35	9-6-9-7, 9-17, 10-3-10-4, 10-30, 11-18, 11-30
by, option for printing customer mailing labels,	status, 5-4, 9-16, 10-5, 11-11
4-2, 4-7 field on Boneir Orden corner 1 22	code, printing by
field on Repair Order screen, 1-33 field on Vendor File screen, 10-8	customer labels, 4-2 fast moving parts list, 9-7, 9-16
printing customer list by, 9-12–9-13	Overstock report, 9-8
sales tax rate, 11-32	part movement history, 9-7, 9-17
searching Zip Code file by, 10-34	Price Books by Category report, 9-6
zip code for each in dealer's service area, 10-34	slow-moving parts list, 9-7
Client ID, Dealer, field on Follow-Up Sales	suggested order list, 6-2, 6-14
screen, 11-38	code, zip, 4-1
code	Book, USPS, updates by subscription, 10-35
area, including in phone number, 10-8	Book, USPS, updates on request, 10-35
By Vendor &, Extended Price Stock File Prints	Directory, USPS, updates by subscription, 10-34-
menu, 11-16	10-35
category, c-3, 1-10, 2-2	Directory, USPS, updates on request, 10-34–10-35
Cross Reference Inventory by, screen, 2-4	field on Repair Order screen, 1-33
cross-reference by, 1-13	field on Vendor File screen, 10-8
Ending, field, 6-14	maintaining for each city in dealer's service area,
history, cross-reference by, 2-6	10-34 Maintenance, menu, 10-35
history graph by, 9-17	Manifellance, menu, 10-33

```
code, zip (cont.)
                                                               11-31, 11-47-11-48, 11-59-11-60, apx-2-apx-3,
    on mailing label, 4-1
    option for printing customer mailing labels by, 4-2,
                                                             Exit Scroll, 1-21
                                                             F&I, 10-11
    option on Maintenance menu, 10-34
                                                             Filters, 9-33
    option on Print Customer File menu, 9-12
                                                             First, 2-3, 9-5
    printing customer list by, 9-11-9-12
                                                             General Update, 5-6, 10-3
    searching for record, 10-34
                                                             Help, 8-3, 9-6
                                                             Hist, 10-4
Code, Zip, file, 10-34-10-35
                                                             History, 6-7
    deleting entries from, 10-34
                                                             Hold Ticket, 1-20, 1-29, 3-1, 3-6, apx-5
    screen, 10-34
                                                             Home, 11-60
    file, updating, 10-34-10-35
                                                             Kits, 1-17
                                                             Label, a-8, 4-9, 5-3, 10-4, 10-11, 10-17
    Operator Letter, window on Category Adjustment
                                                             Last, 2-3
      Report screen, 9-6
                                                             Ln (line number), 1-17
    Vendor, option on Microfiche menu, 11-59
                                                             Lost Sale, 1-13, 1-23, 1-37, 11-7
Collected, Sales Tax
                                                             Markup % (for ticket price), 1-9
    field on End of Day Detail Listing, 7-7
                                                             Memo, 1-24, 1-31, 3-3, 5-3, 10-4, 10-7, 10-11,
    field on End of Day Reconciliation, 7-9, 7-11
                                                                10-15, 10-18
                                                             Move Line, 1-37
    line, a-8, 1-3, 6-12, 6-24
                                                             Next, a-7, 1-6, 1-21, 1-28, 1-30, 3-3, 4-9, 5-2,
    scrolling search, a-8-a-9, 1-11-1-12, 1-14, 1-17,
                                                               10-3, 10-7, 10-10, 10-15, 10-17, 10-20, 10-34,
      1-24, 1-37, 2-2, 5-7, 6-11, 6-23-6-24, 9-5, 9-33
command option, screen
                                                             Order, 1-12-1-13, 1-17, 1-19, 1-24, 1-29, 1-37,
    Accept, a-9, 1-16, 1-23, 1-28, 1-34, 5-7, 6-5,
                                                               3-1, 11-31
      6-8-6-9, 6-12, 6-24, 10-6, 10-8, 10-13, 11-60
                                                             Orders, 1-38, 3-6
    Account (for ticket price), 1-9
                                                             Payment, 1-28, 1-34
    Add, a-7, c-3, 4-9, 5-3, 5-6, 9-30, 9-33, 10-3,
                                                             Payments, 1-33-1-35
      10-7, 10-9-10-10, 10-20, 10-34, 11-3, 11-59-
                                                             Pick Ticket, 1-38
      11-60
                                                             Pickup, 1-30, 3-3-3-4
    Add Kit, 1-15, 1-18
                                                             Prev, a-7-a-8, 1-6, 1-11, 1-21, 4-9, 5-2, 9-6,
    Alt Ven, 2-3
                                                               10-3, 10-7, 10-10, 10-15, 10-17, 10-34, 11-59-
    Backorder, 6-22-6-23
    Cancel All, 1-38
                                                             Price Adj, 1-15
                                                             Price Only, 5-6, 10-3
    Cancel Line, 1-20, 1-37
    Cancel (order), 6-22-6-23
                                                             Print, 9-34
    Cancel Ticket, 1-20
                                                             Profit % (for ticket price), 1-9
    Change, a-7, 1-22, 1-34-1-35, 4-9, 5-6-5-7, 6-7-6-8, 6-12, 6-24, 10-3, 10-7, 10-10, 10-15, 10-17,
                                                             Quantity Only, 5-6, 10-3
                                                             Refund, 1-28, 1-31, 1-34-1-35, 3-3, 3-5
      10-20, 10-23, 10-34, 11-3, 11-31, 11-47-11-48,
                                                             Remove, 11-59
                                                             Reorder, 6-22-6-23
    Charge, 1-9-1-10, 1-22
                                                             Retail (for ticket price), 1-9
    Continue, a-9, 1-6, 1-13, 1-19, 1-23, 1-34, 1-37,
                                                             Return, 1-13, 1-19
      2-6, 3-4-3-5, 6-4, 6-13-6-15, 8-4, 8-7, 10-29,
                                                             Scroll, 1-37, 4-9, 9-5
      10-35, 11-8, 11-15, 11-17, 11-22, 11-24, 11-28,
                                                             Search, a-7-a-8, a-10, 1-26, 1-32, 1-36, 4-9, 5-3,
                                                               5-7, 8-9, 9-33, 10-3, 10-7, 10-10, 10-15, 10-17,
      11-43
    Correct, a-9-a-10, 1-16, 1-23, 1-28, 1-34, 5-7,
                                                               10-20, 10-22, 10-34
      6-9, 6-12, 6-24, 8-9, 10-6, 10-8, 10-13
                                                             Sell, 1-12-1-15, 1-17, 1-19, 1-24, 1-37, 11-31
Skip, a-8, 1-15, 1-17, 8-8-8-9, 11-59
    Cross Ref, 1-13
    Cross-ship, 6-22-6-23
                                                             Starting Line No., 1-21
    Delete, a-8, 1-17, 4-9, 5-3, 10-4, 10-7, 10-11,
                                                             Substitute, 1-18, 6-8
      10-15, 10-17, 10-34, 11-60
                                                             Supersede, 1-13, 1-17, 5-7-5-8
                                                             Tender, 1-9-1-10, 1-21-1-22
    Deposit, 1-31, 3-3, 3-5
    Discount % (for ticket price), 1-9
                                                             Toggle, 1-31, 3-4
    Duplicate, 4-9, 10-20
                                                             Undo, a-9-a-10, 1-23, 1-28, 1-34, 5-7, 6-12,
    Edit, 1-37
                                                               6-24, 10-6, 10-8-10-9, 10-13, 11-60
    Edit Line, 1-37
                                                             Vehicle, 10-11
    End, 11-60
                                                             View, 1-17
    End RO, 1-33
                                                         command options, screen, a-4, a-7-a-8, a-11, 1-3,
    End Ticket, 1-20–1-21, 1-23, apx-5
                                                               1-6, 1-11, 1-13-1-19, 1-21, 1-23-1-24, 1-26,
    Erase, a-8
                                                               1-28-1-31, 1-33-1-35, 1-37, 2-3, 3-1, 3-3, 4-9,
    Estimate, 1-20, 1-23, apx-5
                                                               5-2, 5-6, 6-7-6-8, 6-12, 6-24, 8-3, 8-9, 9-5-9-6,
    Exit, a-7-a-8, b-5, 1-11, 1-13, 1-16-1-17, 1-28,
                                                               9-30, 9-32-9-33, 10-3, 10-7, 10-10, 10-15,
      1-30, 1-33, 1-37, 1-40, 2-3, 3-3-3-5, 4-8-4-9,
                                                               10-17, 10-20, 10-23, 10-34, 11-47-11-48, 11-59-
      5-7, 6-4, 6-7-6-8, 6-12-6-15, 6-22, 6-24, 8-9,
                                                               11-60
      9-32, 10-6, 10-9, 10-16, 10-18, 10-23, 10-34,
                                                             for ticket price, 1-9
```

```
command options, screen (cont.)
                                                       correct
    verification, a-9, 1-16-1-17, 1-23, 1-28, 1-34,
                                                            date and time on main computer, b-2
      5-7, 6-8-6-9, 6-12, 6-24, 9-35, 10-6, 10-8,
                                                            on-hand quantity using Negative Quantity
      10-13, 11-60
                                                              Report, 7-23
                                                            payment entries on ticket, 1-23
commands
                                                            screen command option, a-9-a-10, 1-16, 1-23,
    data entry field, a-8, 1-11, 1-21, 3-3, 4-9, 5-2,
                                                              1-28, 1-34, 5-7, 6-9, 6-12, 6-24, 8-9, 10-6, 10-8,
      5-6-5-7, 6-7-6-8, 6-13-6-15, 8-8-8-9, 10-3,
      10-10, 10-15, 10-23, 11-47-11-48
                                                              10-13
                                                            Special Order record for items received, 6-22,
    hot key, a-8, 1-3
                                                              10-17, 11-9
    printer stop, apx-3
                                                            Stock file quantities from physical inventory, 8-7
    screen verification, a-9, 1-16-1-17, 1-23, 1-28,
      1-34, 5-7, 6-8-6-9, 6-12, 6-24, 9-35, 10-6,
                                                       cost, a-15, c-4, 2-1, 5-1, 6-7, 7-5, 9-7, 9-17,
      10-8, 10-13, 11-60
                                                              10-5, 10-32, 11-10, 11-15, 11-18, 11-24
    startup, b-1
                                                            & SO Deposit Exempt, View/Modify, field on
                                                              System Defaults screen, 11-30
computer
                                                            and Retail, option on Update Inventory screen,
    main, 11-47
                                                              10-32, 11-54
    microfiche, sending pick list from, 11-58
                                                            Avg, field on Inventory Changes Report, 8-11
    terminal, Windows, 11-59
                                                            by Multiples, Divide, option on Update Inventory
comment, entering at Money field for account
                                                              screen, 11-55
      customer, 1-22, 1-28
                                                            Calculate Extended, menu, 11-17
Company ID, option on Defaults Menu, 11-50
                                                            changing, 5-6, 6-7--6-8
Comptron
                                                            dealer, 1-10, 2-3, 5-4, 9-25, 11-17
    Menu, a-4, b-3-b-5, 1-3-1-4, 1-28, 11-2, 11-5,
                                                            Dealer, option on Inventory Reports Menu, 11-14
                                                            display, turning on/off, 1-10
    option, Copy RPG Export to Diskette menu, 9-36
                                                            ending, for matrix, 10-21
    option to copy customized report to diskette, 9-36
                                                            extended, 11-16-11-17
                                                            fields, access level to view, 5-2, 11-4
    equipment/software, installation of, a-4, a-13-
                                                            historic, 5-4, 10-5
      a-14, a-16, c-2
                                                            information, a-15, 1-10, 1-13
    main, a-13-a-14, b-1-b-2, b-4-b-5, 11-40
                                                            item, 11-22
    microfiche, sending pick list from, 11-51
                                                            item, changing in Order Receiving, 6-22-6-23
    operating system, 9-36
                                                            Job, module in Books program, apx-7
    terminal, Windows, 11-52
                                                            (Keep), Retail Only, option on Update Inventory
                                                              screen, 10-32, 11-55
Configure
                                                            markup from, 1-9, 5-4, 10-5, 11-15
    Network Devices, option on Tools Menu, 11-45
                                                            of Items, column on End of Day Operator Totals
    Shared Folders, option on Tools Menu, 11-45
                                                              report, 7-3
configuring devices/shared folders for F.U.$.$.
                                                            Only (Keep Profit), option on Update Inventory
      program, 11-45
                                                              screen, 10-32, 11-55
Continue, screen command option, a-9, 1-6, 1-13,
                                                            Only (Keep Retail), option on Update Inventory
      1-19, 1-23, 1-34, 1-37, 2-6, 3-4-3-5, 6-4, 6-13-
                                                              screen, 10-32, 11-55
      6-15, 8-4, 8-7, 10-29, 10-35, 11-8, 11-15, 11-17,
                                                            Order, field on Creating Stock Order screen, 6-12
      11-22, 11-24, 11-28, 11-43
                                                            Order, field on Receiving Stock Order scrn, 6-22
control
                                                            part, a-15, c-4, 1-10, 1-13, 2-1, 2-3, 5-1, 5-4,
    key (Ctrl), use of, a-6, b-2, b-5, apx-2-apx-3
                                                              5-7, 6-5, 6-7-6-8, 6-12, 6-19, 6-22, 6-24, 8-11,
    Inventory, program module, 1-3
                                                              9-7, 9-17, 9-25, 9-32, 10-5, 10-21, 10-32, 11-7,
                                                              11-10, 11-12-11-13, 11-16-11-18, 11-22, 11-24,
    electronic, of USPS Zip Code Directory,
                                                              11-54-11-55
    ordering, 10-34
                                                            Plus, discount type, 9-25
                                                            part, changing in Order Receiving, 6-22-6-23
    of inventory worksheet, printing, 8-9
    of label, using to create similar one, 4-9
                                                            per item, 6-12, 6-24
                                                            Replace, field on Creating Stock Order scrn, 6-12
    of price book list, a-14
                                                            Replace, field on Stock file screen, 5-4, 5-7, 10-5
    of sample category list, a-15
    of vendor list, a-15
                                                            starting, for matrix, 10-20
    of vendor's cost matrix, using to create similar
                                                            subwindow of Stock Data window on Stock Report
      new matrix, 10-20
                                                              screen, 9-32
    RPG Export to Diskette, menu, 9-35-9-36
                                                            suggested, 10-32
                                                            Tot, field on Extended Price Report, 11-18
copy, printed
                                                            Tot, field on Suggested Stock Order List, 6-4
    of account list, for each terminal, c-4
                                                            View/Modify, field, System Defaults scrn, 11-30
    of category list, for each terminal, c-4
                                                            viewing, 5-2
    of operator list, 9-28
    of vendor list, for each terminal, c-3
                                                       cost, average, 10-5, 10-33, 11-17
                                                            as basis for customer discount, 11-28
                                                            basis option for calculating profit percentage, 9-32
    information for software, b-2, b-5, 1-3, 11-31
                                                            field on Stock File screen, 10-5
    screen message, b-2, b-5, 1-3, 11-31
```

```
cost, average, option
                                                             progress, on inventory reminder, 7-22
    for inventory valuation in History file prints, 9-17
                                                             range of parts, 8-1
    for inventory valuation in Stock reports, 9-3, 9-6-
                                                        Counter Operations, 1-1, 1-3, 3-5, 7-2
                                                             menu, 1-5-1-6, 1-26, 1-28-1-29, 1-32, 1-35-
    on Calculate Extended Cost menu, 11-16-11-17
                                                               1-36, apx-5
Cost, field
                                                             option on Parts Menu, 1-1-1-2, 1-5, 1-28, 9-23
                                                             Parts, a-8, 1-3, 1-15, 1-29, 1-39, 3-1-3-2, 3-5-
    access to change in Stock file, 5-2, 5-6
                                                               3-6, 4-1, 6-5, 7-2, 7-14, 9-8, 9-19, 9-23,
    in Stock file, 10-3
                                                               9-28-9-29, 10-8, 10-10, 10-17, 10-22, 11-4-
    modifying access to, 11-4, 11-30
    on Category screen, 2-3
                                                               11-5, 11-18, 11-40
    on Code screen, 2-5
                                                         counter, Parts, a-12-a-13, 1-1-1-2, 1-41, 5-3,
    on Create Ticket screen, 1-10-1-11
                                                               7-10, 7-21, 10-4, 10-30, 11-24, 11-30, 11-33,
    on Creating Stock Order screen, 6-11-6-12
                                                               11-41, 11-49, 11-58
    on Edit Stock Order screen, 6-7--6-8
                                                             access levels, 11-4
    on End of Day Transactions printout, 7-3
                                                             customer list, 9-26
    on Extended Price Report, 11-18
                                                             labor sales, 7-10, 7-12, 7-14-7-15
    on Lost Sales Report, 11-7
                                                             operations, a-8, c-6, 1-1-1-2, 1-5-1-6, 1-15,
    on Stock file screen, 5-4, 5-6-5-7, 7-3, 7-5, 10-3
                                                               1-29, 1-39, 3-1-3-2, 3-5-3-6, 4-1, 6-5, 7-2
                                                               9-8, 9-19, 9-23, 9-28-9-29, 10-8, 10-10, 10-17,
cost, last, 6-24, 10-5, 11-17, 11-54
                                                               10-22, 11-4-11-5, 11-18, 11-40
    as basis for customer discount, 11-28
    basis option for calculating profit percentage, 9-32
                                                             sales, 7-2, 11-41
    field on Creating Stock Order screen, 6-12
                                                             ticket, sending FicheFinder pick list to, 11-58
    field on Stock File screen, 5-4, 5-7, 10-5
                                                             transactions, c-6, 7-2, 11-32, 11-41
    option for inventory valuation in History file
                                                         counter ticket, a-8-a-9, a-12, c-2, 1-5, 1-13,
      prints, 9-17
                                                               1-18, 1-37, 10-25, 11-49
    option for inventory valuation in Stock reports,
                                                             option, Special Order Processing menu, 1-29, 3-2
      9-3, 9-6-9-8
                                                             Parts, 7-21, 9-29, 10-30, 11-18, 11-24, 11-30,
    option on Calculate Extended Cost menu, 11-16-
                                                               11-41, apx-5
      11-17
                                                             Parts, sending FicheFinder pick list to, 11-58
    used to update Stock file from price book, 11-44
                                                             printing, 11-47
    when used to update Stock file from price book,
                                                             store header on, 10-28
      11-54
                                                        counts
cost matrix, 5-4, 10-5, 11-50
                                                             Enter Inventory, option on Physical Inventory
    Exists, No Cost Matrix/, field on Set Handling
                                                               menu, 8-2, 8-7
      Charge screen, 11-57
                                                             Enter Inventory, screen, 8-7-8-8
    option on Maintenance menu, 10-20
                                                             inventory, access level to enter, 11-30
    option on System Reports menu, 9-22
                                                        county, 10-34-10-35
    pricing options in, 10-20
                                                             sales tax rate, 11-32
    range, 10-20-10-21
                                                         CPU, a-12, a-14, a-17, b-1-b-2, b-5, c-2, 11-47
    screen, 10-20
    setting up, 9-22, 10-20-10-21, 11-57 table, 9-22, 10-12, 10-20
                                                             category, a-15, c-3
                                                             cost matrix, 9-22
cost, replacement, 5-4, 10-5, 10-33, 11-17-11-18
                                                             custom label, 4-9
    as basis for customer discount, 11-28
                                                             customized report, 9-31, 9-36
    basis option for calculating profit percentage, 9-32
                                                             data base, c-2
    option for inventory valuation in History file
                                                             estimate, 1-20, 1-23, 11-18
      prints, 9-17
                                                             Hold ticket, 1-1-1-2, 1-24-1-25, 9-23-9-24,10-23
    option for inventory valuation in Stock repts, 9-3,
                                                             Hold ticket, optn, Counter Operations menu, 3-5
      9-6-9-8
                                                             new record, a-7
    option on Calculate Extended Cost menu, 11-16-
                                                             option on Master Book menu, 10-30-10-31
      11-17
                                                             Repair Order, 1-3, 1-33, 10-14, 11-19, 11-22
cost, total, 6-4-6-5, 6-8, 7-5, 11-12, 11-18
                                                             reports, 7-1
    field at end of Suggested Stock Order, 6-5
                                                             Work Sheet by Part Number, screen, 8-4, 8-7
    field on End of Day Account Activity report, 7-5
                                                             Work Sheet, option on Physical Inventory
    field on Stock Order Reminder, 6-19
                                                               menu, 8-2-8-3
    Total, field on Total Inventory Report, 11-13
                                                        create inventory
    for ticket, display, 1-10
                                                             Work Sheet, menu, 8-4 worksheet, 7-22, 8-2-8-3, 8-6-8-7, 11-30
    correcting, 8-9, 8-11
                                                             worksheet by part number, 8-5
    entering, 8-2-8-3, 8-7-8-10
                                                             worksheet, special, for Vendor 2 (Harley D), 8-7
    inventory, a-2, a-16, c-5, 7-23, 8-1-8-3, 8-7-
                                                             worksheet, special, for Vendor 3 (Yamaha), 8-6
      8-11
                                                        create purchase order, a-2, 6-3, 6-5, 6-15-6-16,
    of customer's vehicles, 10-13
                                                               6-19, apx-4
    parts, a-16, 8-1
                                                             by code, 6-14
    physical inventory, a-16, c-5, 8-2-8-3, 8-7, 8-10-
                                                             by part status, 6-14
      8-11
```

create purchase order (cont.)	Code option, 2-4
on receiving from invoice, 6-24	Description option, 2-5
reminder to, 6-19, 7-1	History by Vendor, screen, 2-6
create special	History, screen, 2-6
account, for stock returned to vendor, apx-5	Inventory by Code, screen, 2-4
Order, 6-5, 6-19	Inventory, menu, 2-1–2-2, 5-7
Work Sheet, option on Physical Inventory menu,	menu, 2-2, 2-6 option on Parts Menu, 2-1–2-2, 2-4–2-6, 5-7
8-2, 8-5	Part Number option, 2-5
Create Special Inventory Work Sheet	-
for Vendor 3, menu, 8-6	reference inventory, 1-1–1-2, 2-1–2-2, 2-5, 5-7,
for Vendor 3, screen, 8-6–8-7	10-19
menu, 8-5-8-6	ship, screen command option, 6-22–6-23
create stock	shipped parts, 3-4–3-5, 6-22, 6-24, 7-17–
Kit, 1-16 order by vendor, 6-3, 6-13	7-18, 7-20, 10-17, 11-9, 11-51
order list, suggested, 6-2-6-4, 6-16	Ctrl (control) key, use of, a-6, b-1-b-2, b-5,
record, 1-14, 1-24, 1-37, 5-5, 7-21, 9-4, 10-6,	apx-2–apx-3, apx-6
11-41, 11-50	cursor, moving through screen, a-6-a-8, 1-11-
Record, screen prompt, 1-14, 1-24, 1-37	1-12, 1-17, 1-24, 1-30, 1-37, 3-3, 4-6, 6-12,
Records, flag on Parts Defaults screen, 11-41	6-22, 9-31, 9-33, 11-41, 11-53, 11-59-11-60
report by category, 9-4	custom
create ticket, a-8, 11-7	barcode label, 4-2-4-3, 4-10
option on Counter Operations menu, 1-5-1-6,	Barcodes, label print option, 4-2, 4-10
1-29, 3-1, 11-7, apx-5	Barcodes, Print, screen, 4-10
screen, 1-6–1-7, 1-10, 1-12–1-17, 3-6, 10-30,	design (customize) reports, how to, 9-30, 9-36
11-31	design store header for menus and forms, how
to remove from inventory any stock returned to	to, 10-27–10-28
vendor, apx-5	Designed, label print option, 4-1-4-2, 4-9
Creating Stock Order, screen, 6-11	labels, 4-1-4-2, 4-9
credit	Labels, Design, screen, 4-9
account payment, 10-12	customer, 1-3, 11-19, 11-24
Avail, field on Customer File screen, 10-13	#, field on Customer File screen, 10-12
balance, 1-21, 1-28	# field, searching, 1-6
column on End of Day Reconciliation, 7-9–7-10,	account, a-2, c-4, 1-5, 1-9-1-10, 1-21-1-22, 1-28, 3-4, 4-1, 7-18, 9-26, 10-1, 10-10, 10-12-
7-12	10-13, 10-17, 11-9, 11-11, 11-15
due, 10-12	account number, 9-26
for parts returned to vendor, apx-5 refund, 1-28	adding, 1-6, 4-7, 9-12, 10-10, 10-34-10-35,
Remaining, field on Daily Special Order Activity	11-30
report, 7-18	address, a-5, 9-13, 9-26, 10-10
returning parts for, 1-13, 5-4, 10-5, 10-13, apx-5	area for store, 10-34
sale to a department, 1-7-1-8, 9-24, 11-53	cash, 1-10, 1-21, 1-23, 1-28, 1-31, 1-35, 10-12
sales, 1-1, 7-9-7-10	category, 2-2, 4-1, 4-7, 9-12, 10-13
screen message, 3-5	charge, 10-12, 11-11
status, c-4, 1-24	data fields, key, for searches, 1-33
temporary account, for refunds, 1-28, 1-31, 1-35,	Deleted Repair Orders by RO, rept, 11-20–11-21 deposit, 1-29, 1-31-1-32, 3-1, 3-3, 3-5, 7-17,
10-12	10-17
transactions, 7-4, 7-18	estimate for, 1-20
transactions, End of Day, 7-9-7-10	F&I history, 10-11
credit card, 1-22	label print option, 4-2
information, 10-11 number 1-22	Labels, Print, screen, 4-7
	list, c-4, 9-12-9-13, 11-14
credit limit, a-5, 1-10, 7-18, 9-26, 10-10, 10-12,	mailing label, example, 4-3
11-11, 11-14 field on Customer File screen, 10-12	mailing labels, a-2, a-12, 1-6, 4-1-4-2, 4-7, 9-15
field on Daily Special Order Activity report, 7-18	10-11, 10-17
Credited	Memo, 10-11
Amount, field on End of Day Account Activity	notification, on Special Orders, 3-1, 6-21
report, 7-4	option on Maintenance menu, 10-10, apx-5
Last, date field on Customer File screen, 10-13	option on System Reports menu, 9-12
Credits & Charges, Total, field on End of Day	ordering part for, a-2, 1-13, 1-29-1-30, 3-1, 3-4, 3-6, 6-1, 6-5, 6-23, 9-19-9-20, 11-11, 11-14
Reconcilation, 7-10	payments, 1-5, 1-10, 1-21–1-22, 1-28, 1-31–1-32
Cross Ref, screen command option, 1-13	3-3-3-5, 7-17, 10-12-10-13, 10-17, 11-9
_	receipt, 1-35
Cross Reference Category option, 2-1–2-3, 5-7	record, a-5, 10-10, 10-13, 10-34-10-35
Category Option, 2-1-2-3, 3-1	*

customer (cont.)	Customers
record, adding Memo to, 1-24, 10-11	by Name, Print, screen, 4-7, 9-12
refund, 1-5, 1-28–1-29, 1-31–1-32, 1-35, 3-1,	Include, option on Print Customers by Name
3-3, 3-5, 7-17, 10-17	screen, 9-12
retail, 1-8	Include, option, Print Customer Labels scrn, 4-7
retention, F.U.\$.\$. program for, 11-45	option on Print Labels menu, 4-7
searching by, 1-6, 10-10	
shipping to, 11-53	D
spouse, adding information about, 10-11	doily
tax number, 1-8, 9-26, 10-8, 10-12	daily
telephone number, 3-4, 7-19, 9-13, 9-26, 10-10,	Cash, report, 7-1, 7-11, 7-16, 9-38–9-39, 11-26–
10-23	11-27, 11-49
type, 4-7, 9-12	reports, a-2
vehicle information, 10-11, 10-13	system backups, importance of, a-11, a-17, b-5
wholesale, 1-8, 10-12	Daily Special Order
customer discount, 1-20, 10-12, 11-15, 11-28	Activity (Check, Cash), rept on End of Day, 7-1,
Changes, report, 11-28	7-17
Changes, option on Management Reports menu,	Activity (On Account), report on End of Day, 7-18
11-28	Activity Report on End of Day, 6-19, 7-1, 7-18
	Reminder, on End of Day, 7-1, 7-18
Customer Discount Report, 11-14-11-15	data, a-2, a-5, 10-35
by Customer Name, 11-15	See also information
by Name, Print, screen, 11-15	backing up, a-11, a-17, c-2, 7-2, 7-23, 11-49
option on Management Reports menu, 11-14	editing, a-9-a-10, 7-2, 7-23
Print, menu, 11-14	entry, a-8-a-10, a-16, b-1, c-1-c-2, c-4-c-5,
Customer file, a-5, 1-10, 9-26, 11-28	1-21, 6-24, 10-1, 10-14
adding Memo to, 10-11	erasing, a-8
adding to, 1-6, 1-21, 1-23, 4-7, 9-12, 10-10,	field, a-8, 1-3, 1-18, 9-31–9-33, 9-35
10-14, 10-34-10-35	
deleting record from, 10-11	fields, key for searches, 1-33
key data fields for searching, 1-33	files, a-2, a-5, a-7, 7-23
Print, menu, 9-12	format, a-10
printing mailing labels from, 4-7	history, 7-23
retrieving data from, for ticket, 1-6	line protectors, a-17
screen, 1-7, 10-10-11, apx-5	part, 1-37, 2-3
setting up, c-4	protecting against loss of, a-14, a-17, c-2, 11-3
~ ·	range to include in report, 9-34
customer information, c-1, 1-33, 9-19	security, a-14, a-17, c-2, 11-3
adding/changing, 1-6, 1-21, 1-23, 10-10, 10-34-	Stock, window on Stock Report screen in Report
10-35	Generator, 9-31–9-32
displayed on ticket screen, 1-7	substitute part, 1-12, 1-18
including on ticket, 1-6	valid for a field, a-8
on Account Payments screen, 1-28	vehicle, 1-33, 10-12-10-13
on estimate, 1-20	vendor, c-3, 10-7
on Special Orders, 3-1, 10-17	verification, a-9
printed on ticket, 1-6, 1-21	data base, a-2, a-5, a-9, a-15, a-17, c-1-c-2, 1-1,
screen, 1-6	3-1, 9-15, 10-1
customer name, 1-31, 1-35, 3-4, 7-19, 9-13,	data, customer
10-10, 10-17, 10-23, 11-19-11-20, 11-28,	display on Create Ticket screen, 1-7
apx-5	including on Repair Order, 1-33
account list by, 9-26	including on ticket, 1-6, 1-21
Customer Discount Report by, 11-15	date, 9-5-9-6, 9-17, 11-22
field on Change Hold Ticket screen, 10-23	Added, column heading on Vehicle List, 9-15
on label for specially ordered part, 6-21	Added, field on Customer File scrn, 10-10, 10-13
option, Print Deleted Repair Orders menu, 11-20	
option on Searching for Hold Ticket menu, 1-27,	Beginning, field on Category Adjustment Report
10-22	range screen, 9-5 arrival, 1-31, 3-3, 10-18
printing mailing labels by, 4-2	changed, 6-18, 10-13, 11-10–11-11, 11-28
searching for, 1-6, 1-8, 1-27–1-28, 1-30, 1-32,	
1-36, 3-3, 10-10, 10-22	deleted, Repair Order, 11-19 Ending, field on Catagory Adjustment Benert
customer number, 1-6, 10-1, 10-17, 10-22-10-23,	Ending, field on Category Adjustment Report
11-14, 11-28	range screen, 9-5
field on Change Hold Ticket screen, 10-23	month-to-, sales, 11-11-11-12
Hold ticket search option, 10-22	next service, 9-15 Next Service Due, option on Print Vehicle File
Next, field on System Defaults screen, 11-30	menu, 9-14
option on Searching for Hold Ticket menu, 1-27,	Odom, column heading on Vehicle List, 9-15
10-22	odometer reading, 9-15
starting, 11-30	of order, 6-18–6-19, 11-8–11-9
	, 0 10 0 1/, 11 0 11 /

date (cont.)	Reconciliation, report, 7-1, 7-9-7-16
of service appointment, 1-33	Report, option, End of Day Reprints menu, 10-26
on parts labels, 6-21	Report, option on System Reprints menu, 10-26,
option, Repair Order Parts Changes menu, 11-22	apx-6
option on Sold Items NoT in Stock Menu, 11-24	reports, 1-14, 1-24, 1-37, 6-5, 7-1-7-2, 7-20-
-Ord, field on Create Ticket screen, 1-10	7-22, 7-24, 9-38, 10-25, 11-26, 11-29, 11-50-
Ordered, field on Daily Special Order Reminder,	11-52, 11-56
7-19	reports, reprinting, 10-26, apx-6
range to cover for report, 9-4	rerunning without updating history, 10-26, apx-6
requested by customer, 3-4, 7-19	shutdown after, b-3-b-4
Repair Order Parts Changes Report by, 11-22-	Special Order activity on, 7-17–7-18
11-23	Special Order Reminder on, 7-18
returned, 11-6	Transaction file printout, 1-22, 1-28, 7-2
sales to, 11-12	Transactions, report, 7-1–7-2, 11-50
searching for RO by, 1-36	Vendor Totals, report, 7-1, 7-4
sold, 6-19	Day, End of, defaults, b-5, c-3, 7-2-7-3, 7-23-
Sold Items Not in Stock by, report, 11-24	7-24
starting/ending, 9-5, 11-20-11-22, 11-24	change option, 7-24, 11-29, 11-48
system, b-2	screen, 7-16, 7-21, 11-39, 11-48-11-52
transaction, 11-18, 11-24	Day, End of, reprints, apx-9
warranty expires, 9-15	menu, 10-26
date created	screen, 10-26
inventory worksheet, 8-9	
price books, 10-27	Days Back, No. of, field on Fast Moving Order by
Repair Order, 11-19, 11-22	Vendor, 6-13
stock record, 7-21, 9-4-9-5, 11-50	DCS (Honda)
Date, field	option, On-Line Ordering Services menu, apx-4
on Account File Changes Report, 11-11	transferring purchase order into, apx-4
on Cancelled Parts Ordered Report, 11-8	transferring returned parts list into, apx-5
on Hold Tickets list, 9-24	dealer, a-17, c-3
on Lost Sales Report, 11-7	Client ID, field on Follow-Up Sales screen, 11-45
on Stock File Changes report, 11-10	cost, 1-10, 2-3, 5-4, 9-25, 11-17
<u> </u>	Cost, option on Inventory Reports Menu, 11-14
date last	Honda, apx-4
charged, 10-13	ID, Follow-Up, option on Sales Defaults Menu,
credited, 10-13	11-45
Order, field, Creating Stock Order screen, 6-12	number, c-3, 10-8
Order, field on Stock File screen, 5-5, 10-6	Number, field on Vendor File screen, 10-8
ordered, 1-10	price, 9-6
sale, 10-13	transfer, exempt from sales tax, 11-44
Sale, field on Stock File screen, 5-5, 10-6	decrease
service, 9-15	by Percentage, option on Change Stock Level &
Dating, Spring, Order for, option on Other Order	Reorder Point menu, 6-16
Options menu, 6-2, 6-156-16	in dollar value based on physical inventory, 8-11
Day, End of, 7-23	in stock level/reorder point, percentage of, 6-16
Account Activity, report, 7-1, 7-4, 7-10	stock levels, with Order for Spring Dating
Category Adjustment Report, 7-21, 9-6, 11-50	option, 6-15
Category Totals, report, 7-1, 7-6	stocking levels permanently, 6-16
Daily Cash Report on, 7-16, 9-38, 11-26	stocking levels temporarily, 6-15
Daily Special Order Activity, report, 7-1, 7-17-	
7-18	default
Daily Special Order Reminder, rpt, 7-1-7-2, 7-18	answer to screen prompt, 6-8-6-9
Detail Listing, report, 7-1, 7-6-7-7	changing, c-3, 1-3, 11-30, 11-33, 11-40, 11-42,
Inventory Changes Report, 7-22, 8-10-8-11	11-44, 11-46
Inventory Worksheet Reminder, 7-22	command option, selecting, 1-7
Labor Totals, report, 7-1, 7-5	cost display setting, 1-10
/Month, menu, 7-23	department, 1-7, 9-28, 11-5
/Month, option on Parts Menu, 7-1-7-2, 7-23,	discount, 1-9, 1-13
11-6, 11-26	End of Day, b-5, c-3, 7-23, 11-29, 11-49–11-50,
not required for operator to "cash out", 7-16	11-52
Operator Return Totals, report, 7-1, 7-20	flag, 11-41, 11-49
Operator Totals, report, 7-1, 7-3-7-4, 7-20, 11-50	markup percentage, 1-9
option on System Reprints menu, 10-26	minimum payment, 1-22
processing, b-5, c-6, 6-19, 7-1–7-2, 7-20, 7-23–	number of labels, 4-6
7-24, 8-10, 9-29, 11-6, 11-11, 11-49, 11-51-	options for updating inventory, 11-54–11-55
11-52	payment option, 1-34
Received Parts Report, 7-20, 11-8, 11-49, 11-51	printer, a-12, 11-45, 11-47
	printer settings, c-3, 11-46–11-47

default (cont.) profit percentage, 1-9 return totals, 11-50 service, 11-42 Stock Level/ROP, on Adding Stock Options screen, 5-6, 10-3 system, c-2, 11-30-11-31, 11-40 tax option, 1-15, 11-30 ticket price, 1-9 to printer, 6-3, 6-7, 6-13, 9-4, 9-9, 9-34, 11-22 values, a-16, c-2, 4-5, 4-7, 7-2, 8-4, 8-7, 9-5, 9-9, 9-12, 9-27, 9-35, 11-13, 11-16, 11-19, 11-21, 11-29, 11-51 "ZZ" categories, in Stock file, 1-14, 1-24, 1-37, 7-21, 9-3-9-4, 11-41, 11-50	delete record from Account file, 10-12 Customer file, 10-11 History file, 10-15 Special Order file, 10-17 Stock file, 5-3, 9-16, 10-2, 10-4, 10-15, 11-10 Vendor file, 10-7, 11-60 Zip Code file, 10-34 deleted parts line on RO, 11-22 Repair Orders by RO Customer, report, 11-20- 11-21 Repair Orders, option on Management Reports menu, 11-19 Repair Orders, Print, menu, 11-19-11-20, 11-22
Defaults	Repair Orders, report, 11-20–11-20, 11-22
Change, option on Management Menu, c-3, 11-4,	type in Action field on Stock File Changes
11-29, 11-31 Disalarma manu 11-52	report, 11-10
Disclosure, menu, 11-52 History, option on System Defaults menu, 11-39	department, c-4, 1-6-1-7, 1-21, 7-2, 7-4, 9-38, 10-10, 11-26, 11-47
History, screen, 11-39	accounting, 7-1, 7-9
Parts Reports, screen, 11-51	customizing store header for, 10-27-10-29
Parts, screen, 7-21, 11-40-11-41, 11-50 Printer, menu, 11-46-11-47	default for ticket, 1-7, 9-28, 11-5
Printer, screen, 11-46-11-48	distribution of sales/returns by, 7-8 field on Change Hold Ticket screen, 10-23
Tax, option on System Defaults menu, 11-32	field on Operator File screen, 11-5
Defaults, End of Day, c-3	field on Operator List, 9-28
file, 7-2–7-3, 7-20, 7-24 option on Defaults Menu, 11-48	groups, in End of Day reports, 7-5 internal, 1-7-1-8, 1-27, 7-6, 9-24, 10-12, 10-22-
screen, 7-16, 7-21, 11-48–11-52	10-23, 11-5
Defaults Menu, 11-29, 11-31, 11-40, 11-42, 11-44-11-45, 11-48, 11-50-11-52	option on Searching for Hold Ticket menu, 1-27, 10-22-10-23
Device, 11-45, 11-47-11-48	options, 1-7–1-9, 11-5, 11-47
Sales, 11-44	originating estimate, 11-18
Service, 11-42 Menu, System, 11-29–11-33, 11-39	Parts, c-2, 1-7–1-8, 1-27, 1-38, 7-18, 9-24, 10-22–10-23, 10-28, 11-5, 11-51–11-52
defaults, system, 7-23	printer setup for, 11-46–11-47
Sales Tax, screen, 11-32	Sales, a-12, 1-3, 1-8, 10-29, 11-5, 11-11, 11-14,
screen, 11-30-11-31, 11-40	11-44 search option, 1-27
defined field, user-	terminals, 10-27
for sales tax defaults, 11-44	totals, 7-2, 7-8
on Repair Order screen, 1-33 tailoring in Vehicle file, 10-29, 11-43	warranty, 1-7–1-8, 1-27, 7-6, 9-24, 10-22–10-23,
delete	11-5 wholesale, 1-7–1-8, 1-27, 9-24, 10-22–10-23,
Inventory Change records after Month End, 7-24	11-5
inventory worksheet, 7-24, 8-3, 8-7, 8-9-8-10 item from Stock file, 5-3, 9-16, 10-2, 10-4,	department, Service, a-13, c-2, 1-71-8, 1-27,
10-15	1-32, 7-2–7-3, 7-5, 7-10, 7-12, 7-14–7-16, 9-24 10-22–10-23, 10-29, 11-5, 11-18, 11-33, 11-51
name from Customer file, 10-11	labor hours, 7-3, 7-5
option on Master Book menu, 10-30-10-31 Received Parts Report after End of Day, 7-2,	labor transactions, 7-10, 7-12, 7-14-7-16
7-20, 7-24, 11-51	parts sales, 7-10, 7-12, 7-14-7-15
Returned Parts Report file, 11-7, 11-24	parts sent to,tracking with Hold ticket, 1-24-1-25, 3-1, 3-6
screen command option, a-8, 1-17, 4-9, 5-3,	Special Order from, 1-29
10-4, 10-7, 10-11, 10-15, 10-17, 10-34, 11-60 Special Order File Changes Report file, 11-9	transactions, 7-2, 11-32
Suggested Stock Order, option on Other Order	work orders, 9-23
Options menu, 6-16	deposit amount, 1-24, 3-6, 9-20
Work Sheet, optn on Physical Inventory mnu, 8-3,	Cancel Ticket/Line, field on System Defaults
8-7, 8-10	screen, 11-30
delete operator, 11-11, 11-19 Deleted Repair Orders Report by, 11-21	Exempt, View/Modify Cost & SO, field on
option on Print Deleted Repair Orders menu,	System Defaults screen, 11-30 Hold ticket, 1-20, 1-24, 3-6, 7-8, 7-11, 10-8,
11-21	10-23

deposit (cont.)	Extended Price Report Print by Vendor & Part,
Minimum SO, flag, Parts Defaults screen, 11-40	11-18
Pending, field on Daily Special Order Activity	History Defaults screen, 11-39
report, 7-17	Hold Tickets printout, 9-24
refund of, 1-5, 1-29, 1-32, 3-1-3-2, 3-5-3-6, 7-8,	Inventory Changes Report, 8-11
7-11–7-12, 7-17, 10-17	Lost Sales Report, 11-7
Repair Order, 1-5, 1-32–1-33, 7-8, 7-12	Operator File screen, 11-3
screen command option, 1-31, 3-3, 3-5	Operator List, 9-28
screen message, 3-5-3-6	Parts Defaults screen, 11-40
Special Order, c-2, 1-5, 1-22, 1-29, 1-31, 3-1-	Print Custom Labels screen, 4-9
3-3, 3-5, 7-8, 7-11, 7-17, 9-20, 10-17, 11-30,	Printer Defaults screen, 11-47
11-40	Repair Order screen, 1-33
Deposits, field	Set Handling Charge screen, 11-57
on Change Hold Ticket screen, 10-23	Special Order Processing screen, 3-4
on End of Day Detail Listing, 7-8	Stock File Changes from Order Processing,
Deposits/Refunds	report, 11-10
Hold Ticket, field, End of Day Detail Listng, 7-11	Stock File screen, 5-3, 10-4
Hold Ticket, field, End of Day Reconciliatn, 7-11	Stock List for Category screen, 2-3
Repair Order, field on EOD Detail Listing, 7-12	Stock Order Reminder, 6-18
Repair Order, field on EOD Reconciliation, 7-12	Suggested Stock Order, 6-4
Special Order, field on EOD Detail Listing, 7-11	System Defaults screen, 11-30
Special Order, field on EOD Reconciliation, 7-11	ticket screen, 1-10, 1-21
Dept	Total Inventory Report: Stock, 11-13 Vehicle List, 9-15
field on End of Day Transactions report, 7-2	Vendor File screen, 10-8
field on End of Day Vendor Totals report, 7-4	
description, 10-32, 11-48	descriptions, End of Day report fields
by, option on Category Stock Reports menu, 9-4	Account Activity report, 7-4
category, 10-19	Category Totals report, 7-6 Daily Special Order Activity report, 7-17–7-18
cross-reference option, 2-1, 2-5	Daily Special Order Reminder, 7-19
Hold ticket deposit, 1-24, 3-6	Detail Listing, 7-7
(kit), field, 1-16	Labor Totals report, 7-5
of reason for lost sale, 11-7	Operator Totals report, 7-3-7-4
option on Cross Reference Inventory menu, 2-1	Reconciliation, 7-9–7-15
part, a-15, 1-10, 1-13, 1-17, 2-1-2-3, 2-5, 3-1,	Transactions printout, 7-2
3-4, 4-1, 4-6, 5-1, 5-3, 5-7, 6-4, 6-21, 7-19,	Vendor Totals report, 7-4
8-3, 9-4, 9-6-9-7, 9-17, 10-4, 10-32, 11-55	design
part status codes, 9-16	Custom Labels, screen, 4-9
Priority Code, window for Special Orders on	custom report, how to, 9-30, 9-36
Ticket screen, 1-11	destination
report, 9-30-9-32	default, for printer, 11-47
stock record with "ZZ" category, 9-4, 11-50 Update, option, Update Inventory screen, 10-32,	Pairing, Picklist, screen, 11-58–11-59
11-55	Destinations
	Device, option on Device Defaults Menu, 11-47
Description, field on Category screen, 2-3, 5-7	Modify Device, screen, 11-47-11-48
on Create Ticket screen, 1-10, 1-13	Modify Terminal Printer, menu, 11-47
on Creating Stock Order screen, 6-12	pick list, 11-58
on Daily Special Order Reminder, 7-19	Picklist, option on Microfiche menu, 11-58
on label, 4-3	Detail Listing, End of Day, 7-1, 7-6-7-7
on Report Generator title screen, 9-30–9-32	device
on Special Order Processing screen, 3-4	Defaults Menu, 11-45, 11-47–11-48
on Stock File screen, 5-3, 5-7	Destinations, Modify, screen, 11-47–11-48
on Suggested Stock Order, 6-4	Destinations, option on Device Defaults Menu,
descriptions, field	11-47
Account File Changes Report, 11-11	option on Defaults Menu, 11-45
Backorder Report, 6-17	devices, network, configuring for F.U.\$.\$. pro-
Cancelled Parts Ordered Report, 11-8	gram, 11-45
Category Adjustment Report Date/Operator	Diagnostics, System
Range screen, 9-5	option on System Utitilities menu, 10-27
Category File screen, 10-19	screen, 10-27
Change Hold Ticket screen, 10-23	directory, Zip Code
Cost Matrix screen, 10-20	updates by subscription, 10-34
Customer File screen, 10-11	USPS, updates by subscription, 10-34–10-35
End of Day Defaults screen, 11-49	USPS, updates on request, 10-34–10-35
Enter Amount Received screen, 1-22	Disc, field on Hold Tickets listing, 9-25
	Disc, field off front frekets fisting, 7-23

disclaimer, Repair Order	of menu options, a-7, b-3-b-4, 1-4-1-5, 1-7,
changeable, 11-43	1-17, 1-29, 6-3, 6-12, 6-17, 6-21, 6-24, 8-5,
customized language for, 11-43	8-10, 9-14, 11-45, 11-47, 11-58
option on Service Defaults menu, 11-43	of skipped items when entering counts, 8-9
preprinted, 11-43	of ticket on screen, 1-15, 1-17, 1-19, 1-21
Disclosure Defaults, menu, 11-52	of wide reports, 9-2
Disclosures	output to screen, option, 6-3, 6-7, 6-13, 8-10,
Invoice, screen, 11-52–11-53	9-2, 9-4, 9-9, 9-34, 10-26-10-27, 11-6, 11-8,
	11-22, 11-28
option on Defaults Menu, 11-52	partial, by access level, 1-5, 2-3, 5-2
discount	payment on screen, 1-34–1-35, 3-5
(%), field on Change Hold Ticket screen, 10-23	Repair Order list, 1-36
amount, 1-10, 1-13, 1-20	Repair Order on screen, 1-32
Changes, Customer, report, 11-28	sales history, 6-5, 6-7, 10-4, 10-15
Changes, Customer, option on Management	screens, toggling between, 10-4
Reports menu, 11-28	screen, video, warranty on, a-11
code for Discount Type field, 10-12	scrolling search, a-9, 1-11-1-12
Customer, report, 11-14–11-15	Special Order information, 1-29–1-30, 3-2–
example, 1-20	3-3, 10-17
field on Invoice Disclosures screen, 11-53	Stock file records in order, 5-2, 10-3
for entire ticket, 1-13	store header format, 10-27–10-29
on a return, 1-20	substitute part data, 1-18–1-19, 2-3, 6-7–6-8
overriding, 1-13	superseded part numbers, how to, 5-7
percentage, 1-9-1-10, 7-3, 9-25, 10-12, 10-22-	system diagnostic information, 10-27
10-23, 11-14-11-15, 11-22, 11-28, 11-53	tax options, 1-15
Discount %	Vendor file records in order, 10-7
field on Customer File screen, 10-12	vendor list, 1-11, 2-5
option on Print Customer Discount Report	
screen, 11-15	worksheet list, 8-9–8-10
screen command option for ticket price, 1-9	Zip Code file records in order, 10-34
	display part
Discount Report	information, 1-12–1-13, 1-18–1-19, 1-23, 2-1,
by Name, Print Customer, screen, 11-15 Customer, by Customer Name, 11-15	2-3, 2-5, 5-2–5-3, 5-6, 6-7, 10-4
	lines changed, 11-22
Customer, option on Management Reports menu, 11-14	numbers received, 6-21-6-23
Print Customer, menu, 11-14-11-15	origins for inventory worksheets, 8-3
	distributor, after-market, as price book source,
discount type, 9-25, 10-22-10-23, 11-14-11-15,	10-31, 11-54
11-18, 11-28, apx-5	divide cost by multiples
field on Change Hold Ticket screen, 10-23	for per item part cost, 10-32, 11-55
field on Customer File screen, 10-12	option on Update Inventory screen, 11-55
field on End of Day Transactions printout, 7-3	DoubleView screen, using with Microsoft
disk	Windows, b-3, apx-2
files printed to, apx-7	down
floppy, apx-4	Page, key, 1-11
hard, cleaning/freeing space on, apx-7, apx-9	screen, scrolling, a-9, 1-11, 1-20, 1-37, 4-9,
diskette	9-5. 9-33
Copy RPG Export to, menu, 9-35–9-36	,
exporting report to, 9-34–9-36	downloading tape of USPS Zip Code Directory, 10-34–10-35
display	
cost on screen, 1-10, 2-3, 6-24	Dpt, field on Hold Tickets listing, 9-24
cost, turning on, 1-10	drawer, cash
cross-reference history, 2-6	balancing, 7-1, 7-11, 7-13, 7-16, 9-38, 11-26,
Customer file records in order, 10-10	11-49
customer information on ticket, 1-6-1-7	Open the, option on System Utilities menu, 10-25
default, 4-6	optional, a-12, 1-23, 1-28, 3-5, 10-25, 11-49
duplicate password records, 11-3	paid out, 7-8, 7-12–7-13
F&I history, 10-11	reconciling, 7-1, 7-11, 7-13, 7-16, 9-38, 11-26,
Hold ticket information, 10-23	11-49
Hold ticket list, 1-27	total, 7-13
inventory worksheet counts, 8-8	Total in, field on End of Day Reconciliation, 7-13
message on screen, a-4, a-10, b-2, b-5, 1-14,	Dt/Tm
1-24, 1-37, 3-4, 6-4, 6-8-6-9, 6-13-6-14,	Prom, field on Repair Order screen, 1-33
6-18, 7-24, 8-4, 8-7, 9-35, 10-30–10-31,	Sched, field on Repair Order screen, 1-33
10-35, 11-15-11-17, 11-19-11-20, 11-22-	due
11-24, 11-31, 11-54, apx-8	balance, 10-12
of data fields chosen for custom report, 9-32	change, on cash transaction, 1-23

due (cont.) commission/bonus, to operator, 7-3 credit, 10-12 Date, Next Service, option on Print Vehicle File menu, 9-14 refund of Special Order deposit, 7-17 refund, on cash transaction, 1-28, 1-35, 10-12 due, amount disclosing on invoice, 11-53 Special Order deposit, 1-22, 3-5, 7-17 total for ticket, 1-22, 3-4 duplicate of vendor's cost matrix, using to create similar new matrix, 10-20 password record, 11-3 Record" screen message, a-10, 5-8 screen command option, 4-9, 10-20 shortcut command for label creation, 4-9 Duplication Information option on Special Order Prints menu, 9-19	End of Day, 7-9, 11-44-11-45 /Month, menu, 7-23 /Month, option on Parts Menu, c-6, 7-1-7-2, 7-23, 9-6, 9-38, 10-16, 11-6, 11-26 not required for operator to "cash out", 7-16 option on Defaults Menu, 11-48-11-51 option on System Reprints menu, 10-26 processing, c-6, 6-19, 7-1-7-2, 7-16, 7-20, 7-23- 7-24, 8-10, 9-29, 9-38, 11-6, 11-11, 11-49, 11-51-11-52 Report, option, End of Day Reprints menu, 10-26 Report, option on System Reprints menu, 10-26, apx-6 rerunning without updating history, 10-26, apx-6 shutdown after, b-3-b-4 End of Day defaults, b-5, c-3, 7-23-7-24, 11-29, 11-50-11-51 change option, 7-24, 11-48 file, 7-2-7-3, 7-20, 7-24 screen, 7-16, 7-21, 11-48-11-52
Special Order, report, 7-23, 9-19, 11-7	End of Day reports, c-3, 1-14, 1-24, 1-37, 6-5, 7-2, 7-20-7-22, 7-24, 9-38, 10-25, 11-26,
Each Include Categories option on Print Customers by Name screen, 9-12 Item, Enter Quantities for, option on Order Receiving menu, 6-22 edit	11-29, 11-50–11-52, 11-56 Account Activity, 7-1, 7-4, 7-10 Cash Out Work Sheet, 10-26 Category Adjustment Report, 7-1, 7-21, 9-6, 11-50 Category Sales Totals, 7-1 Category Totals, 7-1, 7-6 Daily Cash Report, 7-16, 9-38, 11-26
Line, screen command option, 1-37 Parts Headers, screen, 10-28 screen command option, 1-37 Stock Order (History), screen, 6-7-6-8, 6-13 Stock Order, option, Standard Orders menu, 6-5, 6-7, 6-12-6-15 Store Header, option on System Utilities menu, 10-27 Store Headers, menu, 10-27-10-29 Store Headers, screen, 10-29	Daily Special Order Activity, 7-1, 7-17–7-18 Daily Special Order Reminder, 7-2, 7-18 Detail Listing, 7-1, 7-6–7-7 Inventory Changes Report, 7-22, 8-10–8-11 Inventory Worksheet Reminder, 7-1, 7-22 Labor Totals, 7-1, 7-5 Operator Return Totals, 7-1, 7-20 Operator Totals, 7-1, 7-4, 7-20, 11-50 Parts Category Totals, 11-49 Received Parts Report, 7-1–7-2, 7-20, 10-26,
edited, suggested stock order not, deleting, 6-16	11-8, 11-26, 11-49, 11-51 Reconciliation, 7-1, 7-9, 7-11–7-16
editing data in a field, a-9 lines in Repair Order, 1-5, 1-36, 3-6, 11-4, 11-42 Memo page, 1-24, 1-31, 3-3, 5-3, 10-4, 10-7, 10-11, 10-15, 10-18 purchase order in Honda DCS program, apx-4 Special Order, 3-4 suggested stock order, 6-1-6-2, 6-4-6-5, 6-7-6-8, 6-13-6-15	reprinting, 10-26, apx-6 Special Order Activity, 7-1, 7-17-7-18 Special Order Reminder, 6-19, 7-1, 7-18 Transactions printout, 1-22, 1-28, 7-1-7-2, 11-50 Vendor Totals, 7-1, 7-4 End of Day reprints, apx-9 menu, 10-26 screen, 10-26
Enable Categories, flag on Parts Defaults screen, 7-21, 11-41, 11-49-11-50	end ticket, 1-23 minimum Special Order deposit required to, 11-40
Enabled, Categories, flag in AR Integration, 11-41, 11-49	screen command option, 1-20–1-21, 1-23, apx-5 ended
end Hold ticket, 1-24, 3-6, 7-24, 9-23, 11-13 key, 1-11 2-3 of Month processing, c-6, 5-5, 7-23-7-24, 8-10, 10-6, 10-15-10-16, 11-6, 11-11, apx-6 of Month, reprints, 10-25, apx-9 of operator's shift, balancing cash drawer at, 9-38 of season, changing stock level/ROP at, 6-16 Repair Order, access level to, 11-4, 11-42 RO, screen command option, 1-33	Hold Tickets, field on EOD Reconciliation, 7-11 Orders Picked Up/, field on End of Day Detail Listing, 7-8 Repair Order, 7-12, 9-15, 11-4, 11-19 Repair Orders, field on End of Day Reconciliation, 7-12 Repair Order not (deleted), 11-19 Ending Code, field, 6-14, 8-7 Date, field on Category Adjustment Report range
screen command option, 11-60	screen, 9-5

