Chapter 11, "Receiving, Posting, and Line Posting of Parts"

RECEIVING PARTS: To receive parts,you merely make sure the parts you are signing for are physically there and then you take the Vendor's Invoice in hand and open the "POST INVOICE " item from the Main Menu. You'd then select the RO that the parts are being received for. You will see this screen:
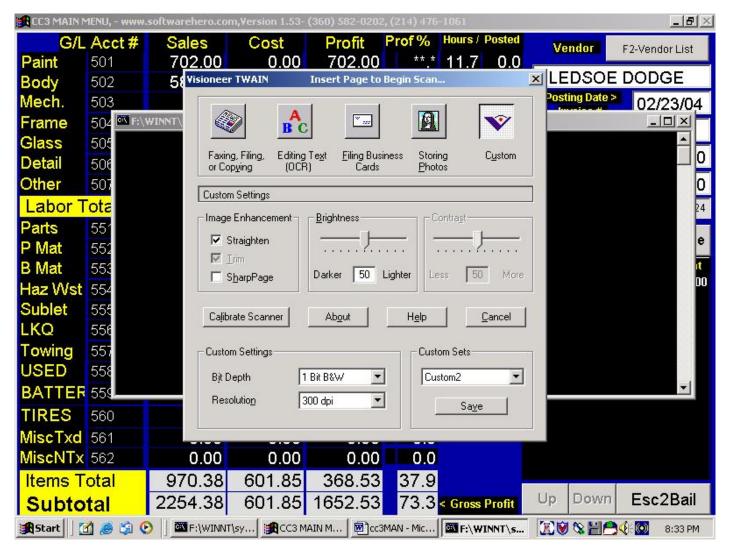
You'd enter the Vendor Code; verify that it is the right Vendor. ENTER to accept the POSTING DATE, or supply your own date. Your Accounts Payable Clerk will like it a lot better if you utilize the Invoice Date, as it aids them in tracking payables. Enter the INVOICE #. Enter the INVOICE AMOUNT (Total cost). Enter the RETAIL AMOUNT (You'll probably have to add this one up since most invoices total only the cost side.) This will help us possibly see a supplement later on in the closeout process.

When you have entered Costs and Retail, the system calculates the actual discount you received on this order and posts it immediately after the Retail Amount. The next little box shows what you expect to get so far as a discount from that supplier. ---If they are different, you should quickly analysis why and call the supplier if need be to find out why you didn't get the expected discount. ---If you're doing LINE POSTING, as we recommend, then overwriting the expected % number with the actual will make Line Posting a little easier.

Verify that the parts are being charged against the appropriate account by glancing at the ACCT # shown for parts on the left side of screen. This is read from the Vendor List and should be right if your Vendor List was properly setup. The ACCT # can be overwritten if need be. (To repeat: Account # here is the General Ledger accounting # for parts, frequently that number is either 501 or 551 but is definitely displayed on the left hand part of your screen, in the middle, just to the left of the word 'PARTS'. This account # is setup in "SETUP/ACCOUNTING" in the accounting menu.)

Either "POST THE INVOICE", "POST & SCAN", or "ESC to BAIL".

If you are scanning the invoice, and you have a Twain Compatible scanner attached, you will see a screen something like this below. Note that Twain drivers vary, to it might not look exactly like this:

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G/L Acct #		Sales	Cost	Profit	Prof %	Hours / Posted		Vendor	F2-Vendor List
Paint	501	702.00	0.00	702.00	**.*	11.7	0.0		
Body	502	58						LEDSOE DODGE	
Mech.	503							Posting Date >	02/23/04
Frame	504								
Glass	505								0
Detail	506								0
Other	507								
Labor Total									24
Parts	551								e
P Mat	552								
B Mat	553								it
Haz Wst	554								00
Sublet	555								
LKQ	556								
Towing	557								
USED	558								
BATTER	559								
TIRES	560								
MiscTxd	561								
MiscNTx	562	0.00	0.00	0.00	0.0				
Items Total		970.38	601.85	368.53	37.9			Up Down	Esc2Bail
Subtotal		2254.38	601.85	1652.53	73.3	< Gross Profit			

Visioneer TWAIN — Insert Page to Begin Scan...