Ending (cont.) Date, range field for Sold Items NOT in Stock	percent profit, how to, 5-4, 10-5 Quantities for Each Item, option on Order Receiv
report, 11-24	ing menu, 6-22
field, 4-5, 9-5, 9-12, 9-17, 9-27, 9-35, 11-13, 11-16, 11-21, 11-23–11-24	remark in Customer file, 10-12 remarks in Vendor file, how to, 10-8
Kit Number, field on Print Kit Lists screen, 9-9	resale tax number, 10-8
Name, field on Listing by Name screen, 9-27	sales tax rate to use, 11-30
Name, option on Print Customers by Name screen, 9-12	Single Items, option, Order Receiving mnu, 6-22, 6-24
Number, field, 8-7, 9-7, 9-17, 11-19, 11-23	Ticket Number" screen message, 10-22
Oper, field, 11-23 Operator, field on Category Adjustment Report	enter inventory counts, a-16, c-5, 7-22, 8-2–8-3,
range screen, 9-5	8-7–8-8, 8-10–8-11 access level to, 11-30
Operator, range field for Sold Items NOT in Stock	option on Physical Inventory menu, 8-2, 8-7–8-9
report, 11-24 Part Number, field, 8-4, 8-7, 11-24	screen, 8-7–8-8 enter stock
Status, field, 6-14	level/ROP changes, how to, 6-16
Vendor, field, 4-8, 6-16, 8-4, 9-22 Vendor, range field for Sold Items NOT in Stock	order information, how to, 6-12
report, 11-24	order received from invoice, how to, 6-23-6-24 entering
Ending Name, field, 9-26	code for microfiche program to use, 11-60
for printing vendor mailing labels, 4-8 on Print Customers by Name screen, 4-7	customer information, 10-35
enter	operator number, 11-19, 11-26 parts information, a-12, c-4, 1-10-1-11, 1-14-
Amount Paid Out, screen, 1-35	1-15, 1-18, 1-20, 1-23-1-24, 1-37, 5-7, 7-21,
Amount Received, screen, 1-22, 1-34 category information, c-3-c-4, 1-14, 1-24, 1-37,	8-3 Special Order, 1-6, 1-10, 1-13, 1-19, 1-29,
2-2, 5-7, 10-19, 11-41	3-1, 6-5
code to identify custom label, 4-9	vehicle information, 10-13–10-14
commands for startup, how to, b-1 cost, how to, 5-4	Entirety, Accept Purchase Order in, option on Order Receiving menu, 6-20
counts in Stock file, 8-2-8-3, 8-7, 8-9-8-10	equipment
customer information, 1-21, 1-28, 1-32, 10-10 customer information on ticket, 1-6, 1-9	manufacturer (part), original, 1-18, 10-8
data, how to, a-6, a-8–a-10, a-16–a-17, b-1, c-1–	/software, computer, installation of, a-4, a-13-a-14
c-2, 6-23-6-24, 10-1	Erase, screen command option, a-8
date and time at startup, how to, b-2 description, how to, 1-16, 1-24, 2-2, 2-5, 3-6,	erasing field
5-3, 5-7, 9-32, 10-4	in Stock file, 5-7, 10-6 in Vendor file, 10-9
discount type, how to, 10-12 estimate, 1-20	estimate, a-2, 1-1-1-2
exceptions to purchase order, how to, 6-2, 6-23	amount, 11-18
Exceptions to Purchase Order, option on Order Receiving menu, 6-23-6-24	information not retained in system, 1-20
key, use of, a-6, a-8-a-10, b-2-b-5, 1-3, 1-6-1-7,	number, 11-18 printing, a-12, 1-20, 1-23, 11-47, apx-5
1-11-1-14, 1-16, 1-19, 1-21-1-25, 1-28, 1-30,	putting on Hold, 1-20, 1-23, apx-5
1-32, 1-34-1-37, 2-2, 2-4, 2-6, 3-3-3-5, 4-4- 4-8, 5-6-5-7, 6-4-6-5, 6-7-6-9, 6-11, 6-13-	screen command option, 1-20, 1-23, apx-5 Service, 11-18
6-15, 6-22-6-23, 7-2, 8-4, 8-7, 8-9-8-10, 9-5,	ticket number, 11-18-11-19, 11-40
9-9, 9-12, 9-22, 9-27, 9-31-9-35, 10-3, 10-6, 10-9, 10-29, 10-35, 11-8, 11-13, 11-15-11-17,	Ticket Number, Next, field on Parts Defaults screen, 11-40
11-19, 11-21-11-22, 11-24, 11-28, 11-31,	transaction, 11-19
11-43, 11-47-11-48, 11-59-11-60, apx-2,	Estimate Transactions
apx-4–apx-9 label printing instructions for parts, how to, 6-20	option on Management Reports menu, 11-18
Money field comment for account customer, 1-22,	Print, menu, 11-18-11-19
1-28	report, 11-19
name for money amount fld in Vehicle file, 10-30, 11-43	Exception Accounts by Name, disclosure defaults
numbers on right-hand keypad, how to, b-1-b-2	screen, 11-53 exceptions
odometer reading on Repair Order, 9-15	code for transaction type, 1-10
operator number, 9-38 orders received, how to, 6-1-6-2	option on Disclosure Defaults menu, 11-53
password, how to, b-3-b-4, 1-3, 11-3, 11-5,	to purchase order, 6-2 to Purchase Order, Enter, option, Order Receiving
11-31 payment, 1-33–1-35	menu, 6-23-6-24

exempt, tax	field
sales, defining default field, 11-44	advancing to next, 4-5, 6-12, 11-15, 11-47-
Sales Names, option on Sales Defaults Menu,	11-49, 11-54
11-44 Salas Namas, saraan, 11,44	changes, undoing, a-9
Sales Names, screen, 11-44 Example View/Modfy Cost & SO Deposit field	command options, a-8 Cost, access to view, 11-4, 11-30
Exempt, View/Modfy Cost & SO Deposit, field on System Defaults screen, 1-30	customer data, key for searches, 1-33
Exists, No Cost Matrix/Cost Matrix, field on Set	data, a-8, 1-3, 1-18, 1-33, 9-31-9-35
Handling Charge screen, 11-57	default, for End of Day, 11-49
Exit	defined, a-5
screen command option, a-7-a-8, b-5, 1-11, 1-13,	erasing, 5-7, 10-6, 10-9 in ticket screen, 1-10
1-16-1-17, 1-28, 1-30, 1-33, 1-37, 1-40, 2-3,	leaving blank, 5-6, 6-12, 10-12
3-3-3-5, 4-8-4-9, 5-7, 6-4, 6-7-6-8, 6-12- 6-15, 6-22, 6-24, 8-9, 9-32, 10-6, 10-9, 10-16,	money amount, in Vehicle file, 10-29, 11-43
10-18, 10-23, 10-34, 11-31, 11-40-11-41, 11-52-	moving to previous, a-8, 1-6, 1-11, 5-7, 6-12,
11-53, 11-31, 11-47-11-48, 11-59-11-60, apx-2-	
apx-3, apx-6	payment, 1-34–1-35
Scroll, screen command option, 1-21	searchable, 10-30, 11-43
Expirat, Warranty, column heading on Vehicle List, 9-15	searching, a-7-a-8, 1-6, 1-12
	skipping, a-6, a-8, 5-4, 6-11, 8-8, 10-5
export report to diskette, 9-34–9-36	tax-exempt, 11-44 updating, 5-6, 10-3
to Diskette, Copy RPG, menu, 9-35–9-36	vehicle data, key for searches, 1-33, 10-29–10-30,
extended	11-43
cost, 11-16-11-17	field descriptions
Cost, Calculate, menu, 11-16-11-17	Account File Changes Report, 11-11
Extended Price	Backorder Report, 6-17 Cancelled Parts Ordered Report, 11-8
Report, 11-16-11-17 Report, option on Management Reports menu,	Category Adjustment Report Date/Operator Range
11-16	screen, 9-5
Report Print by Vendor and Part Number, 11-17	Category File screen, 10-19
Stock File Prints, menu, 11-16	Change Hold Ticket screen, 10-23 Cost Matrix screen, 10-20
F	Customer File screen, 10-11
	End of Day Defaults screen, 11-49
F&I See Finance and Insurance	Enter Amount Received screen, 1-22
Inventory Report menu, 11-14	Extended Price Report, 11-17 Extended Price Report Print by Vendor &
Sales module, 1-3, 10-11, 10-29, 11-5, 11-11,	Part, 11-18
11-14	History Defaults screen, 11-39
screen command option, 10-11 transactions, number of months' history to keep,	Hold Tickets printout, 9-24
11-39	Inventory Changes Report, 8-10–8-11 Lost Sales Report, 11-7
F2 key, use to access Help screen for Memo,	Operator File screen, 11-3
1-24, 1-31, 3-3, 5-3, 10-4, 10-7, 10-11, 10-15,	Operator List, 9-28
10-18	Parts Defaults screen, 11-40–11-41
fast moving	Print Custom Labels screen, 4-9 Printer Defaults screen, 11-47-11-48
Order by Vendor, option on Other Order Options menu, 6-13	Repair Order screen, 1-33
part history, 9-1, 10-1	Set Handling Charge screen, 11-57
part status, 5-4, 6-4, 6-14, 9-7, 9-16, 10-5	Special Order Processing screen, 3-4
fast moving parts, 6-14, 9-7, 10-1, 10-5	Special Order screen, 3-4
history option, 9-15	Stock File Changes Report, 11-10 Stock File Changes from Order Processing,
option for Part Movement History report, 9-7	report, 11-10
report option on Parts Information menu, 9-16 Fax Number, field on Vendor File screen, 10-8	Stock File screen, 5-3, 10-4
FI Months, field on System Defaults screen, 11-39	Stock List for Category screen, 2-3
fiche	Stock Order Reminder, 6-18 Suggested Stock Order, 6-4
See also microfiche	System Defaults screen, 11-30–11-31
codes, 11-60	ticket screen, 1-10, 1-21
computer, sending pick list from, 11-58	Total Inventory Report, 11-12
FicheFinder, microfiche program, 11-58	Total Inventory Report: Stock, 11-13
	Vehicle List, 9-15 Vendor File screen, 10-7–10-8

field descriptions, End of Day reports	temporary, apx-7
Account Activity report, 7-4 Category Totals report, 7-6	updating record in, a-9, c-5, 1-1, 5-4, 6-21–6-24, 7-23, 8-2, 8-7, 8-9, 9-8, 9-19, 10-11, 10-15–
Daily Special Order Activity report, 7-17-7-18,	10-16, 10-31–10-33, 10-35, 11-5, 11-8,
8-11 Daily Special Order Reminder, 7-18–7-19	11-54-11-56 updating record in, erroneously, 7-23
Detail Listing, 7-7	Vehicle, screen, 10-14
Labor Totals report, 7-5	Vendor, screen, 10-7
Operator Return Totals, report, 7-1, 7-20 Operator Totals report, 7-1, 7-3–7-4, 7-20	Zip Code, screen, 10-34 File Changes
Reconciliation, 7-9, 7-14-7-15	Account, option on Management Reports menu,
Transactions printout, 7-2 Vendor Totals report, 7-4	11-11 Special Order, entire on Management Penerts
field, user-defined	Special Order, option on Management Reports menu, 11-8–11-9
in Vehicle file, 1-33, 10-29, 11-43	Stock, menu, 11-9–11-10
tailoring for sales tax defaults, 11-44 Fields	Stock, option on Management Reports menu, 11-9
Amount (Money), section on Vehicle Field Names	File Changes Report Account, 11-11
screen, 10-30, 11-43	Special Order, 11-8–11-9
Name Vehicle, option on Service Defaults menu, 11-43	Stock, from Order Processing, 11-9–11-10 Stock, from Stock Maintenance, 11-9–11-10
Non-Search, section on Vehicle Field Names	file printout
screen, 10-30, 11-43	Account, 9-26–9-27
Searchable, section on Vehicle Field Names screen, 10-30, 11-43	Customer, 9-12 History, 9-16
User-Defined, option on System Utilities menu,	Operator, 9-28
10-29	Transaction, 1-22, 1-28, 7-2
file Adding Record RTI Vendor, screen, 11-53	Vehicle, 9-14-9-15 filter
adding record to, a-7, a-15, c-3-c-4, 1-6, 1-14-	for customized report, 9-33-9-34
1-15, 1-18, 1-21, 1-23-1-24, 1-37, 4-7, 4-9, 5-1 5-3, 5-6-5-7, 6-11, 6-24, 7-21, 8-3, 9-4, 9-12,	, , , , , , , , , , , , , , , , , ,
10-2-10-4, 10-7, 10-10, 10-14, 10-16, 10-19-	Stock, screen in Report Generator, 9-33 Stock, window, 9-33
10-20, 10-34, 11-41	Stock, window on Stock Report screen in
Category, screen, 10-19 Customer, screen, 1-6-1-7, 10-10-10-11, apx-5	Report Generator, 9-33 Title, field on Report Generator title screen,
defined, a-5	9-31, 9-33
deleting record from, a-8, 5-3, 10-2, 10-4, 10-7, 10-11, 10-15, 10-17, 10-34, 11-10	window on screen in Report Generator, 9-33
duplicating record from, 10-20	Filters screen command option, 9-33
from Books, Update Stock, screen prompt, 11-54	Stock, window on Stock Filter screen in Report
finding record in, a-7, 1-6, 1-13, 5-7 Listing by Name, Account, report, 9-27	Generator, 9-33–9-34
locating record in, a-7, 1-6, 1-13, 5-7, 10-17,	final purchase order, 6-1, 6-3, 6-5
10-22, 10-33, 10-35 Maintenance, option on Service Menu, 11-4,	finalizing Special Order, 3-1 Finance and Insurance (F&I)
11-42	history, 10-11
Operator, option on Management Menu, 11-3,	program module, 1-3, 10-29, 11-5
11-29 Operator, screen, 11-3	Sales Manual, 11-14 Find
Print, History, menu, 9-17, 10-5	Hold Ticket, option on Counter Operations
Print Vehicle, menu, 9-14 Prints, Extended Price Stock, menu, 11-16	menu, 1-5,1-26, 9-23, apx-5
Purge, screen prompt, 11-7, 11-9, 11-24, 11-28	Repair Order, screen, 1-32, 1-36 First
RTI Vendor, Adding Record screen, 11-60	as default starting value, 4-5, 4-7, 8-4, 8-7, 9-5,
RTI Vendor, screen, 11-59–11-60 screen, defined, a-7	9-9, 9-12, 9-27, 9-35, 11-13, 11-16, 11-19,
searching for record in, a-7, a-10, 1-6, 1-11-	11-21 screen command option, 2-3, 9-5
1-12, 1-14, 1-24, 1-26, 1-33, 1-37, 5-7, 6-11,	first name, 9-27
6-18, 6-24, 10-2–10-3, 10-7, 10-10, 10-15, 10-17, 10-20, 10-22, 10-33, 10-35, 11-56	customer, 3-3-3-4
setting up, a-16, c-2-c-4, 10-14	field on Customer File screen, 1-33 field on Special Order Processing: Name Input
source, 8-3, 8-6 Special Order, screen, 10-17	screen, 1-30, 3-3
Stock, screen, 5-2, 5-6–5-7, 6-11, 9-31–9-32,	floppy disk, apx-4
9-37, 10-2	Folders, Configure Shared, option on Tools Menu,
target, for custom report, 9-31	11-45

Follow-Up	Headers, Edit
Dealer ID, option on Sales Defaults Menu, 11-45	Parts, screen, 10-28
Sales Systems (F.U.\$.\$.) program, 11-45	Store, menu, 10-27–10-29
Sales, screen, 11-45	Store, screen, 10-29
Forced Stock Order, option on Standard Orders	Help
menu, 6-11-6-12	screen, 1-24, 1-31, 3-3, 5-3, 8-3, 10-4, 10-7,
form	10-11, 10-15, 10-18
A, Hard Parts List, for installing Comptron, a-15,	screen command option, 8-3, 9-6
a-19	screen message, a-10
B, Accessories List, for installing Comptron,	Hist, screen command option, 10-4
a-15, a-19	history
C, Vendor List, for Comptron installation, a-15,	by Vendor, Cross Reference, screen, 2-6
a-19, c-3	Cross Reference, screen, 2-6
D, Category List, for installing Comptron, a-15,	data, 7-23
a-19, c-3	Defaults, option on System Defaults menu, 11-39
samples to prepare for installing Comptron, a-15, a-19, c-3	Edit Stock Order (, screen, 6-8
Type Repair Order, option on Service Defaults	F&I AR detail, 10-11
menu, 11-43	graph, format options, 9-17
Found", "Record Not, screen message, a-10,	Graphs, option on History File Print menu, 9-16 9-17
1-12, 5-3, 10-3	Memo page, 10-15
F.U.\$.\$.	Number Months, option on Service Defaults
See Follow-Up Sales Systems	Menu, 11-43
configuring devices/shared folders for, 11-45	on F&I transactions, number of months to keep,
	11-39
future purchase, credit on account for use against, 1-28,	on Parts transactions, number of months to keep
1-31, 1-35	11-39
reference, adding customer data for, 1-21	on Service transactions, number of months to
Sales, Order for, from Other Order Options	keep, 11-39
menu, 6-15	part, 5-7-5-8, 9-4, 10-1, 10-15
updates to price books, requesting, a-15	Part, screen, 10-4, 10-15
r g, 1	Repair Order, 11-43
G	report option, 9-16
	reports, 9-8
General Update, screen command optn, 5-6, 10-3	sales, 2-1, 6-1, 6-3, 6-5, 6-7, 6-11, 6-13, 6-15-
generating reports, 9-3–9-4, 9-6, 9-21–9-22,	6-16, 9-7, 9-17, apx-5 sales, on stock record, 10-4, 10-15
9-29-9-31, 9-33, 9-36, 11-11, 11-19, 11-26, 11-50	screen command option, 6-7
	searching for fast moving parts, 6-13
Generator, Report, option on System Reports menu, 9-30, 9-36–9-37	With, option, Category Stock Reports menu, 9-4
	History file, c-4, 7-23, 9-7, 9-16-9-18, 10-4,
government entities, exempt from sales tax, 11-44	10-15, apx-6
Grand Totals	adding Memo to, 10-15
for Total Inventory Report: Category, 11-14	adding part to, 10-16
part of Total Inventory Report: Stock, 11-13	Print, menu, 9-17, 10-5
graph, history, format option, 9-17	Printouts, option, 9-17, 10-5
Graphs, History, option on History File Print	updating, 10-16
menu, 9-16-9-17	history option
**	on Cross Reference menu, 2-6
H	on Maintenance menu, 10-15
handling charge, 1-9, 7-3, 11-13, 11-18	on System Reports menu, 9-16-9-17, apx-5
field on Set Handling Charge screen, 11-57	history, part movement, c-3
not shown on report, 11-57	(3yr, option on Parts Information menu, 9-17
Set, option on Management Menu, 11-57	(3yr, option on Stock Reports menu, 9-7
Set, screen, 11-57	report, 9-8, 9-17
Harley Davidson (Vendor 2), 8-5, 8-7	history record
Header, Edit Store, option on System Utilities	adding Memo to, 10-15
menu, 10-27-10-29	changing, 10-15
header	deleting, 10-15
Edit Store, option, System Utilities menu, 10-27-	Home
10-29	key, 2-3
to print store name on forms/display on main	screen command option, 11-53
menu, 10-27	Hold ticket, 1-1–1-2, 1-23, 7-21, 8-8, 11-12
	access for canceling, 11-30
	adding Memo page to, 1-24

Hold ticket (cont.)	Company, option on Defaults Menu, 11-50
canceling, apx-9	Dealer Client, field on Follow-Up Sales screen,
Change, screen, 10-23	11-45
changing fields on, 10-22	Follow-Up Dealer, option on Sales Defaults
Create, option on Counter Operations menu, 3-5	Menu, 11-45
creating, 1-20, 1-24-1-25, 3-6	identification number, client, for Follow-Up Sales
deleted, parts returned to stock, 9-23	Systems, 11-45
deleting, 9-23	Ignore the Multiples, field on Update Inventory
ended, 1-24, 3-6, 7-8	screen, 10-32
ending, 9-23	in stock, 1-13, 2-1, 2-4, 5-5, 10-5-10-6, 11-11,
estimate, 1-20, 1-23, apx-5	11-18, apx-5
field on Change Hold Ticket screen, 10-23	code for Type field, 1-10
Find, option on Counter Operations menu, 1-5,	Menu, Sold Items NOT, 11-24
1-26, 9-23, apx-5	not, 1-23–1-24, 1-29, 3-1, 3-6, 5-3, 7-21, 10-3,
information on End of Day Detail Listing, 7-6	10-16, 11-7, 11-14
list, 9-23, 10-22	Not, code for Type field, 1-10
number, 1-20, 1-25–1-26, 3-3, 9-19, 9-23–9-24,	quantity, 1-10, 2-3, 8-2
10-22-10-23	received, 3-4
on account, 10-22	Sold Items NOT, report, 11-24-11-25
option on Maintenance menu, 10-22–10-23	include
option, Special Order Processing menu, 1-29, 3-2	
ordering part on, 1-24	Attn: line entry in Vendor file for labels, 10-8 Categories, option on Print Customer Labels
parts on, 11-11	
parts taken out of stock, 11-13	screen, 4-7 Categories, option on Print Customers by Name
printing for Special Order deposit, 3-6	screen, 9-12
refunds on End of Day Detail Listing, 7-8	cost range in matrix, 10-21
screen command option, 1-20, 1-29, 3-1, 3-6,	Customers, option on Print Customer Labels
apx-5	screen, 4-7
screen message, 3-5	Customers, option on Print Customers by Name
searching for, 1-26–1-27, 3-3, 10-22	screen, 9-11
Searching for, menu, 1-26, 10-22	list of orders received on End of Day, 7-2, 11-51-
Special Order on, 1-10, 1-29-1-30, 3-1-3-3, 3-5-	11-52
3-6, 7-24, 9-19, 9-24, 10-17, 11-13, 11-41	Money field comment for account ticket, 1-22,
total amount, 10-24 total deposits/refunds, 7-8	1-28
Totals, option on Print Hold Tickets menu, 9-23	Received Parts Report on End of Day, 7-20
	recommended service on vehicle list, screen
Hold ticket deposits	prompt to, 9-15
on End of Day Detail Listing, 7-8	Remark on Purchase Order?" screen prompt, 6-9
/refunds, 1-20, 1-24, 3-5–3-6, 7-8, 10-8	skipped parts on worksheet reprint, 8-9
/Refunds, field, End of Day Reconciliation, 7-11	Special Orders? (on PO), screen prompt, 6-8-
Hold Tickets	6-9
Ended, field on End of Day Reconciliation, 7-11	tax ID on special account for stock returned to
List All, option on Print Hold Tickets menu, 9-23	vendor, apx-5
on End of Day Detail Listing, 7-6	include customer
option on System Reports menu, 9-23	categories on labels, 4-7
Outstanding, printout, 9-23–9-24	information on ticket, 1-6-1-7, 1-21
part of Total Inventory Report, 11-12–11-13	type on customer list, 9-12
Print, menu, 9-23	type on labels, 4-7
Holiday file, 11-4, 11-42	include in
Home	Customer Discount Report, 11-14–11-15
key, 1-11, 2-3	customized report, choosing fields to, 9-31–9-33.
Phone, customer data fld, Repair Order scrn, 1-33	9-35
screen command option, 11-60	Deleted Repair Orders Report, 11-20
Honda), DCS, option, On-Line Ordering Services	Estimate Transactions Report, 11-19
menu, apx-4	Extended Price Report, 11-16
"hot key"commands, a-8	Repair Order Parts Changes Report, 11-23
Hourly Labor Rates, option on Service Defaults	Sold Items NOT in Stock Report, 11-24
menu, 11-42	Total Inventory Report, 11-13
	include remarks on
Hrs, Qty/, field, EOD Transactions printout, 7-3	customer list, screen prompt to, 9-13
T	purchase order, 6-6, 6-9
I	vehicle list, screen prompt to, 9-15
ID	vendor list, screen prompt to, 9-11
#, Tax, field on Customer File screen, 10-12,	Incomplete Record" screen message, a-10
apx-5	meompiete Record screen message, a-10

increase	input
by Percentage, option on Change Stock Level & Reorder Point menu, 6-16	Name, screen for Repair Order, 1-32 name, screen, Special Order Processing, 1-30, 3-2
in stock level/reorder point, percentage of, 6-16 stocking levels permanently, 6-16 stocking levels temporarily, 6-15	of parts data, a-8, a-15-a-16, c-4 of parts data, from physical inventory, a-16, a-19
information	c-5
account, c-4, 1-10, 1-21, 9-26, 10-10, 10-12, 11-9	screen, name, Repair Order, 1-32 screen, name, Special Order Processing, 1-30,
account transaction, 7-9	3-2
category, c-1, c-3	installation
cost, a-15	forms to prepare for, a-19
credit card, 10-11	preparation for, a-14–a-15
Duplication, option on Special Order Prints	installation of
menu, 9-19	AR Integration GL Accounts structure, 11-41,
estimate, not retained in system, 1-20	11-49
for customized report, selecting, 9-31, 9-33	barcode option, 4-2
Hold ticket, changing, 10-23	computer equipment/software, a-4, a-13-a-14,
in data base, a-2, a-5, c-1-c-2	a-16
internal transactions, 7-15	data, c-1-c-2, c-4
lost sale, recording, 1-23-1-24, 1-37, 11-7	F&I Sales module, 10-29, 11-5, 11-11, 11-14
on invoices, how much to disclose, 11-52	on-line ordering service options, 6-10
on label, changing, 4-9	
operator, on End of Day, 7-2-7-3	installation of price books, 1-12, 5-1, 8-6, 10-27,
payment, entering, 1-34-1-35	10-30, 11-54
productivity, 7-3	preparation for, a-14-a-15
purchase order, a-15	update Stock file after, 10-31, 11-54
refund, entering, 1-35	instructions
shipping, special, 1-31, 3-3, 10-18	on backing up data, a-17, 10-25
software copyright, b-2, b-5, 1-3, 11-31	on screen, a-3
Special Order, 1-30–1-31, 3-1, 3-3–3-4, 7-6,	shipping, 10-11
7-17-7-18, 10-17, 11-8	Insurance, Finance and, program module, 1-3,
Special Order Duplication, report, 7-23, 9-19,	10-11, 10-29, 11-5
11-7	Sales manual, 11-14
spouse, entering, 10-11	Integration
technical, on a part, 5-3, 10-4	Accounting, flag on End of Day Defaults screen,
vehicle, 10-11-10-12, 10-14	11-49
vendor, c-1, c-3	AR, 10-11, 11-41, 11-49
vendor, adding/changing, 10-7-10-8, 10-35	Real-Time, system, 11-58
warranty transaction, 7-14	internal
zip code, 10-34	account, c-4, 1-8, 7-9, 10-12, 10-17, 11-9-11-10
information, customer, a-5, c-1, c-4, 1-28, 3-1,	department option, 1-7–1-8, 1-27, 7-2, 7-6,
9-19, 10-17	10-22-10-23, 11-5
adding, 10-34–10-35	labor rate, 11-42
changing, 1-6, 1-21, 10-10-10-11, 10-34-10-35	labor transactions, 7-15–7-16
including on ticket, 1-6, 1-21, 1-23	option for Account Type field, 10-12
screen, 1-6-1-7	option for Hourly Labor Rates, on Service
information, parts, a-5, a-12, a-15-a-16, c-1, c-5,	Defaults menu, 11-42
2-1, 2-5, 3-1, 5-7, 6-8, 6-11–6-12, 6-24, 10-3,	part status codes, 5-4, 10-5
10-17	parts returned, 7-15
changing, 5-1, 5-6, 10-3	parts sales, 7-15
command options, 1-13	transaction, 7-15, 11-53
display, 1-23, 6-7	Transaction Type, section on End of Day Recon-
display on ticket, 1-13	ciliation, 7-15
entering on ticket, a-8–a-9, 1-10–1-12, 1-15,	inventory, a-1, a-12, 8-7, 9-1
1-17, 1-20, 1-23	access to relieve, 1-10, 11-4
from Vendor 3 price book for special inventory	adding, a-15, c-3-c-4, c-6, 5-1, 5-3, 5-6, 10-2-
worksheet, 8-6	10-3, 10-19
menu, 9-16, apx-5	by (Code), Cross Reference, screen, 2-4
on label, 4-1	by Item Type, report, 11-14
reviewing, 9-3	categories, a-15, 6-15, 9-21, 10-19
sending to a microfiche program, 11-58, apx-4	controlling, a-2, 1-3, 9-16, 10-25
substitute, 1-12, 1-18-1-19, 6-7-6-8	Cross Reference, menu, 2-1-2-2, 5-7
updating, 10-31, 11-54	cross-referencing, 1-2, 2-1, 5-7, 10-19
iNParts, Honda's microfiche program, 11-58	fast moving, 6-14
11.1 a.t., Honda o informeno program, 11 50	from Books, Update, option, 5-4

inventory (cont.)	for Vendor 3 by 5-Digit Number, Create Special,
history, 6-1, 10-15	menu, 8-6
internal transfer of, 1-8	Reprint, menu, 8-9
Menu, Parts/, 5-2	inventory worksheet, a-15-a-16, c-3, c-5, 7-22,
movement, c-4, 9-7 Number, Next, flag on Parts Defaults scrn, 11-40	7-24, 8-2–8-4, 8-6–8-7, 8-10, 10-19, 10-25
option on Cross Reference menu, 2-2, 2-4–2-5,	creating, 8-5
5-7	deleting, 7-24
option on main Sales Menu, 11-14	for Vendor 2 (Harley Davidson) parts, creating special, 8-5, 8-7
parts taken out of, for Hold tickets, 1-20, 8-8	for Vendor 3 (Yamaha) parts, creating special, 8-5
Parts/, option on Parts Menu, 1-3, 5-1-5-2, 5-7,	8-6
7-23, 10-33, 11-56	number, 11-40
price changes, 10-32	Reminder, on End of Day, 7-1, 7-22
problem (negative quantities), 9-8	Vendor 2 special, 8-5, 8-7
program, 1-3	Vendor 3 special, 8-5–8-6
Report, F&I, menu, 11-14	invoice, 6-9, 11-8
Reports Menu, 11-14	backorder on, 6-17
reviewing movement of, 10-1	checking Received Parts Report against, 7-20,
slow-moving, a-2	11-8, 11-51
taking unwanted parts out of, apx-5	Disclosures, screen, 11-52–11-53
tracking, a-2 Update, from Books, option, 10-5	for received item shows different cost, 6-22-6-23
Update, screen, 10-31–10-32, 11-54–11-55	10-31, 11-54
updating, c-6	how much information to disclose on, 11-52–
updating from orders received, 6-7, 6-20	11-53
valuation reports, 5-4, 7-23, 10-5, 11-11-11-12,	- No Purchase Order, Receive from, option on
11-16, 11-55	Order Receiving menu, 6-23-6-24
value, change in, 11-10	receiving parts from, without purchase order, 6-23-6-24
value, total, 11-12	Receiving Stock Order from, screen, 6-23–
worksheets, a-15-a-16, c-3, c-5, 7-22, 7-24, 8-2-	6-24
8-4, 8-6-8-7, 8-10, 10-19, 11-29-11-30, 11-40	Invoicing, option on Disclosure Defaults menu,
worksheets, reprinting, 10-25	11-52
Inventory Changes Report, 7-22, 8-3, 8-9-8-11	item
access level to print, 11-30	adding to Stock Kit, 1-16
option on Physical Inventory menu, 8-3, 8-9–8-10	adjusting price on for ticket, 1-15
Reprint, menu, 8-9-8-10	alternate vendor for, 2-3, 5-3
reprinting, 10-25	categories, a-15, c-3, 2-2-2-3, 5-3, 7-21, 9-4
Inventory Changes Report	charging to account, 1-9
access level to print, 11-30	cost, 5-1, 5-4, 6-5, 6-12, 6-24, 8-11, 11-13,
inventory counts, a-2, a-16, c-5, 8-1-8-3, 8-7-	11-17–11-18, 11-22
8-11	cost, changing in Order Receiving, 6-22
access level to enter, 11-30	cross-referencing, 1-13, 2-1-2-2
Enter, option, Physical Inventory menu, 8-2, 8-7	count, 8-2-8-3
Enter, screen, 8-7–8-8	description, 2-1–2-3, 5-1, 5-7, 6-4, 7-19, 8-3
inventory, physical	Enter Quantities for Each, option on Order
menu, 8-2, 8-7, 8-10	Receiving menu, 6-22 extra received without purchase order, 6-23
option on Parts Menu, 7-22, 8-1–8-2 preparation for, a-15, a-19	fast moving, 9-7
	in Stock Kit, 1-15, 9-9
Inventory Report, Total, 11-6, 11-11, 11-13	line, 1-20, 1-23, 6-16, 7-24, 9-25, 11-22, 11-41
by Category, option, 11-13 by Code, option, 11-14	on Hold ticket, 1-24, 8-8, 9-24, 11-12
by Major Units, option, 11-14	on Special Order, deposit required for, 1-22
by Part Status, option, 11-14	One Label Per, option on Print All Parts Labels
by Vendor, option, 7-23, 11-12	menu, 4-5
Grand Totals, 11-13	One Label Per, option on Order Receiving: Parts/
Hold Tickets on, 11-13	Address Labels menu, 6-21
menu, 11-12-11-14	skipped on inventory worksheet, 8-9
Special Orders, 11-13	skipping in Stock Kit, 1-17
Stock, 11-12	slow-moving, 9-7
(Value), option on Management Reports menu,	Special Order, 7-8, 7-17–7-18, 9-19, 9-24, 11-12
7-23, 11-6, 11-11-14	stock return allowance on, 5-4
Inventory Work Sheet	substitute, 5-3 Type, Inventory by, report, 11-14
by Part Number, Parts, 8-5	
Create Special, menu, 8-5–8-6	item price, 2-3, 5-4, 11-18, 11-22, 11-55, 11-57
Create, menu, 8-4	options, 1-13 ticket screen, 1-15
for Vendor 3, Create Special, screen, 8-6-8-7	HERCE SCIECH, 1-13

nen	1, Special Order, 1-29-1-30, 3-1-3-3, 0-0,	11-1/, 11-19, 11-21-11-22, 11-24, 11-28, 11-4
	6-9, 7-8, 7-17-7-18, 9-18, 9-23, 11-12	11-48, 11-59-11-60, apx-2, apx-4-apx-9
	alternate vendor for, 2-3	F2, use to access Help screen for Memo, 1-24,
	categories, 2-2-2-3	1-31, 3-3, 5-3, 10-4, 10-7, 10-11, 10-15, 10-18
	cross-referencing, 2-1–2-2	Home, 1-11, 2-3
	deposit on, 1-31, 3-3, 3-5	hot, commands, a-8, 1-3
	description, 2-1-2-3	Num Lock, use of, a-6, b-1-b-2
	pickup, 3-3-3-4	Page Down, 1-11
	price, 2-3	Page Up, 1-11
	refund of deposit on, 1-31, 3-3, 3-5	period, use as command, a-8, 5-7, 10-6
_	status of, 3-4	semicolon, a-8, 8-8, 11-49
Iten		keypad, number, use of, a-6, b-1-b-2
	Amount of, column on End of Day Operator Totals report, 7-3	KIC, Kawasaki's microfiche program, 11-58
	Cost of, column on End of Day Operator Totals	Kit
	report, 7-3	Add, window on Crosts Tights some 1, 16
	Enter Single, option on Order Receiving menu,	Add, window on Create Ticket screen, 1-16
	6-22, 6-24	R/O-Labor Tax, screen, 11-36
	NOT in Stock Menu, Sold, 11-24	R/O-Misc Tax, screen, 11-38
	NOT in Stock, Sold, report, 11-24-11-25	Kit Number, field
	Number of, field on End of Day Operator Totals	in Add Kit window on ticket screen, 1-16
	report, 7-3	on Create Ticket screen, 1-17
	to Order, field on Stock Order Reminder, 6-18	on Kits report, 9-9
		Kit, Parts
J		-Labor Tax, screen, 11-35
		-Misc Tax, screen, 11-37
job		Tax, screen, 11-34
	Cost, module in Books program, apx-7	kit (stock), 1-15
	print, canceling, 5-7, apx-3	changing, 1-18
T.		creating, 1-16
K		deleting, 1-18
kee	p	number, 9-9
•	Cost), Retail Only, option on Update Inventory	Kits
	screen, 10-32, 11-55	feature, 1-15
	number months' history on Parts transactions to,	/Rates, Tax Pkgs/, option on System Defaults
	11-39	menu, 11-33
	number months' history on F&I transactions to,	/Rates, Sales Tax Packages/, field on System
	11-39	Defaults screen, 11-32
	number months' history on Service transactions	sales tax, 11-32
	to, 11-39	screen command option, 1-17
	Profit) Cost Only, option on Update Inventory	stock report by, 9-9
	screen, 10-32, 11-55	window on Create Ticket screen, 1-17
	Profit), Retail Only, option on Update Inventory	Kits, option
	screen, 10-32, 11-55	on Parts-Labor Sales Tax menu, 11-35
	Retail) Cost Only, option on Update Inventory	on Parts-Misc Sales Tax menu, 11-37
	screen, 10-32, 11-55	on Parts Sales Tax menu, 11-34
	Ticket Reprints to, flag on End of Day Defaults	on R/O-Labor Sales Tax menu, 11-36
_	screen, 11-49, apx-9	on R/O-Misc Sales Tax menu, 11-38
key		on Stock Reports menu, 9-9
	Alt, use of, apx-2	
	apostrophe, use as command, a-8, b-5, 1-6,	
	1-11, 1-23, 5-7, 6-12, 6-24, 8-9, 9-32, 10-6,	label
	10-9, apx-2, apx-6	adding new, 4-9
	Backspace, a-6, b-2, apx-6	address, 10-11
	Caps Lock, use of, a-6, b-1, b-3-b-4	barcode, 4-1-4-3, 4-10
	Ctrl (control), use of, a-6, b-2, b-5, apx-2-apx-3,	changing custom, 4-9
	apx-6 data fields for search a 10 1 33 10 30 11 43	code, assigning for custom label, 4-9–4-10
	data fields for search, a-10, 1-33, 10-30, 11-43	custom-designed, 4-1–4-2, 4-9
	End, 1-11 Enter/Peturn use of a 6 a 8 a 10 b 2 b 3 b 5	deleting custom, 4-9
	Enter/Return, use of, a-6, a-8, a-10, b-2-b-3, b-5,	duplicating austom to aposto similar one 4.0
	1-3, 1-6-1-7, 1-11-1-14, 1-16, 1-19, 1-21-1-25,	nort a 1 a 2 a 12 a 16 a 2 a 5 4 1 4 6
	1-28, 1-30, 1-32, 1-34-1-37, 2-2, 2-4, 2-6, 3-3- 3-5, 4-4-4-8, 5-6-5-7, 6-4-6-5, 6-7-6-9, 6-11,	5-3, 5-6, 6-2, 6-20–6-21, 6-23, 10-3–10-4,
	6-14-6-15, 6-22, 7-2, 8-4, 8-7, 8-9-8-10, 9-5,	10-31–10-32, 11-54
	9-9, 9-12, 9-22, 9-27, 9-31-9-32, 9-35, 10-3,	Per Item, One, option on Print All Parts Labels
	10-6, 10-9, 10-29, 10-35, 11-8, 11-13, 11-15-	menu, 4-5

label (cont.) Per Item, One, option on Order Receiving: Parts/ Address Labels menu, 6-21 price on, 4-4, 5-6, 6-21, 10-3-10-4, 10-31, 11-54 printing, a-2, a-8, a-12, a-16, c-2, c-5, 1-6, 2-2, 4-1-4-3, 4-5-4-6, 4-8-4-10, 5-3, 5-6, 6-2, 6-20-6-21, 6-23-6-24, 10-2-10-4, 10-7-10-8, 10-11, 10-17, 10-32, 11-40 printing from Order Receiving, 6-20 Quantity, Ask for, option on Print All Parts Labels menu, 4-4 Quantity, Ask for, option on Order Receiving: Parts/Address Labels menu, 6-21 screen command option, a-8, 4-9, 5-3, 10-4, 10-11, 10-17 spool-type, printer for, 4-3	hourly rates, c-2, 11-42 hours, 7-3, 11-18-11-19 (Non-Taxable), Parts, field on End of Day Reconciliation, 7-10, 7-12, 7-14-7-15 (Non-Taxable), R/O, field on End of Day Reconciliation, 7-10, 7-12, 7-14, 7-16 Parts, option on Sales Tax Maintenance menu, 11-35 R/O, option on Sales Tax Maintenance menu, 11-36 rates, disclosing on invoice, 11-53 Rates, Hourly, option on Service Defaults menu, 11-42 RO, fields on End of Day Reconciliation, 7-14 sales tax on, c-2, 7-5, 7-10, 7-12, 7-14-7-15, 11-35-11-36
spooled, for printing barcodes, 4-3 label, mailing, 4-1-4-3, 6-21, 6-23, 10-7-10-8,	Sales Tax, Parts-, menu, 11-35 Sales Tax, R/O-, menu, 11-36
10-11 customer, a-2, a-12, 1-6, 4-1-4-3, 4-7, 6-21, 9-15, 10-11, 10-17 customer, printing by category, 4-7 printing, 10-11, 11-47 screen prompt, 9-15 vendor, 4-1-4-3, 4-8, 10-7-10-8	 (Taxable), Parts, field on End of Day Reconciliation, 7-10, 7-12, 7-14-7-15 (Taxable), R/O, field on End of Day Reconciliation, 7-10, 7-12, 7-14-7-15 ticket, fields on End of Day Reconciliation, 7-14-7-15 Totals, End of Day, report, 7-1, 7-5
label printer, a-12, b-2, c-3, 4-3, 10-7, 11-46-	transactions, 7-10, 7-12, 7-14-7-16 Labor, field
11-47 field on Printer Defaults screen, 11-46–11-47 stop command for, apx-3 thermal, for parts barcodes, 4-3	on Change Hold Ticket screen, 10-24 on End of Day Detail Listing, 7-8 labor sales, 7-5, 7-8, 7-10, 7-14-7-15
Labels	in cash, 7-12
at All, No, option on Order Receiving: Print	internal, 7-15–7-16
Labels menu, 6-21, 6-23 Design Custom, screen, 4-9	on credit (account), 7-10 tax on, 7-5, 7-10, 7-12, 7-14–7-15
for Vendor, All, optn, Print Parts Labels mnu, 4-4	under warranty, 7-14
Number of, field on Print Single Labels scrn, 4-6	Labor, Tax
Only, Address, option on Order Receiving: Print Labels menu, 6-21, 6-23	Kit, Parts-, screen, 11-35 Kit, R/O-, screen, 11-36
Only, Parts, option on Order Receiving: Print	Rate, Parts-, screen, 11-35
Labels menu, 6-21, 6-23 Parts & Address, option on Order Receiving:	Rate, R/O-, screen, 11-36
Print Labels menu, 6-21, 6-23	last as default ending value, 4-5, 4-7, 8-4, 8-7, 9-5,
(Parts/Address, Order Receiving submenu, 6-21, 6-23-6-24	9-9, 9-12, 9-27, 9-35, 11-13, 11-16, 11-19, 11-21
Use Received Qty. for, option on Order Receiving: Parts/Address Labels menu, 6-21	Charged, date field, Customer File scrn, 10-13 Credited, date field, Customer File scrn, 10-13
Use Stock Qty for, option on Print Parts Labels	Month, Sales, field, Stock File scrn, 5-5, 10-6
menu, 4-4	month, sales history, 6-5
Vendor, option, 4-2 Labels, Print	odometer reading, 9-15 ordered, date, 1-10
All Parts, menu, 4-4	screen command option, 2-3
Block of, screen, 4-5	search screen, displaying, 1-11, 2-3
Customer, screen, 4-7 Mailing", screen prompt, 9-15	Service, column heading on Vehicle List, 9-15 three years, sales history, 6-7
menu, 4-2, 4-9	year (12 months), sales history, 6-5
option on Parts Menu, 2-2, 4-1-4-2, 4-4, 4-7-4-10, 5-3, 10-4, 10-11, 10-17	Year, row on Part History screen, 10-16 year, sales, 6-15
Order Receiving submenu, 6-20–6-24	last cost, 6-24, 10-5, 11-17, 11-28, 11-54
Parts, menu, 4-4	as basis for customer discount, 11-28
Single, screen, 4-5-4-6 Vendor Mailing, menu, 4-8	basis option for calculating profit percentage, 9-32 field on Creating Stock Order screen, 6-12
labor	field on Creating Stock Order screen, 6-12 field on Stock File screen, 5-4, 5-7, 10-5
charges, 10-24, 11-19	option for inventory valuation in History file
code (99) for Vendor Number field, 10-8 fields on End of Day Reconciliation, 7-10, 7-12, 7-14–7-16	prints, 9-17

```
last cost (cont.)
                                                             /ROP, Default, option on Adding Stock Options
    option for inventory valuation in Stock
                                                               screen, 5-6, 10-3
      reports, 9-3, 9-6-9-8
                                                             suggested, 6-5
    option on Calculate Extended Cost menu, 11-16-
                                                        levels
                                                             of access, operator, c-2, 1-3, 9-28, 11-3-11-5,
    when used to update Stock file from price book,
                                                               11-30, 11-32
      11-54
                                                             Service Access, option on Service Defaults menu,
last name, 3-3, 9-27
                                                               11-42
    customer, 1-30, 3-3-3-4, 10-10
                                                        limit
    search by, 1-6, 10-17
                                                             access, to view cost when adding parts, 5-2
Last Name, field
                                                             credit, a-5, 1-10, 7-18, 9-26, 10-10, 10-12
    on Customer Information screen, 1-6
                                                             Credit, field on Customer File screen, 10-12
    on Repair Order screen, 1-33
                                                             Credit, field on Daily Special Order Activity
    on Special Order Processg: Name Input screen,
                                                               report, 7-18
      1-30, 3-2
                                                        Limits & Balances, Accounts with, option on
Last Order
                                                               Account File Prints menu, 9-26
    Date, field, Creating Stock Order screen, 6-12
                                                        line
    Date, field on Stock File screen, 5-5, 10-6
                                                             Cancel Ticket/, field on System Defaults screen,
    field on Stock Order Reminder, 6-19
                                                               11-30
                                                        line
    Date, field on Stock File screen, 5-5, 10-6
                                                             & SO Deposit, Cancel Ticket/, field on System
    field on Customer File screen, 10-10, 10-13
                                                               Defaults screen, 11-30
    field on Stock Order Reminder, 6-19
                                                             1, field on barcode label, 4-10
                                                             adding for RTI terminal, 11-59
    as part status code, 5-4, 6-14, 10-5
                                                             Attn, on label, 10-11
    Codes, Operator, window on Category Adjustment
                                                             backing up by, 10-9
                                                             Cancel, screen command option, 1-20, 1-37
      Report screen, 9-6
                                                             canceling, 1-20, 1-38, 10-17, 11-30
    commands in Comptron, a-8, 1-3, 1-7, 11-5
                                                             centering in store header, 10-28
letters
                                                             command, on screen, 1-3, 1-34–1-35
    capital, used for data entry in Comptron, a-6, b-3
                                                             data, protection, a-17
    in password, b-3-b-4, 11-3
                                                             edit, in Repair Order, 1-5, 1-36
letters, lower-case
                                                             Edit, screen command option, 1-37
    used for login, b-2, apx-2, apx-6
                                                             From:, on Repair Order Parts Changes rept, 11-22
    for system shutdown from CPU, b-5
                                                             item, 1-20, 1-23, 6-16, 7-24, 9-25, 11-22, 11-41
    for system startup from CPU, b-1
                                                             Move, screen command option, 1-37
                                                             No., Starting, screen command option, 1-21
    access, Management, 1-3, 1-17, 1-20, 1-22, 2-3,
                                                             number, a-9, 1-10, 1-12, 1-17, 1-36-1-37, 2-2-2-3, 3-4-3-5, 4-9, 5-7, 8-8, 9-5, 9-24, 9-31-
      5-3, 5-6, 11-1, 11-4
    authorization, 9-38, 11-26
                                                               9-33, 10-20, 10-22, 11-31, 11-60
    of Access, field on Operator File screen, 11-4
                                                             of command options on screen, a-8, 1-3, 1-34-
    priority (Special Orders), 1-11, 9-24, 11-22
                                                               1-35, 6-12, 6-24, 9-35
    security access, a-4, a-7, c-2, 1-3-1-5, 1-9, 1-29,
                                                             on-, DCS ordering option, apx-4
      1-38, 2-3, 2-5, 3-2, 5-1-5-2, 5-6, 8-9, 9-28,
                                                             Ordering, On-, option on Standard Orders
      10-10, 11-1, 11-3, 11-5, 11-8, 11-30, 11-32,
                                                               menu, 6-10, apx-4
      11-42
                                                             Ordering Services, On-, menu, 6-10, apx-4
    security access, defined, 11-4
                                                             PO, printing for Special Order, 6-6
level, stock, c-4, 5-6, 6-2-6-4, 6-7-6-8, 6-11,
                                                             skipping a, 6-15
      6-18, 8-8, 8-11, 9-6-9-8, 9-17, 10-1, 10-3
                                                             terminal, RTI, 11-59
    & Reorder Point, Change, menu, 6-16
                                                             ticket, 1-10, 1-20, 9-29, apx-5
    & Reorder Point, Change, option, Other Order
                                                             To:, on Repair Order Parts Changes report, 11-22
      Options menu, 6-16
                                                             to Stock, Return Ticket/, field on System Defaults
    access to view, 11-30
                                                               screen, 11-30
    Change to Suggested, option, 6-16
                                                             total on ticket, 1-10, 10-24
    changes, 11-10
                                                        lines
    Decrease option, 6-16
                                                             #, field, End of Day Operator Totals report, 7-4
    decrease percentage, 6-15-6-16
                                                             1-4 on custom label, 4-9
    default, 10-3
                                                             counted on inventory worksheet, 8-9
    field on Creating Stock Order screen, 6-12
                                                             counted on Inventory Worksheet Reminder, 7-22 on ticket, number of, 7-4
    field on Stock File screen, 5-5-5-6, 10-3, 10-5
    Increase option, 6-16
                                                             Total, field, Change Hold Ticket screen, 10-24
    increase percentage, 6-15-6-16
                                                        link terminal, a-13-a-14, a-17, b-4-b-5, c-2-c-4,
    increasing/decreasing permanently, 6-16
                                                               1-10, 9-11, 9-21, 10-7, 10-26
    increasing/decreasing temporarily, 6-15
```

list, a-2	list price, 2-3, 5-4, 6-12, 10-5, 10-21
accounts, c-4, 9-26–9-27	suggested, 10-5
All Hold Tickets, option on Print Hold Tickets menu, 9-23	listing End of Day Datail 7.1.7.6.7.7
All Transactions, option on Print Transactions	End of Day Detail, 7-1, 7-6–7-7 Quick, report options, 9-26
menu, 9-28	ZZ Transaction, flag on End of Day Defaults
category, a-15, a-19, c-3-c-4, 2-2-2-3, 5-3, 5-7, 9-6, 9-21, 10-4, 10-19	screen, 11-50
Code, option on Stock Reports menu, 9-7	Listing by
customer, printing, 9-12-9-13	Account Number, option on Account File Prints menu, 9-26
customers, 9-26, 11-14	Account Number, Quick, option, Account File
data fields for Report Generator, 9-31–9-32 fast moving parts, 9-7	Prints menu, 9-26
filters for Report Generator, 9-33	Operator, option, Print Hold Tickets menu, 9-23 Operator, option, Print Transactions menu, 9-29
history, 9-17	Ticket Number, option on Print Hold Tickets
Hold tickets, 1-26–1-27, 9-23, 10-22 inventory worksheet, 7-22, 8-2–8-3, 8-5, 8-7,	menu, 9-23
8-9-8-10	Ticket Number, option on Print Transactions
kit numbers, 9-9	menu, 9-29 Vendor, option, Print Hold Tickets menu, 9-23
negative quantity, 9-8	Vendor, optn on Special Order Prints menu, 9-19
number, inventory worksheet, 8-7, 8-9–8-10 of labels, printing, 4-3	Listing by Name
of vendors for RTI system, 11-59–11-60	option on Account File Prints menu, 9-26-9-27
operators, 9-5, 9-28, 9-38, 11-26	option on Special Order Prints menu, 9-19 Quick, option on Account File Prints menu, 9-26
orders received, 7-2, 11-51-11-52 overstock, 9-8	screen, 9-27
parts by profit percentage, 9-9	Ln
parts, Stock Kits, 1-16	field on Create Ticket screen, 1-10
percent profit, 9-9 price books, a-14–a-15, a-19, 9-6, 10-27	field on Hold Tickets printout, 9-24 field on Special Order Processing screen, 3-4
printing, a-2	field on Stock List for Category screen, 2-3
Repair Orders, 1-36, 11-19	screen command option, 1-17
sales history, 9-7, 9-17	load tape, 10-30–10-31, 10-34–10-35
searching, 4-9, 9-5 slow-moving parts, 9-7	Lock Caps, key, use of, a-6, b-1, b-3-b-4
sold items not stocked, 11-24	Num, key, use of, a-6, b-1-b-2
Special Orders, 1-30, 3-2–3-3, 7-2, 9-19–9-20	login
Stock Kits, 9-9 stock order, printing, 6-15	screen, b-2, b-4-b-5, 1-3, 11-31, apx-2, apx-6-
Sugg, field on Stock File screen, 5-4, 5-6, 10-3,	apx-8 screen prompt message, b-2, b-4-b-5, 1-3, 11-31,
10-5	apx-2, apx-6-apx-8
suggested order, 5-5, 6-1–6-5, 6-7–6-8, 6-14–6-15, 10-6	lost sale, a-2, 1-1-1-2, 1-13, 6-1, 7-23, 9-19
superseded part numbers, 5-7	action listing, 1-24, 1-37
transactions, 7-2, 7-4, 7-24, 9-29, 11-18-11-19,	date of, 11-7 reason for, 1-23, 11-7
11-50 vehicle, 9-14–9-15	recording, 1-23, 5-5, 7-21, 8-3, 10-6, 11-7,
vendors, a-9, a-15, a-19, c-3, 1-11, 1-16, 2-5,	11-41
5-3, 6-10, 6-23, 9-6, 9-11, 10-4, 10-7	screen command option, 1-13, 1-23, 1-37, 11-7
worksheet, screen display of, 8-9	Lost Sales option on Management Reports menu, 11-7
list part category, 2-1	Report, 1-23, 7-23, 9-19, 11-7
history, 9-7	lower-case letters
movement history, 9-7, 9-17	used for login, b-2, apx-2, apx-6
numbers, a-15-a-16, a-19, c-4-c-5, 1-13, 1-16-	used for system startup/shutdown from CPU, b-1, b-5
1-17, 2-1, 2-4-2-5, 6-9, 9-3 numbers, superseded, 5-7	Lvl, Stk, field
status, 9-7	on Edit Stock Order screen, 6-7-6-8
Stock Kits, 1-17	on Inventory Changes Report, 8-11
list, pick	on Suggested Stock Order, 6-5
destinations, 11-58 FicheFinder, sending parts information from	M
Comptron to, 11-58	mailing label, printing, a-2, a-12, 1-6, 4-1-4-3,
from FicheFinder, sending to Comptron part	4-7-4-8, 6-21, 10-11, 10-17
ticket, 11-58 from PartSmart, sending to Comptron part ticket,	customer, a-12, 1-6, 4-1-4-3, 4-7, 6-21, 9-15,
11-58	10-11, 10-17

```
mailing label, printing (cont.)
                                                        markup %
    printing, 9-15, 10-11, 10-17
                                                            option for Discount Type field, 7-3, 10-12, 10-23
    vendor, 4-1-4-3, 4-8
                                                            option on Print Customer Discount Report
                                                              screen, 11-15
Mailing Labels, Print Vendor, menu, 4-8
                                                            screen command option for ticket price, 1-9
    printer, a-12, b-2, b-5, 6-4, 10-7, 10-26
                                                            feature in Parts Counter Operations, 1-12, 10-30-
    Printer, flag on Printer Defaults screen, 11-47
                                                              10-31, 11-30
    printer, stop commands for, apx-3
    Sales Menu, 11-14
                                                            field on System Defaults screen, 11-30
                                                            menu, 10-30
main computer, a-13-a-14, b-1-b-2, b-4--b-5,
                                                            option on System Utilities menu, 10-30
      11 - 47
    See CPU
                                                            Duplicate, option, 10-20
maintenance
                                                            duplicating to start similar new one, 10-20
    file, 10-1, 11-4, 11-9, 11-34
                                                            field on Stock File screen, 5-4, 5-6, 10-3, 10-5
    File, option on Service Menu, 11-4, 11-42
                                                            No, code for Discount Type field, 10-12
    menu, 6-22, 10-2, 10-16, 10-18, 10-23, 10-34
                                                            No, option for setting up cost matrix range, 10-21
    Reports &, Service access level, 11-4, 11-42
                                                            range, 10-20-10-21
    Sales Tax, menu, 11-33, 11-35-11-38
                                                        matrix, cost
    Stock file, 11-9
                                                            No/Cost Matrix Exists, field on Set Handling
    Stock, Stock File Changes Report from, 11-10
                                                              Charge screen, 11-57
    system, a-17, b-2, c-3-c-4, b-2, 1-6, 5-2, 6-6,
                                                            option on Maintenance menu, 10-20
      6-22, 7-23, 9-16, 9-18, 9-21-9-22, 9-26, 10-1,
                                                            option on System Reports menu, 9-22, 10-20
      10-18, 10-23, 10-33, 11-4, 11-9
                                                            pricing options in, 10-20
    System, option on Parts Menu, 6-22, 10-1-10-2, 10-7, 10-10, 10-14-10-15, 10-17, 10-19-10-20,
                                                            range, 10-20-10-21
                                                            screen, 10-20
      10-22, 10-25, 10-34-10-35, 11-8, 11-11, apx-5
                                                            setting up, 9-22, 10-20-10-21, 11-57
    Tax Package, screen, 11-33
                                                            table, 5-4, 9-22, 10-5, 10-12, 10-20
    Zip Code, menu, 10-35
                                                        Memo
Major Units, option on Total Inventory Report
                                                            on Hold ticket, 1-24
      menu, 11-11, 11-14
                                                            page, 1-24, 1-31, 3-3, 5-3, 10-4, 10-7, 10-11,
Make, field
                                                              10-15, 10-18
    on Customer File screen, 10-12-10-13
                                                            screen command option, 1-24, 1-31, 3-3, 5-3,
    on Repair Order screen, 1-33
                                                              10-4, 10-7, 10-11, 10-15, 10-18
management, a-1-a-2, c-2-c-3, 1-3, 1-14, 1-24,
                                                        Memo, adding to
      6-4, 7-2-7-3, 7-6, 7-20-7-21, 9-1, 9-4, 10-10,
                                                            customer record, 1-24, 10-11
      11-42, 11-50
                                                            history record, 10-15
    access level, 1-3, 1-10, 1-17, 1-20, 1-22, 2-3,
                                                            Hold ticket, 1-24
      5-3, 11-1, 11-4
                                                            Special Order record, 1-31, 3-3, 10-18
    Menu, 10-31, 11-2-11-3, 11-6, 11-8-11-9,
                                                            stock record, 5-3, 10-4
      11-11-11-12, 11-14, 11-16, 11-18-11-19, 11-22,
                                                            vendor record, 10-7
      11-24, 11-26, 11-28-11-29, 11-31, 11-54, 11-57-
                                                        menu
      11-58, apx-9
                                                            bar, a-7-a-8, 1-7, 1-11, 1-17, 1-24, 1-31, 3-3,
    option on Comptron Menu, a-4, b-5, c-2-c-3, 1-3,
                                                              5-3, 5-7, 10-4, 10-6-10-8, 10-11, 10-15,
      5-2, 5-6, 7-16, 11-2, 11-31
                                                              10-18, 11-59
    Reports, menu, 1-23, 11-6
                                                            customizing store header for, 10-27-10-29
    Reports, option on Management Menu, 7-23-
      7-24, 9-19, 9-38, 11-6, 11-8-11-9, 11-11-
                                                            -driven system, defined, a-3
      11-12, 11-14, 11-16, 11-18-11-19, 11-22,
                                                            horizontal, a-7-a-9, 1-7
                                                            options, access to, 1-3, 1-5, 11-3-11-5, 11-42
      11-24, 11-26, 11-28, apx-9
                                                            options, selecting, a-4, a-7-a-8, 1-3-1-4, 1-30,
    Service access level, 11-4, 11-42
                                                              3-2, 8-3-8-4, 9-3, 9-12, 9-17, 9-21, 9-28, 10-4,
Manager, Parts, microfiche program, 11-58
                                                              10-7, 10-11, 10-15, 10-18, 10-27, 10-29, 11-14,
manufacturer
                                                              11-47, apx-4-apx-5
    original equipment, 1-18, 10-8
                                                            path, a-4
    part number assigned by, 1-10, 2-3-2-4, 5-3, 10-4
                                                            screen, a-7, 1-1, 9-2, 9-17
    part number superseded by, 1-13, 4-5
                                                            Service, option, Counter Operations menu, 1-5
    price book, 1-12-1-13, 8-6, 10-27, 10-31, 11-54
                                                            Service, shortcut to, 1-5
    status codes for part movement, 5-4, 10-5
                                                        message
    suggested retail price, 10-32, 11-55
                                                            credit, 3-5
    warranty from, 1-8, 9-15, 10-32
                                                            disclaimer, for RO, 11-43
margin, profit, a-2, 11-56
                                                            error, a-11, b-2
markup, c-4, 6-12
                                                            cleaning/shutdown, b-2
    Percent, field on Stock File screen, 5-4, 10-5
                                                            customized, on Special Order, 6-6
    Percent, option, 1-9, 5-4, 7-3, 10-12, 10-23,
                                                            error, b-2
                                                            Hold ticket number, 1-26
    percentage, 1-9, 6-12, 10-12, 11-15, apx-5
                                                            "login" screen prompt, b-2, b-4--b-5, 1-3, 11-31
```

```
message (cont.)
                                                           code (98) for Vendor Number field on Vendor
    warning against re-running End of Month, 7-24
                                                             File screen, 10-8
                                                           field on Change Hold Ticket screen, 10-24
    warning, for Master Book on System Defaults
      screen, 10-31, 11-31
                                                           internal transactions, on End of Day, 7-15
                                                           pricing, disclosing on invoice, 11-53
message, screen, a-4, a-10, b-2, b-4-b-5, 1-1,
                                                           purchases (Vendor 97), 7-8
      1-6, 1-12, 1-16, 1-23, 1-26, 2-6, 3-4-3-5,
                                                           Sales, field on End of Day Detail Listing, 7-8
      5-8, 6-4, 6-8-6-9, 6-12-6-14, 6-22, 6-24,
                                                           Sales Tax on, field on System Defaults scrn, 11-30
      7-24, 8-4, 8-7, 8-10, 9-15, 9-30, 9-32, 9-35,
                                                           warranty transactions, on End of Day, 7-14
      10-3, 10-22, 10-29, 10-31, 11-5, 11-7, 11-9,
      11-15-11-17, 11-24, 11-28, 11-31, 11-43,
                                                       Miscellaneous (Vendor 98)
      11-49, 11-53-11-54, 11-60
                                                           entries, setting default for tax, 11-30
                                                           fields on End of Day Reconciliation, 7-10, 7-12,
    cleaning/shutdown, b-2
    software copyright, b-2, b-5, 1-3, 11-31
                                                             7-14-7-15
                                                           fields on End of Day Detail Listing, 7-8
microfiche
    menu, 11-58, 11-60
                                                       missing
                                                           End of Day reports, how to rerun without
    option on Management Menu, 11-58
                                                             updating history, 10-26, apx-6
    system, 11-58
                                                           transactions, on End of Day printouts, apx-6
microfiche program, 11-58
    codes on RTI Vendor File screen, 11-59-11-60
                                                       model
    FicheFinder, 11-58
                                                           code range for Vendor 3 worksheets, 8-7
    iNParts (Honda), 11-58
                                                           field on Customer File screen, 10-12-10-13
    KIC (Kawasaki), 11-58
                                                           field on Deleted Repair Orders report, 11-19
    Parts Manager, 11-58
                                                           field on Repair Order screen, 1-33, 10-13, 11-19
                                                           name/numbr of customer's primary vehicle, 10-13
    PartSmart, 11-58
                                                           number for Vendor 3, 8-6
Microsoft Windows
                                                           search option, 1-36
    computer terminal, 11-59
    using DoubleView screen with, b-3, apx-2
                                                       modify
                                                           Cost & SO Deposit Exempt, View/, field on
Minimum
                                                             System Defaults screen, 11-30
    Order Quantity, field on Creating Stock Order
                                                           Device Destinations, screen, 11-47-11-48
      screen, 6-12
                                                           names of tax-exempt fields in Sales, 11-44
    Order Quantity, field on Stock File screen, 5-5,
      10-6
                                                           operator access to cost fields/ticket cancellation,
                                                             11-4, 11-30
    SO Deposit, flag on Parts Defaults scrn, 11-40
                                                           Sales department defaults, 11-44
minimum access level
                                                           Technician, Calendar, & Holiday files, access to,
    for Appointments, Schedule, & Repair Orders
                                                             11-4, 11-42
      options on Service Menu, 11-4, 11-42
                                                           Terminal Printer Destinations, menu, 11-47
    to add tax package/kits/rates from ticket or RO,
      setting, 11-32
                                                           F&I Sales program, 1-3, 10-29, 11-5, 11-11,
minimum access level
    to cancel line/Hold ticket, setting, 11-30
                                                           Service program, 1-3, 10-14, 11-4, 11-42
    to end Repair Order, 11-4, 11-42
    to sell/edit parts on Repair Order, 11-4, 11-42
                                                       (Money) Fields, Amount, section on Vehicle Field
    to view/modify cost, setting, 11-30
                                                             Names screen, 10-30, 11-43
                                                       monitor (screen), b-2, b-5
    (Non-Taxable) Parts, field on End of Day Recon-
                                                       Month, End of
      ciliation, 7-10, 7-12, 7-14-7-15
                                                           processing, c-6, 5-5, 7-23-7-24, 8-10, 10-6,
    (Non-Taxable) R/O, field on End of Day Recon-
                                                             10-15-10-16, 11-6, 11-11, apx-6
      ciliation, 7-12, 7-14-7-15
                                                           reprints, 10-25, apx-9
    Parts, option on Sales Tax Maintenance menu,
                                                       Month, End of Day/
                                                           menu, 7-23
    R/O, option on Sales Tax Maintenance menu,
                                                           option on Parts Menu, c-6, 5-5, 7-1, 7-23-7-24,
      11-38
                                                             8-10, 10-6, 10-16, 11-6, 11-26
    Sales Tax, Parts-, menu, 11-37
                                                           reprints, 10-25, apx-8
    (Taxable) Parts, field, EOD Reconciliation, 7-10,
                                                       Month, Sales
      7-12, 7-14-7-15
                                                           fields on Stock File screen, 5-6, 10-6
    (Taxable) R/O, field, EOD Reconciliation, 7-12,
                                                           Last, field on Stock File screen, 5-5, 10-6
      7-14-7-15
                                                           Prev, field on Stock File screen, 5-5, 5-7, 10-6
Misc Tax
                                                           This, field on Stock File screen, 5-5, 10-6
    Kit, Parts-, screen, 11-37
                                                       Monthly), Part Movement (3yr, option on Stock
    Kit, R/O-, screen, 11-38
                                                            Reports menu, 9-7
    Rate, Parts-, screen, 11-37
    Rate, R/O-, screen, 11-38
                                                           FI, field on History Defaults screen, 11-39
miscellaneous
                                                           Not Sold Within (, field on Part Movement
    charges, on End of Day printouts, apx-6
                                                             history printout, apx-5
```

Months (cont.) of Picked-Up Special Orders, flag on Parts Defaults screen, 11-40	and Phone Number, by Name, option on Vendor Print Menu, 9-11 category, printing list by, 9-21
PS, field on History Defaults screen, 11-39 Sold Within, field on Fast Moving Parts history printout, 9-16	contact person's at vendor, for Attn: field, 10-8 Exception Accounts by, disclosure defaults screen, 11-53
months history Number, option on Service Defaults Menu, 11-43 to keep on F&I transactions, number of, 11-39	First, field on Customer File screen, 1-33 First, field on Special Order Processing: Name Input screen, 1-30, 3-3 item, 2-2
to keep on Parts transactions, number of, 11-39 to keep on Service transactions, number of, 11-39	model, of customer's primary vehicle, 10-13 operator, 1-23, 9-38, 11-3, 11-26
Move Line, screen command option, 1-37	part, 2-2
Moved, type for Action field on Stock File Changes report, 11-10 movement	Print Customer Discount Report by, screen, 11-15 Print Customers by, screen, 4-7, 9-12
of cursor through screen, a-6, a-8-a-9, 1-6, 1-11, 1-30, 1-37, 3-3, 4-6, 5-7, 6-12, 6-22,	printing customer list by, 9-13 Quick Listing by, option on Account File Prints menu, 9-26
9-31, 9-33, 11-41, 11-53, 11-59 of inventory, tracking, c-3-c-4, 5-4, 9-1, 9-7, 10-1, 10-5	Starting, field on Listing by Name screen, 9-27 Starting, field on Print Customers by Name screen, 4-7, 9-12
movement (3yr	Starting, fld for printing vendor mailing labels, 4-8
History), Part, option, Stock Reports menu, 9-7 History), Part, report option, Part Information menu, 9-17	store (dealership), 10-27 Vehicle Fields, option on Service Defaults menu, 11-43
Monthly), Part, option, Stock Reports menu, 9-7	Name and
Monthly), Part, report option, Part Information menu, 9-17	Address by Name, optn, Vendor Print Menu, 9-11 Address by Vendor, option on Vendor Print
movement, part, a-2, c-3–c-4, 9-1, 9-7, 9-17, 10-5, 10-19	Menu, 9-11 Phone Number by Name, option on Vendor Print
history reports, 9-8, 9-17	Menu, 9-11
option on History File Print menu, 9-16, apx-5 option on Stock Reports menu, 9-7	Phone Number by Vendor, option on Vendor Print Menu, 9-11
status codes, 5-4, 6-4, 10-5	Name, By, option
moving cursor through screen, a-6, a-8–a-9, 1-6, 1-11,	for printing customer mailing labels, 4-7 on Print Customers by Name screen, 9-12
1-30, 1-37, 3-3, 4-6, 5-7, 6-12, 6-22, 9-31,	on Print Operator File menu, 9-28
9-33, 10-9, 11-41, 11-53, 11-59–11-60 Fast, Order by Vendor, option on Other Order	on Print Vendor Mailing Labels menu, 4-8 name, customer, 1-31, 1-35, 3-4, 7-18–7-19,
Options menu, 6-13	9-12-9-13, 10-10, 10-23, 11-14, 11-19-11-20,
fast, parts, 5-4, 6-4, 6-14, 9-1, 9-7, 10-1, 10-5 slow, parts, a-2, 5-4, 6-4, 9-1, 9-7, 10-5	11-28, apx-5
slow, parts, returning to vendor, apx-5	account list by, 9-26 Customer Discount Report by, 11-15
superseded part number to new number, c-4,	deleted ROs print option, 11-20
5-7, 10-33, 11-56 Moving Parts	field on Change Hold Ticket screen, 10-23 last, 10-10
Fast-, Part Movement History report option, 9-7	on label for specially ordered part,6-21
Fast-, report option on Parts Information menu, 9-16	on mailing label, 4-1 on Special Order, 3-1
Slow, report, apx-5	option on Print Deleted Repair Orders menu,
Slow-, Part Movement History report optn, 9-7	11-20
Slow-, report option on Parts Information menu, 9-16, 10-5, apx-5	option on Searching for Hold Ticket menu, 1-27, 10-22
Mtd Sales, field on Total Inventory report, 11-13	printing mailing labels by, 4-2, 4-7 printing on ticket, 1-6
multiples, 6-17–6-18, 10-32, 11-18 Divide Cost by, option on Update Inventory screen, 11-55	searching for, 1-6, 1-8, 1-27–1-28, 1-30, 1-32, 1-36, 3-2–3-3, 10-10, 10-17, 10-22
field on Creating Stock Order screen, 6-12	Special Order list by, 9-19 Name, Ending
field on Stock File screen, 5-5, 10-6, 11-55 field on Suggested Stock Order, 6-4-6-5	field, for printing vendor mailing labels, 4-8
Ignore the, field, Update Inventory screen, 10-32	field on Listing by Name screen, for Account file printout, 9-27
N	field, Print Customers by Name scrn, 4-7, 9-12
name	Name, field, 1-16
Account File Listing by, report, 9-27	on Daily Special Order Activity report, 7-18

Name, field (cont.)	line number, moving line to, 1-3/
on Operator File screen, 11-3	manufacturer's price book, installng, 10-30, 11-54
on Special Order Processing screen, 3-4	part cost/quantity averaged in Order Receiving,
on Vendor File screen, 10-8	5-4, 10-5
user-defined, in Vehicle file, 10-29–10-30, 11-43	part quantities, updated in Order Receiving, 6-7
user-defined, in Tax Exempt Sales Names file, 11-44	parts, printing labels for in Order Receiving, 6-20
	percent profit, updating to, 11-55
name input screen, 9-27	price labels, printing for parts after update, 10-32 Qty, field on Inventory Changes Report, 8-11
Repair Order, 1-32, 1-36	record, adding, a-7, 1-14, 1-24, 1-37, 6-24,
Special Order Processing, 1-30, 3-2-3-3	7-21, 9-4, 11-41
Name, Last, field	report title in Report Generator, 9-29
on Customer Information screen, 1-6	retail price after price book update, 10-33, 11-56
on Repair Order screen, 1-33	sales, tracking, a-2
on Special Order Processing: Name Input	Stock Kit, adding, 1-16
screen, 1-30, 3-2	suggested cost/retail/% profit, updating to, 10-32,
Name, Listing by	11-54
option, Account File Prints menu, 9-26-9-27	ticket, starting, 1-5
option on Special Order Prints menu, 9-19	units, value of, 11-14
screen, 9-27	vendor, adding, 10-7, 10-35, 11-60
name of	Zip Code Directory, updating file with, 10-35
field, 1-17, 9-31, 10-30, 11-43	zip code record, adding, 10-34
new filter in Report Generator, 9-33	new part number, 5-7, 11-49
new report in Report Generator, 9-30	adding, 1-14, 11-41
Vendor, field, Set Handling Charge screen, 11-57	assigned by manufacturer, 1-13, 5-7–5-8, 10-33,
name, vendor, 10-7–10-8, 11-57, 11-60, apx-5	11-56
label printing option, 4-8	next
on mailing label, 4-1	Customer Number, field on System Defaults
printing list by, 9-11	screen, 11-30
printing mailing labels by, 4-2	Estimate Ticket Number, flag on Parts Defaults
searching by, 6-23	screen, 11-40
names	field, advancing to, 4-5
changeable, of fields in Vehicle file, 10-29, 11-43	Inventory Number, flag on Parts Defaults screen,
changeable, of fields in Tax Exempt Sales	11-40
Names file, 11-44	item, advancing to, a-7, 4-9, 5-2, 6-8, 8-8, 9-5, 10-2-10-3, 10-7, 10-10, 10-15, 10-17, 10-20,
Tax Exempt Sales, option on Sales Defaults	10-34, 11-53
Menu, 11-44	Odom, column heading on Vehicle List, 9-15
Tax Exempt Sales, screen, 11-44	Purchase Order Number, flag on Parts Defaults
Vehicle Field, screen, 10-29, 11-43	screen, 11-33
negative sales, 7-4	on Parts Defaults
negative quantity, 7-23, 9-8, 11-12, 11-41	screen, 11-40
option on Stock Reports menu, 7-23, 9-8	screen command option, a-7, 1-6, 1-21, 1-28,
Report, 7-23, 9-8	1-30, 3-3, 4-9, 5-2, 10-3, 10-7, 10-10, 10-15,
network devices, configuring for F.U.\$.\$. pro-	10-17, 10-20, 10-34, 11-60
gram, 11-45	screenful, displaying from file, 1-11, 1-21, 1-30,
new	2-3, 3-3, 11-60
category numbers for accessories, a-15	Service, column heading on Vehicle List, 9-15 Service Due Date, option on Print Vehicle File
Balance, field on Enter Amount Paid Out	menu, 9-14
screen, 1-35	Ticket Number, flag on Parts Defaults screen,
Balance, field on Enter Amount Received screen,	11-40
1-34	No
bike sales, 1-8	Labels at All, No, option on Order Receiving:
cost matrix, adding for vendor, 10-20	Print Labels menu, 6-21, 6-23
cost, stock level, or reorder point, 6-7–6-8, 8-8	Matrix, code for Discount Type field, 10-12
cost, updating to, 11-55 custom label, adding, 4-9	Matrix, option for setting up cost matrix
customer, adding, 1-6, 1-21, 10-10, 10-34–10-35,	range, 10-21
11-30	Purchase Order, Receive from Invoice -, option
customized report, designing in Report Genera-	on Order Receiving menu, 6-23-6-24
tor, 9-30–9-31, 9-33	No.
discount type and percentage on Customer	of Days Back, field for Fast Moving Order by
Discount Report, 11-28	Vendor, 6-13
field on Account File Changes Report, 11-11	Starting Line, screen command option, 1-21
inventory counts, entering, 8-9	Non-Search Fields, section on Vehicle Field
kit number for changed Stock Kit 1-18	Names screen 10-30 11-43

Non-Taxable	basic, for Vendor 3, 8-6-8-7
Parts Labor, field on End of Day Reconcilia-	by Operator, optn, Print Operator File menu, 9-28
tion, 7-10, 7-12, 7-14–7-15	By Part, history graph option, 9-17
Parts Misc, field on EOD Reconciliation, 7-10,	By Ticket, option on Estimate Transactions
7-12, 7-14-7-15	Report, 11-19
R/O Labor, field on EOD Reconciliation, 7-10, 7-12, 7-14, 7-16	By Vendor and Part, option for Extended Price Report, 11-16
R/O Misc, field on EOD Reconciliation, 7-10,	category, a-15, 1-10, 2-3, 5-3, 10-4, 10-19,
7-12, 7-14–7-15 Returns, field on EOD Reconciliation, 7-9, 7-12,	11-13 Category, field on Category File screen, 10-19
7-147-15	category, printing list by, 9-21
Sales, field on EOD Reconciliation, 7-9, 7-12,	check, for payment, 1-22
7-147-15	claim, 1-8
nontaxable	client identification, for Follow-Up Sales
account, apx-5	Systems, 11-38
item, 7-3, 7-7-7-8	code, a-15, 1-10, 1-12, 2-4, 4-9, 9-3, 9-8
labor, 7-10, 7-12, 7-14-7-16	Create Work Sheet by Part, screen, 8-4–8-5, 8-7 credit card, for payment, 1-22
miscellaneous, 7-10, 7-12, 7-14-7-15	dealer, c-3, 10-8
returns, 7-9, 7-12, 7-14-7-15	Dealer, field on Vendor File screen, 10-8
sales, 7-9, 7-12, 7-14-7-15	default, changing, 11-29
transactions, 1-8, 7-2, 7-9–7-10, 7-12, 7-14–	Deleted Repair Orders Report by RO, 11-20
7-16, 11-44, apx-5	ending, 8-7, 9-7, 9-9, 9-17
not	estimate ticket, 11-18–11-19, 11-40
edited, suggested stock order, deleting, 6-16	Estimate Transactions Report by Ticket, 11-19
ended, Hold tickets, Special Orders on, 11-13	exclusion, print option, 8-7
ended, Repair Order (deleted), 11-19 picked up, Special Orders, value of, 11-13	Extended Price Report Print by Vendor & Part,
shown on report, handling charge, 11-57	11-17-11-18
Found", "Record, screen message, a-10, 1-12,	fax, c-3, 10-8
5-3, 10-3	Fax, field on Vendor File screen, 10-8
Ordered, Parts, option on Special Order Prints	field on Special Order Processing screen, 3-4
menu, 9-19	Hold ticket, 1-20, 1-25-1-26, 3-3, 9-19, 9-23-
Sold Within (Months), field on history	9-24, 10-22–10-23, apx-5
printout, apx-5	identification, client, for Follow-Up Sales
	Systems program, 11-45
10-3, 10-16, 11-7, 11-14	in password, b-3-b-4, 11-3
as reason for lost sale, 1-23, 11-7	inventory list, 8-7, 8-9–8-10, 11-40
Menu, Sold Items, 11-24	keypad, using, a-6, b-1-b-2
Sold Items, report, 11-24-11-25	model, of customer's primary vehicle, 10-13 model, for Vendor 3, 8-6
sold part, "ZZ" category assigned to, 1-10, 1-14,	Next Inventory, flag on Parts Defaults screen,
1-24, 1-37, 7-21, 9-4, 11-41	11-40
Nothing	Next Purchase Order, flag on Parts Defaults
to Credit" screen message, 3-5	screen, 11-40
to Refund" screen message,3-5	on hand, 2-3, 5-4, 8-11, 10-5-10-6, 11-12, 11-18
Num Lock, key, use of, a-6, b-1-b-2	operator, c-2, 1-27, 8-9, 9-28, 9-38, 11-3, 11-6-
#	11-7, 11-10-11-11, 11-19, 11-22-11-24, 11-26,
Customer, field on Customer File screen, 10-12	11-28
Lines, field on End of Day Operator Totals	Operator, selection screen, 9-38, 11-26
report, 7-4	order, apx-4
Part, field on Stock File screen, 5-3, 5-7, 9-32,	phone, 3-1, 3-4, 10-7–10-8, 10-10, 10-12–10-13, 10-23
10-4	Phone, field, Special Order Processing screen, 3-4
Part, field on Receiving Stock Order from Invoice	PO, prompt screen, 6-21–6-23
screen, 6-23	post office box, 10-8
RO, field on Repair Order screen, 1-33 Tax ID, field, Customer File screen, 10-12, apx-5	purchase order, 6-21–6-23, 7-18, 10-17, 10-26,
Tickets, field, End of Day Operator Totals rpt, 7-4	11-8, 11-40, apx-4
Vendor, field on Stock File screen, 5-3, 10-4	purchase order, default, 11-29
#, Sub	Quick Listing by Account, option on Account
Part, field on Stock File screen, 5-3, 10-4	File Prints menu, 9-26
Part, field, Receiving Stock Order from Invoice	range, 8-3, 8-5-8-7, 9-3, 9-7-9-9, 9-16-9-17,
screen, 6-23	9-23, 9-29, 11-13, 11-16, 11-19-11-20, 11-23-
Ven, field on Stock File screen, 5-3, 10-4	11-24, apx-5
number	Repair Order, 1-32–1-33, 1-36, 11-19–11-20,
access level, 11-3, 11-5	11-22-11-23, 11-33
as part status code, 5-4, 6-14, 10-5	special, assigning to ticket/PO, c-3
authorization, 1-31, 3-3, 10-18	starting, 8-7, 9-7, 9-9, 9-17, 11-30

```
number, part, a-5, a-15-a-16, a-19, c-4-c-5, 1-10,
number (cont.)
                                                               1-12-1-15, 1-17-1-18, 1-24, 1-37, 2-1, 2-3-
    Sub Part, field, 5-3, 10-4
    Sub Ven, field, 5-3, 10-4
                                                              2-5, 3-1, 3-4, 4-1-4-2, 4-4-4-6, 5-1-5-3, 5-6,
                                                              6-4, 6-9, 6-21-6-22, 7-19, 7-21, 7-23, 8-1-
    superseded, c-4, 10-31, 11-48
    tax, 1-8, 9-26, 10-8, 10-12
                                                              8-2, 8-7, 8-9, 9-3-9-4, 9-6-9-7, 9-16-9-17,
    Tax, field on Vendor File screen, 10-8
                                                              9-24, 10-3-10-4, 10-8, 10-15-10-16, 10-30,
    telephone, 7-19, 9-11, 9-13, 9-26
                                                               11-7, 11-11, 11-18, 11-22, 11-24, 11-30-11-31,
    Tickets, field, 7-4
                                                               11-41, 11-54
                                                            adding to order, 6-8, 6-11-6-12
    unit, for internal parts sales, 1-8
    vehicle identification (VIN), 1-33
                                                            bogus, deleting, 5-7
                                                            By Vendor &, option on Extended Price Stock
    worksheet, 8-9-8-10, 11-40
    worksheet, default, 11-29
                                                              File Prints menu, 11-16
                                                            Create Work Sheet by, screen, 8-4, 8-7
number, account, 1-6, 1-28, 7-18, 11-11
                                                            ending, 8-7, 11-16
    customer, 1-8, 9-26, 10-12, 11-14
                                                            exclusion, print option, 8-7
    internal, 1-8
                                                            Extended Price Report Print by Vendor and,
    Listing by, option on Account File Prints menu,
                                                               11-16-11-17
      9-26
                                                            history, cross-reference by, 2-6
    Quick Listing by, option on Account File Prints
                                                            History file print option, apx-5
      menu, 9-26
                                                            history graph option, 9-17
number, customer, 1-6, 1-13, 10-17, 10-22-10-23,
                                                            inventory worksheet option, 8-4
      11-14, 11-28, 11-30
                                                            moved, 11-10
    field on Change Hold Ticket screen, 10-23
                                                            on hand, 11-12
    Hold ticket search option, 10-22
                                                            on label, 4-1-4-6
    Next, field on System Defaults screen, 11-30
                                                            on Stock Order Reminder, 6-18
    option on Searching for Hold Ticket menu, 1-27,
                                                            option, Create Inventory Worksheet menu, 8-4
      10 - 22
                                                            option, Cross Reference History menu, 2-6
    starting, 11-30
                                                            option on Cross Reference Inventory
number, kit, 1-15, 1-17-1-18, 9-9
                                                            menu, 2-1, 2-5
ordered, 6-22-6-24
    field in Add Kit window on ticket screen, 1-16
    field on Create Ticket screen, 1-17
                                                            Parts Inventory Work Sheet by, 8-5
number, line, a-9, 1-10, 1-12, 1-17, 1-36-1-37,
                                                            printing inventory worksheets by, 8-5
      2-2-2-3, 3-4-3-5, 4-9, 5-7, 8-8, 9-5, 9-24,
                                                            range, 8-4-8-7, 9-3, 9-7-9-8, 9-17, 11-24, apx-5
      9-31-9-33, 10-20, 10-22, 11-31, 11-60
                                                            received, 6-22-6-24
    starting, on full ticket screen, 1-21
                                                            searching by, 5-2-5-3, 5-7, 7-23 starting, 8-4, 8-7, 11-16
Number, Listing by
                                                            substitute, 1-18
    Account, option on Account File Prints menu,
                                                            superseded, c-4, 1-13, 5-8, 10-32-10-33, 11-55
    Ticket, option, Print Hold Tickets menu, 9-23
                                                            superseded, moving to new number, 5-7
    Ticket, option, Print Transactions menu, 9-28
                                                            total for vendor, 11-13
                                                            Vendor and, Extended Price Report by, 11-16
number months history
                                                            Vendor and, option on Stock Reports menu, 9-3
    option on Service Defaults Menu, 11-43
                                                            Yamaha, special inventory worksheet by middle
    to keep on F&I transactions, 11-39
                                                               5-digits, 8-6
    to keep on Parts transactions, 11-39
                                                        Number, Part, field, a-9, 3-6, 4-6, 5-3, 6-4, 10-4
    to keep on Service transactions, 11-39
                                                            on Daily Special Order Reminder, 7-19
                                                            on Lost Sales Report, 11-7
    labor hours, 7-3
                                                            on Print Single Labels screen, 4-6
    lines counted for physical inventory, 8-9
                                                            on RO Parts screen, 1-12, 1-37, 11-31
    lines on inventory worksheet, 7-22
                                                            on Stock List for Category screen, 2-3
    lines on ticket, 7-4, 10-24
                                                            on Suggested Stock Order list, 6-4
    months to include in part movement rept, 9-7,
                                                            on ticket screen, 1-10-1-12, 1-17, 1-24, 3-6
      9-16, apx-5
    parts to order, 6-8
                                                        number, part, new, 5-7, 11-49
    parts to stock, 5-5, 8-11, 10-5
                                                            assigned by manufacturer, 1-13
    reprints to keep, 11-49
                                                            moving superseded parts to, 5-7, 10-33, 11-56
    returns handled by operator, 7-20
                                                        number, phone, c-3-c-4, 3-1, 3-4, 9-13, 9-26,
    sales, 5-5, 9-7, 9-17-9-18, 10-6, 10-15-10-16
                                                               10-7, 10-10, 10-12-10-13, 10-23, 10-27
    tickets, total for day, 7-4
                                                            Name and, by Name, option on Vendor Print
    worksheets to print, 8-4
                                                              Menu, 9-11
number of items, 1-10, 1-20, 2-3, 5-4-5-5, 6-11,
                                                            Name and, by Vendor, option on Vendor Print
      6-24, 7-3, 10-5-10-6, 10-15
                                                              Menu, 9-11
    field on End of Day Operator Totals report, 7-3
                                                            store (dealership), 10-27
    to order, 7-19
                                                        Number, Phone, field
number of labels, 4-6
                                                            on Change Hold Ticket screen, 10-23
                                                            on Daily Special Order Reminder, 7-19
    field on Print Single Labels screen, 4-6
    to print, 4-4, 4-6
```

Number, Phone, field (cont.)	8-11, 9-6-9-8, 9-17, 10-6, 11-9-11-10, 11-12-
on Special Order Processing screen, 3-4	11-13, 11-18, 11-31, 11-58
on Vendor File screen, 10-8	access to view, 11-30
number, Repair Order, 11-19, 11-22, 11-42	field on Stock File screen, 5-4, 5-6, 10-3, 10-5
option on Service Defaults Menu, 11-42	on order, 7-23
range, 11-20, 11-23	field on Daily Special Order Activity rep, 7-17-
number, RO, 11-19, 11-22	7-18
Deleted Repair Orders Report by, 11-20	quantity, 1-10, 5-5, 6-7, 6-18, 7-17-7-18, 9-8,
option on Print Deleted Repair Orders menu,	9-17, 10-6, 11-12–11-13, 11-58
11-20	Quantity, field, 11-13
option on Repair Order Parts Changes menu,	Quantity, field on Stock File screen, 5-5, 10-6
11-23	on-line ordering
range, 11-20, 11-23	DCS option, apx-4
Repair Order Parts Changes Report by, 11-23	option on Standard Orders menu, 6-10, apx-4
searching by, 1-32	Services, menu, 6-10, apx-4
number, ticket, c-3, 6-6, 6-9, 7-18, 9-23-9-24,	On-Order, field on ticket screen, 1-10
9-29, 10-17, 11-6, 11-40	One Label Per Item, option
By, option on Print Estimate Transactions menu,	on Order Receiving: Parts/Address Labels menu, 6-21
11-19 default, 11-29	on Print All Parts Labels menu, 4-5
ending, 11-19	
estimate, 11-18–11-19, 11-40	Only Address Labels, option on Order Receiving: Print
Estimate Transactions Report by, 11-19	Labels menu, 6-21, 6-23
Listing by, option, Print Transactions menu, 9-29	Cost, (Keep Profit), option on Update Inventory
Next Estimate, flag on Parts Defaults screen,	screen, 10-32, 11-55
11-40	Cost, (Keep Retail), option on Update Inventory
Next, flag on Parts Defaults screen, 11-40	screen, 10-32, 11-55
of Special Order printed on purchase order, 6-9	Parts Labels, option on Order Receiving: Print
option on Searching for Hold Ticket menu, 1-26,	Labels menu, 6-21, 6-23
10-22-10-23	Price, screen command option, 5-6, 10-3
order, for printing special PO, 6-6, 6-9	Quantity, screen command option, 5-6, 10-3
range, 11-19 search option, 10-17, 10-22	Retail, (Keep Cost), option on Update Inventory
starting, 11-19	screen, 10-32, 11-55
number, vendor, a-15-a-16, c-3-c-5, 1-10-1-12,	Retail, (Keep Profit), option on Update Inventory screen, 10-32, 11-55
1-17, 2-3, 3-4, 4-1, 4-4-4-5, 4-8, 5-3, 5-7,	
6-4-6-5, 6-7, 6-11, 6-23, 7-19, 8-11, 9-9,	open
9-11, 10-4, 10-7, 10-16, 10-30, 11-7, 11-12-	accounts, c-4 electronic cash drawer, 1-23, 1-28, 3-5, 10-25
11-13, 11-16, 11-18, 11-30, 11-59-11-60	the Cash Drawer, option on System Utilities
3 by 5-Digit, special inventory worksheet	menu, 10-25
option, 8-6	operating system
and Part, report option, 9-3, 11-16	computer, b-3, 9-36, 11-59
ending, 11-16	Unix, 11-48, 9-36, 11-58
field on Vendor File screen, 10-8	Windows, b-3, 9-36, 11-59
range, 11-16, 11-24	Operations, Counter
starting, 11-16	menu, 1-5-1-6, 1-26, 1-28-1-29, 1-32, 1-35
Numbers Plack of Johal antion 4.5	1-36, apx-5
Block of, label option, 4-5 Part, field on Total Inventory Report, 11-13	option on Parts Menu, 1-1-1-2, 1-5, 1-15, 1-28-
Single, option, Print Parts Labels menu, 4-5—	1-29, 3-5, 9-23, 11-4-11-5
4-6	Parts, a-8, c-6, 1-3, 1-29, 1-39, 3-1-3-2, 3-5-3-6,
. •	4-1, 6-5, 7-2, 9-8, 9-19, 9-23, 9-28–9-29, 10-8,
0	10-10, 10-17, 10-22, 11-4-11-5, 11-18, 11-40
	operator, c-3-c-4, 3-6, 7-21, 9-4, 10-21, 11-7-
Odom Date, column heading on Vehicle List, 9-15	11-11, 11-24 access level, c-2, 1-3, 1-10, 1-17, 1-29, 9-28,
Next, column heading on Vehicle List, 9-15	9-38, 10-10, 11-3-11-5, 11-30
	adding, 11-3
Read, column heading on Vehicle List, 9-15	beginning, for print range, 9-5
odometer reading, 9-15	By, option on Print Estimate Transactions menu,
OEM (part), 1-18, 10-8	11-19
See also original equipment manufacturer	By, option on Print Transactions menu, 9-29
Old Qty, field on Inventory Changes Report, 8-11	by, report option, 11-23
On Hand, field on ticket screen, 1-10	Cash Summary, flag on End of Day Defaults
on hand quantity, c-4, 1-10, 1-12, 2-1, 2-3, 5-4-	screen, 11-49
5767646761162262472388	Cash Summary report 7-1 7-16-7-17 11-49

operator (cont.)	Ora
Cash-Out Sheet by, report, 9-38–9-39, 11-26–11-27	Back-, field on Create Ticket screen, 1-10 /Changed, field on Outstanding Stock Orders
codes, 9-5–9-6, 11-21	report, 6-18
Delete, Deleted Repair Orders Report by, 11-21 Delete, option on Print Deleted Repair Orders	Date-, field on Create Ticket screen, 1-10 order, 8-11
menu, 11-21	Cost, field on Creating Stock Order screen, 6-12
deleting, 11-19	Cost, field on Receiving Stock Order serven, 6-12
department, 9-28, 9-38, 11-5	editing, apx-4
ending, for print range, 9-5	Enter Exceptions to Purchase, option on Order
ending ticket, 11-40 estimate transactions, 11-18	Receiving menu, 6-23-6-24
Hold ticket print option, 1-27, 10-22–10-23	field on Edit Stock Order (History) screen, 6-8 for Future Sales, option on Other Order Options
information on End of Day, 7-2	menu, 6-15
Letter Codes, window on Category Adjustment	for Spring Dating, option on Other Order Options
Report screen, 9-6 List by Operator, 9-28	menu, 6-15
Listing by, option, Print Hold Tickets menu, 9-23	Form, Type Repair, option on Service Defaults menu, 11-43
name, 1-23, 9-38, 11-3, 11-26	information, 2-1
opening cash drawer, 10-25	Items to, field on Stock Order Reminder, 6-18
Parts counter, 7-2, 7-20, 11-4 password, 10-10, 11-3, 11-5	Last, field on Stock Order Reminder, 6-19
productivity, 7-3, 7-20, 9-1	number, apx-4 On, field, Daily Special Order Activity rpt, 7-17-
range, 9-4, 11-23-11-24	7-18
Range, Category Adjustment Report Date/,	on Hold ticket, 1-24, 3-6, 7-24, 9-23, 11-13
screen, 9-5	On-, field on ticket screen, 1-10
Repair Order, 1-33, 3-6, 11-19, 11-22 Repair Order Parts Changes Report by, 11-23	on-line, 6-10
Search, window, Category Adjustment Report	on-line, DCS option, apx-4 Options, Other, menu, a-8, 6-13, 6-15
screen, 9-5	Options, Other, optn, Order Processing mnu, 6-13
Selection, window on Operator Number Selection	picked up, 11-9
screen, 9-38, 11-26 speed, increasing, 1-15	Priorities, option on System Defaults menu, 11-32
Totals Report, End of Day, 7-1, 7-3–7-4, 7-20,	quantity to, 6-3–6-4, 6-8, 6-15, 7-19 Quantity to, field on Creating Stock Order
11-50	screen, 6-11
Transaction Listing by, 9-29	Qty, field on Suggested Stock Order, 6-4
who created Hold ticket, 9-23–9-24, 10-22–10-23	received, 7-2, 7-20, 11-51
Operator, field on Account File Changes Report, 11-11	received, backordered items on invoice, 6-17 record, date changed on, 6-18
on Cancelled Parts Ordered Report, 11-8	Reports, menu, 6-17
on Change Hold Ticket screen, 10-23	Reports, option on Order Processing menu, 6-17
on Operator File screen, 11-3	reprinting, 6-6
on Repair Order screen, 1-33 on Stock File Changes report, 11-10	screen command option, 1-12–1-13, 1-17, 1-19, 1-24, 1-29, 1-37, 3-1, 11-31
Operator file, c-2, 9-28, 11-4-11-5	standard, 6-11
option on Management Menu, c-2, 11-3	status, 7-20, 9-19, apx-4
screen, 11-3	status, checking, 6-17
operator number, c-2, 1-27, 8-9, 11-3, 11-6-11-7,	Sug, field on Suggested Stock Order, 6-5 ticket, apx-5
11-10-11-11, 11-19, 11-21-11-22, 11-26, 11-28	ticket number, to print special PO, 6-6
ending, 11-23–11-24 option on Print Operator File menu, 9-28	transaction, 8-3
Selection screen, 9-38, 11-26	type, apx-4
starting, 11-23–11-24	when to place, 5-5 work, a-2, 1-25, 8-8, 9-23
Operator, option	Order Activity
on Repair Order Parts Changes menu, 11-23 on Searching for Hold Ticket mnu, 1-27, 10-22	(Check, Cash), Daily Special, End of Day
on Sold Items NOT in Stock Menu, 11-24	report, 7-18
on System Reports menu, 9-28	Daily Special, report on End of Day, 7-17
Operator Return Totals	(On Account), Daily Special, End of Day report, 7-18
field, 7-20	order by
flag on End of Day Defaults screen, 11-50	Category, Suggested, option, 6-15
Report, End of Day, 7-1, 7-20 Options	Code, option, Other Order Options menu, 6-14
Adding Stock, screen, 5-6, 10-3	mail, 4-8 Part Status, onto Other Order Ontions may 6 14
Other Order, menu, 6-15	Part Status, optn, Other Order Options mnu, 6-14 Vendor, Fast Moving, option on Other Order
Stock, screen, 6-12	Options menu, 6-13

```
order, date, 1-10, 3-4, 6-18-6-19, 7-19, 11-8-
                                                         order, purchase, printing, c-3, 6-2, 6-9, 6-14,
                                                                6-19, 11-47
    Last, field, Creating Stock Order screen, 6-12
                                                             after items received, 6-23
    Last, field on Stock File screen, 5-5, 10-6
                                                             labels for parts on, 6-21, 6-24
order, parts, 1-2, 1-10, 1-12, 1-19-1-20, 1-24,
                                                         order quantity, 2-3, 5-5, 6-7, 6-11-6-12, 6-16,
      1-38, 2-6, 3-1-3-2, 3-4, 3-66-1, 6-4, 6-11,
                                                             6-21-6-24, 7-19, 9-7, 9-17, 11-8, 11-22
      6-18-6-19, 6-23, 7-17-7-18, 9-19-9-20, 9-24,
                                                             changing in Order Receiving, 6-22
      10-1, 10-6, 10-31, 11-4, 11-7, 11-9, 11-11,
                                                             field on Stock Order Reminder, 6-18
      11-22, 11-24, 11-54, apx-4
                                                             Minimum, field Creating Stock Order scrn, 6-12
    dealer number on, 10-8
                                                             Minimum, field on Stock File screen, 5-5, 10-6
    large, price break on, 6-15
                                                         order, quantity on, 1-10, 6-7, 6-18, 7-1, 9-8,
    priority coding for, 6-5-6-6
                                                                11-12-11-13, 11-58
    status of, 1-38, 6-17
                                                             field, 10-6, 11-13
order processing, a-1, 3-1, 6-2, 10-6, 11-9
                                                             field on Stock File screen, 5-5, 10-6
    menu, 6-3, 6-15, apx-4
                                                         order receiving, a-8, 3-1, 6-2
    option on Parts Menu, 3-1, 5-5, 6-1-6-3, 7-23,
                                                             menu, 6-20, 6-22-6-24
      10-31, 11-4, 11-10, 11-33, 11-51, 11-54, apx-4
                                                             option, 7-20, 11-41
    Special, menu, 1-5, 1-29-1-30, 3-2, 3-6
                                                             option on Order Processing menu, 3-4, 5-4, 6-7,
    Special, screen, 1-30, 3-3, 3-5
                                                               6-20-6-21, 7-20, 7-23, 10-5, 10-31, 11-10,
    Stock File Changes Report from, 11-10
                                                                11-51, 11-54
order, purchase, a-2, c-2-c-3, c-6, 3-4, 6-1, 6-8, 6-15, 6-22, 7-1, 7-18, 10-17, 10-25, 10-28, 11-8, 11-29, 11-32-11-33, 11-40, apx-4
                                                             (Parts/Address Labels), submenu, 6-21, 6-23-
                                                               6-24
                                                             (Print Labels), submenu, 6-20-6-22, 6-24
                                                             Stock, screen, 6-22-6-23
    Accept in Entirety, option, 6-20
    accepting quantities on, 6-21
                                                         Order, Repair, a-1, a-9, 1-3, 1-5, 1-29, 1-32,
    adding parts to, 6-8
                                                                1-36-1-37, 3-1-3-2, 3-4, 3-6, 7-2, 7-6, 7-8,
    Cancel, optn on Other Order Options menu, 6-16
                                                                7-12, 9-14, 10-14, 10-29, 11-19-11-20
    created but not received, 6-16
                                                             access level to end, 11-4, 11-42
    creating, a-2, c-6, 6-3, 6-5, 6-19, apx-4
                                                             access level to sell/edit parts on, 11-4, 11-42
    default number for, 11-29
                                                             adding parts to, 1-2, 1-5
    editing, 6-8, 6-13
                                                             canceling parts lines on, 1-38
    editing store header for,10-28
                                                             creating, 10-14
    Enter Exceptions to, option, Order Receiving
                                                             customer information on, 10-10
      menu, 6-23-6-24
                                                             deleted, 11-19
    entering quantities received on, 6-24
                                                             deposit, 1-32-1-33, 7-8, 7-12
    for Special Orders, 6-2, 6-5, 6-19
                                                             Deposits/Refunds, field on End of Day Reconcili-
    for Special Orders, including remark on, 6-6,
                                                                ation, 7-12
                                                             Disclaimer, option on Service Defaults menu,
    in Entirety, Accept, option on Order Receiving
                                                                11-43
      menu, 6-20
                                                             editing, 1-36, 3-6
    information, entering, a-15
                                                             editing store header for, 10-29
    none created for Special Orders, 9-19
                                                             ended, 7-8, 7-12, 9-15
    none for item received on invoice, 6-23-6-24
                                                             ending, 1-33
    number, 6-21, 7-18, 10-17, 11-8, 11-40, apx-4
                                                             ending, access for, 11-4, 11-42
    Number, Next, field on Parts Defaults screen,
                                                             Find, screen, 1-32, 1-36
      11-40
                                                             Form, Type, option, Service Defaults menu, 11-43
    parts canceled on, 11-8-11-10
                                                             history, 11-43
    Parts Category Totals by, report, 11-49
                                                             information on End of Day Detail Listing, 7-6,
    printout, example, 6-10
                                                               7-8
    Receive from Invoice--No, option on Order
                                                             labor, on End of Day Reconciliation, 7-12
      Receiving menu, 6-23-6-24
                                                             last service date on, 9-15
    received, 3-4
                                                             number, 1-32-1-33, 1-36, 11-19, 11-22, 11-42
    receiving, 7-23
                                                             Number, option on Service Defaults Menu, 11-42
    remarks on, 6-6, 6-9
                                                             odometer reading on, 9-15
    reminder to create for Special Orders, 6-18-6-19,
                                                             option on Special Order Processing menu, 1-29,
      7-1, 7-18
                                                               3-2, 3-6
    reprinting, 6-6, 10-25, apx-9
                                                             ordering parts on, 1-38
    shipping priorities on, 6-5, 11-33
                                                             parts sold on, 11-41
    Special Orders on, 6-9
                                                             Payment, option, Counter Operations menu, 1-5,
    transmitting to Honda, apx-4
                                                                1-32, 1-35
order, purchase, printer, c-3, 6-4, 11-47
                                                             printer, stop command for, apx-3
    field on Printer Defaults screen, 11-47
                                                             printing, 1-3, 11-43
                                                             range, 11-20
    stop command for, apx-3
                                                             recommended service comment on, 9-15
```