Faxing, Filing, or Copying | Editing Text (OCR) | Filing Business Cards | Storing Photos | Custom

Custom Settings

Image Enhancement
☑ Straighten
☑ Trim
☐ SharpPage

Brightness
Darker [50] Lighter

Contrast
Less [50] More

Calibrate Scanner | About | Help | Cancel

Custom Settings
Bit Depth [1 Bit B&W ▼]
Resolution [300 dpi ▼]

Custom Sets
[Custom2 ▼]
Save

Start | F:\WINNT\sy... | CC3 MAIN M... | cc3MAN - Mic... | F:\WINNT\s... | 8:33 PM

At that point in time, you insert the invoice into the scanner, and the image is filed into the RO, the journal, and the payables ledger. Nothing could be faster and easier. Parts person loves it because they don't have to hassle with copying and filing. Also, the parts person can retrieve any invoice quickly, and email or fax it to any vendor within seconds.

Assuming you "POSTED" the Invoice, you'll now be given the opportunity to go into "LINE POSTING". We recommend that you press "L" for Line Posting. You don't have to distribute the costs to the lines of the RO, maybe you're in a hurry or it's an invoice that is not lined invoice, like a rental car you are comping someone that has no revenue to post against. Regardless, you can post the invoice to lines after the fact by going into the RO>F4-Lines>F4-Parts and enter the line tracking information. When you hit (L) for line tracking, you are automatically brought into that screen and it looks like this:

Part Tracking Sorted by Typical Order

RO#	20005	Name	CORDERO		Invoice Retail	280.0		Invoice	225.00
Car	91 TOYO Celica				RO Retail	130.7		Posted	105.07
VIN	JT2AT86F4M0042868							Unposted	119.93

Ln	Repair Description	Eamt	Amt	Cost	%	Partnum	Invoice	Vend	X	*
1	OVRH FRT COVER ASSY	0.00	0.00	0.00						
2	RPR FRT BUMPER COVER	0.00	0.00	0.00						
3	REFN FRT BUMPER COVER	0.00	0.00	0.00						
4	BLND L LAMP COVER	0.00	0.00	0.00						
5	REPL OEM L SIGNAL LAMP ASS	43.64	43.64	35.07	20	81740-20180	65465466	B255	X	*
6	BLND HOOD OUTSIDE	0.00	0.00	0.00						
7	R&I HOOD MOULDING	0.00	0.00	0.00						
8	REPL OEM L FENDER PANEL	248.20	248.20	199.45	20	53802-2B150	65465466			
9	REFN L FENDER OUTSIDE	0.00	0.00	0.00						
10	REFN L FENDER EDGE	0.00	0.00	0.00						
11	REPL OEM L FENDER LINER	87.11	87.11	70.00	20	53876-20H00	65465466	B255	X	*
12	REPL OEM CORROSION PROTE	10.00	10.00	0.00		New				
13	REPL OEM MASK FOR OVERSP	10.00	10.00	0.00		New				
14	BLND L FRT DOOR OUTSIDE	0.00	0.00	0.00						
15	REPL OEM L FRT DOOR ADHES	83.88	83.88	67.40	20	ORDER FROM DEALE	65465466			
16	R&I L FRT DOOR BELT MOULD	0.00	0.00	0.00						
	ASDFADSFASD	0.00	100.00	0.00						
17	R&I L FRT DOOR TRIM PANEL	0.00	0.00	0.00						
18	R&I L FRT DOOR OUTSIDE HAN	0.00	0.00	0.00						
19	REPL OEM TAPE STRIPES	15.00	0.00	0.00		New				
20	SPCL PAINT MATERIALS	8.00	8.00	0.00						
21	FLEX ADDITIVE	0.00	0.00	0.00						
22	REFN CLEAR COAT	0.00	0.00	0.00						
23	TINT COLOR	0.00	0.00	0.00						
24	PAINT/MATERIALS-R	203.70	203.70	0.00						