Order, Repair (cont.)	payments, 1-1
refund, 1-2, 1-5, 1-32-1-33, 1-35, 7-8, 7-12	pending, 3-2, 6-19, 7-2
reprinting, 11-4	picked up, 11-9
sales, 11-41	pickup, 1-29, 3-2-3-4, 7-8, 7-11, 7-17-7-18,
screen, 1-32-1-35, 9-15, 10-14, 10-30, 11-30	9-20, 11-13, 11-40
setting access level to add tax package/kits/rates	pickup on Hold ticket not ended, 7-24
	printing purchase order for, 6-2, 6-5-6-6
from, 11-32	
Searching for, menu, 1-32, 1-36	printout, example, 6-6
Special Order on, 1-29, 3-1–3-2, 3-4, 3-6	Prints, menu, 7-23, 9-19, 11-7
Summary, 11-4	Priorities, screen, 11-32
Summary report, access to print, 11-4, 11-42	priority codes, 1-11, 6-5-6-6, 6-9, 9-24, 11-33
vehicle information on, 10-14	received, 7-20, 11-51
work code for, 7-2	receiving, 6-1, 6-21, 6-23
•	
Order, Repair, parts, 11-11, 11-24, 11-41	record, adding Memo to, 1-31, 3-3, 10-18
access level to edit, 11-42	refund, 1-29, 1-31, 3-2-3-3, 3-5, 7-8, 7-11, 7-17
Changes, option on Management Reports menu,	Reminder, Daily, on End of Day, 6-19, 7-1–7-2,
11-22-11-23	7-18
Changes report, 11-22-11-23	Reminder, option on Order Reports menu, 6-19
lines on, 1-37	status, 1-29, 3-3-3-4, 3-6
	ticket, 7-18
option on Counter Operations menu, 1-5, 1-36	ticket balance, 3-5
receiving, 11-51	Tetale antion on Carriel Onder Drints many 0.20
screen, a-8, 1-15, 1-18, 1-37, 3-6	Totals, option on Special Order Prints menu, 9-20
Service access level, 11-4, 11-42	tracking, 7-17
Status, screen, 1-38	transaction, 7-21, 11-32
	transaction type, 1-10-1-11, 11-41
Order, Repair, payments, 1-1-1-2	by Vendor, option, 6-5
screen, 1-34-1-35	use for slow-moving parts instead of stocking
Service access level, 11-4, 11-42	
Order, Special, c-2, 1-5, 1-13, 3-1-3-6, 6-12,	them, apx-5
7-1-7-2, 7-6, 7-8, 7-11, 7-17-7-18, 7-20,	Order, Special, on
	account, 3-4-3-5, 7-18
7-24, 9-1, 10-17-10-18, 11-12-11-13, 11-32-	account, no deposit for, 3-5
11-33, 11-44	Hold ticket, 1-10, 1-29–1-30, 3-1–3-3, 3-5–3-6,
Activity (Check, Cash), Daily, report, 7-1, 7-17	
Activity (On Account), Daily, 7-17-7-18	7-24, 9-19, 9-24, 10-17, 11-13
amount due, 1-22, 3-5	Hold ticket, no deposit for, 3-5
by Vendor, option, Standard Orders menu, 6-5	Hold ticket, no refund on, 3-5
canceled, 7-17-7-18	Parts counter ticket, 3-2
	purchase order, 6-6
canceling, 6-16	Repair Order, 1-29, 3-1-3-2, 3-4, 3-6
checking on, 1-29	-
creating, 6-5, 6-19	Order, Special, processing, 3-1
customer information for, 1-6, 9-19, 10-10,	menu, 1-5, 1-29–1-30, 3-2, 3-6
10-17	name input screen, 1-30, 1-32, 3-2
deleting record of, 10-17	screen, 1-30, 3-3, 3-5
	order, stock, 2-3, 5-5, 6-2, 6-16, 6-23, 7-20,
deposit, 1-22, 1-29, 1-31, 3-2-3-3, 3-5, 7-8,	
7-11, 7-17, 9-20, 11-40	10-6, 11-44
Deposits/Refunds, field on End of Day Recon-	by Vendor, option on Standard Orders menu, 6-3
ciliation, 7-11	canceling, 6-16
duplicate, 9-20	Creating, screen, 6-11–6-12
Duplication Information, report, 7-23, 9-19,	Delete Suggested, option on Other Order Options
11-7	menu, 6-16
File Changes, option on Management Reports	Edit, option on Standard Orders menu, 6-5, 6-7,
menu, 11-8-11-9	6-12-6-15
File Changes Report, 11-8–11-9	Edit, screen, 6-7-6-8
file, correcting for improperly received part,	editing, 6-2, 6-4–6-5, 6-14, apx-4
6-22, 11-9	Forced, option, 6-11–6-12
File, screen, 10-17	Forced, option on Standard Orders menu, 6-11-
finding, 1-30, 1-32, 3-2, 10-17	6-12
information, 1-30, 3-1, 3-3-3-4, 7-6, 10-17	from Invoice, Receiving, screen, 6-23–6-24
latest prices for, 10-31, 11-54	(History), Edit, screen, 6-8
list, 1-30, 3-3, 9-19-9-20	list, printing, 6-15
locating, 10-17	outstanding, 7-23
Memo page, 1-31, 3-3, 10-18	printout, 6-15
minmum deposit, 11-40	received, 7-20, 11-51
option on Maintenance menu, 10-17	receiving, 6-21
option on System Reports menu, 9-19	Receiving, screen, 6-22–6-23
parts, c-2, 1-11, 1-13, 1-19-1-20, 1-29, 3-2, 3-4-	Reminder, option, Order Reports menu, 6-18
3-5, 6-22, 7-8, 7-17-7-18, 9-19, 9-24, 11-7,	Reminder, report, 6-18-6-19
11-9, 11-11-11-12, 11-40	

```
order, stock (cont.)
                                                        Origin, field on Stock File screen, 5-5, 10-6
    standard, 6-9
                                                        original equipment manufacturer, 1-18, 10-8
    transmitting to Honda, apx-4
                                                            See also OEM
order, suggested, 5-5, 6-1-6-5, 6-7, 6-11, 6-13-
                                                        Origins, Select Part, screen, 8-3-8-4
      6-16, 10-6
                                                        Other Order Options, menu, 6-13, 6-15
    by Category, option, 10-19
    by Category, option on Other Order Options
                                                            Enter Amount Paid, screen, 1-35
      menu, 6-15
                                                            -of-state sales, 11-44
    editing, 6-5
                                                            Work Sheet, Cash, 9-39, 11-27
    printing, 6-4, 6-15, 10-19
                                                        Outdated Backorders, Cancel, option on Other
    Stock, Delete, option, 6-16
                                                              Order Options menu, 6-16
                                                        output
    Cancelled Parts, report, 11-8
                                                            Selection, screen, 9-34
    Date, field, Daily Special Order Reminder, 7-19
                                                            to screen, display, 6-3, 6-7, 6-13, 8-10, 9-2, 9-4,
    date last, 1-10, 6-19
                                                              9-9, 9-14, 9-34, 10-26-10-27, 11-6, 11-8, 11-22,
    field on Cancelled Parts Ordered Report, 11-8
                                                              11-28
    parts, 1-11, 1-15, 1-20, 1-22, 1-29, 1-31, 1-38,
      3-1-3-5, 5-5, 6-5-6-6, 6-16, 6-22-6-23,
                                                        Outs, Paid, field, 10-24
      7-17-7-18, 9-19-9-20, 9-24, 10-6, 10-31,
                                                            on Change Hold Ticket screen, 10-24
      11-7-11-9, 11-12, 11-24, 11-40, 11-54
                                                            on End of Day Detail Listng, 7-8
    Parts Not, option on Special Order Prints
                                                            on End of Day Reconciliation, 7-12
      menu. 9-19
                                                        outstanding
    Select Priorities to Be, screen, 6-5-6-6, 6-9
                                                            Hold Tickets, printout, 9-23-9-24
    Special, field on Enter Amount Received
                                                            stock orders, 7-23
      screen, 1-22
                                                            Stock Orders, option, Order Reports menu, 6-18
    Total, field on Daily Special Order Activity
                                                        Overstock, option on Stock Reports menu, 9-8
      report, 7-17-7-18
Ordering
                                                      P
    On-Line, option on Standard Orders
                                                        pack, unit, as ordered from vendor, used for
      menu, 6-10, apx-4
                                                              multiples, 5-5, 6-17, 10-6
    Services, On-Line, menu, 6-10, apx-4
                                                        package, 5-5, 10-6
orders
                                                            See unit pack
    Backordered, Special, print option, 9-19
                                                            Maintenance, Tax, screen, 11-33
    by RO Customer, Deleted Repair, report, 11-21
    Months of Picked-Up Special, flag on Parts
                                                        packages
      Defaults screen, 11-33
                                                            Kits/Rates, Sales Tax, field on System Defaults
    Outstanding Stock, option on Order Reports
                                                              screen, 11-32
      menu, 6-18
                                                            sales tax, 11-32
    Picked Up, Special, field on End of Day, 7-11
                                                            Tax, option, Sales Tax Maintenance menu, 11-33
    received, printing for End of Day, 11-52
                                                        packing slip, 6-9, 6-20
    screen command option, 1-38, 3-6
    Standard, menu, 6-3-6-4, apx-4
                                                            Down, key, 1-11
    Standard, option on Order Processing menu, 6-3,
                                                            Up, key, 1-11
      6-11, apx-4
                                                        Paid
Orders, Repair
                                                            Amount, field on Customer File screen, 10-12
    Deleted, report, 11-20-11-21
                                                            Amount, field on Daily SO Activity report, 7-17,
    Deleted, option on Management Reports menu,
                                                              10-12
      11 - 19
                                                            Out, Enter Amount, screen, 1-35
    Ended, field, End of Day Reconciliation, 7-12
                                                        Paid Outs, field, 10-24
    option on Service Menu, 11-4, 11-42
                                                            on Change Hold Ticket screen, 10-24
    Print Deleted, menu, 11-19-11-20
                                                            on End of Day Detail Listing, 7-8
Orders, Special
                                                            on End of Day Reconciliation, 7-12
    Backordered, option on Special Order Prints
                                                        Pairing, Picklist Destination, screen, 11-58–11-59
      menu, 9-20
                                                        Parameters, Report Range, screen in Report Gen-
    field on End of Day, 7-8
                                                              erator, 9-35
    Months of Picked Up, flag on Parts Defaults
                                                        part, 10-32, 11-49
      screen, 11-40
    option on Counter Operations menu, 1-5, 1-29
                                                            alternate vendor for, 1-12
                                                            category, a-2, c-3, 1-10, 1-14, 1-24, 1-37, 7-21, 8-1, 8-5, 8-11, 9-3-9-7, 9-9, 9-16-9-17, 10-4,
    option on Parts Menu, 3-1-3-2
    part of Total Inventory Report, 11-13
    pending, including on purchase order, 6-8-6-9
                                                              10-19, 11-41
    Picked Up, field, End of Day Reconciliation, 7-11
                                                            code, 1-12, 2-3, 4-6, 5-3, 6-4, 7-19, 8-1, 8-5,
                                                              9-3, 9-6-9-8, 9-16-9-17, 10-3-10-4, 10-30,
    Print, screen, 6-9
    Received, option, Special Order Prints mnu, 9-20
                                                              11-18, 11-30
    section on End of Day Detail Listing, 7-6, 7-8
```

```
part (cont.)
                                                            adding to order, 6-8, 6-11-6-12
    cost, a-15, c-4, 1-10, 1-13, 2-1, 2-3, 5-1, 5-4,
                                                             alternate vendor for, 10-8
      5-7, 6-5, 6-7–6-8, 6-12, 6-19, 6-22, 6-24, 8-11.
                                                             bogus, deleting, 5-7
      9-7, 9-17, 9-25, 9-32, 10-5, 10-21, 10-32, 11-7,
                                                            By Vendor and, option on Extended Price Stock
      11-10, 11-12-11-13, 11-16-11-18, 11-22, 11-24,
                                                               File Prints menu, 11-16
      11-54-11-55
                                                             change, 11-10
    cost, changing in Order Receiving, 6-22-6-24
                                                             Create Work Sheet by, screen, 8-4, 8-7
                                                            exclusion, print option, 8-7
    data, substitute, 2-3
    description, 1-10, 1-17, 2-5, 3-4, 4-1, 4-6, 5-7,
                                                             Extended Price Report by Vendor and, 11-16-
      7-19, 9-4, 9-6-9-7, 9-17, 10-4
                                                               11 - 17
    description, updating, 10-32
                                                             history, cross-reference by, 2-6
    fast moving, 5-4, 6-4
                                                            History file print option, apx-5
    information, c-1, 1-10-1-11, 1-13, 1-15, 1-18-
                                                            history graph option, 9-17
      1-19, 1-23-1-24, 1-29, 3-1, 5-3, 5-6, 6-8, 10-3-
                                                            inventory worksheet option, 8-4
      10-4, 10-17, 11-7
                                                            moved, 11-10
    information, changing, 5-6-5-7
                                                             on label, 4-1-4-6, 6-21
    locating, a-15, c-3, 1-10, 1-12-1-13, 1-15, 2-4,
                                                            on Stock Order Reminder, 6-18
                                                            option on Create Inventory Worksheet menu, 8-4
      5-3, 5-7, 10-19
    OEM, 1-18, 10-8
                                                            option on Cross Reference History menu, 2-6
    Numbers, field on Total Inventory Report, 11-13
                                                            option, Cross Reference Inventory menu, 2-1, 2-5
    on order, 7-23
                                                             ordered, 6-22-6-23
    Origins, Select, screen, 8-3-8-4
                                                             Parts Inventory Work Sheet by, 8-5
    quantity, a-5, 1-14, 1-16, 1-24, 1-37, 4-4, 5-5-
                                                            printing inventory worksheets by, 8-5
      5-6, 7-3, 7-23, 8-11, 9-16, 11-18
                                                            range, 8-4-8-7, 8-9, 9-3, 9-7-9-8, 9-16-9-17,
    received, 5-4, 7-20, 7-23-7-24
                                                               11-16, 11-24, apx-5
    returned, adding to Stock file quantities, 11-30
                                                            received, 6-1, 6-22-6-24
                                                            searching by, 1-12-1-13, 2-1, 2-3-2-6, 5-2-5-3,
    sales history, 9-16
    slow moving, 5-4, 6-4
                                                               5-7, 6-11, 6-23, 7-23, 10-3, 10-8, 10-15
    Substitute, area on Create Ticket screen, 1-18
                                                            substitute, 1-18
                                                             superseded, 5-8, 10-32-10-33, 11-55
    Vendor, option on Sold Items NOT in Stock Menu,
      11-24
                                                             superseded, moving to new number, 5-7, 10-33
                                                            total for vendor, 11-12-11-13
part #
                                                             Vendor and, Extended Price Report by, 11-16
    field on Stock File screen, 5-3, 5-7, 9-32, 10-4
                                                             Vendor and, option on Stock Reports menu, 9-3
    field on Receivg Stock Order from Invoice
                                                             Yamaha, special inventory worksheet by middle
      screen, 6-23
                                                               5-digits, 8-6
    Sub, field on Stock File screen, 5-3, 10-4
    Sub, field on Receiving Stock Order from
                                                        part number, ending, 11-16
                                                             field for inventory worksheets, 8-4, 8-7
      Invoice screen, 6-23
part history, 2-1, 5-7-5-8, 6-19, 9-1, 9-4, 9-7-
                                                             field for Sold Items NOT in Stock report, 11-24
                                                            range field for Part Movement History report, 9-7,
      9-8, 9-17, 10-1
                                                               9-17
    cross-reference by, 2-6
    graphs, 9-17
                                                        Part Number, field, 3-6, 4-6, 6-4, 9-31, 11-7,
    screen, 10-4, 10-15
                                                               11-13, 11-22, 11-24
    three-year, report, 9-7, 9-17
                                                             on Daily Special Order Reminder, 7-19
                                                            on Lost Sales Report, 11-7
    viewing for editing stock order, 6-7
                                                             on Print Single Labels screen, 4-6
part movement, a-2, c-4, 9-1, 10-19
                                                             on RO Parts screen, 1-12, 1-37, 11-31
    (3yr History), option on Stock Reports menu, 9-7
                                                            on Stock List for Category screen, 2-3
    (3yr History), option on Parts Information menu,
                                                            on Suggested Stock Order list, 6-4
                                                            on ticket screen, 1-10, 1-12, 1-17, 1-24
    (3yr Monthly), option on Stock Reports menu,
                                                            scrolling search in, a-9, 1-11
                                                        part number, new, 5-8, 10-4, 10-16, 10-30, 11-49
    (3yr Monthly), option on Parts Information
      menu, 9-17
                                                            adding, 1-14
    history, c-3, 9-7-9-8, 9-17
                                                             assigned by manufacturer, 1-13
    History, report, 9-17
                                                             moving superseded parts to, 5-7, 10-33, 11-56
    option on History File Print menu, 9-16, apx-5
                                                        part number, starting, 11-16
    status, 6-4, 6-14, 9-7, 9-16, 10-5
                                                             field for inventory worksheets, 8-4-8-5, 8-7
    status codes, 5-4, 6-14, 10-5
                                                             field for Sold Items NOT in Stock report, 11-24
    stock report option, 9-7
                                                            range field for Part Movement History rept, 9-7,
part number, a-5, a-15-a-16, a-19, c-4-c-5, 1-10,
                                                               9-17
      1-12-1-15, 1-17, 1-24, 1-37, 2-1, 2-3, 2-5, 3-1, part status, 3-1, 6-4, 6-7, 6-14, 9-7
      3-4, 4-5, 5-1-5-3, 5-6, 6-4, 6-9-9-7, 9-16, 9-24, 7-19, 7-21, 7-23, 8-1-8-2, 8-7, 9-4, 9-6, 9-23,
                                                             by Vendor, Part Movement History option on
                                                               Stock Reports menu, 9-7
      11-7, 11-11, 11-18, 11-22, 11-24, 11-30-11-31,
                                                             by Vendor, report option on Parts Information
      11-41, 11-54
                                                               menu, 9-16
    adding new, 1-14
                                                             codes, 6-14, 9-16
```

```
part status (cont.)
                                                            Not Ordered, option on Special Order Prints
    current, 10-32, 11-55
                                                              menu, 9-19
                                                            on order, 7-17, 7-23
    field, 6-4, 9-31, 10-5
    field on Stock File screen, 5-4, 9-32, 10-5
                                                            on Repair Order, access to edit, 11-4, 11-23,
    option on Total Inventory Report menu, 11-11,
                                                               11 - 42
                                                            operator, 7-2, 11-4
    Order by, option, Other Order Options mnu, 6-14
                                                            Ordered, Cancelled, option on Management
    printing Suggested Stock Order list by, 6-2
                                                               Reports menu, 11-8
    Update, option on Update Inventory screen,
                                                            Ordered, Cancelled, report, 11-8
      10-32, 11-55
                                                            ordered, status of, 1-38, 3-1, 3-4, 6-23, 7-17-
                                                               7-18, 7-20, 9-19-9-20, 11-24, 11-51
Partial, match option to find superseded parts, 5-7
                                                            ordering, 1-2, 1-11-1-13, 1-19, 1-24, 1-37-1-38,
parts, 11-56
                                                               3-1, 3-6, 6-1, 6-5, 6-18-6-19, 6-22-6-23, 7-18-
    & Address Labels, option on Order Receiving:
                                                               7-19, 9-19, 10-1, 11-4, 11-33, 11-40, apx-4
      Print Labels menu, 6-21, 6-23
                                                            orders, large, price break on, 6-15
    Access, field on Operator List, 9-28, 11-3
                                                            orders, priority coding for, 1-11, 6-5-6-6, 6-9,
    Add or Change, option on Parts/Inventory Menu,
                                                               11 - 33
      5-2, 5-7, 7-23
                                                            physical inventory of, c-5, 8-1
    /Address Labels), Order Receiving submenu,
                                                            pickup, 1-20, 3-1, 3-4, 7-17, 11-9, 11-11
      6-21, 6-23-6-24
                                                            pricing, disclosing on invoice, 11-53
    Changes, Repair Order, option on Management
                                                            printing on pick ticket, 1-38
      Reports menu, 11-22-11-23
                                                            quantity, c-5, 1-10, 1-14, 1-16, 1-24, 1-37, 3-4,
    Changes, Repair Order, report, 11-22-11-23
                                                               4-4, 5-5-5-6, 6-18, 6-23, 7-3, 7-23, 8-11, 9-16-
    code, 7-2, 7-19
                                                               9-17, 9-24, 10-3, 10-5-10-6, 11-11-11-12, 11-18,
    cost of replacing, 11-17
    count, a-16, c-5, 7-22-7-23, 8-1
                                                            range of, 8-1, 8-4-8-7, 8-9, 9-3, 9-7-9-8, 9-16-
    data, entering into Comptron, c-1-c-2, c-4-c-5,
                                                               9-17, 11-16, 11-24, apx-5
      1-37, 8-3, 10-3
                                                            receiving of, a-2, a-12, 3-1, 6-1, 6-20-6-22,
    defaults, c-3
                                                               6-24, 7-20, 7-23-7-24, 10-5, 10-17, 11-9, 11-51
    Defaults, screen, 7-21, 11-33, 11-40-11-41, 11-50
                                                            report printer, stop command for, apx-3
    department, c-2, 1-8, 1-38, 7-18, 10-28,
                                                            Reports Defaults, screen, 11-51
      11-51-11-52
                                                            Return, department group, 7-5
    department option, 1-7-1-8, 1-27, 7-2, 7-5,
                                                            returning, 1-1-1-2, 1-13, 1-19, 7-14-7-15
      9-24, 10-22–10-23, 11-5
                                                            RO, screen, 1-36-1-37, 11-31
    edit on Repair Order, access to, 11-4, 11-34
                                                            sales tax for, c-2
    editing on purchase order, 6-8, 6-13-6-15
                                                            Sales Tax, menu, 11-33-11-34
    editing on ticket, 1-5, 1-36-1-37, 3-6, 11-4,
                                                            selling, 1-2, 1-8, 1-12-1-14, 1-17, 1-19, 1-24,
      11 - 42
                                                               1-37-1-38, 4-1, 11-4, 11-7
    End of Day reports, reprinting, 10-26, apx-6
                                                            Slow-Moving, Part Movement History option on
    End of Day, rerunning without updating history,
                                                               Stock Reports menu, 9-7
      10-26, apx-6
                                                            Slow-Moving, report option on Parts Information
    estimate, 1-1-1-2, 1-20
                                                              menu, 9-16, 10-5, apx-5
    extra, receiving, 6-23-6-24
                                                            Special Order, c-2, 1-11, 1-13, 6-5, 6-22, 7-17-
    fast moving, 6-14, 9-1, 9-7, 9-16, 10-5
                                                               7-20, 7-23-7-24, 9-19-9-20, 9-24, 11-7, 11-9,
    Fast-Moving, Part Movement History option
                                                               11-11, 11-33, 11-40, 11-51
      on Stock Reports menu, 9-7
                                                            Status, RO, screen, 1-38
    Fast-Moving, report option, Parts Information
                                                            substitute, 1-1-1-2, 1-12, 1-18-1-19, 2-3, 6-7-
      menu, 9-16
                                                              6-8, 10-4
    for resale, 10-12
                                                            suggested order, 5-5, 6-1, 10-6
    Harley Davidson (Vendor 2), special inventory
                                                            Summary Reports, Received, window on End of
      worksheet for, 8-7
                                                              Day Defaults sreeen, 11-49
    Headers, Edit, screen, 10-28
                                                            Summary Reports, Received, window on Parts
    internal, total sold/returned on End of Day
                                                               Reports Defaults screen, 11-51-11-52
      Reconciliation, 7-15
                                                            superseded, 1-1, 1-13, 5-8, 10-32-10-33, 11-55
    /Inventory Menu, 5-2
                                                            superseded, printing list of, 5-7
    /Inventory, option on Parts Menu, c-4, 1-3,
                                                            Tax Kit, screen, 11-34
      5-1-5-2, 5-7, 7-23, 10-33, 11-48
                                                            Tax Rate, screen, 11-34
    /Inventory, option on Parts Menu, 11-56
                                                            ticket, RO, 1-37
    Inventory Work Sheet by Part Number, 8-5
                                                            ticket, setting access level to add tax package/kits/
    lines deleted from Repair Order, 11-22
                                                              rates from, 11-32
    list, a-15-a-16, c-4-c-5, 1-13, 1-17, 2-1, 2-3-2-5,
                                                            tickets, a-9, c-2, 7-21, 11-18, 11-32
      5-2, 6-9, 9-3, 9-9, 9-18, 11-24, 11-51
                                                            transactions, number of months' history to keep
    looking up, 1-15, 11-4
    looking up by code, 1-10, 1-12-1-13, 2-1, 2-4, 2-6, 5-2-5-3, 10-30, 11-30
                                                              on, 11-39
                                                            transferring to other department, 1-8, 1-24, 3-6
                                                            uncounted, 8-9
    Manager, microfiche program, 11-58
                                                            updating prices for, 10-32-10-33, 11-55
    Non-Taxable, column on End of Day Detail Listing, 7-7
```

```
parts (cont.)
                                                              5-1-5-3, 5-7, 6-2-6-3, 6-5, 6-7, 6-10-6-11, 6-13-
    warranty, total sold/returned on End of Day
                                                              6-20, 7-2, 7-23, 8-2-8-3, 8-5, 8-7, 8-10, 9-2-
                                                              9-4, 9-11-9-12, 9-14, 9-16-9-17, 9-19, 9-21-
      Reconciliation, 7-14–7-15
                                                              9-23, 9-26, 9-28-9-30, 9-38, 10-1-10-2, 10-4,
    Yamaha (Vendor 3), special inventory worksheet
                                                              10-7, 10-10-10-11, 10-14-10-15, 10-17, 10-19-
      for, 8-6
                                                              10-20, 10-22, 10-25, 10-28, 10-34-10-35, 11-3,
parts, adding, 5-3, 5-6-5-7, 6-8, 8-3, 10-3, 10-6,
                                                              apx-4-apx-5
      10-16, 11-41
                                                           levels of access to, 11-4
    on Hold ticket, 1-20, 1-24-1-25, 3-6, 11-13
                                                           option on Counter Operations menu, 1-5, 1-40,
    to Repair Order, 1-2, 1-5, 1-36, 7-21, 11-41
                                                              5-1-5-3, 5-7, 7-2, 7-23
    to stock order, 6-8, 6-11-6-12
                                                        Parts, Misc
Parts Category Totals
                                                           (Non-Taxable), field on End of Day Reconcili-
    by Category, report, 11-49
                                                              ation, 7-10, 7-12, 7-14-7-15
    by Purchase Order, report, 11-49
                                                            option on Sales Tax Maintenance menu, 11-37
    Report, End of Day, 11-49, 11-51
                                                            (Taxable), field on End of Day Reconciliation,
parts, charging, 10-10, 11-9
                                                              7-10, 7-12, 7-14-7-15
    to Internal account, 1-8, 10-17
                                                       Parts, option, 10-28
    to Service department, 1-8
                                                            on Comptron Menu, 1-3, 10-28
    to Warranty account, 1-8
                                                            on Defaults Menu, 11-40-11-41
    Wholesale department, 1-8
                                                           on Print Labels menu, 4-2, 4-4
Parts counter, a-12-a-13, 1-1-1-2, 1-41, 5-3,
                                                           on Sales Tax Maintenance menu, 11-33
      7-10, 7-21, 10-4, 10-30, 11-24, 11-30, 11-33,
                                                       parts, Repair Order, 11-11, 11-24
      11-41, 11-49, 11-58
                                                            Changes, report, 11-22
    labor on End of Day Reconciliation, 7-10, 7-12,
                                                           changes to order, 11-22
      7-14-7-15
                                                           option on Counter Operations menu, 1-5, 1-36
    Operations, a-8, 1-6, 1-15, 3-6, 7-2, 9-8, 9-19,
                                                           screen, a-8, 1-15, 1-18, 3-6
      9-23, 9-28-9-29, 10-8, 10-10, 10-17, 10-22,
      11-4-11-5, 11-18, 11-40, apx-5
                                                            Service access level, 11-4, 11-42
                                                           ticket, 7-21
    operator, 11-4
    sales, 7-2, 7-10, 7-12, 7-14-7-15, 11-41
                                                       Parts report
    ticket, a-9, a-12, c-2, 1-10, 1-18, 1-24, 1-37,
                                                            printer, stop command for, apx-3
      7-21, 10-30, 11-18, 11-24, 11-30, 11-41, apx-5
                                                            Returned, 11-6
    ticket, Special Order on, 1-29
                                                       Parts Report, Received
    transactions, c-6, 7-2, 11-32, 11-41
                                                            End of Day, option on End of Day Reprints
parts information, a-5, a-8, a-12, c-1, 1-29, 2-1,
                                                              menu, 10-26
      3-1, 5-3, 5-6, 6-8, 10-4, 10-17, 11-7
                                                            flag on End of Day Defaults screen, 11-49, 11-51-
    command options on ticket screen, 1-13
                                                              11-52
    display on ticket, 1-12-1-13, 1-18-1-19, 1-23
                                                            on End of Day, 7-1-7-2, 7-20, 7-24, 11-8, 11-49,
    entering, 1-10-1-12, 1-15, 1-18, 1-23-1-24,
                                                              11-51
                                                       Parts Request, Service, form, 1-38
    from Vendor 3 price book for special inventory
                                                           See also pick ticket
      worksheet, 8-6
                                                       parts, returned, 11-6
    menu, 9-16, apx-5
                                                            adding to Stock file quantities, 11-30
    updating, 10-3
                                                            for credit, 10-13
parts labels, a-1-a-2, a-12, c-3, c-5, 4-1-4-4, 5-3,
                                                           option on Management Reports menu, 11-6
      5-6, 10-4
                                                       parts sales, 1-8
    Only, option on Order Receiving: Print Labels
                                                           history, 9-7, 9-17
      submenu, 6-21, 6-23
                                                            latest to customer, 10-10
    option, 4-2
                                                            lost, 1-1-1-2, 1-13, 1-23-1-24, 1-37, 9-19, 11-7,
    printing, 4-4-4-5, 6-20-6-21, 6-23-6-24, 10-3-
      10-4
                                                            on Hold ticket, 9-23
Parts Labels, Print
                                                           recap on End of Day Detail Listing, 7-8
    All, menu, 4-4
                                                           total, 7-10, 7-12, 7-14-7-15, 10-23
    Block of, menu, 4-5
                                                       parts, slow moving, 9-1, 9-7, 9-16, 10-5
    menu, 4-4
                                                           report option, apx-5
    canceling on ticket, 1-38
                                                           returning to vendor, 9-16, 10-5, apx-5
    printing on Pick ticket, 1-38
                                                        Parts-Labor
    total on inventory worksheets, 7-22
                                                            Sales Tax, menu, 11-35
Parts Labor
                                                            Tax Kit, screen, 11-35
    (Non-Taxable), field on End of Day Reconcili-
                                                            Tax Rate, screen, 11-35
      ation, 7-10, 7-12, 7-14-7-15
                                                        Parts-Misc
    option on Sales Tax Maintenance menu, 11-35
                                                            Sales Tax, menu, 11-37
    (Taxable), field on End of Day Reconciliation,
                                                            Tax Kit, screen, 11-37
      7-10, 7-12, 7-14-7-15
                                                            Tax Rate, screen, 11-37
Parts Menu, a-4, a-7, c-4, 1-2, 1-4-1-5, 1-28,
      1-30, 2-2-2-6, 3-2-3-3, 3-5, 4-2, 4-4, 4-7-4-10, PartSmart, microfiche program, 11-58
```

```
password, 1-3, 1-26, 1-28, 11-3, 11-5
                                                              screen, 11-15
    access level, a-4, a-7, c-2, 1-4, 2-5, 10-10, 11-3,
                                                            screen command option for ticket price, 1-9
      11-5
                                                        % Markup
    changing, 11-3
                                                            code for Discount Type field, 7-3, 10-12, 10-23
    duplicate warning, 11-3
                                                            option on Print Customer Discount Report
    entering, b-3-b-4, 1-3, 1-26, 1-28, 11-3, 11-5
                                                              screen, 11-15
    field on Operator File screen, 11-3
                                                            screen command option for ticket price, 1-9
    prompt, b-4-b-5, 1-3, 1-13, 1-23
                                                        % Profit
payment
                                                            Avg, field on Total Inventory report, 11-13
    Account, option, Counter Operations menu, 1-5,
                                                            code for Discount Type field, 7-3, 10-12, 10-23
      1-28
                                                            field on End of Day printouts, 7-3, 7-5-7-6
    amount, entering, 1-22-1-23, 1-28, 10-17
                                                            option on Print Customer Discount Report
    collecting, Service access level for, 11-4, 11-42
                                                              screen, 11-15
    commission/bonus, calculating, 7-3
                                                            screen command option for ticket price, 1-9
    deposit, 1-5, 1-22, 1-31-1-32, 3-3, 10-17
                                                        percent
    entries on ticket, correcting/undoing, 1-23
                                                            Discount, field on Customer File screen, 10-12
    information, entering, 1-34-1-35
                                                            Discount, report option, 11-15
    minimum, 1-22
                                                            field, 1-10, 7-3, 9-24
    on account, 1-1-1-2, 1-5, 1-22-1-23, 1-28, 7-8-
                                                            of Profit, field on End of Day Category rept, 7-6
      7-9, 7-11, 10-12-10-13, 10-17, 11-9
                                                            of retail price as minimum SO deposit, 11-32
    on Repair Order, 1-1-1-2, 1-5, 1-32, 11-4, 11-42
                                                            of Sales, field on End of Day Category rept, 7-6
    options, 1-21
                                                            stock level change, 6-15-6-16
    Repair Order, option on Counter Operations
                                                        percent markup
      menu, 1-5, 1-32, 1-35
                                                            field on Stock file screen, 5-4, 10-5
    screen command option, 1-28, 1-34
                                                            report option, 11-15
    Special Order, 1-1, 1-22, 1-31, 3-3, 10-17
                                                        percent profit, 7-5, 10-20-10-21, 10-32, 11-12,
    splitting, 1-22
                                                              11-18, 11-24, 11-54-11-55
    total received, 1-23, 11-9
                                                            Average, field, 11-13
payment type, 1-22, 1-34-1-35, 7-6, 10-17, 10-22
                                                            field on Stock file screen, 5-4, 5-6, 7-3, 7-5-7-6,
    field on Change Hold Ticket screen, 10-23
                                                              9-32, 10-3, 10-5
    field on Enter Amount Paid Out screen, 1-35
                                                            option on Stock Reports menu, 9-9, 11-15
    field on Enter Amount Received screen, 1-22,
                                                            report, 9-9
      1-34
                                                        percentage
    field, 10-23
                                                            Decrease by, option on Change Stock Level &
    section on End of Day Detail Listing, 7-8
                                                              Reorder Point menu, 6-16
Payments
                                                            discount, 1-9, 7-3, 9-25, 10-12, 10-22-10-23, 11-14-11-15, 11-22, 11-28, 11-53
    Account, screen, 1-28
    /Refunds, Account, field, End of Day Detail
                                                            Increase by, option on Change Stock Level &
      Listing, 7-8
                                                              Reorder Point menu, 6-16
    /Refunds, Account, field, End of Day Reconcili-
                                                            markup, 1-9, 6-12, 10-12, 11-15, apx-5
      ation, 7-9, 7-11
                                                            profit, 1-9-1-10, 5-4, 6-12, 7-3, 7-5-7-6, 9-8,
    Repair Order, screen, 1-34-1-35
                                                              9-32, 10-5, 10-12, 10-20-10-21, 10-32, 11-12-
    Repair Order, Service access level, 11-4, 11-42
                                                              11-13, 11-15, 11-18, 11-24, 11-55
    screen command option, 1-33-1-35
                                                            profit, average, 11-13
                                                            range of profit, 9-9
    Deposit, field on Daily Special Order Activity
                                                            stock level change, 6-15-6-16
      report, 7-17
                                                        percentage of
    refund, 11-9
                                                            cost, 9-25
    Refunds, field, End of Day Reconciliation, 7-17
                                                            gross profit, total, 7-3, 7-5-7-6
    Special Orders, 1-30, 3-2, 6-9, 6-19, 11-13
                                                            increase/decrease in stock level/ROP, 6-16
    Service department work orders, 9-23
                                                            retail price as minimum Special Order deposit,
    unedited order, 6-7, 6-16
                                                              11 - 40
    value on Hold tickets, 11-13
                                                            total profit, 7-6
                                                            total sales, 7-6
    ), Discount (, field on Change Hold Ticket
                                                        period (command) key, a-8, 5-7, 10-6
      screen, 10-23
                                                        phone, 9-20, 9-25
    ), field on End of Day Transactions report, 7-3
                                                            communicating with customers by, 9-26
    code for Discount Type field, 9-25
                                                            extension, 1-33
    field on Create Ticket screen, 1-10
                                                            Home, customer data field on Repair Order
    field on Hold Tickets printout, 9-25
                                                              screen, 1-33
    of Profit, field, End of Day Category rept, 7-6
                                                            inquiry, 1-29, 2-1
    of Sales, field, End of Day Category rept, 7-6
                                                            inquiry, using Comptron stock categories to
                                                              answer, 9-21
    code for Discount Type field, 10-23
                                                            items added to PO by, 6-23
    field on Customer File screen, 10-12
                                                            Work, customer data fld, Repair Order scrn, 1-33
    option on Print Customer Discount Report
```

```
phone number, c-3-c-4, 3-1, 9-11, 10-7-10-8,
                                                            field on Daily Special Order Activity
    customer's, 7-19, 9-13, 9-26, 10-10, 10-12-
                                                              report, 7-18
      10-13, 10-23
                                                            none created for Special Orders, 9-19
                                                            number, 6-21-6-23, 7-18, 10-17, 10-26, 11-8
    dealership, in store header, 10-27
                                                            Number" prompt screen, 6-22
    Name and, by Name, option on Vendor Print
      Menu, 9-11
                                                       point, reorder, 6-2-6-4, 6-7, 6-11, 6-13, 6-16-
    Name and, by Vendor, option on Vendor Print
                                                              6-18, 8-11, 9-7, 9-17, 10-3
      Menu, 9-11
                                                            access to view, 11-30
    vendor's, 10-7-10-8
                                                            Change Stock Level &, menu, 6-16
Phone Number, field
                                                            Change Stock Level &, option on Other Order
    on Change Hold Ticket screen, 10-23
                                                              Options menu, 6-16
    on Daily Special Order Reminder, 7-19
                                                            changing, 6-7-6-8
    on Special Order Processing screen, 3-4
                                                            default, 8-8
    on Vendor File screen, 10-8
                                                            field on Stock File screen, 10-6
                                                            setting, c-4, 5-6, 6-11, 8-8, 10-3
physical inventory, a-16, c-5-c-6, 8-2
    entering counts, 7-22, 8-7-8-8, 8-10-8-11, 11-30 menu, 8-2, 8-7, 8-10
                                                            suggested, 6-5, 6-16
                                                        post card notice to customer of ordr receivd, 6-21
    option on Parts Menu, 7-22, 8-1-8-3
                                                       Postal Service, U.S., 10-34-10-35
    preparation for, a-15, a-19, c-4
                                                       Point of Sale, program module, a-1-a-2, 1-3
    updating, c-5-c-6
    worksheet, a-15-a-16, c-3, c-5, 7-22, 7-24,
                                                            Month, Sales, field on Stock File screen, 5-5,
      8-2-8-5, 8-7-8-8, 8-10, 10-19, 11-29-11-30
                                                              5-7, 10-6
    worksheet, next number for, 11-40
                                                            screen command option, a-7-a-8, 1-6, 1-11,
physical inventory by
                                                              1-21, 4-9, 5-2, 9-6, 10-3, 10-7, 10-10, 10-15,
    category, 8-1, 8-5, 10-19
                                                              10-17, 10-34, 11-59-11-60
    code, 8-1
                                                            Year, row on History File screen, 10-16
    part number, 8-1, 8-4-8-5
                                                       previous
    vendor, 8-1
                                                            deposit, 1-29, 3-5
pick list
                                                            field, moving to, a-8, 1-6, 1-11, 5-7, 6-12, 6-24,
    destinations, 11-58
    FicheFinder, sending parts information from
                                                            inventory worksheets, reprinting, 8-2
      Comptron to, 11-58
                                                            item, moving to, 4-9, 5-2, 9-6, 10-3, 10-7, 10-10,
    from FicheFinder, sending to Comptron Parts
                                                              11-53
      ticket, 11-58
                                                            Month, Sales, field, 5-5, 10-6
    from PartSmart, sending to Comptron Parts
                                                            month's sales, 9-7, 9-17, 10-6
      ticket, 11-58
                                                            order, most recent, for parts being ordered, 6-19
Pick ticket
                                                            purchase order, extra received parts not included
    printer, stop command for, apx-3
                                                              on, 6-23-6-24
    screen command option, 1-38
                                                            record, display, a-7, 4-9, 5-2, 9-6, 10-3, 10-7,
                                                              10-10, 10-15, 10-17, 10-34
picked up, 11-11
                                                            screen, returning to, 1-11, 1-21, 2-3, 11-60
    /Ended, Orders, field on End of Day Detail
                                                            screenful, displaying from file, 1-21, 2-3, 11-60
    Listing, 7-8
    field on Daily Special Order Activity report,
                                                            Sold In, field on Suggested Stock Order, 6-5
    7-17-7-18, 11-13
                                                            Year, row on History File screen, 10-16
    Special Order on Hold ticket not ended, 7-24,
                                                       price, 1-15, 1-18, 2-1, 2-5, 6-15, 9-9, 10-1,
                                                              10-32, 11-6, 11-10
picked up Special Orders, 7-11, 7-17-7-18,
                                                            Adj, screen command option, 1-15
      10-17, 11-9, 11-11, 11-40
                                                            Adjust, code for Discount Type field, 7-3, 9-25
                                                            book, 11-30, 11-47-11-49
    field on End of Day Reconciliation, 7-11
    Months of, flag on Parts Defaults screen, 11-40
                                                            Books by Category, report, 9-6
    not included on Special Order Totals report, 9-20
                                                            Books, option on Stock Reports menu, 9-6
                                                            break on large order, 6-15
                                                            change, 5-7, 10-31-10-32, 11-10, 11-22, 11-54-
    Destination Pairing, screen, 11-58–11-59
                                                              11-56
    Destinations, option on Microfiche menu, 11-58
                                                            check, 9-21
pickup, 1-20, 10-17
                                                            dealer, 9-6
    screen command option, 1-30, 3-3-3-4
                                                            Extended, Stock file printout, 11-16-11-17
    Special Order, 1-5, 1-29, 3-1-3-4, 7-8, 7-11,
                                                            Item, options on Create Ticket screen, 1-13, 1-15
      7-17, 9-19, 11-13, 11-40
                                                            Item, ticket screen, 1-14
    Special Order on Hold ticket, 7-24, 11-13
                                                            list, 2-3, 5-4, 6-12, 10-5, 10-21
Pkgs/Kits/Rates, Tax, option on System Defaults
                                                            on parts label, 4-1, 4-4, 5-3, 5-6, 6-20-6-21,
      menu, 11-33
                                                              10-3-10-4, 10-32
PO
                                                            Only, screen command option, 5-6, 10-3
    See also purchase order
                                                            retail, a-15, c-2, 1-9-1-10, 2-3, 9-6, 10-12,
    "Added to, screen message, 6-12
                                                              10-20, 10-32-10-33, 11-13, 11-18, 11-40, 11-53,
    field on Cancelled Parts Ordered Report, 11-8
                                                              11-55-11-58
```

price (cont.)	nst of superseded part numbers, 5-7
retail, suggested by manufacturer, 10-32, 11-55	Lost Sales report, 1-13, 1-23, 11-7
selling, 1-10, 5-4, 9-25, 10-5, 10-12, 10-20,	management reports, 7-24, 11-1, 11-6, 11-8-
11-22	11-9, 11-11-11-17, 11-19-11-24, 11-28, 11-42
Stock File Prints, Extended, menu, 11-16	Menu, Vendor, 9-11
tape, 1-10, 10-30-10-31, 11-54	Negative Quantity stock report, 7-23, 9-8
Ticket, options, Create Ticket screen, 1-9, 1-15	Operator File, menu, 9-28
ticket, setting up, 1-9	operator list, 9-28
wholesale, 9-6	orders received for End of Day, 7-2, 11-52
price book, a-15, a-19, 1-12, 1-23, 5-1, 5-4, 5-6,	output to screen, 6-3, 6-7, 6-13, 8-10, 9-2, 9-4,
10-5, 10-31–10-33, 11-55–11-56, apx-9	9-9, 9-14, 9-34, 10-26-10-27, 11-6, 11-8,
Add a, option, System Utilities menu, 10-30	11-22, 11-28
cost of item, 5-4, 10-5	Overstock report, 9-8
file, Yamaha, creating special inventory work-	part movement by 3-year sales history, 9-17
sheet from, 8-6	part status by vendor, 9-16
from after-market distributor, 10-31, 11-54	Percent Profit report, 9-9
	Pick ticket, 1-38
list, a-15, a-19	
manufacturer's, a-14-a-15, a-19, 1-12, 5-1, 5-6,	price on parts label, 5-6
8-6, 10-3, 10-27, 10-30, 10-35, 11-30, 11-54	pricing/labor rates/amounts due on invoices,
tape, 1-10	choosing to, 11-53
Price, field	purchase order, c-3, 3-4, 6-1-6-2, 6-5-6-6, 6-14,
on Repair Order Parts Changes report, 11-22	6-19, 6-23-6-24, 11-47
on RO Parts screen, 1-37	receipt, 1-35
on Sold Items NOT in Stock report, 11-24	Received Parts Report, 7-20, 11-8, 11-49, 11-51
	Receiving Report, flag on Parts Reports Defaults
on ticket screen, 1-10–1-11	screen, 11-51
Price Report, Extended, 11-16	recommended service on vehicle list, 9-15
Print by Vendor and Part Number, 11-17	refund ticket, 3-5
option on Management Reports menu, 11-16	remark on purchase order, 6-6
Prices/Amts, column on Invoice Disclosures	reports, a-2, a-9, c-2-c-3, 1-13-1-14, 1-23-
screen, 11-53	
	1-24, 1-28, 1-37, 3-5-3-6, 8-9, 9-2, 9-35,
pricing	11-1, 11-6, 11-8-11-9, 11-11-11-17, 11-19-
in cost matrix, 5-4, 10-5, 10-20	11-24, 11-28, 11-30, 11-42-11-43, 11-48-11-49,
latest, ensuring for Special Orders, 10-31, 11-54	11-51
parts/miscellaneous, disclosing on invoice, 11-53	Returned Parts Report, 11-6–11-7
print	screen command option, 9-34
Account file, 9-25–9-26	sequence for Special Orders, 6-6, 6-9
account list, c-4, 9-26-9-27	Service management reports, access to, 11-42
address labels, 6-21, 6-23, 9-15	Single Labels, screen, 4-5-4-6
All Parts Labels, menu, 4-4	Sold Items NOT in Stock report, 11-24
"Attn" or "c/o" line, 10-11	special inventory worksheets, 8-7
	Stock File Changes Report, 11-9
barcode labels, 4-3, 4-10	stock order for spring dating, 6-15
Block of Labels, screen, 4-5	store header on forms, 10-27
Cancelled Parts Ordered Report, 11-8	
Cash Summary report, 11-49	suggested stock order, 6-1–6-2, 6-4, 6-13–6-16,
Cost Matrix report, 9-22	10-19
Custom Barcodes, screen for parts labels, 4-10	system reports, 7-23, 9-2-9-3, 9-6, 9-8
Custom Labels, screen, 4-9	tax number on ticket, 1-8, 10-12
Customers by Name, screen, 4-7, 9-12	the Changes, field, Update Inventory scrn, 11-47
defaults for End of Day reports, 11-48	the Changes, option on Update Inventory
Deleted Repair Orders, menu, 11-19-11-21	screen, 10-32, 11-55
Deleted Repair Orders report, 11-19	ticket, a-12, c-3, 1-1, 1-6, 1-23, 1-28, 1-35, 3-4,
deposit receipt for Special Order, 3-5	11-47, 11-49
disclaimer on Repair Order, 11-43	Total Inventory report, 7-23, 11-6, 11-11-11-14
discount percentage on invoice choosing to 11.52	Transactions listing for End of Month, 7-24
discount percentage on invoice, choosing to, 11-53	Transactions, menu, 9-29
End of Month report, c-6, 7-23-7-24	Vehicle File, menu, 9-14
estimate, a-12, 1-2, 1-20, 1-23, 11-40, 11-47,	
apx-5	vehicle list, 9-14-9-15
Estimate Transactions, menu, 11-18-11-19	Zero Stocking report, 9-6
exclusion options, screen, 8-4–8-5, 8-7	print by
Extended Price Report, 11-16-11-17	City, option on Print Customer Mailing Labels
history graph, 9-17	menu, 4-7
Hold ticket, 1-24, 3-6, 9-22	State, option on Print Customer Mailing Labels
Hold Tickets, menu, 9-23	menu, 4-7
job, canceling, 5-7, apx-3	Zip Code, option on Print Customer Mailing
kit numbers list, 9-9	Labels menu, 4-7
Kits list, 9-9	Edoors mend, 1 /
****** 1100g / /	

on Print Customer Mailing Labels menu, 4-7–4-8 on Print Customer File menu, 9-12 on Print Operator File menu, 9-28	Category Totals Report, 11-49, 11-51 Labels, menu, 4-4 list, 9-3, 9-6, 9-8-9-9
on Print Operator File menu, 9-28	list, superseded, 5-7 not ordered, 9-19
print by vendor and Part Number, Extended Price Report, 11-17 name, 9-11 number, 9-11 option, 4-8, 9-10, 11-17	print remarks on customer list, 9-13 on vehicle list, 9-15 on vendor list, 9-11
print category	print Repair Order, 1-3, 11-43
Adjustment Report, 9-3, 9-5 list, c-4, 2-2, 9-21 Stock report, 9-3–9-4	Disclaimer, 11-43 Parts Changes report, 11-22–11-23 Summary report, access to, 11-4
Totals Report, Parts, 11-42, 11-44	print Special Order
print customer	Duplication Information report, 7-23
File, menu, 9-12	File Changes Report, 11-8–11-9
information on ticket, 1-6, 1-21	Reminder, 6-19
Labels, screen, 4-7	totals, 9-20
list, 9-12–9-13 mailing labels, a-2, a-12, 1-6, 4-1–4-3, 4-7,	print Special Orders backordered, 9-20
9-15, 10-11, 10-17 Mailing Labels, many 4.7	list, 9-19
Mailing Labels, menu, 4-7	screen, 6-9
print Customer Discount Changes report, 11-28	print stock report, 7-23, 9-3, 9-8-9-9
Report by Name, screen, 11-14–11-15	by category, 5-7, 9-3
Report, menu, 11-14	by category from price books, 9-6 by code, 9-7
print End of Day, 7-2, 7-4, 7-18, 7-20, 7-23-	by history, 9-7
7-24, 8-10, 9-38, 11-11, 11-49	by Kits, 9-9
Account Activity report, 7-4, 7-10	by part movement, 9-7
Category Adjustment Report, 11-50	by part status, 9-7
Category Totals report, 7-6 Daily Cash Report, 7-11, 7-16, 11-26, 11-49	by percent profit, 9-9
Daily Cash Report, 7-11, 7-16, 11-26, 11-49 Daily Special Order Activity report, 7-17–7-18	by vendor and code, 9-3 by vendor and part number, 9-3
Detail Listing, 7-6, 7-8	from price books, 9-6
Inventory Worksheet Reminder, 7-22	print vendor
Labor Totals report, 7-5	labels, 10-8
Operator Return Totals Report, 7-20	list, c-3, 1-10, 9-11, 10-7
Operator Totals report, 7-3 Received Parts Report, 7-20, 11-8, 11-49, 11-51	mailing labels, 4-1–4-3, 4-8
Reconciliation, 7-9, 7-11, 7-13, 7-16	Mailing Labels menu, 4-8
Special Order Reminder, Daily, 7-18	menu, 9-10
Transactions report, 7-2, 7-4, 11-50	printer, b-4 aligning paper/labels in, b-2, b-4
Vendor Totals report, 7-4	backup (spare), a-12, 11-47
print History file, 9-7, 9-16	choosing which to use for system reprints, 10-26
by fast-moving parts, 9-16	choosing which to use for Vendor file, 10-7
by slow-moving parts, 9-16 menu, 9-17	circuit for, a-17
print inventory	default, a-12, 1-3, 11-47 Destinations, Modify Terminal, menu, 11-47
by Item Type, report on major units, 11-14	estimate, a-12, 11-47
Changes Report, 7-22, 8-3, 8-9–8-10	label, 11-46–11-47
Changes Report, access to, 11-30	Label, field on Printer Defaults screen, 11-46-
Worksheet Reminder, 7-22	11-47
worksheets, a-2, a-15, c-3, 8-2–8-5, 8-7, 8-9–	laying cable for, a-13
8-10, 10-19	paper jams in, reprinting if, 6-6
print labels, a-2, a-8, a-12, a-16, c-2, c-5, 1-6,	Pick ticket, stop command for, apx-3 placement, a-13-a-14
4-4-4-5, 4-9, 5-3, 5-6, 6-2, 9-15, 10-7, 10-17, 10-32, 11-46-11-47	preparing for printing inventory worksheets, 8-3
for parts, a-2, a-12, a-16, c-3, c-5, 4-1-4-6, 5-6,	Repair Order, stop command for, apx-3
6-2, 6-20–6-21, 6-23–6-24, 10-2–10-4, 10-32	runaway, stopping, a-11, apx-3
from Order Receiving menu, 6-20-6-21	sending output to, 6-3, 6-7, 6-13, 8-10, 9-2, 9-4,
menu, 4-2, 4-9	9-9, 9-34, 10-26–10-27, 11-8, 11-22, 11-28
option on Parts Menu, 2-2, 4-1–4-2, 4-4, 4-7–	shutting down, b-5, 5-7 stopping, a-9, a-11, 5-7, apx-3
4-10, 5-3, 10-4, 10-11, 10-17 Order Receiving submenu, 6-22-6-24	supplies, a-12, 11-47
with barcodes for parts, 4-3, 4-10	terminal, 10-26, 11-47

	Detail Lietine 7.7
printer (cont.)	Detail Listing, 7-7
thermal label, for parts barcodes, 4-3	Inventory Changes Report, 7-22, 8-10
ticket, a-12, c-3, 11-47	Inventory Worksheet Reminder, 7-22
ticket, stop command for, apx-3	Labor Totals, 7-5
turning on, b-2, b-4	Operator Cash Summary, 7-167-17
types, changing/adding, 11-46–11-48	Operator Return Totals, 7-20
Types, option on Device Defaults Menu, 11-46	Operator Totals, 7-1, 7-3-7-4, 7-20, 11-40
printer defaults, c-3, 1-3, 11-29, 11-45-11-46	Received Parts Report, 7-20, 11-52
change option, 11-39	Reconciliation, 7-1, 7-9, 7-11-7-16
checking, 11-46–11-47	rerunning without updating history, 10-26, apx-6
menu, 11-46–11-47	Special Order Activity, 7-17-7-18
screen, 11-46–11-47	Special Order Reminder, 7-18–7-19
	Transaction file, 1-22, 1-28, 7-2, 7-4, 11-50
printer, label, a-12, b-2, c-3, 4-3, 10-7, 11-36-	Vendor Totals report, 7-4
11-38	printout, Special Order, 6-6, 7-23, 9-19, 11-7,
field on Printer Defaults screen, 11-37–11-38	11-12
stop command for, apx-3	
printer, main, a-12, a-14, b-2, b-5, 6-4, 10-7,	Duplication Information report, 9-19
10-26, 11-47	file, 9-19
Main, field on Printer Defaults screen, 11-47	Reminder, 6-19
stop commands for, apx-3	Prints
printer, purchase order, c-3, 6-4, 11-47	Account File, menu, 9-26
flag on Printer Defaults screen, 11-47	Extended Price Stock File, menu, 11-16
stop command for, apx-3	Special Order, menu, 7-23, 9-19, 11-7
· ·	Priorities
printer, report, c-3, 7-24, 8-10, 9-2, 9-4, 9-9,	Order, option on System Defaults menu, 11-32
9-34, 10-26–10-27, 11-8, 11-22, 11-28, 11-47	Special Order, screen, 11-32
Parts, stop command for, apx-3	to Be Ordered, Select, screen, 6-5–6-6, 6-9
Service, stop command for, apx-3	
printing of account balance on invoice, suppress-	priority, 11-22
ing, 11-53	code, 1-11, 6-9, 9-24, 11-22, 11-33
printout	Description, window on ticket screen, 1-11
Account file, 9-26	level, (Special Orders), 1-11, 9-24, 11-22
Cancelled Parts Ordered Report, 11-8	shipping, 1-11, 6-5-6-6, 6-9, 9-24, 11-22,
Cash-Out Sheet by Operator, 9-38	11-33
Category List, 9-21	Special Order, 1-11, 6-5-6-6, 6-9, 9-24, 11-33
Cost Matrix, 9-22	processing
Customer Discount Report, 11-14-11-15	daily, c-4-c-5
Customer file, 9-12–9-13	End of Day, c-6, 6-19, 7-1-7-2, 7-23-7-24, 8-10
customer reports/mailings by category, 10-13	End of Month, c-6, 7-23-7-24, 8-10, 10-15-
	10-16, 11-6, 11-11, apx-6
Daily Cash Report, 9-38 Deleted Repair Orders, 11-20–11-21	monthly, c-4, c-6
Estimate Transactions, 11-18–11-19	unit, central (CPU), a-12-a-14, a-17, b-1-b-2,
	b-5, c-2, 11-47
Extended Price Report, 11-16	processing, order, a-1, 11-9
History file, 9-16–9-17, 10-5	menu, 6-3, 6-13, 6-15, apx-4
history graph, 9-17	option on Parts Menu, 3-1, 5-5, 6-1–6-3, 7-23,
Hold ticket, 1-24, 11-12	10-6, 10-31, 11-4, 11-33, 11-51, 11-54, apx-4
inventory changes, after updating from books,	option on Stock File Changes menu, 11-10
10-33, 11-55-11-56	Stock File Changes Report from, 11-10
Inventory Changes Report, 8-10	
Outstanding Hold Tickets report, 9-23–9-24	Processing, Special Order, 3-1
Parts Not Ordered, list, 9-19	menu, 1-5, 1-29-1-30, 3-2, 3-6
purchase order, 6-6, 6-9	name input screen, 1-30, 3-2
Repair Order Parts Changes, 11-23	screen, 1-30, 3-3, 3-5
Stock file, 9-3, 11-16	profit, 5-4, 7-3, 7-5, 10-5, 11-15, 11-48
stock order for spring dating, 6-15	% of, field on End of Day Category report, 7-6
suggested stock order, 6-13-6-16	amount, 7-5
superseded part numbers, 5-7	average percentage, 11-12
Total Inventory Report, 11-12–11-13	Avg %, field on Total Inventory report, 11-13
Vehicle file, 9-14	calculation, a-2, 6-12, 7-6, 10-5, 11-54-11-55
printout, End of Day, 7-2, 9-38, 11-26, 11-49,	center accounting, 7-4
11-51	field on Extended Price Report, 11-18
Account Activity, 7-4, 7-10	gross, 7-3, 7-5–7-6
Category Adjustment Report, 7-21	(Keep), Cost Only, option on Update Inventory
Category Totals, 7-6	screen, 10-32, 11-55
Daily Cash Report, 7-16–7-17	(Keep), Retail Only, option, Update Inventory
Daily Special Order Activity, 7-17–7-18	screen, 10-32, 11-55

profit (cont.) margins from vendors, comparing, a-2 pct, field, End of Day Transactions report, 7-3 Percent, field on Stock File screen, 10-3, 10-5 percentage, 1-9-1-10, 5-4, 6-12, 7-3, 7-5-7-6, 9-9, 9-32, 10-5, 10-12, 10-20-10-21, 10-32,	created but not received, 6-16 cash payment for, 1-10, 1-21 creating, c-6, apx-4 default number for, 11-29 editing, 6-8, 6-13 editing store header for, 10-28
11-12–11-13, 11-15, 11-18, 11-24, 11-55 Profit %	Enter Exceptions to, option on Order Receiving menu, 6-22-6-24
code for Discount Type field, 7-3, 10-12, 10-23 field on End of Day printouts, 7-3, 7-57-6 option on Print Customer Discount Report screen, 11-15 screen command option for ticket price, 1-9	entering quantities received on, 6-22, 6-24 for Special Orders, 6-2, 6-5-6-6, 6-18-6-19, 11-31 for Special Orders, including remark on, 6-6, 6-9 in Entirety, Accept, option on Order Receiving
profit, percent	menu, 6-20
field on Stock File screen,5-4, 5-6, 9-32, 10-3, 10-5	information, entering, a-15 items added by phone, 6-23 labels for parts on, 6-21, 6-24
option on Stock Reports menu, 9-9 report, 9-9	minimum quantity on, 5-5, 10-6
Profit Percent, option on Print Customer Dis-	No - Receive from Invoice, option, 6-23-6-24
count Report screen, 11-15	none created for Special Orders, 9-19 none for item received on invoice, 6-23-6-24
program Comptron, a-2-a-4, a-13, a-15-a-16, a-19, c-2,	number, 6-21, 7-18, 10-17, 11-8, 11-29, 11-40,
c-4, 1-3, 1-6, 1-12, 1-14, 1-21, 1-24, 1-37, 4-10 5-6, 6-1, 6-7, 6-20–6-21, 6-24, 7-2, 7-23, 8-1,	apx-4 Number, Next, flag on Parts Defaults screen, 11-40
8-7, 9-16, 10-10-10-11, 10-13, 10-25, 10-27,	parts canceled on, 6-16, 11-8-11-9
10-31, 10-34–10-35, 11-16, 11-54 F.U.\$.\$., for customer retention, 11-45	Parts Category Totals by, report, 11-49 printout, example, 6-10
program, microfiche, 11-58	quantity, 1-10
codes on RTI Vendor File screen, 11-59–11-60 FicheFinder, 11-58	Receive from Invoice - No, option on Order Receiving menu, 6-23–6-24
iNParts (Honda), 11-58 KIC (Kawasaki), 11-58	received, 3-4 receiving, 7-23, 11-10
Parts Manager, 11-58	remarks on, 6-6, 6-9
PartSmart, 11-58	reminder to create for Special Orders, 6-18–6-19, 7-1, 7-18
prompt, screen, 1-37, 11-15, 11-17, 11-24, apx-3 for login, b-2, b-4-b-5, 1-3, 11-31, apx-2, apx-6-	reprinting, 6-6, 10-25
apx-8 for output type, 6-3, 6-7, 9-4, 9-9, 9-34, 10-26-	reprints, apx-9 shipping priorities on, 6-5, 6-9, 11-33
10-27, 11-22 for password, b-4-b-5, 1-3, 1-13, 1-23, 1-26,	Special Orders on, 6-2, 6-5–6-6, 6-8–6-9, 6-18–6-19, 6-22, 11-33
1-28	purchase order, creating, a-2, 6-3, 6-5, 6-16,
to back up data, 7-2 to enter information, 1-6, 1-11, 1-14, 1-16-1-17,	6-19, apx-4
1-23-1-24, 1-28, 1-37, 2-2, 2-5, 5-7, 6-5,	by code, 6-14 by part status, 6-14
6-7-6-8, 6-11, 6-22-6-24, 9-7, 9-17, 10-22,	purchase order printer, 6-4, 11-47
10-31, 11-13, 11-16–11-17, 11-19–11-24, 11-54, 11-60	field on Printer Defaults screen, 11-47 stop command for, apx-3
to purge file, 11-7, 11-9, 11-24, 11-28	purchase order, printing, c-3, 6-1-6-2, 6-5, 6-9,
to update Stock file from books, 10-31, 11-54 PS Months, field on System Defaults screen,	6-14, 6-19, 11-47 after items received, 6-23
11-39	labels for parts on, 6-21, 6-24
purchase	Purge File?, screen prompt, 11-7, 11-9, 11-24,
cash payment for, 1-10, 1-21 future, credit on account to use against, 1-28,	11-28
1-31, 1-35)
latest by customer, 10-10 miscellaneous (Vendor 97), 7-8	Qty
quantity, 1-10	for Labels, Use Received, option on Order Receiving: Parts/Address Labels menu, 6-21
purchase order, c-2-c-3, c-6, 3-4, 6-8, 6-15, 6-22, 11-8-11-10, 11-31	for Labels, Use Stock, option on Print Parts Labels menu, 4-4
Accept in Entirety, option, 6-20-6-21 accepting quantities on, 6-21	/Hrs, field on End of Day Transactions report, 7-3
adding parts to, 6-8	New, field on Inventory Changes Report, 8-11 O/H, field on Extended Price Report, 11-18
Cancel, option, 6-16 Cancel, option, Other Order Options menu, 6-16	O/H, field on Suggested Stock Order, 6-4

Qty (cont.) Old, field on Inventory Changes Report, 8-11 Order, field on Suggested Stock Order, 6-4	quantity, minimum, 6-1 Order, field on Creating Stock Order screen, 6-12 Order, field on Stock File screen, 10-6
Qty, field on RO Parts screen, 1-37 on Hold Tickets printout, 9-24	quantity, negative on hand, 7-23, 9-8, 11-12 option on Stock Reports menu, 7-23, 9-8
on Special Order Processing screen, 3-4	report, 7-23, 9-8
quantities calculating, c-2 for Each Item, Enter, option on Order Receiving menu, 6-22 received, accepting, 6-21 Stock file, adding returned parts to, 11-30 Stock file, corrected from physical inventory, 8-7	quantity on hand, c-4, 1-10, 1-12, 2-1, 5-5-5-7, 6-2, 6-4, 6-7, 6-11, 6-22, 6-24, 8-2, 8-7-8-8, 9-6-9-8, 9-17, 10-3, 10-5-10-6, 11-9-11-10, 11-12-11-13, 11-18, 11-31, 11-58 access to view, 11-30 actual, 7-23 correcting using Negative Quantity Report, 7-23
quantity, a-5, c-2, c-5, 1-15, 5-1, 11-53	field, 6-4-6-5, 10-3, 10-5, 11-13, 11-18
Ask for Label, option, Print All Parts Labels menu, 4-4	field on Adding Stock Options screen, 5-6 field on Stock File screen, 5-4, 10-3, 10-5
Ask for Label, option on Order Receiving:	negative, 7-23, 9-8, 11-12, 11-41
Parts/Address Labels menu, 6-21	new, after physical inventory, 8-8, 8-11
B/O, field on Total Inventory Report, 11-13	old, 8-11
backordered, 1-10, 9-8, 10-6, 11-12-11-13	quantity, order, 6-4, 6-8, 6-11–6-12, 6-23–6-24,
change due to physical inventory, 8-11	9-17, 11-8
counted, c-5, $\hat{8}$ -2, $\hat{8}$ -7, $\hat{8}$ -11 fields on Stock File screen, 5-2	changing in Order Receiving, 6-22–6-23
fields on Suggested Stock Order, 6-5	editing, apx-4 exceeded by parts received, 6-22
/Hours, field, 7-3	field on Stock Order Reminder, 6-18
in stock, 1-10, 2-1, 4-4, 5-4-5-7, 6-2, 6-4, 6-7,	large, price break on, 6-15
6-11, 6-22, 6-24, 7-23, 8-2, 8-7-8-8, 8-11, 9-6-	Minimum, field, 10-6
9-8, 9-17, 10-3, 10-5-10-6, 11-12, 11-18, 11-30	
11-58	Minimum, field on Stock File screen, 5-5, 10-6
information, sending to microfiche program, 11-58	quantity received, 6-2, 6-21–6-22, 6-21, 6-24,
new, 5-4, 6-7, 10-5	11-8
O/H, field on Total Inventory Report, 11-13	changing in Order Receiving, 6-22-6-23
O/O, field on Total Inventory Report, 11-13 of items received, 6-21	field, Receiving Stock Order screen, 6-22, 6-24
of labels to print, 4-5, 4-10, 5-3, 6-21, 10-4	greater than purchase order amount, 6-22
On Backorder, field, 11-13	less than purchase order amount, 6-22–6-23
on Backorder, field on Stock File screen, 5-5,	Quick Listing
10-6	by Account Number, option on Account File Prints menu, 9-26
on Hold ticket, 1-24	by Name, optn, Account File Prints menu, 9-26
on order, 1-10, 6-7, 6-11, 9-7–9-8, 9-17,	by Traine, opin, Heedant The Times mena, 5 20
11-12-11-13, 11-22, 11-58, apx-4	}
on Order, field, Stock file screen, 3-3, 10-6	
Only, screen command option, 5-6, 10-3 ordered, 3-4, 6-4, 6-11-6-12, 6-21-6-22, 6-24,	R/O Labor (Non-Taxable), field on End of Day Recon cili-
11-8, 11-12, 11-22, 11-58	ation, 7-10, 7-12, 7-14, 7-16
part, 1-14, 1-16, 1-24, 1-37, 3-4, 5-1, 5-4, 5-6,	option on Sales Tax Maintenance menu, 11-36
5-8, 7-3, 7-23, 8-2, 8-7, 8-11, 9-16, 9-24,	(Taxable), field on End of Day Reconciliation,
10-3, 10-5, 11-6, 11-12-11-13, 11-18, 11-58	7-10, 7-12, 7-14-7-15
part, changes, 11-10	R/O Misc
part, on estimates, 11-18	(Non-Taxable), field on End of Day Reconcili-
pending on Hold tickets, 11-13	ation, 7-12, 7-15
print, 4-5, 4-10	option on Sales Tax Maintenance menu, 11-38
returned, 11-6	(Taxable), field on End of Day Reconciliation,
sold, 7-3, 9-16	7-12, 7-15
Special Order, 3-1, 6-18, 9-20	R/O Sales Tax, Parts-, menu, 11-38
suggested to order, 6-3-6-4, 6-7-6-8	R/O-Labor
to Order, field, Creating Stock Order sorn, 6,11	Sales Tax, menu, 11-36
to Order, field, Creating Stock Order scrn, 6-11 total, of items to order, 6-18	Tax Kit, screen, 11-36
unit, 5-5, 6-7, 6-17, 10-6, 11-18	Tax Rate, screen, 11-36
Unit, field, 6-17, 11-18	R/O-Misc
Quantity, field, 1-11, 1-24, 3-4, 5-2, 9-23	Sales Tax, menu, 11-38
on Daily Special Order Reminder, 7-19	Tax Kit, screen, 11-38
on RO Parts screen. 1-37	Tax Rate, screen, 11-38