F1-Help | F2-New Line | F3-BO | F4-PartsOrder | F5-Filter On/Off | F6-Return | F7-Print | F8-Tag | F9-UnTag | F10-Notes / F11-Sort | Esc2Bail

Start | Inbox - Outlook Exp... | cc3MAN - Microsoft ... | CC3 MAIN MENU, -... | 10:18 PM

This opens the actual PARTS SCREEN of the RO. At the top right corner of the screen you'll see a little "Balance Box" showing the Invoice Amt., Posted Amt., and Un-Posted Amt. Your goal is to tag lines as shown on the invoice, verify the costs and retail of each line you tag making corrections as needed and finally wind up with a "0" un-Posted Amt. When you "tag" a line as being received, the little "O" in the far right column changes to an "X" indicting the part has been received. -For maximum Parts Tracking, we recommend the use of Part Numbers. Tag the parts using F8-Tag Line, or F9-Tag All then use F10-Untag Line to un-tag the lines you don't want. When you tag a line, the cost will be guessed using the percent from the previous invoice entry screen. Most time the guess is correct, saving you the hassle of punching in the number. You can of course enter any number for the cost you want, specifically the cost on the invoice for that part. The total amount of the costs in the lines that you tag will be represented in the upper right corner called posted. Note the far right hand column shows a "*" if you've tagged it, indicating it is included in the total at the top.

F2-New Line allows you to add a new line if the line is not already on the RO.

F3-BO marks the part with the status 'B' for back ordered part.

F4-PO Parts Order takes you to the same parts order screen you can access from the Main Menu. You can print a more detailed Parts Order from the F4-PO screen.

F5-Filter button allows you to filter away non-parts like "Hazardous Waste" or refinish lines that has zero in the dollar column. F5 again will un-filter the lines. Try it.

F6-Return allows you to tag a line for return. When you eventually Esc the screen, the system fill add up all the return parts and print a return parts sheet when you exit this screen. You can return a part while you are in the middle of parts tracking, which may very well be the time you find out it's the wrong part. See parts return for more detail on this below.

F7-Print will print a generic parts order.

Let's say that you ordered a part that was shown to retail for $150.00 and that the part had increased in Retail Price to $170.00. If you do not catch that fact and make the change in Retail Price, then the ticket will show low margin at CLOSE OUT. On the other hand if you're having to adjust Retail and Costs on numerous parts, then you had better let the Estimator know so that they can get moving on a Supplement. When adjusting Retail Amounts in this Parts Screen, you are automatically creating a positive or negative supplement to the RO.

What should you do if you receive extra parts that are not on the RO. You should F2-New Line add a from the PARTS TRACKING Screen, enter the description from the part. Once added, you can POST the information about the part to that line. You'll then need to find out if the part was actually needed, or if it is really an excess part that will need to be returned using F6. Either way, you've established accountability.

The total of all the costs on the tagged lines is the amount of the "Posted" amount in the box in the upper right corner. Amount of the invoice less amount posted is the amount un-posted. You try to get all the cost distributed across the line and get un-posted down to zero. If you fail to get it to zero, say you get distracted by a customer, or your employee gets lazy with posting, a line will be created with a description "UNPOSTED AMOUNT", the un-posted amount will be put in the COST column, and the status will be marked 'E' for extra. This un-posted situation will also be permanently recorded in the notation of the archive time and date stamped for auditing.

Another extraordinary circumstance that occurs is when an invoice comes in that has both parts and sublet. For example, you post and invoice to "Parts", but as you tag the lines, the system will automatically senses that you have tagged both parts and sublet lines. Upon exit, the system will offer to "adjust" some of the money away from parts to sublet. If you do not want this adjustment, which I cannot think of a reason not to, you could hit Esc. If you hit enter and make the adjustment, cost will be adjusted in both the RO as well as the payables journal, thus passing the adjustment through to the Income Statement. This is typically the case with a rekey as you have to buy the lock cylinder part, and the sublet labor to recode it, on the same invoice. (Actually, this feature will not be available until June 2004, about version #2.20, in the meantime, see Post Transactions section of the manual for post an invoice that is distributed across multiple cost accounts.)