data, to include in customized report, 9-34-9-35 date, 9-4 information, to include in custom report, 9-33 kit number, 9-9 name, 9-27 operator, 9-4, 11-23-11-24 Parameters, Report, screen, 9-34-9-35 part number, a-9, 4-5, 8-1, 8-3-8-7, 9-3, 9-7-9-8, 9-16-9-17, 11-16, 11-24, apx-5 part status, 6-14 percentage, 9-9 Repair Order, 11-20, 11-23 ticket number, 9-23, 9-29, 11-18-11-19 to display, a-9, 1-11 to print, 4-5, 4-8, 6-14, 8-3-8-7, 8-9, 9-3-9-4, 9-7-9-9, 9-16-9-17, 9-22-9-23, 9-27, 9-29, 9-34-9-35, 10-20-10-21, 11-13-11-14, 11-16-Verification, Report, screen, 9-35 range of categories, 9-7-9-8, 9-17, 11-16 codes, 6-14, 9-7-9-8, 9-17, 11-16 codes, 6-14, 9-7-9-8, 9-17, 11-16 codes, 6-14, 9-7-9-8, 9-17, 11-15 hourly labor, c-2, 11-42, 11-55 R/O-Labor Tax, screen, 11-36 R/O-Misc Tax, screen, 11-38 Rate, Parts -Labor Tax, screen, 11-36 R/O-Misc Tax, screen, 11-35 -Misc Tax, screen, 11-35 -Misc Tax, screen, 11-37 Tax, screen, 11-37 Tax, screen, 11-34 rate, sales tax, c-2, 1-3, 11-29 System Defaults screen field, 11-30 setting, 11-32	range	Receive from Invoice - No Purchase Order, option
date, 9-4 information, to include in custom report, 9-33 kit number, 9-9 name, 9-27 operator, 9-4, 11-23-11-24 Parameters, Report, screen, 9-34-9-35 part number, a-9, 4-5, 8-1, 8-3-8-7, 9-3, 9-7- 9-8, 9-16-9-17, 11-16, 11-24, apx-5 part status, 6-14 precentage, 19-12, 11-123 itcket number, 9-23, 9-29, 11-18-11-19 to display, a-9, 1-11 to print, 4-5, 4-8, 6-14, 8-3-8-7, 8-9, 9-3-9-4, 9-7-9-9, 9-16-9-17, 9-22-9-23, 9-72, 9-29, 9-3-49-35, 10-20-10-21, 11-13-11-14, 11-16- trendfors, a-9, 1-11, 4-8, 6-16-6-17, 7-22, 8-5, 8-9, 9-3, 9-7-9-8, 9-17, 11-16 tendfors, a-9, 1-11, 4-8, 6-16-6-17, 7-22, 8-5, 8-9, 9-3, 9-7-9-8, 9-17, 11-15 foundry labor, c-2, 11-42, 11-53 percent profit, 11-55 k(O-Labor Tax, screen, 11-35 Alise Tax, screen, 11-34 rate, sales tax, c-2, 1-3, 11-29 System Defaults screen field, 11-30 setting, 11-32 rates Hourly Labor, option on System Defaults menu, 11-42 labor, disclosing on invoice, 11-53 Sales Tax Packages/kits/, field on System Defaults screen, 11-35 rates Hourly Labor, option on System Defaults menu, 11-47 no parts-labor Sales Tax menu, 11-36 on Parts-Labor Sales Tax menu, 11-36 on Ro-Misc Sales Tax menu, 11-37 con RO-Labor Sales Tax menu, 11-36 on Ro-Misc Sales Tax menu, 11-37 con RO-Labor Sales Tax menu, 11-36 on Ro-Misc Sales Tax menu, 11-36 on Ro-Misc Sales Tax menu, 11-37 con RO-Labor Sales Tax menu, 11-36 on Ro-Misc Sales Tax menu, 11-37 con RO-Labor Sales Tax menu, 11-37 con RO-Labor Sales Tax menu, 11-36 on Ro-Misc Sales Tax menu, 11-37 con RO-Labor Sales Tax menu, 11-36 on Ro-Misc Sales Tax menu, 11-37 con RO-Labor Sales Tax menu, 11-36 on Ro-Misc Sales Tax menu, 11-36 on Ro-Misc Sales Tax menu, 11-37 on RO-Labor Sales Tax menu, 11-36 on Ro-Misc Sales Tax menu, 11-36 on Ro-Misc Sales Tax men	cost, for matrix, 10-20-10-21	_
information, to include in custom report, 9-33 kit number, 9-9 name, 9-27 operator, 9-4, 11-23-11-24 Parameters, Report, screen, 9-34-9-35 part number, -39, 4-5, 8-1, 8-3-8-7, 9-3, 9-7-9-8, 9-16-9-17, 11-16, 11-24, apx-5 part status, 6-14 percentage, 9-9 Repair Order, 11-20, 11-23 ticket number, 9-23, 9-29, 11-18-11-9 to display, a-9, 1-11 to print, 4-5, 4-8, 6-14, 8-3-8-7, 8-9, 9-3-9, 11-20, 11-20-10-21, 11-13-11-14, 11-16-11-20, 11-20-10-21, 11-13-11-14, 11-16-11-20, 11-20-10-21, 11-13-11-14, 11-16-11-20, 11-20-10-21, 11-13-11-14, 11-16-11-20, 11-20-10-21, 11-13-11-14, 11-16-11-20, 11-20-10-21, 11-13-11-14, 11-16-11-20, 11-20-10-21, 11-13-11-14, 11-16-11-20, 11-20-10-21, 11-13-11-14, 11-16-11-20, 11-20-10-21, 11-13-11-14, 11-16-11-20, 11-20-10-21, 11-13-11-14, 11-16-11-20, 11-20-10-20, 11-20-10-21, 11-13-11-14, 11-16-11-20, 11-20-10-20, 11-20-10-21, 11-15-11-10-10-10-10-10-10-10-10-10-10-10-10-		
kit number, 99 name, 9-27 operator, 9-4, 11-23-11-24 parameters, Report, screen, 9-34-9-35 part number, a-9, 4-5, 8-1, 8-3-8-7, 9-3, 9-7-9-8, 9-16-9-17, 11-16, 11-24, apx-5 part status, 6-14 percentage, 9-9 Repair Order, 11-20, 11-23 ticket number, 9-23, 9-29, 11-18-11-19 to display, a-9, 1-11 to print, 4-5, 4-8, 6-14, 8-3-8-7, 8-9, 9-3-9-4, 9-7-9-9, 9-16-9-17, 9-22-9-23, 9-27, 9-29, 9-3-4-9-35, 10-20-10-21, 11-13-11-14 codes, 6-14, 9-7-9-8, 9-17, 11-13-11-14 codes, 6-14, 9-7-9-8,		
name, 9-27 operator, 9-4, 11-23–11-24 Parameters, Report, screen, 9-34–9-35 part number, -9, 24-5, 8-1, 8-3–8-7, 9-3, 9-7–9-8, 9-16–9-17, 11-16, 11-24, apx-5 part status, 6-14 percentage, 9-9 Repair Order, 11-20, 11-23 ticket number, 9-23, 9-29, 11-18–11-19 to display, a-9, 1-11 to print, 4-5, 4-8, 6-14, 8-3–8-7, 8-9, 9-7–9-9, 9-16–9-17, 9-22-9-23, 9-27, 9-29, 9-34–9-35, 10-20–10-21, 11-13–11-14, 11-20-11-24, apx-5 portation, Report, screen, 9-35 range of categories, 9-7–9-8, 9-17, 11-13–11-14 codes, 6-14, 9-7–9-8, 9-17, 11-16 vendors, a-9, 1-11, 4-8, 6-16–6-17, 7-22, 8-5, 8-9, 9-3, 9-7–9-8, 9-16, 11-24 products, a-9, 1-11, 4-8, 6-16–6-17, 7-22, 8-5, 8-9, 9-3, 9-7–9-8, 9-16, 11-35 percent profit, 11-55 R/O-Labor Tax, screen, 11-35 rate, sales tax, e-2, 1-3, 11-29 System Defaults screen, 11-37 rax, screen, 11-34 rate, sales tax, e-2, 1-3, 11-29 System Defaults screen field, 11-30 setting, 11-32 rates Hourly Labor, option on Service Defaults menu, 11-32 labor, disclosing on invoice, 11-53 Sales Tax Packages/Kirs', field on System Defaults screen, 11-35 on Parts-Labor Sales Tax menu, 11-36 on Parts-Labor Sales Tax menu, 11-35 on RO-Labor Sales Tax menu, 11-35 on RO-Labor Sales Tax menu, 11-35 on RO-Misc Sales Tax menu, 11-35 on RO-Misc Sales Tax menu, 11-36 on RO-Misc Sales Tax menu, 11-36 on RO-Misc Sales Tax menu, 11-37 on RO-Labor Sales Tax menu, 11-36 on RO-Misc Sales Tax menu, 11-37 on RO-Labor Sales Tax menu, 11-37 on RO-Labor Sales Tax menu, 11-36 no RO-Misc Sales Tax menu, 11-37 on RO-Labor Sales Tax menu, 11-36 no RO-Misc Sales Tax menu, 11-37 on RO-Labor Sales Tax menu, 11-36 no RO-Misc Sales Tax menu, 11-37 on RO-Labor Sales Tax menu, 11-36 no RO-Misc Sales Tax menu, 11-37 no RO-Labor Sales Tax menu, 11-36 no RO-Misc Sales Tax menu, 11-36 no RO		
operator, 9-4, 11-23-11-24 Parameters, Report, screen, 9-34-9-35 part number, a-3, 4-5, 8-1, 8-3-8-7, 3-9 -9-8, 9-16-9-17, 11-16, 11-24, apx-5 part status, 6-14 percentage, 9-19 Repair Order, 11-20, 11-23 ticket number, 9-23, 9-29, 11-18-11-19 to display, a-9, 1-11 to oprint, 4-5, 4-8, 6-14, 8-3-8-7, 8-9, 9-3-9-4, 9-7-9-3, 9-16-9-17, 19-22, 9-23, 9-27, 9-29, 9-3-49-3, 10-20-10-21, 11-13-11-14, 11-10 Li-20, 11-23-11-24, apx-5 range of categories, 9-7-9-8, 9-17, 11-13-11-14 codes, 6-14, 9-7-9-8, 9-17, 11-13-11-14 codes, 6-14, 9-7-9-8, 9-17, 11-13-11-14 codes, 6-14, 9-7-9-8, 9-17, 11-16 red discount percentage, 11-15 hourly labor, c2, 11-42, 11-53 percent profit, 11-55 RO-Labor Tax, screen, 11-35 -Misc Tax, screen, 11-36 -Misc Tax, screen, 11-36 -Misc Tax, screen, 11-37 -Misc Tax, screen, 11-37 -Misc Tax, screen, 11-35 -Misc Tax, screen,		
part number, a.9, 4.5, 8.1, 8.3–8.7, 9.3, 9.7– 9.8, 9.16–9-17, 11-16, 11-24, apx-5 part status, 6.14 percentage, 9-9 Repair Order, 11-20, 11-23 ticket number, 9-23, 9-29, 11-18–11-19 to display, a.9, 1-11 to print, 4.5, 4.8, 6.14, 8.3–8-7, 8.9, 9.3–9-4, 9.7–9-9, 9.16–9-17, 9-22-9-23, 9-27, 9-29, 9.34–9-35, 10-20-10-21, 11-13–11-14, 11-16- 11-20, 11-23–11-24, apx-5 Verification, Report, screen, 9-35 range of categories, 9-7–9.8, 9-17, 11-13–11-4 codes, 6-14, 9-7–9-8, 9-17, 11-16 vendors, a.9, 1-11, 4-8, 6-16-6-17, 7-22, 8-5, 8-9, 9-3, 9-7–9-8, 9-16-9-17, 9-22, 11-16, 11-24 rate discount percentage, 11-15 hourly labor, e-2, 11-42, 11-53 percent profit, 11-35 RoO-Labor Tax, screen, 11-37 Tax, screen, 11-37 Tax, screen, 11-37 Tax, screen, 11-37 Tax, screen, 11-38 Rate, Parts Hourly Labor, option on Service Defaults menu, 11-32 Tate Rlags/Kits/, option on Service Defaults menu, 11-32 Tax Pkgs/Kits/, option on System Defaults serven Defaults screen, 11-30 Rober Sales Tax menu, 11-36 on Parts-Labor Sales Tax menu, 11-36 on Ro-Misc Sales Tax menu, 11-36 con Ro-Misc Sales Tax menu, 11-37 rate, Alexandre, option on System Defaults menu, 11-33 Rates, option on Parts Sales Tax menu, 11-36 on Ro-Misc Sales Tax menu		order not, 6-16, 6-18
9-8, 9-16-9-17, 11-16, 11-24, apx-5 part status, 6-14 percentage, 9-9 Repair Order, 11-20, 11-23 ticket number, 9-23, 9-29, 11-18-11-19 to display, a-9, 1-11 to print, 4-5, 4-8, 6-14, 8-3-8-7, 8-9, 9-3-9-4, 9-7-9-9, 9-16-9-17, 9-22-9-23, 9-27, 9-29, 9-34-9-35, 10-20-10-21, 11-13-11-14, 11-16- trange of categories, 9-7-9-8, 9-17, 11-13-11-14 codes, 6-14, 9-7-9-8, 9-17, 11-13-11-14 codes, 6-14, 9-7-9-8, 9-17, 11-16 cwedors, a-9, 1-11, 4-8, 6-16-6-17, 7-22, 8-5, 8-9, 9-3, 9-7-9-8, 9-17, 11-16 red discount percentage, 11-15 hourly labor, c-2, 11-42, 11-53 percent profit, 11-55 R/O-Labor Tax, screen, 11-36 RA/O-Misc Tax, screen, 11-37 Tax, screen, 11-37 Tax, screen, 11-37 Tax, screen, 11-38 rate, sales tax, c-2, 1-3, 11-29 System Defaults screen field, 11-30 setting, 11-32 Tare RgayKits/, option on Service Defaults menu, 11-42 labor, disclosing on invoice, 11-53 Sales Tax Packages/Kits/, field on System Defaults screen, 11-34 on Parts-Labor Sales Tax menu, 11-34 on Parts-Labor Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-37 on R/O-Labor Sales Tax menu, 11-38 Rates, option On Parts Sales Tax menu, 11-38 Read, Odom, column headg on Vehicle List, 9-15 Real-Time Integration (RTI) System, 11-58 Receivable, Accountts, integration for Real-World Received Parts Summary Reports		
part status, 6-14 percentage, 9-9 Repair Order, 11-20, 11-23 ticket number, 9-23, 9-29, 11-18-11-19 to display, a-9, 1-11 to print, 4-5, 4-8, 6-14, 8-3-8-7, 8-9, 9-3-9-4, 9-79-9, 9-16-9-17, 9-22-9-23, 9-27, 9-29, 9-16-9-17, 9-22-9-23, 9-27, 9-29, 9-16-9-17, 9-22-9-35, 10-20-10-21, 11-13-11-14, 11-16-11-20, 11-23-11-24, apx-5 Verification, Report, screen, 9-35 range of categories, 9-7-9-8, 9-17, 11-13-11-14 codes, 6-14, 9-7-9-8, 9-17, 11-13-11-4 codes, 6-14, 9-7-9-8, 9-17, 11-15 evendors, a-9, 1-11, 4-8, 6-16-6-17, 7-22, 8-5, 8-9, 9-3, 9-7-9-8, 9-17, 11-15 hourly labor, c-2, 11-42, 11-53 percent profit, 11-55 R/O-Labor Tax, screen, 11-36 R/O-Misc Tax, screen, 11-35 extension, 11-32 rates, 8-20 extension, 11-32 rates, 8-20 extension, 11-32 rates Hourly Labor, option on Service Defaults menu, 11-42 labor, disclosing on invoice, 11-53 Sales Tax Packages/Kits/, field on System Defaults screen, 11-36 no Parts-Rabor Sales Tax menu, 11-36 on Parts-Rabor Sales Tax menu, 11-37 on R/O-Labor Sales Tax menu, 11-38 Read, Odom, column headg on Vehicle List, 9-15 Real-Time Integration (RTI) System, 11-58 ricket as, 1-1, 1-35 ricket as, 1-1,	9-8, 9-16–9-17, 11-16, 11-24, apx-5	
Repair Order, 11-20, 11-23 ticket number, 9-23, 9-29, 11-18-11-19 to display, a-9, 1-11 to print, 4-5, 4-8, 6-14, 8-3-8-7, 8-9, 9-3-9-4, 9-7-9-9, 9-16-9-17, 9-22-9-23, 9-27, 9-29, 9-34-9-35, 10-20-10-21, 11-13-11-14, 11-16-12-120, 11-23-11-24, apx-5 Verification, Report, screen, 9-35 range of categories, 9-7-9-8, 9-17, 11-13-11-16 vendors, a-9, 1-11, 4-8, 6-16-6-17, 7-22, 8-5, 8-9, 9-3, 9-7-9-8, 9-16-9-17, 9-22, 11-16, 11-24 discount percentage, 11-15 hourly labor, c-2, 11-42, 11-53 percent profit, 11-55 R/O-Labor Tax, screen, 11-35 Rate, Parts -1-abor Tax, screen, 11-35 Amisc Tax, screen, 11-36 Amisc Tax, screen, 11-37 Amisc Tax, screen, 11-36 Amisc Tax, screen, 11-37 Amisc Tax, screen, 11-38 Amisc Tax, screen, 11-39 Amisc Tax, screen, 11-39 Amisc Tax, screen, 11-39 Amisc Tax, screen,	part status, 6-14	
ticket number, 9-23, 9-29, 11-18-11-19 to display, a-9, 1-11 to print, 4-5, 4-8, 6-14, 8-3-8-7, 8-9, 9-3-9-4, 9-7-9-9, 9-16-9-17, 9-22-9-23, 9-27, 9-29, 9-34-9-35, 10-20-10-21, 11-13-11-14, 11-16-12-0, 11-23-11-24, apx-5 Verification, Report, screen, 9-35 range of categories, 9-7-9-8, 9-17, 11-13-11-14 codes, 6-14, 9-7-9-8, 9-17, 11-16 evendors, a-9, 1-11, 4-8, 6-16-6-17, 7-22, 8-5, 8-9, 9-3, 9-7-9-8, 9-16-9-17, 9-22, 11-16, 11-24 discount percentage, 11-15 hourly labor, c-2, 11-42, 11-53 percent profit, 11-55 R/O-Labor Tax, screen, 11-36 R/O-Misc Tax, screen, 11-35 eMisc Tax, screen, 11-37 Tax, screen, 11-37 Tax, screen, 11-37 Tax, screen, 11-38 Rate, parts Labor Tax screen filed, 11-30 setting, 11-52 option on Service Defaults menu, 11-42 labor, disclosing on invoice, 11-53 sales Tax Packages/Kits/, field on System Defaults screen, 11-37 Tax Pkg/Kits/, option on Service Defaults menu, 11-36 on Parts-Misc Sales Tax menu, 11-37 on R/O-Labor Sales Tax menu, 11-35 on Parts-Misc Sales Tax menu, 11-37 on R/O-Labor Sales Tax menu, 11-37 on R/O-Labor Sales Tax menu, 11-38 Read, Odom, column headg on Vehicle List, 9-15 Real-Time Integration (RTI) System, 11-58 Real-Time Integration (RTI) System, 11-58 Real-Time Integration software, 10-1, 10-11, 11-41, 11-41, 11-49-11-50 Received parts Reports Defaults screen, 11-51 orders hippent from vendor, 6-20-6-21, 6-23, 10-8, 10-17, 11-9, 11-51 standard stock order, 6-21-6-22, 7-20, 11-51 stock Order from Invoice, screen, 6-22-6-23 Receivable, Accounts, integration for RealWorld receiving, 11-35 ricket as, 1-1, 1-35 ricket as, 1-1, 1-35 ricket, "Print? screen message, 1-35 ricket," "Print? scr		Address Labels menu, 6-21
to display, a-9, 1-11 to print, 4-5, 4-8, 6-14, 8-3, 8-7, 8-9, 9-3-9-4, 9-7, 9-9, 9-16, 9-17, 9-22, 9-23, 9-27, 9-29, 9-34, 9-35, 10-20-10-21, 11-13-11-14, 11-16-11-20, 11-23-11-24, apx-5 range of categories, 9-7, 9-8, 9-17, 11-16 vendors, a-9, 1-11, 4-8, 6-16-6-17, 7-22, 8-5, 8-9, 9-3, 9-7, 9-8, 9-17, 11-16 vendors, a-9, 1-11, 4-8, 6-16-6-17, 7-22, 8-5, 8-9, 9-3, 9-7, 9-8, 9-16-9-17, 9-22, 11-16, 11-24 rate discount percentage, 11-15 hourly labor, c-2, 11-42, 11-53 percent profit, 11-55 R/O-Labor Tax, screen, 11-36 R/O-Misc Tax, screen, 11-36 R/O-Misc Tax, screen, 11-37 Tax, screen, 11-37 Tax, screen, 11-37 Tax, screen, 11-34 rate, sales tax, c-2, 1-3, 11-29 System Defaults screen, 11-30 setting, 11-32 rates Hourly Labor, option on Service Defaults menu, 11-42 labor, disclosing on invoice, 11-53 Sales Tax Packages/Kits/, field on System Defaults screen, 11-37 Tax Pagx/Kits/, option on Service Defaults menu, 11-36 on Parts-Labor Sales Tax menu, 11-35 on Parts-Misc Sales Tax menu, 11-35 on Parts-Misc Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-37 on R/O-Labor Sales Tax menu, 11-38 Read, Odom, column headg on Vehicle List, 9-15 Real-Time Integration (RT) System, 11-58 Real-World accounting software, 10-1, 10-11, 11-41, 11-49-11-50 Rebuild, option, Master Book menu, 10-30-10-31 receipt printing, 1-35 ticket as, 1-1, 1-35 Ticket", "Print? screen message, 1-35 Receivable, Accounts, integration for RealWorld Screen and specific printing, 1-35 ticket as, 1-1, 1-35 Ticket", "Print? screen message, 1-35 Receivable, Accounts, integration for RealWorld field, Enter Amount Paid Out screen, 1-35 Total, field on Enter Amount Paid Out screen, 1-35 Total, field on Enter Amount Paid Out screen, 1-35 Total, field on Enter Amount Paid Out screen, 1-35 Total, field on Enter Amount Paid Out screen, 1-35 Total, field on Enter Amount Paid Out screen, 1-35 Total, field on Enter Amount Paid Out screen, 1-35 Total, field on Enter Amount Paid Out screen, 1-35 Total, field on Enter Amount Paid Out screen, 1-35 Total, field on Ent		
to print, 4-5, 4-8, 6-14, 8-3-8-7, 8-9, 9-3-9-4, 9-7-9-9, 9-16-9-17, 9-22-9-23, 9-27, 9-29, 9-34-9-35, 10-20-10-21, 11-13-11-14, 11-16-11-20-11-23-11-24, apx-5 Verification, Report, screen, 9-35 range of categories, 9-7-9-8, 9-17, 11-13-11-14 codes, 6-14, 9-7-9-8, 9-17, 11-13-11-14 codes, 6-14, 9-7-9-8, 9-17, 11-16 redores, a-9, 1-11, 4-8, 6-16-6-17, 7-22, 8-5, 8-9, 9-3, 9-7-9-8, 9-16-9-17, 9-22, 11-16, 11-24 rate discount percentage, 11-15 hourly labor, c-2, 11-42, 11-53 percent profit, 11-55 RO-Labor Tax, screen, 11-36 RO-Misc Tax, screen, 11-37 Tax, screen, 11-37 Tax, screen, 11-37 Tax, screen, 11-37 Tax, screen, 11-39 System Defaults screen field, 11-30 setting, 11-32 rates Hourly Labor, option on Service Defaults menu, 11-42 labor, disclosing on invoice, 11-53 Sales Tax Packages/Kits/, field on System Defaults screen, 11-37 Tax Pagx/Kits/, option on Service Defaults menu, 11-36 on Parts-Misc Sales Tax menu, 11-37 on RO-Labor Sales Tax menu, 11-37 on Parts-Misc Sales Tax menu, 11-37 on Parts-Misc Sales Tax menu, 11-37 on RO-Labor Sales Tax menu, 11-37 on RO-Labor Sales Tax menu, 11-37 on RO-Misc Sales Tax menu, 11-37 on Parts-Misc Sales Tax menu, 11-37 on RO-Misc Sales Tax menu, 11-37 on RO-Labor Sales Tax menu, 11-38 Read, Odom, column headg on Vehicle List, 9-15 Real-Time Integration (RTI) System, 11-58 Real-World accounting software, 10-1, 10-11, 11-41, 11-49-11-50 Rebuild, option, Master Book menu, 10-30-10-31 receipt printing, 1-35 ticket as, 1-1, 1-35 Ticket", "Print? screen message, 1-35 Receivable, Accounts, integration for RealWorld		Special Orders ontion on Special Order Prints
9-74-9-9, 9-16-9-17, 9-22-9-23, 9-27, 9-38, 9-35, 10-20-10-21, 11-31-11-4, 11-16-11-20, 11-23-11-24, apx-5 Verification, Report, screen, 9-35 range of categories, 9-7-9-8, 9-17, 11-13-11-14 codes, 6-14, 9-7-9-8, 9-17, 11-13-11-14 codes, 6-14, 9-7-9-8, 9-17, 11-16 vendors, a-9, 1-11, 4-8, 6-16-6-17, 7-22, 8-5, 8-9, 9-3, 9-7-9-8, 9-16-9-17, 9-22, 11-16, 11-24 rate discount percentage, 11-15 hourly labor, c-2, 11-42, 11-53 percent profit, 11-55 R/O-Habor Tax, screen, 11-38 Rate, Parts -1.abor Tax, screen, 11-38 Rate, Sales Tax, screen, 11-37 Tax, screen, 11-34 rate, sales tax, c-2, 1-3, 11-29 System Defaults screen field, 11-30 setting, 11-32 rates Hourly Labor, option on Service Defaults menu, 11-42 labor, disclosing on invoice, 11-53 Sales Tax Packages/Kits/, field on System Defaults screen, 11-37 Tax Psys/Kits/, option on System Defaults menu, 11-36 on Parts-Labor Sales Tax menu, 11-37 on R/O-Labor Sales Tax menu, 11-35 on Parts-Misc Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-38 Read, Odom, column headg on Vehicle List, 9-15 Real-Time Integration (RT) System, 11-58 received Parts Reports Defaults screen, 11-2-15-11-52 received, quantity, 6-2, 6-21-6-23, 11-8 changing in Order Receiving, 6-22 field on Receiving Stock Order screen, 6-22-6-6-6-6-6-6-6-2-4, 7-20, 7-23, 10-5, 10-17, 11-51 roder shipment from vendor, 6-20-6-21, 6-23, 5-24 labeled items, 6-21 of parts, a-2, a-1, 1-4, 11-10-10-10-10-10-10-10-10-10-10-10-10-1	to print, 4-5, 4-8, 6-14, 8-3-8-7, 8-9, 9-3-9-4,	
screen, 1-23, 1-34 Neceived Parts Report screen, 9-35 range of categories, 9-7-9-8, 9-17, 11-13-11-14 codes, 6-14, 9-7-9-8, 9-17, 11-16 vendors, a-9, 1-11, 4-8, 6-16-6-17, 7-22, 8-5, 8-9, 9-3, 9-7-9-8, 9-16-9-17, 9-22, 11-16, 11-24 rate discount percentage, 11-15 hourly labor, c-2, 11-42, 11-53 percent profit, 11-55 R/O-Habor Tax, screen, 11-38 Rate, Parts -Labor Tax, screen, 11-37 Tax, screen, 11-34 rate, sales tax, c-2, 1-3, 11-29 System Defaults screen field, 11-30 setting, 11-32 rates Hourly Labor, option on Service Defaults menu, 11-42 labor, disclosing on invoice, 11-53 Sales Tax Packages/Kits/, field on System Defaults screen, 11-37 Tax PsysKits/, option on System Defaults menu, 11-33 Rates, option on Parts Sales Tax menu, 11-37 on R/O-Labor Sales Tax menu, 11-35 on Parts-Labor Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-37 con R/O-Labor Sales Tax menu, 11-38 Read, Odom, column headg on Vehicle List, 9-15 Real-Time Integration (RTI) System, 11-58 Real-World accounting software, 10-1, 10-11, 11-41, 11-49-11-50 Rebuild, option, Master Book menu, 10-30-10-31 receipt prinnting, 1-35 ticket as, 1-1, 1-35 Ticket", "Print? screen message, 1-35 Receivable, Accounts, integration for RealWorld		Total, field, Enter Amount Paid Out screen, 1-35
Received Parts Report range of categories, 9-7–9-8, 9-17, 11-13–11-14 codes, 6-14, 9-7–9-8, 9-17, 11-16 redors, 3-9, 1-11, 4-8, 6-16–6-17, 7-22, 8-5, 8-9, 9-3, 9-7–9-8, 9-16–9-17, 9-22, 11-16, 11-24 rate discount percentage, 11-15 hourly labor, c-2, 11-42, 11-53 percent profit, 11-55 R/O-Hostor Tax, screen, 11-36 R/O-Misc Tax, screen, 11-37 Tax, screen, 11-38 Rourly Labor, option on Service Defaults menu, 11-42 labor, disclosing on invoice, 11-53 Sales Tax Pags/Kits/, option on Service Defaults menu, 11-32 Tax Pkgs/Kits/, option on System Defaults menu, 11-33 Rates, option on Parts Sales Tax menu, 11-35 on Parts-Hiso Sales Tax menu, 11-35 on R/O-Misc Sales Tax menu, 11-35 on R/O-Misc Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-37 Read-Time Integration (RTI) System, 11-58 Read-World accounting software, 10-1, 10-11, 11-41, 11-49, 11-51 flag on End of Day Defaults screen, 11-49, 11-51 flae on End of Day Defaults screen, 11-49, 11-51 flae on End of Day Defaults screen, 11-49 window on End of Day Defaults screen, 11-49 window on End of Day Defaults screen, 11-49 received, quantity, 6-2, 6-21-6-23, 11-8 eccived arts Report End of Day, 7-1-7-2, 7-20, 7-24, 10-26, 11-8, 11-49, 11-51 flae on End of Day Defaults screen, 11-49 in 1-69 window on End of Day Defaults screen, 11-49 received, quantity, 6-2, 6-21-6-23, 11-8 ectived arts Report End of Day, 7-1-7-2, 7-20, 7-24, 10-26, 11-8, 11-49, 11-51 flae on End of Day Defaults screen, 11-49 in 1-69 window on End of Day Defaults screen, 11-49 in 1-69 received arts Report End of Day Defaults screen, 11-49 in 1-69 related artes, 6-16 flae, 7-26-6-2-6-21 fled on Receiving Stock		
range of categories, 9-7-9-8, 9-17, 11-13-11-14 codes, 6-14, 9-7-9-8, 9-17, 11-13-11-14 codes, 6-14, 9-7-9-8, 9-17, 11-13-11-16 vendors, a-9, 1-11, 4-8, 6-16-6-17, 7-22, 8-5, 8-9, 9-3, 9-7-9-8, 9-16-9-17, 9-22, 11-16, 11-24 rate discount percentage, 11-15 hourly labor, e-2, 11-42, 11-53 percent profit, 11-55 R/O-Labor Tax, screen, 11-36 R/O-Misc Tax, screen, 11-38 rate, sales tax, e-2, 1-3, 11-29 rates, sales tax, e-2, 1-3, 11-29 System Defaults screen field, 11-30 setting, 11-32 rates Hourly Labor, option on Service Defaults menu, 11-42 labor, disclosing on invoice, 11-53 Sales Tax Packages/Kits/, field on System Defaults screen, 11-32 rax Pkgs/Kits/, option on System Defaults menu, 11-33 and Parts-Alabor Sales Tax menu, 11-35 on Parts-Misc Sales Tax menu, 11-35 on Parts-Misc Sales Tax menu, 11-35 on R/O-Misc Sales Tax menu, 11-36 on Ro-Labor Sales Tax menu, 11-36 on Ro-Labor Sales Tax menu, 11-36 on Ro-Labor Sales Tax menu, 11-36 on Ro-Chabor Sales Tax menu, 11-36 on Ro-Chabor Sales Tax menu, 11-36 on Ro-Chabor Sales Tax menu, 11-37 on R/O-Labor Sales Tax menu, 11-38 Read, Odom, column headg on Vehicle List, 9-15 Real-Time Integration (RTI) System, 11-58 Real-Time Integration (RTI) System, 11-55 ticket as, 1-1, 1-35 Ticket", "Print? screen message, 1-35 Receivable, Accounts, integration for RealWorld		
categories, 9.7–9-8, 9.17, 11-13–11-14 codes, 6-14, 9.7–9-8, 9.17, 11-16 vendors, a.9, 1-11, 4-8, 6-16-6-17, 7-22, 8-5, 8-9, 9-3, 9.7–9-8, 9-16–9-17, 9-22, 11-16, 11-52 and discount percentage, 11-15 hourly labor, c-2, 11-42, 11-53 percent profit, 11-55 R/O-Labor Tax, screen, 11-36 R/O-Misc Tax, screen, 11-36 R/O-Misc Tax, screen, 11-35 — Misc Tax, screen, 11-35 — Misc Tax, screen, 11-37 Tax, screen, 11-37 Tax, screen, 11-37 ans, 11-32 labor, disclosing on invoice, 11-53 Sales Tax Packages/Kits/, field on System Defaults screen, 11-32 labor, disclosing on invoice, 11-53 Sales Tax Packages/Kits/, field on System Defaults screen, 11-36 on Parts-Labor Sales Tax menu, 11-35 on Parts-Misc Sales Tax menu, 11-35 on Parts-Misc Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-38 Read, Odom, column headg on Vehicle List, 9-15 Real-Time Integration (RTI) System, 11-58 RealWorld accounting software, 10-1, 10-11, 11-11, 11-11, 11-50 Rebuild, option, Master Book menu, 10-30-10-31 receipt printing, 1-35 ticket as, 1-1, 1-35 Ticket", "Print? screen message, 1-35 Receivable, Accounts, integration for RealWorld filed descriptions, 7-1, 7-9, 7-11 feld descriptions, 7-1, 7-15	· · · · · · · · · · · · · · · · · · ·	
codes, 6-14, 97-9-8, 9-17, 11-16 yendors, a-9, 1-11, 4-8, 6-16-6-17, 7-22, 8-5, 8-9, 9-3, 9-7-9-8, 9-16-9-17, 9-22, 11-16, 11-24 rate discount percentage, 11-15 hourly labor, c-2, 11-42, 11-53 percent profit, 11-55 R/O-Labor Tax, screen, 11-36 R/O-Misc Tax, screen, 11-36 R/O-Misc Tax, screen, 11-37 Tax, screen, 11-37 Tax, screen, 11-37 Tax, screen, 11-39 System Defaults screen field, 11-30 setting, 11-32 rates Hourly Labor, option on Service Defaults menu, 11-42 labor, disclosing on invoice, 11-53 Sales Tax Packages/Kits/, field on System Defaults screen, 11-32 Tax Pkgs/Kits/, option on System Defaults menu, 11-33 Rates, option on Parts Sales Tax menu, 11-36 on Parts-Labor Sales Tax menu, 11-36 on Parts-Labor Sales Tax menu, 11-36 on Parts-Labor Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-38 Read, Odom, column headg on Vehicle List, 9-15 Real-Time Integration (RTI) System, 11-58 Real-World accounting software, 10-1, 10-11, 11-11, 11-11, 11-50 Rebuild, option, Master Book menu, 10-30-10-31 receipt printing, 1-35 ticket as, 1-1, 1-35 Ticket", "Print? screen message, 1-35 Receivable, Accounts, integration for RealWorld field descriptions, 7-1, 7-9, 7-11 field descriptions, 7-1, 7-15		
8-9, 9-3, 9-7-9-8, 9-16-9-17, 9-22, 11-16, 11-24 rate discount percentage, 11-15 hourly labor, c-2, 11-42, 11-53 percent profit, 11-55 R/O-Labor Tax, screen, 11-36 R/O-Misc Tax, screen, 11-38 rate, sales tax, c-2, 1-3, 11-29 System Defaults screen field, 11-30 setting, 11-32 rate sales Tax Packages/Kits/, field on System Defaults screen, 11-37 rate, sales Tax Packages/Kits/, field on System Defaults screen, 11-39 albor, disclosing on invoice, 11-53 Sales Tax Packages/Kits/, field on System Defaults screen, 11-32 rax Pkgs/Kits/, option on System Defaults menu, 11-32 rax Pkgs/Kits/, option on System Defaults menu, 11-35 on Parts-Labor Sales Tax menu, 11-36 on R/O-Labor Sales Tax menu, 11-36 on R/O-Labor Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-36 con R/O-Misc Sales Tax menu, 11-36 con R/O-Misc Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-35 on R/O-Labor Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-37 on R/O-Misc Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-37 on R/O-Misc Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-37 on R/O-Misc Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-37 on R/O-Misc Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-37 on R/O-Misc Sales Tax menu, 11-36 on R/O-Misc Sales		flag on End of Day Defaults screen, 11-49, 11-51-
rate discount percentage, 11-15 hourly labor, c-2, 11-42, 11-53 percent profit, 11-55 R/O-Labor Tax, screen, 11-36 R/O-Misc Tax, screen, 11-36 R/O-Misc Tax, screen, 11-37 Tax, screen, 11-37 Tax, screen, 11-37 Tax, screen, 11-39 System Defaults screen field, 11-30 setting, 11-32 rates Hourly Labor, option on Service Defaults menu, 11-42 labor, disclosing on invoice, 11-53 Sales Tax Packages/Kits/, field on System Defaults screen, 11-38 rate, soption on Parts Sales Tax menu, 11-35 on Parts-Labor Sales Tax menu, 11-35 on Parts-Misc Sales Tax menu, 11-36 on Parts-Misc Sales Tax menu, 11-37 on R/O-Labor Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-37 on R/O-Labor Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-35 on R/O-Misc Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-35 on R/O-Misc Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-35 on R/O-Misc Sales Tax menu, 11-36 on R/O-Misc Sales Tax m		
discount percentage, 11-15 hourly labor, c-2, 11-42, 11-53 percent profit, 11-55 R/O-Labor Tax, screen, 11-36 R/O-Misc Tax, screen, 11-38 Rate, Parts -Labor Tax, screen, 11-37 Tax, screen, 11-37 Tax, screen, 11-37 Tax, screen, 11-34 rate, sales tax, c-2, 1-3, 11-29 System Defaults screen field, 11-30 setting, 11-32 rates Hourly Labor, option on Service Defaults menu, 11-42 labor, disclosing on invoice, 11-53 Sales Tax Packages/Kits/, field on System Defaults screen, 11-37 Tax Pkgs/Kits/, option on System Defaults menu, 11-35 on Parts-Labor Sales Tax menu, 11-35 on R/O-Misc Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-37 on R/O-Labor sales Tax menu, 11-38 Read, Odom, column headg on Vehicle List, 9-15 Real-Time Integration (RTI) System, 11-58 RealWorld accounting software, 10-1, 10-11, 11-41, 11-49-11-50 Rebuild, option, Master Book menu, 10-30-10-31 receipt printing, 1-35 ticket as, 1-1, 1-35 Ticket", "Print? screen message, 1-35 Receivable, Accounts, integration for RealWorld		
discount percentage, 11-15 hourly labor, c-2, 11-42, 11-53 percent profit, 11-55 R/O-Labor Tax, screen, 11-36 R/O-Misc Tax, screen, 11-38 Rate, Parts -Labor Tax, screen, 11-35 -Misc Tax, screen, 11-37 Tax, screen, 11-37 Tax, screen, 11-37 Tax, screen, 11-39 System Defaults screen field, 11-30 setting, 11-32 rates Hourly Labor, option on Service Defaults menu, 11-42 labor, disclosing on invoice, 11-53 Sales Tax Packages/Kits/, field on System Defaults screen, 11-32 Tax Pkgs/Kits/, option on System Defaults menu, 11-33 Rates, option on Parts Sales Tax menu, 11-35 on Parts-Misc Sales Tax menu, 11-38 Rates, option on Parts Sales Tax menu, 11-38 Read, Odom, column headg on Vehicle List, 9-15 Real-Trime Integration (RTI) System, 11-58 Real-World accounting software, 10-1, 10-11, 11-41, 11-49-11-50 Rebuild, option, Master Book menu, 10-30-10-31 receipt printing, 1-35 ticket as, 1-1, 1-35 Ticket", "Print? screen message, 1-35 Receivable, Accounts, integration for RealWorld	rate	
hourly labor, c-2, 11-42, 11-53 percent profit, 11-55 R/O-Labor Tax, screen, 11-36 R/O-Misc Tax, screen, 11-38 Rate, Parts -Labor Tax, screen, 11-35 -Misc Tax, screen, 11-37 Tax, screen, 11-37 Tax, screen, 11-34 rate, sales tax, c-2, 1-3, 11-29 System Defaults screen field, 11-30 setting, 11-32 rates Hourly Labor, option on Service Defaults menu, 11-42 labor, disclosing on invoice, 11-53 Sales Tax Packages/Kits/, field on System Defaults screen, 11-32 Tax Pkgs/Kits/, option on System Defaults menu, 11-33 Rates, option on Parts Sales Tax menu, 11-34 on Parts-Misc Sales Tax menu, 11-35 on Parts-Misc Sales Tax menu, 11-36 on R/O-Labor Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-37 on R/O-Labor Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-37 on R/O-Labor Sales Tax menu, 11-37 on R/O-Labor Sales Tax		
R/O-Labor Tax, screen, 11-36 R/O-Misc Tax, screen, 11-38 Rate, Parts -Labor Tax, screen, 11-35 -Misc Tax, screen, 11-37 Tax, screen, 11-34 rate, sales tax, c-2, 1-3, 11-29 System Defaults screen field, 11-30 setting, 11-32 rates Hourly Labor, option on Service Defaults menu, 11-42 labor, disclosing on invoice, 11-53 Sales Tax Packages/Kits/, field on System Defaults screen, 11-32 Tax Pkgs/Kits/, option on System Defaults menu, 11-33 Rates, option on Parts Sales Tax menu, 11-34 on Parts-Labor Sales Tax menu, 11-35 on R/O-Labor Sales Tax menu, 11-36 on R/O-Labor Sales Tax menu, 11-37 on R/O-Labor Sales Tax menu, 11-38 Read, Odom, column headg on Vehicle List, 9-15 Real-Time Integration (RTI) System, 11-58 RealWorld accounting software, 10-1, 10-11, 11-41, 11-49-11-50 Rebuild, option, Master Book menu, 10-30-10-31 receipt printing, 1-35 ticket as, 1-1, 1-35 Ticket", "Print; screen message, 1-35 Receivable, Accounts, integration for RealWorld		
Rate, Parts -Labor Tax, screen, 11-35 -Misc Tax, screen, 11-37 Tax, screen, 11-37 Tax, screen, 11-34 rate, sales tax, c-2, 1-3, 11-29 System Defaults screen field, 11-30 setting, 11-32 rates Hourly Labor, option on Service Defaults menu, 11-42 labor, disclosing on invoice, 11-53 Sales Tax Packages/Kits/, field on System Defaults screen, 11-32 Tax Pkgs/Kits/, option on System Defaults menu, 11-33 Rates, option on Parts-Labor Sales Tax menu, 11-35 on Parts-Labor Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-37 on R/O-Labor Sales Tax menu, 11-38 Read, Odom, column headg on Vehicle List, 9-15 Real-Time Integration (RTI) System, 11-58 RealWorld accounting software, 10-1, 10-11, 11-41, 11-49-11-50 Rebuild, option, Master Book menu, 10-30-10-31 receipt printing, 1-35 ticket as, 1-1, 1-35 Ticket", "Print? screen message, 1-35 Receivable, Accounts, integration for RealWorld		
Rate, Parts -Labor Tax, screen, 11-35 -Misc Tax, screen, 11-37 Tax, screen, 11-37 Tax, screen, 11-37 Tax, screen, 11-34 rate, sales tax, c-2, 1-3, 11-29 System Defaults screen field, 11-30 setting, 11-32 rates Hourly Labor, option on Service Defaults menu, 11-42 labor, disclosing on invoice, 11-53 Sales Tax Packages/Kits/, field on System Defaults screen, 11-32 Tax Pkgs/Kits/, option on System Defaults menu, 11-33 an Parts-Misc Sales Tax menu, 11-34 on Parts-Misc Sales Tax menu, 11-35 on Parts-Misc Sales Tax menu, 11-36 on R/O-Labor Sales Tax menu, 11-36 on R/O-Cabor Sales Tax menu, 11-38 Read, Odom, column headg on Vehicle List, 9-15 Real-Time Integration (RTI) System, 11-58 RealWorld accounting software, 10-1, 10-11, 11-41, 11-49-11-50 Rebuild, option, Master Book menu, 10-30-10-31 receipt printing, 1-35 ticket as, 1-1, 1-35 Ticket", "Print's screen message, 1-35 Receivable, Accounts, integration for RealWorld		
-Labor I ax, screen, 11-37 Tax, screen, 11-37 Tax, screen, 11-37 Tax, screen, 11-37 Tax, screen, 11-34 rate, sales tax, c-2, 1-3, 11-29 System Defaults screen field, 11-30 setting, 11-32 rates Hourly Labor, option on Service Defaults menu, 11-42 labor, disclosing on invoice, 11-53 Sales Tax Packages/Kits/, field on System Defaults screen, 11-32 Tax Pkgs/Kits/, option on System Defaults menu, 11-33 Rates, option on Parts Sales Tax menu, 11-34 on Parts-Labor Sales Tax menu, 11-35 on Parts-Misc Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-38 Read, Odom, column headg on Vehicle List, 9-15 Real-Time Integration (RTI) System, 11-58 RealWorld accounting software, 10-1, 10-11, 11-41, 11-49-11-50 Rebuild, option, Master Book menu, 10-30-10-31 receipt printing, 1-35 ticket as, 1-1, 1-35 Ticket", "Print? screen message, 1-35 Receivable, Accounts, integration for RealWorld	Rate, Parts	
-MISC 1ax, screen, 11-34 Tax, screen, 11-34 rate, sales tax, c-2, 1-3, 11-29 System Defaults screen field, 11-30 setting, 11-32 rates Hourly Labor, option on Service Defaults menu, 11-42 labor, disclosing on invoice, 11-53 Sales Tax Packages/Kits/, field on System Defaults screen, 11-32 Tax Pkgs/Kits/, option on System Defaults menu, 11-33 Rates, option on Parts Sales Tax menu, 11-34 on Parts-Labor Sales Tax menu, 11-35 on Parts-Misc Sales Tax menu, 11-38 Read, Odom, column headg on Vehicle List, 9-15 Real-Time Integration (RTI) System, 11-58 Real-Under Integration (RTI) System, 11-58 Real-Under Integration (RTI) System, 11-58 Real-World accounting software, 10-1, 10-11, 11-41, 11-49-11-50 Rebuild, option, Master Book menu, 10-30-10-31 receipt printing, 1-35 ticket as, 1-1, 1-35 Ticket", "Print? screen message, 1-35 Receivable, Accounts, integration for RealWorld		
rate, sales tax, c-2, 1-3, 11-29 System Defaults screen field, 11-30 setting, 11-32 rates Hourly Labor, option on Service Defaults menu, 11-42 labor, disclosing on invoice, 11-53 Sales Tax Packages/Kits/, field on System Defaults screen, 11-32 Tax Pkgs/Kits/, option on System Defaults menu, 11-33 Rates, option on Parts Sales Tax menu, 11-34 on Parts-Labor Sales Tax menu, 11-35 on Parts-Misc Sales Tax menu, 11-35 on R/O-Labor Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-38 Read, Odom, column headg on Vehicle List, 9-15 Real-Time Integration (RTI) System, 11-58 RealWorld accounting software, 10-1, 10-11, 11-41, 11-49-11-50 Rebuild, option, Master Book menu, 10-30-10-31 receipt printing, 1-35 ticket as, 1-1, 1-35 Ticket", "Print? screen message, 1-35 Receivable, Accounts, integration for RealWorld		
System Defaults screen field, 11-30 setting, 11-32 rates Hourly Labor, option on Service Defaults menu, 11-42 labor, disclosing on invoice, 11-53 Sales Tax Packages/Kits/, field on System Defaults screen, 11-52 Tax Pkgs/Kits/, option on System Defaults menu, 11-33 Rates, option on Parts Sales Tax menu, 11-34 on Parts-Labor Sales Tax menu, 11-35 on Parts-Misc Sales Tax menu, 11-35 on R/O-Labor Sales Tax menu, 11-38 Read, Odom, column headg on Vehicle List, 9-15 Real-Time Integration (RTI) System, 11-58 RealWorld accounting software, 10-1, 10-11, 11-41, 11-49-11-50 Rebuild, option, Master Book menu, 10-30-10-31 receipt printing, 1-35 ticket as, 1-1, 1-35 Ticket", "Print? screen message, 1-35 Receivable, Accounts, integration for RealWorld		
rates Hourly Labor, option on Service Defaults menu, 11-42 labor, disclosing on invoice, 11-53 Sales Tax Packages/Kits/, field on System Defaults screen, 11-32 Tax Pkgs/Kits/, option on System Defaults menu, 11-33 Rates, option on Parts Sales Tax menu, 11-34 on Parts-Misc Sales Tax menu, 11-35 on Parts-Misc Sales Tax menu, 11-36 on R/O-Labor Sales Tax menu, 11-38 Read, Odom, column headg on Vehicle List, 9-15 Real-Time Integration (RTI) System, 11-58 RealWorld accounting software, 10-1, 10-11, 11-41, 11-49-11-50 Rebuild, option, Master Book menu, 10-30-10-31 receipt printing, 1-35 ticket as, 1-1, 1-35 Ticket", "Print? screen message, 1-35 Receivable, Accounts, integration for RealWorld		
Report, Print, flag on Parts Reports Defaults screen, 11-51 order shipment from vendor, 6-20–6-21, 6-23 single/backordered/cross-shipped items, 6-22, 6-24, 7-20, 10-17, 11-9 Special Order, 6-21–6-22, 7-20, 11-51 Stock Order from Invoice, screen, 6-23–6-24 Stock Order, 6-21–6-22, 7-20, 11-51 Stock Order from Invoice, screen, 6-23–6-24 Stock Order, screen, 6-22–6-23 Receiving, Order menu, 6-20, 6-22–6-24, 11-51 option on Order Processing menu, a-8, 3-1, 3-4, 5-4, 6-7, 6-20–6-21, 7-20, 7-23, 10-5, 10-31, 11-10, 11-51, 11-54 (Parts/Address Labels), submenu, 6-21, 6-23–6-24 (Print Labels), submenu, 6-20–6-24 recommended order quantity, 6-7 price change settings for Update Inventory screen, 11-55 service, printed on Repair Order, 9-15 Recoivable, Accounts, integration for RealWorld		
11-42 labor, disclosing on invoice, 11-53 Sales Tax Packages/Kits/, field on System Defaults screen, 11-32 Tax Pkgs/Kits/, option on System Defaults menu, 11-33 Rates, option on Parts Sales Tax menu, 11-34 on Parts-Labor Sales Tax menu, 11-35 on Parts-Misc Sales Tax menu, 11-37 on R/O-Labor Sales Tax menu, 11-38 Read, Odom, column headg on Vehicle List, 9-15 Real-Time Integration (RTI) System, 11-58 RealWorld accounting software, 10-1, 10-11, 11-41, 11-49-11-50 Rebuild, option, Master Book menu, 10-30-10-31 receipt printing, 1-35 ticket as, 1-1, 1-35 Ticket", "Print? screen message, 1-35 Receivable, Accounts, integration for RealWorld	rates	
labor, disclosing on invoice, 11-53 Sales Tax Packages/Kits/, field on System Defaults screen, 11-32 Tax Pkgs/Kits/, option on System Defaults menu, 11-33 Rates, option on Parts Sales Tax menu, 11-34 on Parts-Labor Sales Tax menu, 11-35 on R/O-Labor Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-38 Read, Odom, column headg on Vehicle List, 9-15 Real-Time Integration (RTI) System, 11-58 RealWorld accounting software, 10-1, 10-11, 11-41, 11-49-11-50 Rebuild, option, Master Book menu, 10-30-10-31 receipt printing, 1-35 ticket as, 1-1, 1-35 Ticket", "Print? screen message, 1-35 Receivable, Accounts, integration for RealWorld single/backordered/cross-shipped items, 6-22, 6-24, 7-20, 10-17, 11-9 Special Order, 6-21-6-22, 7-20, 7-24, 11-9, 11-51 Stock Order from Invoice, screen, 6-23-6-24 Stock Order, screen, 6-22-6-23 Receiving, Order menu, 6-20, 6-22-6-24, 11-51 option on Order Processing menu, a-8, 3-1, 3-4, 5-4, 6-7, 6-20-6-21, 7-20, 7-23, 10-5, 10-31, 11-10, 11-51, 11-54 (Parts/Address Labels), submenu, 6-21, 6-23-6-24 (Print Labels), submenu, 6-20-6-24 recommended order quantity, 6-7 price change settings for Update Inventory screen, 11-55 service, printed on Repair Order, 9-15 Reconciliation, End of Day, 7-1, 7-9, 7-11, 7-16 Account Transaction Type section, 7-9 Cash Transaction Type section, 7-9, 7-11 field descriptions, 7-11-7-15		
Sales Tax Packages/Kits/, field on System Defaults screen, 11-32 Tax Pkgs/Kits/, option on System Defaults menu, 11-33 Rates, option on Parts Sales Tax menu, 11-34 on Parts-Labor Sales Tax menu, 11-35 on Parts-Misc Sales Tax menu, 11-36 on R/O-Labor Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-38 Read, Odom, column headg on Vehicle List, 9-15 Real-Time Integration (RTI) System, 11-58 RealWorld accounting software, 10-1, 10-11, 11-41, 11-49-11-50 Rebuild, option, Master Book menu, 10-30-10-31 receipt printing, 1-35 ticket as, 1-1, 1-35 Ticket", "Print? screen message, 1-35 Receivable, Accounts, integration for RealWorld 6-24, 7-20, 10-17, 11-9 Special Order, 6-21-6-22, 7-20, 7-24, 11-9, 11-51 standard stock order, 6-21-6-22, 7-20, 11-51 Stock Order from Invoice, screen, 6-22-6-24 Stock Order, screen, 6-22-6-23 Receiving, Order menu, 6-20, 6-22-6-24, 11-51 option on Order Processing menu, a-8, 3-1, 3-4, 5-4, 6-7, 6-20-6-21, 7-20, 7-23, 10-5, 10-31, 11-10, 11-51, 11-54 (Parts/Address Labels), submenu, 6-21, 6-23-6-24 (Print Labels), submenu, 6-20-6-24 recommended order quantity, 6-7 price change settings for Update Inventory screen, 11-55 service, printed on Repair Order, 9-15 Reconciliation, End of Day, 7-1, 7-9, 7-11, 7-16 Account Transaction Type section, 7-9 Cash Transaction Type section, 7-9, 7-11 field descriptions, 7-11-7-15		order shipment from vendor, 6-20–6-21, 6-23
Defaults screen, 11-32 Tax Pkgs/Kits/, option on System Defaults menu, 11-33 Rates, option on Parts Sales Tax menu, 11-34 on Parts-Labor Sales Tax menu, 11-35 on Parts-Misc Sales Tax menu, 11-35 on R/O-Labor Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-38 Read, Odom, column headg on Vehicle List, 9-15 Real-Time Integration (RTI) System, 11-58 RealWorld accounting software, 10-1, 10-11, 11-41, 11-49-11-50 Rebuild, option, Master Book menu, 10-30-10-31 receipt printing, 1-35 ticket as, 1-1, 1-35 Ticket", "Print? screen message, 1-35 Receivable, Accounts, integration for RealWorld Special Order, 6-21-6-22, 7-20, 7-24, 11-9, 11-51 standard stock order, 6-21-6-22, 7-20, 11-51 Stock Order from Invoice, screen, 6-23-6-24 Stock Order, screen, 6-22-6-23 Receiving, Order menu, 6-20, 6-22-6-24, 11-51 option on Order Processing menu, a-8, 3-1, 3-4, 5-4, 6-7, 6-20-6-21, 7-20, 7-23, 10-5, 10-31, 11-10, 11-51, 11-54 (Parts/Address Labels), submenu, 6-21, 6-23-6-24 recommended order quantity, 6-7 price change settings for Update Inventory screen, 11-55 service, printed on Repair Order, 9-15 Reconciliation, End of Day, 7-1, 7-9, 7-11, 7-16 Account Transaction Type section, 7-9 Cash Transaction Type section, 7-9, 7-11 field descriptions, 7-11-7-15	Sales Tax Packages/Kits/, field on System	6-24, 7-20, 10-17, 11-9
Rates, option on Parts Sales Tax menu, 11-34 on Parts-Labor Sales Tax menu, 11-35 on Parts-Misc Sales Tax menu, 11-37 on R/O-Labor Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-38 Read, Odom, column headg on Vehicle List, 9-15 Real-Time Integration (RTI) System, 11-58 RealWorld accounting software, 10-1, 10-11, 11-41, 11-49-11-50 Rebuild, option, Master Book menu, 10-30-10-31 receipt printing, 1-35 ticket as, 1-1, 1-35 Ticket", "Print? screen message, 1-35 Receivable, Accounts, integration for RealWorld Stock Order, screen, 6-22-6-23 Receiving, Order menu, 6-20, 6-22-6-24, 11-51 option on Order Processing menu, a-8, 3-1, 3-4, 5-4, 6-7, 6-20-6-21, 7-20, 7-23, 10-5, 10-31, 11-10, 11-51, 11-54 (Parts/Address Labels), submenu, 6-21, 6-23-6-24 (Print Labels), submenu, 6-20-6-24 recommended order quantity, 6-7 price change settings for Update Inventory screen, 11-55 service, printed on Repair Order, 9-15 Reconciliation, End of Day, 7-1, 7-9, 7-11, 7-16 Account Transaction Type section, 7-9 Cash Transaction Type section, 7-9, 7-11 field descriptions, 7-11-7-15	Defaults screen, 11-32	
Rates, option on Parts Sales Tax menu, 11-34 on Parts-Labor Sales Tax menu, 11-35 on Parts-Misc Sales Tax menu, 11-37 on R/O-Labor Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-38 Read, Odom, column headg on Vehicle List, 9-15 Real-Time Integration (RTI) System, 11-58 RealWorld accounting software, 10-1, 10-11, 11-41, 11-49-11-50 Rebuild, option, Master Book menu, 10-30-10-31 receipt printing, 1-35 ticket as, 1-1, 1-35 Ticket", "Print? screen message, 1-35 Receivable, Accounts, integration for RealWorld Stock Order, screen, 6-22-6-23 Receiving, Order menu, 6-20, 6-22-6-24, 11-51 option on Order Processing menu, a-8, 3-1, 3-4, 5-4, 6-7, 6-20-6-21, 7-20, 7-23, 10-5, 10-31, 11-10, 11-51, 11-54 (Parts/Address Labels), submenu, 6-21, 6-23-6-24 (Print Labels), submenu, 6-20-6-24 recommended order quantity, 6-7 price change settings for Update Inventory screen, 11-55 service, printed on Repair Order, 9-15 Reconciliation, End of Day, 7-1, 7-9, 7-11, 7-16 Account Transaction Type section, 7-9 Cash Transaction Type section, 7-9, 7-11 field descriptions, 7-11-7-15		
on Parts Sales Tax menu, 11-34 on Parts-Labor Sales Tax menu, 11-35 on Parts-Misc Sales Tax menu, 11-37 on R/O-Labor Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-38 Read, Odom, column headg on Vehicle List, 9-15 Real-Time Integration (RTI) System, 11-58 RealWorld accounting software, 10-1, 10-11, 11-41, 11-49-11-50 Rebuild, option, Master Book menu, 10-30-10-31 receipt printing, 1-35		
on Parts-Labor Sales Tax menu, 11-35 on Parts-Misc Sales Tax menu, 11-37 on R/O-Labor Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-38 Read, Odom, column headg on Vehicle List, 9-15 Real-Time Integration (RTI) System, 11-58 RealWorld accounting software, 10-1, 10-11, 11-41, 11-49-11-50 Rebuild, option, Master Book menu, 10-30-10-31 receipt printing, 1-35 ticket as, 1-1, 1-35 Ticket", "Print? screen message, 1-35 Receivable, Accounts, integration for RealWorld menu, 6-20, 6-22-6-24, 11-51 option on Order Processing menu, a-8, 3-1, 3-4, 5-4, 6-7, 6-20-6-21, 7-20, 7-23, 10-5, 10-31, 11-10, 11-51, 11-54 (Parts/Address Labels), submenu, 6-21, 6-23-6-24 (Print Labels), submenu, 6-20-6-24 recommended order quantity, 6-7 price change settings for Update Inventory screen, 11-55 service, printed on Repair Order, 9-15 Reconciliation, End of Day, 7-1, 7-9, 7-11, 7-16 Account Transaction Type section, 7-9 Cash Transaction Type section, 7-9, 7-11 field descriptions, 7-11-7-15		
on Parts-Misc Sales Tax menu, 11-37 on R/O-Labor Sales Tax menu, 11-36 on R/O-Misc Sales Tax menu, 11-38 Read, Odom, column headg on Vehicle List, 9-15 Real-Time Integration (RTI) System, 11-58 RealWorld accounting software, 10-1, 10-11, 11-41, 11-49-11-50 Rebuild, option, Master Book menu, 10-30-10-31 receipt printing, 1-35 ticket as, 1-1, 1-35 Ticket", "Print? screen message, 1-35 Receivable, Accounts, integration for RealWorld option on Order Processing menu, a-8, 3-1, 3-4, 5-4, 6-7, 6-20-6-21, 7-20, 7-23, 10-5, 10-31, 11-10, 11-51, 11-54 (Parts/Address Labels), submenu, 6-20-6-24 recommended order quantity, 6-7 price change settings for Update Inventory screen, 11-55 service, printed on Repair Order, 9-15 Reconciliation, End of Day, 7-1, 7-9, 7-11, 7-16 Account Transaction Type section, 7-9 Cash Transaction Type section, 7-9, 7-11 field descriptions, 7-11-7-15		
on R/O-Misc Sales Tax menu, 11-38 Read, Odom, column headg on Vehicle List, 9-15 Real-Time Integration (RTI) System, 11-58 RealWorld accounting software, 10-1, 10-11, 11-41, 11-49-11-50 Rebuild, option, Master Book menu, 10-30-10-31 receipt printing, 1-35 ticket as, 1-1, 1-35 Ticket", "Print? screen message, 1-35 Receivable, Accounts, integration for RealWorld 11-10, 11-51, 11-54 (Parts/Address Labels), submenu, 6-21, 6-23-6-24 (Print Labels), submenu, 6-20-6-24 recommended order quantity, 6-7 price change settings for Update Inventory screen, 11-55 service, printed on Repair Order, 9-15 Reconciliation, End of Day, 7-1, 7-9, 7-11, 7-16 Account Transaction Type section, 7-9 Cash Transaction Type section, 7-9, 7-11 field descriptions, 7-11-7-15	on Parts-Misc Sales Tax menu, 11-37	option on Order Processing menu, a-8, 3-1, 3-4,
Read, Odom, column headg on Vehicle List, 9-15 Real-Time Integration (RTI) System, 11-58 RealWorld accounting software, 10-1, 10-11, 11-41, 11-49-11-50 Rebuild, option, Master Book menu, 10-30-10-31 receipt printing, 1-35		
Real-Time Integration (RTI) System, 11-58 RealWorld accounting software, 10-1, 10-11, 11-41, 11-49-11-50 Rebuild, option, Master Book menu, 10-30-10-31 receipt printing, 1-35 ticket as, 1-1, 1-35 Ticket", "Print? screen message, 1-35 Receivable, Accounts, integration for RealWorld (Print Labels), submenu, 6-20-6-24 recommended order quantity, 6-7 price change settings for Update Inventory screen, 11-55 service, printed on Repair Order, 9-15 Reconciliation, End of Day, 7-1, 7-9, 7-11, 7-16 Account Transaction Type section, 7-9 Cash Transaction Type section, 7-9, 7-11 field descriptions, 7-11-7-15		
RealWorld accounting software, 10-1, 10-11, 11-41, 11-49-11-50 Rebuild, option, Master Book menu, 10-30-10-31 receipt printing, 1-35 ticket as, 1-1, 1-35 Ticket", "Print? screen message, 1-35 Receivable, Accounts, integration for RealWorld recommended order quantity, 6-7 price change settings for Update Inventory screen, 11-55 service, printed on Repair Order, 9-15 Reconciliation, End of Day, 7-1, 7-9, 7-11, 7-16 Account Transaction Type section, 7-9 Cash Transaction Type section, 7-9, 7-11 field descriptions, 7-11-7-15	<u> </u>	
11-41, 11-49–11-50 Rebuild, option, Master Book menu, 10-30–10-31 receipt printing, 1-35 ticket as, 1-1, 1-35 Ticket", "Print? screen message, 1-35 Receivable, Accounts, integration for RealWorld Order quantity, 6-7 price change settings for Update Inventory screen, 11-55 service, printed on Repair Order, 9-15 Reconciliation, End of Day, 7-1, 7-9, 7-11, 7-16 Account Transaction Type section, 7-9 Cash Transaction Type section, 7-9, 7-11 field descriptions, 7-11–7-15		
Rebuild, option, Master Book menu, 10-30–10-31 receipt printing, 1-35 ticket as, 1-1, 1-35 Ticket", "Print? screen message, 1-35 Receivable, Accounts, integration for RealWorld price change settings for Update inventory screen, 11-55 service, printed on Repair Order, 9-15 Reconciliation, End of Day, 7-1, 7-9, 7-11, 7-16 Account Transaction Type section, 7-9 Cash Transaction Type section, 7-9, 7-11 field descriptions, 7-11–7-15		
receipt printing, 1-35 ticket as, 1-1, 1-35 Ticket", "Print? screen message, 1-35 Receivable, Accounts, integration for RealWorld service, printed on Repair Order, 9-15 Reconciliation, End of Day, 7-1, 7-9, 7-11, 7-16 Account Transaction Type section, 7-9 Cash Transaction Type section, 7-9, 7-11 field descriptions, 7-11-7-15		price change settings for Update Inventory
printing, 1-35 ticket as, 1-1, 1-35 Ticket", "Print? screen message, 1-35 Receivable, Accounts, integration for RealWorld Receivable, Accounts, integration for RealWorld Receivable, Accounts, integration for RealWorld		
Ticket", "Print? screen message, 1-35 Receivable, Accounts, integration for RealWorld Account Transaction Type section, 7-9 Cash Transaction Type section, 7-9, 7-11 field descriptions, 7-11–7-15	printing, 1-35	
Receivable, Accounts, integration for RealWorld Cash Transaction Type section, 7-9, 7-11 field descriptions, 7-11–7-15		
0 11 11 10		Cash Transaction Type section, 7-9, 7-11

Reconciliation, End of Day (cont.)	menu, 2-2, 2-6
Internal Transaction Type section, 7-15	option on Parts Menu, 2-1–2-2, 2-4, 2-6, 5-7
Sub Total (Account + Cash) section, 7-13	reference list
Warranty Transaction Type section, 7-14	of part categories, c-4
record	of vendors, c-3
account, 11-11	refund, 11-9
adding, a-7, c-4, 5-3, 5-7, 10-2–10-3, 10-6–10-7, 10-9–10-10, 10-13, 10-34–10-35, 11-41	account, 1-1-1-2, 1-5, 1-28, 7-4, 7-8-7-9, 7-11,
Adding, RTI Vendor File screen, 11-59–11-60	11-4
blank, for sales history, 10-16	amount, 1-28, 1-35, 10-24
changing, a-7, 5-6–5-7, 10-2–10-3, 10-6–10-7,	due, 1-28, 1-35, 7-17, 10-12, 11-9 Hold ticket, 1-20, 1-24, 3-5-3-6, 7-8, 7-11, 10-8,
10-9-10-10, 10-13, 10-17, 10-34-10-35, 11-10-	10-17
11-11	information, entering, 1-35
count for printing inventory worksheets, 8-4, 8-7	"Nothing to, screen message, 3-5
"Create Stock, screen message, 1-14, 1-24, 1-37	of sales tax on returned item, 7-7, 7-9, 7-11
creating new, a-7, 1-24, 1-37, 5-5, 6-24, 7-21,	on Account", "No, screen message, 3-5
9-4, 10-6, 11-41	on Hold Tickets", "No, screen message, 3-5
customer, 10-10-10-13, 10-34-10-35, 11-28	pending, 11-9
customer, Memo page for, 1-24, 10-11	Repair Order, 1-2, 1-5, 1-32-1-35, 7-8, 7-12
date changed, 10-13, 11-10	screen command option, 1-28, 1-31, 1-34-1-35,
defined, a-5 deleting, a-8, 1-24, 1-31, 3-3, 5-3, 10-2, 10-4,	3-3, 3-5
10-7, 10-11-10-12, 10-15, 10-17-10-18, 10-34,	Special Order deposit, 1-5, 1-29, 1-31, 3-1-3-3,
11-10	3-5, 7-8, 7-11, 7-17, 10-17 transaction, 7-8-7-9, 7-11, 8-3
duplicate, 11-3	
"Duplicate, screen message, a-10, 5-8	Refunded Account Perments/ field on End of Day 7.0
for alternate vendor, 1-12, 1-18, 2-3, 6-7	Account Payments/, field on End of Day, 7-9 Sales Tax, field, End of Day Detail Listing, 7-7,
for substitute vendor/part number, 1-12, 1-18,	7-9, 7-11
2-3, 6-7	Sales Tax, field, End of Day Reconciliation, 7-12
History, Memo page for, 10-15	Refunds
Hold ticket, 10-17	Account Payments/, field, EOD Detail Listing, 7-8
Hold ticket, Memo page for, 1-24	Account Payments/, field, End of Day Reconcilia-
"Incomplete, screen message, a-10	tion, 7-9, 7-11
inventory change, 7-24, 8-10 lost sale, 1-1-1-2, 1-14, 1-23, 8-3, 11-7	field on Change Hold Ticket screen, 10-24
moving to next, a-7, 4-9, 5-2, 9-5, 10-2-10-3,	field on End of Day Detail Listing, 7-8
10-7, 10-10, 10-15, 10-17	Hold Ticket Deposits/, field, End of Day Recon-
moving to previous, a-7, 4-9, 5-2, 9-6, 10-3,	ciliation, 7-11
10-7, 10-10, 10-15, 10-17, 10-34	Pending, field on End of Day Reconciliation, 7-17
Not Found" screen message, a-10, 1-12, 5-3, 10-3	Repair Order Deposits/, field, End of Day Recon-
operator, 9-28	ciliation, 7-12
order, date changed on, 6-18	Special Order Deposits/, field, End of Day Reconciliation, 7-11
password, duplicate, 11-3	
quantity on, 8-11	Remarks, field on Category File screen, 10-19
searching for, a-7–a-8, 4-9, 5-2–5-3, 6-11, 9-5,	Reminder Deily Special Order on End of Day 7 1 7 2 7 19
10-2-10-3, 10-7, 10-10, 10-15, 10-17, 10-29,	Daily Special Order, on End of Day, 7-1–7-2, 7-18
10-34, 11-43 Special Order, 1-31, 10-17, 11-9	Inventory Worksheet, on End of Day, 7-1, 7-22 Special Order, option, Order Reports menu, 6-19
Special Order, Memo page for, 1-31, 3-3-3-4,	Special Order, option, Order Reports ment, 6-19 Special Order, flag on End of Day defaults
10-18	screen, 11-42
Special Orders picked up, 11-40	Stock Order, option, Order Reports menu, 6-18-
stock, 1-12, 1-14, 1-18, 1-24, 1-37, 2-3, 5-5, 6-7,	6-19
6-20, 6-24, 7-21, 8-3, 8-8, 9-4-9-5, 10-2, 10-4,	Remove, screen command option, 11-59
10-6, 10-15, 11-10, 11-24, 11-41, 11-50	reorder
Stock, Memo page for, 5-3, 10-4	deciding to, based on sales history, 9-16
substitute part, 1-12, 1-18, 1-18, 2-3, 6-7	items on Special Order, 3-5
updating, a-9, 6-20, 10-3, 11-11	screen command option, 6-22-6-23
vendor, 10-7, 10-35 vendor, Memo page for, 10-7	status, 6-16, 7-20, 11-51
zip code, 10-34	reorder point, c-4, 5-6, 6-2-6-4, 6-13, 6-17-6-18,
•	8-11, 9-7, 9-17, 10-3, 11-30
Records, Create Stock, flag on Parts Defaults screen, 11-41	access to view, 11-30
	Change Stock Level &, menu, 6-16
Reference, Cross History, screen, 2-6	Change Stock Level &, option on Other Order
Inventory by Code, screen, 2-4	Options menu, 6-16
Inventory, menu, 2-1-2-2, 5-7	changing, 6-7–6-8, 6-16 default, 8-8
······································	derault, 0-0

reorder point <i>(cont.)</i> field, 6-5, 6-7–6-8, 6-17, 8-11 field on Stock File screen, 5-5–5-6, 10-3, 10-6 setting, c-4, 6-11, 8-8	Repair Order parts, 11-11, 11-24, 11-41 access level to sell/edit, 11-4, 11-42 Changes, option on Management Reports menu, 11-22-11-23
setting, c-4, 6-11, 6-6 setting on Adding Stock Options screen, 5-6, 10-3 suggested, 6-5, 6-16	Changes, report, 11-22-11-23 lines, 1-37
reordered parts on Received Parts Report, 7-20, 11-51	lines, canceling, 1-38 option on Counter Operations menu, 1-5, 1-36
on Special Order, 3-5 on Special Order Duplication report, 9-20 Repair Order, a-1, a-9, 1-3, 1-37, 7-6, 11-11,	receiving, 11-51 screen, a-8, 1-15, 1-18, 1-37, 3-6 Service access level, 11-4, 11-42
11-24	Status, screen, 1-38
access level to end, 11-4, 11-42 access level to sell/edit parts on, 11-4, 11-42 adding parts to, 1-2, 1-5	Repair Order payments, 1-1-1-2, 1-5, 1-32 access level to collect, 11-4, 11-42 screen, 1-34-1-35
creating, 10-14 customer information on, 10-10	Service access level, 11-4, 11-42 Repair Orders
deleted, 11-19	by RO Customer, Deleted, report, 11-20-11-21
deposit, 1-5, 1-32–1-33, 7-8, 7-12 Deposits/Refunds, fld, EOD Reconciliation, 7-12	Deleted, option on Management Reports menu, 11-19
Disclaimer, option, Service Defaults menu, 11-43	Deleted, report, 11-20–11-21
editing, 1-5, 1-36, 3-6	Deposits/Refunds, field on End of Day Recon-
editing store header for, 10-29 ended, 7-8, 7-12, 9-15	ciliation, 7-12 Ended, field, End of Day Reconciliation, 7-12
ending, 1-33	option, access for, 11-4, 11-34
ending, access for, 11-4, 11-42 Find, screen, 1-32, 1-36	option on Service Menu, 11-4, 11-42 Print Deleted, menu, 11-19–11-20
form, customizing disclaimer on, 11-43	Report, Deleted, 11-19–11-20
Form, Type, option on Service Defaults menu, 11-43	repairs
history, number of months to keep, 11-43	date scheduled for, 1-36 labor rate to charge for, c-2
information on End of Day Detail Listing, 7-6,	Schedule &, access level, 11-4, 11-42
7-8 Labor, fields, End of Day Reconciliation, 7-12	Replace Cost, field
last service date on, 9-15	on Stock File screen, 5-4, 5-7, 10-5 on Creating Stock Order screen, 6-12
odometer reading on, 9-15 option, 3-2, 3-6	replacement cost, 5-4, 10-5, 11-17-11-18
option, Special Order Processing menu, 1-29,	as basis for customer discount, 11-28
3-2, 3-6	basis option for calculated profit percentage, 9-32 changed in price book update, 10-33
ordering parts on, 1-38 parts sold on, 11-41	option for inventory valuation in History print-
Payment, optn, Counter Operations menu, 1-5,	outs, 9-17 option for inventory valuation in Stock repts, 9-3,
1-32, 1-35 Pick ticket, 1-38	9-6-9-8
printer, stop command for, apx-3	option on Calculate Extended Cost menu, 11-16–
printing, 1-3, 11-43 range, 11-20	11-18 report
recommended service comment on, 9-15	See specific report title
refund, 1-2, 1-5, 1-32–1-33, 1-35, 7-8, 7-12	account, c-4, 9-26-9-27 category, c-4, 9-21
reprinting, 11-4 sales, 11-41	Category Adjustment, flag on End of Day Defaults
screen, 1-32-1-35, 9-15, 10-14, 10-30, 11-30	screen, 11-50
Searching for, menu, 1-32, 1-36 Searching for: name input screen, 1-32, 1-36	customer list, c-4, 9-12–9-13, 11-14–11-15 customized, generating, 9-30–9-33, 9-35–9-36
setting access level to add tax package/kits/rates	default values for, c-2, 1-3
from, 11-32	defaults, End of Day, 11-29, 11-48 deleting, 11-7, 11-24, 11-28, 11-51, apx-9
Special Order on, 1-29, 3-1-3-2, 3-4, 3-6, 7-8 store header for, 10-29	description, 9-31–9-32
Summary report, access to print, 11-4, 11-42	exporting to diskette, 9-35
vehicle information on, 10-14 work code for, 7-2	F&I Inventory, menu, 11-14 flag, Category Adjustment, 7-21
Repair Order number, 1-32–1-33, 1-36, 11-19,	handling charge not shown on, 11-50
11-22, 11-42	history graph, 9-17 inventory valuation, 5-4, 10-5
field, 1-33, 11-20 option on Service Defaults Menu, 11-42	name, 9-30
option on bottlee betauto mena, 11 72	Print Customer Discount, by Name, screen, 11-15

```
report (cont.)
                                                          Parts Not Ordered, on Special Order Prints mnu,
    Print Customer Discount, menu, 11-14-11-15
   Print Receiving, flag on Parts Reports Defaults
                                                          Percent Profit, on Stock Reports menu, 9-9
     screen, 11-51
                                                          Price Books, on Stock Reports menu, 9-6
    printing, a-2, a-9, c-2-c-3, 1-13-1-14, 1-23-1-24,
                                                          Received Parts, on End of Day Reprints menu,
      1-37, 6-17-6-19, 7-1-7-6, 7-11, 7-16-7-18, 7-20-
     7-24, 8-3, 8-9-8-10, 9-2-9-9, 9-12-9-17, 9-19-
                                                          Report Generator, on System Reports menu, 9-30,
     9-20, 9-22, 9-26-9-30, 9-34-9-35, 9-38, 10-5,
                                                            9-36-9-37
      10-13, 10-19, 11-1, 11-4, 11-6-11-24, 11-26,
                                                          Returned Parts, on Management Reports menu,
      11-28-11-30, 11-42, 11-48-11-51, apx-3, apx-5,
                                                            11-6
                                                          Slow-Moving Parts, on Parts Information menu,
     apx-9
   Range Parameters, screen, 9-34-9-35
                                                            9-16
    Range Verification, screen, 9-35
                                                          Slow-Moving Parts, for Part Movement History
    Received Parts, flag on End of Day Defaults
                                                            on Stock Reports menu, 9-7
      screen, 11-49, 11-51-11-52
                                                          Sold Within (Months), on Parts Information
    Repair Order Summary, access for, 11-4
                                                            menu, 9-16
                                                          Special Order, on System Reports menu, 9-19
   Reprint Inventory Changes, menu, 8-10
   reprints, 10-25-10-26
                                                          Special Order Totals, on Special Order Prints
   Stock, screen, 9-32-9-33
                                                            menu, 9-20
   title screen, 9-30-9-33
                                                          Special Orders Backordered, on Special Order
   Total Inventory, menu, 11-12-11-13
                                                            Prints menu, 9-20
   type, c-3, 6-17, 9-31, 9-33
                                                          Special Orders Received, on Special Order Prints
   Type, window on Report Title screen in Report
                                                            menu, 9-20
     Generator, 9-31
                                                          Stock, on System Reports menu, 9-3-9-4
                                                          Transactions, on System Reports menu, 9-29
report option
                                                          Vehicle, on System Reports menu, 9-14-9-15
    Account, on System Reports menu, 9-26–9-27
                                                          Vendor and Code, on Stock Reports menu, 9-3
    Accounts with Limits & Balances, on Account
                                                          Vendor and Part Number, on Stock Reports menu,
     File Prints menu, 9-26
                                                            9-3
    All Transactions, on Print Transactions mnu, 9-29
                                                          Vendor, on System Reports menu, 9-11
   By Operator, on Print Transactions menu, 9-29
                                                          Zero Stocking, on Stock Reports menu, 9-6
   By Ticket Number, on Print Transactions menu,
                                                          "ZZ," on Category Stock Reports menu, 9-4 "ZZ", on End of Day Reprints menu, 10-26
   Cash-Out Sheet, on System Reports menu, 9-38
   Category, on Stock Reports menu, 9-3-9-4
                                                      report option, Listing by
   Category, on System Reports menu, 9-21
                                                          Account Number, on Account File Prints menu,
   Code List, on Stock Reports menu, 9-7
                                                            9-26
   Cost Matrix, on System Reports menu, 9-22
                                                          Account Number, Quick, on Account File Prints
   Customer, on System Reports menu, 9-12-9-13
                                                            menu, 9-26
   Customer Discount, on Management Reports
                                                          Name, on Account File Prints menu, 9-26
                                                          Name, on Special Order Prints menu, 9-19
      menu, 11-14
                                                          Name, Quick, on Account File Prints menu, 9-26
    Duplication Information, on Special Order Prints
                                                          Operator, on Print Hold Tickets menu, 9-23
      menu, 9-19
    End of Day, on End of Day Reprints menu, 10-26
                                                          Ticket Number, on Print Hold Tickets menu, 9-23
    End of Day, on System Reprints menu, 10-25-
                                                          Vendor, on Print Hold Tickets menu, 9-23
                                                          Vendor, on Special Order Prints menu, 9-19
      10-26, apx-6
    End of Month, on System Reprints menu, 10-25
                                                      report option, Part
    Extended Price, on Management Reports menu,
                                                          Movement, on History File Print menu, 9-16,
   Fast-Moving Parts, Parts Information menu, 9-16
                                                          Movement, on Stock Reports menu, 9-7
    Fast-Moving Parts, for Part Movement History
                                                          Status by Vendor, History report, 9-16
     on Stock Reports menu, 9-7
                                                          Status by Vendor, Part Movement report, 9-7
    History Graphs, on History File Print menu, 9-17
                                                      report printer, c-3, 11-8, 11-47
    History, on System Reports menu, 9-16-9-17
                                                          Parts, stop command for, apx-3
    Hold Ticket Totals, on Print Hold Tickets menu,
                                                          Service, stop command for, apx-3
     9-23
                                                      Report, Total Inventory
   Hold Tickets, on System Reports menu, 9-23
                                                          by Category, option on Total Inventory Report
    Inventory Changes, on Physical Inventory menu,
                                                            menu, 11-13
      8-3, 8-9-8-10
                                                          by Code, option on Total Inventory Report menu,
   Inventory Changes Report, on System Reprints
                                                            11-14
      menu, 10-25
                                                          by Major Units, option on Total Inventory Report
    Kits, on Stock Reports menu, 9-9
                                                            menu, 11-14
   List All Hold Tickets, on Print Hold Tickets
                                                          by Part Status, option on Total Inventory Report
      menu, 9-23
                                                            menu, 11-14
   Negative Quantity, on Stock Reports menu, 9-8
                                                          by Vendor, option on Total Inventory Report
   Operator, on System Reports menu, 9-28
                                                            menu, 11-12-11-13
```

Overstock, on Stock Reports menu, 9-8

Report, Total Inventory (cont.)	rerunning End of Day without updating history,
menu, 11-11-13	10-26, apx-6
option on Management Reports menu, 11-6	request for Zip Code Directory update, 10-34–
(Value), option on Management Reports menu,	10-35
7-23, 11-6, 11-12–11-14, 11-33	rerunning End of Day without updating history,
report, vendor, c-3, 9-11	apx-6
list, 5-3 and Code, option, 9-3	Reset, button, use of, a-6
and Part Number, option, 9-3	retail
-	amount, 7-5
& Maintenance, Service access level, 11-4, 11-42	code for Discount Type field, 7-3, 10-12, 10-23
Category Stock, menu, 9-4	Cost and, option on Update Inventory screen,
Defaults, Parts, screen, 11-51	10-32, 11-54
End of Month, 7-23–7-24	customers, 1-8
handling charge not shown on, 11-57	discount type, 7-3, 10-12, 10-23
Inventory, Menu, 11-14	field on Category screen, 2-3 field on Extended Price Report, 11-18
Management, menu, 1-23, 11-6	(Keep), Cost Only, option, Update Inventory
Management, option, Management Menu, 7-23-	screen, 10-32, 11-55
7-24, 9-19, 9-38, 11-6, 11-8-11-9, 11-11-11-12,	labor rate 11-42
11-14, 11-16, 11-18-11-19, 11-22, 11-24, 11-26,	Only (Keep Cost), option on Update Inventory
11-28, apx-9	screen, 10-32, 11-55
option on Defaults Menu, 11-51	Only (Keep Profit), option on Update Inventory
Order, menu, 6-17	screen, 10-32, 11-55
Order, option, Order Processing menu, 6-17	option for Hourly Labor Rates option on Service
Received Parts Summary, window on Parts Reports Defaults screen, 11-51-11-52	Defaults menu, 11-42
Service, option on Service Menu, 11-4, 11-42	sales, a-1-a-2, 1-8
standard, 9-30	screen command option for ticket price, 1-9
Stock, menu, a-8, 1-14, 1-24, 1-37, 5-7, 9-3,	Tot, field on Extended Price Report, 11-18
9-6-9-8	Total, field on Total Inventory report, 11-13
Stock, option on System Reports menu, 1-14,	transaction, 11-53 value, 11-12
1-24, 1-37, 7-23	
System, menu, 9-2, apx-5	Reprints to Keep, Ticket, default field, 11-49
System, option on Parts Menu, a-8, c-3-c-4,	to Keep, Ticket, default field, 11-49 to Keep, Ticket, field on EOD Defaults screen,
1-14, 1-24, 1-37, 2-2, 5-3, 5-7, 7-23, 9-1-9-2,	11-49
9-4, 9-22, 9-29, 10-5, 10-7, 11-7, apx-5	retail price, a-15, c-2, 1-9-1-10, 2-3, 5-4, 9-6,
reports, End of Day, 6-5, 7-1–7-3, 7-5–7-6, 7-11,	10.5 10.20 11.19 11.40 11.52 11.54 11.57
7-16-7-18, 7-20-7-22, 7-24, 10-25, 11-8, 11-29,	11-58
11-48, 11-56	See also list price and selling price
reprinting, 10-26, apx-6 rerunning without updating history, 10-26, apx-6	discount off, 1-9, 10-12
	suggested by manufacturer, 10-32, 11-55
reprint Inventory Changes Banart, many 8, 10	total, 11-12–11-13, 11-18
Inventory Changes Report, menu, 8-10 Inventory Work Sheet, menu, 8-9	updating, 10-32–10-33, 11-55–11-56
Work Sheet, option on Physical Inventory menu,	retention, customer, F.U.\$.\$. program for, 11-45
8-2, 8-9	retrieving
reprinting	information from file for ticket, a-2, a-8, 1-10,
counter tickets, 10-25–10-26, 11-49, apx-8	1-21, 1-38
End of Day reports, 10-25–10-26, apx-9	parts for Repair Order, 1-38
End of Month reports, 10-25-10-26, apx-9	purchase order to check items received, 6-2
Inventory Changes Report, 10-25–10-26	return, 11-10
purchase order, 6-6, 10-25-10-26, apx-9	allowance, stock (SRA), 5-4,10-5
Repair Orders, 11-4	Allowance, Stock (SRA), field, 10-5
reports, 10-25–10-26	code, for transaction type, 1-10
ticket, apx-9	parts to stock, 9-23, apx-9
worksheets for physical inventory, 8-2, 8-9,	recap, 7-8
10-25–10-26, 11-30	screen command option, 1-13, 1-19 slow-moving parts to vendor, 9-16, 10-5, apx-5
Reprints	Ticket/Line to Stock, field on System Defaults
End of Day, menu, 10-26	screen, 11-30
End of Day, screen, 10-26	Totals, End of Day Operator, report, 7-1, 7-20
option on System Utilities menu, 10-25	Totals, Operator, flag on End of Day Defaults
System, menu, 10-25-10-26, apx-6 Ticket, to Keep, field, 11-42	screen, 11-50
to Keep, Ticket, flag on End of Day Defaults	transaction, 11-41, apx-5
screen, 11-42, apx-9	transaction type, 1-10, 1-20, 5-4, 7-21, 9-24,
,, mp >	10-5, apx-5

return (cont.)	
transactions, department groups, 7-5 transactions (to vendor), treat as nontaxable, apx-5	sale, 1-10, 1-20, 1-22, 5-4, 10-5, 10-12 amount, of Special Order items, 7-8, 7-17
Return key, a-6, a-8, a-10 See Enter key	cash, 1-1, 1-23, 7-9
return to	code for transaction type, 1-10 credit, 10-12
Code field, on Creating Stock Order screen, 6-12	Date Last, field, Stock File screen, 5-5, 10-6
DoubleView window, apx-2 menu, 1-30, 2-3, 2-6, 3-3, 3-5, 6-4, 7-23, 8-10,	Last, field on Customer File screen, 10-10,
10-16, 10-18, 10-23, 10-34, 11-47-11-48, 11-60	10-13 Last, field on Stock Order Reminder, 6-19
previous screen, 1-11, 1-21, 1-31, 2-3, 2-6, 3-4,	Point of, program module, a-1-a-2, 1-3
6-22	price, 9-25 transaction, 1-20, 5-4, 7-21, 8-3, 10-5, 11-24,
returned part, 1-1-1-2, 1-19, 5-5, 7-3, 7-8-7-9, 7-12, 7-14-7-15, 7-20, 9-24, 10-6, 11-6, 11-50	11-41
adding to Stock file quantities, 11-30	sale, lost, a-2, 1-1-1-2, 1-13, 1-23, 7-23, 9-19,
credit for, 1-13, 5-4, 7-4, 10-5, 10-13	11-7
discount on, as restocking fee, 1-20 quantity, 1-10	action listing, 1-24, 1-37 date of, 11-7
tax amount refunded, 7-7	reason for, 1-23, 11-7
Returned Parts Report, 11-6	recording, 1-1-1-2, 1-13, 1-23, 5-5, 7-21, 8-3,
option on Management Reports menu, 11-6	10-6, 11-7, 11-41 screen command option, 1-13, 1-23, 1-37, 11-7
returns, a-1-a-2 field on End of Day Detail Listing, 7-8	sales, a-1-a-2, 7-14-7-15
(Non-Taxable) field, EOD Reconciliation, 7-9,	% of, field on End of Day Category report, 7-6
7-12, 7-14-7-15	Access, field on Operator File screen, 11-5
(Taxable) field on End of Day Reconciliation, 7-9, 7-12, 7-14-7-15	access level, 11-5 amount of, 6-5, 7-6, 7-9-7-10, 7-14-7-15, 7-17
recap of, 7-8	9-7, 9-17, 11-11
to vendors, 11-10, apx-5	cash, 7-11–7-12 cost of, 7-5
total, 7-14–7-15, 7-20 RO	credit, 1-1, 7-9–7-10, 10-12
See Repair Order	current, 2-6, 6-5
#, field on Repair Order screen, 1-33	defaults, 11-35 Defaults, menu, 11-44
Customer, Deleted Repair Orders by, report, 11-20–11-21	department, a-12, 1-3, 1-8, a-12, 10-29, 11-5,
End, screen command option, 1-33	11-11, 11-14, 11-44
Parts, screen, 1-15, 1-18, 1-37, 11-31	field on End of Day Detail Listing, 7-8 fields on End of Day Reconciliation, 7-9, 7-12,
parts ticket, 1-5, 1-37 RO number, 11-19, 11-22	7-147-15
Deleted Repair Orders Report by, 11-20	financing and insurance, a-2
option on Print Deleted Repair Orders menu,	Follow-Up, screen, 11-45 for month, 2-6, 5-5, 6-5, 6-19, 7-23, 9-7, 9-17-
11-20 option on Repair Order Parts Changes menu,	9-18, 10-6, 10-16, 11-12-11-13
11-23	for year, 9-7, 9-17, 10-16
range, 11-23	hints, 5-3, 10-4 history, 2-1, 6-1, 6-3, 6-5, 6-7, 6-11, 6-13, 6-15
Repair Order Parts Changes Report by, 11-23	6-16, 7-23, 9-7, 9-17, 10-15-10-16, apx-5
ROP See reorder point	history, on stock record, 10-4
Default Stock Level/, Adding Stock Options	internal, 1-8,7-15–7-16, 10-12 labor, 7-8, 7-10, 7-12, 7-14–7-16
screen, 5-6, 10-3	Last Month, field, Stock File screen, 5-5, 10-6
field on Edit Stock Order screen, 6-7–6-8 field on Inventory Changes Report, 8-11	Manual, Finance and Insurance, 11-14 Menu, 1-3, 11-5, 11-14
Rord Pt, field on Suggested Stock Order, 6-5	miscellaneous (Vendor 98), 7-8, 7-10, 7-12,
RPG	7-14-7-15
See Report Generator	Miscellaneous, field on End of Day Detail
Export to Diskette, Copy, menu, 9-35-9-36 RTI	Listing, 7-8 module, F&I, 1-3, 10-29, 11-5, 11-11, 11-14
See Real-Time Integration	Month, fields on Stock File screen, 5-6
System, $11-58-11-60$	Mtd (month to date), field on Stock Order Reminder, 6-19
terminal, 11-59 Vendor File screen, 11-59–11-60	Mtd (month to date), field on Total Inventory
Vendor File, Adding Record, screen, 11-59–11-60	report, 11-13
-	Names, Tax Exempt, option on Sales Defaults Menu, 11-44

```
sales (cont.)
                                                            setting rates, 11-29, 11-32
    Names, Tax Exempt, screen, 11-44
                                                            state, 11-32
    negative, 7-4
                                                        sales tax, parts, 7-15
    new, tracking, a-2
                                                            -Labor, menu, 11-35
    (Non-Taxable), field, EOD Reconciliation, 7-9,
                                                            menu, 11-33-11-34
      7-12, 7-14-7-15
                                                            -Misc, menu, 11-37
    number of, 5-5, 9-18, 10-6, 10-16
                                                        Sched, Dt/Tm, field on Repair Order screen, 1-33
    Order for Future, option on Other Order Options
                                                        Schedule
      menu, 6-15
                                                            & Repairs, access level, 11-4, 11-42
    parts, 1-8, 7-8, 7-10, 7-12, 7-14, 11-7
    Parts counter, 1-6, 7-2, 7-14, 10-10, 11-41
                                                            option on Service Menu, 11-4, 11-42
                                                        scheduled
    Prev Month, field on Stock File screen, 5-5, 5-7,
                                                            Date/Time, field, 1-33
                                                            date/time of service appointment, 1-33
    promotions, a-12, 10-13
                                                            odometer reading, next, 9-15
    Repair Order, 11-41
    retail, a-1-a-2
                                                        scheduling appointments, 10-14
    Systems, Follow-Up, customer retention program,
                                                        screen
      11-45
                                                            See specific screen title
    (Taxable), field, End of Day Reconciliation, 7-9,
                                                            advancing cursor through, a-8, 1-20
      7-14--7-15
                                                            command options, a-4, a-7-a-8, a-11, 1-3, 1-6,
    This Month, field on Stock File screen, 5-5, 10-6
                                                               1-11, 1-13-1-19, 1-21, 1-23-1-24, 1-26, 1-28-
    ticket labor (Vendor 99), 7-8, 7-10, 7-12, 7-14-
                                                               1-31, 1-33-1-35, 1-37, 2-3, 3-1, 3-3, 4-9, 5-2,
                                                               5-6, 6-7-6-8, 6-12, 6-24, 8-3, 8-9, 9-5-9-6, 9-30,
    to date, 9-7, 9-17, 11-12
                                                              9-32-9-33, 10-3, 10-7, 10-10, 10-15, 10-17, 10-20, 10-23, 10-34, 11-47-11-48, 11-59-11-60
    to government entities, exemption from tax, 11-44
    total, 6-19, 7-6, 10-16, 11-11, 11-13
                                                            copyright message, 1-3, 11-31
    transaction, 11-41
                                                            data entry, a-7-a-10, 1-3, 1-6, 1-10, 1-18, 1-22-
    trends, a-2, 6-1
                                                               1-23, 1-37, 6-11-6-12, 10-3, 10-7, 10-9-10-11,
    volume, 7-3, 11-11
                                                               10-14, 10-17, 10-20, 10-28-10-29, 11-46
    warranty, 1-8, 7-14
                                                            DoubleView, using with Microsoft Windows, b-3,
sales, lost, a-2, 1-1-1-2, 1-13, 1-23, 5-5, 6-1,
      7-21, 7-23, 8-3, 9-19, 10-6, 11-7, 11-41
                                                            exiting, a-7, 1-11, 1-30, 1-33, 2-6, 3-3-3-5, 4-9,
                                                               5-7, 6-7-6-8, 6-12, 6-24, 10-6, 10-9, 10-16,
    option on Management Reports menu, 11-7
    Report, 1-23, 7-23, 9-19, 11-7
                                                               10-18, 10-23, 11-47-11-48, 11-59-11-60
                                                            file, defined, a-7
Sales, option
                                                            login, b-5, apx-2
    on Comptron Menu, 1-3, 11-5
                                                            menu, defined, a-7
    on Defaults Menu, 11-44
                                                            messages, a-3-a-4, a-10, b-2, b-4-b-5, 1-1, 1-3,
    on Edit Store Headers menu, 10-29
                                                               1-6, 1-12, 1-23, 2-6, 3-5, 5-3, 5-8, 6-4, 6-8-6-9,
sales tax, 1-8, 1-10, 1-15, 1-21, 7-6, 7-10, 7-14-
                                                               6-12, 6-24, 7-24, 8-4, 8-7-8-8, 9-15, 9-30, 9-32,
      7-17, 10-12
                                                              9-35, 10-3, 10-22, 10-29, 10-31, 11-5, 11-7,
    amount of, 7-7, 7-9, 7-11
                                                               11-9, 11-15, 11-24, 11-28, 11-31, 11-43, 11-49,
    city, 11-32
                                                               11-53–11-54, 11-60, apx-7-apx-8
    Collected, field, End of Day Detail Listing, 7-7
                                                            moving cursor through, 1-11, 1-20, 1-37, 2-3
    Collected, field on EOD Reconciliation, 7-9,
                                                            name input, Special Order Processing, 3-2
      7 - 11
                                                            next, 1-11, 1-21, 1-30, 2-3, 3-3, 10-15, 10-17,
    county, 11-32
                                                               10-20, 11-60
    Defaults, System, screen, 11-32
                                                            Parts, Repair Order, 1-15
    exemption, defining default field, 11-44
                                                            previous, 1-11, 1-21, 2-3, 3-4, 10-15, 10-17,
    kits, 11-32
    Maintenance, menu, 11-33, 11-35-11-38
                                                            scrolling down, a-8-a-9, 1-20, 4-9, 9-5
    on Labor?, field on System Defaults screen, 11-30
                                                            verification commands, a-6, a-9, 1-16-1-17, 1-23,
    on Miscellaneous?, field on System Defaults
                                                               1-28, 1-34, 5-7, 6-8-6-9, 6-12, 6-24, 9-35, 10-6,
      screen, 11-30
                                                               10-8, 10-13, 11-53
    packages, 11-32
                                                            video display, warranty on, a-11
    Packages/Kits/Rates, field on System Defaults
                                                            Windows desktop, using DoubleView with apx-2
      screen,11-32
                                                        screen command option
    Parts counter transactions subject to, 11-32
                                                            Accept, a-9, 1-16, 1-23, 1-28, 1-34, 5-7, 6-5,
    R/O-Labor, menu, 11-36
                                                              6-8-6-9, 6-12, 6-24, 10-6, 10-8, 10-13, 11-60
    R/O-Misc, menu, 11-38
                                                            Add, a-7, c-3, 4-9, 5-3, 5-6, 9-30, 9-33, 10-3,
    rate, c-2, 1-3, 11-29, 11-32
                                                               10-7, 10-9-10-10, 10-20, 10-34, 11-3, 11-59-
    Rate, field on System Defaults screen, 11-30
                                                               11-60
    Refunded, field on End of Day Detail Listing,
                                                            Add Kit, 1-15, 1-18
      7-7, 7-9, 7-11-7-12
                                                            Alt Ven, 2-3
    Refunded, field, End of Day Reconciliation, 7-9,
                                                            Backorder, 6-22-6-23
                                                            Cancel All, 1-38
    Service department transactions subject to, 11-32
```

	D. 1. 1. 0. 0.4
screen command option (cont.)	Print, 9-34
Cancel Line, 1-20, 1-37	Quantity Only, 5-6, 10-3
Cancel (order), 6-22-6-23	Refund, 1-28, 1-31, 1-34-1-35, 3-3, 3-5
Cancel Ticket, 1-20	Remove, 11-59
Change, a-7, 1-22, 1-34-1-35, 4-9, 5-6-5-7, 6-7-	Reorder, 6-22–6-23
6-8, 6-12, 6-24, 10-3, 10-7, 10-10, 10-15, 10-17	
10-20, 10-23, 10-34, 11-3, 11-31, 11-47-11-48,	Scroll, 1-37
11-59	Search, a-7-a-8, a-10, 1-26, 1-32, 1-36, 4-9,
Charge, 1-9-1-10, 1-22	5-3, 5-7, 8-9, 9-33, 10-3, 10-7, 10-10, 10-15,
Continue, a-9, 1-6, 1-13, 1-19, 1-23, 1-34, 1-37,	10-17, 10-20, 10-22, 10-34
2-6, 3-4–3-5, 6-4, 6-13–6-15, 8-4, 8-7, 10-29, 10-35, 11-8, 11-15, 11-17, 11-22, 11-24, 11-28,	Sell, 1-12–1-15, 1-17, 1-19, 1-24, 1-37, 11-31
11-43	
Correct, a-9-a-10, 1-16, 1-23, 1-28, 1-34, 5-7,	Starting Line No., 1-21 Substitute, 1-18, 6-8
6-9, 6-12, 6-24, 8-9, 10-6, 10-8, 10-13	Supersede, 1-13, 1-17, 5-7–5-8
Cross Ref, 1-13	Scroll, 1-37, 4-9, 9-5
Cross-ship, 6-22–6-23	Tender, 1-9-1-10, 1-21-1-22
Delete, a-8, 1-17, 4-9, 5-3, 10-4, 10-7, 10-11,	Toggle, 1-31, 3-4
10-15, 10-17, 10-34, 11-60	Undo, a-9-a-10, 1-23, 1-28, 1-34, 5-7, 6-12,
Deposit, 1-31, 3-3, 3-5	6-24, 10-6, 10-8–10-9, 10-13, 11-60
Duplicate, 4-9, 10-20	Vehicle, 10-11
Edit, 1-37	View, 1-17
Edit Line, 1-37	screen command option for ticket price
End, 11-60	Account, 1-9
End RO, 1-33	Discount %, 1-9
End Ticket, 1-20-1-21, 1-23, apx-5	Markup %, 1-9
Erase, a-8	Profit %, 1-9
Estimate, 1-20, 1-23, apx-5	Retail, 1-9
Exit, a-7-a-8, b-5, 1-11, 1-13, 1-16-1-17, 1-28,	screen display
1-30, 1-33, 1-37, 1-40, 2-3, 3-3-3-5, 4-8-4-9,	of ticket, 1-2, 1-6–1-7, 1-9–1-13, 1-15–1-20,
5-7, 6-4, 6-7–6-8, 6-12–6-15, 6-22, 6-24, 8-9,	1-22-1-23, 1-25, 11-31
9-32, 10-6, 10-9, 10-16, 10-18, 10-23, 10-34,	of worksheet list numbers, 8-10
11-31, 11-47-11-48, 11-59-11-60, apx-2-	output option, 1-35, 6-3, 6-7, 6-13, 8-10, 9-2,
apx-3, apx-6	9-4, 9-9, 9-14, 9-34-9-35, 10-26-10-27, 11-6,
Exit Scroll, 1-21	11-8, 11-14, 11-22, 11-28
F&I, 10-11	screen prompt, apx-3
Filters, 9-33	for login, b-2, b-4-b-5, 1-3, 11-31, apx-6-apx-8
First, 2-3, 9-5	for password, b-4-b-5, 1-3
General Update, 5-6, 10-3	to enter category, 1-14, 1-24, 1-37
Help, 8-3, 9-6 Hist, 10-4	to enter information, 1-6, 1-14, 1-23-1-24, 1-36-
History, 6-7	1-37, 6-8, 6-24, 9-15, 10-22, 11-15
Hold Ticket, 1-20, 1-29, 3-1, 3-6, apx-5	to purge file, 11-7, 11-9, 11-24, 11-28
Home, 11-60	prompt, to update Stock file from books, 10-31,
Kits, 1-17	11-54
Label, a-8, 4-9, 5-3, 10-4, 10-11, 10-17	scroll
Last, 2-3	down screen, a-8-a-9, 1-11-1-12, 1-14, 1-17,
Ln (line number), 1-17	1-20, 1-24, 1-37, 4-9, 9-5, 9-33
Lost Sale, 1-13, 1-23, 1-37, 11-7	Exit, screen command option, 1-21
Memo, 1-24, 1-31, 3-3, 5-3, 10-4, 10-7, 10-11,	screen command option, 1-37, 4-9, 9-5
10-15, 10-18	scrolling search, command option, a-8–a-9, 1-11–
Move Line, 1-37	1-12, 1-14, 1-17, 1-24, 1-37, 2-2, 5-7, 6-11,
Next, a-7, 1-6, 1-21, 1-28, 1-30, 3-3, 4-9, 5-2,	6-23-6-24, 9-5, 9-33, 11-30
10-3, 10-7, 10-10, 10-15, 10-17, 10-20, 10-34,	search
11-60	command, scrolling, a-8, 1-11-1-12, 1-14, 1-17,
Order, 1-12–1-13, 1-17, 1-19, 1-24, 1-29, 1-37,	1-24, 1-37, 2-2, 5-7, 6-11, 6-23-6-24, 9-5,
3-1, 11-31	9-33, 11-30
Orders, 1-38, 3-6	history for fast moving parts, 6-13
Payment, 1-28, 1-34	key data fields for, a-10, 1-33, 10-29–10-30,
Payments, 1-33–1-35	11-43
Pick Ticket, 1-38 Pickup, 1-30, 3-3-3-4	Last Name field, for customer, 1-6
Prev, a-7-a-8, 1-6, 1-11, 1-21, 4-9, 5-2, 9-6,	Operator, window on Category Adjustment
10-3, 10-7, 10-10, 10-15, 10-17, 10-34, 11-59	Report screen, 9-5
11-60	screen command option, a-7-a-8, a-10, 1-26,
Price Adj, 1-15	1-32, 1-36, 4-9, 5-3, 5-7, 8-9, 9-33, 10-3, 10-7
Price Only, 5-6, 10-3	10-10, 10-15, 10-17, 10-20, 10-22, 10-34
• • • • • • • • • • • • • • • • • • • •	

```
search (cont.)
                                                            management reports, 11-35
    scrolling, a-8, 1-11-1-12, 1-14, 1-17, 1-24, 1-37,
                                                            Next, column heading on Vehicle List, 9-15
      2-2, 5-7, 6-11, 6-23-6-24, 9-5, 9-33
                                                            Non-Taxable, column on End of Day Detail
    Scrolling, window on ticket screen, 1-11
                                                              Listing, 7-7
    Stock file, 1-12, 6-11, 6-24, 10-2, 10-30, 10-33,
                                                            operations, 7-2, 9-28
                                                            option for department on ticket, 1-7-1-8, 1-27,
      11-30, 11-56
                                                              9-22-9-23, 10-22-10-23, 11-5
search by
                                                            program module, 1-3, 10-14, 11-4, 11-35
    code, 1-12, 2-4, 4-9, 5-2-5-3, 10-3, 10-7, 10-30,
                                                            recommended, printed on Repair Order, 9-15
                                                            report printer, stop command for, apx-3
    customer, 1-6, 1-27, 1-36, 10-10, 10-22
                                                            Reports, option on Service Menu, 11-4, 11-35
    name or account number, 1-6, 1-8, 10-10, 10-17,
                                                            retail, a-1
      10-22
                                                            scheduling/appointments, 1-3
    operator, 9-5
                                                            technicians, 11-4
    vehicle, 1-33, 1-36
                                                            ticket, c-2
    vendor name/number, 1-11, 6-23, 10-7, 10-17
    vendor/part number, 1-12, 5-2-5-3, 7-23, 10-3,
                                                            type of, 7-5, 11-19
                                                            U.S. Postal, 10-34-10-35
      10-8, 10-15, 10-30, 11-30
    zip code/city, 10-34
                                                        Service Access
                                                            field on Operator List, 9-28
search for
                                                            field on Operator File screen, 11-4
    Hold ticket by customer name/number, 1-27,
                                                            Levels, option on Service Defaults menu, 11-42
      10 - 22
    Hold ticket by number, 1-26, 10-22
                                                        service
    zip code record, 10-34
                                                            management reports, 11-42
                                                            Management, access level, 11-4, 11-42
Searchable Fields, section on Vehicle Field Names
                                                            option on Defaults Menu, 11-42
      screen, 10-30, 11-43
                                                            program module, 11-4, 11-42
Searching for
                                                            reports, 11-42
    Hold Ticket, menu, 1-26, 10-22
                                                            Reports, option on Service Menu, 11-4, 11-42
    Repair Order, menu, 1-32, 1-36
                                                            technicians, 11-4
season, end of, changing stock level/ROP at, 6-16
                                                            transactions, number of months' history to keep
                                                              on, 11-39
    Part Origins, screen, 8-3-8-4
                                                            type of, 11-19
    Priorities to be Ordered, screen, 6-5-6-6, 6-9
                                                        Service department, a-12-a-13, c-2, 1-8, 1-32,
selecting menu options, a-3-a-4, a-7, c-4, 1-3-
                                                              3-1, 3-6, 7-2-7-3, 7-5, 7-10, 7-12, 7-14-7-15,
      1-6, 1-14, 1-24, 1-26, 1-28-1-30, 1-32, 1-37,
                                                              9-22-9-23, 10-29, 11-18, 11-51
      2-2, 2-4-2-6, 3-2, 4-2, 4-4-4-5, 4-7-4-10,
                                                            labor hours, 7-3, 7-5, 11-18
      5-2, 5-7, 6-3, 6-5, 6-7, 6-10-6-11, 6-13-6-22, 6-24, 7-2, 7-23, 8-2-8-5, 8-7, 8-10,
                                                            labor transactions, 7-10, 7-12, 7-14-7-16
                                                            parts sales, 7-10, 7-12, 7-14-7-15
      9-2-9-3, 9-11-9-12, 9-14-9-17, 9-19, 9-21-
                                                            parts sent to, tracking with Hold ticket, 1-24-
      9-23, 9-26, 9-28-9-30, 9-38, 10-2, 10-7,
                                                              1-25, 3-1, 3-6
      10-15, 10-17, 10-19-10-20, 10-22, 10-25,
                                                            Special Order from, 1-29, 3-6, 11-33
      10-27, 10-29-10-30, 10-34-10-35, 11-2-11-3,
                                                            transactions, 7-2, 11-32
      11-6, 11-8-11-9, 11-11-11-14, 11-16-11-19,
                                                            work orders, 9-23
      11-22, 11-24, 11-26, 11-28-11-31, 11-33-11-38, Service Menu, 10-14, 10-29, 11-4, 11-42
      11-42-11-45, 11-51, 11-54, 11-57-11-58, apx-5
                                                            option on Counter Operations menu, 1-5, 1-39
                                                            shortcut to, 1-5, 1-39
    Operator Number, screen, 9-38, 11-26
                                                        Service option
    Operator, window on Operator Number Selection
                                                            on Comptron Menu, 1-3
      screen, 9-38
                                                            on Defaults Menu, 11-35
    Output, screen, 9-34
                                                            on Edit Store Headers menu, 10-29
Sell, screen command option, 1-12-1-15, 1-17,
                                                        Service Parts Request form, 1-38
      1-19, 1-24, 1-37, 11-31
                                                            See Pick ticket
semicolon (command) key, a-8, 8-8
                                                        Services, On-Line Ordering, menu, 6-10, apx-4
service
                                                        Set Handling Charge
    area, 10-34
                                                            option on Management Menu, 11-57
    defaults, c-3, 11-42
                                                            screen, 11-57
    Defaults Menu, 11-42
                                                        setting up
    department option, 7-2, 9-24, 10-22-10-23, 11-5
                                                            Account file, c-4, 10-1, 10-12
    Due Date, Next, option on Print Vehicle File
                                                            beginning customer number, 11-30
      menu, 9-14
                                                            Category file, a-15, c-3, 9-21, 10-1, 10-19
    estimate, 1-1, 11-18 labor, 7-10, 7-12, 7-14-7-16, 11-30
                                                            cost display default, 1-10
                                                            cost matrix for vendor, 9-22, 10-20-10-21,
    labor rate to charge for, c-2
                                                              11-57
    last, 10-10
                                                            Customer file, c-4, 10-1
    Last, column heading on Vehicle List, 9-15
                                                            customer number, 11-30
    Management, access level, 11-4, 11-35
```

setting up (cont.)	Shortcut
default department option, 1-7	to Service Menu, 1-5, 1-39
default price for tickets, 1-9	to Special Order Processing menu, 1-5, 1-29
discounts, 1-9, 10-12	shutdown
End of Day defaults, b-5, 7-2–7-3, 7-20–7-21,	after End of Day, b-3-b-4
11-48-11-50, 11-52	improper, screen message, b-2
Hold ticket, 10-22	of CPU, b-5
item price, 1-15	of terminals, b-5
operator access level, 1-3, 1-10, 1-17, 5-6, 11-4-	screen messages, b-2, b-5
11-5, 11-30, 11-32	single
Operator file, c-2	Items, Enter, option on Order Receiving menu,
part origins, 8-3	6-22, 6-24
Parts defaults, 11-40-11-41, 11-51, apx-9	items, receiving, 6-24
pick list destinations for microfiche program,	Labels, Print, screen, 4-5-4-6
11-58	labels, printing, 4-2
printers, 11-39	Numbers, print labels option, 4-5–4-6
price change rules for inventory updates, 10-32,	Skip, screen command option, a-8, 1-15, 1-17,
11-55	8-8-8-9, 11-59
printers, a-12, c-3, 11-46	
sales tax rates, 11-29	skipping fields on screen, a-6, a-8, 1-22, 5-4,
Stock file, a-16, c-4, 10-1	6-11, 6-15, 8-8-8-9, 10-5
stock level/reorder point, c-4, 5-6, 6-11, 8-8,	slow-moving parts, a-2, 5-4, 6-4, 9-1, 9-7, 10-5,
10-3	apx-5
system defaults, c-2-c-3, 1-22, 7-2, 7-23, 11-30-	option for Part Movement History report, 9-7
11-31, 11-40, 11-47–11-48	option, 9-15, apx-5
ticket price, 1-9	report, 9-7, 9-16, 10-5, apx-5
Vendor file, c-3, 10-1	report option, Parts Information mnu, 9-16, apx-5
Shared Folders, Configure, option on Tools Menu,	returning to vendor, 9-16, 10-5, apx-5
11-45	SO
Sheet, Cash-Out	See also Special Order
by Operator, report, 9-38–9-39, 11-26–11-27	Deposit Exempt, View/Modify Cost &, field on
Work, field on End of Day Defaults screen, 11-26,	System Defaults screen, 11-30
11-49	Deposit, Minimum, flag on Parts Defaults
Work, option on System Reports menu, 9-38	screen, 11-40
	software, computer, a-1
Sheet, Work	and equipment, installation of, a-4, a-13, a-16,
by Part Number, Create, screen, 8-4, 8-7	a-19, 11-5, 11-11, 11-14, 11-41, 11-49, 11-54
Cash Out, 7-16, 9-39, 11-27	F.U.\$.\$., for customer retention, 11-45
Cash Out, flag, End of Day Defaults screen, 7-16,	getting assistance for, a-11
9-38, 11-26, 11-49	
Create Inventory, menu, 8-4	program, Comptron, a-1-a-2, a-4, a-11-a-13, a-16,4-1
Create, option on Physical Inventory menu, 8-2–	
8-3	programs compatible with Comptron, a-1, a-12
Create Special Inventory, menu, 8-5-8-6	RealWorld accounting, 10-11, 11-41, 11-49–11-50
Create Special, option on Physical Inventory	RTI System, 11-58
menu, 8-2, 8-5	sold
Delete, option on Physical Inventory menu, 8-3,	amount, 6-5, 10-23
8-7, 8-10	deals, apx-8
for Vendor 3 by 5-Digit Number, Create Special	In Previous, field on Suggested Stock Order, 6-5
Inventory, menu, 8-6	Items NOT in Stock Menu, 11-24
for Vendor 3, Create Special Inventory, screen,	Items NOT in Stock, report, 11-24–11-25
8-6-8-7	part, 1-8, 1-15, 5-5, 6-19, 7-3, 8-7, 9-7, 9-16,
Parts Inventory, by Part Number, 8-5	10-6, 10-15, 10-23
Reprint Inventory, menu, 8-9	quantity, 7-3, 9-7, 9-16–9-17, 10-15
Reprint, option on Physical Inventory menu, 8-2,	to Hold ticket, parts, 9-23, 11-13, 11-24
8-9	to date, amount, 6-5
shipment, order, receiving frm vendor, 6-20, 6-22	Within (Months), field on Fast Moving Parts
shipping	history report, 9-16
and handling expenses, recovering, 11-57	Within (Months), Not, field on Part Movement
charges, total, suppress balance printing, 11-53	history report, apx-5
code, apx-4	special
code, priority, for Special Orders, 1-11, 6-5,	account, creating for stock returned to vendor,
6-9, 11-22, 11-33	apx-5
information, special, 1-24, 1-31, 3-3, 10-18	comment at Money field for account customer,
instructions, 10-11	1-22, 1-28
returned parts to vendor, apx-5	Ordered, field on Enter Amount Received screen,
retained parts to vendor, up a s	1-22

special (cont.)	Reminder, Daily, on End of Day, 6-19, 7-1-7-2,
prices, 11-56 shipping information, 1-31, 10-18	7-18 Reminder, option on Order Reports menu, 6-19
Vendor 98, 7-8	section on End of Day Detail Listing, 7-8
Vendor 99, 7-8	status, 1-29, 3-3-3-4, 3-6
Vendor, transaction type, 1-10, 9-24	ticket, 7-18
Work Sheet, Create, option on Physical Inventory	ticket balance, 3-5
menu, 8-2, 8-5	Totals, option on Special Order Prints menu, 9-20 tracking, 7-17
special inventory Work Sheet, Create, menu, 8-5-8-6	transaction, 11-32
Work Sheet, Create, mend, 6 5 6 6 Work Sheet for Vendor 3 by 5-Digit Number,	transaction type, 1-10-1-11, 7-21, 11-41
Create, menu, 8-6	use for slow-moving parts instead of stocking
Work Sheet for Vendor 3, Create, scrn, 8-6–8-7	them, apx-5
worksheet for Harley Davidson (Vendor 2), 8-7	Special Order file, 6-22, 9-19, 10-17
worksheet for Yamaha (Vendor 3), 8-6 Special Order, 1-1, 1-19, 1-29, 3-1-3-3, 6-12,	Changes Report, 11-8–11-9 Changes, option on Management Reports menu,
7-6, 9-1, 10-30, 11-9, 11-11, 11-47	11-8–11-9
Activity (Check, Cash,), Daily, End of Day	correcting for improperly received part, 6-22,
report, 7-1, 7-17-7-18	11-9
Activity, Daily, report, 7-17	screen, 10-17
Activity (On Account), Daily, report, 7-17-7-18 amount due, 1-22, 3-5	Special Order on account, 3-4–3-5, 7-18, 7-18
by Vendor, option on Standard Orders menu, 6-5	account, no deposit for, 3-5
canceled, 7-17-7-18	End of Day Detail Listing, 7-6
canceling, 6-16	Hold ticket, 1-10, 1-29–1-30, 3-1–3-3, 3-5–3-6,
creating, 6-5, 6-19 customer information for, 1-6, 1-30, 9-19, 10-10,	7-24, 9-19, 9-24, 10-17, 11-13 Hold ticket, no deposit for, 3-5
10-17	Hold ticket, no refund on, 3-5
deleting record of, 10-17	Parts counter ticket, 3-2
deposit, 1-5, 1-22, 1-29, 3-2-3-3, 3-5, 7-8,	Repair Order, 1-29, 3-1-3-2, 3-4, 3-6
7-11, 7-17, 9-20, 11-40 Denosite/Perfunds, field on End of Day Pecon	Special Order Processing, 3-1
Deposits/Refunds, field on End of Day Reconciliation, 7-11	menu, 1-30, 3-2, 3-6
duplicate, 7-23, 9-20	menu, shortcut to, 1-5, 1-29 name input screen, 1-30, 1-32, 3-2
Duplication Information, report, 7-23, 9-19,	screen, 1-30, 3-3, 3-5
11-7	Special Ordered, field, 1-22
editing, 1-31, 3-4 finding, 1-30, 1-32, 3-2, 10-17	Special Orders
including on purchase order, 6-8–6-9	Backordered, option on Special Order Prints
information, 3-1, 3-3-3-4, 7-6, 9-1, 10-17	menu, 9-20 field on End of Day Detail Listing, 7-8
latest prices for, 10-31, 11-54	Months of Picked Up, flag on Parts Defaults
list, 1-30, 3-3, 9-19-9-20 locating, 10-17	screen, 11-40
Memo page, 1-31, 3-3, 10-18	option on Counter Operations menu, 1-5, 1-29
minimum deposit required, 1-22, 11-40	option on Parts Menu, 3-1–3-2 part of Total Inventory Report, 11-13
option on Maintenance menu, 10-17	pending, including on purchase order, 6-8-6-9
option on System Reports menu, 9-19 parts, c-2, 1-11, 1-13, 1-19-1-20, 1-22, 1-29,	Picked Up, field, End of Day Reconciliation, 7-11
3-2, 3-4-3-5, 6-5, 6-22, 7-8, 7-17-7-18, 9-19,	Print, screen, 6-9
9-24, 10-17, 11-7, 11-9, 11-11-11-12, 11-40	received, 7-20
payments, 1-1	Received, option on Special Order Prints menu, 9-20
pending, 1-30, 3-2, 6-19, 7-2 pickup, 1-5, 1-29, 3-2–3-4, 7-8, 7-11, 7-17–	speed, operator, increasing, 1-15
7-18, 9-20, 11-11, 11-13, 11-40	spouse
pickup on Hold ticket not ended, 7-24	adding information about, 10-11
printing purchase order for, 6-2, 6-5-6-6	data window, in Customer File screen, 10-11
printout, example, 6-6 Prints, menu, 7-23, 9-19, 11-7	field on Customer File screen, 10-11
Priorities, screen, 11-32	Spring Dating, Order for, option on Other Order Options menu, 6-2, 6-15-6-16
priority codes, 1-11, 6-5-6-6, 6-9, 9-24, 11-33	SRA
received, 7-20, 11-51	See also stock return allowancex
receiving, 6-1, 6-21–6-23	field on Stock File screen, 5-4, 9-32, 10-5
record, 10-18 record, adding Memo to, 1-31, 3-3, 10-18	Standard Orders
refund, 1-5, 1-29, 1-31, 3-2-3-3, 3-5, 7-8,	menu, 6-3-6-4, apx-4
7-11, 7-17	option, Order Processing menu, 6-3, 6-11, apx-4

Starting	Stk Lvl, field
Category, field for print range, 11-16	on Edit Stock Order screen, 6-7-6-8
Code, field for print range, 6-14, 8-7, 9-17, 11-16	on Inventory Changes Report, 8-11
Date, field for print range, 11-20–11-22, 11-24	on Suggested Stock Order, 6-5
field for print range, 11-13, 11-16	stock
Kit Number, field on Print Kit List screen, 9-9	#, field on Repair Order screen, 1-33
Line No., screen command option, 1-21	categories, "ZZ", 1-14, 1-24, 1-37, 7-21, 9-3-
Name, field for print range, 4-7-4-8, 9-12, 9-27,	9-5, 11-41, 11-50
11-20	category, c-3, 1-10, 2-2
Number, field for print range, 8-7, 9-7, 11-19	category, assigning to new item, a-15, c-3-c-4,
Oper, field for print range, 11-23-11-24	1-14, 1-24, 1-37, 7-21, 9-4, 10-19, 11-41, 11-50
Part, field for print range, 4-5, 8-5, 9-16, 11-16	11-56
Part Number, field for print range, 8-4, 8-7, 9-17,	
9-35, 11-16, 11-24	Data, window on Stock Report screen in Report
RO Number, field for print range, 11-20, 11-23	Generator, 9-31–9-32
Status, field for print range, 6-14, 9-35	Filters, window on Stock Filter screen in Report Generator, 9-33–9-34
Ticket Number, field for print range, 11-19	
Vendor, field for changing stock level/ROP, 6-16	in, 1-10, 1-13, 2-1, 2-4, 5-5, 8-2, 10-5-10-6,
Vendor, field for print range, 4-8, 8-4–8-5, 9-17,	11-11, 11-18, apx-5
9-22, 11-13, 11-16, 11-24	In, code for Type field, 1-10
	labels for, 4-2, 6-20
state, 10-33-10-34	level, 11-10
By, option for printing customer mailing labels,	level, access to view, 11-30
4-7	Maintenance, Stock File Changes Report from,
By, option on Print Customer File menu, 9-12	11-10
field on Vendor File screen, 10-8	Memo page, 5-3, 10-4, 10-15
out-of-, buyers, 11-44	Menu, Sold Items NOT in, 11-24
printing customer list by, 9-12-9-13	not in, 1-10, 1-14, 1-23-1-24, 1-29, 1-37, 3-1,
sales tax exemption, defining default field, 11-44	3-6, 5-3, 7-21, 10-3, 10-16, 11-7, 11-14, 11-24,
sales tax rate, 11-32	11-41
where customer resides, 10-34-10-35	Not In, code for Type field, 1-10
status	Number, field, 1-33
backorder, 1-31, 3-3, 10-18, 11-51	option for creating Vendor 3 special inventory
codes, 5-4, 6-14, 9-16, 10-5	worksheet, 8-6
column on Special Orders Backordered report,	option on System Reports menu, 5-7, 9-3–9-4
9-20	Options, Adding, screen, 5-6, 10-3
column on Special Orders Received report, 9-20	Options, screen, 6-11-6-12
credit, c-4	order, 11-51
Ending, field for stock order range, 6-14	Orders, Outstanding, option on Order Reports
field, 9-19	menu, 6-18
field on Repair Order screen, 1-33	Over-, option on Stock Reports menu, 9-8
field on Special Order Processing screen, 3-4	parts in, a-2, a-15, 1-10, 1-13, 2-1, 2-4, 4-1, 5-4-
order, 1-38, 3-6, 6-17, 7-20, 9-19, 11-51, apx-4	5-5, 8-2, 10-5-10-6, 11-11-11-12, 11-18, apx-5
reorder, 6-16	parts returned to, 9-23, 11-30, apx-9
Repair Order, 1-33, 11-19	portion of Total Inventory Report, 11-12–11-14
RO Parts, screen, 1-38	Qty for Labels, Use, option on Print Parts Labels
screen, Repair Order Parts, 1-38	menu, 4-4
Special Order, 1-29–1-30, 3-1, 3-3, 3-6, 9-19,	quantity in, 1-10, 2-3, 4-4, 5-4, 8-11, 10-5, 11-18
11-51	received in, 3-4, 6-20 Records, Create, flag on Parts Defaults careen
Starting, field for stock order range, 6-14	Records, Create, flag on Parts Defaults screen, 11-41
stock, a-15, c-3, 10-19	
taxable, for labor entries on End of Day repts, 7-5	return allowance (SRA), 5-4, 10-5
Update Part, option, 10-32, 11-48	Return Ticket/Line to, field on System Defaults screen, 11-30
status, part, 3-1, 5-4, 6-4, 6-7, 6-14, 9-7, 9-30,	returning to vendors, 9-16, 10-5, apx-5
10-5, 10-32, 11-11, 11-14, 11-55	Sold Items NOT in, report, 11-24–11-25
by Vendor, Part Movement report option, 9-7	status, a-15, c-3, 10-19
by Vendor, report option on Parts Information	
menu, 9-16	Stock file, a-5, a-12, a-15, c-3-c-5, 1-10, 1-12,
field on Stock File screen, 5-4, 9-32, 10-5	1-24, 1-37, 2-2, 5-4, 6-4, 6-15, 7-3, 7-5, 7-21,
option on Total Inventory Report menu, 11-14	8-11, 9-7, 9-9, 9-15, 10-30, 11-7, 11-16, 11-30,
Order by, option on Other Order Options menu,	11-50 adding to a 15 a 2 a 4 1 14 1 22 1 24 5 1
6-14	adding to, a-15, c-3-c-4, 1-14, 1-23-1-24, 5-1,
printing suggested stock order list by, 6-2	5-3, 6-11, 6-22–6-24, 8-3, 9-4, 10-2–10-4,
Update, option on Update Inventory screen,	10-16, 10-19, 11-41
10-32, 11-55	building, c-4 changing fields in, 6-7–6-8, 10-15, 10-31, 10-33,
	11-9–11-10, 11-54, 11-56

```
Stock file (cont.)
                                                       stock reports, 9-3, 9-6, 9-9, 9-31-9-32, 9-36-9-37
    creating Vendor 3 special inventory worksheet
                                                            Category, menu, 9-4
      from, 8-6
                                                            menu, a-8, 1-14, 1-24, 1-37, 5-7, 7-23, 9-3, 9-6-
    deleting items from, 5-3, 5-7, 10-4, 10-15, 11-10
    entering counts into, 8-2
                                                       stocking
    extended cost of inventory in, 11-16
                                                            level, c-4, 6-3, 6-15, 9-6
    Extended Price, printout, 11-16
                                                            level, increasing/decreasing, 6-16
    from Books, Update, option on Management
                                                            Report, Zero, 9-6, 9-8
      Menu, 11-54
                                                            Zero, option on Stock Reports menu, 9-6, 9-8
    from Books?, Update, prompt, 10-31, 11-54
                                                       stop printer command options, a-9, a-11, 5-7,
    negative quantities in, 7-23, 9-8, 11-12, 11-41
                                                              apx-3
    option, 10-2
                                                       Store Header, Edit, option on System Utilities
    printing part labels from, 4-4
                                                              menu, 10-27
    Prints, Extended Price, menu, 11-16
                                                       Sub
    quantities, adding returned parts to, 11-30
                                                            Total (Account + Cash), section on End of Day
    reports, 9-3, 9-6, 9-9, 9-31-9-32, 9-36-9-37
                                                              Reconciliation, 7-13
    screen, 5-2, 5-6-5-7, 6-11, 10-2
                                                            Total, field on ticket screen, 1-21
    scrolling search of, 1-12, 6-11, 6-24
                                                       subscription to
    searching for record in, 6-18
                                                            vendors' price books, a-14-a-15, a-19, 10-35
    sending information to FicheFinder from, 11-58
    setting up, c-4
                                                            Zip Code Directory updates, 10-35
    substituting parts from, 1-13, 1-18, 6-7, 10-4,
                                                       substitute
                                                           block of part data fields, 1-12, 1-18-1-19
    superseded part numbers in, 5-7, 10-32-10-33,
                                                           part, data display, 1-18
                                                           screen command option, 1-18, 6-8
    updates, default options for, 11-54-11-55
                                                            Vendor, field, 10-4
    updating from books, 11-54-11-56
                                                            vendor number, on Stock File screen, 5-3, 10-4
    updating from invoices as items are received,
                                                       substitute part, 1-1, 1-19, 5-3, 6-7, 10-4
                                                           adding to Stock file, 5-3, 10-4
    using multiples in, 10-32, 11-55
                                                           area on Create Ticket screen, 1-12, 1-18-1-19
Stock file Changes
                                                           area on Edit Stock Order screen, 6-7-6-8
    menu, 11-10
                                                           data display, 1-12, 1-18, 6-7-6-8
    option on Management Reports menu, 11-9
                                                           number, on Stock File screen, 5-3, 10-4
    Report from Order Processing, 11-10
                                                        Sug, Order, field on Suggested Stock Order, 6-5
    Report from Stock Maintenance, 11-9-11-10
                                                       Sugg List, field on Stock File screen, 5-4, 5-6,
    Reminder, option, Order Reports menu, 6-18
                                                              10-3, 10-5
    Reminder, report, 6-18-6-19
                                                       suggested
    standard, 6-9, 6-21-6-22
                                                            amount to order, 6-5, 6-7, 6-15-6-16
    suggested, 6-2-6-5, 6-7, 6-11, 6-13, 6-16
                                                            categories, c-3
    Suggested, Delete, optn on Other Order Options
                                                           Change to, option on Change Stock Level &
      menu, 6-16
                                                              Reorder Point menu, 6-16
stock quantity, 4-4
                                                            cost, 10-32, 11-54
    on hand, 5-4, 8-2, 8-8, 9-8, 10-5, 11-18, 11-30
                                                           list price, 5-4, 10-5
    minimum, 6-1
                                                           List, field, Stock File screen, 5-6, 10-3, 10-5
stock record, 1-12, 1-14, 1-18, 1-24, 1-37, 2-3,
                                                           reorder point, 6-5, 6-16
      5-5, 6-7, 6-20, 6-24, 7-21, 8-3, 8-8, 9-4-9-5,
                                                           retail price, 10-32, 11-54
      10-2, 10-4, 10-6, 10-15, 11-10, 11-24, 11-41,
                                                        suggested order, 6-15, 10-19
      11-50
                                                           by Category, option, 10-19
    adding Memo to, 5-3, 10-4, 10-15
                                                           by Category, option on Other Order Options
    building, c-4, 6-24
                                                              menu, 6-15
    "Create, screen message, 1-14, 1-24, 1-37
                                                            deleting, 6-16
    creating, c-4, 1-14, 1-24, 1-37, 5-3, 5-5, 6-24,
                                                           list, 5-5, 6-1-6-5, 6-7, 6-11, 6-13-6-16, 10-6
      7-21, 8-3, 9-4, 10-2, 10-6, 10-16, 10-19, 11-41,
                                                           printing, 10-19
      11-50
                                                       suggested stock
    deleted, 10-15, 11-10
                                                           level, 6-5, 6-15-6-16, 10-19
    not created, 11-24
                                                            order, 6-2-6-5, 6-7, 6-11, 6-13-6-16, 10-6
    origin of, 5-5, 8-3, 10-6
                                                           Order, Delete, option on Other Order Options
stock report
                                                              menu, 6-16
    Category, option, 9-3-9-4
                                                       Summary
    from Report Generator, 9-37
                                                            Operator Cash, flag on End of Day Defaults
    option, 5-7
                                                              screen, 11-49
    option, Category, 9-3 - 9-4
                                                            Operator Cash, report, 7-1, 7-16–7-17, 11-49
    option, Vendor and Code, 9-3
                                                            Repair Order, access to print, 11-4, 11-42
    option, Vendor and Part Number, 9-3
                                                            Reports, Received Parts, window on End of Day
    screen, 9-33
                                                              Defaults screen, 11-49
```