Finally, in repeat, lines that have been returned or extra lines are marked with 'R' or 'E'. Lines with 'R' or 'E' in status and RO cost 0, and time 0 will not be printed on ROs or supplements. So these lines are preserved for tracking purpose, but do not print.

YOU CAN POST INVOICES TO A CLOSED RO - Go into an F6-Jobcost, then dbl-click the parts cost category in the middle of the screen. You will need a master password to do this. If you back date to a previous month that you have already run an income statement and balance sheet for, you must run that income statement and balance sheet again for the posting to take effect in your financials. The posting will go to the payables regardless. If you do not backdate, there is no major accounting issue At the time the manual was printed, posting to a closed RO was protected by master password. If you post an invoice to a closed RO, obviously it will not be reflected in the shop report for the month that that closed RO is in. If that RO is in a month that you have not run the shop report for, there is no issue. If the RO was in a month that you have run a shop report for, the effect of the

gross profit number at the bottom of the report is likely to be insignificant and probably would not warrant rerunning the shop report.

Chapter 12, "Returning Parts & Keeping On Top Of Parts"

RETURNING PARTS

Returning parts whether ordered and not needed, or received in excess, is handled through the PARTS SCREEN of the RO. You bring up the PARTS TRACKING SCREEN by pressing "F4" twice from the RO HEADER SCREEN. Once you have the PARTS TRACKING SCREEN displayed, merely highlight the part to be returned and press "F5". This will change the status to "R" for returned. You may tag as many parts as need be, so long as they are all on the same invoice. Once you have tagged the lines for return, you press "ESC" and the system identifies the Vendor, the Invoice #, and the Amount of the tagged lines being returned. It also allows you to verify the ACCT # that you'll be crediting with the return

CC3's PARTS TRACKING System will automatically print out two (2) copies of the Return Slip. You should have the driver sign one copy for your records and send one along with the returned part(s).

You may not have realized that when you Posted that Parts Invoice that you were actually creating a Payable out in the Accounting System. Likewise when you create a Return Parts Slip, you are posting a Return Credit directly into the Accounting System.

All parts returned are then noted to the RO's notation screen with time and date stamp for audit.

RO Lines marked with status 'R' or 'E' and have no time and 0 amount will not print on the RO or Supplement, so the line is preserved for tracking only. You can use this type of line to receive a part that was accidentally to your shop, you can add the part as a line on the RO, and then return it, and the part never shows up on any printed RO for the customer or insurance company.

You must post a return to print the return parts sheet. You do not wait for the credit memo to come back from the vendor. This system is now superior to anything that the dealership is using; therefore your records will be more clear and concise if you post the return. There are 2 return sheets that print out, one signed by the driver and placed in the file. Therefore, with a signed return sheet in your file, you can feel confident that having the return posted before the credit memo arrives is appropriate.

To return a part on a closed Archived RO, the system is not nearly so cool, but will allow you to handle the transaction. You will first post an invoice to the RO for a negative amount (see the previous chapter). You will then go into the actual part line tracking of that RO and appropriately notate, as well as notate thru F10-Notation of that closed RO. No Return Parts sheet will print as of the date of printing this manual. On a side note, from the Main Menu, an option called Locate Lost Part will allow you to cross reference a lost part part # to either a closed or open RO. So a part sitting around the shop for a few months, could be quickly tracked to an Archived RO. Locate Lost Parts only works if the part number is entered on a line-by-line basis, and that does occur automatically whenever an estimate is bridged in from Mitchell, ADP, or CCC.

PARTS RETURN CHECK - If a check comes back to the shop for return of parts on a particular RO, which is sometimes the case with used parts that didn't work out, the check can be deposited and "jobcosted", meaning the check amount deposited will be removed from the ROs jobcosting. Just go