Summary (cont.)	tape
Reports, Received Parts, window on Parts Reports Defaults screen, 11-51-11-52	backup, a-17, b-5, 10-25, 10-30 magnetic, cartridge for system backups, a-17,
Supersede, screen command option, 1-13, 1-17, 5-7-5-8	b-5, 10-25 update, to Zip Code Directory, 10-35
superseded	zip code book, 10-35
part number, c-4, 1-13, 5-7–5-8, 10-32, 11-55 parts, 1-1, 5-7, 10-33, 11-56	tape, price book, 1-10, 10-30, 10-35 installing, 10-30, 10-35 loading, 10-31, 10-35
suppressing printing of balance on invoice, 11-53	tax
Svc, Type, field on Repair Order screen, 1-33	Defaults, option on System Defaults menu, 11-32
system Back Up the, option on System Utilities Menu,	Defaults, System Sales, screen, 11-32
b-5, 10-25, 11-49 Backup, flag on End of Day Defaults screen,	ID #, field, Customer File screen, 10-12, apx-5 Maintenance, Sales, menu, 11-33, 11-35-11-38
11-49	on Labor?, Sales, field on System Defaults screen, 11-30
battery backup, a-14	on Miscellaneous, Sales, field, 11-30
Comptron, a-2-a-4, a-13, a-15-a-16, a-19, c-4, 1-6, 1-12, 1-14, 1-21, 1-24, 1-31, 1-37, 3-3,	options, 1-14
4-10, 5-3, 5-6, 6-1, 6-7, 6-20–6-21, 7-2, 7-23,	Package Maintenance, screen, 11-33
10-4, 10-10-10-11, 10-15, 10-18, 10-26-10-27,	Packages, option on Sales Tax Maintenance menu 11-33
10-34–10-35, 11-3, 11-41, 11-49, 11-53, apx-2	Pkgs/Kits/Rates, option on System Defaults menu
computer operating, 9-35 Diagnostics, option on System Utitilities menu,	11-33
10-27	status, 7-5
Diagnostics, screen, 10-27	tax exempt sales defining default field, 11-37
Follow-Up Sales, 11-38	Names, option on Sales Defaults Menu, 11-37
inventory control, 9-16, 10-25 maintenance, a-17, b-2, c-3-c-4, 1-6, 5-2, 6-6,	Names, screen, 11-37
6-22, 7-23, 9-17, 11-4, 11-9	Tax, field, 7-3
Maintenance, option on Parts Menu, 1-6, 5-2,	on Create Ticket screen, options for, 1-15
6-6, 6-22, 7-23, 9-16, 9-18, 9-21–9-22, 9-26, 10-1–10-2, 10-7, 10-10, 10-14–10-15, 10-17,	on End of Day Transactions printout, 7-3 on RO Parts screen, 1-37
10-19-10-2, 10-7, 10-10, 10-14-10-13, 10-17, 10-19-10-20, 10-22, 10-25, 10-34-10-35, 11-8-	
11-9, 11-11, apx-5	screen, 11-34
microfiche, 11-58	Parts-Labor, screen, 11-35
option on Defaults Menu, 11-29, 11-31 passwords, 11-3	Parts-Misc, screen, 11-37 R/O-Labor, screen, 11-36
Real-Time Integration (RTI), 11-58–11-60	R/O-Misc, screen, 11-38
Reprints, menu, 10-25-10-26, apx-6	tax number, 1-8, 9-26, 10-12
Sales Tax Defaults, screen, 11-32 security, 11-1, 11-3	field on Vendor File screen, 10-8
time, correcting, b-2	printing on ticket, 1-8, 10-12 resale, 1-8, 10-8, 10-12
system defaults, c-2-c-3, 1-22, 7-23	Tax Rate, Parts
Menu, 11-29-11-33, 11-39	screen, 11-34
option on System Defaults Menu, 11-30–11-31 screen, 11-30–11-31, 11-40	Parts-Labor, screen, 11-35
system, operating, computer, 9-36, 10-25	Parts-Misc, screen, 11-37 R/O-Labor, screen, 11-36
Unix, 9-36, 11-58	R/O-Misc, screen, 11-38
Windows, b-3, 9-36, 11-59, apx-2	tax, sales, 1-8, 1-10, 1-15, 1-21, 7-6-7-7, 7-9-
system reports, c-3-c-4, 5-3 menu, 9-2, apx-5	7-12, 7-14–7-17, 10-12, 11-18 amount of, 7-9, 7-11
option on Parts Menu, a-8, c-3-c-4, 1-14, 1-24,	city, 11-32
1-37, 2-2, 5-3, 5-7, 7-23, 9-1-9-4, 9-11-9-12,	Collected, field on End of Day Detail Listing, 7-7
9-14, 9-16–9-17, 9-19, 9-22–9-23, 9-28–9-30, 9-38, 10-5, 10-7, 11-7, apx-5	Collected, field on End of Day Reconciliation, 7-9, 7-11
system utilities, 10-25	county, 11-32
menu, b-5, 10-25, 10-27, 10-29	exemption from, 11-44
option on Maintenance menu, a-17, 10-25	kits, 11-32
Systems, Follow-Up Sales, customer retention	on Labor?, field, System Defaults screen, 11-30 on Miscellaneous?, field on System Defaults
program, 11-45	screen, 11-30
T	packages, 11-32
table, Cost Matrix, 5-4, 10-5	Packages/Kits/Rates, field on System Defaults screen, 11-32
1000, COSt 141011A, J-7, 10-J	SCICCII, 11-32

tay sales (cont)	terminal, b-1, c-3-c-4, 1-10, 9-10, 9-20, 10-7
tax, sales (cont.) R/O-Labor, menu, 11-36	cable, installing, a-13
R/O-Misc, menu, 11-38	keyboard, a-8
rate, c-2, 1-3, 11-29	line, RTI, 11-59
Rate, field on System Defaults screen, 11-30	link, a-13-a-14, a-17, b-4-b-5, c-2-c-4, 1-10,
rate, setting, 11-32	9-11, 9-21, 10-7, 10-26
Refunded, field, 7-7, 7-9, 7-11	lists to keep near, c-3-c-4, 1-10, 9-11, 9-21, 10-7
Refunded, field, End of Day Detail Listing, 7-7,	option for default printer, 11-47
7-9, 7-11	Parts counter, a-12–a-13, 10-28
Service department transactions subject to, 11-32	printer, a-12-a-14, a-17, 10-7, 10-26, 11-47
state, 11-32	Printer Destinations, Modify, menu, 11-47
tax, sales, Parts	printing labels from, a-12, 4-3, 10-7
counter transactions subject to, 11-32	Receiving area, a-12
-Labor, menu, 11-35	report display on, 9-2
menu, 11-33-11-34	RTI, 11-59
-Misc, menu, 11-37	Sales department, a-12
taxable	satellite, a-8, a-12–a-14, a-17, b-1, b-4– b-5, c-3–c-4, 1-10, 9-11, 9-21, 10-7, 10-26–10-28, 11-47
default, 11-30	apx-2, apx-5
item, 7-3, 7-5, 7-7-7-8, 11-22	Service department, a-12
Parts Labor, field on End of Day Reconcilia-	shutting down, b-5
tion, 7-10, 7-12, 7-14-7-15	starting, b-4
Parts Misc, field, 7-10, 7-12, 7-14-7-15 R/O Labor, field on End of Day Reconcilia-	store header display on, 10-27-10-28
tion, 7-10, 7-12, 7-14–7-15	Windows computer, apx-2
R/O Misc, field, 7-10, 7-12, 7-14-7-15	terminal, auxiliary/other, b-4, c-2
Returns, field, End of Day Reconciliation, 7-9,	See satellite/link
7-12, 7-14–7-15	thermal label printer, for parts barcodes, 4-3
Sales, field on End of Day Reconciliation, 7-9,	3yr
7-14-7-15	History), Part Movement, option on Parts
status, 7-5	Information menu, 9-17
transactions, 7-2	History), Part Movement, option on Stock Reports
Taxable, default option	menu, 9-7
for Labor field on Repair Order, 11-30	Monthly, Part Movement, option on Parts
for Misc. field on RO Parts screen, 11-30	Information menu, 9-17
for Tax field on Create Ticket screen, 1-15	Monthly), Part Movement, option on Stock
technical	Reports menu, 9-7
information about Comptron system, 10-27	ticket
information, on a part, 5-3, 10-4	account, 3-5, 10-22
support, a-11, 10-27	accuracy, ensuring, 1-15
technician, 7-2, 11-4, 11-18–11-19	adding items to, 1-17, 1-19, 1-23–1-24
file, 11-4, 11-42	adding Stock Kit to, 1-17
ID, 7-5	balance, Special Order, 3-5 Cancel, screen command option, 1-20
labor hours by, 11-19	cancellation, operator access for, 11-4
service, 7-2, 11-4, 11-18	canceling line on, 1-20
telephone	charging, 1-10, 1-21
communicating with customers by, 9-26	Create, option, Counter Operations menu, 1-5-
inquiry, 1-29, 2-1 items added to PO by, 6-23	1-6, 1-29, 3-1, 11-7, apx-5
lines, sending stock orders over by modem, 6-10,	Create, screen, 1-6–1-7, 1-9–1-17, 3-6, 10-30,
apx-4	11-30–11-31
telephone number, c-3–c-4, 3-1, 9-11	crediting to a department, 1-7-1-9, 7-2, 9-24,
customer's, 3-4, 7-19, 9-13, 9-26, 10-10, 10-12-	9-28, 11-5
10-13, 10-23	default number for, 11-29
dealership, in store header, 10-27	display on screen, 1-2, 1-6, 1-9, 1-13, 1-15,
vendor's, 9-11, 10-7-10-8	1-17-1-25, 1-37 End screen command entire 1 20 1 21 1 22
temporary	End, screen command option, 1-20-1-21, 1-23, apx-5
account, for crediting refunds, 1-28, 1-31, 1-35,	ending, 1-21–1-23, 11-40
10-12	entering parts information on, 1-10–1-13, 1-16,
decrease in stocking level, 6-15	1-18, 10-30, 11-30
files, removing to free space on hard disk, apx-7	estimate, 11-18–11-19, 11-40, apx-5
increase in stocking level, 6-15	estimate, printing, 1-23
option for Account Type field, 10-12	field on Daily Special Order Activity report, 7-18
tender	field on Outstanding Hold Tickets report, 9-24
payment type option, 10-23	forms, a-1, 11-47
screen command option, 1-9-1-10, 1-21-1-22	including customer information on, 1-6, 1-21

```
on End of Day Detail Listing, 7-6
ticket (cont.)
                                                            option on Maintenance menu, 10-22-10-23
    line, apx-5
    /Line, Cancel, field on System Defaults screen,
                                                            option on Special Order Processing menu, 1-29,
    line number, 1-10, 10-22
                                                            ordering part on, 1-24
    /Line to Stock, Return, field on System Defaults
                                                            parts returned to stock if canceled, 9-23, apx-9
      screen, 11-30
                                                            parts taken out of stock, 1-25, 8-8, 10-22, 11-13
    minimum payment on, 1-22
                                                            printing for Special Order deposit, 1-24, 3-5-3-6
    number of lines on, 7-4, 10-24
                                                            screen command option, 1-20, 1-29, 3-1, 3-6,
    payments/refunds in cash, 7-11
                                                              apx-5
    payments/refunds on account, 7-9
                                                            Searching for, menu, 1-26-1-27, 10-22
    Pick, screen command option, 1-38
                                                            Special Order, deposit/refund on, 3-5
                                                            Special Order on, 1-10, 1-24, 1-29-1-30, 3-1-
    printer, a-12, c-3, 11-47
                                                               3-3, 3-5-3-6, 7-24, 9-19, 9-24, 10-17, 11-13,
    printer, stop command for, apx-3
    printing, c-3, 1-1, 1-6, 1-23, 1-28, 1-35, 3-4-
      3-5, 11-47
                                                            total amount, 10-24
    receipt, printing, 1-1, 1-35
                                                            Totals, option, Print Hold Tickets menu, 9-23
    receipt, screen message, 1-35
                                                        ticket, Hold, deposits/refunds, 1-20, 1-24, 3-5-
    Repair Order, adding to/editing, 1-2, 1-5
                                                               3-6, 10-8, 10-23-10-24
    reprints, apx-9
                                                            on End of Day Detail Listing, 7-8
    Reprints to Keep, flag on End of Day Defaults
                                                            field on End of Day Reconciliation, 7-11
      screen, 11-49, apx-9
                                                        ticket labor
    RO parts, 1-37, 7-21, 11-41
                                                            fields, 7-9
    selling/returning additional parts on, 1-19, apx-5
                                                            sales, 7-10, 7-12
    setting up price for, 1-9
                                                            total sales, 7-8
    service, c-2
                                                        ticket number, 7-18, 9-23, 11-6, 11-40
    Special Order on, 1-29, 3-1-3-2, 3-5, 7-18,
                                                            By, option on Print Estimate Transactions menu,
      9-4, 9-20, 10-17, 11-13, 11-40-11-41
                                                               11-19
    substituting parts on, 1-12, 1-18-1-19
                                                            default, 11-29
    tax number on, 1-8, 10-12
                                                            estimate, 11-18-11-19, 11-40
    Totals, Hold, option on Print Hold Tickets
                                                            Estimate Transactions Report by, 11-19
      menu, 9-22
                                                            Hold, 1-19, 1-25-1-26, 3-3, 9-19, 9-23-9-24,
    totals on account, 7-9, 7-11
                                                               10-22-10-23
    transaction type, 1-9
                                                            last printed, 10-26
    transactions, 7-2, 7-8-7-9, 7-11-7-12, 7-24,
                                                            Listing by option, Print Transactions menu, 9-29
      9-29
                                                            Listing by, optn on Print Hold Tickets menu, 9-23
ticket, counter, a-8, a-12, c-2, 1-7, 1-9-1-10,
                                                            Next Estimate, flag on Parts Defaults scrn, 11-33
      1-13-1-15, 1-17-1-24, 1-37, 7-21, 9-28-9-29,
                                                            Next, flag on Parts Defaults screen, 11-40
      10-30, 11-18, 11-24, 11-30, 11-41, 11-47,
                                                            of Special Order printed on purchase order, 6-9
      11-49, apx-5
                                                            option, Searching for Hold Ticket menu, 1-26,
    editing store header for, 10-28
                                                               10-22
    option on Special Order Processing menu, 1-29,
                                                            order, to print special purchase order, 6-6, 6-9
                                                            range, 11-19
    reprinting, 10-26
                                                            searching by, 10-17
    sending FicheFinder Pick ticket to, 11-58
                                                        ticket, parts, a-8-a-9, c-2, 1-9-1-10, 1-12-1-15,
    Special Order on, 1-29, 3-1-3-2, 9-4
                                                               1-17-1-24, 9-4, 9-28-9-29, 10-30, 11-18, 11-24,
ticket, Hold, 1-1-1-2, 3-5, 7-21, 8-8, 9-25,
                                                               11-30, 11-41, 11-49, apx-5
      11-12-11-13
                                                            counter, 1-17, 1-29, 1-37, 11-40, 11-42
    access for canceling, 11-30
                                                            counter, sending FicheFinder pick ticket to, 11-51
    canceling, 9-23, 11-30, apx-9
                                                            Repair Order, 1-37, 7-21, 9-4, 11-41
    Change, screen, 10-23
                                                            sending FicheFinder Pick ticket to, 11-58
    changing fields on, 10-22-10-23
                                                            setting access level to add tax package/kits/rates
    Create, option, Counter Operations menu, 1-10,
                                                               from, 11-32
      3-5
                                                        ticket price
    creating, 1-1-1-2, 1-20, 1-23-1-25, 9-23-9-24,
                                                            defaults, 1-9
      10-22
                                                            options on Create Ticket screen, 1-9, 1-15
    dollar amount of parts sold on, 10-23
                                                            screen, 1-9
    ended, 1-24, 3-6, 7-11, 9-23, 11-13
                                                        ticket screen
    field on Change Hold Ticket screen, 10-23
                                                            display, 1-2, 1-6-1-7, 1-9, 1-13, 1-15, 1-17-1-25,
    Find, option, Counter Operations menu, 1-5,
                                                               1 - 37
      1-26, 9-23, apx-5
                                                            full, 1-20
    information on End of Day Detail Listing, 7-6
    items picked up, 7-8 list, 1-26-1-27, 9-23, 10-22
                                                        ticket, Special Order, 1-29, 3-4, 7-8, 7-11, 9-20
                                                            changing payment type on, 10-17
    Memo page, 1-24
                                                            deleting, 10-17
    number, 1-20, 1-25, 3-3, 9-19, 9-23-9-24, 10-22-
                                                            deposit/refund on, 3-5, 7-8, 7-11
                                                            deposits on End of Day Detail Listing, 7-8
      10 - 23
```

ticket, Special Order (cont.)	miscellaneous (Vendor 98) sales, 7-10, 7-12,
items picked up, 7-8, 7-11, 7-24	7-14-7-15
listing on Daily Special Order Activity rept, 7-18	nontaxable sales, 7-9, 7-12, 7-14–7-15
money due on, 3-4	number of lines on operator's tickets, 7-4
minimum deposit to end, 11-33 on Hold, 1-10, 1-26–1-27, 1-29, 3-1–3-3, 3-5–	number of tickets, 7-4
3-6, 7-24, 9-19, 9-24, 10-17, 11-13, 11-34	on hand, 11-12–11-13 on order, 7-17–7-18, 11-12–11-13
picked up, 11-13	Ordered, field on Daily Special Order Activity
printing at pickup, 3-4	report, 7-17–7-18
printing at pickup, 3-4 printing for deposit/refund, 3-5–3-6	overstock, 9-8
quantity on, 9-20	paid on account, 7-9, 7-11, 10-12, 11-9
refunds on End of Day Detail Listing, 7-8	paid out, 10-24
searching for, 10-17	part numbers for vendor, 11-12–11-13
total amount on, 7-18	parts lines on worksheet, 7-22
ticket, total, 1-10, 1-21	payment received, 1-23
field on Enter Amount Received screen, 1-22	percentage of gross profit, 7-3, 7-5
picked up, 7-8, 7-11	prior deposits, 7-8, 7-11-7-12
tickets	profit, sales, 7-6
#, field, End of Day Operator Totals report, 7-4	quantities overstocked, 9-8
Ended, Hold, field on EOD Reconciliation, 7-11	quantity to order, 6-18, 7-19
Hold, option on System Reports menu, 9-23	Received, field on Enter Amount Received
Hold, part of Total Inventory Report, 11-12-	screen, 1-23, 1-34
11-13	Received, field on Enter Amount Paid Out
List All Hold, option on Print Hold Tickets	screen, 1-35
menu, 9-23	refunds, 10-24
Outstanding Hold, printout, 9-23-9-24	Repair Order, 11-19 Repair Order labor, 7-10, 7-12, 7-147-16
Print Hold, menu, 9-23	Retail, field on Total Inventory Report, 11-13
total number by operator for day, 7-4	retail price, 11-18
time	returns, 7-9, 7-12
and date of service appointment, 1-33	sales, 6-19, 11-11
system, correcting, b-2	sales for month, 11-13
title	shipping charges, suppressing printing of balance,
Filter, field on Report Generator screen, 9-30,	11-53
9-33	Special Order deposits, 7-17
Report, screen, 9-30-9-33	Special Order parts still on order, 7-17–7-18
Toggle, screen command option, 1-31, 3-4	Special Orders canceled, 7-17-7-18
Tools Menu, 11-45	Special Orders picked up, 7-17-7-18
Tot	Sub (Account + Cash), section on End of Day
Cost, field on Extended Price Report, 11-18	Reconciliation, 7-13
Cost, field on Suggested Stock Order List, 6-4	Sub, field on ticket screen, 1-21
Retail, field on Extended Price Report, 11-18	taxable sales, 7-9, 7-12, 7-14-7-15
total	transactions, 7-8, 7-10, 7-12 - 7-13 Transactions, field, EOD Reconciliation, 7-10,
account transactions, 7-9	7-12
amount due for ticket, 1-22	value of inventory, 7-23, 11-6, 11-10–11-12,
Amount, field on Change Hold Ticket screen,	11-14
10-24	Total Cost, field, 7-5, 11-18
amount for Special Orders, 7-17–7-18	at end of Suggested Stock Order, 6-5
amount of sales, 7-6	on End of Day Account Activity report, 7-5
backordered, 11-13	on Stock Order Reminder, 6-19
cash transactions, 7-8, 7-11–7-12	on Total Inventory Report, 11-13
Change, field on Stock File Changes report, 11-10	total dollar amount
charged to account, 7-4, 7-8-7-9, 10-12, 11-9 cost, 6-4-6-5, 6-8, 6-19, 11-12, 11-18	for Hold tickets, 9-23
credit card transactions, 7-8, 7-12	for items sold, 10-23
Credits & Charges, field on End of Day Recon-	for Special Orders, 9-20
ciliation, 7-10	total, internal
department, on End of Day, 7-2	labor, 7-15–7-16
deposits, 10-23	returns, 7-15
estimate amount, 11-18	sales, 7-15
field on ticket screen, 1-21–1-22	Total Inventory Report
In Cash Drawer, field on End of Day Reconcili-	Grand Totals, 11-13
ation, 7-13	Hold Tickets on, 11-13
items sold, 7-3, 10-15	menu, 11-12-11-13
labor, 10-24	Special Orders, 11-13
line item amount, 1-10, 9-25	Stock, 11-12
Lines, field, Change Hold Ticket scrn, 10-24	

Total Inventory Report (cont.)	Repair Order, 1-1 retail, 11-53
(Value), 7-23 (Value), option on Management Reports menu, 7-23, 11-6, 11-12-11-14, 11-33	return, 1-10, 7-21, 9-24, 10-6, 11-32, apx-5 sale, 1-1, 1-10, 7-7, 7-9, 7-11, 8-3, 9-24, 10-6,
Total Inventory Report by	11-24, 11-41 Somilar department 7.2, 7.10, 7.14, 7.16, 11.18
Category, 11-11-11-13 Code, 11-11-11-12, 11-14	Service department, 7-2, 7-10, 7-147-16, 11-18, 11-32
Major Units, 11-11, 11-14 Part Status, 11-11–11-12, 11-14	Special Order, 1-1, 1-10, 3-5, 7-18, 7-21, 8-3, 9-24, 10-6, 11-24
Vendor, 7-23, 11-6, 11-11-13	taxable, 1-15, 7-2, 7-7, 7-9-7-10, 7-12, 7-14-
total sales, 7-6, 11-11	7-15
for month, 7-24, 11-13	ticket as receipt for, 1-1, 3-5, 7-2 total for day, 7-24
for year, 10-16	warranty, 11-53
tax, 7-9, 7-11	wholesale, 11-53
total, ticket, 1-10, 1-21 field on Enter Amount Received screen, 1-22 for labor, 7-8, 7-10, 7-12, 7-14-7-15	transaction type, 1-9-1-11, 5-5, 7-13, 9-24, 10-6, 11-18, 11-22, 11-24
total, warranty	Account, section on End of Day Reconciliatin, 7-9
labor, 7-14	Cash, section on End of Day Reconciliation, 7-9, 7-11
returns, 7-14	Internal, section, End of Day Reconciliation, 7-15
sales, 7-14	warranty, 7-14
by Category, Parts Category, report, 11-49	Warranty, section on EOD Reconcilation, 7-14
by Purchase Order, Parts Category, report, 11-49	transactions
field on Total Inventory Report, 11-13	All, option on Print Estimate Transactions menu, 9-29, 11-19
Grand, part of Total Inventory Report, 11-13	End of Day, report, 1-22, 1-28, 7-1-7-2, 7-4,
Hold Ticket, option on Print Hold Tickets	11-50
menu, 9-23 inventory, c-5, 7-5	Estimate, option on Management Reports menu,
inventory, clecking against part counts, 8-2	11-18-11-19
Operator Return, flag on End of Day Defaults	Estimate, report, 11-19 F&I, number of months' history to keep on, 11-39
screen, 11-50	option on System Reports menu, 9-29
Special Order, option on Special Order Prints	Parts, number of months' history to keep on,
menu, 9-20	11-39
Totals, End of Day Category, report, 7-1, 7-6	Print Estimate, menu, 11-18–11-19
Labor, report, 7-1, 7-5	Print, menu, 9-29 report option, 9-28
Operator, report, 7-1, 7-3–7-4, 11-50	Service, number of months' history to keep on,
Operator Return, report, 7-1, 7-20	11-39
Parts Category, report, 11-49, 11-51	Total, fieldon End of Day Reconciliation, 7-10,
Vendor, report, 7-1, 7-4	7-12
transaction, c-2, 1-1, 3-5, 7-1, 7-3, 7-13, 11-32, 11-45	transfer
Account Type, section on Endof Day Recon-	dealer, exempt from sales tax, 11-44 of inventory between store departments, 1-8
ciliation, 7-9	option, Copy RPG Export to Diskette menu, 9-36
cash, 1-1, 1-23, 7-8, 7-11-7-13, 10-23	purchase order into Honda DCS program, apx-4
Cash Type, section on End of Day Reconcilia-	Ty, field on RO Parts screen, 3-6
tion, 7-11 credit card, 1-1, 7-8, 7-12	Typ, field on Outstanding Hold Tickets rept, 9-24
credit remaining after, 7-18	type
estimate, 11-18–11-19	Cash Transaction, section on End of Day Recon-
file printout, on End of Day, 7-1–7-2, 7-4, 11-50	ciliation, 7-9, 7-11 category, 10-19
internal, 7-15-7-16, 10-12, 11-53 invoices, disclosing information on, 11-52	customer, 4-7, 9-11
list by department, 7-4	field on Category File screen, 10-19
list, printing, 9-29	field on Create Ticket screen, 1-10-1-11
Listing, ZZ, flag on End of Day Defaults screen,	Internal Transaction, section on End of Day
11-50	Reconciliation, 7-15 Inventory by Item, report, 11-14
missing on End of Day printouts, apx-6 nontaxable, 7-2, 7-9–7-10, 7-12, 7-14–7-16,	Payment, field on Change Hold Ticket screen,
10-8, 10-12	10-23
on account, 1-1, 7-4, 7-8-7-10, 7-13, 10-23	Payment, section, End of Day Detail Listing, 7-8
paid by check, 7-8, 7-12	Repair Order Form, option on Service Defaults
Parts counter, 7-2, 11-18, 11-24,11-32, 11-41	menu, 11-43 Report, window on Report Title screen in Report
recap, 7-4, 7-6 refund, 7-8, 7-11, 8-3	Generator, 9-31

```
type (cont.)
                                                              pack, ordered from vendor, for multiples, 5-5,
      screen, a-7, 4-7, 8-8, 10-23
                                                                6-17, 10-6
      Svc, field on Repair Order screen, 1-33
                                                              Pack, field, 6-17
      Warranty Transaction, section on End of Day
                                                              power supply, a-14
                                                              quantity, 5-5, 6-7, 6-17, 10-6, 11-18
        Reconciliation, 7-14
                                                              Quantity, field, 6-17, 11-18
  type, account, 11-15, apx-5
      field on Customer File screen, 10-10, 10-12
                                                         units
                                                              Major, option on Total Inventory Report menu,
      Transaction, section on End of Day Reconcil-
                                                                11-11, 11-14
        iation, 7-9
                                                              new, value of, 11-14
  type, discount, 7-3, 9-24, 10-12, 10-22-10-23,
                                                              used, value of, 11-14
        11-14-11-16, 11-18, 11-28, apx-5
                                                          Unix operating system, 9-36, 11-58
      field on Change Hold Ticket screen, 10-23
                                                          Up, Page, key, 1-11
      field on Customer File screen, 10-12
      field on EOD Transactions report, 7-3
                                                         update
  Type Discount, field
                                                              Account file, 11-11
      on Change Hold Ticket screen, 10-23
                                                              cost of item, 10-32, 11-54-11-55
      on Customer File screen, 10-12
                                                              Description, option on Update Inventory screen,
      on End of Day Transactions report, 7-3
                                                                10-32, 11-55
                                                              erroneous End of Day, 7-23
  type of
                                                              file, a-2, a-9, a-12, 5-6, 6-21-6-23, 7-23, 8-7,
      customer, 4-7, 9-12
      discount, 7-3, 9-25, 10-12, 10-22-10-23, 11-14-
                                                                9-15, 9-19, 10-3, 10-11, 10-31-10-32, 10-35,
                                                                11-5, 11-11, 11-54
        11-14-11-15, 11-18, 11-28, apx-5
                                                              from price books, a-14, 5-4, 10-5, 10-31-10-32,
      form, 11-43
                                                                11-54-11-56
      information needed for field, a-10
                                                              General, screen command option, 5-6, 10-3
      label, 4-1–4-3, 6-21
                                                              History file, 10-15-10-16
      major inventory unit, 11-14
                                                              Last Service entry, 9-15
      order, apx-4
                                                              main computer from satellite (link) terminals, b-4
      ordering process, 6-13
                                                              odometer reading, 9-15
      part origin, 8-3
                                                              on-hand quantity, 6-2, 6-22, 6-24, 8-7
      payment, 1-34–1-35, 7-6, 10-17, 10-22
                                                              Operator file, 11-5
      printer, 11-46-11-48
      printing task, c-3
                                                              Part Status, option, Update Inventory scrn, 10-32,
      Repair Order, 11-19
                                                              price book, requesting future, a-15
      report, c-3, 6-17, 7-1-7-2, 9-3, 9-31, 9-33
                                                              record, a-9, 5-6, 6-20, 9-15, 10-3, 11-11
      screen, a-7, 4-7, 8-8, 10-23
                                                              retail price of item, 10-32, 11-54-11-55
      service, 7-5, 11-19
                                                              Special Order file, 9-19
      Special Order, 1-30, 3-2
                                                              to Zip Code Directory by subscription, 10-34
      Stock file change, 11-10
                                                              to Zip Code Directory on request, 10-34
      ticket, 1-9, 6-9
                                                              vehicle information, 10-11
      transaction, 1-9-1-11, 5-5, 7-13, 9-24, 10-6,
                                                              Zip Code file, 10-35
        11-18, 11-22, 11-24
                                                              ZipCode Book, Add/, option on Zip Code
      worksheet, 8-9
                                                                Maintenance menu, 10-35
  Type Payment, field, 1-22
                                                         update inventory, a-12, c-5-c-6, 6-2, 6-7, 6-20,
      on Enter Amount Paid Out screen, 1-35
                                                                8-7, 11-54-11-56
      on Enter Amount Received screen, 1-22, 1-34
                                                              from Books, option, 5-4, 10-5
                                                              screen, 10-31-10-32, 11-54-11-55
      All, option on Special Order Processing menu,
                                                         update Stock file, a-12, 5-6, 6-21-6-24, 8-7,
        1-2\bar{9}, 3-2
                                                                10-3, 10-32, 11-54-11-56
      Printer, option on Device Defaults Menu, 11-46
                                                              from Books, option, 11-54
                                                              from Books, prompt, 10-30, 11-54
U
                                                              from invoices as items are received, 10-31, 11-54
  undo
                                                         updates to Zip Code Directory
      changes to record, 10-6, 10-9, 10-13
                                                              by subscription, 10-35
      payment entries on ticket, 1-23
                                                              on request, 10-35
      screen command option, a-9-a-10, 1-23, 1-28,
                                                          USPS
        1-34, 5-7, 6-12, 6-24, 10-6, 10-8-10-9,
                                                              See U.S. Postal Service
        10-13, 11-60
                                                          Use Received Qty for Labels, option on Order
                                                                Receiving: Parts/Address Labels menu, 6-21
      central processing (CPU), a-12-a-14, a-17,
                                                          User, Ask the, printer default option, 11-47
        b-1-b-2, b-5, c-2, 11-47
      last service on, 9-15
                                                          user-defined field, tailoring for sales tax defaults,
      main computer, a-13-a-14, b-5, 11-47
                                                                11-44
      number, 1-8, 5-5, 10-6
```

user-defined fields	scrolling search in, 1-11
on Repair Order screen, 1-33	turning cost display on/off in, 1-10
option on System Utilities menu, 10-29	vendor, a-2, a-15, 1-17-1-18, 1-24, 1-29, 1-37,
tailoring for sales tax defaults, 11-44	2-1, 2-4-2-5, 3-1, 3-6, 5-1, 6-1, 6-4, 6-9, 6-14-
tailoring in Vehicle file, 10-29, 11-43	6-15, 7-2, 7-20, 7-22, 8-2, 9-1, 9-3, 9-7, 9-17,
Utilities, System	9-21, 10-19, 11-11, 11-22, 11-24, 11-41
menu, b-5, 10-25, 10-27, 10-29	#, field on Stock File screen, 5-3, 10-4
option on Maintenance menu, a-17, b-5, 10-25	0 or 1, Special Order for, 6-22
••	2 & 3, special worksheet for, 8-2, 8-5
\mathbf{V}	& Code, By, option on Extended Price Stock File
valuation, inventory, 5-4, 8-11, 10-5, 10-33, 11-6,	Prints menu, 11-16
11-10–11-14, 11-16, 11-55	& Part Number, By, option on Extended Price
value	Stock File Prints menu, 11-16
dollar, change in, 8-11, 11-10, 11-55	adding, 10-7, 10-9, 11-60
dollar, of parts, 11-6, 11-13	All Labels for, optn, Print Parts Labels menu, 4-4 Alt, field on Vendor File screen, 10-8
for field, entering, 4-7, 5-4, 5-7, 6-16, 10-5-10-6,	alternate, 1-12, 2-3, 10-8
10-9, 10-20–10-21, 11-11, 11-13, 11-16, 11-21	and Code, Extended Price Report Print by, 11-16
of inventory, change in, 11-10	and Part Number, Extended Price Report Print
of inventory, total, 11-11	by, 11-16-11-17
of Special Order parts, 7-17	Backorders by, option, Order Reports menu, 6-17
retail, 11-12, 11-54	By, optn, History Graph of Inventory menu, 9-17
suggested, 6-5, 11-54	By, optn, Print Vendor Mailing Labels menu, 4-8
Total Inventory Report, option on Management	changing, 5-1, 10-1, 11-10
Reports menu, 7-23, 11-6, 11-11-14	code for part, 4-6
values, default, c-2	Codes, option on Microfiche menu, 11-59
setting up, a-16	cost matrix for, 9-22, 10-20, 11-57
"ZZ" stock category, 1-14, 1-24, 7-21, 9-4, 11-50	credit from, for returned parts, apx-5
vehicle	Cross Reference History by, screen, 2-6
count for customer, 10-13	cross-reference by history option, 2-6
date added, 9-15	Ending, range field, 4-8, 6-16, 8-4, 9-22, 11-16,
Field Names, screen, 10-29, 11-43	11-24
Fields, Name, option on Service Defaults menu,	Extended Price Report by, 11-16
11-43	Fast Moving Order by, option on Other Order
identification number (VIN), 1-33	Options menu, 6-13
information, 10-12, 10-14	history, 2-1, 2-6, 10-15-10-16
information, changing, 10-11	history graph option, 9-17 include Special Orders pending for, 6-8-6-9
list, 9-14–9-15	information, c-1, c-3, 9-1, 10-7–10-8
model, 1-36, 10-13, 11-19	information, adding/changing, 10-35
next service due on, 9-15 option on Maintenance menu, 10-14	inventory count by, 8-1
option on System Reports menu, 9-14	Listing by, option, Print Hold Tickets menu, 9-23
primary, 10-13	Listing by, option on Special Order Prints menu,
recommended service on, 9-15	9-19
report option, 9-13, 10-14	mailing label, 4-1-4-3, 4-8
screen command option, 10-11	Mailing Labels, Print, menu, 4-8
searching by, 1-36, 10-29, 11-43	Memo page, 10-7
tracking in Service, 1-3	multiples required by, 5-5, 6-4, 10-6
vehicle data, 10-14	name, 4-8, 9-11, 10-7-10-8, 11-57, 11-60, apx-5
fields, key for searches, 1-33, 10-29, 11-43	Name and Address by, option on Vendor Print
including on Repair Order, 1-33, 10-14	Menu, 9-11
Vehicle file, 1-33, 9-14-9-15, 10-14, 11-43	Name and Phone Number by, option on Vendor
Print, menu, 9-14	Print Menu, 9-11
screen, 9-15, 10-11, 10-14	Name of, field on Set Handling Charge screen,
setting up, 10-14	11-57
user-defined fields in, 10-29, 11-43	"Nothing to Order for, screen message, 6-4 number, a-15–a-16, c-3–c-5, 1-10–1-12, 1-17,
Vehicles, field on Customer File screen, 10-13	2-3, 3-4, 4-1, 4-4-4-5, 4-8, 5-3, 5-7, 6-4-
Ven, Alt, screen command option, 2-3	6-5, 6-7, 6-11, 6-23, 7-19, 8-11, 9-8-9-9,
÷	9-11, 10-4, 10-7, 10-30, 11-7, 11-12-11-13,
Ven, field	11-16, 11-18, 11-30, 11-59–11-60
on Create Ticket screen, 1-12, 1-17, 11-31	Number, field on Vendor File screen, 10-8
on Extended Price Report Print, 11-18 on Lost Sales Report, 11-7	ordering on line from, 6-10
on Outstanding Hold Tickets report, 9-24	outstanding stock orders for, 6-18
on RO Parts screen, 1-12, 11-31	Part Status by, Part Movement History report
on Special Order Processing screen, 3-4	option, 9-7

vendor (cont.)	scrolling search in, 1-11
Part Status by, report option, Parts Information menu, 9-16	turning cost display on/off in, 1-10
part status codes, 10-5, 11-48	Vendor file, 1-12, 9-24, 10-4, 10-20
price book, a-14, a-19, 1-12, 5-1, 5-6, 10-3,	Adding Record, RTI, screen, 11-59-11-60 adding to, 10-35
10-30–10-32, 10-35, 11-30, 11-54	building, c-3
Print, menu, 9-11	RTI, screen, 11-59-11-60
range, 8-4–8-5, 8-9, 9-3, 9-7–9-8, 9-16–9-17, 9-22, 11-16, 11-24	screen, 10-7
Received Parts Report for, 11-51	scrolling search of, 1-11
receiving order shipment from, 6-7, 6-20	vendor list, a-9, a-15, a-19, c-3, 1-11, 1-16, 2-5,
record, adding Memo to, 10-7	5-3, 9-6, 9-11, 10-4 for on-line ordering, 6-10
reminder to create purchase order for, 6-18–6-19	for RTI system, 11-59–11-60
required multiples, 6-4 returning slow-moving parts to, 9-16, 10-5,	Vendor option, 2-6
11-10, apx-5	on Cross Reference History menu, 2-6
sales volume, 11-11-11-12, apx-5	on System Reports menu, 9-11
searching by, 1-11–1-12, 5-2–5-3, 6-23, 10-3,	on Total Inventory Report menu, 11-12
10-7-10-8, 10-15, 10-17, 10-20	vendor, part movement history by, 9-7–9-8, 9-16–9-17
setting handling charge for, 11-57 shown on parts labels, 6-21	option on Sold Items NOT in Stock Menu, 11-24
special, 7-8, 7-10, 7-12, 7-14-7-15, 9-23, 10-8	status codes, 11-55
special, transaction type, 1-10, 9-24	vendors
Special Order by, option on Standard Orders	2 & 3, special worksheets for, 8-2, 8-5-8-7
menu, 6-5	cross-referencing, 1-1
Starting, range field, 4-8, 6-16, 8-4, 9-22, 11-16, 11-24	label option, 4-2
status codes, 5-4, 6-14, 9-16, 10-5, 10-32, 11-55	verification commands, screen, a-9, 1-17, 1-23, 1-28, 5-7,
Stock file printout by, 9-6	6-9, 6-12, 6-24, 9-35, 10-6, 10-8, 10-13
Stock Order by, option on Standard Orders	Report Range, screen, 9-35
menu, 6-3	screen, a-9
substitute, 1-18 suggested order by, 6-2–6-4, 6-7, 6-13, 6-16	View
superseded part number from, 10-32, 11-55	/Modify Cost, field on System Defaults screen,
/Technician, field, 7-2	11-30 or modify cost fields, access to, 11-30
Total Inventory Report by, 11-6, 11-11-12	screen command option, 1-17
Total Inventory Report (Value) by, option on	VIN, field, 1-33
Management Reports menu, 7-23, 11-6, 11-11 Totals, End of Day, report, 7-1, 7-4-7-5	See also vehicle identification number
undating Stock file by 10-31-10-32, 11-54-	X Y
11-55	V
Vendor 2 (Harley Davidson), 8-5, 8-7	warning
option, Create Special Inventory Work Sheet	message, Master Book, on System Defaults
menu, 8-7 special inventory worksheet, 8-7	screen, 10-31, 11-31 window, Categories, on Parts Defaults screen,
Vendor 3 (Yamaha), 8-5	11-41
by 5-Digit Number, special inventory worksheet	warranty
option, 8-6	account, 7-9
Create Special Inventory Work Sheet for,	department option, 1-7–1-8, 1-27, 7-2, 7-5–7-6,
menu, 8-6	9-24, 10-22-10-23, 11-5 Expired column booding on Vahiela List 0 15
Create Special Inventory Work Sheet, screen, 8-6 special inventory worksheet, 8-6	Expirat, column heading on Vehicle List, 9-15 hourly labor rate option, 11-42
Vendor and	labor sales, 7-14
Code, Extended Price Report by, 11-16	manufacturer's, 1-8, 9-15
Code, option on Stock Reports Menu, 9-3	parts returned, 7-14
Part Number, by, option, Stock Reports Menu, 9-3	parts sales, 7-14 rate for Hourly Labor Rates option on Service
Part Number, Extended Price Report by, 11-16–11-17	Defaults menu, 11-42
Vendor, field, a-9, 1-24, 1-37, 3-4, 3-6, 7-19,	transaction, 7-14, 11-53
8-11, 9-23, 11-7, 11-13, 11-18, 11-22, 11-50	Transaction Type, section on End of Day Recon-
for stock order range, 6-14	ciliation, 7-14
on Cost Matrix screen, 10-20	wholesale
on Receiving Stock Order from Invoice scrn, 6-23	department option, 1-7–1-8, 1-27, 7-2, 7-5, 9-24 10-22–10-23, 11-5
on Set Handling Charge screen, 11-57 on Stock List for Category screen, 2-3	price, 9-6
on Total Inventory Report: Stock, 11-13	transaction, 11-53

window	worksheet, inventory, a-15–a-16, c-3, c-5, 7-22,
Categories Warning, on Parts Defaults screen,	7-24, 8-7
11-41	access level to create, 11-30
Operator Letter Codes, on Category Adjustment	access level to reprint, 11-30
Report screen, 9-6	assigning special number to, c-3
Operator Search, on Category Adjustment Report	
screen, 9-5	creating for Vendor 2 (Harley Davidson) parts, 8-7
Operator Selection, on Operator Number Selec-	creating for Vendor 3 (Yamaha) parts, 8-6-8-7
tion screen, 9-38, 11-26	Daily Cash Report, 11-42
Pick List, in FicheFinder, 11-58	defaults for, 11-29, 11-40
Received Parts Summary Reports, on End of Day	deleting, 7-24, 8-3, 8-7, 8-10
Defaults screen, 11-42	entering counts from, 8-2, 8-7-8-9
Received Parts Summary Reports, on Parts	list, screen display, 8-9–8-10
Reports Defaults screen, 11-51–11-52	next number default, 11-40
Report Type, on Report Title screen in Report	number, 8-7, 8-9–8-10, 11-29, 11-40
Generator, 9-31	print options, 8-5, 8-7
Stock Data, on Stock Report screen in Report	Reminder, on End of Day, 7-1, 7-22
Generator, 9-31–9-32	reprinting, 8-2, 8-9, 10-25, 11-30
Stock Filter, on Stock Report screen in Report	searching for, 8-9
Generator, 9-33	skipped items on, 8-9
Stock Filters, on Stock Report screen in Report	special, 8-5-8-6
Generator, 9-33–9-34	special, Vendor 2, 8-7
Windows	special, Vendor 3, 8-6-8-7
computer terminal, 9-36, 11-59, apx-2	type, 8-9
Microsoft, using DoubleView screen with, b-3,	X 7
apx-2	Y
operating system, 9-36, 11-59, apx-2	Yamaha (Vendor 3)
option on Copy RPG Export to Diskette menu,	manufacturer's price book, 8-6
9-36	Price Book file, 8-6
With History, option on Category Stock Reports	special inventory worksheets for, 8-5–8-6
menu, 9-4	year
work	current, 9-7, 9-17, 10-16, apx-5
areas, in store, a-13	deals by, in BikeTrak, apx-8
code, 7-2, 11-18	field, 10-13
estimate, 1-20	field on Repair Order screen, 1-33
order, a-2, 1-25, 8-8, 9-23	format for system date display, b-2
Phone, field on Repair Order screen, 1-33	history for, 2-1, 2-6, 6-7, 9-7, 9-17, 10-4, 10-16,
in Service department, 7-2	apx-5, apx-8
Work Sheet	Last, row on Part History screen, 10-16
by Part Number, Create, screen, 8-5	last, sales for, 6-15, 9-7, 9-17, 10-16
by Part Number, Parts Inventory, 8-5	Model &, option, Print Vehicle File menu, 9-14
Cash Out, 7-16, 9-39, 11-27	Model &, option on Searching for Repair Order
Cash Out, flag on End of Day Defaults screen,	menu, 1-36
7-16, 9-38, 11-26, 11-49	of customer's primary vehicle, 10-13
Delete, option, Physical Inventory menu, 8-3,	of sales, 6-7, 9-7, 9-17-9-18, 10-4, 10-16, apx-5,
8-7, 8-10	apx-8
for Vendor 3, Create Special Inventory, scrn, 8-7	Prev, row on Part History screen, 10-16
Physical Inventory, 8-2	sales last, 6-15
Reprint Inventory, menu, 8-9	This, row on Part History screen, 10-16
Reprint, option on Physical Inventory menu,	Yr, field on Customer File screen, 10-12–10-13
8-2, 8-9	
Work Sheet, Create	\mathbf{Z}
by Part Number, screen, 8-4, 8-7	zero
Inventory, menu, 8-4	for blank in system date display, b-2
option on Physical Inventory menu, 8-2–8-3	in fields on Creating Stock Order screen, 6-12
Special, option on Physical Inventory menu, 8-2,	markup percentage for vendor return acct, apx-5
8-5	multiplier on Cost Matrix screen, 10-21
Work Sheet, Create Special Inventory	On Hand & Stock Level, Exclude, option, Create
for Vendor 3 by 5-Digit Number, menu, 8-6	Work Sheet by Part Number screen, 8-4-8-5, 8-7
for Vendor 3, screen, 8-6-8-7	On Hand Quantity, Exclude, option, Create Work
menu, 8-5-8-6	Sheet by Part Number screen, 8-4–8-5, 8-7
worksheet	on-hand quantity/stock level, 8-8
category adjustment, 1-14, 7-21, 9-3-9-4, 11-50	part quantity in Stock file, 9-8
Daily Cash Report, 11-49	Stocking, option on Stock Reports Menu, 9-6, 9-8
	Stocking Report, 9-6, 9-8

```
zip code
    Book, USPS, updates by subscription, 10-35
    Book, USPS, updates on request, 10-35
    By, optn for printing customer mailing labels, 4-7
    Directory, USPS, updates by subscription, 10-34-
    Directory, USPS, updates on request, 10-34-10-35
    field on Repair Order screen, 1-33
    field on Vendor File screen, 10-8
    maintaining for each city in dealer's service
      area, 10-34
    Maintenance, menu, 10-35
    on mailing label, 4-1
    option on Maintenance menu, 10-34
    option on Print Customer File menu, 9-12-9-13
    printing customer labels by, 4-2
    record, changing, 10-34
    searching by, 10-34
Zip Code file
    deleting entries from, 10-34
    screen, 10-34
    updating, 10-34-10-35
ZipCode Book
    About the, option on Zip Code Maintenance
      menu, 10-35
    Add/Update, option on Zip Code Maintenance
      menu, 10-35
"ZZ'
    category transactions, 11-50
    default categories, in Stock file, 1-14, 1-24,
      1-37, 7-21, 9-3-9-5, 11-41, 11-50
    Report, option, Category Stock Reports menu, 9-4
    Report, option, End of Day Reprints menu, 10-26
    stock record, searching for, 9-5
    Report, option, Category Stock Reports menu, 9-4
    Transaction Listing, flag on End of Day Defaults
      screen, 11-50
```